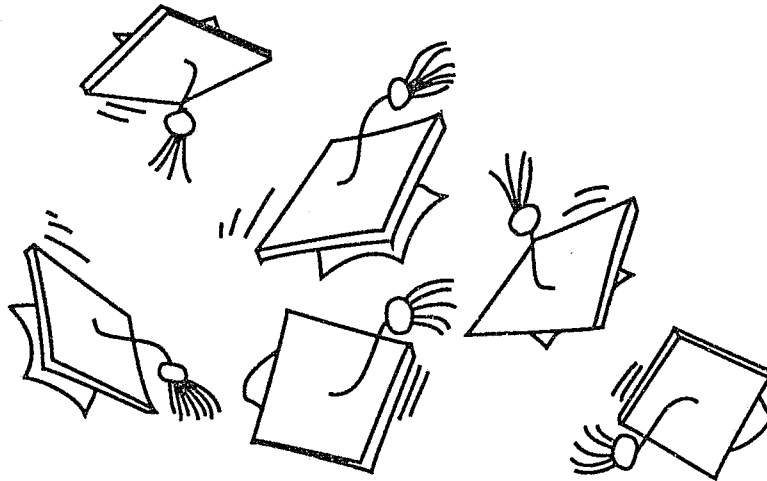
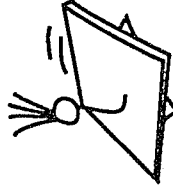




# Oregon's Project Graduation



123164

## HOW TO GIVE A GREAT

(ALCOHOL/DRUG FREE)

## GRADUATION PARTY



D.B.'82

123164

# "HOW TO GIVE A GREAT (ALCOHOL/DRUG-FREE) GRADUATION PARTY"

A Guide for Parents and Students to Plan and Carry Out a  
Successful, Exciting, and Fun-Filled  
All-Senior, All-Night, Alcohol/Drug-Free Graduation Party



Compiled and Written

by

Lucretia Z. Sarles, Volunteer Coordinator

Oregon's Project Graduation

and

Commissioner, Oregon Traffic Safety Commission

for

The Oregon Traffic Safety Commission

Eighth Edition

Revised September 1989



123164

U.S. Department of Justice  
National Institute of Justice

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Neil Goldschmidt.  
Governor

NEIL GOLDSCHMIDT  
GOVERNOR



OFFICE OF THE GOVERNOR  
STATE CAPITOL  
SALEM, OREGON 97310-1347

June 15, 1988

Dear Parents:

As you know, I have been visiting the cities and towns of Oregon to challenge communities to build a children's agenda.

We have long known that communities can best handle their own affairs. As we approach the year 2000, we realize more than ever before that we must turn to our homes, neighborhoods, schools, city halls, churches and synagogues to meet head-on the issues that threaten our youth today. Communities have become involved in helping schools set priorities to include the education of young people to the harmful emotional, mental, and physical effects of alcohol and other drugs. Communities are creating more jobs for our young people and attempting to provide positive activities and experiences to fill idle hours.

Perhaps no other community effort better exemplifies the importance parents have placed on the children's agenda than the alcohol/drug-free senior graduation parties. Parents decided to take action when they learned that more of our teenage youths die or are seriously injured, scarred or crippled in alcohol-related motor vehicle crashes at high school graduation time than at any other time of celebration. Parent leaders plan and guide other parents, schools, businesses and service clubs to put on an alcohol/drug-free, all-night senior graduation party. This celebration is the parents' and the community's way of saying, "We love you and we're proud of you. We wish you all the best as you leave your high school days behind and take your place in the world."

I want to thank each of you for the part you play in the success of these parties, whether you work for nine months as the party chairman or head one of the committees, or for two hours as a chaperone, carnival worker, food server, or one of the clean-up crew. The party's success depends on each one of you doing your part.

Oregon communities truly have joined together to say the children's agenda is their agenda.

Sincerely,

Neil Goldschmidt  
Governor

## Endorsers of Oregon's Project Graduation

Governor Neil Goldschmidt

### State Government

Office of Alcohol and Drug Abuse Programs, Department of Human Resources  
Oregon Department of Education  
Motor Vehicles Division, Oregon Department of Transportation  
Health Division, Oregon Department of Human Resources  
Oregon Traffic Safety Commission  
Oregon Department of State Police

### Education Groups

Oregon Education Association (OEA)  
Confederation of Oregon School Administrators (COSA)  
Oregon Congress of Parents and Teachers  
Oregon Student Safety On The Move (OSSOM)  
Oregon Association of Student Councils

### Action Group

National Headquarters of Mothers Against Drunk Driving (MADD)  
Oregon Federation of Parents

### Other Groups

Automobile Club of Oregon (AAA)  
Oregon Professional Insurance Agents

## ACKNOWLEDGMENTS

Very special thanks and recognition are due the "doers"—those thousands and thousands of mothers, fathers, guardians, students, teachers, principals, advisors, civic organizations, businesses, law enforcement agencies, and all the others who make all-senior, all-night, alcohol- and other drug-free graduation parties a success and a happy memory for our graduating seniors.

Special recognition and thanks are given to the Oregon high schools which have had chemical-free graduation parties for the past 20 to 35 years and who shared their successful party ideas to help other schools in the state get started: West Albany, Corvallis, Gresham, Reynolds, and Parkrose.

Portions of the material in this manual were compiled from a great many of Oregon party reports, as well as from speeches and ideas shared at the "How to Give a Great (Alcohol/Drug-Free) Graduation Party" state conferences held each fall since 1982. Thanks to all those people who shared their ideas and work used herein.

### Special thanks to:

- KATU Television and the Portland Trail Blazers, for contributions of \$100 to each school-sanctioned alcohol and drug-free graduation party in the Portland and Salem metropolitan areas (including Clark Co., WA.) which graduated 25 students or more. There were 77 schools participating, bringing their total contribution to \$7,700;
- Paul S. Cosgrove, Attorney at Law, Lindsay, Hart, Neil and Weigler, Lawyers, Portland, for his contributions on forming an Oregon non-profit corporation status and the "Receipt for Prize and Release Agreement;"
- Jerome S. Cooper, Board on Police Standards and Training, Oregon Police Academy, who wrote the section on "Oregon Law Relating to Alcohol and Minors;" and
- Troy Costales, Oregon Traffic Safety Commission, who did the computer transfer of data for this document and prepared the text for laser printing.



## Dedication

This book is dedicated to the 30,000 students who graduate from Oregon high schools each year.



Lucretia Z. Sarles acts in a volunteer capacity as the Coordinator of Oregon's Project Graduation, and is a Commissioner on the Oregon Traffic Safety Commission.

The original \$500 funding for the Project was made available through the National Highway Traffic Safety Administration 402 Program administered by the Oregon Traffic Safety Commission, 4th Floor, State Library Building, Salem, OR 97310, phone (503) 378-3669. Since then, the sale of Project Graduation manuals and outside contributions have provided funds for printing and mailing the manuals.

Copies of this guide are available for \$10.00 each from Oregon's Project Graduation. Send your name, address (include ZIP), and check to Project Graduation, 2855 SW 107th Avenue, Portland, OR 97225. Make checks payable to OREGON'S PROJECT GRADUATION. For additional information, call Lucy Sarles at 591-4204.

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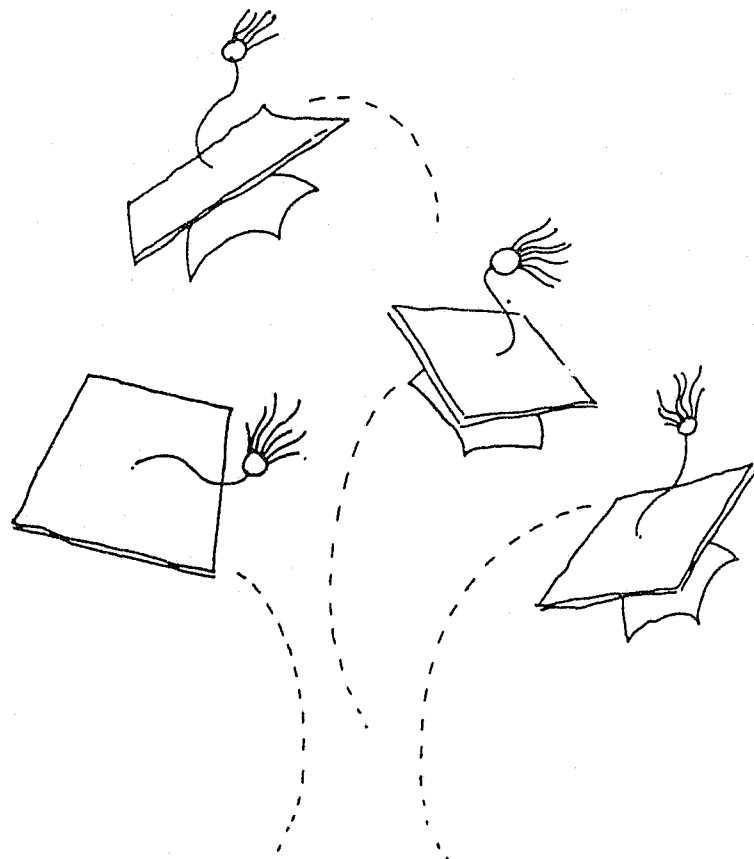
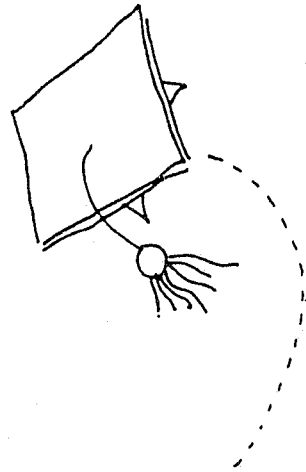
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## Introduction

### FUN..... NOT FATAL

For many years we've known that more young men and women die in alcohol-related traffic accidents during graduation time than any other youth celebration of the year. Our young people are drinking and driving and killing themselves and their friends. We've found an alternative way for the grads to celebrate--and one that they now choose in Oregon's high schools.

The most important decision for you to make is to decide to give an alcohol/drug-free graduation party for the seniors -- whether the class has 500 students or 5 students; whether you know the graduates will attend or not. Once you've made the decision you can begin making plans to give a party the seniors won't want to miss! Whether the party's at a parent's home, on board a ship, at an athletic club, at school, or at a bowling alley -- you're going to give the best party you can put together for the seniors to celebrate and to let them know you love them!

This manual provides information to help you plan and implement an all-night, alcohol/drug-free party for your high school's graduating seniors.

Oregon's Project Graduation began in 1982 and focused on making parents aware of the need for an alternative way for seniors to celebrate graduation--one that didn't include drinking and driving. Parents were fearful of what their graduating seniors would do to celebrate. They knew there would be "keggers" and "BYOB" parties at unsupervised homes, "up in the hills", or at the beach, but there didn't seem to be an alternative they could offer the seniors that would be attractive to them.

Many parents knew that there were some parents who provided "keggers" for the graduating seniors in spite of laws prohibiting this practice. There were those few parents, too, who felt that the seniors had "earned the right to get drunk" to celebrate this once in a lifetime event. The parents themselves had done it! A few parents felt that by offering a "give-your-keys-to-the-parent-hosts-and-stay-overnight-kegger" (a practice also prohibited by law) the kids at least were safe from getting into cars after they had been drinking. Most of us as parents advised our sons or daughters to have a great time celebrating graduation and we advised them not to drink and drive, or at least to call home for a ride if they did drink. Then we lay awake and worried until the early morning hours when our kids finally arrived home, praying all the while that they would come home safely.

We were all neatly bound and hogtied on the horns of a dilemma--everyone knew there was a problem, but no one knew what to do about it. Mothers and fathers of graduating seniors were fearful of their sons or daughters being killed or killing someone else if they mixed drinking and driving. School administrators, after guiding students through 12 years of scholastic achievement, were heartsick when they read a newspaper account of the death of one of their newly graduated seniors. Law enforcement didn't have the manpower to locate all the illegal parties and, more often than not, confiscated the kegs but let the kids off with a warning when they did catch them.

The time has come to rewrite the introduction to the earlier editions of this manual. The reason: parents, the business community, teachers and administrators and the seniors themselves, have shown that this is a great way to celebrate graduation! It's become a tradition!

The seniors like celebrating all night long with their friends. They like the entertainment, the food and soft drinks, the great decorations, and the prizes. And the price is right! The seniors' words of praise to the parents the night of the party, their

encouragement as 80% - 90% of the senior class attends the party, their "thank you's," and tears of joy and sadness as they say goodbye to their classmates in the early morning hours all let us know that Project Graduation has become THE way to celebrate graduation .

The parents, too, have shown that they like Project Graduation as an alternative way for the seniors to celebrate. Most of the public schools and many of the private schools across the state have turned to this new tradition. Parents are building their own tradition in their communities and involving other parents, school personnel, businesses, and civic clubs. They devote nine to twelve months of the year planning and carrying out the party and they donate thousands of hours of their time and hundreds of thousands of dollars to this event. They've given the seniors a grand celebration to look forward to—one that sets aside social and economic barriers. It's a party that is filled with hilarity, excitement and exhilaration, quiet moments, reflective moments, time for renewing old friendships and time for goodbyes. It's allowed them to make new and lasting friendships with other parents, brought them into closer contact with school personnel, and let them touch the lives of their children's friends. It's one of the most exhausting and most rewarding experiences they'll ever have.

Let's look at some of the benefits students and parents realize from this type of celebration.

#### **HOW STUDENTS BENEFIT:**

1. Every senior has a party to attend on graduation night.
2. All the seniors are together to celebrate, perhaps for the last time.
3. No one has to make a decision about alcohol and other drugs, or mixing alcohol or other drugs and driving.
4. Seniors help choose their favorite foods, soft drinks, and the entertainment to assure the evening is one they will enjoy.
5. The cost is minimal (and in many cases the ticket is a gift from the parents) for so much entertainment, food, and prizes.
6. At most parties, everyone goes home with a prize or favor.
7. During their lifetime, the seniors will look back on the party as a very special "night to remember."
8. Students experience what a great time they can have celebrating without the use of alcohol or other drugs.
9. A new tradition is established which works as a positive force to combat chemical-use and driving under the influence of alcohol or other drugs.
10. Students can help plan other school-related parties and activities following Project Graduation guidelines.

#### **HOW PARENTS BENEFIT:**

1. Their senior sons or daughters don't use alcohol or other drugs.
2. Their senior sons or daughters don't drive drunk or drugged or ride as passengers with a driver who has been drinking or using drugs.
3. Parents know where their kids are.
4. The seniors are supervised.
5. Parents won't dread reading the headlines in the morning paper.
6. Parents make friends with other parents who work on the party.
7. Parents may begin to question how the community can provide other alcohol/drug-free social activities for youth throughout the year.
8. Parents may begin to question whether alcohol always has to be a part of their own parties and celebrations, and the part other drugs play in their lives which influence their children.

The ideas in this guide, gleaned from high school parties all over the state, will help you plan your party. Suggested party themes, committee tasks, and other aspects of graduation parties are included which can be adapted according to the school size, needs, and desires of the planning group. Smaller schools, for example, can combine several committees under one chairperson. Larger schools may want to break down committee assignments even further to spread the work out among many more people.

### **ANNUAL STATE CONFERENCE**

A state conference is held each year the second Saturday in October at the LaSells Stewart Culture and Conference Center, OSU, Corvallis. Party coordinators from six or more high schools share their ideas with the 200 or more conference attendees. School representatives are encouraged to bring posters, mementos, tickets, T-shirts, publicity, photos, and other items from their parties to display on lobby walls. Students, parents, teachers, advisors, counselors, administrators and other interested people are encouraged to attend this informal day of idea exchange. Registration is at the door and a small fee is required. Conference announcements are mailed out the first week of September c/o of the principal, to the Coordinator(s), Senior Grad Party, to every high school in the state each year. For information regarding date and time, call Lucy Sarles (telephone listed below), OSSOM (1-737-2387), or the OTSC (1-378-3669).

If you need additional help, write or call:

Lucy Sarles, Volunteer Coordinator  
Oregon's Project Graduation  
2855 SW 107th Avenue  
Portland, OR 97225  
Phone: (503) 591-4204 (office)  
(Beaverton School District Instruction Office)  
or (503) 292-9909 (home)

Oregon has shown that it is possible to be faced with what appears to be an insurmountable problem and find a solution. Project Graduation has now become the traditional way to celebrate graduation. But the fact remains that while life expectancy over the past 75 years for all other age groups has lengthened, life expectancy has shortened for young men and women in the age group, 15-24. This is due to the fact that each year more and more of our young people die in alcohol-related traffic accidents. Our task is to find a way that will cause our young men and women—our sons and daughters—to consciously choose not to drink at all until they at least reach the legal drinking age of 21, not to drink to excess after they reach the age limit, never to drink and drive, never to ride in a motor vehicle with a person who has been drinking, and to wear a safety belt every time they ride in a motor vehicle—it's the best protection there is against a drunk driver.

Please --look at your own community to see what you can do as an individual or as a group of parents to bring about changes to save the lives of these young people—our children—our future.

OREGON'S



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•PROJECT•  
**GRADUATION**

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# I. GETTING STARTED

Grad. Night Party Committee  
Chairperson's Journal

Date: June 9

Time:

Location:

Theme:

No. of Srs.: 173

Treasurer:

Secretary:

Budget:

Insurance:

Security:

Fundraisers:

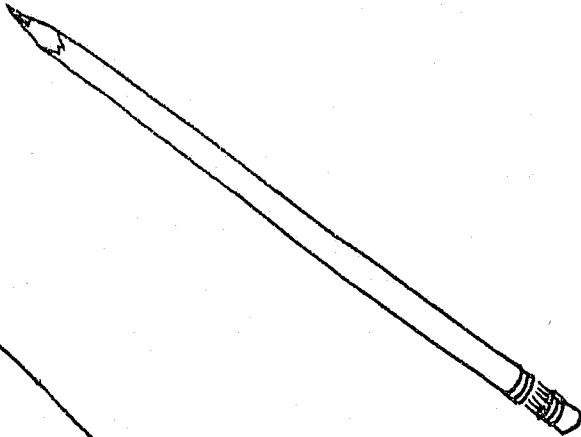
Party Rules:

Ticket Price:

Committee Heads:

1st Parent Meetings:

Prizes:



In order to meet the goal of providing a memorable, all-senior, all-night, chemical-free party, planning must begin early, perhaps in September, although a number of schools now elect or appoint party Coordinators in April or May and use the summer months to make plans and hold fundraising events. Below are key elements to consider as party plans begin.

1. Selecting the Coordinator(s)

This role can be assumed by one or more parents. It is a good idea to have parents of both juniors and seniors involved so that an experienced parent is available to assume a leadership role the following year.

When selecting the Coordinator(s), choose those who:

- Have organizational ability and leadership
- Are able to delegate responsibility
- Are well-liked and outgoing
- Are success-oriented
- Will assume overall supervision of all the committees to keep party plans moving ahead

The tasks of the overall party coordinators(s) usually include part or all of the following (also see Section III for the special checklist designed for the Coordinator(s).)

- Confirm graduation date and time with principal.
- Ask the principal for a designated mail box at the school where the Coordinator(s) can receive party-related correspondence.
- Plan party to follow as soon as possible after the graduation ceremony (the less time the better).
- Assign a party treasurer. All bills must be turned in immediately to treasurer and paid promptly.
- Decide on party facility(ies) as early as possible and make reservation(s). (If the party location is to be kept a secret, you may wish to reserve under a false name so students can't find out the location by telephoning likely facilities.)
- Decide on theme with input as needed from parents or students (see suggested themes on page I-7). It's easier to tie in decorations, food, favors, entertainment, and publicity with a theme.
- Establish party beginning and ending times.
- Establish party rules. (See I-9)
- Establish ticket price.
- Formulate a budget.
- Decide whether students and/or parents will buy (or make donations for) tickets. (Some schools have reported that asking parents for donations to cover ticket costs to finance the party has not worked well. Schools that use the method of selling tickets to the seniors seem to have better results, for the most part, in getting the necessary funds to finance the party. These ticket sales are augmented by community donations and fundraisers.)
- Write letter to parents and state rules (see Appendix E). Work with Publicity Committee on this project. (See II-18)
- Hold first meeting with interested parents (see Appendixes C and D).
- Name committee chairpersons and assign responsibilities. These committee heads will make up the Steering Committee (See Chart, Sec. I-14). Select reliable, responsible committee heads. Make sure that once they make a commitment they will follow through. Keep in constant touch



with them. Steady progress is very important. If a committee falters or doesn't progress, help the committee get up to speed and on target.

- At the first meeting of the Steering Committee, discuss the topic of prizes. First, does the grad party committee want to provide prizes for the seniors for casino, carnival, auction, door prizes, contests, etc.; and, second, should there be 1) a limit set on the value of the prizes, and 2) should travel prizes be included?
  - Should you, for example, limit prizes to such items as stuffed animals, or do you want to have other prizes for the seniors like radios, blankets, backpacks, jewelry, restaurant coupons, calculators, and so forth?
  - Should you, for example, give more expensive grand prizes like motor scooters, used cars, cedar chests, bicycles, tents, raft trips, TV sets, small refrigerators, counter-top ovens, college scholarships, \$50 and \$100 cash? Do you want to give prizes like trips to Disneyland, Hawaii, or Sun River that require travel?
  - If you give grand prizes for two people that necessitate travel to another area or state, do you want to make it a requirement that the parent(s) of the prize recipient and the recipient will pick up the prize at the school where the parent(s) will sign a release form to accept the prize and the responsibility for the use of that prize? (See Appendix K for a copy of the sample acceptance and release form.) You may wish to add a paragraph that the student, by signing and accepting the prize, agrees to use the prize under the guidance and rules of the parent(s) (e.g., who the travel companion will be, etc.).

These topics are brought to your attention here before you begin planning your party since there has been discussion at some schools after the party plans were well underway, regarding the practice of giving prizes. You can discuss the pros and cons of giving prizes, the value of prizes, travel prizes, and release forms with your group and then vote on what you want to do as a group before you begin planning your party. Each community should make its own decisions and those decisions may change from year to year as different parents chair the parties and head the committees.

- Arrange for insurance coverage as early as possible! It may be possible to be covered under the Booster Club, PTA, Dad's Club, Boy Scouts of America, Safe Rides, MADD, or another organization.<sup>1,2</sup> Otherwise, you may want to ask for the assistance of an insurance agent who has a student in school or from the staff person in the school's business office who is in charge of insurance coverage for the school. (See "Insuring the Graduation Party", Appendix U.)
- (If necessary) Establish nonprofit status to enable businesses to use donations as a tax write-off. This involves a great deal of work and about a year's time. You might consult a lawyer to learn if this is advantageous for your group. (See Appendix Y for detailed information.)
- Make copies from this book of each committee's report to distribute to appropriate committee chairpersons.

<sup>1</sup> Party committee members should become organization (PTA, Booster, etc.) members in order to be eligible under the insurance policy.

<sup>2</sup> Several school boards have made the party a school function in order to be covered under the school insurance policy. Seniors receive diplomas a day or so after the party.

- Coordinate, as party plans progress, with law enforcement, fire marshall, and security guard(s).
- Prepare a party budget to estimate expenditures and income. Work with Steering Committee on this. (See I - 14)
- Contract for parking lot security as necessary (to protect vehicles of students, parents, and others, and provide security for chaperones and committee workers coming and going during the night).
- Keep running journal of all activities, contracts, and time frame; request that each committee chairperson keep a journal. All reports can be turned over to the Coordinator(s) after party. The Coordinator(s) will turn over complete files to next year's party Coordinator(s) when they are named. (North Eugene High School Coordinators prepared their own 15-page "How to" book with all their committee reports, high school floor plan with activity locations identified, as well as newspaper articles, party announcements, party information handout, and general suggestions. In addition, a resource file of party-related materials is kept at the North Eugene High School office as a reference source for future party Coordinator(s).)
- Design party planning schedule with committee chairpersons (month-by-month).
- Hold general committee meetings on a regular basis. Usually meetings are once a month until March or April; then meetings take place once a week or as needed.
- Coordinator(s) can take turns attending committee meetings to be able to oversee and better coordinate all activities.
- If possible, ask a parent who is known to take good pictures, to take 35mm colored slide pictures during the party. These can be used the following year as a promotional slide presentation with parents, service organizations, etc. Pictures can also include committee meetings, fund raisers, decorating for the party, and clean-up so you have a visual diary.
- Plan to be at the party at least an hour in advance, throughout the night, and an hour or two after the party to handle any unforeseen problems. Leave yourself free to move around through the party all night--don't sign up for any specific jobs!
- Design and send out Senior Survey.
- Work with Senior Council to promote party.
- Chair all meetings with Committee heads.
- Write thank you notes to all Committee heads. Have a potluck to talk about the party when it's over and to collect committee reports.
- (See more complete check list, Section III.)

## 2. Gathering Support

Involve as many parents, students, administrators, and community representatives as early as possible to assure that all individuals feel some "ownership" in the party and are more committed to making it a success. Below are some ways to gain support for the event from all those involved.

a. Gathering Parental Support

Stress the fact that the party will be a gala, all-night, alcohol- and other drug-free graduation party for all seniors to let the parents show their kids how proud they are of them. Letters might be sent home to parents from:

- Coordinator(s), committees, and/or students (once these persons are designated);
- Superintendent, School Board, Principal; and
- Police Chief, Sheriff, or State Police.

Try to involve as many junior and senior parents on committees as possible. Encourage parents to make contributions of time, money, prizes, food, influence, and artistic and other talents. Have parent committee buy and wear "Project Graduation" or "The Grad Nite Party Committee" sweatshirts.

b. Gathering Student Support

- Invite senior class officers to a special introductory meeting about the party.
- Conduct a survey of what the seniors would like their party to comprise (see Appendix M). Offer several options for the party's food, site, soft drinks, music, entertainment, etc., and let the students help decide.
- Encourage students to work on committees. Ask students to get their parents involved by signing up for committees.
- Encourage students to conduct a student promotion and publicity campaign. (This may involve such activities as letters to parents, a school newspaper "Party Line" column, editorials, articles, writing and hand-carrying P.S.A.'s, and news releases to newspapers and radio or TV stations, fund raisers and/or posters.)
- Encourage students to plan and conduct a party fund raiser.
- Involve student(s) as co-chairperson(s) or student liaison(s) to parent group.
- Get student council and senior class officers involved.
- Involving younger class students will assure that the tradition is carried on.

c. Gathering School Support

Secure the support of the school administration (school board, superintendent, principal) as well as teachers and school staff. The class or activity advisor (where applicable), along with other staff, may help greatly with publicity and endorsements, or be willing to give encouragement by incorporating plans in the school newspaper or in classroom discussions discussions (see below). Encourage school personnel to serve on party committees.

Several school parties have been organized by the students through the Leadership class. Students identify parents as Party Coordinator(s) and approach them to take on the job. From then on, students and parents work together.

- What the School Administrator can provide for the party:
  - (1) A printout of seniors and parents names, addresses, telephone numbers and parents businesses.
  - (2) Mailing labels
  - (3) Bulk rate mailing permit
  - (4) Articles in school newspaper
  - (5) A mail box at the school
  - (6) A running list of new seniors to the school so party information can be sent to them and new parents can be contacted to work on the party .
  - (7) Places to hang posters and other publicity.
  - (8) Locked display cabinet in a prominent place for prizes.
  - (9) Printing services (to make posters, letterhead, forms, envelopes, etc.)
  - (10) Use of copying machine, overhead projectors, etc.
  - (11) Facilities for meetings
  - (12) School facility for the party (including a pool, if there is one)
  - (13) Laminating services
  - (14) Publicity assistance with students, particularly public address announcements
  - (15) Administrative and teacher support of party
- Suggestions for Classroom/Teacher Activities
  - (1) Encourage seniors to discuss the pros and cons of the party.
  - (2) Promote discussion of the fact that classmates need to take responsibility for each other and not allow friends to drive under the influence of alcohol or other drugs or to be a passenger in a vehicle where the driver has been drinking or using other drugs.
  - (3) Have students develop a theme contest for the party, make posters, and design T-shirts, buttons, and other party advertisements.

d. Gathering Community Support

- Reserve the use of a facility(ies) for the party (e.g., school, YMCA, YWCA, recreation/athletic centers, private homes, Elks, Armory, shopping mall, ski lodges, passenger river boats, camps). Donated facilities reduce party cost.
- Seek out donations of food, prizes, money, and labor from civic groups, businesses, professional businesses, churches, and individuals. (see Appendix I)
- Encourage free news media coverage (e.g., public service announcements, newspaper articles, editorials, radio and TV interviews, disk jockey comments).
- Secure public officials' endorsement and encouragement from:
  - (1) Mayor
  - (2) City Council
  - (3) Board of Commissioners
  - (4) Law enforcement officials
  - (5) DUII Coordinating Offices
  - (6) Local Drug/Alcohol Program Offices
  - (7) MADD, OSSOM, SADD, "Just Say No" Clubs, OFP

Buy all food, prizes, favors, and other party requirements locally to support your merchants; choose a local site (if one is available) for your party.

4. Approaches to Party Giving

a. Sample Party Options

These are examples of parties carried out in different Oregon communities. Canvas your own students and community to know what best suits your needs.

- Progressive all-night party (for a small senior graduating class)
  - pop and snack foods at the first parents' home; hand out favors or prizes
  - cup of soup, crackers, French bread, and salad at a second home (more prizes)
  - pizza, buffet, barbecue, or sit-down dinner at third home (more prizes)
  - dancing, taped music, video movies, board games, table tennis, foosball, and cards at school (prizes and door prize)
  - breakfast at a fourth home (all parents could be invited if seniors wished). Grand prize awarded.
- All-night party at one location (Elks, Armory)
  - band or disk jockey until 1 a.m.
  - organized games (e.g., table tennis, foosball, basketball throw, volleyball, billiards, pool, or wallyball)
  - video movies/games, baby picture contest, funny photos, parent "chorus line" entertainment
  - soda pop, pizza, cake, and cookies served
  - door prizes, grand prizes, memory books, and graffiti wall as part of activities
  - breakfast and senior slide show. Grand prize awarded.
- All night party at high school, junior high, or local college
  - casino/board games, video movies/games, volleyball, table tennis, foosball, fortune teller, caricaturist, color analyzing, make-up specialist, bingo, lip sync contest, prizes
  - live band or disc jockey until 1 or 2 a.m., prizes
  - pizza, soda pop, ice cream bars, cake
  - breakfast at 5 a.m. Show senior slide show or parts of video tape from graduation party. Award grand prizes.
- All-night party on the move
  - at school have carnival games, dancing, and graffiti wall; prizes
  - transportation via school bus to bowling alley, skating rink, or pool; serve soft drinks and snacks as permitted by facility
  - transportation back to school for movies, board/games, organized sports; pizza; prizes
  - breakfast at school at 5 a.m. and grand prize awarded.

