

### Senior Parent Guide to Senior Events

	<b>Graduation</b>	<b>Safe and Sober</b>	<b>Baccalaureate</b>	<b>Prom</b>
Organizing	High school staff organizes and plans the ceremony.	Senior parents organize and plan the event. We recommend the parents choose a lead person to coordinate the event and planning	Senior parents	Junior class leadership
Set-Up	Parents (parents who help get reserved seating- up to ten seats per family)	Senior parents	Senior parents	Junior class and underclassmen with help from school staff
Clean-Up	School	Senior parents	Senior parents	Junior class and underclassmen with help from school staff
Supervision	School staff	Senior parents (event insurance is strongly recommended)	Senior parents	School staff
Facilities	High School	School facilities are available through community use form. Insurance may be required for use that involves activities other than meetings.	School facilities available through community use form.	High School
Accounting	ASB account at the school holds and manages funds	Senior parents establish outside account. We strongly recommend at least two signators for the account	n/a	ASB account at the school holds and manages funds
Fundraising	The Senior students fundraise for graduation supplies/decorations/ programs through their ASB leadership. Fundraising events are coordinated with school events (primarily basketball home games). Fundraising approval form required.	Parents fundraise for the event. Fundraising at organized school events is not allowed without non-profit status and audited bank records. Approved non-profits must clearly indicate their organization is separate from school district. Fundraising approval form required.	n/a	The Junior students fundraise for graduation supplies/decorations/ programs through their ASB leadership. Fundraising events are coordinated with school events (primarily basketball home games). Fundraising approval form required.

		Facility use is available for separate events.		
Promoting	School staff	<p>Directory information is available for senior contacting families.</p> <p>School messenger is available for contacting senior families.</p> <p>School media (facebook, twitter, web page and app) may be used for promoting events (pending approval)</p>	<p>Directory information is available for senior contacting families.</p> <p>School messenger is available for contacting senior families.</p> <p>School media (facebook, twitter, web page and app) may be used for promoting events (pending approval)</p>	School staff