



PARENT RECRUITMENT and CONFIRMATION LETTER

SAMPLE PARENT RECRUITING LETTER AND VOLUNTEER FLYER

ATTENTION ALL PARENTS:

As you look forward to September ____ (insert date school starts), I'm sure that a smile breaks across your face as you think about how peaceful your home is about to become. Before you lose that smile, I'd like you to think forward to June ____ (insert graduation day) next year. After all of the kisses and hugs are finished that evening and the last flash from a proud parent's camera momentarily brightens the darkening sky, our seniors will head off to their all-night alcohol-free and drug free graduation party. This party will be unlike any other party that they have attended. Why? Because of parents like YOU!

The success of this Grad Night party depends upon parent volunteers-lots of them. And for the past several years, parents have always come forward to help. As the chairperson of this year's Grad Night, I extend my personal invitation to parents of freshmen, sophomores, junior and seniors to join with me and a dedicated cadre of parents who have already volunteered their time for next year's Grad Night.

With this event, there is no such thing as "too much help." Parents of underclassman are especially welcomed, for two reasons. First, you will need the experience and exposure to this activity to better prepare you for the time when your son or daughter becomes a senior and it's your turn to run Grad Night - you'll be experts at that point. Second, and perhaps more importantly, volunteer parents of seniors will have a Herculean task as commencement day approaches in June, trying to prepare for their son's/daughter's graduation, entertain out-of-town guests and other family and friends who came to witness graduation, in addition to trying to wrap up last minute details associated with the Grad Night party. Parents with no seniors, who are members of the Grad Night Committee, won't have to deal with all the extra commencement activities. They can concentrate on the Grad Night party.

On the second page of this letter is a list of the Grad Night areas that need volunteers. Please read the list and volunteer to help. If you would like to be a member of the Grad Night team, please contact me, _____ (insert name) at _____ (insert your phone number)

Thanks and together let's enjoy the "Grad Night" experience!

Thank You....



LISTED BELOW ARE SOME COMMITTEES THAT NEED VOLUNTEERS

Entertainment

If you love partying with hundreds of teenagers, you'll love working on this committee. Members are responsible for planning, setting up, and running the games that will amuse, challenge and beguile the seniors. Games of chance, carnival games, athletic games-you name it. There are dozens to choose from, all previously tried and tested. Let your imagination go wild.

Cleanup

If you have a strong back, and do not mind getting up early in the morning or dirtying your hands, this committee is for you. They provide a FRESH group of volunteers at the end of Grad Night who clean up, dismantle, store, return items and disburse leftover food. Their primary work begins immediately following the end of the party. They will return the party facility back to its original state as soon as possible.

Decorating and Construction

If you are artistic and/or love to create or build things, this is where you will be most effective. This committee is one of the largest and one of the most intensive. They are responsible for decorating and constructing the party facility in the theme established by the Grad Night Executive Committee. This particular committee can be composed of many sub-committees, one for each major area of the facility if necessary. Members begin their assignment as soon as the theme is established.

Fundraising

If you have a lot of business contacts and are skilled in the fine art of persuasion, this is the place for you. This committee has a very demanding and critical job to perform. Their assignment is to provide items and money, through donations from parents, business establishments, and community associations, that will help cover the cost of Grad Night. This committee also coordinates the major fund-raisers throughout the year.

Prizes

If you never have a problem figuring out what type of presents to buy for your friends and relatives, you will definitely want to join this committee. They will use money from fundraising and gifts from local businesses to create an almost endless flow of prizes that will be given out during party. These prizes will vary from simple door prizes, to major gifts.

Publicity and Press Relations

If you have a way with words and a knack for getting people's attention, you will be very happy working on this committee. Their job is to create enthusiasm for Grad Night among students, parents, school administrators, faculty and community at large. This is done through announcements in the school paper, the parent newsletter, articles in the local newspapers, contact with radio stations, and any other medium you can think of.

Food

If you love coming up with yummy food ideas and serving them to lots of hungry people, this is the place for you. This committee provides simple, recognizable but creatively served food and beverages that appeal to the graduates. If this can be done while conforming to the general party theme, so much the better. They will work closely with the fundraising committee to solicit donations from local fast food parlors, restaurants, hotels, churches and other community organizations.

Security and Safety

If you are not easily intimidated, and do not mind working a few hours between 11 p.m. and 6 a.m., sign up for this committee. They provide for a safe, drug and alcohol-free atmosphere during the party. They give the thumbs up on who can and who cannot enter Grad Night. Party security also includes parents who will serve as chaperons throughout the night.

