

Graduation Party SANP Volunteer Sign Up:

Volunteer(s) for these committees might be asked to assist but not limited to the following:

Bag and Check: Assist with preparing the bags for the Bag and Check area, organize the area as per committee chair, assist on the day of the Graduation Party, etc. Volunteers are especially needed at the early morning shift from 4:00 to 5:30 a.m. – this is the time when students rush to pick up their belongings after the party.

Bids and Tickets: Volunteers are to run the check-in area as per sub-committee chair(s). Security check, verify student's ID's, provide a bid and wristband each student.

Big Toys: Assist committee chair on the night of the Graduation Party. Stay at the assigned station to supervise and to ensure the safety of the students.

Casino: Casino volunteers deal Black Jack and Poker and run the cashier booth for the casino the night of the party. Students gambling in the Casino win chips which are traded in for tickets at the Casino cashier, and the tickets can then be used to "buy" prizes.

Clean-up: Assist the sub-committee chair(s) to ensure the school ground is back to the original form, put furniture back to the original position, tidy up the areas used and assist with clean up as per sub-committee chair. The volunteers for this committee starts early in the morning around 5:00a.m. to 5:30 a.m. as determined by the sub-committee chair.

Construction: Assist the Construction Committee to building items needed for decorations at the party. Construction and Decorations work jointly to realize the party theme. Construction also provides assistance to set up the larger pieces of decorations the week before the party at Monta Vista in the entrance, gym, student lobby and rally court.

Decorations:

- **Chair(s):** If you are artistic and have a creative vision, do consider the Decoration Committee co-chair position. Since this is a huge task, the Graduation Committee has divided the tasks to areas instead. The areas in need of help are Entrance, Bathrooms, Student Lobby, Rally Court and Gym.
- **Volunteers:** Assist the sub-committee chair(s) with prepping the props and decorations as per the theme of the year on Saturday mornings leading up to the party and during the day and evenings one week before the party at Monta Vista.

Electrical: Electrical volunteers help the Electrical Chair set up the correct lighting (for safety) and lighting for decoration, sound systems for music and announcements, Cooking appliances, vendor toys, generators, etc.

Entertainment: Volunteers for this committee shall assist the Entertainment Chairs with the vendors, games, videos, DJ's, etc. on the eve of the Graduation party.

First Aid & Safety: The First Aid Committee is responsible for maintaining the first aid and safety supplies and providing first aid during the night of the party.

Food Committee: Purchase food, prep food from home or MV kitchen, pick-up food from vendor(s), do inventory, bar-b-q, clean, serve, re-stock, and clean up. The responsibilities are divided up into several food categories.

Games and Booths: Assist committee chair on the night of the Graduation Party. Stay at the assigned station to supervise and to ensure the safety of the students. Volunteers will help hand out tickets and operate the games. Volunteers might be assigned two per booth or by themselves.

Hospitality – Provide light refreshments to the decoration crew on Saturdays and provide breakfast/lunch/dinner one week before the Graduation Party as per Decoration chair(s). Help Hospitality Chair set-up the buffet table, provide food/drinks, clean up as needed and keep the Library neat and tidy throughout the Graduation party. Provide breakfast to the clean-up crew and the take down

crew after the Graduation party as per Hospitality Chair. Buffet style table set up in the Library for the volunteers and custodians to enjoy from 4:00 p.m. onward on the night of the Graduation party.

Neighborhood Liaison: The Neighborhood Liaison committee is tasked with informing neighbors about the party and that noise from the party may be heard at their home.

Prizes: Volunteers for this committee shall help purchase and label prizes prior to the Graduation party, guard prizes before the party starts, help distribute prizes and monitor raffle as per Prizes Chair(s).

Security: Remain at the assigned area as per the security chair. Ensure the perimeter of the school is secure and safe. A vest and a walkie-talkie are provided.

Site Management: The Site Management Committee is responsible for maintaining the Site Map, Equipment Inventory, and coordinating the set up at school the week prior to the party.

Take Down: Work with the sub-committee chairs to ensure the decorations and furniture are taken down and stored in the pods. The volunteers for this committee are expected to work from early in the morning until completion, usually 5:30am – 12:00pm.

Volunteer Coordinator: Volunteers for this committee shall assist the volunteer coordinator chair(s) with check in/out of all the volunteers. Provide badges and direct volunteers to the assigned areas.