

ANGP Committee Descriptions

Coordinator

- coordinate with all the committee chairs to assure that everything is going as planned and fill in as needed
- hold monthly meetings
- submit building use and fundraising plans to activity office in early fall
- Delegate, Delegate, Delegate
- oversee party planning and coordinate with fund raising chair (if this position is filled or if coordinator has a co chair then one could serve as party planning coordinator and one as fund raising coordinator)
- prepares newsletter, KIT and website articles or works with publicity to verify that these articles are written
- work with treasurer to come up with a budget and submit it to the board for approval
- co sign checks, set up a system for mail distribution
- speak as needed or identify a board member to represent ANGP at several school functions

Treasurer

- establish bank account, signature cards and review/file statements
- dev. budget with coordinators
- keep track of disbursements and deposits
- collect receipts and distribute reimbursements
- keep committees apprised of their budgets
- submit books to PTSA for audit
- prepare list of those making donations

Secretary

- take and publish minutes from meetings
- Prepare correspondence (thank you notes).

Volunteer Coordinator

- compile data base of volunteers solicited from flyers, email, KIT... (sign up genius could also be used)
- provide committee chairs with the names for their committees, based on names collected
- schedule volunteers for the party by shift and activity or area they are covering
- obtain job descriptions for each area of need, so can be provided to volunteers
- confirm email addresses and phone numbers for volunteers and remind them of their responsibility before the party
- coordinate the volunteer training session (about a week before the party)
- check volunteers in the night of the party

Publicity

- get flyers together for the newsletter,
- send information. to SLHS webmaster for our ANGP web page,
- send info to KIT chair for KIT.
- Work with PTSA class rep and class assistant principal... to get emails to the class parents
- send article to paper to thank those who have donated to the ANGP (take out an ad)
- help prepare a banner to thank corporate donors (food, prizes, money...)

FUND RAISING

Donations

- letter writing for corporate donations
- solicit for donations from parents, work with publicity
- thank you letters to those who donate
- Get Treasurer / PTSA webmaster a list of all who donate

Ticket Sales

- create ticket information with liability clause for graduates and parents
- sell tickets throughout school year, esp. at several school events
- send confirmation of ticket sale to student and/or parent
- maintain database of tickets purchased
- advertise ticket sales and coordinate with publicity
- coordinates with volunteers
- sell tickets night of party and coordinate registration

Plant Sales

- poinsettias in Nov for Dec
- spring flowers in March or April for May
- Merrifield garden gift cards (all year at events or with above sales)
- advertise events and coordinate with publicity
- coordinate with and /or obtain volunteers for plant pick up
- make reminder calls before pick up

Giant Gift cards and Grocery receipts (Harris Teeter and Safeway)

- develop and maintain loyal/dependable customers for Giant gift cards
- advertise gift cards
- have tables set up at events where cards can be purchased and advertise in newsletters and KIT
- design letter for parents to take to friends/neighbors to sell gift cards (regular basis)
- coordinate with publicity
- contact Harris Teeter and Safeway to keep account active and advertise this fund raising avenue..

“Dining Out” at area restaurants

- contact restaurant (Potbelly, Buffalo Wing Factory, Outback Luncheon...) to set a date.
- advertise, advertise, advertise
- coordinate with publicity

Relay for Life Concessions

- reserve the concession stand for this event
- purchase items and set prices
- advertise
- obtain volunteers and set up all night schedule, coordinate with volunteer coordinator
- If any items are donated, send a thank you and give treasurer their name

PARTY PLANNING

Decorations

- help with Fire Marshall plan with security chair
- help determine the set up plan
- maintain key to shed at SLHS
- go through items in shed and determines what needs to be purchased or refurbished
- design and initiate a decoration plan
- prepare balloon arch and obtains lights (these can be subcommittees as can ship builders)
- make sure decorations meet the Fire Marshall rec.

Ship Building

- verify ship parts are in good shape and make any needed modifications
- organize assembly and disassembly

Balloons

- plan balloon decorations with decoration chair
- prepare balloon arch/poles

Lighting

- verify that lights are working
- coordinate with decorations chair where lights should be placed
- coordinate with volunteer chair for volunteers to assist with set up of lights

Activities

- plan and obtain activities for the ANGP (inflatables, arcade games, spa area, hypnotist....)
- coordinate contracts with vendors (get PTSA President signature on all contracts)
- confirm delivery schedule for activities
- coordinate with stage crew, lighting tech... for event
- coordinate with chair persons from: decorations, casino, security and volunteers

Casino

- organize casino activities
- determine that the game tables and related materials are in good condition
- assure volunteers are in costume
- provide a description of volunteer responsibilities
- coordinate with chairs from decorations, activities, volunteers, security, prizes and ticket sales

Baby Bingo

- plan, develop and implement the baby bingo activity for ANGP
- obtain baby photos of the graduates for the game
- coordinate with prize chair for awards
- return photos if requested

Trivia

- update trivia questions for class of 2012
- run the game at the party or oversee volunteers

Food

- advertise or solicit for food/bev donations (recommend Sign up Genius)
- purchase an adequate amount of food and drink for ANGP
- coordinate pickup and delivery of donated food items *gen. Jr. class parents pick up food and deliver to ANGP location) sign up Genius could also be used for this
- oversee/coordinate food volunteers the night of the party
- coordinate with chairs from volunteers, decorations, security and activities
- send a thank you for donated food and give name to the treasurer as well as coordinating with publicity.

Security

- come up with Fire Marshall Plan (help from decorations)
- help create and set up plan
- plan and run mandatory volunteer meeting one week before ANGP with volunteer coordinator
- coordinate with chairs from decorations, volunteers, activities, casino, prizes and ticket sales
- have volunteers cover all fire pulls and doors throughout the night of the event
- have volunteers help to secure the parking lot and help with emergencies
- prepare for any and all emergencies

Prizes

- purchase /or solicit prizes for ANGP
- If giving prize baskets, prepare baskets
- decide on prize room, raffles and/or grand prize drawing
- coordinate with chairs from casino, baby bingo, activities and decorations
- If any prizes are donated, please send a thank you and give treasurer the name

Gift Bags

- obtain bags
- purchase gift
- coordinate with volunteers to have volunteers prepare bags at event and help with distribution
- coordinate with security to have plastic bag containing student keys and belongings placed in gift bags

Clean Up

- organize and supervise party clean up

Senior Skit

- Coordinate the skit for the Senior meeting in late April