

## 8<sup>th</sup> Grade Reception Committee

**BRIEF DESCRIPTION:** Preparation of the after 8<sup>th</sup> Grade Ceremony reception, which includes coordinating with 8<sup>th</sup> Grade Ceremony Chair several weeks prior to the ceremony date; setup and clean-up of the reception on the ceremony date, which includes simple decorations (balloons), cake (table with table cloth and all utensils), beverages (generally water). This position is best filled by a 6<sup>th</sup> or 7<sup>th</sup> grade parent, to allow the 8<sup>th</sup> grade parents to enjoy the 8<sup>th</sup> grade ceremony. This is an evening event.

**NUMBER OF VOLUNTEERS NEEDED:** 2-3 committee members

**TIMELINE:** late April-June

**BUDGET:** YES

**RESPONSIBLE TO:** PTSA VPs and 8<sup>th</sup> Grade Ceremony Chair

**BENEFITS:** Supports students and families of RSAR. Fulfills student family volunteer requirement.

**DESCRIPTION:**

**Timeline:**

**Late-April:**

- Work with PTSA VP to find out budget.
- Collaborate with 8<sup>th</sup> Grade Ceremony Chair regarding theme of 8<sup>th</sup> Grade Ceremony and if certain color balloons are being requested. Order balloons.
- Order cake from Costco or Safeway for big size and value; in the past they have ordered ½ and ½ cake ( ½ choc and ½ vanilla) and printed out the RSAR logo and had the decorator put the logo on the cake with a “Congratulations” (see image)



- Order balloons
- Organize any other décor: tables, utensils (napkins, forks, plates) – all should be provided by the PTSA; check cabinet under the PTSA mailbox in the RSAR office; if none, check with VP and 8<sup>th</sup> Grade Ceremony Chair and purchase if necessary. For tablecloths, check with VP or in the kitchenette; the Teacher Appreciation Monthly Luncheons chair has purchased new ones in 2017 and possibly can use on tables. Or use/purchase plastic tablecloth.

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## **1-2 Days Prior to Ceremony date in June**

- Pick up flowers
- Organize décor and any decorations, dry goods (waters, utensils)

## **On Ceremony date in June**

- In morning, Pick up cake, balloons
- Arrive to setup at Renaissance about 6:30pm
  - Set-up includes tables with cake and food, waters; if weather is nice enough, outside in the foyer area, if not, inside Mrs. Daman's room; check with teachers to find out if there will be any student displays
- Parents and students will walk over to RSAR about 8::00pm
- Host, welcome and serve cake; make this moment enjoyable for parents and students; take pictures for families, if necessary
- After reception, clean-up; put tables away

## **Other Useful Contacts for 2017:**

co-Secretary and 7<sup>th</sup> grade parent – any additional questions regarding the reception

Judith Keyser [judithkeyser@hotmail.com](mailto:judithkeyser@hotmail.com)

Volunteer Coordinator – If a decision is made to gain support from parents

Adrienne Czechowski: [adrienneczechowski@hotmail.com](mailto:adrienneczechowski@hotmail.com)

Treasurer – Any questions about budget

Susana Valencia: [susana\\_vm@outlook.com](mailto:susana_vm@outlook.com)

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