- All-night party at YMCA or athletic club
  - live music and dancing until 1 a.m.; prizes
  - access to pool, sauna, racquet ball, and other facilities
  - video games, movies, caricaturist, fortune teller
  - pizza, fried chicken, or hamburgers, soda pop, and dessert brought in at midnight or 1 a.m.
  - light breakfast at 5 a.m. (e.g., juice, cinnamon rolls, coffee, cocoa); award grand prize and show senior slide show.
- All-night party at parents' home (for a small senior class)
  - tapes and dancing, small band, or DJ
  - barbecue, catered food, soda pop, snacks, dessert
  - video movies
  - board games, ping pong, pool, photographs
  - prizes
  - breakfast at a local restaurant.
- All-night boat ride
  - bused to riverboat
  - boat ride on the Columbia, Coquille, or other
  - catered dinner
  - dancing
  - bused to school
  - breakfast and senior slide show, prizes
- Camping party (for a small senior class)
  - cars or vans to camping area
  - hiking, swimming, fishing, boating, campfire/guitar/singing time
  - good food, taking turns cooking and cleaning up
  - prizes and favors

b. THEME POSSIBILITIES

Here is a list of suggested themes used for graduation parties in and around Oregon:

- The class slogan, Celebration '84 (or whatever the year), Sunset to Sunrise
- Casino night theme: Monte Carlo, Las Vegas, Reno
- Western: The Old West, The Last Roundup, OK Corral, The Wild West
- Old Times: 40s, 50s, Roaring '20's, etc.
- Film Titles: Around the World in 80 Days, South Pacific, Sentimental Journey, Wizard of Oz, High Noon, Peter Pan, Alice in Wonderland, Lights! Camera! Action! Song Titles; Book Titles
- Carnival /Mardi Gras, Circus, Gypsy Days, Medieval Days, Arabian Nights, A Jamaican Holiday
- Fantasy Island, Roman Holiday, Beaches of the World, Central Park, Orient Express, Sherwood Forest
- A Luau/Hawaiian Paradise, South Seas, Island Paradise, Love Boat
- M\*A\*S\*H Bash

- World Travel: New York, Paris, Monte Carlo, Mexico, Hawaii, Germany, Japan,
- Futuristic, Prehistoric Days, Time Warp, Time Machine, Sophisticated, Medieval Days, Hollywood
- The Best Is Just Beginning, The Beat...Goes On, A Moment in Time, A Wrinkle In Time, Going Out in Style, Best of Times/Best of Friends, Life's Winning Hand, Let's Go Crazy, A Backward Glance/A Future Dream, Let the Good Times Roll, Where Have All the Good Times Gone?, Not the End--Just the Beginning, It's a Jungle Out There, The World Is Mine, Welcome to the Jungle, Beach Blast, Forever Young, Together Forever, Up, Up and Away, Steppin' Out on Freeway '84, A Night to Remember
- Bermuda Triangle, Atlantis, Davey Jones' Locker, Safari, Pirates
- Cruisin' Down the River, Jungle Cruise, Caribbean Cruise
- Themes connected with school nicknames (e.g., Apollo Space Launch--Soaring Free, Knights of Old, Bronco Days)

**FACILITY SHOULD:**

1. Be a safe location able to be secured with adequate and secure parking
2. Be big enough for a number of activities to take place at the same time. This could be one large room or a number of small rooms.
3. Have adequate men and women's rest rooms
4. Have adequate food preparation facilities (microwave, ovens, running water, sinks, electrical outlets)
5. Have adequate electrical power for all activities (carnival, music, food, special power demands for lighting or computers)
6. Be an all-weather facility
7. Have a telephone available
8. Allow decorations
9. If possible, have a dance floor with a stage
10. If possible, have a swimming pool and a gym for basketball throw, relays, ping pong, racers, volleyball, badminton, etc.

**d. FACILITY OR SETTING POSSIBILITIES**

- School (utilizing the gym, cafeteria and kitchen, classrooms, hallways, covered areas, swimming pool, auditorium)
- YMCA/YWCA
- Shopping mall
- Junior high/middle school
- Elks, Masonic, Moose, VFW, Armory, Eagles, American Legion, Knights of Columbus, Grange, Oddfellow halls
- Country club
- Racquet/health club
- Hotel/resort facility, (Inn at the Seventh Mountain, \*Sun River, \*Mt. Hood, Falcon's Crest Inn) motel with pool and recreational facilities (Nendel's)

\*Monroe High School (27 seniors in 1988) has used several party facilities, including the World Expo in Vancouver, BC, the Inn at the Seventh Mountain and Sun River. Ticket price includes condo housing, transportation, white water rafting, Sunday brunch at a Country Club, \$20.00 food allowance, \$15.00 spending money for souvenirs, pictures of the trip in a scrapbook after they returned home.

- College, university, (Flavia Hall, Marylhurst, Spark's Center or Putnam Center, Willamette University) community college (Sylvania, PCC or Salem's Chemeketa CC)
  - Combination of several locations: pool, bowling alley, restaurant, park
  - Recreation center (Marshall Center, Vancouver, WA)
  - Columbia River or Coquille paddle-wheeler, Rogue River jet boats, harbor cruise boats
  - Timberline Lodge, Mt. Hood, and other ski resort lodges
  - Church or synagogue hall or recreation facility (Jewish Community Center, Capitol Highway, Portland)
  - Senior citizens center
  - Local sites like rivers, ranches, lakes, camps
  - Florence dune buggies and a beach picnic
  - Military base, airport hangar, fairgrounds, shopping mall, barn
- \* Disneyland (Anaheim, California)
  - \* Marriott's Great America (Santa Clara, California)

\* Disneyland and Marriott don't fall in the same category as the community graduation parties talked about in this book. However, these businesses do encourage the students to celebrate together, with parents to accompany them, and do not permit the use of alcohol or other drugs as in any other school-associated function. A few of the smaller schools travel as a class to enjoy this special type of celebration.

If the party location is to be a secret, you may want to reserve the party facility under a "false" name (like "The Facility," "The Place", etc.) since students otherwise may call around to find out where the party is to be held.

#### 4. ESTABLISHING RULES

In order to successfully carry out the graduation party, basic rules should be established and made known to all parents, students, and other participants ahead of time. Here are some "definite" and some "suggested" rules that might be included:

- a. The use or possession of alcohol and/or other drugs will not be tolerated.
- b. A student found in possession of, or using or showing the effects of alcohol or other drugs, will be detained in the party sick room until a parent or guardian is summoned to pick up the student.
- c. Students will be allowed to join the party by a specified time and will not be admitted after that time unless arrangements are made ahead of time with the overall party coordinator.
- d. Students may not leave the party before the ending morning hour unless a parent's written permission is given to the overall party coordinator prior to the party date. Students leaving the party early will not be re-admitted. A telephone call to the parent will confirm the written request. Students should be required to sign out if they leave early under these circumstances.



- e. The student attending the party agrees to accept full responsibility for his/her actions while at the party. This liability includes all damages caused by the participant either to the facilities or to individuals.
- f. The student and parent will both sign the "Hold Harmless Clause" form and return it to the coordinator prior to the party.

To be eligible to receive prizes, the student must:

1. Comply with all the above rules.
  2. Go through the graduation ceremonies.
  3. Have a signed graduation diploma from the school.
  4. Must stay at the party and be present when the prizes are awarded, including the door prizes and grand prizes.
- g. Dress casually; use good judgment.

NOTE: It is a good idea to speak to the seniors at a senior assembly or the graduation rehearsal to outline the rules for the night of the party. It is important for them to understand that the party sponsors, under the terms of the insurance coverage, are liable for the students until the time that students are officially signed out from the party. (Different schools handle this in different ways.) Students can understand and appreciate the rules better if they have this information

## 5. FUNDRAISING

Fundraising is a must. Although it may seem a monumental task at the outset, fundraising is usually very successful. Work with the Steering Committee to estimate the actual amount of funds to be raised.

NOTE: It is essential that this committee work closely with the Prize, Decoration and Food Committees so businesses are not approached twice for donations.

The following fundraising suggestions have worked:

- Write press releases explaining the project, mentioning the need for donations.
- Ask the school or facility where party will be held to donate the use of the facility.
- Send letters to local businesses requesting donations. Include doctors, lawyers, dentists, architects, bankers, construction firms, etc.
- Send letters to parents requesting that they purchase the party ticket for their student as a graduation present; suggest an additional donation as well.
- Ask parents, merchants, restaurants, fast food chains, etc. to donate food and/or soda pop.
- Solicit businesses for donations. Carry an identifying letter (see Appendix I) about the party with you.
- Ask the school to donate the use of buses if a trip is planned. (The drivers will need to be paid unless they donate their own time, which they frequently do.)

- Ask a local pizza restaurant to let parents make pizzas or wait tables and share in the profits. (Tigard High School's parents did this with Pietro's Pizza in Tigard. Pietro's also video taped the graduation party and played it at the restaurant for people to view at a later date while they ate.)
- Buy 50 lottery tickets and sell chances on winning all 50 of them.\*
- Have parents and students hold car washes, bake sales, rummage sales, or auctions.\*
- Hold chemical-free dances at school and charge admission.
- Sell products (e.g., candy bars, chocolate bunnies, chocolate Santas, licorice twists, calendars, pepperoni sticks, flower bulbs, poinsettias, mums).
- Sell T-shirts, "painter" hats, posters, calendars, baseball hats.
- Have raffles (using such items as local artist's painting or photograph, quilt, teddy bears or soft sculpture dolls, television, or other merchandise that have been donated or bought at reduced prices.)\*
- Sell a special school cook book put together as a fund raiser.
- Give a pancake breakfast, chicken barbecue, spaghetti dinner (recipe on page V-20) or hot dog sales events; make and sell barbecued hamburgers at football or basketball games.
- Decorate coffee cans in school colors and, along with a small sign or card about the party, ask to place the cans at check out area near cash register in local stores and restaurants to collect donations.
- Sponsor can or bottle drives or collect newspapers.
- Cater meals for conferences, meetings, or parties. Ask your local Chamber of Commerce for information about meetings in your area. Be able to provide a list of your typical meals and prices.
- Sponsor a tour of homes.
- Solicit donations from Kiwanis, Active 20-30, Sheriff's Reserve, Lions, Elks, American Association of University Women, Jaycees, Rotary, etc. (Use a video or tape/slide show of last year's party to show what the party is like.)
- Taft High School parents, Lincoln City, put on a semiformal Sweetheart Dance for parents at the Shilo Inn. '50s and '60s music was played. Party goes paid to vote for a "Queen." This was so popular it will be open to the public in 1988-89.
- Ask people to save their pennies. Each month a weigh-in is held and a small prize given for the "heavyweight." The heavyweight also gets to throw a pie in the face of one of the faculty. At the end of the penny-saving fundraiser, \$100 is given to the top saver and \$50 to second place. Decorated jars or cans can be placed throughout the community and picked up once a month. One school made \$2,000 for their party with this fairly simple effort and it got a lot of good publicity for the party.
- Sell living plants for Mother's Day's, Easter, Christmas, Valentine's Day or other special occasions. Good plants for this are geraniums, poinsettias, impatiens and Easter lilies. Work with a commercial nurseryman who will supply baskets with hangers, and will deliver to the sale site. Plant condition should be guaranteed by nursery.

\*Check with local city or county legal counsel as to legality of such fundraisers.

- Cow Pile Pool, Meadow Muffin, or Cow Chip Casino. This game of chance consists of marking off a pasture at a nearby ranch, dairy or pasture. A designated area where the cow is allowed to graze is then marked off in a grid pattern. A designated dollar donation entitles an individual to cheer for the cow to drop a "meadow muffin" in the square picked. The winner gets a prize.

NOTE: Before this fundraiser is planned or conducted, it is recommended that you check with your county prosecutor's office to assure there is no ordinance against this type of activity (i.e., to protect the "exploitation of animals.")

- Coin Cakes make a good fundraiser. Buy "day old" iced cakes and place them on counters in stores and restaurants. Display a small sign in a floral card holder in the cake explaining the fundraiser is for the Graduation Party. People are asked to push coins into the cake frosting as a party donation. (Remember to "freshen up" the icing every other day so the cakes aren't messy and unsightly.)
- In the Beaverton area, Gingis Formal Wear contributed \$3.00 to the party for every senior renting a tux from them.
- Raffle a car Siuslaw '88 Party sold tickets during football and basketball season. A drawing was held at half-time of last home basketball game when a new car was awarded to winner. Committee raised \$4,200 with this activity.

#### MORE GOOD IDEAS

Sponsor signs in the gym or on baseball field	Sell U-bake pizza	Basketball shoot
Booth at county fair	Bingo	Car wash
Celebrity basketball	Casino Night for adults with auction	Coffee and pie concession
Pizza-by-the-slice, buttered corn-on-the- cob, baked potato concessions	Halloween haunted house	Christmas gift wrap
"Tuck-in" service for large mailings	Sponsor a "Murder Mystery Game"	Paint a window for merchants for Halloween
Sell men's boxer shorts with school logo for Father's Day present	Sell oversize umbrellas for sports events	Ham dinner and auction
Inventorizing large grocery or department stores	Address envelopes	Give '50's dance for parents
Sell stuffed animals	Huge garage or rummage sale	Christmas wreath sale
Parents' T-shirt sale with school or class logo	Christmas tree recycling	Slow-pitch baseball game
Class-faculty competition	Health Fair booth	Sell caramel apples
	Sell submarine sandwiches	Cake, muffin or other bake sale
	Sell stadium pillows	Sell crab and shrimp cocktails
	Sell 4th of July fireworks	Hold a paper drive
	Hold an ice cream social	Sponsor a Crazy Olympics
	Used book sale	

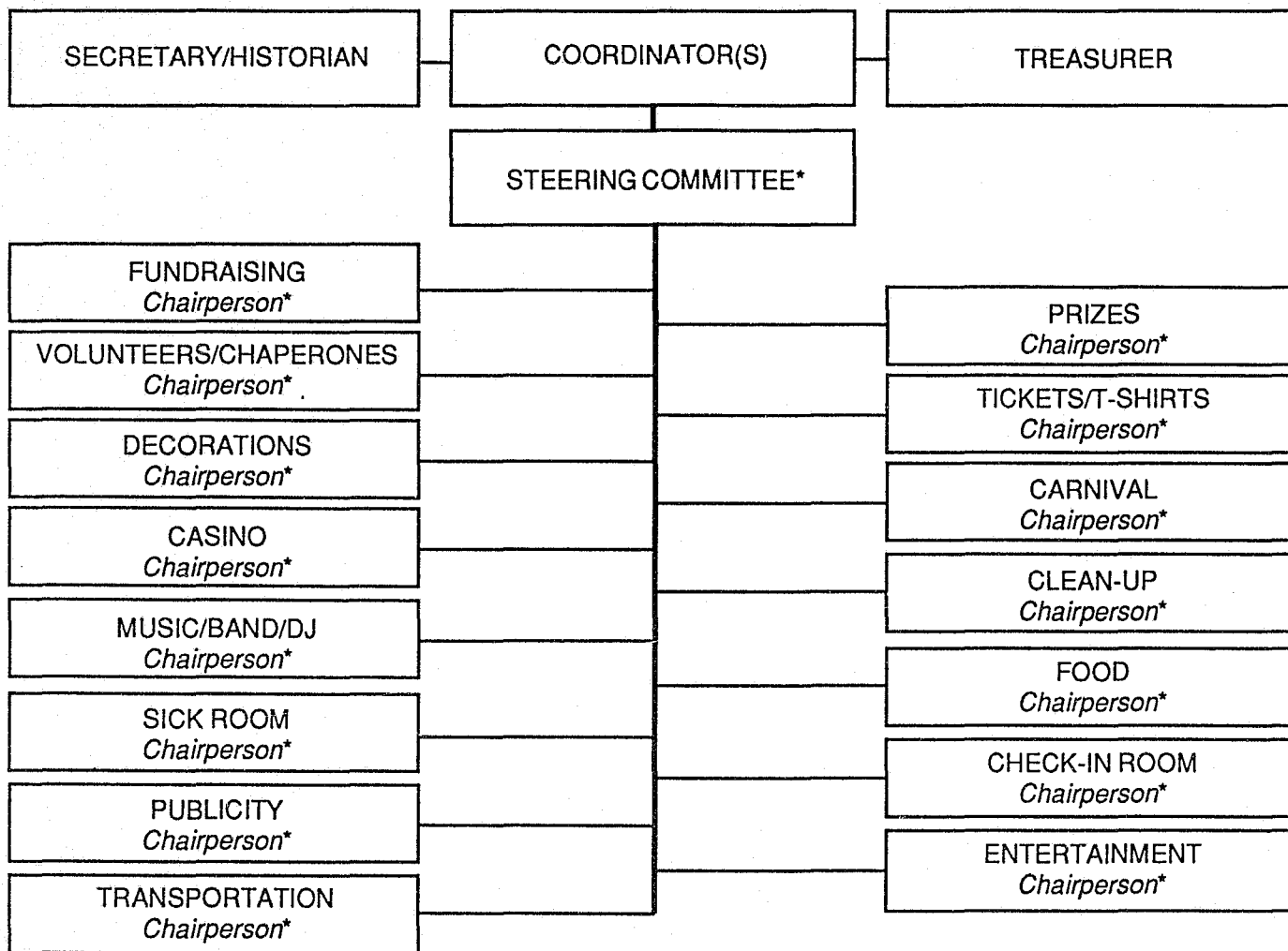
NOTE: Any leftover funds can be used as "seed" money to cover early costs of next year's party, can be contributed to a local scholarship fund, handed out as prizes the night of the party, deposited in bank to help with first class reunion expenses, or used in other ways.

## Bandon's 1987 Auction

Bandon's 1987 Graduation Party Committee held an auction in the Mercury-Ford showroom on the main street of town. The showroom was donated as well as the services of the auctioneer and a band. The following year they held an adult sweetheart dance and held an auction unusual items auctioned off were:

- The City Manager cooking breakfast
- The Superintendent of Schools washing and detailing a car (a principal bought his services)
- A drift boat
- A three-day weekend in a condo at Sun River
- Flying trips to Sun River and Salishan
- Windsurfing lessons
- A picnic on a sailing boat
- A Jantzen bathing suit featured in *Sports Illustrated*
- A hand-knit Norwegian sweater
- A gourmet dinner for 12
- A used car
- A cord of madrone fire wood
- A three-minute grocery shopping spree
- Rogue River jet boat trips
- Cranberry leaf mulch
- 18 holes of golf
- One-half day ocean bottom fishing
- One-half beef cut and wrapped
- A gourmet dinner for six
- An original painting
- A night out in Bandon (motel and restaurant)
- Three hours ride along with a Bandon police officer, and numerous other items.





Responsibilities of  
**STEERING COMMITTEE**  
 (Made up of Committee Heads)

- Set party rules or guidelines
- Choose a party site or facility
- Choose party activities
- Choose fundraisers
- Choose a party theme
- Decide on ticket price
- Formulate a budget
- Choose types of favors and/or prizes
- Decide party hours
- Design party schedule
- Design senior survey
- Decide if tickets will be given\* or sold to seniors
- As donations by parents

How To Prepare A Budget

First, of course, find out if there is a previous party budget available for you to work from. If there isn't, you can use the example below to assist you in formulating your party budget.

SAMPLE BUDGET  
(Not to be used as an actual budget)

<u>ITEM</u>	<u>ESTIMATED BUDGET</u> (September, 1988)	<u>ACTUAL BUDGET</u> (June, 1989)
Parent Club Donation	\$500	\$500
Balance from previous party	1,000	1,000
Ticket sales (200 x \$20/ticket)	4,000	3,800
Donations	<u>500</u>	<u>1,480</u>
TOTAL	\$6,000	\$6,780

<u>ITEM</u>	<u>ESTIMATED BUDGET</u>	<u>ACTUAL BUDGET</u>
Band	\$750	\$1,000
DJ	250	0
Entertainment		
Caricaturist	200	250
Fortune Teller	50	25
Make-overs	150	150
Photographer/Film	500	550
Swimming/Lifeguards	150	0*
VCR/TV Rental	75	0*
Carnival		
Chance Games (Equipment)	1,200	500
Chance Games (Prizes)	250	350
Casino Rental	350	400
Check/Coat Room	10	10
Contest/Activities	150	120
Decorations	350	500
Favors	1,250	1,300
Insurance	100	100
Stationery	75	80
Printing	250	0*
Postage	125	150
Food		
Soft Drinks	100	25*
Snack Food	200	20*
Pizza	300	150*
Breakfast	150	0*
Prizes	3,000	1,000*
Tickets	300	350
Casino Chip Bags	35	30
Treasurer	0	10
T-shirts (225 @ \$7 ea.)	1,575	1,575
Publicity	0	100
Facility/Site	0	0*
Custodian	100	150
Security	<u>100</u>	<u>160</u>
TOTAL	\$12,095	\$9,055
Seed money for next year	<u>\$1,000</u>	<u>\$1,000</u>
GRAND TOTAL	\$13,095	\$10,055

\* Donated

SUMMARY

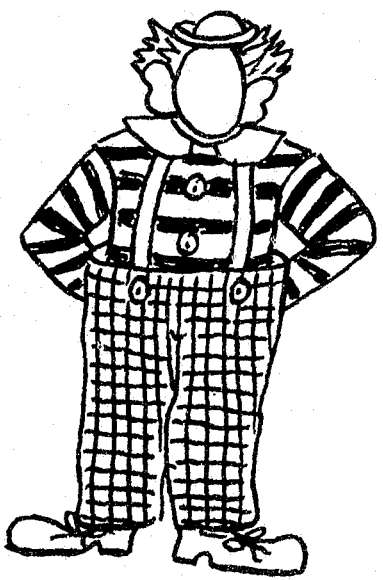
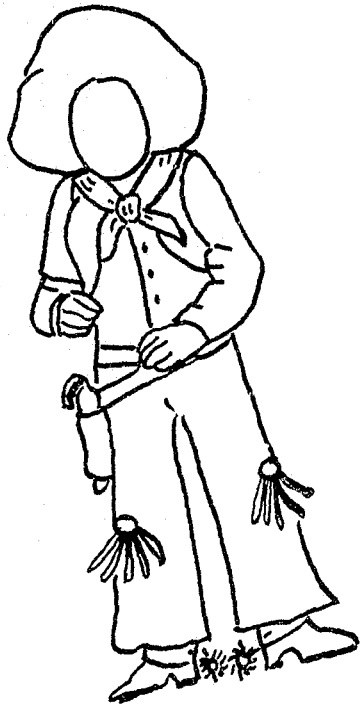
Expenditures			
Estimated	\$13,095	Actual	\$10,055
On Hand	<u>6,000</u>		<u>6,780</u>
Estimated Fundraising Need	\$7,095	Actual	\$3,275**

\*\* After donations

## II. THE COMMITTEES: GETTING IT TOGETHER

<u>COMMITTEES</u>	
PUBLICITY:	FRED AND JEAN (YES)
ENTERTAINMENT:	GWEN AND LINDA (ASK)
DECORATIONS:	CONNIE AND JODY (YES)
PRIZES:	BOB AND CATHY? (MAYBE)
FOOD:	MARY AND BARBARA (YES)
TICKETS:	SHIRLEY (YES)
CHAPERONES:	DONNA AND BILL (YES)
VOLUNTEERS:	JENNIFER AND ?
COAT ROOM:	? ?
CLEAN-UP:	KEN AND JACKIE (YES)







This section deals with ten standard committees listed below usually required to plan and carry out a graduation party.

Entertainment	Tickets
Food	Chaperones
Decorations	Volunteers
Publicity	Coatroom
Prizes	Clean-Up

In addition, have one person act as Treasurer to keep tab on all the bills and write checks. You may also want to appoint an historian or secretary to clip news stories, keep photos, accept committee reports, and put together your party's report for the next year's Coordinator(s).

Some of the ideas suggested here are obviously specific to a particular theme or party location, but all the ideas have come from a variety of parties given by Oregon high schools.

*It is important for committees to keep informed of each other's progress.* The work of one committee may overlap another, and duplication of effort is time-consuming and can cause mix-ups. Coordinating these committees' efforts is an important function of the overall party Coordinator(s). For example, the Prize, Donation, Casino, Auction, and Carnival Committees should work together. Casino, Auction, Carnival, and Contests all need prizes in addition to the prizes the seniors will receive as door or grand prizes. Other entertainment may also require prizes (Bingo, for instance).

#### **ENTERTAINMENT COMMITTEE**

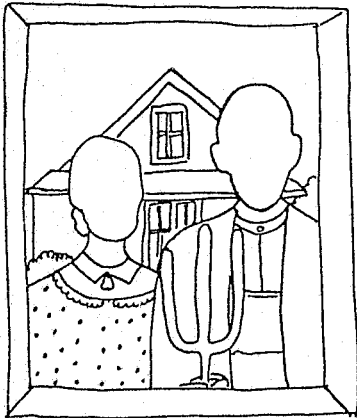
To make the party more interesting, you may want to have entertainment at the front entrance as the seniors arrive in large numbers. Inside you can have a magician, a calypso or steel band, jugglers a Mariachi band, break dancers, or other entertainment.

A suggested listing of volunteers needed for committee assignments the night of the party is offered in this section under "Volunteers" (see page II-27).

1. Consider video taping graduation and the party. Parts of these can be played back all night long or at the senior party breakfast. (It helps keep the seniors awake and is great entertainment.) Later, videos can be edited and sold to students. Video taping can be done by a parent, a school staff person hired for the job, or a private business. Video taping has worked well for some schools but has been costly and not particularly successful for others. It requires an enormous amount of editing to make a tape usable as entertainment. A favorite teacher can interview the seniors during the party. One school has a parent who video taped the class through the high school years (plays, football, music, dances, etc.). Later the prom, graduation, and the grad party were added to it to make it a complete history of one senior class! This requires long-range planning and dedication.

2. Have a special party entrance where students have their photos made as they enter (or at a separate location at the party if this would hold up the line of students entering). The picture could include the theme of the party or the class motto and the year, or other props. One school had a very special warm and likeable husband and wife who greeted each senior by name (with help from a school staff person) and gave each senior a warm hug, a lei and congratulated them on their graduation. The seniors really liked this!

3. Post directional signs for entertainment in a number of locations so students will know what, when and where entertainment is available. Sunset High School built a number of *kiosks* and placed them in central locations. Information was then posted on them regarding food, contests, entertainment, prizes, etc. These lent a "foreign" flavor to the decorations. A graph can also be posted to indicate what activities will be going on at the same or different times during the evening (see Appendix Q). Sometimes the seniors get so engrossed in one or two activities that they miss others altogether.



4. Take funny photos using backdrops like cowboys, old-time bathing suits at the beach, "zoot suiters," Victorian days, outer space, hoboes, Hawaiian theme, "Count Dracula," flapper days, the 50's, King Neptune and a mermaid, etc. You can use the picture enlargement instructions given in decorating committee, Section II, p. 13, to make portraits of Mona Lisa and other art works for your photographer's backdrop. You can also furnish funny costumes for grads to wear for their photos.

5. Let students help choose live or recorded music, disc jockey, and music itself. (Make sure you know who you're getting. The grads can tell you on the survey who they like. If you end up with a band the seniors don't like, it can ruin the dance entertainment portion of the party.) A disk jockey with a good sound system and a great light show may cost a great deal less than a band. If the DJ has a video projector, it can be used to take live shots of the casino or carnival area which can then be inserted into the dance venue or the dancing area can be viewed on monitors in the casino or carnival areas.



The DJ, like the band, must understand the rules regarding alcohol or other drugs, and that songs glorifying alcohol/drugs may not be played. Payment for services should be made at the completion of the performance. (Reserve parking at loading entrance for band—they bring a lot of equipment.) Be sure to get a signed contract with DJ or band. Some entertainment providers have a tendency to break their commitment if they're offered more money or a longer gig at another location. Some schools have a student who can be the DJ for the evening. This student performs as a DJ for other dance functions, and usually knows the music the students like, and charges much less.

**NOTE:** (See Contract, Appendix Q.) The contract outlines that there will be no fraternizing with the students and designates an area where breaks are to be taken and that an adult chaperon will be with the entertainers during breaks.

6. Consider providing *memory , autograph, or address/phone number books*. (Some schools allow merchants to purchase space in these books to congratulate the seniors. The ads help to pay for the books.) Provide a paper-covered *graffiti wall* where seniors can write "profound thoughts." This can be displayed at later class reunions. (Paper should be approved for use by Fire Department.) Some schools print *class prophecies* with futures prophesied by teachers or by the seniors about themselves. (These take a great deal of time to put together, and should be critiqued by a committee to assure no hurt feelings or "put downs" are included. The grad party should be only an "up" experience for the seniors.
7. Find out if there is a public address system provided. It will be needed for announcements and handing out prizes.
8. Provide at least one favor, tied in with class motto or theme of party, for every student to take home (to hang in dorms or be kept as a memento). T-shirts, key chains, pins, posters, laundry bags, and so forth make good favors. (See Section II, page 23 for examples.) A T-shirt is also available with a reproduction of a colored photo (see Resources at the back of the book.) Favors and T-shirts should be ordered as early as possible to allow time for work to be completed.
9. Some schools report there is TOO MUCH for kids to do. Try to achieve a good balance. Here are other suggested activities for the party that might be considered:
 

<ul style="list-style-type: none"> <li>• Clown</li> <li>• Magicians</li> <li>• Singers</li> <li>• Break dancing</li> <li>• Hula hoop contest</li> <li>• Parent "chorus line"</li> </ul>	<ul style="list-style-type: none"> <li>• Calypso band</li> <li>• Robots</li> <li>• Jugglers</li> <li>• Costume contest</li> <li>• Face painting</li> </ul>
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10. Lip sync contest or performance. (Students need to know ahead of time that this will take place and should furnish their own tapes. Committee needs to provide tape player and sound system. This activity is very popular if well organized. It can be performed singly or as a group.)
11. Class talent show.
12. Caricaturist. Place an ad on the bulletin board (get permission) at a local college asking for artists with this talent to call for an interview. "Quick Draw Charlie" is very popular with the grads. (See Resources at back of book.) This activity is very popular with the seniors and provides a party memento.
13. Have seniors prepare a class history tape/slide show to show during the party. Many parties play this show all night long! and the grads love it.

