

**Safe Grad 2019 - Parent Meeting**

Agenda

1. Welcome and quick introductions:
	1. Sign In
	2. Review of last meeting
2. Structure of Group:
	1. Executive
		1. Liaison with Admin – could be a partnership of 2, 3
		2. Give final approvals
		3. Financial Responsibility
		4. Signatures on contracts
	2. Fundraising Group
		1. Could be shared leadership
		2. Number and Type of Fundraising Options
		3. Collection of items and funds
	3. Medical Team
		1. Should be a parent with some medical background; doctor, nurse, paramedic
		2. Needs to be a team on the night – shifts
		3. Supplies and set up of area
	4. Food
		1. Needs to provide food throughout the night
		2. Orders, set up, clean up
		3. Should be a team approach on night - shifts
	5. Décor, Music, & Games
		1. Theme based
		2. Activities for students to participate in
		3. DJ
		4. Photographer
	6. Security
		1. On location during the evening
		2. Contract WPS for 2 officers on site
		3. Paperwork completion for students
		4. Wrist banding of students upon entry
		5. Orchestrate Departure process

* 1. Other Important Roles
1. Survey for Grade 12s – What do you need to know from them? What do they need to know from you?
2. Safe Grad Committee – Group Norms
	1. How will you function as a Group?
		1. What are your “rules” for meetings?
	2. Order of tasks to complete
	3. Important Deadlines
	4. Check in Process for when items are completed
	5. Financial Must Do’s

Next Meeting:

Whole Group: Tuesday, November 20th at 6:45pm

Committee Meetings: Establish Meeting times and then be ready to “check in” on the 20th

Minutes taken by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_