

Edina Senior Party Committee Structure & Descriptions

The Edina Senior Party consists of a Leadership Team and its Sub-Committees as outlined on the previous page. Volunteer opportunities are available at varying degrees of involvement from Lead Chair positions, to Sub-Chair positions, to at-large volunteers. We encourage you to become as involved as possible! It is a great way to connect with other senior parents and share in the excitement of the upcoming graduation festivities.

Leadership Team Volunteer Positions:

Lead Chair A: Entertainment, Prizes & Donations, & Photography

Lead Chair B: Food, Hospitality, & Security

Lead Chair C: Decorations, Care Team, & Warehouse

Treasurer: Fundraisers, Records, & Sponsorships

Volunteers Lead: SetUp/Event/CleanUp, Elem School Reps, & Junior Transition

Communications Lead: Secretary, Website, Graphics, Service, & Transportation

Lead Chairs are determined early in the planning process, typically one year before the senior party. There are typically 6 Lead Chairs, although it is possible to have Co-Lead Chairs for a particular position. The Leadership Team meets and communicates on a frequent basis beginning summer/early fall to address senior party progress. Each Leadership position is responsible for overseeing the Sub-Chairs and their activities listed below their position title. Utilizing a Leadership Team reduces the workload on event chairs and allows for more parent involvement.

Sub-Chair Positions:

Below are descriptions of all Sub-Chair volunteer opportunities. Please take time to review these positions, decide what interests you the most, and then contact the Lead Chair listed on the Senior Party main page responsible for that position for further information and to sign up to volunteer. In general, each Sub-Chair is responsible for; the overall successful operations of her/his area while staying on-budget, ensuring proper setup & takedown measures are in place for party, & reporting staffing needs to Lead Volunteer Coordinator. All Sub-Chairs will attend monthly general committee meetings to provide updates on their progress starting November. **Do not hesitate to ask another parent to Co-Chair a particular area with you.**

Lead Chair A: Entertainment, Prizes & Donations, & Photography Sub-Chairs:

Live Acts Chair: Typically, this position is handled by Lead Chair A and includes contacting/reviewing/securing/paying all live events such as hypnotists, magicians, DJ's, etc. A carry forward file is maintained that lists previous vendors used and their contact information. Reservations should occur as soon as possible – late summer/early fall. It is important to be sure adequate funds exist in Senior Party account for vendor down payments.

Casino Chair: This position has largely been filled by knowledgeable, recurring Co-Chairs but is always open to adding/training others willing to learn the trade. Responsible for renting equipment, setting up and taking down electrical components and decorations, and training volunteer dealers. Also keeps Lead Chair A abreast of vendor payment needs.

Large Games & Inflatables Chair: This position involves choosing inflatables for the gymnasium as well as various arcade games for other common areas. It requires working with

an inflatables vendor to determine and secure items while staying within budget and ensuring adequate set up and takedown of all items. Also keeps Lead Chair A abreast of vendor payment needs.

Small Games & Challenges Chair: This position involves overseeing the activities of all Small Game room and Challenges Chairs on the night of the event as well as throughout the planning & decorating process. It also entails working closely with Lead Chair A and Prize Chair to fund and provide prizes for game rooms. Typically, all Small Game room and Challenges Chairs work together to create a uniform presence that coincides with the overall theme of the party. This entails repainting game room panels if existing ones do not fit in within the current year's theme. There are typically 7 or 8 Small Game rooms (Bowling, Bingo, Coffee & Cakewalk, Hair-Dos & Tattoos, Edinaopoly, Movie, Name that Tune, & Trivia), each with their own chairs. There are also typically 8 Challenges scattered throughout the party – these challenges are small feats that seniors accomplish to earn hole punches on an entry form for end of night cash raffle. Challenges are tweaked every year to fit the current year's theme. A complete description of the Small Game Rooms and Challenges can be found under Small Games & Challenges in the Related Pages menu section on the left side of this page.