14. A *Guess Who* event, featuring students' pictures as babies or up to five-year-old photo contest. (This can be arranged through letters to parents without students knowing. The student identifying the most pictures gets a prize.) Or have teachers submit baby pictures and let the seniors *guess who*. Provide grads with a list of all the grads' names so names can be checked off as seniors match faces with photos.
15. Time capsule. (Everyone brings an item to place in the time capsule which will be opened at 10th, 20th, or 25th reunion.)
16. Have *Marryin' Sam* perform mock marriages. and give mock certificates.
17. Fortune Teller, palm reader, astrologer, hand-writing analyst, Tarot card reader. (See Note no. 5 at the end of this section.)
18. Have a *Hit Maker* room. Sound booths are brought in and the kids use "sing over" tapes to record their voices. In some cases a separate room may be required for this activity. (See resources at back of manual.)
19. Contests: bubble gum blowing, basketball toss, best theme attire, dancing, and other. Choose winners by applause or have three guests choose 1st, 2nd, and 3rd winners.
20. A contest to guess the number of jelly beans, marbles, beans, or *M & M's* in a large jar. Jars can be etched with school logo, or Class of "\_\_\_", and winners get to keep the filled jar.
21. Board games (e.g., Pictionary™, Monopoly™, Scrabble™, Backgammon, Clue™, Dungeons and Dragons™, Dominoes, Bingo, cards).
22. Arcade or carnival games. Consider such games as:
  - throw balls at milk bottles
  - darts and balloons
  - ping pong pitch
  - ring toss
  - cork gun
  - putting green
  - poker hand dart board
  - ringtoss on deer antlers
23. Organized sporting events such as:
  - volleyball
  - wallyball
  - table tennis
  - swimming (several times during the evening, throw coins in pool for students to retrieve--include coins thrown in shallow end)
  - pool or billiards
  - miniature golf
  - roller/ice skating
  - foosball
  - tennis
  - bowling
24. Use of weight rooms/saunas.
25. Video games or a trip to a video arcade.
26. Video movies chosen by students (from a list submitted by parents) and shown on a large screen. These can run continuously all night. Use movies that go with your theme: Jungle--"Raiders of the Lost Ark; Ocean--"Overboard," etc. "Road Runner " cartoons are very popular.

27. Races (changing clothing, potato, scooter, hopping, etc.).
28. Finders/Keepers: money hidden under chairs, in balloons, or other hiding places, a Scavenger Hunt, a Treasure Hunt: Can be limited to an hour or an all evening event with clues given out on the hour or 1/2 hour. Seniors can work singly, in pairs, or as a group and then divide the money. Use of silver dollars is very effective for the "treasure."
29. David Douglas, '89 party, used a Twister Game<sup>®</sup> for 400 people which they were able to get from the Milton Bradley Co.<sup>™</sup> home office.
31. Dog and horse race videos can be rented from the Multnomah horse racing or dog racing tracks. These can be shown on a large screen and the grads can use their "funny money" to make bets. Winners get more "funny money" to use on the auction or prizes can be given instead.
- 32.. Color analysis, hair styling, make-up expert, "how to" French braid, barber shop and manicurist, tattoo artist (with washable paint), body painter, etc.
33. You might look into computerized high resolution color T-shirts. Using a photograph of one to four grads and the school logo or party logo, a computerized picture is heat transferred to a T-shirt while all the seniors watch. Great entertainment. Supervision should be used to make sure the photograph contains nothing the school wouldn't be proud of on a T-shirt.
34. Sunset High created a grand finale for their seniors. As the party ended, and before dawn, each senior was handed a white or purple helium-filled balloon (school colors). Then the seniors were led outside to the soccer field where a large fireworks display was set up. When everyone was assembled, a spectacular "Congratulations Class of '88" lighted the morning sky and the seniors on signal, let their balloons go to rise in the air. (See Resources at back of manual.)
35. Casino tables set up with blackjack, 21, craps, poker, roulette. Parents or teachers serve as dealers and wear appropriate costumes. (See Notes no. 2, 3 and 4 at the end of this section.) Tables, cards, poker chips, roulette wheels, etc., can be rented. Check yellow pages of your telephone book under "casino games" for local sources, or refer to the Resource pages at the back of the manual.
36. Jailbird. The object of the jail is to allow the students to have their friends "put in jail." They can do this by giving the "Jailer" one \$100.00 ticket and showing the Jailer the person to be apprehended. The Jailer then places the "Jailbird" in the jail for a period NOT TO EXCEED two (2) minutes. The Jailbird is released and given the ticket that was used as payment. This ticket can then be signed by the Jailbird and used to enter the prize drawings. MAKE SURE THAT THE TICKET IS NOT SIGNED BEFORE THE JAILBIRD'S APPREHENSION. The jail should be closed for short periods during contests and the casino opening half hour.

37. **Obstacle Course.** Set up a circle course in the gym. Two seniors run the course at the same time starting at opposite ends. Course can consist of a football throw through a hanging tire, baseball throw at a mat marked with a bull's eye, indoor putting, kicking a soccer ball through plastic traffic cones, three turns bowling a plastic ball through quart pop bottles or plastic bowling pins, and a basketball throw into a hoop or a garbage can. The winner is the grad who does the course in the best time. This event requires a great many parents to run it. Not only do the parents have a lot of bending and chasing, but other parents are needed to keep timing score and work with contestants, and some parents are needed to bring cold drinks to the working parents! The grad boys really enjoy this contest and may repeat the course at least once to try to better a score.
38. **Rowing Contest.** If your party is at an athletic club where there's a rowing machine, have one of the club's staff organize a rowing contest. The person who rows the farthest in a minute is the winner.
39. **Racquet Ball Tournament.** Have the club organize a night-long tournament with the last match held at the glassed in wall area where there are bleachers so the grads can watch and cheer on the contenders. Give a racquet as the prize for the winner and a cooler to second place.
40. **Robbie the Robot Cotton Candy Maker.** (See Resource list at the back of the book.)
41. **California Video Theatre** is a very popular form of entertainment in California high schools and is now available to Oregon. (See Resource list at back of manual.) A stage is set up in a trailer where individual video filmings are made of one or more students as they dance, lip sync, or sing together to their favorite music. Lights, music, costumes with feathers, sequins, leather or lace are furnished as well as generated backgrounds. The would-be "actors" and "actresses" get to keep their tapes.
42. **Game Shows.** Many schools use a "game show" to give away prizes. Depending on the game, there can be big prizes, small prizes or funny ones. Some of the shows patterned after are: "Let's Make a Deal," "The Price is Right," "Wheel of Fortune," and "Name That Tune." These can be hilarious and the grads love it!
43. **Surprise Room.** The David Douglas ('89) party committee had a "Surprise Room" which included guest celebrities which proved very popular. Celebrities could be a county sheriff, police chief, radio or TV personality, sports celebrity, mayor, governor or other popular politician. The celebrities asked should be well-liked, popular, and "in tune" with the grads.

44. Apollo-Grams. Sunset High School's committee used "Apollo-grams" (their school logo is Apollo, obviously) for parents and relatives to send good wishes to the grads at the party. The committee sent an "Apollo-gram" form home to the parents of the grads in advance of the party. Parents can make multiple copies of the form so parents and relatives can write messages to the seniors which are then returned to the "Apollo-gram" Committee before the Party. The night of the party the telegrams are delivered to students throughout the evening or they can be picked up by the grads at a "station."

David Douglas' Committee arranged for the grads to receive congratulatory notes from students, teachers, counselors, coaches, or administrators from the elementary and middle schools which students attended. Grads picked up the notes in the "Surprise Room" explained in number 43.

45. Air Machine. An "air blowing," self-contained booth can be used for entertainment by placing \$1, \$2, \$5, \$10, \$20, \$50 or \$100 bills in the booth. While the air is blowing the bills around, a student is allowed a designated amount of time to catch bills. Any caught the grad gets to keep. This is good "watching" entertainment, too.
46. Carnival Games. Frisbee toss through a large hanging embroidery hoop; ping pong pitch (place jars on boxes or a low table in a baby pen that has plastic mesh sides so thrown balls are contained), putting green (cans set in sod outside or use mechanical return practice putt sets); poker hand dart board; fishing booth; miniature bowling alley using Whiffle ball and quart plastic pop bottles; cork gun and plastic milk bottle throw can be rented; tic-tac-toe can be played with a dart board or balls thrown in cans on a cafeteria table. And don't forget the good old "fun mirrors" found at carnivals. Try making your own set.
47. At Elgin they had a BIG sendoff for the grads. After graduation all of the seniors gathered in one brightly decorated room where they received a T-shirt, "funny money" and photo coupons. Outside a red (butcher paper) carpet was laid down from the door to the bus which was to transport them to the party. Then parents and relatives lined up on either side with confetti and streamers and cheered the seniors all the way to the bus. A police car with flashing lights lead the bus down the main street with parents following in cars and honking.

NOTE:

1. Some cities and counties have social gambling ordinances which prohibit these types of games with prizes given. Check with county council or city attorney.
2. Some school districts, in their collective bargaining agreements, do not allow teachers to work in a casino-gambling setting as it is felt their personal life as teachers "dealing" at tables adversely affects their teachers' fitness or performance of their teaching and classroom responsibilities.
3. Some religions do not condone gambling. You may want to eliminate gambling as entertainment if it is an issue in your area.

4. It should be noted that gambling can be as addictive as alcohol or other drugs for some people; therefore, some communities have chosen to use other kinds of entertainment than gambling for their graduation parties.
5. Coordinators and committee chairpersons should be aware of the fact that some parents look upon this type of entertainment as having serious religious implications, so discuss ahead of time whether or not this form of entertainment should be used.

Portions of Ashland High School's 1984 Party Report follow with details of the casino setup. (Ashland High School had 725 students in grades 10, 11, and 12.)

[Editor's Note: Many parties supply "Chip Bags" so the students can carry their winnings more easily. Bags are about 8" X 8" with a drawstring at the top which can be worn on the wrist as a handle.]

[In 1988, Sunset mailed party publicity home to seniors that included instructions for casino games so the grads would know how to play when they arrived at the party.]

### CASINO

The following equipment was used:

8 blackjack tables	)	(Make arrangements for these early in the year.)
1 table for dice	)	
1 Chuck-a-Luck game	)	

One roulette wheel was put in the middle of an eight-foot table with roulette layouts on each side of it. The layouts were from a kit ordered from Harold's Club—Reno—for \$39.95. Eight decks of cards also came with the kit.

We started the evening with two poker tables and added another one as the evening wore on. If you decide not to have poker tables, you should add more blackjack tables to take care of the number of people gambling.

A public address system is needed to make announcements.

#### Money:

The Harold's Club kit contained the following:

\$ 10,000 bills	approximately 240	We had 600 more printed
\$ 1,000 bills	approximately 550	We had 1200 more printed
\$ 500 bills	approximately 600	We had 2400 more printed
\$ 100 bills	approximately 1600	We had 6000 more printed

The extra money was printed with the class motto on it. (Some schools put photos of teachers or the principal on the money or use caricature drawings of them.)



Each ticket holder was given \$15,000 in an envelope. We put names on the envelopes but feel it really wasn't necessary. We suggest you check off names on a master list as you hand out the envelopes. Each envelope contained *one* \$10,000 bill, *two* \$1,000 bills, *four* \$500 bills, and *ten* \$100 bills. Also in the envelope were instructions for the play-off and explanation of the raffle. We found the kids didn't really bother to read it and suggest that the instructions might be handed out when the students buy their tickets so they have time to read the instructions beforehand.

Each table was given shoe boxes (decorated by the decoration committee) containing change money. Each box had approximately *ten* \$10,000 bills, *thirty* \$1,000 bills, *eighty* \$500 bills, and *two hundred* \$100 bills. *One hundred and forty chips* of \$100 value were used in roulette. The chips were borrowed from the Elk's Club.\* One casino parent volunteer circulated the tables and provided extra money to dealers, etc. if needed.

The play-off envelopes contained \$50,000. We used 14 envelopes and each contained *four* \$10,000 bills, *seven* \$1,000 bills, *four* \$500 bills, and *ten* \$100 bills.

Gaming Rules (for instructions for Roulette, Chuck-A-Luck, Craps, Pony Game, Beat the Dealer, and other casino games and poker, check your library, or ask company furnishing the equipment to furnish game explanations and rules):

1. No limit on bet.
2. Two-to-one odds on blackjack.
3. Two-to-one odds in place of any odds not illustrated on dice table.
4. No back line bets.

Every 10 to 20 minutes, the casino parent volunteer blew a horn to have dealers stop and give all players at their table \$500. This allowed dealers to be fair but still be losers.

The casino opened at approximately 12:30 a.m. Dealers helped chairperson set up the tables that were placed against the walls around the room for the dance.

Two people handed out envelopes with the money in them at the entrance to the casino area. Tables need to be set up there so that there can be two or more lines. One person can handle this after the initial rush, but someone does need to be there as many waited until later to gamble. A "bank" can also be set up where players can turn in large amounts of chips or smaller denominations of money for higher value chips or larger denominations of money. Otherwise, these can become pretty cumbersome.

Open gambling lasted until about 2:20 a.m., then the top 12 money winners were determined. (We ended up with 14.) They pocketed the money they had already won and were given the play-off envelopes containing \$50,000. They then played blackjack for 30 minutes. The top money winner at the end of that time was awarded \$150 cash; second received \$100 cash; third received \$75 cash, fourth received \$50 cash, and fifth received \$25 cash.

\* Some schools that plan to use casino as party entertainment each year purchase chips.

## RAFFLE TICKETS

The casino money won was used to buy raffle tickets. We had three raffles. Fifteen thousand dollars bought one chance on a raffle containing five prizes which included dinner for two at Ashland Hills (\$50 value); a bike bag and helmet (\$45 value); \$30 video rental; one month's membership at the Ashland Fitness Center; and a cassette player valued at \$35.

The second raffle cost \$40,000 and two prizes were given: a plane ride by Southern Oregon Skyways and a \$75 cash prize.

The third raffle cost \$100,000 and was a raft trip for five (\$200 value).

We suggest the decoration committee make large, colorful posters for the raffles and that the raffle ticket tables be more centrally located than this year. Also, if you have enough prizes, as we did this year, you could have more raffles and give more money as raffle prizes.

### Personnel:

We felt we had exceptional people as dealers, etc. We chose community people who were popular with the kids and very outgoing. We had one senior parent and a teacher or two. They were anxious to help and had a great time. I'm sure most would do it again.

You also need two people to pass out envelopes, and at least four people to fill envelopes several days in advance of the party.

You need at least four people (six to eight is better) to pick up the gaming tables the morning of the party. Allow one to two hours for the transporting. The same is true for returning them the next day. Be sure you have enough people. It saves a lot of wear and tear on your body! Other places have had firefighters who volunteered to help transport the tables.

## AUCTION - SILENT OR OUTLOUD

Some parties plan an auction as part of the evening's entertainment. The seniors use their 'winnings' from casino gambling to participate in auction bidding. Prizes are set aside for the auction ahead of time and each prize is given a monetary value and tagged (e.g., \$15,000 for a sleeping bag; \$45,000 for a plane ride; \$100,000 for a cedar chest; \$50,000 for a \$100 bill; and so forth).

The auction is held at a specified time during the evening, after the casino games have closed down. Since some students are hesitant or reluctant to bid out loud, paddles work or cards can be used for bidding. Students can bid on one or more items being auctioned off as long as they have enough casino money to pay for the auctioned item. Auctioned items and price tags should be on display all evening long in a prominent but SECURED location—a locked display case, for instance. Students can then decide what they want to bid on in order to save their 'winnings.' Some seniors go together to pool their winnings in order to bid on the big prizes! The kids have a lot of fun with this activity. Most of them have never attended an auction and find it fascinating! Someone who has had previous experience as an auctioneer is essential to this activity. A public address system is also essential for the auctioneer's use.

## FOOD COMMITTEE

(You may want to check with your city, county, or state health department regarding special provisions for food handling. You might want to apply for a "temporary benevolent license" when party planning begins. There is no fee involved. The health department can advise on food preparation and ways to avoid food contamination or health problems.)

It is essential that the Food Committee work closely with both the Prize Committee and the Fund Raising Committee so merchants won't be asked twice for donations.

Consider appointing a general food chairman, with subcommittee chairpersons for soft drinks, finger foods, dessert, breakfast, etc.

1. Serve finger foods—kids usually don't want to bother with plates and cutlery. Pizza seems to be THE NO. 1 favorite food. Usually giant pizzas are ordered in batches so there's hot pizza available for several hours. Be sure you arrange ahead of time with the pizza store as to how much will be needed each hour or half hour, when to start and when to stop delivering (and if they won't deliver, make arrangements for who will be the pizza pick-up and delivery person). Many pizza companies either donate the pizza or give it to the party at cost. You may want to serve fruit and vegetables and dips, too, which are also favorites with the kids.
2. Provide ample soft drinks. You can't believe how much the kids will drink! You can probably return unused drinks if you over-buy. Check with market or soft drink distributor ahead of time for variety, availability of adequate size cups, and their willingness to set up and take down equipment. Many schools use the cylinders of soda pop concentrate (used with a separate tank of compressed gas—CO<sub>2</sub>). (This is one area where the supply may be inadequate for the first party. Check with other schools that have a similar number of seniors to determine how much you'll need. It's amazing how much pop the seniors drink!) In 1987, a tavern in north Portland furnished the entire supply of pop and fruit juice for one school's party.

[Editor's Note: Think about the use of "mocktails." The name implies that the drinks are like cocktails but made without alcohol. The term "mocktail" was invented to encourage patrons in bars, taverns, and restaurants to drink non-alcoholic beverages. Since minors are not allowed the use of alcohol until they reach the age of 21, it might be better to refrain from the use of drinks that resemble alcoholic beverages. Instead, stick with soda pop or refer to mixed beverages as a "passion fruit punch," a "sublime lemonade," or some such name.]

3. Consider ice cream bars served from a push cart or a frozen yogurt bar. or ice cream sundae bar.
4. Provide coffee, tea, pop, and snacks for chaperones and workers. Remember the Clean-Up Committee will need refreshments, too.

5. Serve food all night long rather than scheduled times which interrupts games and dancing and party continuity. Many schools order a number of large pizzas to be delivered on the hour several times during the night.
6. Consider having multiple food stations. Tacos, deli sandwiches, salad bar, ice cream shoppe, soft drink stations, and popcorn machines are possibilities. This keeps crowded food areas to a minimum and the seniors enjoy moving from one location to another. Sunset High had a McDonald's station where the students could get hamburgers. Talk with your local store about this.
7. Have a large menu printed and posted in several strategic spots so students can pick and choose, and know where and when to find refreshments.
8. Frequently, a local service club offers (when approached) to be responsible for the breakfast--the cost, preparation, serving, and cleanup. Other service clubs have offered to prepare a BBQ and then clean up afterward. Why not ask?
9. Consider making arrangements with a local organization, like Loaves and Fishes, for distribution of leftover food. Add extra help in the morning to wrap, box, and distribute food. Have plastic bags, plastic wrap, and boxes on hand to organize leftover food. A van is a good vehicle to use for transporting these boxes of food.
10. Since figuring amounts of food supplies is often a difficult first-time job, below are several suggestions from two different party reports, but remember your school cooks are a great resource for knowing how much food is required. Sample menu:
 

"Ham, cheese, and turkey on French rolls were served, along with dill pickles. Very popular. Following amounts suggested per 100 students: 14 pounds of ham; 8 pounds of turkey, 2 pounds of cheese, 1 quart dill pickle chips, 2 quarts mayonnaise, 1/2 pint mustard; 50 French rolls."
11. The breakfast setting is important since you want the last activity to be a positive one. Serve regular (not decaffeinated) coffee to students, chairpersons, or entertainers who need to stay awake and alert to drive home after the all-night party. Consider a continental breakfast: big cinnamon rolls, orange juice, hot chocolate, regular and chocolate milk, skewered ham or sausages with pineapple or other fresh fruit. Jefferson High's party used juniors to serve breakfast. This gave the juniors a "taste" of what they could look forward to and generated a lot of support for next year's party! Frequently a service club will prepare and serve the breakfast and clean-up afterward. (Some parties use faculty and/or juniors to serve the breakfast and watch the grand prizes being awarded.)

For 159 students who purchased tickets at another school party - the following items were utilized, with amounts recommended noted in report.

#### BUFFET MENU

Deli Sandwiches - 400  
Potato Salad - 8 gallons  
Baked Beans - 6 gallons  
Jello - 4 flavors -  
    8 double recipes  
Taco Salad - 20 quarts  
Vegetable Tray and Dip  
Guacamole and Taco Chips  
Potato Chips  
Popcorn  
3 Sheet Cakes  
Cookies - 48 dozen  
Pop - 11 canisters of 3 varieties

#### BREAKFAST MENU

Pancakes - 53 lbs.  
Link Sausages - 4 cases  
Fruit Bowl of:  
    Watermelon 1 - 25 lb.  
    Cantaloupe - 10  
    Honey Dew - 6  
Doughnuts - 300  
Juice - 6 gallons  
Milk - 6 gallons  
Coffee - 3 lbs.

#### DECORATING COMMITTEE

**WHEN YOU NEED TO BECOME AN INSTANT ARTIST BUT DON'T HAVE THE TALENT:** When you need to draw good, large pictures, go through magazines, children's books, art books, travel brochures, coloring books, newspaper ads, and other sources until you find what you need: palm trees, hula girls, fish, boats, the surf, sunsets, pirates, sharks, treasure chests, airplanes, cruise ships, the Eiffel Tower, Leaning Tower of Pisa, Monte Carlo, clowns, circus, a western town, jail, horses, cowboys, a corral, barn, jungle, elephants, tigers, lions, giraffes, zebras, gorillas, tribal masks, spears, shields, etc. Then make a black and white copy of the picture on a copying machine. Next place a blank piece of white paper on top of the black and white copy and place this "paper sandwich" on a "light table" or against a bright window. Use a black pen to outline the most important lines of the drawing to give you a clean outline to follow. Then, again using a copying machine run a "black line" copy of your drawing on a "plastic transparency". You now have a copy of your original drawing that can be used on an overhead projector. If you need help, most school offices can assist you with this part of the procedure.

Now find a large blank wall where you can tape BIG sheets of butcher paper. Then place your plastic transparency drawing on the lighted projector. Zappo! You have an enlarged copy of your black line drawing projected on the paper on the wall. All you have to do now is use a wide felt tip pen to outline the drawing you've projected onto the paper. By moving the projector closer to or farther away from the wall, you can make the picture larger or smaller. Then it's an easy step to mark sections of the drawing with color designations so anyone--even the most non-artistic--can paint the mural. Remember, use big, wide, bold lines for the outline and the colors. Don't worry about details. If you have problems with any of this procedure, get help from one of the teachers in the high school art department.

### Suggestions:

1. Consider inviting the building custodian to be on your committee. The custodian can offer invaluable assistance and advice. The custodian should plan to be at the party.
2. Ask sophomore and junior parents to help set up so the senior parents are free for graduation, receptions and dinner. Work with Coordinator(s) on this.
3. Ask local fire protection to approve decorations. If paper, cloth, or other flammable materials are used as decorations, paint or spray with FLAMORT X, a clear liquid that can be purchased at a paint store by the gallon or ask your fire department for a recommended product. Don't use corrugated paper since you can't fire proof the middle of it.
4. Take photographs of decorations when completed, as well as candid shots of the party. Work with publicity committee on this. Use the pictures for publicity the next year and in the party history.
5. Since parties always have a new class of seniors each year, it's very possible to use many of the decorations year after year. Just make sure they're fresh-looking. Have boxes ready for clean-up committee to store decorations for use another year. Determine a location where boxes of decorations can be stored. Arrange for transport. (Allow for some of the decorations to be expendable since party-goers want to take souvenirs with them.) Appoint one person to be in charge of borrowed items and their return and one person in charge of items to be saved and stored. Is there a storage place available?
6. Supply poster board at the party site for last minute signs., BIG magic marker felt pens for lettering, a staple gun, glue, duct tape, masking tape, Scotch tape, rubber bands, and paper clips. Be sure all committee workers know the decorating rules and guidelines provided by the facility and the Fire Code regarding use of candles, paper tablecloths, and wall coverings.
7. Find out if another school is using the same facility for their party the following night. You may be able to rent or sell your decorations and save them a lot of work--or each school can share the work of decorating.
8. Decorations, depending on the party theme, might include use of the following:
  - balloons, balloons, balloons! (Some could even be hung in a big net above dance area to be released all at one time early in the morning. One school placed \$5, \$10, and \$20 bills in some of the balloons as prizes.)
  - crepe paper
  - posters
  - pennants
  - plastic as wall coverings or paper which has been treated with flame proofing. (Long, wide rolls of plastic are available in stores where landscaping and construction supplies are sold.)

- a sign post in a central location, giving directions to various activities.
- a special entrance: through swinging doors for a western theme; a slide; a ship's door; an airplane; a gangway to a ship; a bridge; or a spaceship; a revolving "stone door"; a man in a tux or doorman's outfit and top hat could greet everyone at the entrance for a 'red carpet' treatment (include brass stanchions and velvet ropes--borrowed from a bank or theater).
- a huge parachute over an entire area to provide a canopy atmosphere.
- casino dealers in costume (garters on men's sleeves, eye shades, black vests or patterned vests; women in costume of saloon days).
- dimmed lights; colored lights; rotating mirrored-ball on ceiling; shiny silver mylar streamers, pennants, fringes; tablecloths; flowers on tables.
- life-size soft sculpture of people who are dressed to fit the party theme.
- Bandon used 2" X 4"s to make an eight-sided carousel, then added a "carpet cone" for the center pole and tacked plywood cutouts of carousel horses on the eight posts around the carousel. After painting, upright posts can have crepe paper wound around them and balloons tied to them. Hang twisted crepe paper streamers from outside posts to center posts. Bright flood lights light up the area. Fill the floor with blown-up balloons. This makes a sensational dance floor.
- Use of fluorescent paint and black lights to make decorations look like neon. Stars hung from the ceiling with seniors' names in "neon" make great keepsakes for the kids at the end of the party.

9. For an "Around the World" theme:

- Paris - sidewalk cafe or Gaiety Parisienne (casino or carnival)
- Mexico - in a market square featuring taco bar, vegetables and dip along with Mexican regalia - pinatas, sombreros, serapes, cactus, etc.
- Japan - pillows on floor (video moves), "silk" panel pictures, hanging lanterns, cherry trees.
- England - park setting (dancing): borrowed potted trees, shrubs, plants, park benches, lanterns, street vendor with ice cream cart or popcorn.
- Finland, Denmark, Sweden, Norway - a bakery (cookies, cake serving area): flags, costumed vendors, tablecloths.
- Hawaii - palm trees, beach, ocean, fruit bar, leis, flowers, lanterns, posters, fish nets. Ask Safeway grocery stores to save their colored posters from "Aloha" or "Hawaiian" days).
- America - ball park (with hot dogs, pop, and popcorn served), or a western motif with wagons, wagon wheels, "boot hill" cemetery, gambling hall, corral, hay bales, corn stalks, and "wanted" posters.

10. For "Travel in the United States" theme:

- California (decorate Hollywood style)
- New York (skyscrapers, sidewalks, Statue of Liberty, museums, etc.
- New Orleans (Mardi Gras and Jazz)

- a sign post in a central location, giving directions to various activities.
- a special entrance: through swinging doors for a western theme; a slide; a ship's door; an airplane; a gangway to a ship; a bridge; or a spaceship; a revolving "stone door"; a man in a tux or doorman's outfit and top hat could greet everyone at the entrance for a 'red carpet' treatment (include brass stanchions and velvet ropes--borrowed from a bank or theater).
- a huge parachute over an entire area to provide a canopy atmosphere.
- casino dealers in costume (garters on men's sleeves, eye shades, black vests or patterned vests; women in costume of saloon days).
- dimmed lights; colored lights; rotating mirrored-ball on ceiling; shiny silver mylar streamers, pennants, fringes; tablecloths; flowers on tables.
- life-size soft sculpture of people who are dressed to fit the party theme.
- Bandon used 2" X 4"s to make an eight-sided carousel, then added a "carpet cone" for the center pole and tacked plywood cutouts of carousel horses on the eight posts around the carousel. After painting, upright posts can have crepe paper wound around them and balloons tied to them. Hang twisted crepe paper streamers from outside posts to center posts. Bright flood lights light up the area. Fill the floor with blown-up balloons. This makes a sensational dance floor.
- Use of fluorescent paint and black lights to make decorations look like neon. Stars hung from the ceiling with seniors' names in "neon" make great keepsakes for the kids at the end of the party.

9. For an "Around the World" theme:

- Paris - sidewalk cafe or Gaiety Parisienne (casino or carnival)
- Mexico - in a market square featuring taco bar, vegetables and dip along with Mexican regalia - pinatas, sombreros, serapes, cactus, etc.
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10. For "Travel in the United States" theme:

- California (decorate Hollywood style)
- New York (skyscrapers, sidewalks, Statue of Liberty, museums, etc.
- New Orleans (Mardi Gras and Jazz)



NEW YORK, NEW YORK - Broadway theatre decorated in black and white. Marquee with many lights. Black windows draped in white. Tables and chairs by windows with black cloths and red rose on each table. Black and white balloons and black theatre masks. Stage decorated in black and white.

Medford's graduation party was held at the YMCA, using an *Around the World* theme with the following decorations, all made at a warehouse (space donated by a parent):

ENTRANCE - Airline check-in, "scanner" to check bags. No one objected because students knew ahead of time their bags would be checked. Used people who didn't have students at senior high. Nothing found in bags. Entry frame dismantled and stored. Use donated airline ticket holders to hold tickets, coupons, funny money, etc.

