**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 Cavalieregcavaliere@365.sd58.bc.caCrystal Ward-McGowancwardmcgowan@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-McGowanAdriane 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 CavaliereCrystal 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 CavaliereCrystal 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 CavaliereRani 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** **for more info.****Parent Executive Chair:** |