Tickets

If you are an ingenious person, the ticket committee wants you. Their job is to provide a method of identifying those who should be admitted into Grad Night. Tickets can be a very clever publicity stunt used as the final lure to get students to attend. For example, if a travel theme is selected, tickets may be airline jackets containing "boarding passes" that are presented at the "ticket counter" where a "boarding pass" is issued. You get the idea!!



SAMPLE ADULT VOLUNTEER CONFIRMATION LETTER

First, THANK YOU for volunteering to help!

Our records show that you will be working the following:

Activity: _____

Hours: _____ to _____

If for any reason you cannot work as assigned, please call _____ - _____ immediately.

Please note the following GRAD NIGHT RULES:

All students must arrive between 11:00 p.m. and midnight. (We will continue to process students through the line until everyone is in).

ENTRY is through the FRONT ENTRANCE ONLY.

EXIT is through the FRONT ENTRANCE ONLY.

Students may leave any time they wish but they may not re-enter. NOTE: STUDENTS WILL BE REQUESTED TO SIGN OUT GIVING THEIR NAME AND THE TIME. This is for everyone's protection.

This is an ALCOHOL/DRUG-FREE EVENT. BOTH STUDENTS AND ADULTS ARE EXPECTED TO UPHOLD THIS RULE. Show your children that you can celebrate and have fun without drinking. This also is a non-smoking facility. If you see a problem (or even think you see a problem), please bring it to the attention of one of the security committee members. They will be wearing buttons denoting their primary cause in life is to be "The DOORSTOPS," and will probably be carrying walkie-talkies. They will handle whatever irregular problems are encountered.

VOLUNTEER DRESS, Dress in your most comfortable "Beach Wear" (i.e., shorts, pants, white-soled gym shoes NO HARD-SOLED STREET SHOES, and your "wildest Hawaiian shirts.") Leave your valuables/purses at home or lock them in your car trunk. Pockets may come in handy.

PLEASE ARRIVE, 15 minutes early and check in at the Front Entrance Lobby Security Desk.

WHEN YOU ARRIVE, Enter only at the Front Entrance. Lights are scheduled to be on all night in the parking lot. We recommend you park only in the front parking lot, as that is where our uniformed police officers will be stationed. Students MUST use this door to both enter and exit.

Please note: We have promised the Graduates that we would try to hold the # of adults to a bare minimum. Therefore, please do not join in the party as a participant or stand around the various rooms and watch. We are there to run the activities or to staff various posts only. If you want to stay longer than your shift, please ask the Volunteer Staff at the Front Lobby desk whether additional help is needed. Please remember that we are trying to handle all responsibilities without overwhelming the students. Remember, this is their party, not ours.



SECURITY DESK PHONE NUMBER, if you must be reached during the night is ____ - _____. There are also pay phones located in the center.

FIRE ALARMS OR OTHER EMERGENCIES, Staff has generously volunteered their time as well. On-site Staff include Managers, custodian, technician, and Park Ranger.

FIRST AID ROOM Staffed by a Nurse, is located in the lower hallway to the Gym.

FOOD, There should be plenty of food for everyone. Please feel free to eat whatever you like. Please help us remind all participants that food is only allowed in the Youth Lounge and Dance Floor (Rooms P & Q).

SET-UP, At this time, we cannot move anything in until approximately 9:00 p.m., Friday, June 14th. We need everyone that can possibly assist.

PRIZE DRAWINGS, Drawings for door prizes will be held all night and Winners' names announced & posted. Major/ large prizes will be held at the Front Security Desk until students exit. Winners must claim prizes in person.

For your info: We will try to determine if students are present and/or want the prize before we re-draw for door prizes. Grand prizes, including the drawing for the opportunity to win a new car, will be held at 4:45 a.m.

CLEAN-UP, Most areas will be closing at 4:30-4:45 a.m. Please plan to help break your area down if you are on the last shift so the clean-up crew can begin exiting and cleaning.

FINAL DRAWING/CLOSING ACTIVITY, Please feel free to join us for breakfast and closing activities. Please let the students go first and do not impede traffic in the front Lobby area, as students claim their belongings at the "Baggage Check" room and front desk. Once the students leave the Center, they should not be allowed to come back into the center. This will help us control traffic flow and clean-up.

Once again, thank you for your help! WITHOUT YOU, this party would not be possible. Try to relax and enjoy the night!

Sincerely,