

# GRAD PARENT MEETING SEPT 2022

## Committee Roles for the Safe Grad Parent Committee

### **CHAIR/CO-CHAIR**

- Provide structure and meeting agenda for each meeting.
- Help with decision making process.
- Communicates with Westwood staff.
- Main contact for the Victoria Inn (Rep: Amie).
- Additional signing person for cheques and payments.
- Works with all other committees as needed.
- Provides the toast to the students at the grad dinner (with min 1 other person).
- Speaks at student grad level meetings, parent meetings and at the grad dinner to relay safe grad information.

### **SECRETARY**

- Takes attendance at each meeting.
- Takes meeting minutes electronically and sends them out to all committee member prior to the next meeting.
- Tracks decisions made by the committee via motions and votes.
- Communicates to members unable to attend meetings with meeting minutes.
- Records and shares questions to be answered at future meetings.
- Plans for an additional person to record meeting minutes in their absence.

### **TREASURER**

- In charge of recording and organizing the budget for the safe grad.
- Signs off on cheques and payments.
- Makes sure to follow suggested protocols set forward by the board office.
- Keeps accurate spreadsheets of money in and out.
- Reports to the committee on a regular basis.
- Works closely with the committee chairs on budget and spending.

### **SECURITY**

- Attends meeting with co-chairs at Victoria Inn to learn about security and safety procedures.
- Attends meeting with co-chairs with the Manitoba School Board Association about safe grads.
- Possible rental of Police for event.
- In charge of organizing a committee of parents for security for night of safe grad.

## **SIGN IN/SIGN OUT**

- Runs a committee responsible for signing students into and out of the safe grad venue at the start and end of the evening.
- Speaks at grade level and parent meetings to go over the rules and expectations.
- Adapts the paperwork as needed for grads and guests.
- Purchases wrist bands for identifying students of age.
- Organizes a system of checking in grads to the venue, including binders, clear bags to collect items, and handing out items from the safe grad committee (usually money for the casino).
- Attends meeting at Victoria Inn to understand safe grad rules and regulations.
- Collects and organizes all safe grad forms.
- Collects any fees/costs of safe grad.
- Attends (or other committee members attend) dinner ticket sales (4-day period in May/June at lunch hour) to collect safe grad paperwork and fees.

## **FOOD/DRINK**

- Responsible for planning the food and non-alcoholic beverages for the safe grad event.
- Communicates with the Victoria Inn regarding costs of plating and bringing in items.
- Sources food and drink options.
- Possible polling of student body for opinions.
- Organizes committee of parent volunteers to help with the food/beverage night of safe grad.
- Arranges to have food and beverages at the venue for the day of safe grad.
- Works within budget, looks for donations, etc.

## **SILENT AUCTION/PRIZES**

- Collects and organizes the silent auction prizes for various events, depending on the needs of the committee.
- One for sure – the silent auction for the students at the safe grad.
- Possible other options – silent auction prizes for fundraising events (ex: Car Wash).
- Uses/adapts fundraising letter to put out to the community.
- Works with a committee of people to solicit for prizes to use throughout the year.
- Spends raised money to purchase supplementary prizes if necessary.

## **ADDITIONAL FUNDRAISING**

- Organizes a committee in charge of any additional fundraising activities.
- This will include possible activities such as Online 50/50, Mom's Pantry, Peak of the Market, Pierogies/cookies/cheese sales, Gift Card sales, Pancake Breakfast (hosted through Applebees or Breezy Bend Country Club), Partnering with restaurants, holiday events, a possible Bud/Spud, Car Wash, or other such fundraising opportunities.
- Reports to the committee regarding options for fundraisers, volunteers needed, money raised, etc.

## **CASINO/ENTERTAINMENT**

- Works with a committee to provide entertainment for the evening of safe grad.
- Sources and books possible entertainment, including music, casino, photo booth and any other entertainment opportunities that work within the budget.
- Communicates with student grad committee for ideas and suggestions.
- Communicates with the Casino business, including training of parents volunteering the night of safe grad.
- Organizes a team to work throughout the night of safe grad.

## **MEDICAL**

- Provides medical assistance the night of safe grad.
- Organizes a medical room, provide limited first aid with provided safety box, contacts additional medical help if necessary.
- Provides safe place for students to go for whatever needed.
- Works with Sign-in/Sign-out team for medical information provided in paperwork.
- Organizes a team to work throughout the night of safe grad.

## **SAFE GRAD PARENT INFORMATION**

Please scan this QR Code to provide your contact information to the Safe Grad Parent Committee.



If you are interested in being a part of the Safe Grad Parent Committee please email [Leslie.eyjolfson@sjasd.ca](mailto:Leslie.eyjolfson@sjasd.ca) and indicate if there is a specific position you are interested in or just a member at large.