MOVIE ROOM - Japanese motif - 27 pillows made by parents spread on floor for students to lie on while watching movies. Cherry trees, plants, lanterns, landscape panels painted by art students, Japanese gate entry along with authentic Japanese lettering. Chaperones in this room wore costumes. Pillows and panels are in storage.

FRENCH CAFE - Card tables loaned from parents with red checkered tablecloths, pony packs of flowers as centerpieces. Art students made cardboard Eiffel Tower, lots of trees, and hanging baskets of flowers loaned from Stagecoach Farms decorated the room. Food was not allowed in other rooms of the 'Y' so this room was very well used. Table games were available in here, also. *Maitre d'* in tuxedo was chaperone here. Thirty-cup coffee pot also in cafe. Tablecloths are in storage. Red and black balloons decorated the lobby and food service area.

NEW YORK, NEW YORK - Central Park - white furniture loaned from Jackson & Perkins; astro turf from Carpet Trend Interiors; benches from Jackson County Parks Department; and trees and plants from Arbor Gardens and So. Oregon Nursery. New York skyline painted on large cardboard donated by Fern Dixon. Miniature lights were incorporated in buildings. Skyscraper was constructed out of cardboard boxes and giant *King Kong* was on top. Band was on a stage constructed by band chairman, and a parachute was hung from ceiling by city firemen for band to stand under. Shoe racks were obtained from Burchs and set up just inside gym as street shoes were not allowed on gym floor.

OUT OF THIS WORLD-VIDEO GAME ROOM - Lots of silver stars, moons, "83" were hung from ceiling with fishing line. Huge Space Man was constructed out of cardboard and covered with silver paper. Lots of silver mylar helium-filled balloons used here and glitter. Used gymnastics room. Lions Club and parents moved all equipment out and video games in.

HAWAII - Trees and shrubs placed along one wall; Diamond Head, grass huts, water and sailboats on other side; fish nets and flowers over doors. Music tapes used. Most of these items are in storage.

MONTE CARLO - CASINO - Very elaborate art work done and hung on walls, effective use of crepe paper streamers over game tables. Very bright colors used. Replicas of playing cards on walls plus individual diamonds, hearts, musical notes, dice, etc. Good reports and pictures available on this room.

## PUBLICITY COMMITTEE

In promoting your Project Graduation event in the media, it is usually best to hand-carry press releases to local news editors and broadcasters. Explain the project to them personally, and encourage them to promote it.

Note on preparing copy: Always double-space press releases and public service announcements on one side of plain white or letterhead paper. Make sure you include the name, address, and phone of a person to contact for more information. A "30" or "#" mark at the end of your release indicates to the editor that this is the end of the copy. (See Appendix B)

Public Service Announcements (PSAs) are often aired on radio and television at no charge to community and nonprofit groups. Provide the media with brief (15 second, 30 second), concise "ads" they may read over the air. Your information should include:

1. Who
2. What
3. Why
4. Where
5. When (day, month, hours)
6. How

You can send or hand-deliver several PSAs at the same time.

Publicity Committee members can:

1. Visit radio-television stations and newspapers to ask for help in promoting an alcohol- and other drug-free graduation party. Provide press releases.
2. Working with the co-chairpersons, have a party theme contest. Award a party ticket, cash, or a prize to the winner.
3. Have students or parents write news articles, or have a *Party Line* column that describes the party in the school newspaper and keeps students and parents informed of party plans.
4. Ask local newspaper editor to write an editorial about alcohol/drug-free graduation parties.
5. Encourage local television and radio stations to cover your party and perhaps provide live coverage during evening. Work in partnership with a school activity director or counselor. A story about the event will promote the idea for the next year.
6. Get donated billboard space and put up a billboard sign announcing the party. Lincoln High, Portland, used a billboard to advertise the party. Lincoln High is nicknamed *The Cardinals* and on the billboard one line read, *It's a Cardinal sin to drink and drive.*

7. Be sure the first letter to parents is specific as to why party is being given and for whom, where, by whom, the date, the hours, how much it will cost, committees to sign up for, that donations will be accepted, rules students are to follow. (See Appendix E.) This letter may be followed up by a telephone call to each parent.
8. Encourage more socially active seniors to encourage seniors to attend who usually wouldn't participate. This party is for all seniors!
9. Ask the principal if a party spokesperson at the graduation rehearsal or graduation ceremony can encourage seniors to attend the party.
10. Ask local businesses with "reader boards" to put up signs a week before graduation that say, *Congratulations (school) Senior High Graduates—see you at the party.*
11. Contact yearbook advisor early in the school year to cover the party and reserve space in the yearbook for party coverage.
12. Consider printing a poster for merchants, who make donations to the party, to display in their windows.
13. Print formal invitations to be mailed to each student two weeks before graduation. These can be simple white cards with block lettering, *Requesting the honor of your presence...* with the envelopes addressed in calligraphy. (Have school secretary provide seniors' names and addresses.) (See Appendix O)
14. Have the principal, the senior activities advisor, or various popular seniors make announcements on the P.A. system.
15. Sunset High ('88) mailed a publicity booklet to the grads that told them about the food, carnival games, auctions, prizes, casino (and explained the rules so they'd know how to play when they arrived at the party). It really caught their attention and made them want to attend the party. Beaverton High mailed a flyer with the names of all the seniors who had purchased tickets and listed all the activities. They also school gave away bonus "funny money" for students purchasing tickets by a certain date. (See Prize Committee, no. 4.)
16. Set up sign-up tables on Back-to-School Night asking for volunteers for the Grad Party. This also gives advance notice to seniors and parents that a party is being planned. Repeat sign-ups at other parent-attended school activities.
17. Print buttons to hand out to students as they buy tickets which say, *See you at the party Class of '88.* (Usually there is a button-making machine at each high school.)
18. Take photographs of decorations when completed, as well as later candid shots at the party for use in advertising. You may find a parent who enjoys being responsible for a photographic history of the party.
19. Hold up a sign after graduation practice reminding seniors of the party.

20. Send up helium balloons as part of advertisement campaign at noon one day at school.
21. Ask the art teacher(s) to help get students to make posters.
22. Party coordinators from two schools reported the results of inviting local law enforcement to help publicize their grad parties. A couple of weeks before the party, uniformed law enforcement agents walked into the school halls as seniors were dismissed from classes. The students were wide-eyed as officers lined them up along the lockers and then handed each a "subpoena" (see Appendix O) to appear at the all-night, alcohol/drug-free party given in their honor. Needless to say, the publicity stunt really focused the seniors' attention on the party and created a good feeling between the students and the officers. At another school, the officers arrived and taped "Wanted" posters on every senior's locker. These stunts must be arranged AHEAD OF TIME through the principal. Each law enforcement agency may have its own innovative ideas when participating. Arrange a meeting with the principal, law enforcement representative, and party co-chairpersons to organize this event.

The following excerpt from the 1984 Tigard Party Report deals with that high school's publicity efforts:

1. Letters sent to parents explaining all about party followed up by phone calls the following week to each senior parent.
2. Party advertised in newspapers - *Tigard Times* and *The Oregonian*.
3. High school newspaper editor was well informed about the party and ran many articles about it.
4. Posters made by students and placed around the high school.
5. Brochure was made up for community organizations.
6. Contacted radio stations to have party announced.
7. "Wanted" posters made up - one for each senior with student's name on it and posted in senior hall on May 7.
8. A personal letter written to the seniors and handed out at class assembly May 4. (This was very informative to the kids.)
9. Had a tape by Alex Darby (KMJK DJ) played over the intercom system during morning announcements at school. Tape was a big hit and helped sell the party.
10. Tickets, boarding passes, door prize drawing tickets, and check-in tickets were all done by the Publicity Committee.
11. Bright buttons were made and given to students who purchased tickets.

12. Made posters (8 1/2 x 11) saying, "I Support Project Graduation '84." These were given to merchants, who donated door prizes, cash, food, etc., to place on display in their stores.
13. Donation boxes were placed at Pietro's, Funnelli's, Davidson's, and Bergmann's - all local restaurants.
14. Held a drawing several weeks in advance of party. Winner got \$50. Those eligible for the drawing were students who had already purchased tickets. The drawing was held on May 21. (This encourages early purchase of tickets to give committees a better idea of how many students will attend.)
15. Door prizes were displayed in showcase at the high school.
16. Suggestion boxes were placed around the school for students to place questions or suggestions for the party.

### PRIZE COMMITTEE

See discussion in Section 1, page 3 regarding early Steering Committee decisions related to prizes.

The Prize Committee should work closely with the Fund Raising, Food, Entertainment, Auction, Bingo, Casino, Carnival, Decorating Committees to insure that merchants aren't asked to donate more than once. Remember: the seniors want to take home a souvenir of their party so lots of stuffed animals, etc. are great for the carnival, etc. and other prize awarding activities. The grads are really disappointed if they don't receive a keepsake! Some school parties have parents who visit Las Vegas every year where they play "Circus, Circus" and win lots of soft stuffed animals to use as prizes.

1. Ask merchants early for prizes and other donations. (Since many businesses are allotted a specific amount of money or merchandise for public relations purposes, get your request in early, and give a receipt for donations.)
2. Consider senior parents' businesses as likely prize providers.
3. Consider where prizes can be stored at the party before being handed out. Who will maintain security? Where will students put their prizes after winning them? Should there be a supervised check room for students to leave prizes until the end of the party? How will checking identification be handled?
4. Have a drawing a month or so before the party only for students who have bought tickets for the party. Give cash or one of the bigger prizes. This will encourage students to buy tickets early. Hillsboro gave away a "Prom Package" which included free tux rental, dinner for two at a swank restaurant, limousine service, a corsage and hairstyling for the girl and a boutonniere and haircut for the boy. Beaverton '89 offered extra funny money to seniors who purchased a ticket early: \$100 worth if purchased before March 31; \$50 between April 1 and May 15; or offered extra funny money for every 10th ticket sold.

5. You may want to put a "from" tag on prizes so students will know who donated them. Seniors may want to personally thank the donor. Some schools print thank you notes and the kids sign them so they can be mailed by the Thank You Committee.
6. Display a running list of prizes at school as they are donated or purchased. If you display actual prizes, they need to be in a locked showcase in a prominent location in the school.
7. Save lots of prizes for early morning hours as things slow down at the party. Give major prizes at 4:30-5:00 a.m. (See Party Rules, Sec. I-9). Seniors must be present to win any and all prizes. Write Las Vegas casinos to ask for donations of decks of cards, pens, eye shades, garters, hats, jackets, shirts, belt buckles, and buy lots of prizes at a "joke store" like lighted sunglasses. If there is money left over, you may want to give it away in the form of checks. You'll need the treasurer of the party to be present to write the checks.
8. Is there a public address system provided? Work with Entertainment Committee on this. Announce prizes as they are given so everyone can share in the fun. A senior boy receiving a bottle of perfume or a pair of silk stockings makes everyone laugh. You may want to arrange it so each donor is mentioned as the prize is announced.
9. You may want to color code prize tickets to distinguish which prizes are specifically for a boy or girl.

Prizes are a great drawing attraction for students to attend the graduation party, and many communities have been able to donate hundreds and even thousands of dollars worth of prizes and money. There are other communities where parents feel that merchants should not be approached because of the economy. It may even be possible to budget funds from the ticket price paid by parents or students to include minimal prize purchases and to ask merchants to give you discount prices.

A bunch of little prizes are fun to receive, too, and can cost nothing. Ask dentists to donate toothbrushes, tooth paste, dental floss; ask for combs, sample perfume, and other samples from druggists; write insurance companies, motels, hotels, and other businesses to ask for extra "freebies," colleges and universities all over the United States for free sweatshirts; include half-price coupons for pizza, etc.; be innovative.

Following are examples of prizes given by merchants, parents, and professional business people.

Air mattress	Emergency road kits	Piggy bank
Alarm clock	Extra long sheets and pillowcases	Pillow
AM/FM radio	Film	Pizza
Answering machine	Film development	Plane ride
Area rug	Fire extinguisher	Popcorn popper
AT&T long- distance certificates	First aid kit	Portable cassette player
Backpack	Fishing tackle	Purses
Banjo	Fishing pole	Raft
Barbecue	Fishing tackle box	Records
Basketball, soccer ball	Flashlight	Refrigerator for dorm room
Baskets	Flowers	Rollerskates
Beach towel	Four separate teeth cleanings	Savings bond
Bedsread	Framed poster	Scrapbooks and photo albums
Bike	Free cab service	"Sheepskin" seat covers
Bike bag	Furniture , (chairs, TV tables)	Sit-up pillow
Bike helmet	Gallons of gasoline for vehicle	Ski lift tickets
Birthday cake	Gift certificates for almost anything	Skis or other ski equipment
Black and white TV	at almost any store	Sleeping bag
Blow dryers	Gold chain, earrings, bracelet,	Small microwave
Board games	charms, and other jewelry	Socket set
Bookcase	Growing plants	Spotlight
Bowling, ice skating, skating	Guitar	Stamps
Brass belt buckle	Gum ball machine	Stationery
Briefcase	Haircut	Steam curler
Calculators	Haircut and blow dry	Study lamp
Cameras	Hamburgers and shakes for 12	Stuffed animals
Candy	at fast food restaurant	Sunglasses
Car oil, lube and filter	Harmonica	Sweat shirts
Car shocks	Headphones	Tanning sessions
Car striping or car sign	Hometown newspaper subscription	Tapes, blank or recorded
Car wash and wax	Hot pot	Telephone (Mickey Mouse,
Car wheel alignment and balance	Ice cream	Donald Duck or portable)
Case of pop	Jewelry box	Tennis balls
Cash	Jogging suit, other sports clothing	Tennis or jogging shoes
Cassette tape holders	Key chain flashlight	Tennis racquet
Checkbook covers	Lamp	Theater or movie tickets, sports events
Clothing (sweaters, jeans, shirts,	Latch hook kit or crewel kit	Taster oven
socks, blouses, shorts, belts	Limousine service	Tool set
Coffee maker	Lollipops	Tote bag
Comforter	Lube job	Trail Blazer tickets
Cookies, pies	Luggage and tote bags	Travel clocks**
Coolers	Magazine subscription	T-shirts
Countertop oven	Make-up	Ukelele
Coupons, merchandise or food	Make-up mirror	Video movies
Cup or mug	Miniature golf games	Video rental certificate
Dinner for two	Minilight for reading in bed	Video tapes, blank or recorded
Dishes	Money	Walkman radio
Electric drill	Multi-photo picture frames	Wallet
Dry cleaning certificate	One-month membership to fitness	Watch
Duffle and tote bags	club	Wind-surfing lessons
Electric blanket	Perfume, lotion, shampoo	Yardage and pattern
Electric shaver	Permanent	

The party festivities of music, food, decorations, and entertainment and just being together are enough to make a memorable, fun-filled night without the prizes—but the prizes are a real enticement. Look through this list to see the variety of prizes that have been used. Prizes can be very inexpensive—but the seniors still love to receive them.

### Examples of Grand Prizes:

1. Used car\*
2. Round trip, all expenses paid, for two to beach or mountain resort, San Francisco, Inn at the Seventh Mountain, Disneyland, Hawaii, Mazatlan, Mexico, Marriott's Great America, Bahamas, Kah-nee-ta, Sun River, Seattle, San Diego, etc. (See discussion, Section I, p. 2 and release form, Appendix K)
3. Raft trip for two - all expenses paid
4. Car stereo
5. Moped or scooter
6. Walk-on part on "Knott's Landing" or other television show
7. Color or black/white television
8. One-half beef, cut and wrapped
9. Water-skiing trip for two--all expenses paid
10. Snow-skiing weekend for two--all expenses paid
11. Cedar chest
12. Camping tent
13. Scholarship to college
14. \$100 bill
15. Class rings for a boy and a girl
16. Plane ride for three over Portland or Mount St. Helen's
17. Dinner for two at Salty's Restaurant and a chauffeured Jaguar ride to and from the restaurant.
18. Dinner Cruise for two on the Columbia Sternwheeler.

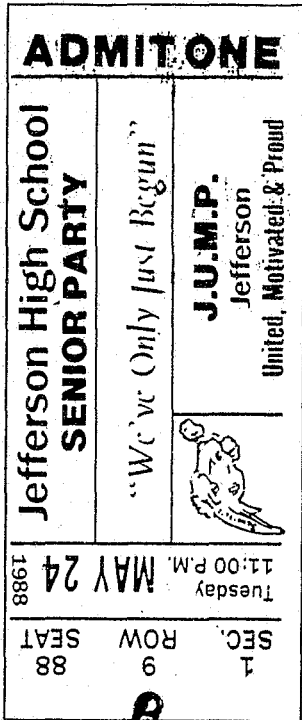
\*In Grants Pass, before breakfast the seniors' tickets went into a drawing. Each time a ticket was drawn, a prize was given away. These were all food certificates. Then every 10th or so drawing, one of the six major prizes was given away (a 10-speed bike, microwave oven, stereo, 250 Honda Elite Scooter). As the last five numbers were drawn, the five seniors were given a key to a 1980 VW Rabbit, and each senior tried his or her key to see if it would start the car. (Great suspense!) The one whose key started the car got to keep the car. The four "losers" tickets then went back into the drawing and they gave away two tickets to anywhere Horizon Airlines flies to one winner and three other big prizes to the other three "losers."

### TICKET COMMITTEE

1. Work with co-chairpersons on ticket design. Several "tear off" sections may be needed, each with the same ticket number. You may wish to include a space for student to sign his/her name. Talk with Prize Committee and Entertainment Committee about this, too. A special section might be needed for special photographs, a caricaturist, special prize drawings, etc. Some parts of the ticket can be attached to a string to be worn around the neck; another part could be attached to a safety pin as a claim for personal belongings at the check-in room.
2. To encourage students to buy tickets early, sell tickets for a dollar or two less until the night of the party. Then charge full price. Advertise discount.
3. Furnish ticket committee extra copies of informational letters to pass out to students who may have questions as they are buying tickets or just thinking about it.



4. On student printout list, write party ticket number for future use and reference (prizes, lost tickets, etc.). This also shows chaperones at the door the night of the party that a ticket was purchased in case someone loses a ticket or forgets it.
5. Work with publicity committee giving buttons for those who buy tickets.
6. Two to four weeks before party, advertise that a big prize (name it) will be given away in a drawing for students who have already bought tickets by a certain date (two to four weeks before party).
7. If tickets are sold at the door on the night of the party, consider having a large number of ticket sellers so there's little waiting in line.
8. Be sure to provide free tickets through the counseling office for those students who might not be able to afford a ticket. At one school, a counselor gives the ticket to a friend of the student's family, and the family friend then "gives" the ticket to the senior as a graduation gift.
9. Consider selling tickets at graduation practice if more need to be sold.
10. In 1987, Jefferson High School, Portland, had brass key rings made for each senior with a replica of the party ticket imprinted on it in blue. They were purchased from James A. Doherty Co., 1416 Tenn Avenue, P.O. Box 182, Scanton, PA 18509, phone: (717) 346-5305. Look in the yellow pages of your telephone directory for a company in Oregon to do this work.



### CHAPERONE COMMITTEE

1. Advise chaperones of all rules prior to event including that they themselves should observe the party rules specifying that the party is alcohol- and other drug-free. This means chaperones should refrain from drinking before the party.
2. Provide name tags for chaperones. (These can be color-coded to indicate the hours the chaperone is working.)
3. Advise chaperones where they should park and which building entrance they should use.
4. Consider using parents of juniors, sophomores, and freshmen as chaperones. They can be helpful planning the next years' parties and generating enthusiasm for them. The senior parents are very busy with graduation activities and entertaining visiting family members at this time.
5. Ask parents to work in 2 to 2 1/2 hour shifts.
6. Direct chaperones to leave the party when a shift is over. Otherwise, there will be too many parents at the party.
7. Give chaperones a choice of duty, if possible. Give special attention to critical areas like the swimming pool where extra attention is required. (A guard should be on duty at all times, too.)
8. Rotate areas to be supervised every hour.

9. Direct parents not to join in the activities. (This party is for the seniors and not the parents.)
10. Advise parents that if they are not scheduled to work they will not be admitted to party.
11. Make clear description of duties. Draw a map of location and clearly indicate chaperone assignments. (See Appendix P)
  - Cover exits at all times. (Note individual stations.)
  - Each chaperone should cover the area assigned and not leave until relieved by next shift.
  - Last shift should stay until all students have left.
12. If the party is held at more than one location, chaperones will need a list of students to check as students leave a building or a bus so all students are accounted for at all times. Chaperones or committee people should be scheduled to check these lists whenever students move from one building or location to another.
13. Meet with all chaperones at least one week prior to party to go over duties and answer questions people may have. Send a letter or post-card reminder of the upcoming meeting. Give chaperones a printed handout at this time of their duties, party rules, a map of the building, etc.
14. Advise chaperones of check-in areas.
15. Advise chaperones what to do in case of an emergency. Who do they report to and still be able to cover their station?
16. Advise where the rest area and refreshments will be made available, and where restrooms are located.
17. Assign periodic checks of the restrooms.
18. Advise chaperones that if a student MUST go to a car for a sweater, purse, wallet, etc., a male chaperone will accompany the student to the vehicle and back again to the party. No exceptions.
19. Discuss possibility of casino, carnival, and food servers being used as chaperones.
20. Advise chaperones if they are to dress in costume according to the party theme.
21. Be sure there are chairs provided for chaperones.
22. One person should be in charge of each shift.
23. All chaperones should know emergency procedure in case of fire or electrical blackout.

**VOLUNTEER COMMITTEE** (Adults who work in booths, serving food, casino tables, etc.)

**NOTE:** Make sure volunteers are not minors. Some seniors' older brothers or sisters may volunteer but unless they are quite a bit older it can sometimes create problems. In addition, parent volunteers who have younger children should make arrangements to leave children, who are not seniors, at home

1. Consult local service clubs to see if they want to help and how they may help: money, prize donations, physical labor, soft drinks, etc. One city uses firefighters who volunteered to do a lot of the physical work. Many service clubs are volunteering to put on the breakfast.
2. Caution volunteers that the party is alcohol/drug-free and the rule includes the adults. No alcohol or other drugs before the party, either.
3. Advise volunteers as to where they should park and which entrance they should use.
4. Have the school make copies of a form letter to be sent to all volunteers reminding them of their job and the time they will work. Be sure to list the duties of their job. Ask the school secretary if the letters can be mailed by the school in school envelopes, once you have addressed them.
5. Make a large chart to post inside the building at the entrance. Clearly divide volunteers' time shifts and jobs, including the name of each volunteer. This enables volunteers to see where and when they are working, sign themselves in, and enable you to see if any of your volunteers have failed to show up. Also, make a poster-size map of the school building layout, with locations of booth clearly indicated, and hang it on the wall so volunteers know where to go they will be working. (See Appendix P.)

The Sunset Committee in their 1983 Party Report said that they had a fairly large list of names from which to draw compiled from the following sources:

1. Every time a notice went out publicizing the event, a request was included for volunteers, especially from parents of juniors. Submit a paragraph to the principal's newsletter. Be sure to include a contact's telephone number.

(Tigard printed a 3 1/2" x 8" colored flier giving the party theme, *Class of '86 Going Out in Style*; then *Support Tigard High School's Drug and Alcohol-Free All-Night Graduation Party, June 7, 1986*; and then the three party chairpersons' names and phone numbers were listed. This could be handed out back-to-school night, left with merchants and at restaurants, mailed, or handed out at civic meetings.)

2. Enlist the aid of the other committee chairpeople; they were great about recruiting friends.
3. Sign-up sheets recruiting parent volunteers were passed around at parent club meetings, back-to-school night, open house, sport banquets, school dinners, and any school function that brings parents like plays and musicals.

4. Ask seniors to ask their friends' parents to be volunteers. Be sure these people are officially signed up by the committee.

The most important and time-consuming aspect of this job is to line up all of the volunteers to work at the grad night party. (Each committee chairperson is responsible for her/his own committee members.) Estimating the number of volunteers needed for the evening is an "art." Sunset's (which had the largest graduating class in the state in 1987) report suggested the following numbers for each post on the Activities Committee:

1. Set Up: Have each committee set up its own individual areas. Senior boys can be recruited to do heavy work during the day of the party.
2. Band Check In: You'll need one father of a non-graduate to check band members for drugs and liquor, show them where to set-up, and then stay in the area for security reasons until other parents arrive for party.
3. Front Door #1: You'll need four people on the first shift and a couple thereafter. Include men. One school staff person who knows the seniors is a good person at the door. First shift is the busiest! Have several tables with several lines (like four or six) so seniors can be processed quickly. Rush hour occurs 15 minutes before doors close. You'll need to visually check seniors for liquor and drugs. Look in backpacks, etc. It is imperative that EVERY senior sign herself/himself out, both name and time if she/he leaves before 5 a.m. (or when the party ends). The party committee is liable for any senior who leaves without signing out. Co-chairperson may want to call parents first unless prior arrangements have been made.
4. Other Doors: Each numbered. You'll need one or two people per shift at each door to prevent anyone from entering or leaving. If a senior wants to leave, send him/her to the front door. No exceptions.
5. Phone: One volunteer sat by the phone from 10:30 to 12:30 in case of incoming calls (like lost entertainers).
6. Tickets: Five volunteers were assigned to the ticket tables.
7. Prize Room: Two volunteers were assigned per shift and one helped the announcer with the door prize drawings. There is also a need for two volunteers per shift to work the casino prizes, count chips, and run the dart game.
8. Coat Room: You'll need one or two volunteers per shift. We numbered 300 large grocery bags and had correspondingly numbered claim checks. 75 bags were used, mostly for yearbooks and prizes.
9. Soda Pop: You'll need four volunteers per shift; two per station.
10. Popcorn: You'll need one volunteer per shift as only one popcorn machine is used and that is in the Booster's concession room.
11. Movies: Use large screen video. One volunteer per shift is adequate.

12. Casino: You'll need 36 volunteers; 12 per shift with eight dealing blackjack, two working the craps tables, one at the roulette wheel, and one at the darts game. (You may also need a "banker" who changes chips for large denomination notes and one or two people who carry buckets among tables to pick up large amounts of chips in exchange for large denomination notes.)
13. Photographers: Two volunteers took Polaroid snapshots of the seniors. Each senior was given a coupon at the entrance. The shift was from 12:30-3, but they worked from 12-4. This was popular. The photographers also took some candid shots of the party which are in a scrapbook in the main office. You could get by with just one photographer.
14. Master of Ceremonies: One man worked this job all night. It involved drawing for door prizes hourly, making announcements, etc. He needs an assistant. Also, he was used to judge best theme attire, dance contest, and supervise the basketball contest.
15. Clean-Up: At least eight volunteers are needed for this job. At least two should be men. Assign a chairperson. Duties include taking down the decorations, emptying garbage cans, putting away equipment, and general clean-up. It is a good idea to hire a building custodian to facilitate the work.

Security Guard: One guard worked from 5-10 inside the building and 10-5 outside checking the parking lots and doors. Make sure he knows his duties. Also, the guard can walk senior girls to their cars as it may be extremely dark, and walk with volunteers who arrive or leave on the later shifts. (This person will probably require payment.)

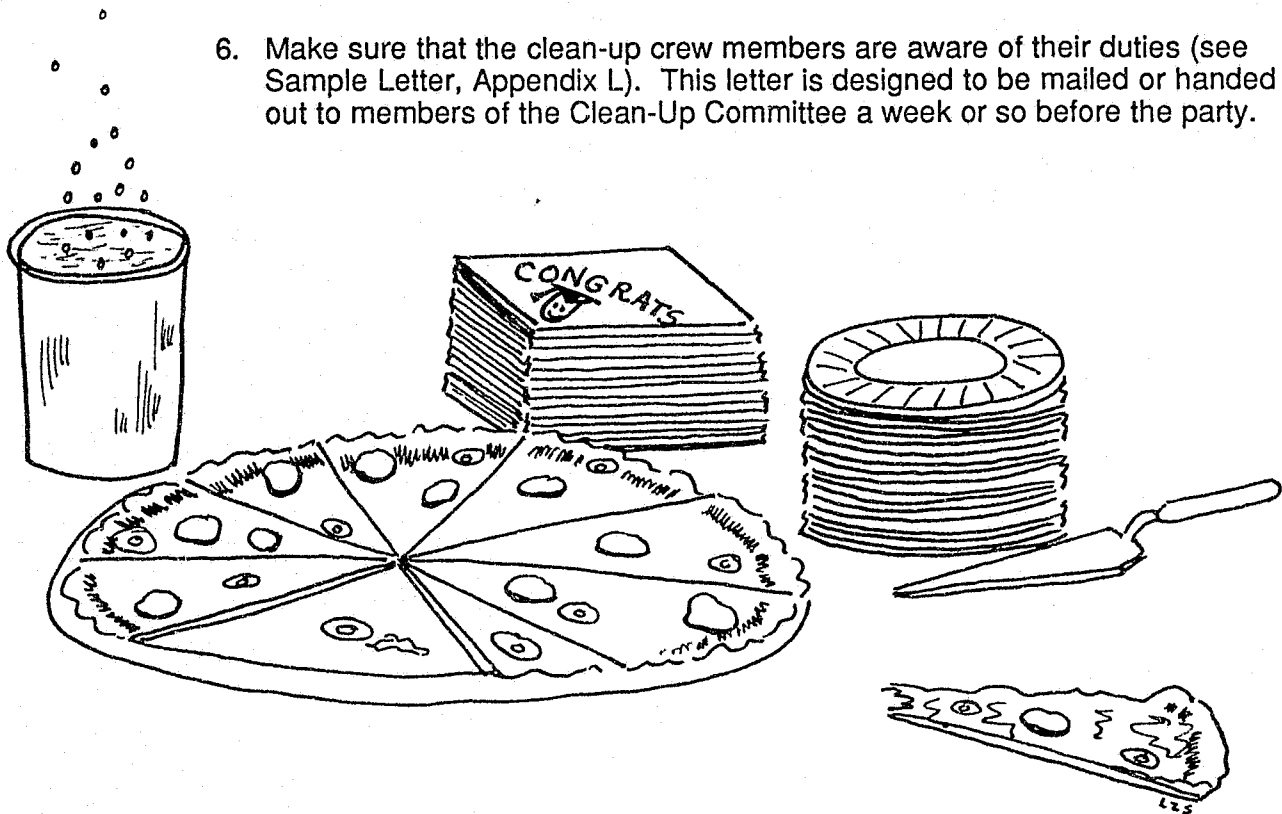
### COATROOM COMMITTEE

1. Have grocery bags (hopefully donated) numbered for storing purses, coats, prizes, T-shirts, and other momentos. Round tags tied with yarn can be given students to identify their bags after party or use round discs and safety pins. (Bags can be decorated with school colors and slogan.)
2. Furnish plastic bags to hold wet articles, particularly for swimming activities, as necessary.
3. Keep listing of tags/bag numbers on clip boards (with attached pens) for easy checking and notation.
4. Schedule volunteers at regular intervals and orient them well to duties beforehand.
5. You'll need more volunteers at the beginning and ending times than during the rest of the hours of the party.
6. You may want extra stickers or tie-on tags and a pen to identify large prizes as students check them. Use the same number that's on their ticket and mark with student's name as well.

