

Celebration Academy

Graduation Committee Service Commitment Form 2018-19

All parents teaching a student in 7th, 8th, 11th or 12th grade are required to volunteer to plan and execute the details involved in the annual event. Mom or Dad must select a committee to work with, primarily during the months of March-May unless your student will not be participating in the graduation ceremony this or next year. Our graduation is usually planned for the very first weekend in June. Tasks have been divided into 5 committees, and the number listed next to the committee is the ideal number of parent volunteers estimated to be needed. An abbreviated list of tasks which each committee will handle is listed under the committee title. All details will be given and exact tasks discussed and assigned at the first meeting in February. Committee members will work closely together and in cooperation with other committees and under the supervision of a Support Team member.

Committee Choices:

Tech/Video/Photos- (2 parents needed)

Work with Celebration tech resources, coordinate group shot in cap and gown, oversee slideshow production, complete tech check a week before graduation, communicate with all photographers

Communication- (2 parents needed)

Primary communicators with parents and senior graduates, give deadlines, format bios, request, edit and approve speeches, communicate about all needs/opportunities.

Program/Event Content- (4 parents needed)

Work with teachers and students to determine who is presenting/speaking/praying/showing a class demonstration, plan details of rehearsal, flow and procedure of event, collect information and oversee formatting of paper program, create spreadsheet with cues/MC words, run dress rehearsal, check in grads day of event.

Reception- (6 parents needed)

Establish vision, decide food, decorations, plan for set up and tear down, shop for reception supplies, set up for the event, prep food and beverages before event, work during reception to keep stocked and clean, and be involved in clean-up of Reception area.

Stage Detail- (5 parents needed)

Plan decorations for stage and foyer, make necessary purchases or props, set up and decorate before event, locate stage hands as needed, clean up and tear down stage, sanctuary, and foyer after event photos are complete.

Family Name: _____

Student Names & Grades: _____

We will commit to serve on the following committee:
(Please fill in ALL 3 lines in the order of priority, in case a committee is full)

| | |
|---------------|--------------|
| 1) Committee- | Parent Name- |
| 2) Committee- | Parent Name- |
| 3) Committee- | Parent Name- |

For questions regarding this Graduation Service Form, contact Janene Serpa at (408) 781-0080 or vjsmom@comcast.net. We are a school run by our volunteers, therefore **Registration Packets will be returned to you if this form is not filled out and complete.** You will be contacted by the Volunteer Coordinator to confirm your service commitments for the year.

Date form received:

Date email confirmation sent:

Notes: