

EHS Senior Party Committee Descriptions

Budgets are set at the beginning of the school year and each committee chair is responsible for maintaining their budget – Donations are preferred to purchases. Each Committee is responsible for decorating and cleaning their own space.

Co-Chairs of Senior Party:

Responsible for scheduling meetings, setting budget, obtaining committee chairs, communications to senior parents, making sure that committees know what they need to accomplish, finding warehouse space, keeping the planning process moving smoothly and working with the EHS personnel.

Co-Chair: Joy Ernst joydavidsonernst@gmail.com, **Co-Chair: Lynne Rectenwald** ecmrec@aol.com, and **Co-Chair: Tammy Smasal** tammysmasal@gmail.com.

Treasurer:

Responsible for depositing checks, checking account, paying bills/invoices and financial records.

Ross Robinson rnr32859@msn.com

Volunteer Coordinator:

Receives parent volunteer registrations and creates database for committee chairs; helps committee chairs find volunteers.

Kim Osmundson kimanne2@gmail.com

Care Committee:

Responsible for trying to making sure that each student is represented at the party with whatever personal decoration has been chosen by the photo wall committee and/or decorations. Works with Photo Wall / Kindergarten Wall committees to make sure each senior is represented.

Chair: Open

Clean-up Committee:

Work with individual committees and hall captains to organize cleanup of high school after the party; obtains roll-off dumpsters for warehouse and school; work with Transition Chairs for next year's party to donate party props/art; help organize clean up of warehouse.

Chair: Open

Communications:

Responsible for parent mailings and email tree organization, student invitations, party program, party newspaper, nametags and tents for security.

Chair: Open ehssenioreparty@gmail.com

Decorations:

Overall artistic development of the theme -- work with individual committee chairs and hall captains to develop decorating themes; oversee and coordinate use of warehouse by all committees for work. Work with the Decorations subcommittees listed below to make sure that the theme is carried out and budgets are met in the various areas. Oversee decorations installation in the high school. Work with Clean up Committee to ensure that the high school and warehouse is cleaned out. Maintain budget.

Chair: Open

Decorations-Bodies:

Supervise individual student mock-ups done by parents, help decorate/set-up/take-down. Works with Care Committee to make sure that each senior is represented.

Co-Chair: Vicki Philips v2philips@gmail.com and **Co-Chair: Jayne Tuttle** jbtuttle@att.net

Decorations-Warehouse/Supplies Coordinator:

Work with decorations committee and supply coordinator to arrange for transfer of props/decorations to-from warehouse-school and back. Supervise warehouse space.

Borrow/get donations or purchase necessary supplies as needed by committees for theme development; arrange for delivery. Help with warehouse.

Chair: John Sorteberg john.sorteberg@cfsmn.com

Entertainment:

Decide on and retain appropriate auditorium entertainment – 3am-close within established budget.

Chair: **Open**

Food / Beverage Committee:

Plan menu with the theme in mind, obtain and serve food to seniors and parent volunteers during the event. Decorate/clean the food area(s) within established budget. Donations if possible!!

Co-Chair: Kim Ross kimmy1616@mac.com and **Co-Chair:** Sue Eldridge jseldridge@comcast.net

Fundraising Committees:

Individual fundraiser chairs supervise and implement fundraising opportunities.

Macy's:

Chair: Jayne Robbins jvrobins@cbburnet.com

Sally Foster/ Stationery:

Begin planning in August for September fundraiser. Promote SF products, distribute SF packets to homes, receive and tally orders, arrange for delivery/pick up of product. Work with Treasurer on receipts and invoices.

Usually catalogs are delivered in conjunction with the SF sale in September. Work with SF committee on catalog distribution, receive and tally orders, work with stationery rep, arrange for delivery of product with stationery rep. Work with Treasurer on receipts and invoices.

Chair: Connie Cauble ccauble@comcast.net

Flower Sale:

Work with greenhouse in the fall to place order - estimate sales; promote flower sale in spring, arrange for order forms to be delivered to homes, receive and tally orders, arrange for product delivery and customer pickup. Work with Treasurer on receipts and invoices.

Chair: Lesli Rausch leslirauch@aol.com

Games Committee Chair:

Oversee budgets for individual games selection and installation of equipment. Work with individual games co-chairs with plans to staff, decorate/clean games areas.

The following individual game co-chairs work together to plan their room decorations relative to the theme, equipment needs, arrange for rental and return of equipment, work with overall Game Committee Chair to stay on budget, decorate/clean their game area; schedule decorations installation and staff party.

Chair: **Open**

-Bingo: Chair: **Open**

-Cake Walk: Chair: **Open**

-Carnival: Chair: **Open**

-Casino: Chair: Patty Cutshall pcutshall@comcast.net

-Coffee Shop: Chair: **Open**

-Dots & Tattoos: Chair: Jane Soltau ssoltau@comcast.net

-Family Feud: Chair: **Open**

-Golf: Chair: **Open**

-Gym (lg): Chair: **Open**

-Gym (sm): Chair: **Open**

-Musical Chairs: Chair: **Open**

Green Committee:

Chair: Suzanne Kerwin Skerwin@comcast.net

Health Services Committee:

Provide medical staff during the party (usually parent volunteers who are doctors/nurses).

Chair: Marilyn Bye mhbye@mac.com

Host Committee:

Choose and obtain gift(s) for each student for "going away" bag; check seniors in/out of the party; provide organized space for seniors' personal belongings that can't be brought into the party. Receive any prizes won and place in senior's bag. Decorate/clean their space. Staff party. Maintain budget.

Co-Chair: Betsy Madson fourmadsons@gmail.com and **Co-Chair:** Gwen Jacobson gwejacobson@comcast.net

Junior Transition Committee:

Work with the next year's Senior Party committee to preserve props and decorations for their party.

Chair: Open

Junior Volunteers Committee:

Arrange for current junior parents to staff Junior Security the day of graduation, through the Open House and until senior parents arrive from graduation.

Chair: Laura Plaetzer lkplaetzer@hotmail.com

Photographer/Video:

Take pictures during party prep and during the party for website and party newspaper.

Chair: Open

Photo Walls**Baby-Senior Photo Wall Committee:**

Obtain senior and baby pictures of each senior and incorporate them into a display within the theme idea. Determine display theme. Return items to senior's through Host Committee which will place these souvenir items in their respective bags to take home. Decorate/clean space. Maintain budget.

Co-Chair: Cathy Bailly Cbailly@lmsvc.com and **Co-Chair:** Julie Nichols snowflyr@hotmail.com

Kindergarten Photo Wall:

Obtain pictures of each student; design and incorporate theme idea into picture display using student's kindergarten pics. Return items to senior's through Host Committee which will place these souvenir items in their respective bags to take home. Decorate/clean space. Maintain budget.

Co-Chair: Susan Ward sward5@comcast.net and **Co-Chair:** Anne Sundberg anmurt@aol.com

Prize Committee:

Select/obtain prizes – donations preferable or purchase – staying within pre-set budget. Determine how to disperse prizes, decorate/clean prize area. Staff party. Ensure thank you notes for donations are sent to donors, SunCurrent ad is placed. Ensure that a BIG sign listing donors is at the open house. Decorate/clean prize area.

Co-Chair: Sarah Miller dillkjm@aol.com and **Co-Chair:** Open

Security Committee:

Responsible for building security during set-up, public open house and during event. Work with Junior Transition to staff security prior to party. Help with general decorating and cleaning after the party.

Chair: Tim and Andrea Walsh andreawalsh27@gmail.com

Senior Records:

Receives and keeps spreadsheet on receipt of grad baby/kindergarten pics, ticket fees; to track who has submitted requested items. Gives Treasurer the ticket checks, photo wall/kindergarten wall committees the requested pictures and alerts committees to remind parents who haven't responded with items yet.

Chair: Laurie Olson lolson6@comcast.net

Service Committee:

Agree on an appropriate service project to be completed during the party by the seniors. Stay within budget. Arrange for delivery of completed service project if necessary. Decorate/clean space. Staff party.

Co-Chair: Julie Baker djbaker2@aol.com and **Co-Chair:** Sally Maenner sbmaen@aol.com

Transportation Committee:

Work with District to ensure that seniors get from graduation ceremony to the party. Check grads' dressing rooms at Northrop & buses for forgotten items, bring items to Host Committee so they can get items back to students. Arrange for volunteers to ride buses from Northrop with seniors. Arrange for water and bags for personal items to be on the buses.

Chair: Kris Chavez kchavez_mn1@comcast.net

Web Designer / Webmaster:

Initial design and edit website over the course of the year. Work with General co-chairs on content.

Chair: John Couchman john@couchman.name