## CLEAN-UP COMMITTEE

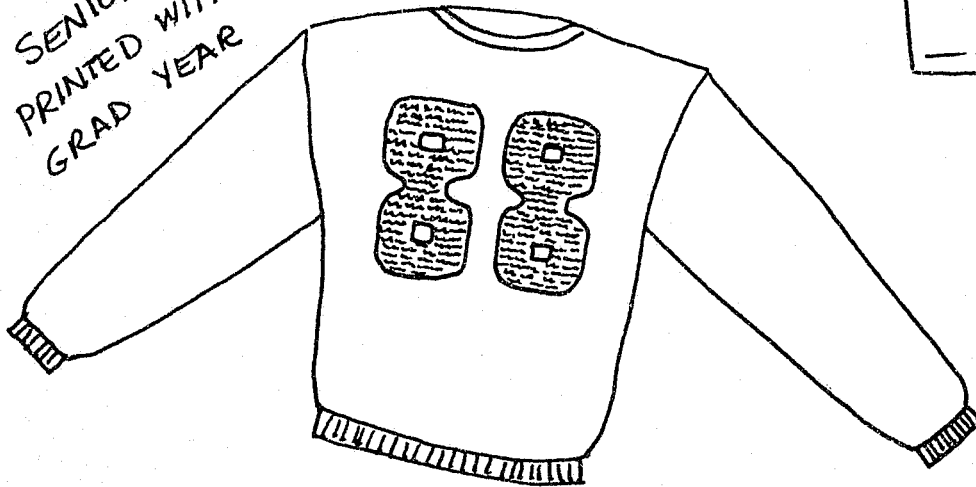
(See "Volunteer Committee—Clean-Up", p. II-29, #15.)

1. Form a clean-up committee and name a chairperson. Be sure to check with the Decoration Committee Chairperson as to what needs to be saved and with the principal or building manager as to your time limits and what needs to be accomplished. **ALL CLEAN-UP COMMITTEE MEMBERS SHOULD REMAIN AND WORK UNTIL CLEAN-UP IS COMPLETED.**
2. Meet with the building manager where the party will be held ahead of time to know where clean-up supplies are located, what supplies are provided, and what is considered "clean-up." Make arrangements to have extra cleaning equipment on hand if necessary (e.g., vacuum cleaners and disposable bags, large dust mops, washing mops, rags, plastic garbage bags, hammer, nail puller, staple puller, pliers, rubber bands, boxes for storage, etc.).
3. Provide a lot of garbage cans around the party facility so students can clean up after themselves during the evening.
4. Know who custodians are; how to get keys for doors to be used; where to turn on and off lights; etc. Ask custodian what "unexpected" things might need attention. If you are having your party at a school, you may want to invite the custodian to be on your committee. The custodian can offer invaluable assistance.
5. Provide cold pop, coffee, tea, fruit juice, and snacks or breakfast rolls for workers.
6. Make sure that the clean-up crew members are aware of their duties (see Sample Letter, Appendix L). This letter is designed to be mailed or handed out to members of the Clean-Up Committee a week or so before the party.





SENIORS' NAMES  
PRINTED WITHIN THE  
GRAD YEAR



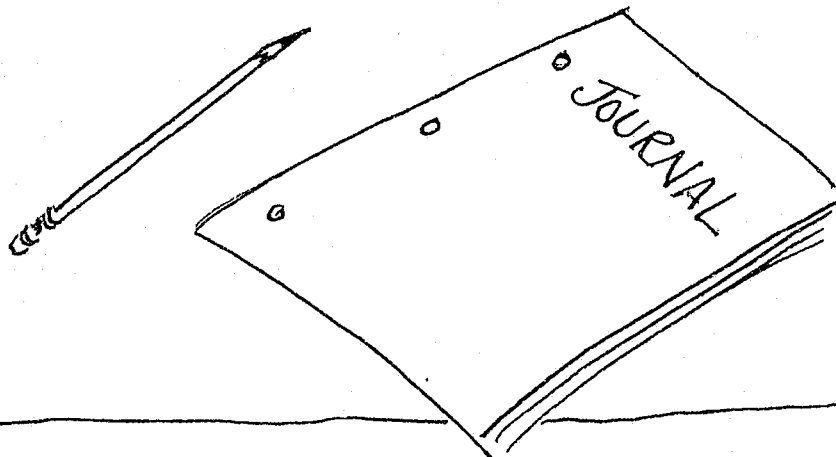
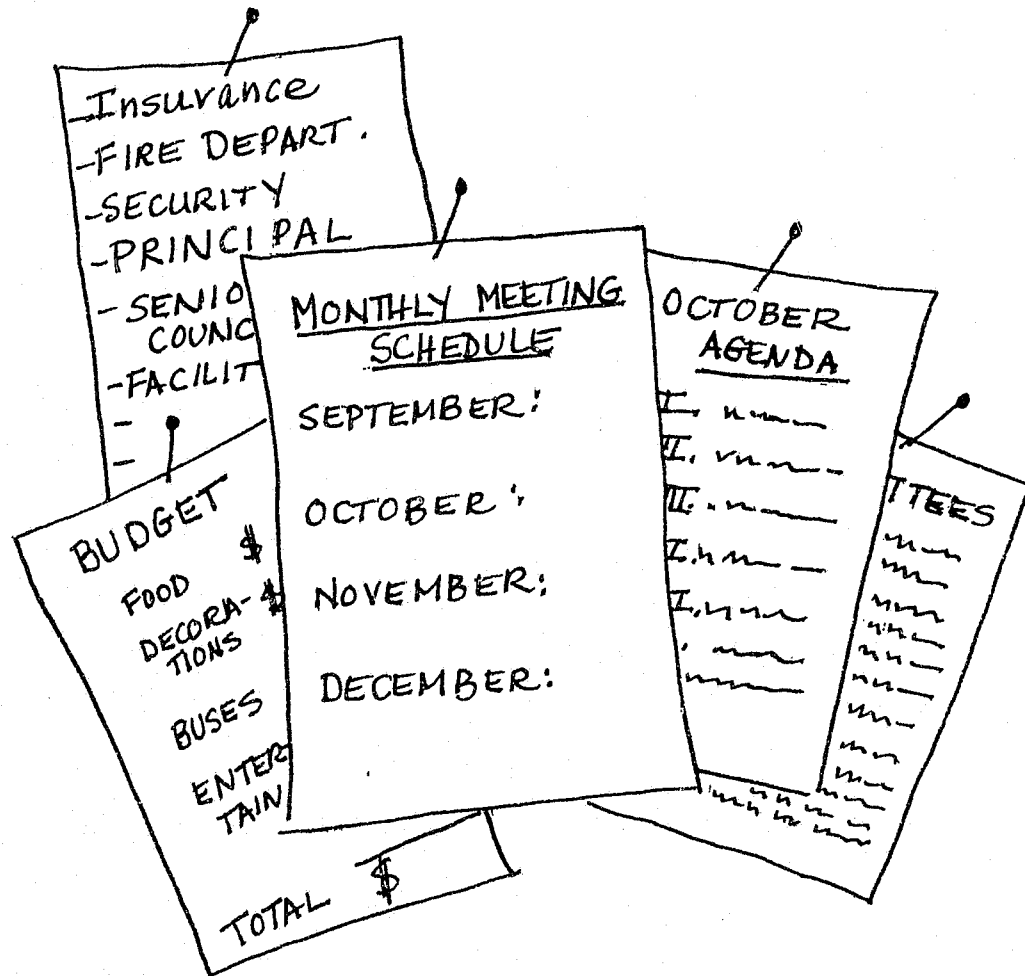
YEARS PARTY HELD  
AT YOUR SCHOOL



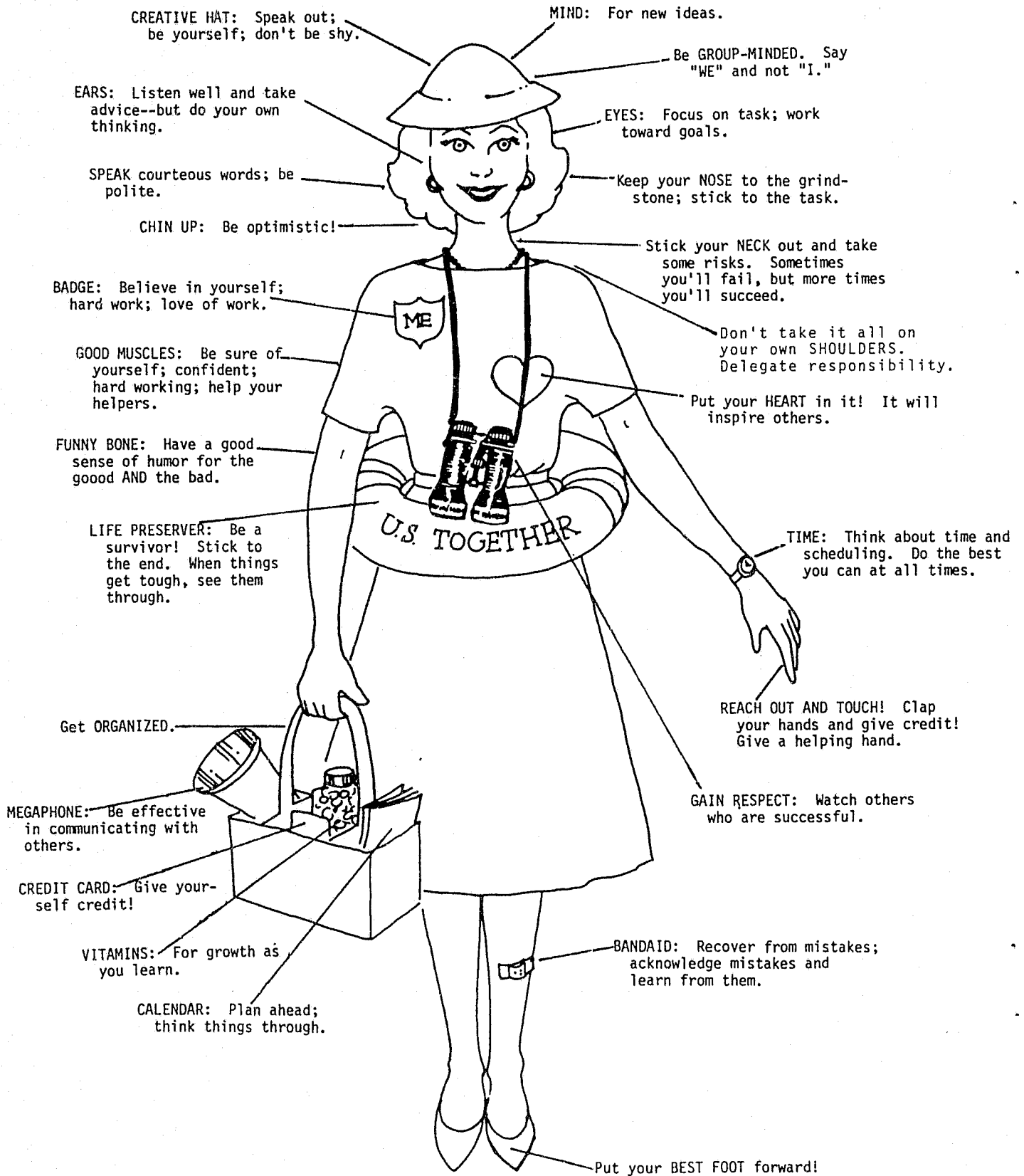




### III. The Coordinator's Checklist



# HOW TO BE A LEADER



Specifics for Overall Party Coordinator(s):

Section I, p. 1-3, outlined some of the major responsibilities of the Coordinators(s). Below are general items to consider (as suggested by various party Coordinators) to cover the gamut of party planning, some of which have not been discussed in other sections of this guide. Add to this list as your own situation dictates.. Following this is a month-by-month suggested timetable for some of your responsibilities:

1. Check with principal as early as possible to know date and time of graduation. (It's a good idea to schedule as few hours as possible between graduation and the party.)
2. Decide on party facility(ies) or location(s) as early as possible and make reservation(s). If party is to be held at a school building, be sure to apply at the school for a building-use permit.
3. **For your protection and that of your fellow workers, it is absolutely essential that you're covered by insurance for the party.** If possible, take out short-term insurance policy, either as a separate policy or as an attachment to the Booster's Club, PTA, Parent Club, MADD, Boy Scouts of America, etc. It may be necessary for all committee people and chaperones to be members of the Booster's Club, Parent Club, etc. Check with your insurance broker for such details. (See Appendix U.)

You may wish to have parents or guardians sign a "Hold Harmless Clause" form. A sample of Tigard's is given here:

Name of Senior _____
Address _____ _____
I understand that the Graduation '88 Committee is not to be held liable for any injuries or damages incurred by my graduate during any part of the celebration event.
Parent's Signature _____ Phone: _____
_____
Mail to _____ (Treasurer), Graduation '88 Committee, 13137 SW Pacific Highway, Tigard, OR 972233

In some cases, the school has made this a school-sponsored party with one co-chairperson a school counselor and the other co-chairperson a parent so there is school insurance coverage.

In another case, the Bandon School Board voted to make this a school-sponsored party so the party could be covered by school insurance. Seniors receive their diplomas a day or so after the party. If you have difficulty getting insurance coverage, there is a company in Seattle, Washington, that insures at \$1 per student and all students attending party must be paid-in to the policy. Contact Eleanor Orth, Excel Services, P.O. Box 27145, Seattle, WA 98125, for additional information, or phone (206) 364-2855.

4. Choose a theme for the party. It's easier to tie in decorations, food, favors, entertainment, publicity, costumes, and so forth, with a theme.
5. Decide whether or not theme and location will be kept a secret. (You may have to reserve the facility under a false or code name so students can't telephone around to learn where your reservation has been made.)
6. At your first meeting with parents and/or students, you might want to decorate the room with a few streamers and balloons to set a party atmosphere. Serve coffee, fruit juice, tea, and cookies. Prepare handouts for distribution at the meeting (committee reports from this manual, for instance, and lists all names, addresses, and phone numbers of committee heads.
7. Name committee heads and assign responsibilities as early as possible. It's not too early to begin in May or June. Have committee chairpersons ask their friends to be on their committees and let those friends ask their friends. It's easier to get people this way and people tend to work well together.
8. Encourage committee heads to read reports from previous years' parties to ensure that they understand their responsibilities. Take this book apart and make copies of committee reports for each committee.
9. Hold committee head meetings on a regular basis. Usually meetings are once or twice a month until March or April. Then meetings take place once a week or as needed. The overall party co-chairperson(s) should take turns attending sub-committee meetings to have a better handle on all activities, and catch what could become problems before they happen. Be sure committee work is progressing!
10. Consider incorporating as a nonprofit organization since donations then become tax deductible. (See Appendix Y for detailed information.)
11. Hire security police for party night or arrange security with local police for building and parking lot. Police or security people usually guard outside since parent workers and chaperones are supervising inside. People going in and out of the party are protected and parked cars are supervised.

12. Encourage one or two students from senior class officers to act as consultants to party committee. Remember that different student social groups have different needs. Do you want to involve seniors to a much greater degree? They may want to take a leadership part in fundraising, publicity, entertainment, decorations, or in other ways. Junior student involvement will assure interest by junior students and thus perpetuate the alcohol/drug-free, all-night senior graduation party tradition.
13. Check the party facility to assure that the building can accommodate electrical needs: video games, lighting, band, cooking food, coffee pots, etc. Here's where custodial assistance is invaluable at schools particularly.
14. Does your city or county have an ordinance applying to bingo, video games, casino games, raffles, prizes?
15. Check with your Fire Department to determine the maximum number of people who can be in the building for the party.
16. Ask Food, Entertainment, Fundraising, and Prize Committees to coordinate their efforts to assure that merchants and businesses are not asked to donate more than once.
17. Have your treasurer open a bank account immediately to handle party finances. All bills should be turned in and paid promptly. (Only the Treasurer should write checks.) Party Treasurer should attend all Committee Head meetings so an announcement can be made to turn in bills that night. The treasurer may need to be at the party, too, to write checks for entertainers.
18. Pay security people following the party, and pay band or other entertainers as they complete their contract.
19. Schedule party for all night (at least until 5 a.m.) so seniors won't leave at 2 or 3 or 4 to go to a *kegger*, or another party where there might be alcohol or other drugs.
20. Write a letter to parents and students and state the party rules and outline party plans (see Appendix E and F). This is THE most important letter being sent by the Party Committee. It sets the tone for the whole party. State the non-chemical aspect, but don't over-emphasize it. The PARTY feeling of celebration is important to the success of the event.
21. Do you want to invite parents, non-senior students, and the public to preview the decorations? Who will supervise? Will it work out time-wise? Can junior parents handle this so senior parents have some time with their own children? Invite the President of next year's senior class to some part of the party to give her/him a preview of what the party's like. This will help keep the tradition going.

Invite School Board, superintendent, principal, vice principal, and activities director and teachers as guests for an hour's drop-in time at the party. (Probably not all at once.)

You may want to invite neighboring school party coordinators, principals, members of the parent club, or School Board to visit for half an hour to help another school start the tradition or give them new ideas. One of the party Coordinator(s) should give the guided tour. A written invitation would state the one-half hour time so guests would not stay too long.

22. The Coordinator(s) should plan to be at the party at least an hour in advance, throughout the night, and an hour or two after the party to handle any unforeseen problems. Here's where it proves practical to have a junior co-chairperson. A senior's parents have graduation to attend, and probably guests for dinner.
23. If a gym is used for dancing, can shoes be worn? If not, work out a shoe check station and tickets for identification.
24. Are there any special arrangements or considerations to be made to accommodate graduating seniors in Special Education? Check with the principal.
25. Set up a "lost and found" at the chaperone check-in area or at the coat check area. Also if transportation is provided to move students from one site to another, a lost and found should be set up.
26. Provide a "sick room" in the event of illness or in case a student arrives who has used alcohol or other drugs and must be kept separated until the student's parents arrive to take the student home. The room must be supervised while any student is in it. If nurses or doctors are parents, ask if they will donate two hours each for the party. (Make sure the doctor you ask is an M.D., not a veterinarian, for instance.)
27. Provide adequate seating for parents and students to sit and rest during the evening.
28. Reserve convenient parking close to the right entrance for the band or DJ. Have a chaperone waiting to greet the entertainers and show them where to enter the building and where to set up. Someone should be assigned to the band or DJ to assist and to oversee them while at the party and particularly during breaks. Entertainers must comply with non-chemical party rules (including non-use of songs that suggest or promote chemical use) or payment will not be made and no fraternizing or mixing with students.
29. Will it be necessary to reserve a smoking area for adults? For students? What rules need to be set? Who will oversee area? Check with the Fire Marshall and the building supervisor.

30. THIS IS VERY IMPORTANT. Valuable information and resources are gathered each year that can be passed on to the next committee in the form of committee reports. This can save the next people much time and effort! Some schools make an extra copy of the committee reports to keep on file at the high school. Keep a running journal and ask each committee chairperson to do the same. All reports should be turned in to the overall party chairperson(s) or historian to turn over to the new committee the following year.
31. Instruct all chairpersons to be responsible for picking up, packing up, and returning anything they brought, borrowed, rented, or leased.
32. Know who the custodian is; where light switches are; keys for doors; how to get extension cords; make sure restrooms are well supplied; where the fuse box is and how it operates; etc. Be familiar with emergency procedures for fire and electrical blackout and instruct chairpersons of the correct procedures.
33. You may want to ask the Senior Class President or the Student Council President to give a short closing speech as the last item of the party. Students could sing the school song or another of their choice as the party finale.
34. Assign the task of writing thank you notes to one person. These notes should be written as donations are made on a daily basis. It's easy to get behind and hard to catch up! Also send thank-you's following the party to your committees. Place an ad in newspaper to thank the business community (see Appendix T).
35. Turn in completed reports and news clippings, sample party favors, your evaluation to Oregon's Project Graduation Coordinator. Donate one T-shirt (any size) to the State Coordinator. so it can be included in the T-shirt collection which is displayed at the state conference each year. (See pages 1 and 2 in Section IV.) When this book is revised, your suggestions and information may be helpful to other party-givers in the years to come.
36. Roosevelt High mailed out an 8 1/2" X 14", two-sided letter after their party. One side was a thank you signed by all the seniors; the other, a concise overview of the party itself (activities, prizes, number of seniors attending) by the party Coordinators. This was a good closure for the party committee with the community.

Various party chairpersons have suggested that if this party is to become a tradition in your community, try to establish that feeling throughout all aspects of planning and implementation and, as such,

1. Merchants and business people should know they will be asked for donations each year from now on.

2. Encourage merchants to anticipate that someone representing the graduation party committee will contact them each year and, if possible, to budget or set aside ahead of time each year a specified dollar donation, gift certificate, gift, or prize for the graduation party.
3. Work closely with other donation-oriented committees to assure each merchant or business person is approached only once.
4. Send a letter ahead of your personal visit or hand-carry with you a one-page overview of the graduation party idea to explain its goals and objectives and a brief history. (See letter, Appendix I.)
5. Make sure every donor (money, merchandise, services, etc.) receives a thank you.
6. Be prompt with a personal handwritten thank-you note to all parties who volunteered their services. This can be a "form letter" that is easy to follow and adapt to each type of donation, but still be a short, nicely-worded, and a sincere *thank you*.
7. Create a smooth transition to the next year's Coordinator(s) by seeing that all reports and evaluations are turned over as soon as possible. You may wish to create a report and evaluation form for committee heads to use.

**Month-by-Month Timetable for Party Chairmen on following pages.**

**Good luck!**

We hope you'll want to share your ideas, your successes, and, yes, even your trials and tribulations concerning your party with others throughout Oregon. After your party, please fill out the form on 1 and 2, Section IV, and send it to:

Lucy Sarles, Volunteer Coordinator  
Oregon's Project Graduation  
2855 SW 107th Avenue  
Portland, Oregon 97225



## MONTH-BY-MONTH TIMETABLE FOR PARTY COORDINATOR(S)N

This information is furnished to help you walk through some of the details you'll be in charge of as the Coordinator(s). The list is not complete and may not follow the month-by-month schedule you'll set for your own party, but it should give you a sense of the work flow. The importance of keeping your own journal can't be stressed too much since your notes and comments will be invaluable for the Coordinator(s) who follow you. Good luck!

### May-August

- Recruit or vote on Coordinator(s).
- Get party reports from Coordinator(s) and committee heads from previous year. Read.
- Read *How to Give a Great (Alcohol/Drug-Free) Graduation Party* manual.
- Begin keeping party journal.

### August

- Plan who your committee heads could be. Include a treasurer. Have treasurer open bank account. It's a good idea to require signatures of two people for writing checks. You may also want to appoint a secretary to keep notes at committee head meetings, write thank you, and handle other paperwork.
- Ask the people you've picked to volunteer. Ask them to keep a journal of their committee activities and contacts from the very beginning.
- Make copies of committee reports from this manual or your own school's party journal to distribute to each committee head.
- Write a flier about Grad Party history at your school; name Coordinator(s) and any committee heads; ask for volunteers for remaining committee head positions; name committees that people can volunteer to work on; list donations, supplies needed; give date, time, location of first meeting if it is already planned. List your address and telephone number(s). Ask the principal to include this flier in the school's first mailing. (See Appendix D)
- Update your journal.

### September

- Find out from principal the date, time, and location of graduation.
- How many seniors in graduating class?
- Get computer printout list of all seniors with parents' names, addresses, and phone numbers included.
- Determine if parents' work numbers are listed and if you have permission to call them at work.

- If you plan to have the party at your school campus or another school campus, apply for a "Use Permit" which usually must be approved by both the principal and the Local School Committee. Stay up to date with this application until you get confirmation. Determine the length of time you can have the facility to decorate for the party and cleanup afterward.
- If you plan to use a facility other than your school, call a meeting of your committee heads and together pick the facility. You should call ahead to determine which facilities are available and the cost. You can have your committee heads help make the choice. Make choice; then call to make your reservation. At the same time, find out if any other schools will be using the facility the day before or the day after in case you can work out something with them to use the same decorations, rent yours to them or rent from them, etc.
- If committee heads are already named, you may want to decide on rules for party, senior mementos (T-shirts, etc.), and make some of the other decisions outlined in the October topics under First General Parent Meeting. Then you don't have so much to do at the October meeting. (See Section \_\_, Page \_\_.)
- Reserve location at school for first all-parent meeting. Apply for "Use Permit" as necessary for this meeting and all others you'll be holding at the school. School calendars fill very quickly even months in advance so plan your meetings for the full year, if you can, and reserve space early.
- Publicity Committee should announce party plans and need for volunteers in local newspaper.
- Update journal.

### October

- **TAKE OUT INSURANCE ON PARTY.**
- Hold first General Organizational Parent Meeting. Ask that all committee heads be present for this meeting to help recruit volunteers for their committees and to meet parents.
  - \* Fill remaining committee head vacancies.
  - \* Recruit volunteers for committees.
  - \* Discuss and decide on ticket price.
  - \* Design ticket and order printing
  - \* Pick theme. (Have three, four, or five themes for people to choose from, but ask for suggestions, too. Vote to choose theme. A theme coordinates food, costumes, music, publicity, T-shirts, tickets, logo, and decorations.)
  - \* Tell parents party location if it is not a secret.
  - \* Will party tickets be sold to seniors to help defray party costs or will tickets be given to seniors and expenses be taken care of through parent donations? Some schools have reported that asking parents for donations to cover party cost has not worked well. Schools, for the most part, that use the method of selling tickets to the seniors seem to have better results

in getting the necessary funds to finance the party. The ticket sales are augmented by community donations and fundraisers. Through your publicity campaign you can let parents know that the tickets make a nice graduation gift for their own seniors.

- \* Order T-shirts
  - \* Decide on fundraisers. Begin planning
- Make decisions on:

- who can attend party (seniors, juniors, etc.; boyfriends or girlfriends, etc.)
  - no alcohol or other drugs
  - hours of party
  - deadline for being admitted to party in p.m. and when party is officially over in the morning when students can leave.
  - policy if a student shows up who is under the influence. (You may want to have a sickroom to handle this situation. Under no circumstances should students be turned away if they are under the influence even slightly. Separate them from other students but take care of them until parents or guardians are called and pick them up.)
  - student sign-out policy
  - no return policy after leaving
  - will parents be called for permission for the student to leave if the student is under 18 or will parents be called no matter the age?
  - will smoking be permitted? (What is school policy?)
  - do parents want T-shirts or sweatshirts for themselves advertising the Grad Night Party and as mementos for working on the party?
  - do you want to furnish T-shirts, class posters, key chains, or anything else to seniors as part of the ticket price? Who will design these?
  - decide what the prizes will be: only small prizes for everyone; some more expensive door prizes; major prizes for grand prizes including such items as cars, travel to Hawaii, Disneyland, etc., if available. (See Section I, pages 2 and 3.)
  - Discuss rules for who can receive prizes. (See Section I, page 2.)
  - choose a logo if you need one for stationery, posters, T-shirts, publicity, donor letters, etc.
- Make roster of committee heads, committee members, addresses, and telephone numbers. Make copies available to all committee heads.
  - Meet with school administrator or assigned school representative to present party plans. Does the school representative have any suggestions?
  - Meet with senior class officers to present plans.

- Send out senior survey to determine type of food, pop, entertainment, music, etc. (Ask Senior Class Advisor or a counselor which class all seniors must take; then ask the teacher(s) if you can make the survey in that class and when.)
- Hold committee heads' meeting to discuss outcome of General Parent Meeting and results of Senior Survey. Urge committee heads to keep journals up to date.
- Attend or have party representatives attend the *How to Give a Great (Alcohol/Drug-Free) Graduation Party* Conference at OSU, Corvallis, usually the second Saturday in October. Invite sophomore and junior students and parents as well to build enthusiasm for the following grad classes.
- Update your journal.

#### November

- Meet with committee heads once this month to get their reports, determine if committees are on task, and if any committee needs assistance. Ask each chairman to submit a budget and a list of donations so you have a handle on what you have and what you need. Ask that the list be kept up to date. Stress the importance of adhering to a submitted budget. Remind committee heads to keep journals up to date.
- Hold fundraisers
- The Prize Committee should be in full operation by this time (tax deduction forms prepared for merchants; lists of possible donors; working on grand prizes, lots of different committee needs, etc.). Be sure you have adequate volunteers for this committee. It's a big job!
- Entertainment should have music picked, signed up musicians, disk jockey, rented casino or carnival equipment, etc.
- Publicity should submit articles to local and school newspaper, etc.
- Begin selling tickets at Back-to-School Night and other school functions. Have committee keep running list of seniors buying tickets and ticket number (in case any get lost).
- Make sure food, donations, prizes, favors, and entertainment are coordinating their solicitation efforts so no individual or business is approached more than once. When these people work together they may discover that a donation of 20 pizzas to the Food Committee is worth more than "pizza for four" as one of the prizes.
- Check with treasurer to see that all bills are turned in and paid.
- Check with Year Book Editor to insure space has been reserved for the Grad Party.
- Attend Booster Club and other parent meetings to recruit additional volunteers (chaperones and workers) and publicize the party.
- Update your journal.

- (Party activities pretty much slow down or cease from just before Thanksgiving until about a week after the new year because of the holidays.)