Prizes & Donations Chair: This position involves the solicitation, procurement, and record-keeping of a wide range of prizes for seniors to win the night of the party. It also entails creating a Prize Room with prizes on display and prize boxes for tickets as well as ensuring proper disbursement of prizes at end of party/next day. For much more information on Prizes click on Prizes in the Related Pages menu section on the left side of this page.

Photography Chair: This position is in charge of overseeing all photographers who have been assigned to take photos – especially decorations at the open house and seniors in action throughout the senior party. These photos then need to be uploaded to and displayed on the senior party website. Also responsible for coordinating the photo slideshow shown to the seniors in the auditorium at the end of the party (just before the hypnotist.)

Lead Chair B: Food, Hospitality, & Security Sub-Chairs:

Food Chair: This position involves planning the senior party menu along with Lead Chair B and sub-chairs for beverages, entrees, snacks, and desserts - integrating the theme into food selection choices as much as possible. Also determines and orders food service supplies as well as monitors and oversees all food aspects (delivery/pick-up/serving/cleanup) of the party. Also keeps Lead Chair B abreast of necessary vendor payments while keeping within budget.

Hospitality Chair: This position oversees 3 key responsibilities 1) Student check-in, 2) Student Personal Property Secured "Coat-check" and 3) Volunteer Support. Student Check-in volunteers as well as our high school Principal dress up in accordance with theme to welcome seniors as they enter the party, check seniors into party, distribute lanyards that provide key party info, and decorate, setup and cleanup area. The secure "coat-check" area is responsible for obtaining, labeling, organizing laundry hampers/bags and staffing the area throughout the party and ensuring the seniors take home their hampers/bags filled with their personal items and prizes won at the end of the night. Volunteer Support ensures all party volunteers' needs

are being met throughout the day and night of the party – beverages/food/supplies provided where and when necessary. Also keeps Lead Chair B abreast of necessary vendor payments while keeping within budget.

Security Chair: This position is responsible for securing the high school during setup, the Open House, and the Senior Party. Junior class parents are responsible for security staffing during the Open House. The Junior Transition Team chair needs to be notified in advance to solicit junior volunteers.

Green Team Chair: This position is responsible for overseeing environmental conscience disposal of items at the warehouse as well as during the senior party.

Lead Chair C: Decorations, Care Team, & Warehouse Sub-Chairs

Decorations Chair: This position works closely with Lead Chair C and is responsible for the overall artistic development of the theme. Works with committee chairs and hall captains to develop coordinating themes; oversees and coordinates use (create sign-up schedule) of the warehouse by all committees for painting panels and creating decorations, and along with Lead Chair C, supplies/purchases all materials needed at the warehouse. Works with all sub-chairs to ensure the theme is carried out and budgets are met and oversees decorations installation in the high school as well as works with cleanup committee to ensure high school and warehouse is cleaned out.

Warehouse Chair: This position obtains and manages the contract for the warehouse rental space, supervises the warehouse, and works with the Junior Transition chair to arrange transportation of decorations to & from the warehouse to the school and back to storage warehouse.

Outside Entrance/Front Chair: This position is responsible for the overall creation & construction (and subsequent take-down) of a striking entrance to the senior party that is theme related. Works closely with the Lead Chair C to ensure on budget and on task.

Bodies Chair: This position oversees all Senior Body operations – communicates requirements to parents, purchases paper, finds suppliers for printing senior bodies, sets up dates for body workshops at the warehouse, and determines body drop off plan. Also coordinates hanging and taking down of bodies. Works with Care Team to ensure all seniors are represented. Keeps Lead Chair C abreast of necessary vendor payments while keeping within budget. A complete description of Bodies can be found under Bodies in the Related Pages menu section on the left side of this page.

Care Team Chair: This position ensures “no senior left behind” in all aspects of the senior party including registration, bodies creation, and photo wall submissions - particularly works closely with A Better Chance seniors to create their bodies. Requests scholarship assistance when needed.

