

Montgomery County Project Prom/Graduation

20304 Crown Ridge Court Germantown, Maryland 20876

Telephone and Facsimile: 301-515-7100

Website- <http://mcprojectprom.org/>

Coordinator's Agreement

Due Date: Wednesday, November 18, 2016

School Name: _____

General Information:

- In order to receive at the end of the year your share of money acquired by MCPP/G, you must do the following
- ✓ **October 31st, 2016** Deadline – Membership Dues
 - Pay dues of \$30
 - Delinquent dues will result in a penalty of \$25 per month, which will be deducted from any allotment of collected donations distributed at the June meeting
 - The monies and form can be submitted at our first meeting or mailed to the above address
- ✓ **October 31st, 2016** Deadline – Event Coordinators Details
 - Event Coordinators Details
- ✓ **January 13th, 2017** Deadline – Event Details
 - Event Details data must be completed
- ✓ **June 1st, 2017** Deadline – Event Evaluations
 - Event Evaluations data must be completed
- ✓ **June 8th, 2017** Deadline – Several Forms
 - MCPD Evaluation (one copy)
 - Event Summary (three copies)
 - Paying dues to MCPP/G represents that you comply with the following MCPP/G policies
- ✓ Attendance Agreement
 - Each school needs to attend at least **four** of our six informational meetings including the police presentation. You may choose from October, November January, February, March or April. Meeting attendance are recorded and verifies your eligibility for MCPP/G acquired prizes and money
 - Each school agrees not to solicit from the same businesses that contribute directly to MCPP/G
- ✓ Police Department
 - MCPP/G has had a successful working relationship with the Montgomery County Police Department (MCPD) during the Post-Prom/Graduation season since 1993
 - Hopefully, they will provide two officers for your event (Montgomery County Schools/Montgomery County locations only) at no cost to you

- MCPP/G requires that your membership involves the support of MCPP/G's working relationship with the MCPD, realizing that they enhance the security and safety of all attendees and volunteers.

Early Prom Release:

MCPP/G believes the purpose of Post-Prom events is to keep students safe for the night in a drug and alcohol free environment. Post-Prom events that end before 5:00 a.m. may invite undesirable consequences. Students may feel there is time to continue celebrating at private unsupervised parties. Students on provisional licenses who drive between midnight and 5:00 a.m. are driving illegally--no exceptions. For these reasons, MCPP/G strongly recommends Post-Prom events end no earlier than 5:00 a.m.

If your Post-Prom is scheduled to end before 5:00 a.m., you are required to submit the Statement of Understanding For Early Post-Prom Release form by **Wednesday, April 13th, 2017.**

Are you scheduling for your Post-Prom event to end before 5:00 am?

- Yes No Haven't Decided

Associate Membership Only (Non-Montgomery County Schools):

- ✓ I understand Associate Membership in MCPP/G entitles
 - Attendance to all membership meetings and the Vendor Fair
 - Receive a handbook
 - Receive information and technical assistance
- ✓ I understand Associate Membership in MCPP/G does not qualify for
 - Money, food, or merchandise donated to MCPP/G for distribution to schools
 - Grant money
 - Police coverage by Montgomery County Department of Police

Are you an Associate Members? Yes No

I/We will adhere to these deadlines, procedures and policies detailed above for our Post-Prom Event.

Coordinator's Name(s):

Coordinator's Signature(s): _____

Date: _____

Return Completed form to Meg Baker by Wednesday, November 18, 2016