



# Keeping Our Kids Safe For 20+ Years

## HHS AFTER PROM & ALL NIGHT GRAD 2012

### Volunteers Needed



You do not need to be a Junior or Senior parent to join the fun!

For over 20 years the HHS PTSA DAFA (Drug and Alcohol Free Activities) have been providing safe environments for our students to celebrate two of the biggest events of their lives – Prom and Graduation. These celebrations are not possible with the help and support from many, many parent volunteers. Planning for these celebrations start now, so please consider how you can be involved.

**After Prom (April 28, 2012)** – This party is for Junior and Senior students and their prom dates. It is an all night party planned and implemented by **Junior** parents. **We are in need of a chairperson** as well as committee members.

The **All Night Grad Party (June 14, 2012)** is a celebration exclusively for graduating Seniors of the Class of 2012. The event will be held the night of their graduation, June 14, 2012, from 10:30 pm to 5:00 am the following morning, and includes exciting activities, prizes, food and FUN! All Night Grad is a culmination of the efforts of mainly Senior parents. Join with the ANG '12 committee to make the 2012 ANG celebration a memorable one for our kids. Some committees already have Chairs/Co-Chairs but need help throughout the year, others only need help the night of the party, and a few still need Chairs. To volunteer, please complete the form below and return to the school, or sign up for All Night Grad at [www.herndonang.org](http://www.herndonang.org) and click on the “Volunteers” link. Volunteer sign-ups for After Prom will be online later this year, so please watch your PTSA emails for details. If you have question about AP or ANG, please email Leslie Petty (ANG Chair) at [lespetty@verizon.net](mailto:lespetty@verizon.net). Visit the ANG Website at [www.herndonang.org](http://www.herndonang.org) for all ANG details. Below is a list of some of the ways we need help...

Return this form to: HHS PTSA-DAFA, 700 Bennett Street, Herndon ,VA 20170 or sign up online.

**Please Check Your Interest:**

After Prom Committee	Chair Committee	Help on Committee	All Night Grad Committee	Chair Committee	Help on Committee
AP Party Chairperson			Set-Up**9 <sup>th</sup> , 10 <sup>th</sup> or 11 <sup>th</sup> grade parents please**		
Set-Up			Decorations		
Decorations			Activities		
Activities			Check In/Out		
Check In/Out			Grand Prizes		
Prizes			Casino Prizes		
Clean-Up			Clean-Up		
Fundraising			Fundraising		
Volunteer Coordinator		N/A	Volunteer Coordinator		N/A
Security			Security		
Food			Food		
Coat/Prize Check Room			Coat/Prize Check Room		
Publicity			Publicity		
Correspondence			Correspondence		
Party Night Volunteer	N/A		Party Night Volunteer	N/A	

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student Name & Grade: \_\_\_\_\_

Email: \_\_\_\_\_

## **Committee Descriptions:**

**After Prom Chairperson** – oversees all other committee members, directs meetings, ensures all groups stay within their budget, ensures work is done in a timely matter. This person may also be responsible for filing the fire marshal plan.

**Volunteer Coordinator** – Maintains Volunteer Sign-up and arranges schedule of volunteers. Distributes volunteer names to individual committee chairs for specific assignments. Coordinates “Night Of” volunteers. Checks volunteers in and out at the party.

**Set-Up** – Oversees the set-up of facility and assists with decorating. (For ANG, this is done by 9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup> grade parents)

**Decorations/set up** – Determine the decorations to be used at the event, purchase necessary items and schedules (with Volunteer Coordinator) persons to set up and decorate for ANG.

**Security** – Circulates the event, parking lot and emergency exits for the safety of the students, adults and possible outsiders. Coordinates with SRO and local police for additional security.

**Activities** – Arranges for and supervises set up, operation, and take-down of all of the activities. Coordinates with vendor(s) prior to event to determine the location of activities, tables, etc.

**Check in/out** – Responsible for checking in students as they arrive at party. Chairperson will obtain from school staff list of students eligible to attend. Students must check in to and out of the party. Students leaving the ANG party prior to 3 am will have a parent contacted for permission to leave early. Check out volunteers will attend to this task.

**Coat/Prize Room** – Oversees the room with students’ personal items as well as prizes, etc. students receive over the course of the party (items are held in individual bags for each student attending).

**Food** – Responsible for determining the food/drinks to be served for the event. This group will also solicit donations from the community and parents, as well as set up/clean up of the food and organize (with Volunteer Coordinator) the volunteers to work the night of the event.

**Prizes (AP)**– Responsible for purchasing prizes for the event.

**Casino Prizes (ANG)**– Responsible for purchasing prizes for the event. The Herndon Optimist provide the Casino, we provide the prizes, and LOTS of them

**Door Prizes (ANG)** - Responsible for determining the special prize for ALL the graduates attending ANG

**Grand Prizes** – Responsible for determining the larger prizes handed out at the end of the event for those graduates staying ALL NIGHT long.

**Publicity** – Responsible for flyers, newsletter articles, parent notices, and advertising

**Clean Up** – Oversees the final clean up at the party

**Correspondence** – Mainly responsible for sending thank you letters to donors and volunteers

**Fundraising** – Oversees fundraising activities (some listed below)

**Candygrams (ANG)** – Coordinates the sale of Candygrams at Halloween including scheduling sales, volunteers and purchasing and wrapping of candy. (Subcommittee of Fundraising)

**Dinners (AP or ANG)** – Coordinates fundraising dinners at Herndon United Methodist Church. Also coordinates fundraising dinners at local restaurants. (Subcommittee of Fundraising)

**Scrip** - Coordinates gift card sales throughout the year. Proceeds benefit both AP & ANG

**Parent Party (ANG)** – Plans and implements the Parent Fundraiser for ANG