**Graduation at Merritt Secondary 2020/21**

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| **Staff Liaison:** Organize all of the school committees and act as the liaison with grad parents.  **Gian Cavaliere**  [gcavaliere@365.sd58.bc.ca](mailto:gcavaliere@365.sd58.bc.ca)  **Crystal Ward-McGowan**  cwardmcgowan@365.sd58.bc.ca | **President Chair:** Coordinate the activities of all the parent committees and set agenda for meetings. Will need to know how to set up and chair zoom meetings. Time consuming all year.  **Parent Chair:**  **Student Chair:** |
| **Grad Photo Committee:** Organize the taking of grad photos. Photos will occur in December.  **Staff Sponsor: Adriane Mouland and Crystal Ward-McGowan** | **Vice President Chair:** Help President with duties.  **Parent Chair:** |
| **Grad Gowns:** Determine sizes required, order, distribute and collect**.** Ensure there are volunteers to distribute the gowns at the school.  **Staff Sponsor: Crystal Ward-McGowan** | **Secretary Chair:** Record and distribute minutes of parent/student grad meetings and executive meetings.  **Parent Chair:** |
| **Parade from school to arena:** Get the permit, arrange for church bells, bleachers and the RCMP escort.  **Staff sponsor:** **Gian Cavaliere & Cheryl Fex** | **Treasurer Chair:** Responsible for finances, obtaining and depositing money and presenting a budget at all grad meetings.  **Parent Chair:** |
| **Student Biographies:** Collect one from each grad. These will be read as the grad walks across the stage and receives their diploma.  **Staff Sponsor**: | **Staff/Parent Contact Chair:** organize grad meetings (in school) and contact person for grad related items.  **Staff/Parent Chair:** |
| **Ceremony Set-up:** Organize the staging, seating and decoration for the grad ceremony.  **Staff Sponsor: Grad 2022** | **Dry Grad Committee:** Meet with students to determine the activities they would like to engage in. Search out possibilities and costs for the activities. Organize student commitment to be a part of the event. Do the booking and coordinate chaperones for the event. Time consuming all year.  **Parent Chair:**  **Student Chair:** |
| **Security:** Ensure that parents, other family of grads, and presenters are seated in the correct areas.  **Staff Sponsor: Grad 2022** | **Decoration Committee:** Decorate the facility to be used for the grad dance. Includes design and purchasing the supplies. Engage students in a discussion of the possible themes for the event and lead them in determining the theme. Less time consuming at the beginning of the year but extremely intense and time consuming as grad approaches.  **Parent Chair**:  **Student Chair:** |
| **Publishing for Ceremony:** Design and print B&W and colour programs and invitations. Also, program covers and diplomas.  **Staff Sponsor: Cheryl Fex/Crystal Ward-McGowan**  **Photocopy and organize:** Trim programs, invitations, and covers. Assemble diplomas and programs. | **Tickets and Music**: Distribute tickets for the grad dance and hire a DJ. Much less time consuming than other committees.  **Parent Chair:**  **Student Chair:** |
| **Processional/Recessional Music:** Work with grads to determine the songs and make them ready for the ceremony.  **Staff Sponsor: Gian Cavaliere** | **Fundraising Committee:** Organize the events as well as the adults and students fo**r** all of these events. Liaise with other committees to determine the amount of money that will be required to be raised. Extremely time consuming all year.  **Parent Chair:**  **Student Chair:** |
| **Grad Clothing:** Work with grads to organize grad related clothing purchases.  **Staff Sponsors: Gian Cavaliere** | **Vehicle Procession/Security:** Get the permit for and organize the parade from Rotary Park to the school. Liase with the city and the RCMP to ensure an escort for the parade. Time consuming as grad nears and the day of the dance. Ensure that the dance has enough chaperones.Not very time consuming.  **Parent Chair:** |
|  | **Grad Hockey:**  Book the arena some evening in March. Advertise the event, organize the student teams (usually 2) and who they play against. The teams have traditionally been teachers on one team, firefighters and police on another. Time consuming the 2 weeks leading up to the event.  **Parent Chair:**  **Student Chair:** |
|  | **Food:** Organize all aspects of food for the dance. Work to determine what sorts of food will be served, how it will be served and when it gets rolled out. Time consuming as grad nears and the day of the dance.  **Parent Chair**:  **Student Chair:** |