

# SUGGESTED TIMELINE FOR YOUR PLANNING

These topics and dates are provided as a guide to planning. They can be modified to fit your specific needs. There are “many paths to success.” Several first year coordinators have begun in the fall, winter, or as late as March.

Fundraising is a major component of planning, but a successful event can occur even on a small budget. MCPP/G officers and team leaders are available to help with budget planning.

## September

### Set Event Planning Meeting

- ❑ Announce it at Back-to-School night.
- ❑ Get in touch with the newsletter editor to place an announcement about your post prom/graduation event and to announce the date for your planning meetings in upcoming newsletters. Connect with the online newsletter contact or post an on the school web site. Information should be directed to parents and students.
- ❑ Get list of potential volunteers at Back-to-School night.

### Security

- ❑ Notify your principal and head of school security that MCPP/G will arrange police coverage for the post prom event.
- ❑ Police assignments will be made by Montgomery County Department of Police.
- ❑ Please do not call either MCPS security or the Montgomery County Department of Police (MCDP) about your event coverage.
- ❑ See Security section for more details.

### Schedule Senior Class Parent Meeting (if possible)

- ❑ This is a good chance to promote the event.
- ❑ Call Class Advisor in September and schedule senior class meeting for a date in January, February or March (or perhaps your school has a “Guidance Advisory Council” that could plan this event).
- ❑ As parents have been the best source of funding, this meeting helps to encourage donations.

## October

### Event Planning Meeting

- ❑ Establish a calendar of planning meetings, publicize to increase the chances that parents will volunteer
- ❑ Decide how to choose a theme for the event (How can the students’ suggestions be considered? – some groups ask Senior Class Officers to decide).
- ❑ Work out as many details as possible.

- Prepare talking points for Senior Class meeting.
- Ask for volunteers to chair each committee and someone to be treasurer. If a committee has no volunteer coordinator, ask for someone to at least be a point of contact until a chair has been found.
- Committees to consider forming:
 

Publicity/Invitations	Decorations
Activities	Fund raising
Food	Prizes
Clean up	Sign-in/Sign-out
Workers at event	Volunteers
Security	Thank-You Notes

#### Appoint a Treasurer/Record Keeper

- Assign someone this responsibility early. Their duties will involve keeping track of expenses and donation sources and answering the MCPP/G evaluation form. Receipts should be saved. They are often needed by MCPP/G for grant reimbursement.

#### Set up a bank account

- This should be done if there isn't one from the previous year. Some schools maintain their funds through the school's Business Office. If using the school's Business Office, check with the Business Manager on procedures. If you maintain your funds as part of the PTSA account there must be good communication and coordination between the event treasurer and the PTSA treasurer. If the account is in a commercial bank, it is a good idea to get an Employer Identification Number (EIN). This number is issued by the IRS. It is not a tax-exempt number. By doing so, you can avoid using an individual's SSN. You can get the appropriate forms from the IRS internet site. Also check with your school administration and PTSA for the possibility of using their EIN number.

#### Determine event location

- Have you booked your location? If not, that task should be a priority. On occasion many schools are looking at the same facility. You will also need to know the rental fee and other miscellaneous charges as you determine your budget.

### **November/December**

Attend the vendor fair.

### **December**

Senior Class Parent Meeting (if possible)

- ❑ Many feel that January or February is the best month for this meeting.
- ❑ Check with administrator or class advisor on agenda for meeting and details such as location, time, table for handouts, microphone.
- ❑ Post prom presentation should be last on the agenda following the topic of school graduation information. (This will draw in the parents).
- ❑ Collect volunteer names on sign-in forms.
- ❑ Count money – if any donated that night.
- ❑ Follow up
  - ❑ Call all coordinators and have them call volunteers.
  - ❑ Collate all committees from sign-in forms.
  - ❑ Confirm next event planning meeting.

## January

Coordinator or representative attends MCPP/G meeting

- ❑ Some private schools do not allow letters to parents for fund raising –check first.
- ❑ Order school labels from school secretary or Registrar. Most schools charge a fee for these labels.
- ❑ Give a list of volunteers to publicity or volunteer coordinator to call for helpers (10 to 12 needed).
- ❑ Be sure you understand the proper procedures and regulations for using the school bulk mailing—see school secretary or Business Manager.
- ❑ Sample letters in Appendix.
- ❑ Take advantage of the school web site.

Vendors

- ❑ Start hiring as funds allow.

Follow up on MCPP/G solicitation letter as needed

## March

Coordinator or representative attends MCPP/G meeting

Assign Parent Volunteers to Committees

Committee Meetings

- ❑ Heads of all committees meet with members of each committee (February or March is best). Consult “Celebrate Life” book for more committee planning ideas. See web site: [www.doe.virginia.gov/support/prevention/drug\\_use/index.shtml](http://www.doe.virginia.gov/support/prevention/drug_use/index.shtml); scroll down to the link Celebrate Life.

Start to collect prizes and plan distribution of them on event night

Sign-in/sign-out Sheets

- Prepare these sheets A-Z for all students eligible to come to the event. Guidance or another office in the school may be able to provide a file of target student population. Many schools have transferred this file into a spreadsheet making the creation of the sheets a very simple process. See sign-in section for samples. I have samples from past years if you want me to send them to you.

Find out school drug and alcohol policy

- Determine with principal and security committee what procedures are to be followed at your event. Be sure all of the volunteers, especially those at the sign-in table, know the procedures. Communicate the plan of action on your event night to the assigned MCDP officers. Consistency helps present a united front and lessens confusion.

## **April**

Finalize plans for event

Coordinators or representatives attend MCPP/G meeting addressing indicators alcohol and other drug use and current trends among teens as well as current young driver information.

## **June**

Coordinator or representative attends MCPP/G meeting, submit end of year evaluations and event summaries

Send Thank You Notes

- Send notes to parents, businesses, and contributors to MCPP/G. Parents can easily be thanked in the PTSA newsletter. This encourages others to contribute. MCPP/G has had positive reaction to thank you notes.