

**Class of 2012
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 to help with this important and fun event planned for this year's senior class. Mark your calendars. If you desire a particular job, sign up early to secure the job you desire. **Underclassman & junior parents are encouraged to help, even in co-chair roles, to give the senior parents an opportunity to focus on their graduation of their child.**

NAME _____

PHONE _____

EMAIL(S) _____

HOME ADDRESS _____

STUDENT'S NAME _____

FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR _____

_____ **Mulch Sale Delivery * – March 24-25, 2012** * *For more info, contact LBSS Mulchman Ed Hartman at lbss.mulchman@cox.net*
(major fundraiser for ANGP)

- 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 26-ft. rental truck to deliver mulch
 - _____ Support Vehicle Driver (8 per shift) - transports students to deliver mulch Can transport _____ students.
 - _____ Delivery Team Member - helps deliver mulch (#)
 - _____ Truck Loader (3 per shift) - loads mulch onto trucks with help of forklift & pallet jacks
 - _____ 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 23, to help pick up and load rental trucks for Saturday morning delivery
 - _____ available Sunday afternoon, March 25, to help return trucks to rental agency
 - _____ know of local businesses who would support the Mulch Sale (donate food/beverages to mulch café; donate gift cards)

_____ **Additional ANGP Fundraising**

_____ **All Night Grad Party - Friday, June 15, 2012** [*Reminder: Graduation takes place 9:30 AM that day*]

- _____ 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 (from 11:00 am – 9:00 pm)
- _____ 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 4:15 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); **Clean up**; **Decorations**; **Donations**; **Food**; **Fundraising** (Mulch or other); **Check-in** (passports/cabana); **Publicity**; **Reservations**; **Safety (Security)**; **Set-Up** (underclassmen parents needed for this); **Store**; **T-shirts**; **Transportation**; **Volunteers**.

Your information can be e-mailed or mailed to:

Jeanne Weidinger
6225 Capella Avenue
Burke, VA 22015
703-451-6162
mweiding@msn.com

**** 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/underclassman-parent Co-chair.

Junior / underclassman 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 allows senior parents to attend graduation and tend to visiting family and provides Junior / underclassman parents the opportunity to learn the inside workings necessary to execute a party for seniors 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 (this takes place all through summer/school year before); 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 Rec Center at the end of the party in accordance with Center’s management contract. **Great for underclassman parents (fresh legs), relieving exhausted volunteers.**

Decorations: Junior and underclassman parents only. Plan, organize, prepare and work with team of about 20 volunteers to set up decorations which carry out selected party theme evening before party start. Coordinate/comply with regulations of Audrey Moore and county Fire Marshall’s office. Take down and prepare decorations for storage after 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 and gather volunteers to prepare 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 Marshal’s office, police dept and EMTs. Arrange for parent tour/safety training/orientation at Audrey Moore Rec Center prior to the party.

Set-Up: Junior and underclassmen parents only (senior parents cannot do due to graduation ceremony). Assist with the actual set-up of the party at Audrey Moore 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 about NOON. **Requires 5 – 10 strong men in the afternoon.**

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: Arrange rental of truck and with 6 – 8 strong volunteers, pick up and transport equipment, food, decorations, items from LBSS storage shed, to and from Audrey Moore Rec Center. Morning before party until about noon/2:00 pm; then 5:00 – 7:00 am morning after party. Two shifts of helpers.

Volunteers: Solicit and coordinate 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.