

**Class of 2010
Lake Braddock All Night Grad Party**

VOLUNTEER INFORMATION

The All Night Grad Party, which takes place graduation night from 11pm – 5am, is an alcohol/drug free event designed to keep celebrating graduates off the road and in a safe, secure place on one of the highest risk nights for teenage deaths. Please sign up if you are able to help with this important and fun event planned for this year's senior class. We encourage parents desiring a certain job, to mark their calendars and sign up early to ensure they get the job they desire. Underclassman parents are particularly needed this year to set up, as Graduation takes place in the evening that same day.

NAME _____

PHONE _____

EMAIL(S) _____

HOME ADDRESS _____

STUDENT'S NAME _____

FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR _____

_____ **Mulch Sale Delivery * – March 19-21, 2010** * *For more info, contact Mulch Chair Ed Hartman at lbss.mulchman@cox.net*

- _____ **Shifts:** (check all that apply) I can work one or more: ___ Fri afternoon; ___ Sat AM; ___ Sat PM; ___ Sun AM
- _____ provide **manpower** – check **HOW** below: (if interested in more than one, check & prioritize)
- _____ Truck Driver / Team Chief (8 per shift) - leads delivery team of students/adults; drives 24-ft. rental truck to deliver mulch
 - _____ Support Vehicle Driver (8 per shift) - transports students to deliver mulch Have a ___ sedan; ___ minivan
 - _____ Delivery Team Member - helps deliver mulch
 - _____ Truck Loader (3 per shift) - loads mulch onto trucks with help of forklift & dollies
 - _____ Forklift Operator (2 per shift)
 - _____ Utility Volunteer- helps where needed on-site at school
 - _____ Pick-up Truck Driver (1 per shift) - provides & drives for smaller "side" deliveries of ~ 25 bags, with help of 2 students
 - _____ help with Mulch Café & Volunteer Control (4 per shift for 3 Sat/Sun shifts) - check in/out & nourish volunteers
 - _____ interested in coordinating Mulch Café (2 parents) - working with ANGP Food Chairs to arrange for food to feed mulch volunteers
 - _____ available Friday afternoon, March 19, to help pick up rental trucks and bring them to school (4 drivers)
 - _____ available Sunday afternoon, March 21 to help return trucks to rental agency
 - _____ know of local businesses who would support the Mulch Sale (rent equipment/ trucks, buy/sell mulch, donate food/beverages)

_____ **Additional ANGP Fundraising**

_____ **All Night Grad Party - Monday, June 21, 2010 [Reminder: 7:00 pm (evening) Graduation]**

- _____ I would like to help with preparation throughout the year
- _____ I am willing to chair or co-chair a committee
- _____ Committee of interest: _____ (see listing below)
- _____ I would like to help set up the day of the party (need mostly Junior & underclassman parents due to evening graduation time)
- _____ I would like to help **DURING** the party
 - _____ All Night 10:30 PM to 5:30 AM
 - _____ First Shift 10:30 PM to 2:00 AM
 - _____ Second Shift 1:30 AM to 5:00 AM
 - _____ I would like to help with clean up at 4:00 AM

_____ **Committee I am interested in helping with:** _____ (sign up EARLY to get your preference!)

Committees include (see reverse for descriptions) : Activities (includes casino table games); Cleanup; Decorations; Donations; Food; Fundraising (Mulch or other); Check-in (passports/cabana); Publicity; Reservations; Safety (Security); Set-Up (underclassmen parents needed this year); Store; T-shirts; Transportation; Volunteers.

Your information can be e-mailed or mailed to:

Victoria Sands
9711 Velilla Road
Burke, VA 22015
703-451-1074
visands@verizon.net

**** MAKE A COPY TO KEEP
AS A REMINDER &
REFERENCE! ****

Lake Braddock All Night Graduation Party Committees

Each committee should have a Senior-parent Chair and Junior-parent Co-chair.

Junior co-chairs attend meetings, work with committee chairs, assist where needed and assume responsibilities at Wakefield on graduation day and evening, and prior to clean up the following day. This not only gives assistance to senior parents on graduation day, allowing them to attend graduation that evening, but also provides Junior parents the opportunity to learn the inside workings necessary to execute a better party for their senior the following year.

Activities: Plan the games. Deal and contract with vendors for the casino, carnival-type games, artists, etc. Arrange for facilities (Audrey Moore Recreational Center) and lifeguards. Build new games as needed, set up prior to the party, assist with the games during the party. Take down ANGP-owned items for return to storage.

Party Store: Through donations and purchases, supply the store with items that the students will “buy” with their prize money. Set up the store before and during the party. Prepare any ANGP-owned items for storage.

Cleanup: Organize a group of volunteers to clean up Audrey Moore Rec Center at the end of the party in accordance with the contract.

Decorations: Plan, organize, prepare and set up decorations to carry out the selected theme. Coordinate with Audrey Moore and the Fire Marshall’s office. Take down and prepare decorations for storage after the party.

Donations: Contact local businesses and organizations for cash contributions or prize donations. Coordinate with committees organizing Party Store, Reservations and Door Prizes. Send “Thank you” notes to contributors.

Food: Organize the procurement of food through purchases, donations and parent volunteers. Send “Thank you” notes to contributors. Staff food areas before and during the party. Clean up kitchen and food areas during and after party.

Fund-raising/Mulch Sale: This can be one or two committees; one to organize and coordinate the mulch sale to raise money for the party; and one to coordinate other fundraising efforts.

Passports/Cabana: Procure material and assemble entry packets and cabana bags. Organize and staff the reception area where graduates sign in, and the area where students leave personal items. Sign out grads that leave the party early. Coordinate with Reservations Committee.

Publicity: Arrange for advertising within the school, in newsletters and in newspapers to encourage attendance at the party. Arrange displays in hallways and cafeteria. Arrange for announcement in classes. Produce mass mailings to students and families.

Reservations: Arrange for and staff sign-up tables at school for students to make reservations for the party. Take additional reservations at the door on the night of the party. Continuously coordinate with other committees that need reservation number information.

Safety (Security): Plan and organize the security issues of the party. Determine where parent volunteers are required and staff accordingly. Coordinate with Audrey Moore staff, Fire Marshall’s office, police dept and EMTs. Arrange for parent tour/training at Audrey Moore prior to the party.

Set-Up: Assist with the actual set-up of the party at Wakefield Rec Center: Unloading and taking materials, supplies, chairs and tables to areas of Center where needed; may help put up decorations. This will take place the DAY OF graduation, starting in the late afternoon until 10pm. This year will necessitate **junior, sophomore, and freshman parents** to set up. Graduation will take at 7pm, making it impossible for senior parents to take on this role.

T-shirts: Organize a contest for seniors to design a t-shirt logo for the party. Arrange for the purchase and printing of the t-shirts, along with the distribution of the shirts at the school in coordination with the Reservations Committee.

Transportation: Make arrangements for people and trucks to transport equipment, food, decorations, etc. to and from Audrey Moore Rec Center.

Volunteers: Call parents to solicit volunteers to work for and/or during the party, as well as at the fund-raising mulch sale. Contact parents who sign up for general assistance and “place” them with a committee in need.