### January

- Hold committee heads' meeting. Ask for status and budget reports. Find out if any committee has problems or needs help. Remind committee heads to keep journals up to date.
- Begin design of a printed party program. Some schools print a party program for the seniors. Some schools use advertisements from local merchants to pay for the printing; other schools find a printer who will donate the printed program; and some schools have print shops which do the work *gratis*.
- Visit party site with committee heads to discuss where casino, carnival, etc., will be set up. Ask custodian to join group to help with items like electrical hookups. Locate all entrances and exits. Decide on main entrance. Count chaperones needed to guard exits. Determine sick room area. Make sure a telephone is available for parents to call in and you to call out and that volunteers are assigned phone duty.
- Continue fundraisers. Decide if additional fundraisers are needed.
- Send home letter to parents to ask for volunteers for:
  - \* chaperones
  - \* food
  - \* volunteers for carnival booths and casino tables
  - \* decorations
  - \* clean up
  - \* prizes
  - \* coat room/check room
  - \* doctor, nurses for sick room
  - \* and ask for donations of MONEY, food, decorations, prizes, paper goods, flowers, and special items you may need
  - \* urge parents to buy tickets for seniors as graduation presents
  - \* include a response sign-up sheet and ask that it be returned to school with your senior (activities', counselor's, or principal's) office
- Have a Telephone Committee begin follow-up on parents' sign-up sheets. Use student computer printout list to contact parents of EVERY senior. (and juniors if you've included them). Verify commitments from those parents you have heard from. Tell parents who you haven't heard from yet that you haven't received their sign-up for a committee, and that they are needed to work on \_\_\_\_\_ committee or carnival or check room or whatever for \_\_\_\_\_ hours from p.m. to \_\_\_\_\_ p.m. the night of the party. Many parents are hesitant about volunteering but are willing to accept an assignment. Plug the importance of the party for the safety of their seniors and answer any questions they may have or

tell them you will get back to them with answers if you don't know the answer. Make notes beside names as needed and add names to committees as parents volunteer to give to each chairman. Many parents will sign up for more than one job—chaperone, food, donation, and carnival, for instance—but try to keep from calling parents by mistake more than once. Urge parents to donate extra money or prizes if they can't actually work on the party.

- Hire security police for the party.
- Update your journal.

### February

- Update principal or other assigned school representative on party plans. Ask about hiring custodian(s) for party. Should extra dumpster be rented? Would teachers like to work at the party?
- Hold committee head meeting and ask for budget and committee reports. Does any committee need help?
- Is there enough money or do you need another fundraiser?
- Decide on final layout for party activities. Draw diagram of facility, make copies, and distribute to all committee heads.
- Update your journal.

### March

- Meet with Fire Department representative at party site. Discuss fireproofing any m
- Ask security people you've hired to review the party sight with you.
- Hold committee head meeting. Ask for budget and committee reports; update journals. Are committees on task or do some need your assistance or more volunteers?
- Update local newspaper with party information.
- Update your journal.

### April

- Meet with committee heads. Ask for budget and committee reports. Decide if a mid-month meeting should be called. Remind to update journals.
- Get updated list of seniors from principal's office or counseling office. (The list should be pretty complete by now.)
- Mail out letter to PARENTS and SENIORS together detailing:
 

* no alcohol or other drugs	* party hours
* admittance deadline	* what to wear
* student under the influence	* cost of ticket
* be present to receive prizes	* emergency phone number
* party location (is it a secret?)	* release form for receipt of some prizes
* who may attend?	* rules for who may receive prizes
* rules for arriving late or leaving party early	

- Check with counselor(s) to determine if any senior needs to receive a donated ticket because of financial limitations. Every senior should be given the opportunity to attend this function! Sometimes schools provide the money, sometimes special donations are made by parents or teachers, and other times the party committee budgets money to make tickets available.
- Set up "reader board" campaign to have merchants remind community of Senior Party and congratulate seniors.
- Make party announcements on school P.A. system in the morning to advertise party.
- Local newspapers need input from Publicity Committee.
- Update your journal.

May

- Hold committee head meeting twice this month. Ask for budget and committee status reports, and treasurer's report. Chaperone and volunteer lists should be complete by this time. You may wish to have chaperones visit site for a tour, to explain exits that remain closed, where seniors enter, and go over the rules with them.
- Prizes should be complete even though they may not have all been picked up. Entertainment Committee should verify musicians, caricaturist, palm reader, disk jockey, auctioneer, emcee, or any other people connected with entertainment. Food Committee should have menu and serving times finalized.
- Display a variety of prizes in a locked case at the school for seniors to view. Display a prize list on the wall where seniors congregate in the hallway.
- Remind committee heads to update journals. Announce July meeting (reserve location) for full committee when reports will be handed in and general discussion of "what went right/what went wrong/what should be changed/what should be repeated/what should be expanded?" will take place. (Plan this meeting as a party.)
- Make sure letters have been sent out as reminders to all chaperones, volunteers, food providers, Clean-Up Committee, and others. (At Newport Harbor High School, Jo Vandervort, author of their manual, *A Grad Night Party Plan*, suggests a "job description" be sent to each volunteer [chaperone, carnival, food, etc.] with complete details of what they are expected to do. This might be something you want to consider.)
- "Reader-board" campaign should be in effect.
- Make announcements about the Grad Party on the P.A. system in the morning at s
- Check with principal to get final count of graduates (some seniors may not graduate with this class).
- Check if any new seniors have entered school since March.
- Send special invitations to seniors or place invitations on their lockers.
- Update your journal.

June (If your graduation takes place in May, move up these instructions to April/May.)

- Hold final committee heads' meeting at the party site to walk through all activities.
  - \* check location of prize storage for security.
  - \* check for microphone location.
  - \* check for telephone availability.
  - \* check additional electrical power needs.
  - \* check if party layout meets fire exit requirements.
  - \* additional needs by any committee?

The Day of the Party

- Begin decorating as early as possible and setting up carnival booths, casino tables, prizes, video games, movie room, game room, food serving tables, kitchen, etc. Use as many sophomore and junior parents as possible to leave senior parents free for graduation and family celebrations.
- Have Food Committee volunteers on hand to receive food solicited from parents so it can be refrigerated if necessary or placed in designated areas to facilitate servers.
- Check rest rooms and other areas where students could possibly hide alcohol or other drugs.
- If your school has an "Open House" before the party, all decorations will have to be in place by a specified time and volunteers on hand to oversee the activity.

THE PARTY BEGINS.....

- Be at the facility an hour or so before the doors open. Leave yourself free to move around the party all evening answering questions and handling any emergencies—yes, there probably will be some, but don't worry about it—handle things as best you can as they occur. Your job is to keep things running smoothly. Someone won't show up who should have—but someone else will fill in! The seniors will be having such a marvelous time that they'll never know if something doesn't go smoothly.
- Recheck to make sure that all exits are covered by chaperones or others appointed to that task.

Have a good time and enjoy the fruits of your labor!  
The party is going to be a success!

After the Party

- Plan to meet at the school a day or so after the party with parents and seniors who won any grand prizes which require signing a release form. Make arrangements ahead of time for the school office to be open.

SAMPLE TIME SCHEDULE BY OBJECTIVE FOR CHAIRPERSON(S)\*

TASK	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Appt. Committee Heads	■									
Appt. Treasurer (open bank acct.)										
Confirm date and time of grad, w/principal										
Reserve party site(s)										
Take out or check insurance										
Check non-profit status										
Committee Heads' mtgs.	■	■	■	■	■	■	■	■	■	■
First general mtg. with parents		■								
First letter home to parents					■					
Meet with senior council and advisor		■								
Senior Survey					■					
Choose Party Theme		■	■							
Inform Law Enforcement								■		
Party Security					■					
Check with Fire Dept.					■					
Establish party rules		■	■							
Establish party ticket cost		■								
Establish sick room								■		
Find sick room nurse (doctor)								■		
Establish smoking area								■		
etc.										
etc.										
etc.										

\* The time schedule chart provides a visual perspective for organizing and completing tasks. It also shows the relationship of one task to another. A similar time schedule chart can be worked out by each committee head to show flow of work.

Final Committee Heads Meeting

- This should be a pot luck luncheon or dessert meeting.
- Ask for committee reports (journals) which include financial statements.
- Ask for discussion regarding what went well, what went wrong, what should be changed, what should be expanded, and general suggestions or recommendations for next year's committee.
- Ask if anyone would like to volunteer to be the Coordinator(s) for the following year, and for any of the committee head assignments. Some people enjoy working on the parties so much that they repeat their roles, or take another role, year after year.
- **THANK YOUR COMMITTEES FOR A JOB WELL DONE!**
- You should all be proud of giving the seniors a night to remember the rest of their lives and for the opportunity to celebrate this once in a lifetime event alcohol/drug-free!
- Send each committee head, treasurer, and secretary a *thank you* note.





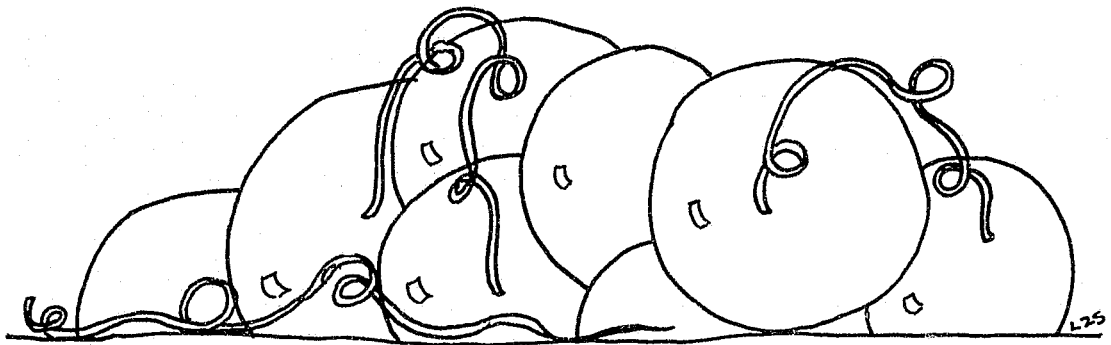
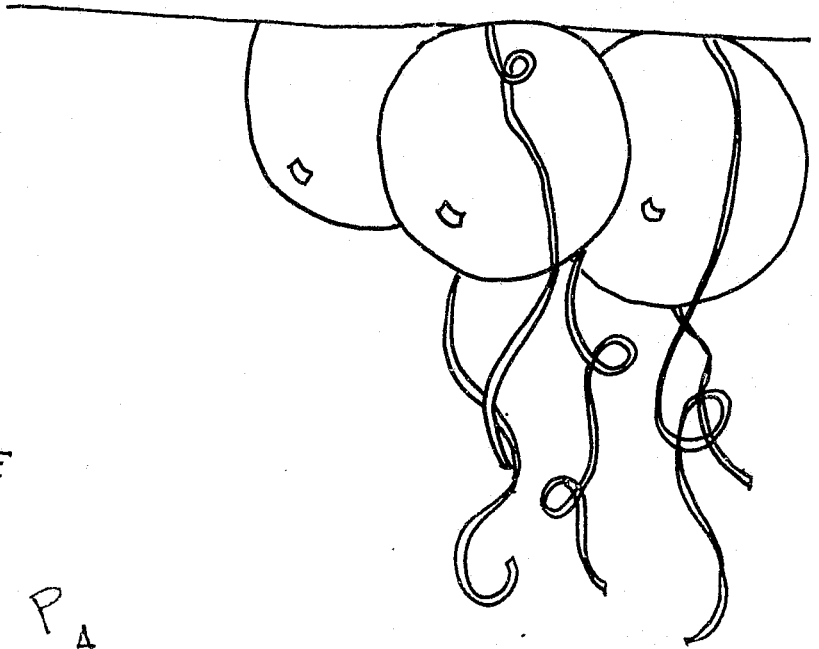
IV. WHEN

THE

PARTY'S

OVER

R...





PLEASE TEAR OUT THIS PAGE

Please complete this form and mail it to:  
Lucy Sarles, Volunteer Coordinator  
Oregon's Project Graduation  
2855 SW 107th Avenue  
Portland, Oregon 97225

Your School's Graduation Party Report  
IN BRIEF

Date: \_\_\_\_\_ / \_\_\_\_\_  
month / year

High School: \_\_\_\_\_

(H) Phone No: \_\_\_\_\_

Your Name: \_\_\_\_\_ (O) Phone No: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_  
Street City Zip

\_\_\_\_\_ (PLEASE INCLUDE)  
County

Position (Party Coordinator, Chairperson[s],  
Parent, Staff, Other): \_\_\_\_\_

Our Chemical-Free Grad Party was sponsored by:

\_\_\_\_\_ Parents \_\_\_\_\_ Parents/Students  
\_\_\_\_\_ Students \_\_\_\_\_ Leadership Class  
\_\_\_\_\_ School \_\_\_\_\_ Other \_\_\_\_\_

Number of years alcohol/drug-free parties held for your school \_\_\_\_\_

Number of students in senior class \_\_\_\_\_ Number of students attending party \_\_\_\_\_

Class(es) invited to party: \_\_\_\_\_ Senior \_\_\_\_\_ Junior  
\_\_\_\_\_ Sophomore \_\_\_\_\_ Freshmen \_\_\_\_\_ Student guests  
(year)

Briefly describe your party:

Theme: \_\_\_\_\_ Secret? Yes No

Location: \_\_\_\_\_

Music and/or DJ: \_\_\_\_\_

Unusual Food: \_\_\_\_\_

Unusual prizes: \_\_\_\_\_

Unusual Grand Prizes: \_\_\_\_\_

(over)

Unusual Entertainment: \_\_\_\_\_

\_\_\_\_\_  
New or Unusual Fundraisers: \_\_\_\_\_

Unusual or Special Activities, Publicity, etc.: \_\_\_\_\_

\_\_\_\_\_  
Please include newspaper clippings, any party samples you think pertinent, and a donated T-shirt (if you have an extra -- any size) to display at the annual conferences.

\* \* \* \* \*

Please indicate your evaluation of this party manual so improvements can be made where needed.

\_\_\_\_\_ We used the book extensively.

\_\_\_\_\_ Parts of the book were very helpful, especially \_\_\_\_\_

\_\_\_\_\_ I wish there had been more information regarding \_\_\_\_\_

\_\_\_\_\_ We've now designed our own school's party manual.

Any other comments you may have:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thanks for taking the time to fill out this questionnaire!

Please mail it to:  
Lucy Sarles, Volunteer Coordinator  
Oregon's Project Graduation  
2855 SW 107th Avenue  
Portland, Oregon 97225

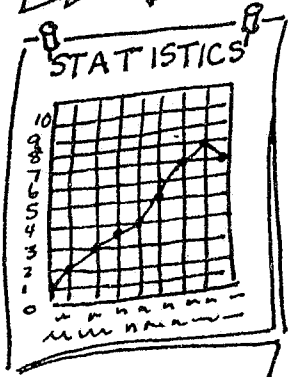
# V. APPENDIXES

**SENIOR SURVEY**  
PLEASE ANSWER  
THE FOLLOWING QUESTIONS  
1. How do you feel about school?  
2. How do you feel about the senior party?  
3. How do you feel about the school principal?  
4. How do you feel about the school teachers?  
5. How do you feel about the school cafeteria?  
6. How do you feel about the school library?  
7. How do you feel about the school sports?  
8. How do you feel about the school music?  
9. How do you feel about the school art?  
10. How do you feel about the school dance?

**PRESS RELEASE**  
The senior party will be held on Friday, May 12, at the school gymnasium. The party will start at 7:00 p.m. and will last until 11:00 p.m. The school principal, Mr. Smith, will be the guest of honor. The school teachers will also be invited. The school cafeteria will be the site of the party. The school library will be open for the party. The school sports will be held at the school gymnasium. The school music will be held at the school gymnasium. The school art will be held at the school gymnasium. The school dance will be held at the school gymnasium.



**INSURANCE**  
The school principal, Mr. Smith, has been awarded the title of "Senior Party Chairman" for his outstanding leadership and dedication to the school community. The school teachers and staff have also been recognized for their hard work and commitment to the school. The school cafeteria, library, sports, music, and art programs have all received high praise for their quality and variety. The school dance was a great success and was enjoyed by all who attended.



**PSA'S**  
The school principal, Mr. Smith, has been awarded the title of "Senior Party Chairman" for his outstanding leadership and dedication to the school community. The school teachers and staff have also been recognized for their hard work and commitment to the school. The school cafeteria, library, sports, music, and art programs have all received high praise for their quality and variety. The school dance was a great success and was enjoyed by all who attended.

**THE LAW**  
The school principal, Mr. Smith, has been awarded the title of "Senior Party Chairman" for his outstanding leadership and dedication to the school community. The school teachers and staff have also been recognized for their hard work and commitment to the school. The school cafeteria, library, sports, music, and art programs have all received high praise for their quality and variety. The school dance was a great success and was enjoyed by all who attended.

HELLO...  
NANCY  
CHAIRMAN

**MONDAY, MAY 12**  
**GAZETTE**  
**ALCOHOL/DRUG-FREE PARTY PLANNED**  
The school principal, Mr. Smith, has been awarded the title of "Senior Party Chairman" for his outstanding leadership and dedication to the school community. The school teachers and staff have also been recognized for their hard work and commitment to the school. The school cafeteria, library, sports, music, and art programs have all received high praise for their quality and variety. The school dance was a great success and was enjoyed by all who attended.



**OLCC "HOT LINE" INFO.**



THANK YOU...

**RELEASE AGREEMENT**  
PRIZES  
THE UNDERSIGNED AGREES  
TO...

**SAMPLE LETTERS**  
DEAR \_\_\_\_\_,  
The school principal, Mr. Smith, has been awarded the title of "Senior Party Chairman" for his outstanding leadership and dedication to the school community. The school teachers and staff have also been recognized for their hard work and commitment to the school. The school cafeteria, library, sports, music, and art programs have all received high praise for their quality and variety. The school dance was a great success and was enjoyed by all who attended.

GREAT JOB!

**COMMITTEE MEETING FEB. 12 AGENDA**  
I. \_\_\_\_\_  
II. \_\_\_\_\_  
III. \_\_\_\_\_  
IV. \_\_\_\_\_

**BILLS DUE**

DATE \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

APPENDIX A

Page 1

SAMPLE

CENTRAL'S GRADUATION PARTY COMMITTEE  
Central High School  
Central City, Oregon 97285  
March \_\_\_\_, 19\_\_

For further information, contact:  
Sylvia Smith or Jerry Jones, Chairpersons  
Phone: 650-7062

PUBLIC SERVICE ANNOUNCEMENTS

Get involved in making the 19\_\_ Central High School graduation party safe, fun, and exciting. Work with senior parents to plan this all-night, alcohol/drug-free party. For more information, contact Sylvia Smith, 650-7062.

- 30 -

Start a new tradition in Central City. Parents are planning an all-night, alcohol/drug-free graduation celebration for the 19\_\_ seniors. For more information on how you can help, call Sylvia Smith at 650-7062.

- 30 -

Central High's all-night, alcohol/drug-free graduation party, given by the senior parents, needs you. Call Sylvia Smith, 650-7062, to find out how you can help. Our Seniors are counting on you.

- 30 -

Money and prize donations are now being accepted by the 19\_\_ Central High Graduation Party Committee. To make your donation, call Sylvia Smith, 650-7062. Be a part of making this all-night, alcohol/drug-free graduation celebration a success.

- 30 -

APPENDIX B

Page 2

SAMPLE PRESS RELEASE

CENTRAL'S GRADUATION PARTY COMMITTEE  
c/o Sylvia Smith or Jerry Jones, Chairpersons  
1800 E. Great Street  
Central City, Oregon 97285

For further information, contact:  
Sylvia Smith, Co-Chairperson  
Phone: 650-7062

All-Senior, All-Night, Alcohol/Drug-Free Graduation Party Planned for Seniors

Parents of seniors are meeting at 7:30 p.m. at the Central High School library on Wednesday, November 12 to begin planning for the all-night, alcohol/drug-free all-senior graduation party for the class of 19\_\_.

Co-chairpersons Sylvia Smith and Jerry Jones expect a good turn out of parents who will help bring the party together. Parents will be signing up for the following committees: entertainment, finance, chaperones, telephone, food, publicity, clean-up, fund raising, donations, tickets, decorations, and prizes.

The support from parents, community, and the students last year established the success of this new party tradition. This year's party promises to be as successful. At the meeting, chairpersons from last year's party will discuss some of the highlights from the 19\_\_ party; then committees will be organized and each will have a short meeting to get started.

Contact Sylvia Smith, 650-7062, for further information regarding the meeting and the party.

- 30 -

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### APPENDIX C

(Sample Letter to Senior Parents Announcing  
First General Committee Meeting)

November 2, 1986

Dear Senior Parent:

Parents of the Garfield Senior Class are in the process of planning the school's first alcohol/drug-free, all-night, all-senior graduation party. The party will be held on Wednesday, June 3, 1987, from 9:30 p.m. to 6:00 a.m.

The party will be sponsored by the Garfield Senior Graduation Committee, made up of junior and senior parents. We believe that you as a parent of a graduating senior will want to become involved in planning and carrying out the party.

The first parent meeting is scheduled for Tuesday, October 18, at the Garfield High School Library. Please join us to form committees and go forward with planning the party.

Mrs. Becky Harrington and Mrs. Judith Sharpe have volunteered to act as the overall party co-chairpersons. They will co-chair this general meeting. Please call either lady if you have any questions.

We look forward to seeing you at the meeting. We feel confident that this party will establish a long-standing tradition for Garfield High School. It's the best way for all our seniors to celebrate graduation together in an alcohol/drug-free environment. The party will be a night for them to remember the rest of their lives.

Sincerely,

Maryanne Dimler, President  
Garfield Booster Club

Becky Harrington: 239-8263  
Judith Sharpe: 247-6911

We're going to give our Seniors a great party!

### APPENDIX D (Sample Agenda for First General Committee Meeting)

First General Meeting of the  
Garfield High School Grad Night Celebration Committee

September 21, 1987

#### Agenda

#### Introduction

Maryanne Dimler, President, Garfield High School Booster Club

#### Why Have an All-Night Senior Party?

Donna Snyder and Gloria Baker, Co-chairpersons,  
Garfield High School Grad Night Celebration

#### The Party

When, where, who, how much?

#### Major Committees' Chairmanships

Entertainment	Chaperones
Food	Volunteers
Decorations	Coatroom
Publicity	Clean-Up
Prizes	Treasurer
Tickets	Secretary or Historian

#### How Do Committee Chairmen Get Their Workers?

1. Ask your friends.
2. Ask your friends to ask their friends.
3. Send letters or telephone junior and senior parents.
4. Use computer printout student list which includes parents' names, addresses, and telephone numbers. (Coordinate calls through a telephone committee perhaps.)
5. Set up and man a "volunteer sign up" table at all school functions.

#### Distribution of Committee Reports From Past Parties (or from a Grad Party "How to..." manual)

#### Break Up into Committees for First Meeting

1. Choose chairman or co-chairmen.
2. Have people sign up with name, address, telephone number.
3. Set next meeting date, time, location.
4. Set agenda for next meeting.

If you have questions, telephone:

Donna Snyder, \_\_\_\_\_, or  
Gloria Baker, \_\_\_\_\_.

We're going to give our Seniors a great party!

## APPENDIX E

(Sample Letter to Senior Parents with  
Party Rules, Activities, and Sign-Ups)

February 1983

Dear Parents of the "Nearly Free in '83!"

The first annual Beaverton High School Grad Night Celebration will be held on Sunday, June 12. The party will be held at Beaverton High School from 11 p.m. until 5 a.m. following graduation.

To ensure that Grad Night is successful, the following guidelines have been set:

1. Only Beaverton High School seniors will be eligible to attend.
2. Alcoholic beverages or drugs will not be tolerated.
3. Seniors will not be admitted after 12 midnight. Seniors are required to stay until 5 a.m. (If for some important reason a student must arrive later than 12 midnight, please contact Patty Jackson or Judy Richter before the party.)
4. If a senior must leave before the end of the party, the senior may do so only if picked up by a parent. No return passes will be issued.
5. An unruly guest will be isolated until a parent arrives to take the senior home.
6. Dress is casual. Use good judgment.
7. Chaperones, working in two-hour shifts, will cover all areas and doors. Chaperones will be asked to leave when their shifts are over.
8. Parking areas will be patrolled by security police.
9. The swimming pool will be open from 1:30 a.m. to 3:00 a.m. Bring a towel, suit, and a plastic bag to hold wet items.
10. All personal belongings (purses, swim bags, car keys) must be checked when the senior is admitted to the party.

As you can see, the guidelines have been established to provide a safe, happy, memorable evening for the graduates.

The evening's program will include dancing, prizes, video games, casino games, swimming, and loads of food and soft drinks served continuously!!

The Grad Night Celebration is a gift of the parents to the class. It is probably the last time the seniors will all be together. It is a very special evening. We hope that all the seniors will be there.

The financing of the party is accomplished by parents' donations. Parents are asked to contribute \$12.50 per student to cover all the night's activities. Checks may be made payable to Beaverton High School '83 Grad Night and handed in at the main office or mailed to Ralph Powell, \_\_\_\_\_ Street, Beaverton, OR 97005. Extra cash donations are welcomed. If a student cannot attend because of a financial problem, please contact \_\_\_\_\_, Beaverton High School Curriculum Vice Principal. We don't want any seniors to miss the party.

## Appendix E Continued

-2-

The following are chairpersons for various party committees. We hope that each and every parent will help in some way. Many will want to work on several com-  
mittees.

<u>Committee</u>	<u>Chairperson</u>	<u>Phone</u>
Overall Co-Chairpersons	Patty Jackson, Judy Richter	
Chaperones	Leigh and Sharon Wilcox	
Clean-up	Gene and Stella Lootens	
Checkroom	Jerry and Ginny Rosette	
Dance	Carol McCown, Carol Olander	
Decorations	Micki Snider, Sandy Landskroner, Barbara Meadows	
Games	NEED CHAIRPERSONS	
Health Room	NEED CHAIRPERSON	
Memento/Prizes	Terrie Gedrose	
Publicity	Donna Jackson	
Photographer	NEED CHAIRPERSON	
Refreshments	Holly Harbers, Mary Ann Grimes	
Senior Slide Show/ Senior Will Presentation	Joan Fowler, Barbara Pilatos, Carol Bales	
Swimming	Jim and Dorothy Buckley	
Smoking Area	NEED CHAIRPERSON	
Tickets	Ralph and Karen Powell	
Treasurer	Ralph Powell	

The Decorations Committee needs artists for set designs and volunteers for building. The party theme is a secret - to be unveiled that night!

The refreshments committee needs the following:

1. Paper goods - cups, plates, napkins
2. Finger foods, dips, chips, donuts, popcorn, cold cuts, cheese, milk, pizza, orange juice, fresh vegetables for dips, French bread or the like, SOFT DRINKS, etc.
3. Do you work for or own an establishment that will donate any of the above?
4. The estimated attendance is between 400-450 seniors.
5. Donated goods will help to keep the party costs as low as possible.
6. We will remind you of your pledge just before the party.
7. Call Holly Harbers - (phone) - Mary Ann Grimes - (phone).

We really are looking forward to a fun-filled evening for the Class of 1983. This class is full of enthusiastic young people who have contributed a lot to Beaverton High School, and as chairpersons we are looking forward to working with an equally enthusiastic group of parents.

Sincerely,

Patty Jackson

Judy Richter

V-3

## APPENDIX F

(Sample Letter to Parents and Seniors)

Dear Parents and Seniors:

The activities for THE LAST ROUNDUP '\_\_\_ have been finalized so we would like to share with you what is planned:

- 11:00 Students arrive
- 11:30 Music begins with disc jockey for dancing and listening. He will be there until 3:30 a.m.  
Dance contest will be held during the evening with trophies awarded. Casino games start with lots of prizes.
- 12:00 Buffet dinner with deli sandwiches, lots of salads, relish trays, baked beans, chips/dips, cookies, popcorn. The pop bar will be open all night long. Wide screen TV for movies and showing the graduation ceremony. Video games available. Photographer, maybe even a fortune teller...Door prizes will be awarded all night long.
- 1:00-2:30 Bowling - Prizes will be given for the top score for boys, top score for girls, low score for each and the boy or girl who wins the whole thing. (All the other activities will still be available for students who are not interested in going bowling.)
- 3:30-4:30 Swimming - Students will travel by bus to the Forest Grove Pool so bring suits and towels. A check room will be provided at the Elks Lodge for the suits and towels. Prizes will be given for the best dive, worst dive, and there will be diving for coins.
- 5:00 A breakfast of juice, plain and blueberry pancakes, sausage, rolls, and donuts will be served.

The big prizes that will be given out are a 15" RCA TV, Ghetto Blaster, Walk Man, \$100 bill, water ski trip and a pizza party to serve 16. In addition to these we have many smaller gift certificates, games, hair cuts, dinners, jewelry, clothes, tickets, watches, etc. The list is endless. The prize committee has done a marvelous job. We would still like to have some donations from parents. You may leave them at the High School Office. Our goal is to have a prize for each student at the party.

Students won't need to bring any money. All food and activities will be covered by the \$10 ticket.

Tickets will be on sale every Tuesday, Thursday, and Friday at the High School through May 24. After that you can get your ticket from Mrs. \_\_\_\_\_ at \_\_\_\_\_. There will be a drawing at the school assembly on May 26 for all students who have bought their tickets by that date. The drawing will be for one of the big prizes.

We could still use some help from parents so if you are available, please call 648-\_\_\_\_\_ to volunteer your services.

We are looking forward to lots of fun at the LAST ROUNDUP '\_\_\_ and hope all the seniors attend.

THE LAST ROUNDUP '\_\_\_ COMMITTEE

THE WHITE HOUSE  
WASHINGTON

*Congratulations on your graduation! We share your joy on this special occasion and your pride in this significant achievement.*

*May the future bring you every success and the opportunity to continue to reach your goals.*

*Barbara Bush*

*Gay Bush*

APPENDIX H

NEIL GOLDSCHMIDT  
GOVERNOR



OFFICE OF THE GOVERNOR  
STATE CAPITOL  
SALEM, OREGON 97310-0370  
TELEPHONE: 378-3111

May 1989

Dear Students:

I am pleased and proud to congratulate you as the Class of '89 from David Douglas High School.

Oregon's youth are our greatest resource and our highest hope for the future. Some of you will teach, some will invent, some will serve. All of you have the potential to enrich your lives and the lives of others.

