

Farewell committees & responsibilities

Farewell Chair – Rosanne Fournier

- oversees all school and parent committees
- contact person for photographer - Cindy Knorr
- finance – allocate funds and organize reimbursement of bills
- All inquiries or concerns regarding Grade 8 Farewell go through the Farewell Chair
- Meet with other committee chairs regularly
- set some deadlines
- communication - ensure all volunteers have contact information of committee chair and members
- responsible for posting information to the school's website

Decorations Committee– chairperson needed

- decorate Shared Learning Area
- decorate main gym
- we have some decorations at school that can be used in different ways
- each year usually has some kind of theme (Candyland, Hollywood, Mardi Gras, etc.) – TBA
- set up parent committee to assist with decorating
- furniture take-down after Awards ceremony - TBA
- receipts to be handed in to Rosanne Fournier

Venue & Activities Committee – chairperson needed

- the loft at the Broken Rack has already been booked
- the photo booth has also been tentatively booked for the evening (a huge hit with the students the last 2 years)
- students are transported to the venue by bus (busses have been booked)
- chairperson to send permission letter and food order form for celebration at Broken Rack (Rosanne has sample letters/forms)
- find out food choices offered by the Broken Rack and have students pre-order and pre-pay. Also need to be aware of any food allergies
- collect permission forms and submit them to the Chaperone chair
- collect food order forms – separate forms and money - submit food orders to the Broken Rack. Count money and prepare a deposit. See Rosanne for the appropriate deposit form

Chaperones – chairperson needed

- To organize parent chaperones for the Broken Rack. **Every chaperone needs to have a clear Police Information Check (previously known as Criminal Record Check)**
- If parents have had them done in previous years but not this year, they only need to fill out a form (available at the office) that indicates they have

- not committed any criminal acts since the last one. If you had one done this year, it is valid until the end of the school year.
- If you've never had one done you need to go to the Regina Police Service to have one completed. There is no cost for this service. We will provide you with a letter to take to the Regina Police Service indicating that you will be volunteering at the school.

Reception in the Shared Learning Area – Chairperson needed

- send out letter asking for a Grade 7 parent chairperson
- send letter to Grade 7 parents re: supplying food for reception (Rosanne has a sample letter)
- oversee organization and set up of Reception along with Grade 7 chairperson
- receipts to be submitted to Rosanne Fournier

Awards Ceremony – staff is responsible for the awards ceremony

- guests
- sound system and media projector
- music and/or video
- certificates, scrolls, pins, composite pictures, gift