**Merritt Secondary School Graduation Committees and Responsibilities 2022-2023**

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| **School**  **Responsibilities** | **Parent/Student Executive Responsibilities** |
| **Staff Liaison(s)/Coordinator(s)**   * Organize all the school committees and act as a liaison with grads and parents/guardians.   Gian Cavaliere  [gcavaliere@365.sd58.bc.ca](mailto:gcavaliere@365.sd58.bc.ca)  Crystal Ward-McGowan  [cwardmcgowan@365.sd58.bc.ca](mailto:cwardmcgowan@365.sd58.bc.ca) | **President**   * Coordinate the activities of all the parent committees. * Create agenda for monthly meetings. * Chair monthly grad and executive meetings. * Create emails for parents/guardians and graduates that will be sent to Grad Coordinator (Crystal Ward-McGowan) who will forward to recipients. * If necessary, will have to know how to create and chair Zoom meetings. * All year commitment.   **Parent Executive Chair:**  **Student Representative(s)**   * Represent grad class and relay information to and from graduates to parent committees and/or Staff Liaisons/Coordinators. * Create Social Media page for grads and update with information. * All year commitment. * Can have 2 representatives.   **Student Chair(s):** |
| **Grad Photos**   * Organize the taking of photos. * Correspond with grads & parents/guardians’ procedure to set up sitting appointments online.   Crystal Ward-McGowan  Adriane Mouland | **Vice President**   * Assist President with duties. * Chair grad and executive meetings if President is absent. * All year commitment.   **Parent Executive Chair:** |

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| **Grad Gowns**   * Correspond with grads to determine sizes required. * Order gowns. * Distribute gowns on/before graduation commencement ceremonies. * Ensure that there are staff volunteers to distribute gowns at the school.   Crystal Ward-McGowan | **Secretary**   * Record and distribute minutes of parent/student grad meetings and executive meetings. * All year commitment.   **Parent Executive Chair:** |
| **Grad Photos in Businesses (this event may not occur annually)**   * Order photos to be printed. * Contact businesses/be contacted by businesses that will be interested in displaying grad photo(s). * Organize and distribute photos to businesses.   Crystal Ward-McGowan | **Treasurer**   * Responsible for finances. * Obtaining/depositing money. * Presenting a budget at all grad and executive meetings. * All year commitment.   **Parent Executive Chair:** |
| **Parade From School to Arena**   * Get the permit. * Arrange the church bells. * Arrange RCMP escort.   Gian Cavaliere  Crystal Ward-McGowan | **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 bookings. * Coordinate chaperones for the event.   **Parent Executive Chair:**  **Student Chair:** |

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| **Student Biographies**   * Distribute and collect a biography form from each graduate. (These will be read as the grad walks across the stage and receives their certificate.) | **Decoration Committee**   * Establish theme with input from students. * Design and purchase supplies. * Hire DJ for prom. * Design, purchase and distribute tickets for the prom.   **Parent Executive Chair:**  **Student Chair:** |
| **Ceremony Set-Up**   * Organize staging, seating, and decoration for the grad ceremony.   Gian Cavaliere  Crystal Ward-McGowan | **Fundraising Committee**   * Organize fundraising events as well as students and adults for these events. * Liaise with the other committees to determine the amount of money that will be required to be raised. * All year commitment.   **Parent Executive Chair:**  **Student Chair:** |

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| **Security**   * Ensure that parents/guardians, other guests, and presenters are seated in the correct areas.   Crystal Ward-McGowan | **Vehicle Procession and Security for Prom Parade**   * Get the permit for the parade. * Organize the parade and establish start and finish points. (Traditionally from Rotary Park to Civic Centre but did change during Covid grad years from Voght Park.) * Liaise with the city and the RCMP to ensure escort and route for the parade. * Organize security for parade and chaperones for prom using grade 11 parent volunteers. * Create an email that Crystal Ward-McGowan will send out to Grade 11 parents, include committee member(s) contact information to receive replies.   **Parent Executive Chair:** |
| **Publishing For Ceremony**   * Design and print programs and invitations for graduation ceremony. * Certificates and portfolios.   Crystal Ward-McGowan | **Grad Hockey Game**   * Book the arena for an evening in February or March (see Crystal Ward-McGowan, may have already been booked.) * Advertise the event. * Organize the student teams (usually 2) and who they play against. * The teams have traditionally been teachers on one team and RCMP/firefighters on another. * Time consuming the 2 weeks leading up to the event.   **Parent Executive Chair:**  **Student Chair:** |

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| **PowerPoint Presentation for Ceremony**   * Design and create PowerPoint with grad photos, biographies, grad baby pictures to be viewed when graduate walks across stage to receive certificate. | **Food**   * Organize all aspects of food for the prom. * Work with committee and students to determine what sorts of food will be served, how it will be served and when. * Time consuming as grad nears and the day of prom.   **Parent Executive Chair:**  **Student Chair:** |
| **Processional/Recessional Music**   * Collaborate with grads to determine song(s) to be played at ceremony.   Crystal Ward-McGowan | **Staff/Parent Contact**   * This is typically a MSS staff member that will usually have a child graduating. * Organize grad meetings (in school). * Contact person for grad related items. * All year commitment.   **Staff/Parent Chair:** |
| **Grad Clothing**   * Inform grads of attire that can be purchased. * Collect orders/money. * Order attire and distribute attire.   Gian Cavaliere  Rani Lali | **Haunted House (Civic Centre Rental for Grad)**   * One person in charge for decorating with a large group of volunteers on a Monday & Tuesday and tearing down on Friday and putting away décor upstairs at Civic Centre. Need at least 20 people. * One person in charge of concession. Ordering & purchasing all the food and drinks and getting a float ready. Need about 4 people max to run it. * One person in charge of taking payment at the door & donations, again a float may be needed. Need about 2 people * Need a tour guide for Wed Family friendly night no actors needed. * Need a tour guide for Thursday & maybe 2 tour guides for Fri fright nights. * Actors in haunted house for Thursday & Friday. Need a minimum of 15-20 people in haunted house. Never say it’s full. Can always use the help because so many people don’t show up. ( I only had 12 kids show up on Thurs. & Fri for haunted house to act in)   **Times on Wed & Thursday for haunted house are 5-7pm Fri is 5-8pm, Clean up 8-10pm if needed. Setup times on Mon & Tues 5-9 pm if needed.**  **Contact J’aime Etchart at** [**jetchart@merritt.ca**](mailto:jetchart@merritt.ca) **for more info.**  **Parent Executive Chair:** |