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Baby/Kindergarten/Senior Photo Wall Chair: This position oversees the creation of a Photo Wall that showcases the seniors at various stages in their lives. Obtains necessary photos from parents, determines display that incorporates theme, in charge of setup and takedown ensuring that all photos are delivered to Hospitality “Coat Check” area and placed in senior laundry hampers/bags by end of party.

Treasurer: Records, Fundraisers & Sponsorships Sub-Chairs:

Records Chair: This position is often assumed by the Treasurer or works closely with the Treasurer and is responsible for creating, maintaining, and distributing financial records/budgets for the Leadership Team. Serves as backup to Treasurer for depositing/issuing checks, balancing bank account, and working with Edina Community Foundation (501C3).

Sponsorships Chair: This position is responsible for obtaining local business, family, and organization sponsors for the senior party. Works closely with the Treasurer to procure and deposit funds and ensure that sponsors are recognized in various ways including signage at senior party (BIG entrance sign and game room sponsor signs), website & print media acknowledgement as well as sending thank you letters to all sponsors.

Fundraising Chair(s): Several fundraising opportunities exist to help raise funds for the senior party such as Restaurant Days, Plant Sales, Stationery Sales, etc. Typically, a chair is designated for each of these fundraising efforts.

Volunteers Lead: Oversight, School Reps, & Junior Transition Sub-Chairs:

Volunteer Oversight Chair: This position is often assumed by the Volunteers Lead or works closely with the Lead and is responsible for setting up and maintaining senior party parent volunteer activity (event setup, staffing, cleanup) via Sign-Up Genius. Prior years’ senior party templates are available to assist in this responsibility.

Junior Transition Chair: This position is held by a Junior Parent and is responsible for ensuring a smooth transition from the current year to the next. Works with Volunteers Lead to recruit other junior parent volunteers via Sign-Up Genius to transport, load, and unload all current year senior party decorations and equipment from the high school to the temporary holding warehouse. Will again need to repeat efforts in January when move to final working warehouse.

Elementary School Reps: Each Edina Elementary School is assigned a “Rep” who reunites senior party parents via volunteer efforts at the warehouse. Reps will periodically advertise, for example, “Creek Valley Volunteer Night at the Warehouse,” to generate senior party interest, paint panels for party, and rekindle old friendships.

Communications Lead: Secretary, Website, Graphics, Service, & Transportation Chairs:

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Secretary Chair: This position is often assumed by the Communications Lead or works closely with the Lead to ensure senior party information is communicated in an efficient and effective manner and is responsible for taking minutes at all Lead Team and General Committee meetings as well as creating agendas for upcoming meetings.

Website Chair: This position updates the senior party website to reflect current year's dates, committee members, and on-line registration and volunteer functions. This requires working with NGIN, our system administrator, throughout the year beginning in August. It also involves working with Lead Chairs on an on-going basis to communicate relevant and current party information to all senior parents via the website. Also works with Prize Chair and Sponsorship Chair to prominently display & recognize major donors and sponsors on the website.

Graphic Design Chair: This position works behind the scenes to create an identifiable Logo that reflects the current year's senior party theme to be used throughout the senior party on signs, entrance structures, t-shirts, bags, etc. It is important that this design is kept secret until the night of the party when the theme is finally revealed to the senior students.

Community Service Chair: This position determines what service projects will be performed by the seniors on the night of the senior party seeking advice from Student Council. Often, two or three different service projects are performed such as making sandwiches, writing letters to the troops, and tying fleece blankets. Also responsible for the decorating the Community Service room, communicating staffing needs for the night of the party as well as setup/cleanup.

Transportation Chair: This position ensures the effective bus transportation of all senior students from commencement to the senior party as well as the bus transportation of the senior parent volunteers working the first shift. Ensures all senior personal items left behind at commencement are delivered to the Hospitality Chair at the high school. Also arranges for water, snacks and personal bags to be provided to the seniors on the buses.