Even with all the bright promise and joy before you, though, I ask that you reflect on your need for a healthy mind and body--healthy without the abuse of drugs and alcohol. This choice is not yours alone, for you also affect your family, friends, and other Oregonians. Their love and support helped you reach graduation; now you have an opportunity to respect them by caring for yourself. Please keep these thoughts in mind as you enjoy your graduation party, which was made possible by the efforts and the positive concern expressed by your family, friends, teachers, and others.

Again, you have my heartiest congratulations and warmest wishes for success. I'm proud of all of you.

Sincerely,

Neil Goldschmidt  
Governor

NG:vmb

APPENDIX I

October 18, 1985

This letter verifies that we represent the McKay High School Booster Club which is helping sponsor the McKay High Senior Graduation Party. The graduation party will be held on May 30, 1986.

Because the Booster Club is a nonprofit organization, we are contacting local merchants for tax-free donations of merchandise for door prizes to be given out at the party.

We feel the community as a whole would like to become involved in this activity and help us give the graduating seniors a send off into the world that awaits them.

The purpose of the party is to insure that every senior has a party to attend on graduation night. We are offering them an alcohol/drug-free party which will be a lot of fun.

We sincerely hope that you as a local merchant will help support our efforts. We want to thank you ahead of time for your support, contribution, and interest.

Sincerely,

Bob Blanding  
General Chairperson

Joan Walker  
Door Prize Committee Chairperson

RECEIPT OF TAX-FREE DONATION \_\_\_\_\_ DATE \_\_\_\_\_

ITEM \_\_\_\_\_

Signed \_\_\_\_\_

V-5



Appendix J



South Salem High School

1111 Church St. S.E.  
Salem, Oregon 97302

Salem  
1988-1989

CONGRATULATIONS! You have won a very special door prize at the 1988 South High graduation party. The graduation party committee is very pleased that you chose to spend this evening with your class in an alcohol and drug free environment.

It is very important that you and your parent come into the school office to sign the permission slip needed for acceptance of this prize. At that time a committee member will provide you with all of the specifics about your trip. Please call K.K. Burrell (364- ) or Karen Kerr (362- or 378- ) to arrange a time for this meeting during the week following graduation.

When you go on your trip, please remember that although you have graduated from South Salem High School, you will be seen as a member of the Class of 1988. The committee very much wants you to have a great time, but also expects you to conduct yourself in a responsible and mature manner. The committee has worked very closely with many people in making this trip a reality. They have done so with the understanding that you will be on your best behavior. If you have any questions, please contact the committee co-chairmen.

Sincerely,

*K.K. Burrell*      *Karen Kerr*

1988 Senior All Night Graduation Committee  
K.K. Burrell and Karen Kerr, Co-chairmen

*Daniel N. Johnson*  
Daniel N. Johnson  
Principal

APPENDIX K

(Sample Form)

RECEIPT FOR PRIZE AND RELEASE AGREEMENT

The undersigned student and parent hereby acknowledge receipt of the following prize:

\_\_\_\_\_

Such prize was awarded to the undersigned student at the \_\_\_\_\_ High School graduation party, held on \_\_\_\_\_, 1988.

In consideration of the receipt of such prize, the undersigned student and parent release the sponsors of the graduation party, the \_\_\_\_\_ School District, the persons or businesses who contributed such prize and the agents, employees, and volunteers of all of the foregoing from any and all claims arising out of injury or damage to any person in any way resulting from receipt or use of such prize. The undersigned student and parent hereby agree to indemnify persons described herein and hold them harmless from all liability, claims, actions, damages, expenses, and losses of any nature whatsoever caused by or arising out of the receipt or use of such prize.

If such prize includes travel and/or lodging, the undersigned student and parent acknowledge that they are jointly responsible for making whatever arrangements they deem necessary for appropriate supervision of the student and others who may utilize such lodging and/or such travel. The sponsors, School District, and other persons and businesses described above will rely on the undersigned parent to make such arrangements as deemed necessary for such supervision.

If such prize is a motor vehicle, the undersigned student and parent agree to take whatever steps are reasonable and necessary in order to properly license and insure such motor vehicle. The sponsors, School District, and other persons and businesses described above will rely on the undersigned parent to make such arrangements.

The undersigned student and parent will pay all federal, state, and city taxes, if any (including income, sales, and excise taxes) imposed on the giving or receiving of any prize, and release the sponsor, School District, and other businesses and persons described above, from all liability for such taxes.

\_\_\_\_\_ Student

\_\_\_\_\_ Parent

\_\_\_\_\_ Date

\_\_\_\_\_ Date

APPENDIX L

(Sample Letter to Chaperones)

Garfield High's Grad Night Celebration

An all-senior, all-night alcohol/drug-free graduation party ..  
To be held at Garfield High School Sunday, June 12, from 10:00 p.m. to  
Monday, June 13, 5:00 a.m.

Dear Shirley and Bob Bartlett:

Thanks for volunteering to chaperone at the G.H.S. Grad Night Celebration!

Please arrive 10 minutes before your shift begins and report in at the check-in table at the main entrance of the school. You will find ample parking in the lot on the east side (gym side) of the building. Dress is casual for the evening.

Shirley is scheduled:

From \_\_\_\_\_ to \_\_\_\_\_ in the \_\_\_\_\_ area.

Bob is scheduled:

From \_\_\_\_\_ to \_\_\_\_\_ in the \_\_\_\_\_ area.

We ask that you leave the party promptly after your shift so we don't have more adults than students.

Your responsibility will be to be alert for illness, alcohol or other drug use, or other problems. You are to bring any problems to the attention of the Committee Chairman \_\_\_\_\_. A nurse will be on duty in the Health Room for the whole party.

If you are also working on one of the committees, please still sign in and out at the check-in area so we will know chaperone posts are covered.

If you are bringing refreshments for the party, please bring them to the main entrance of the school on Saturday, June 11, between 8 a.m. and 3 p.m. You're very welcome to stay and help decorate for the party!

If you need to get in touch with me, call \_\_\_\_\_ and leave a message.

Sincerely,

\_\_\_\_\_, Chairman  
Chaperone Committee

APPENDIX M

(Adapted from Beaverton Graduation Party Report, 1983)

SAHPIT

Letter to Clean-Up Committee

Dear \_\_\_\_\_:

Thank you for offering your services for the Clean-Up Committee for the Graduation Party. This letter is to let you know when we'll begin the cleanup, where to meet, and what we'll be doing.

When: 5 a.m., Sunday morning, June 12, 19\_\_

Where: Meet in the high school faculty room (see attached map of school).

What We'll Be Doing:

1. Taking down decorations, collecting trash, and placing it in the garbage cans or dumpsters.
2. Washing tables (and any floors that need it).
3. Folding chairs and tables, stacking them as needed, and putting them away.
4. Cleaning up the kitchen.

Food: The Food Committee will provide us with food and beverages to keep up our spirit and our energy.

It sounds like a lot of work, and it will be for about two hours; then we'll have everything shipshape like we found it so the senior class next year can use the facility again.

If you have any special ailment, like a bad back, please choose jobs that won't aggravate your condition.

Thanks for your special part in making the Class of 19\_\_'s Graduation Party a great one!

Sincerely,

\_\_\_\_\_, Chairperson  
Clean-Up Committee  
Phone:

Attachment: map

APPENDIX N

SAMPLE SENIOR SURVEY

TO: Class of '\_\_\_  
FROM: Senior Graduation Party Committee

Senior parents are planning an exciting all-night party for you on graduation night. We would like your participation in selecting activities, foods, movies, etc.

A. Activities ( Please indicate your first, second, third, fourth, and fifth choices.)

- \_\_\_ Racquetball
- \_\_\_ Swimming
  - Pool games - sauna - hot tub
- \_\_\_ Gym games
  - Basketball - volleyball - others
- \_\_\_ Casino games
- \_\_\_ Dancing:
- \_\_\_ What kind of music? \_\_\_\_\_
- \_\_\_ Favorite Band \_\_\_\_\_
- \_\_\_ DJ \_\_\_\_\_
- \_\_\_ Tapes \_\_\_\_\_
- \_\_\_ How many hours? \_\_\_\_\_
- \_\_\_ Entertainment - performance type \_\_\_\_\_
- \_\_\_ Carnival booths \_\_\_\_\_
- \_\_\_ List any other ideas \_\_\_\_\_

There will also be drawings for prizes, souvenirs, pictures, and much more.

B. Movies--Please list your first, second, third, fourth, and fifth choices for movies.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

C. Foods:

1. List your first, second, third, and fourth favorite soft drinks:
 

1. _____	3. _____
2. _____	4. _____

APPENDIX N (continued)

2. List your first, second, third, and fourth favorite snacks:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

3. Select your first and second preference for midnight meal.

- \_\_\_ Pizza
- \_\_\_ Hamburgers
- \_\_\_ Spaghetti
- \_\_\_ Deli Sandwiches

4. A continental breakfast will be served.

Please list any other ideas you have to make the party a success!

\_\_\_\_\_  
\_\_\_\_\_

Do you want the party to include: Seniors only

Seniors and Juniors

Seniors and Guests

Other \_\_\_\_\_

Do you plan to attend the party? \_\_\_\_\_

Turn in this completed form to the Counseling Office secretary.

IN THE SUPERIOR COURT OF SCHOOL DISTRICT 24J  
FOR SOUTH SALEM HIGH SCHOOL

In the Matter of the CELEBRATION )  
OF THE GRADUATION OF THE CLASS OF ) No. 1988-1  
1988, SOUTH SALEM HIGH SCHOOL )


## SUBPOENA

TO: \_\_\_\_\_

You are hereby subpoenaed to appear at the Class of 1988 Senior Graduation Party (if you really want to) to be held at Putnam Center, Willamette University on June 3, 1988 from 11:30 p.m. until 5:30 a.m.

This subpoena is issued because the Salem Police Department supports the alcohol and drug-free celebration sponsored by faculty and parents of graduating students. We care about your safety and your future.

CONGRATULATIONS!

  
Brian A. Riley  
Chief of Police

(See Sect. II, p. 20, no. 22)

## A VARIETY OF INVITATIONS

TO THE SENIORS

*The pleasure of your company is requested  
on a graduation cruise.  
Boarding at Pier 85  
North Eugene High School  
June 13, 1985  
Departure time: 10:30 p.m.  
Arrival time: 4:30 a.m.  
Visit: New York, Monte Carlo, London,  
France, New Orleans, and Japan.*


April 24, 1986


We want to invite you personally to come and enjoy the best time of your McKay life with your fellow seniors at the All-Night Graduation Party -- we hope you plan to attend.

With only 36 days left until Graduation Day, we wish to remind you that McKay parents from all four classes are pulling out all stops to plan a "super-colossal" Senior Event.

Your Senior Class group picture taken March 19th is being produced on a 17" x 23" Poster and will be available free beginning either Friday, April 25th, or Monday, April 28th, with the purchase of your ticket (\$10) to the party from the McKay bookkeeper.

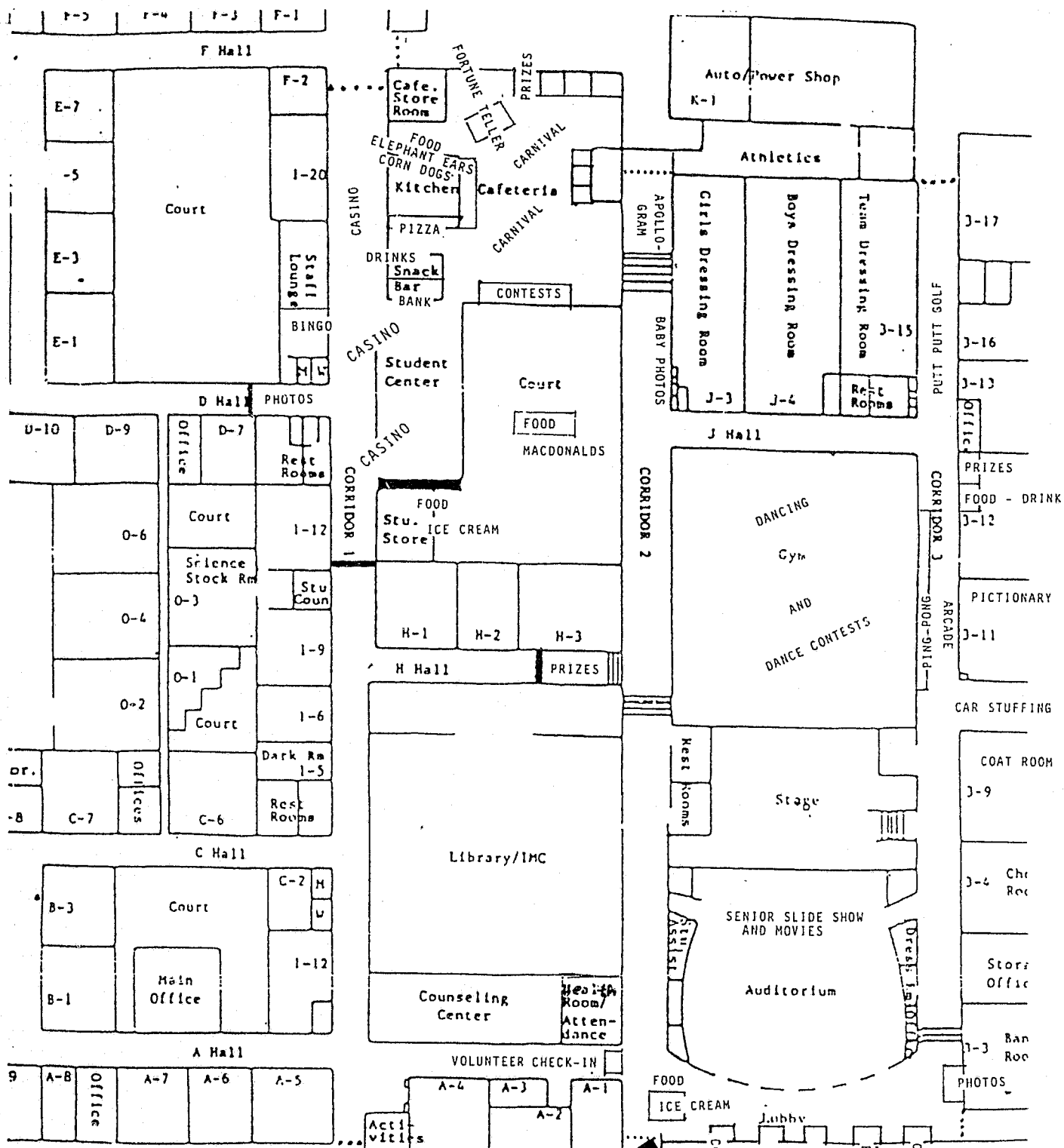
Seniors who have already purchased a ticket may pick up a Poster at the Project '86 table in the Commons during the second lunch period on either Friday, April 25th, or Monday, April 28th.

  
Bob Blanding, Chairman

  
Wanda Blanding, Co-Chairman

PROJECT '86 COMMITTEE

SCHOOL FLOOR PLAN WITH PARTY ACTIVITIES INDICATED



COLOR CODE

- |                                 |                               |
|---------------------------------|-------------------------------|
| FOOD (Yellow)                   | BAND AND ENTERTAINMENT (Pink) |
| CARNIVAL (Orange)               | VOLUNTEER (Brown)             |
| PRIZES (Aqua)                   | CASINO (Green)                |
| CONTEST AND ACTIVITIES (Purple) | COAT ROOM (Gray)              |

FRONT OF SCHOOL

CORNELL ROAD

APPENDIX Q

Entertainer's Contract Regarding Drugs and Alcohol

The following contract for entertainers (with editing to fit alcohol/drug-free parties in Oregon) was written by Tom Aufdemberg, Co-Chair, Tustin High School Grad Night Committee, Santa Ana, CA.)

(Date)

Return to:

\_\_\_\_\_ (School) \_\_\_\_\_ Grad Night Committee

\_\_\_\_\_ (Address) \_\_\_\_\_

The Grad Night Committee of \_\_\_\_\_ (School) High School feels that the goals of the Grad Night Party (to provide a substance free environment for the enjoyment of the graduates and to prevent the graduates from driving on graduation night) are extremely important and to that end the following rules must be agreed to and followed by entertainers during the Grad Night celebration.

1. This is a substance-free party. No drugs or alcohol use or possession is allowed.
2. The party is for the graduates. No mixing or socializing with the graduates is permitted. Breaks will be taken in designated areas and at times to be agreed upon.
3. State law (prohibits/permits) smoking on campus. (Smoking is allowed in designated areas only.)

I/We have read the Grad Night Party Rules above and will comply with them. Our employees will be informed of these rules and (I/We) assure their compliance. This agreement between the \_\_\_\_\_ (School) High School Grad Night Committee and \_\_\_\_\_ (Your organization) \_\_\_\_\_ must be returned to the Committee Chairperson(s) prior to \_\_\_\_\_ (Date of Party) \_\_\_\_\_.

\_\_\_\_\_ (Signed)

\_\_\_\_\_ (Date)

Sincerely,

\_\_\_\_\_ (Chair's Name)

\_\_\_\_\_ (Committee Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (City, State, ZIP)

APPENDIX R

McKay High School Graduation Party (Salem)

# SCHEDULE

	11	12	1	2	3	4	5	6
	11:30	12:30	1:00	2:30	3:30	4:30	5:30	
CHECK-IN ✓	██████████							
ORIENTATION	██████████							
SWIM 🐟	██████████	██████████	██████████	██████████	██████████	██████████		
CASINO 🎰	██████████	██████████	██████████	██████████	██████████	██████████		
DANCE 🕺	██████████	██████████	██████████	██████████	██████████	██████████		
SIDE SHOW 🎪			██████████		██████████			
WALLYBALL 🏐	██████████	██████████	██████████	██████████	██████████	██████████		
PINGPONG 🏓	██████████	██████████	██████████	██████████	██████████	██████████		
BASKETBALL 🏀	██████████	██████████	██████████	██████████	██████████	██████████		
RACQUETBALL 🏸	██████████	██████████	██████████	██████████	██████████	██████████		
MOVIES 🎬	██████████	██████████	██████████	██████████	██████████	██████████		
BOARD GAMES 🎲	██████████	██████████	██████████	██████████	██████████	██████████		
VIDEO GAMES 🎮	██████████	██████████	██████████	██████████	██████████	██████████		
FUNNY PHOTOS 📷		██████████	██████████	██████████				
MAKE-UP ARTIST 💄	██████████	██████████	██████████	██████████				
FORTUNE TELLER 🎮	██████████	██████████	██████████					
PRIZES 🎁				██████████	██████████	██████████		
TRIVIAL PURSUIT 🎮							██████████	
BOARD GAMES 🎲								██████████
BREAKFAST 🍳								██████████

SO SENIORS WON'T MISS OUT ON ANY OF THE ACTIVITIES OFFERED DURING THE EVENING, DISPLAY A TIME SCHEDULE ON A LARGE POSTER IN A CENTRAL LOCATION

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APPENDIX S

Sample Letter to Senior Parents Following Party

June 22, 1983

As the 1982-83 school year draws to a close, the "Free in '83" Grad Night Party will be forever etched in the minds and hearts of our seniors.

We had tremendous support from the graduates, parents, and community merchants. There were approximately 340 seniors attending. Along with those enjoying their last night together as a class, around 200 parents gave their time and extra effort to make the party a success.

We would like to take this opportunity to personally thank each and every one of you who gave up your time or contributed to food and prizes to make the party a "night to remember"!! It was a team effort and without each person's diligence the whole project could never have become a reality. It was a roaring success! Just ask a graduate.

THANK YOU!!

The "Free in '83" Beaverton High Grad Night Committee

SAMPLE - Newspaper Ad Following Party

APPENDIX T



**THANK YOU TO:**

**250 Parents and Friends Who Helped  
Beaverton High School Total Staff  
Beaverton High School Booster Club  
Beaverton School District Transportation Dept  
Tualatin Hills Park & Rec. District/Beaverton Pool**

Ed Halberg	Langdown Florists
U.S. National Bank	Beaverton Florists
Beaverton Nike	National Video
Time Warp	Par-4 Inc.
Chuck E. Cheese Pizza Time Theatre	Bruno Studios
Mr. and Mrs. Jim Riach	Duffel Sports Wear
Beaverton Kails	Glaciers Edge West
Schoils Ferry Thriftway	Bart's Hush Puppies Shoes
The Sausage Stop	Beaverton Pharmacy
Papa Aidos	Dynasty Restaurant
Beaverton Round Table Pizza	Harry Ritchie's Jewelers
Beaverton/Hillsdale Albertsons	Jewelers Four
Giovanni's	The Photographic
Clackamas Safeway	Alpine Cleaning and Laundry
Beaver Creek Godfather Pizza	Outhouse Deli
United Salad	Pietros Pizza
Orange Julius	Progress Station
Walmart	J. Thayer
Resers	Arctic Circle
Sub Station	Suburban Photo
Gloria Lewis	7-11 Store/Murray Rd.
Portland Bottling Company	Showcase Video
Naps IGA	7-11 Store/Sorrento Road
Trolley Car Pizza	Sprouse Reitz Stores
Sunshine Pizza	High Technology Video System Inc.
De Cicco's Old Country Pizza	Space Video
Thriftway	Flowers by Maxine
Far West Federal Savings	Lyles Barber Shop
Northwest Building Maintenance	Dave's Goodyear Tire Center
Fred Meyer	Dalley's Texaco Tire & Service
Sweet Connections	BelAire Pharmacy
Denny's Restaurants	Mar Don
Deluxe Check Printers	Griffith Park Athletic Club
Geno's Pizza	Greenwood Forest Products
Shakey's Pizza Parlour	K Mart
Emporium	Oregon Craft and Floral
Beef and Brew West	Betty A. Woods
Mack's Meats	Roses Restaurant
Oregon Bank	Andrews Florist
Farberware	

***Paid For by Beaverton High School Class  
of '83 Grad Night Party Committee . . .***

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APPENDIX U

INSURING THE GRADUATION PARTY

I. Planning the Party

A. Develop a plan: Date, time, and place

1. Activities
  - a. Possible games
    - 1) VHS movies, bingo, pool, foosball, video games, Monopoly, poker, etc.
    - 2) Provide a list.
  - b. Possible recreation
    - 1) Band, Dancing, Swimming pool, Door prizes, etc.
    - 2) Provide a list.
2. Facility
  - a. Securable building with no adverse on-premises or adjacent exposures (i.e., taverns, bars, etc.).
  - b. Building should have adequate safety features, such as fire and smoke alarms, doors that open out, and doors that can be secured to keep out the undesirable element.
3. Safety
  - a. Good graduate/supervision ratio (1:10), with First Aid trained person on premises at all times, and phone number of ambulance, police, and fire handy. Access to a phone.
  - b. Rule that once a graduate leaves the party and "signs out", the graduate cannot be readmitted.
  - c. Suggestion: Use progressive door prizes and make the "Grand Prize" the last door prize, to be given away at the end of the party, to encourage people to stay at the party. Make the party the "cool thing" to do to encourage attendance.

II. Obtaining the Insurance

- A. Present case individually or collectively as a group of schools to an independent insurance agent. (Generally, a direct writer of insurance does not have the market availability to Excess and Surplus lines of insurance.)
1. Individual Options
    - a. Make the graduation party a school function, and attach the function to the school's present insurance program. The cost, if any, should be nominal. OR...
    - b. Contact an independent insurance agent (may be the same agent who handles the school's insurance policy) and obtain a quotation for insurance for the one night's activity. (Probably looking at around \$500+ for the limits of \$500,000 liability for Bodily Injury and Property Damage for the night's event. This is the general minimum premium for Excess and Surplus lines insurance companies.
  2. Collectively
    - a. As a group or organization, contact an independent insurance agent for Excess market quotation.
    - b. A group of schools may get a better price break, due to "quantity discount," thus cutting down on the individual cost per school party.
    - c. Each school of the group should have its planning completed so that the insurance proposal will be a collective proposal for all members.

APPENDIX U (continued)

B. Suggested Insurance Coverages to Obtain

1. A suggested minimum of \$500,000 limits of liability of Bodily Injury and Property Damage (higher limits are available) to include the coverages of: Premises liability, Products liability, Personal Injury and Automobile non-ownership liability.
2. The named insured for the policy should be the organization sponsoring and responsible for the party..
3. Brief description of coverages:
  - Premises liability--i.e., to cover slip and fall on premises.
  - Product liability--i.e., to cover in case someone becomes sick from the food or beverage provided, or is injured by someone's product.
  - Personal injury--to protect organization from suit based on libel, slander, false detention, defamation of character, or wrongful eviction.
  - Automobile non-ownership--to protect the organization from suits arising out of an auto accident of one of the chaperones taking student home in his personal car; excess of individual's own car insurance. (Does not cover owner of the car.)
4. If food is catered, make sure caterer has insurance.
5. If leasing or renting a building, make sure there is a hold-harmless provision in the lease or rental agreement pertaining to damage to building or contents, (i.e., in case of fire, building owner takes care of the building and you are responsible for your contents. You each waive your rights against each other. It's often called "Waiver of Subrogation".)
6. The above coverages are merely suggested. While some coverages may or may not be available at given pricing, they are available through various markets.
7. If coverages are obtained through an Excess or Surplus lines market, the application will generally become a warranty of the policy. Make sure to declare all proposed activities. Any errors or omissions on the application could void the coverage.

This document should only be used as a guideline and checklist. Each organization should carefully evaluate and explain its own plan to the respective insurance agent, so that proper coverages can be obtained.

Prepared by:  
Mitchel R. Gordon, CIC  
RKI, Inc.  
Lebanon, Oregon  
September, 1986



Appendix V

REGULATORY FIELD SERVICES DIVISION



**Oregon Liquor Control Commission**

9079 SE McLOUGHLIN BLVD., PORTLAND, OREGON  
(Mailing Address: PO BOX 22297, PORTLAND, OR 97222)

April 18, 1988

TO ALL JUNIOR HIGH, MIDDLE AND HIGH SCHOOL PRINCIPALS:

It's that time of year again. Graduation parties and prom night are just around the corner.

Graduation time is one of the best times in our lives. It is filled with a sense of accomplishment and excitement. It is a time to celebrate with friends and relatives. Unfortunately, many of our young people will be faced with a decision in their celebration - whether or not to drink alcohol. Tragically, graduation time when combined with alcohol can be devastating to our young people.

Recently, Governor Neil Goldschmidt said:

"...we are prepared to be stewards of our children... we will do it ourselves...together, in common cause... in public - private partnership that recognizes our shared obligations and our shared responsibilities."

Last May, I sent letters to all of you. I asked you to call us if you learned of an upcoming alcohol-related party involving students from your school. Congratulations! Because of your concern, cooperation and response, we were able to stop thirty-two alcohol-related parties involving minors during graduation time last year. Just think of the lives we saved together!

We need your help again this year. If you hear about one of these parties, give us a call. (Enclosed is a list of our offices and their telephone numbers.) We will try to stop the party before it starts by contacting the sponsor or property owner.

We all want to do everything we can to protect the health and safety of our young people. This is one way we can work together. If you have other ideas of how we can better work together, please call me at 653-3032 or 1-800-452-6522.

Thank you,  
*R. B. Evans, Sr.*  
R.B. Evans, Sr.  
Director  
Regulatory Field Services

AN EQUAL OPPORTUNITY EMPLOYER

Milwaukie Headquarters Office  
(Clackamas & Washington Counties)  
9079 SE McLoughlin Boulevard  
P.O. Box 22297  
Milwaukie, OR 97222  
Phone: 653-3025

Portland Regional Office  
(Multnomah & Hood River Counties)  
123 NE Thiurd, Suite 310  
Portland, OR 97232  
Phone: 238-3691

Seaside District Office  
(Columbia, Clatsop, & Tillamook Counties)  
575 S. Roosevelt  
P.O. Box 798  
Seaside, OR 97138  
Phone: 738-9786

Salem Regional Office  
(Yamhill, Polk, Benton, Marion, & Linn Counties)  
213 Madrona Street SE  
Salem, OR 97302  
Phone: 378-3512

Eugene Regional Office  
(Lane County)  
927 Country Club Road, Suite 200  
Eugene, OR 97401  
Phone: 686-7739

Newport District Office  
(Lincoln County)  
157 NW 15th, Suite 8  
P.O. Box 650  
Newport, OR 97365  
Phone: 265-4522

Medford Regional Office  
(Jackson & Josephine Counties)  
15 Crater Lake Avenue  
Medford, OR 97504  
Phone: 776-6191

Roseburg District Office  
(Douglas County)  
1937 W. Harvard  
Roseburg, OR 97470  
Phone: 440-3362

Coos Bay District Office  
(Coos & Curry Counties)  
375 Park Avenue, Suite 8  
Coos Bay, OR 97420  
Phone: 265-4521

Bend Regional Office  
(Deschutes, Crook, Jefferson, Wasco, Sherman, Gilliam, & Wheeler Counties)  
1183 Wall Street, Suite B  
Bend, OR 97709  
Phone: 388-6292

Klamath Falls District Office  
(Klamath & Lake Counties)  
405 Pine Street, Room 260  
Klamath Falls, OR 97601  
Phone: 883-5600

Pendleton Regional Office  
(Morrow, Umatilla, Union, & Wallowa Counties)  
P.O. Box 369  
Pendleton, OR 97801  
Phone: 276-7841

Ontario District Office  
(Baker, Grant, Harney, & Malheur Counties)  
2445 SW Fourth Avenue, Suite 4  
P.O. Box 636  
Ontario, OR 97914  
Phone: 889-8119

HOT LINE \*\*\*\* HOT LINE \*\*\*\* HOT LINE

To report 'keggers' or other alcohol-related parties involving minors, dial:

1-653-3025 (Portland)

Monday - Friday (between 5 p.m. - 8 a.m.),  
or Saturdays, Sundays and holidays.

All other times, dial

653-3032 (Portland)

or

1-800-452-6522

(when calling from outside the Portland area).

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THE OREGONIAN, MONDAY, MAY 23, 1988

## Concerned parents organize parties so graduates can celebrate in safety

By SUZANNE RICHARDS  
of The Oregonian staff

When the oratory is done and the strains of "Pomp and Circumstance" have faded, after the mortarboards are tossed high into the air and all of the pictures have been taken for the family album, Portland's crop of 1988 high school graduates will do something they never would have imagined a few years ago.

They will step on a school bus and go right back to school.

Or, if not their schools, they will head to some secret destination — like an athletic club — where they will spend the night celebrating their new status with fellow classmates. Parents and teachers will chaperone.

Parents wholeheartedly agree that working on the parties is far easier than spending a sleepless night worrying about what the new graduates may be doing.

"It started with the drinking problem," said Marjorie Grootendorst, a Lincoln High School parent and one of the organizers of this year's party at that school. "You could almost count on one or two students being killed after graduation. This is a way for them to have a fun evening at little cost," she said.

"We wanted to show the kids that you can have a good time without drugs and alcohol," said Emily King, one of the organizers involved in staging a first-ever parent-planned

Madison High School graduation party.

John Hale, a parent working on the Jefferson senior party, said, "I think the kids view it as the climactic event of their high school and something they will remember for a long time."

This is only the second year that Jefferson parents have organized a party for the seniors, according to Hale. Powell's Book Stores help the party fund by donating a portion of one day's receipts.

The newly organized Jefferson group also got a boost from Dennis Ferguson, who read about the parents' efforts earlier in The Oregonian and helped raise \$1,000 in contributions for the party.

Wilson High School parents sponsored a home tour to raise money for their party. Madison parents washed cars and other groups held spaghetti and pancake feeds, garage sales and auctions.

In Clackamas County, the local medical society donated \$100 to each of 14 high schools. KATU-TV Channel 2 gave \$100 to each school sponsoring a party in the four-county metropolitan area.

Most parent groups organizing the events have discovered that local business people were willing to contribute food, prizes and financial help because they believed in the idea.

More than 185 schools in the state

now have parent groups planning graduation parties, according to Lucy Sarles, volunteer state coordinator for Oregon Project Graduation.

"It has been the most phenomenally successful thing," said Sarles, who now conducts a free one-day workshop each October to help parents plan the parties. She also has written a booklet, available for \$5, on how to organize the parties.

According to Sarles, every school in Clackamas and Washington counties now stages the parties. All but two Portland high schools now have them and those are planning to organize next year, she said.

While Madison is the newcomer, some schools have been committed to the idea for many years. Parkrose High School in East Multnomah County has been giving its graduating seniors a party for the last 30 years. Corvallis, Albany and Gresham parents also have been at it for many years.

Most schools want to keep locations and specifics of their parties secret, both as a surprise to students and to keep out unwelcome visitors.

A fire-eater and a sword-swallower are on the schedule at one high school this year, while several others will have fortune tellers.

Some of the most popular spots to hold the parties in the past have been local athletic clubs and the

Metro YMCA.

Some schools have held their parties on board a river sternwheeler, others have stayed right at home and taken Caribbean cruises to exotic, far-away lands courtesy of imaginative parents who spent months making decorations and planning entertainment and surprises.

Every party will feature plenty of food, dancing, games, sports contests and prizes. Most also include an early morning breakfast before the party is over.

Videos taken during the evening and viewed before everyone leaves in the morning are a popular activity at many of the parties.

One school this year has invited a kindergarten teacher to make a video talking about some of the humorous things she remembers about the graduates when they were in her class.

June 9, 1988

## Graduation party grows to more than fun, games

By MOLLY McCLOSKEY  
Special writer, The Oregonian

When parents came up with the idea of throwing school-sponsored graduation parties for their high school seniors, the graduates balked. After all, parents were the people they had been trying to avoid every Friday night.

But all that has changed. Schools that have been in the party-throwing business a few years have almost 100 percent attendance at their alcohol-free graduation parties.

But it takes more than punch and cookies to make a party successful. It takes hard work.

For example, Carol Latham, a Lake Oswego parent and a graduate of Lake Oswego High School herself, personally contacted each senior this year who had not bought a ticket as party time approached, in hopes of persuading everyone to attend.

Where once the senior party simply meant dancing until dawn, it now can mean a chance at a new color TV set, stereo equipment or a pair of water skis. Or, if you're a West Linn High School graduate this year, a shot at a trip for two to Disneyland, donated partially by a local travel agency.

Senior parties have become bigger, better and digitalized. The usual fare includes disc jockeys, live music, dancing, swimming, auctions, videos, sports, Pictionary and, best of all, casinos. Although the money is only funny, its buying power is real. One Jefferson High School senior made the deal of his life at this year's party, paying more than \$800,000 (in funny money, that is) for a new compact disc player.

This kind of fun runs up a tab that takes serious commitment to cover. Most parents estimate the cost of throwing a party at between \$7,000 and \$9,000. Even Lake Oswego's \$40 per student admission fee doesn't cover that kind of expense.

So parents have tapped their creative energies. Wilson High School raised money from a spring home tour. And parents from other schools have taken to the streets, where they've found plenty of people willing to help "keep kids alive after graduation," as Joan Blizzard, a Lakeridge High School parent, put it.

Part of the secret of throwing a successful party is making everyone feel welcome. The West Linn Lions Club has given scholarships to at least 10 students who otherwise may not have been able to attend.

"We don't turn anyone away," said Karen Haftorson, a West Linn parent.

In some communities, the party is more of a beginning than an end. Portland businessman Dennis Ferguson raised about \$1,000 for Jefferson High School's party. And parents Connie Mace and Carolyn Brown said his actions bore special significance to the school's seniors.

"We are a depressed area," said Mace, "and he wanted to show the kids that the business people downtown cared about them. The whole experience gave the kids self-esteem, because they learned that people do care about them. And it's made all of us feel really good about our city."

Jefferson had more than 100 different sponsors, who pledged anywhere from \$1 to \$1,000. The parents matched that commitment.

Those that put on Marshall High School's party had similar feelings. Marshall threw its first graduation party May 25 at the Oregon Athletic Club.

"Most people thought Marshall would never be able to do it," said Bonnie Brown, coordinator of Marshall's drug and alcohol program. "But it was a real goal for us to put this on. We wanted to create a good, healthy safe image for the Southeast Portland community."

And despite all the hype, the prizes and the modernized fun, there still is room for some good old-fashioned nostalgia. Blizzard echoed the sentiments of many parents when she said, "It's the last time they'll all be together."

(Continued)

APPENDIX W

OREGON LAW RELATING TO ALCOHOL AND MINORS

I. Civil Liability Laws for Serving Visibly Intoxicated Persons

ORS 30.950 and 30.955 provide for host civil liability for all damages (i.e., compensatory and, where appropriate, punitive damages) caused or incurred off-premises by an intoxicated person who, while "visibly intoxicated," was served alcoholic beverages (i.e., beer, wine or distilled liquor) by either a commercial or social host, with no reference to proof of any form of negligence.

The term "visibly intoxicated" has been interpreted by the Oregon appellate courts to mean gross observable symptoms of intoxication (i.e., coordination, imbalance, staggering or slurred speech) caused by the consumption of intoxicating liquor and/or controlled substances (i.e., drugs which require prescriptions).

These two statutes do not require a server to determine if a person is "actually" intoxicated due to intoxicating liquor or a controlled substance. A server's duty is simply to not serve alcohol to a person who "exhibits" symptoms of intoxication. The theory of the law is that when a person exhibits symptoms of intoxication from any source, a server (i.e., commercial or social host) should not contribute to the person's further intoxication, and potential hazard on the road, by serving the person alcoholic beverages.

II. Minor in Possession of Alcoholic Liquor

ORS 471.430 provides that no person under the age of 21 years shall attempt to purchase, purchase or acquire alcoholic liquor (i.e., beer, wine or distilled liquor). Also, no person under the age of 21 years can have personal possession of alcoholic liquor unless the minor is in a private residence accompanied by the parent or guardian of the minor and with such parent's or guardian's consent.

Personal possession of alcoholic liquor includes the acceptance or consumption of a bottle of alcoholic liquor or a drink of such liquor. However, ORS 471.430 does not prohibit the acceptance or consumption by any person of sacramental wine as part of a religious rite or service.

This is a violation which is punishable by a fine of not more than \$250.

III. Serving Alcoholic Liquor to Minors

ORS 471.410 provides that no one, other than the minor's parent or guardian, can sell, give or otherwise make available any alcoholic liquor to a person under the age of 21 years.

This is a Class A misdemeanor which is punishable by a maximum sentence of 1 year imprisonment and/or a fine of \$2,500. There is also a mandatory minimum sentence upon a first conviction of a \$350 fine, upon a second conviction of a \$1,000 fine and upon a third or subsequent conviction of a fine of \$1,000 and not less than 30 days imprisonment.

IV. Traffic laws Dealing with Juveniles Found in Possession of Substances But Not Necessarily Involving the Driving of a Motor Vehicle.

ORS 809.260 and 809.280(7) require a court to denial of driving privileges when a person who is 17 years of age or younger, but not younger than 13, is convicted of, or determined by a juvenile court to have committed any crime, violation, traffic infraction or other offense involving the possession, use or abuse of alcohol or controlled substances. These offenses need not be traffic law related nor involve driving a motor vehicle. The State Motor Vehicles Division, upon receipt of the first order denying driving, must suspend the person's driving privileges for one year, or until the person reaches 17, whichever is longer. Upon receipt of a second or subsequent order denying driving privileges, the State Motor Vehicles Division must suspend the person's driving privileges for one year or until the person reaches 18, whichever is longer.

However, the court, upon petition of the suspended person, may review and withdraw its denial of driving privileges order at any time the court believes appropriate after 90 days following the issuance of the order if it is the first such order issued with respect to the person. If it is the second or subsequent order issued with respect to the person, the court may not withdraw the order for a period of one year after its issuance.

V. Senate Bill 1136 A-Engrossed: Chapter 715, OR Laws 1989).  
[Editorial Note: This Bill, as of the printing of this manual, has not yet been assigned an ORS number.]

This bill provides that persons under 18 years of age (16 or 17 year olds) shall be issued a provisional driver license. The person under 18 years of age must comply with present licensing requirements and also pass a written examination designed to test the person's knowledge and understanding of safe driving practices.

If the person under 18 years of age is convicted of DUll [driving under the influence of intoxicants], the Motor Vehicles Division (DMV) must suspend the provisional driver license and cannot reinstate it until the person reaches 18 years of age or until the person is otherwise eligible for reinstatement of suspended privileges, whichever comes later. A person 18 years of age or older whose provisional driver license was suspended for a DUll conviction is not eligible for reinstatement of suspended privileges, if DMV reasonably believes that the person is not adequately reformed. As a requirement for eligibility, DMV may require the person to complete a driver improvement program established by DMV.

This bill further considers any amount of alcohol (.01% or more) in the blood of a person under 18 years of age to constitute being under the influence of intoxicating liquor for purposes of the Motor Implied Consent Law as defined in ORS 801.010 for the purpose of suspending driving privileges based upon the taking and failing of a breath test.

This bill takes effect on October 3, 1989.

Prepared by Jerome S. Cooper, Board on Police Standards and Training, Oregon Police Academy, 550 N. Monmouth Avenue, Monmouth, OR 97361. Telephone: 378-2100.

Since the senior parties have caught on, the biggest hurdle is not boosting attendance, but securing a site for the event. The Lakeridge parents booked their facility last June, and found many spots were already reserved for '88 and '89.

At Beaverton High School, there is no such problem. The parents will hold their sixth annual party at the school itself, and Kathie Stevens said hundreds of volunteers and prizes in excess of \$10,000 contribute to its success.

"When we first started, there wasn't even a majority attending," said Kathie Stevens, a Beaverton parent. "Now we have almost 100 percent attendance."

And when the bill arrives, there will be no regrets. "When you figure you might save a life, or keep someone from being crippled, it's very inexpensive," said Blizard.

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## Suburban Life

Terry Taylor



# Lavish parties cheap next to teenager's life

On June 18, parents, friends and relations of 611 Sunset graduates survived the commencement ceremony of the state's largest graduating class.

By the next morning, it was apparent that all the Sunset graduates — indeed, all the Beaverton School District's graduates — had survived graduation night, and those same parents, friends and relations heaved a collective sigh of relief.

This lack of accidents was no accident, but the result of a massive effort by parents, school officials and local businesses, with the cooperation of the students themselves, to encourage attendance at in-school graduation parties. At Aloha, Beaverton and Sunset, seniors turned out in droves to party at their alma maters under parental supervision, and to play by the rules: no drinking or drugs, and if you leave, you can't get back in.

Co-chaired by Dottie Cowart and Shirley Wheeler, Sunset's "Celebrate Sunset to Sunrise" was a magnificent production. Scores of volunteers worked to transform the school's utilitarian halls into the kids' favorite haunts: Sunset Mall, Saturday Market, Pioneer Square, even turning one corridor into the Canyon Tunnel, where heavy paper was covered with graffiti.

There had been something for everyone: food galore, games, prizes, music and movies. From the previous shift of volunteers, we learned that the kids seemed almost awed by the beauty of the decorations and a great time was had by all.

For more than three hours we struggled to dismantle booths, stack and pack decorations to be used next year, and sort out materials that were on loan from local businesses. One of the women I was working with voiced some concern about the budget, which she had heard was \$25,000.

A few days later I checked that figure with Dottie Cowart. According to her, the budget was about \$12,500. With around 530 seniors attending (more than 80 percent of those eligible), this worked out to approximately \$24 per head. The tickets were \$20, which left \$4 to be subsidized. For any senior who could not afford a ticket, a confidential program provided free or reduced price tickets.

As the parent of a recent graduate, I think these parties are very cheap insurance against one of the most senseless (and preventable) tragedies that can befall a family.

Nearly 20 years ago, I met a couple who owned a dairy farm not far from here. Our visit lasted a couple of hours, during which time their younger son was much in evidence, working hard in the family business. But the conversation focused on another son, whose trophies were proudly displayed and whose triumphs as captain of the football team were recounted in minute detail.

When we left, I asked my companion why we hadn't met the other son. Because he had known the family for years, he looked at me as if I were crazy.

"That boy's dead — died in a car wreck the night of his graduation 10 years ago."

The enduring ruin that one night of folly had wrought stunned me. Four lives had been destroyed, and the life of the dead boy was the least marred. For the surviving son, years of thankless labor loomed, a hopeless penance for the sin of being alive instead of the dead sibling he could never replace.

Are such lavish parties necessary? Don't ask parents who have suffered such a loss.

Certainly these flings are no guarantee that tragedy will not strike, but they do provide a safe and attractive (note the operative word here) alternative to the bad old days of unsupervised freelance parties.

I've lived in towns with half the population of Sunset's class of 1988. In order to appeal to such a range of disparate personalities, a wide variety of activities and attractions is necessary. Such scope is needed to keep a broad base of participation and to prevent the party from being the sole preserve of one or two of the ruling subclasses inevitable in a school of such proportions.

When the cleanup crew was dismissed, I stepped outside to witness the ascension of the majestic hot air balloons from the playing field, one of the final Rose Festival events.

Watching the great craft swell and take flight, the cool beauty of the clear morning was enhanced by the knowledge that hundreds had labored to keep this dawn unstained by the tears of a parent called to identify the broken remnants of a dream.

Thank you. Thank you all.

Terry Taylor is a Cedar Hills writer.

## APPENDIX Y

## INFORMATION ON

## NONPROFIT

## INCORPORATION STATUS

HOW TO FORM A NONPROFIT CORPORATION, AND  
HOW TO OBTAIN TAX EXEMPT STATUS FOR YOUR  
NONPROFIT CORPORATION\*FORMING AN OREGON NONPROFIT CORPORATION

## Drafting the Articles of Incorporation

Formation of an Oregon nonprofit corporation is relatively simple, cheap and quick. The requirements for Oregon nonprofit corporations are set out in Oregon Revised Statutes, Chapter 61.

In general, an Oregon nonprofit corporation can be formed for any charitable, educational or related purpose by one or more persons over 18 years of age, who are called "incorporators." The incorporators, who are often the people who will serve as the corporation's initial Board of Directors, must prepare and file Articles of Incorporation with the Oregon Corporation Commissioner. [The Articles of Incorporation form is available at the Commerce Building, Salem.]

You may wish to consult an attorney or other person who is familiar with forming nonprofit corporations for assistance in completing the Articles of Incorporation. However, several basic suggestions are provided here.

First, the name you select for your nonprofit corporation cannot be the same as or deceptively similar to the name of any other profit or nonprofit corporation organized in or registered in Oregon. If you wish to use the name "Project Graduation" in your nonprofit corporation name, you should expand the name to be, for example, "Project Graduation of Sunset High School." Even if other similar organizations have used "Project Graduation" in their name, the Corporation Commissioner will allow several organizations to use that phrase in their name so long as the corporation name has been expanded to distinguish one organization from another.

Second, the duration of your corporation will be "perpetual," even though the Board of Directors and members can and probably will change each year. So long as the corporation holds at least an annual meeting of the membership, as specified in ORS Chapter 61, at which the Board of Directors is elected or re-elected, the corporation itself can continue to provide the same kind of services to the community for many years.

Third, each corporation must maintain a registered office which can, but need not be, the location from which the corporation conducts most of its business. The registered office of the corporation must be the residence or office address of the registered agent for the corporation. Both the registered office and registered agent of the corporation may be changed from time to time by notification to the Corporation Commissioner, but it may be best to select a registered agent (such as a school official who is willing to serve) who has a permanent office location and a length of tenure which would minimize the number of changes reported to the Corporation Commissioner.

Fourth, the initial Board of Directors is specified by the incorporators in the Articles of Incorporation. The minimum number is three (3), but a larger number may be selected. The corporation's Bylaws (see below) may provide for a specified number of Board members, or may provide that the Board shall consist of "no less than \_\_\_ and no more than \_\_\_" Board members.

Fifth, in order to be eligible for tax exempt status, the Articles must state that upon dissolution or final liquidation, all assets of the nonprofit corporation shall be disbursed for educational, charitable or similar purposes.

Provisions for Filing

The original and one xeroxed copy of the Articles of Incorporation should be filed with the Oregon Corporation Commissioner, Commerce Building, 158 12th Street, N.E., Salem, Oregon 97310, along with a check payable to the Corporation Commissioner in the amount of \$10. Within a week or so of the date the Articles are filed, the Corporation Commissioner will issue a Certificate of Incorporation with the xeroxed copy of the Articles of Incorporation affixed. The corporation has been formed as of the date the Certificate of Incorporation is issued.

\* Forms are available from the Commerce Building, 158 12th St. NE, Salem, OR 97310.

Post-Formation Tasks

Shortly after receiving the Certificate of Incorporation, an initial meeting of the Board of Directors should be convened. At the initial meeting, the initial Board of Directors should adopt Bylaws, and elect officers (at least a president and a secretary). You may wish to review Bylaws of other nonprofit corporations of which you are familiar for examples of typical bylaw provisions. Bylaws need not be complex: at a minimum, they must set the number and term of Directors, provide how successor directors will be elected (by the prior Board or by the membership at large), set the number, duties and process for selecting officers, establish and define a class or classes of members and provide rules for the operation of the nonprofit corporation. Bylaws can be amended in the manner provided in the Bylaws. As a suggestion, you may wish to start with relatively simple and basic bylaws, and add to them by amendments as the need arises.

APPLICATION FOR TAX EXEMPT STATUS  
FOR YOUR NONPROFIT CORPORATION\*

Once you have formed your nonprofit corporation, you need to apply for tax exempt status in order to avoid paying taxes on the income of the nonprofit corporation, and also to allow contributors of money, goods or services to deduct their contributions from their income taxes. There are a number of tax exempt statutes provided in the Internal Revenue Code. The tax exempt status for which you are eligible, and which provides tax deductions for your contributors, is called "501(c)(3)."

The application for 501(c)(3) status should be filed as soon as possible, using Form 1023, (available at the Commerce Building, Salem.) The form is quite detailed because it covers both very small organizations formed locally and national organizations, in addition to private colleges and universities. The instructions for Form 1023, which are available from the local Internal Revenue Service office along with additional application forms, are quite detailed. In addition, you may wish to obtain Publication 557, "Tax Exempt Status for Your Organization," which includes additional information and explanation.

In addition to filing Form 1023 with the Internal Revenue Service, your organization must complete and file a Form SS-4, "Application for Employer Identification Number."

A xeroxed copy of your Certificate of Incorporation and Articles of Incorporation must be enclosed with Form 1023. The form is filed with the Internal Revenue Service, EP-EO Division, P.O. Box 21224, Seattle, Washington 98111.

Although the application forms for tax exempt status seem very complicated at first glance, many sections will not apply to your organization. You may wish to consult an accountant or attorney for assistance in completing these forms. It is likely that your organization will qualify as a "private operating foundation." By submitting the forms as soon as possible, you should be able to obtain a decision from the Internal Revenue Service early enough to tell your contributors that their contributions are deductible. Once obtained, tax exempt status will continue so long as your organization continues to provide similar services as a nonprofit corporation, although there are periodic reporting requirements imposed by the Internal Revenue Service.

\* Forms are available from the Commerce Building, 158 12th St. NE, Salem, OR 97310.

## APPENDIX Z

### Party Resources

California Video Machine  
Daniel J. Turbeville, President  
323 E. Matilija, Suite 122  
Ojai, CA 93023  
Phone: (212) 245-4570

A trailer with a stage set up to make individual video filmings of one or more students dancing or lip-syncing to favorite music. Lights, music, costumes, including feathers, sequins, leather and lace, and computer-generated backgrounds.

Circus Posters:  
Ringling Bros. Barnum and Bailey  
3201 New Mexico Avenue, NW  
Washington, DC 20016

T-Shirts, Night-Shirts, Boxer Shorts  
Goldsmith Co.  
(503) 224-9000  
1-800-452-6327

Colored Photo T-Shirts:  
A&P General Graphics  
Route 1, Box 410  
Powell Butte, OR 97753  
Phone: 1-800-289-0515

### Hit Machine Lip Sync Ltd.

Casino games, juke boxes, disc jockey pkgs., mirror ball, decorating/theme parties, special effects, etc.

Destiny - Events Specialists  
109-C SE Salmon  
Portland, OR  
(503) 230-1023

### Inflatable 4-Foot Gorilla

The Nature Co. Catalog  
P.O. Box 2310  
Berkeley, CA 94702  
Toll Free Phone: 1-800-1114  
Fashioned after Mountain Gorilla of Rwanda. Stands or hangs from extended forearm. Natural coloring. Order No. 295709. Patch kit included. \$19.95 plus \$3.95 shipping.

Dixie Lee Riverboat Trips  
Route 2, Box 2485  
Bandon, OR 97411  
(503) 347-3942

Columbia Gorge Sternwheeler  
606 NW Front, #A1  
Portland, OR 97209  
Sales Office: (503) 223-3928  
Cascade Locks Office: (503) 374-8427 or 374-8619

### Jet Boats on the Rogue River

### Casino Kits:

Wild Bill's Casino  
P.O. Box 1432  
Gresham, OR 97030

Harold's Club Party Kit  
P.O. Box 11190  
Reno, Nevada 89510  
Toll Free Phone: 1-800-648-5044

See Destiny above.

### Caricaturists

Quick Draw Charlie  
Charlie Gorsuch  
1112 Andrews Road  
Lake Oswego, OR 97034  
Phone: 636-0873

### Cotton Candy

Robbie the Robot  
Funtime Enterprises Cotton Candy Vending Machine  
Buddy and Linda Taylor  
6970 SW Dale Avenue  
Beaverton, OR 97005  
(503) 643-9848

### Bears 'N Things

33176 Trinidad Drive  
Dana Point, CA 92629  
Phone: (714) 240-7488  
Warm, cuddly, beige or plush acrylic "Graduate Bears" wearing a cap, gown and tassel in your school colors. Tassel has a grad year charm. "Diploma" gift tag. Thirteen and one-half inches tall, jointed bear. Adjustable stand, sunglasses, white collar, honor cord, and name on diploma extra. School colors available: marigold, maroon, navy, brown, grape, cranberry, royal, white, green, scarlet, light blue and black. Tassel earrings also available.

### Fireworks Display

Bob and Judi Gobet  
Western Display Fireworks, Ltd.  
P. O. Box 239  
Canby, OR 97013  
Phone: (O) (503) 656-1999 or (H) (503) 655-4928  
Inquire about insurance.

### Movie Rentals

Look in the yellow pages of the telephone directory.

APPENDIX AA

Resources

1. Lucy Sarles, Volunteer Coordinator  
Oregon's Project Graduation  
2855 SW 107th Avenue,  
Portland, OR 97225  
Phones: 591-4204 (O)  
292-9909 (R)
2. Oregon Traffic Safety Commission  
State Library Building, Fourth Floor  
Salem, OR 97310  
Phone: 378-3669 or  
1-800-922-2022
3. Office of Alcohol and Drug Abuse Programs  
1178 Chemeketa  
Salem, OR 97310  
Phone: 378-2163
4. Oregon's Prevention Resource Center  
2600 Center Street, NE  
Salem, OR 97310  
Phone: 1-800-822-OPRC
5. OSSOM (Oregon Student Safety on the Move)  
Health Department - Waldo Hall, Room 316  
Oregon State University  
Corvallis, OR 97331-6406  
Phone: 737-2387
6. Oregon Liquor Control Commission  
9079 SE McLoughlin Boulevard, Portland  
(Mailing Address): P.O. Box 22297, Portland, OR 97222  
Phone: 653-3025  
HOTLINE to report "Keggers": 1-800-452-6522
7. Oregon Federation of Parents  
18818 SE Mildred  
Milwaukie, OR 97267  
Phone: 655-4037
8. Oregon MADD (Mothers Against Drunk Driving)  
P.O. Box 4037  
Portland, OR 97240
9. The Oregon School Directory, 1989-1990 (revised each year)  
Schools are listed by county and school and give enrollment, grades,  
addresses, phone numbers and principals' names.  
(Schools usually have the latest edition of this Directory in the school library.)

SPAGHETTI FOR A BUNCH  
(with apologies to the U.S. Navy Cookbook)

Ingredients	100 servings	500 servings
Onions, chopped	5 lbs.	20 lbs.
Hamburger, coarsely ground	20 lbs.	100 lbs.
Garlic cloves, mashed	5 oz.	25 oz.
Chopped tomatoes	3 #10 cans	15 #10 cans
Tomato paste	1 #10 can	5 #10 cans
Tomato juice	1 #10 can	5 #10 cans

Cook meat, onions, and garlic until meat is cooked through and onions are transparent. Drain; skim fat from meat juices and return juices to the meat. Add tomatoes, tomato paste, and tomato juice. Bring to a simmer and add:

Mushrooms, chopped	1 1/2 lbs.	6 lbs.
Mixed Italian spices*	1 - 2 cups	5+ cups (to taste)
Salt/Pepper	To taste	To taste
Red wine (e.g., Gallo burgundy)	1 quart	1 gallon
Brown sugar	1 cup	3 - 4 cups

Simmer for awhile; adjust seasoning and add whatever else your grandma used to use (e.g., parsley flakes, etc.).

**PASTA:** 30 pounds of long spaghetti will usually feed 400-500 people. When preparing for a crowd this size, remember to allow adequate time for cooking the pasta. Add the spaghetti to the salted, boiling water; return to a boil and cook until pasta is just tender. (We keep water boiling in one of the huge steamer pots used at school [after we've emptied out the spaghetti sauce we've cooked it in] and then use the boiling water to fill smaller pans where we cook 2 pounds of spaghetti at a time.)

**SERVING:** We serve the sauce and pasta separately, with the diners allowed to serve themselves and to return for more.

**FRENCH BREAD:** Buy thick-sliced French bread. Butter and then toast it on the griddle. We don't use any garlic because many people don't like it--but we still get rave reviews about our garlic French bread!

**SALAD:** Salad is three kinds of lettuce mixed with a little carrot and red cabbage for color. Offer large quantities (most popular) of ranch dressing, as well as vinegar/oil dressing and thousand island dressing.

**DESSERT:** Usually donated. Dessert can be included in the price of the meal or sold separately.

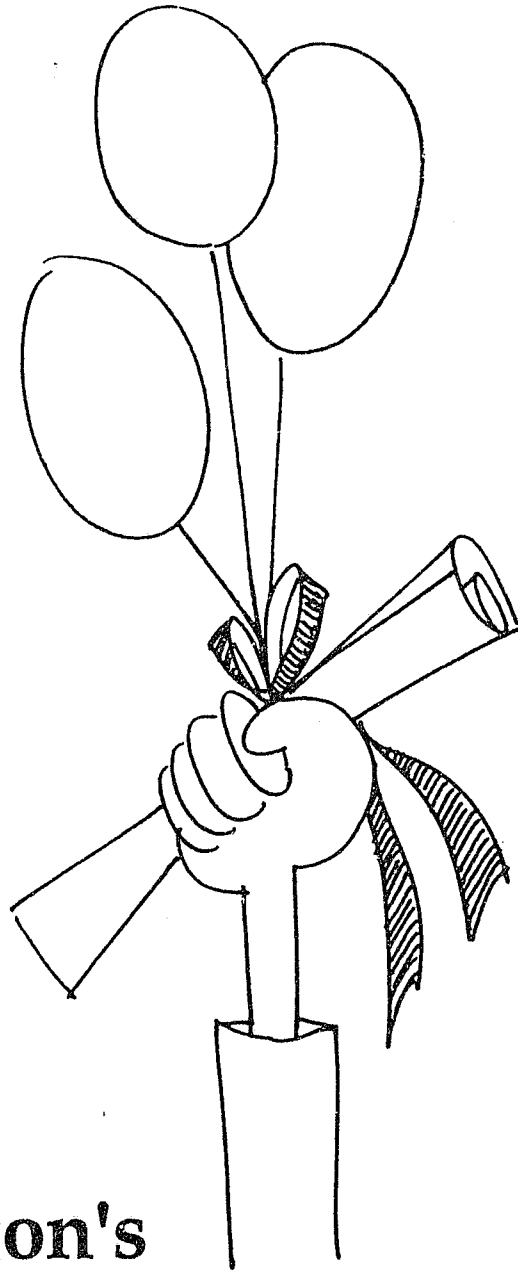
\*Mixed Italian spices are available in #10 cans at wholesale grocers.

(This is Ann and Del Remy's 'doctored' recipe which they've used for the 'spaghetti feed' to raise money for Bandon's graduation party.)





FUN . . . NOT FATAL



 Oregon's  
Project  
Graduation