

Volunteer Sign-Up

West St. Tammany / FHS Project Graduation

Project Graduation requires over 300 volunteers each year. All FHS parents are encouraged to help, especially parents of freshmen through juniors.

Please indicate in which area you would like to help by checking 1-3 of the options below:

- _____ **CONSTRUCTION (Jan – May)**
- Construction of any props, games, etc. needed
 - Help with set-up and/or take down
- _____ **DECORATIONS (Nov – May)**
- Plan, create, and put up decorations
 - Work with professional decorator
- _____ **ELECTRICAL (May)**
- Work with electrician for set-up; gather supplies needed
- _____ **ENTERTAINMENT (Sep – May)**
- Plan and organize layout for games, activities, and entertainment for the party
- _____ **FOOD (Aug – May)**
- Solicit food from vendors for the party and volunteers
 - Plan and collect food/needed items
 - Serve food the night of the party
- _____ **FUNDING (Aug – Dec)**
- Help with one of the planned fund raisers; WSTPG raffle, car wash tickets, etc.
 - Keep database of sales
- _____ **OPEN HOUSE (May 10th)**
- Produce and Mail Open House invitations
 - Produce the Open House flyer
 - Conduct tours of the site on graduation day
- _____ **PHOTOS/VIDEO (Sep – May)**
- Collect and organize photos of seniors
 - Coordinate Senior/Baby photos for video
 - Plan, decorate, and put up Memory Lane
 - Plan and execute Senior slide show
 - Plan and operate Photo-Op for graduates (night of party)
 - Prepare Time Capsule & Graffiti Wall
- _____ **PRIZES (Jan – May)**
- Collect prizes for graduates
 - Organize prize distribution
 - Work prize central the night of the party
- _____ **PUBLICITY (Aug – April)**
- Collect PG information and produce parent newsletter
 - Mail fall and spring newsletter
 - Advertise and promote PG at FHS and community
- _____ **SECURITY (May)**
- Work as security on site, night of party
- _____ **SET-UP _____ TAKE DOWN (May) (Men needed)**
- Help set-up and/or take down the party
 - Pick-up or return items to storage
- _____ **SPONSORSHIP (Aug – April)**
- Help solicit local sponsors for monetary donations
- _____ **TELEPHONE (Aug – May)**
- Call parents and committee members to notify of upcoming events and meetings
- _____ **THANK YOU (Aug – June)**
- Write Thank You notes to contributors
 - Collect and send Thank You notes from graduates to sponsors and donors (June)
- _____ **TICKETS (Aug – May)**
- Sell, collect, and promote PG tickets and videos
 - Keep a database of tickets purchased
- _____ **T-SHIRTS (Aug – May)**
- Help with ordering and selling of volunteer polo and t-shirts for party
 - Hold student t-shirt design contest
 - Have student-shirts printed
 - Distribute t-shirt to grads at graduation practice
- _____ **VOLUNTEERS (Aug – May)**
- Help with volunteer coordination of committees and for the night of the party
- _____ **WELCOME/CHECK-IN (Feb – May)**
- Collect items for prize/gift bags
 - Prepare name tags and prize/gift bags
 - Organize the check-in / check-out process

_____ Please call or email me in March so I can volunteer to work the night of Project Graduation.

Name: _____

Phone: _____ Cell: _____

Email: _____

Student _____ Grade _____

Student _____ Grade _____

Please return this form to Student Services

Questions: call Malou Maxwell 626-8673