



To: HHS Class of 2009 Parents
From: 2009 All Night Graduation Party Steering Committee
Subject: 2009 All Night Graduation Party
Date: March 3, 2009

2009 All Night Graduation Party is a fun-filled, all-night, substance-free celebration for the 2009 graduates of Hanover High School that allows our graduates to safely celebrate this exciting milestone. It takes place at Hanover High School from 9:15 pm on graduation night to 5 am the next morning. To ensure success, it is important that we "outshine" the alternatives. We do this with fun prizes, great food, and top notch entertainment. We invite you to help make it a success for our seniors.

Who can attend this party?

All HHS 2009 graduates are invited and encouraged to attend. In past years, we have had 97% to 98% turnout by the class members. No one is denied access because they cannot pay the cost of admission.

Why do the kids want to attend a "school" related function?

This is the party to end all parties! The entire school will be completely transformed into another place in keeping with the party theme. (This is a well-guarded secret – the kids don't know what the theme is until they cross the threshold. This is an important part of the tradition, so please keep it under wraps!) There is fantastic and never-ending food; entertainment and activities continue throughout the evening, with something for everyone. It is casual (most kids wear shorts and t-shirts), and it is a chance for the Class of 2009 to do something together for the last time as a class. Our challenge is to design an evening that holds their attention, keeping attendance high until closing time, providing a safe, substance free evening of fun.

What can you do to help?

1. Volunteer as part of a team to plan, organize, and staff the event. Fill out the attached form and return it to Cathy Niboli at the high school or email nancy.c.collier@gmail.com for more information on how you can help.
2. The cost per attendee is \$65, which covers only a portion of the actual expenses. **Donations above the \$65 per attendee are tax deductible. We encourage families who can give a donation above \$65.00 to help support the All Night Party Scholarship Fund or other party expenses.** All proceeds will be used for the event. You can support this event by making a donation online at www.active.com/donate/hhs2009. Checks payable to "HHS 2009 Graduation Party" can be delivered to the HHS main office or mail it to Cathy Niboli, HHS, 41 Lebanon Street, Hanover, NH 03755 by **Friday, April 24**.
3. Talk to your senior, complete the forms, and send them to us soon.
 - Share the graduation party guidelines with your senior now and remind them again in June before the Party.
 - Have your senior sign the attached safety and responsibility form and bring it to the Hanover High School main office by **Friday, April 24**.

Please feel free to contact us with any questions.

Ann Harvey, Co-Chair	802-649-8783	ann.b.harvey@dartmouth.edu
Jane Collins, Co-Chair	603-643-2813	jane.collins@dresden.us
Sarah Robson, Treasurer	802-649-5894	sbrobson@aol.com



Guidelines for Class of 2009 2009 All Night Graduation Party

1. The party is for members of the HHS 2009 graduating class only and will be held at the Hanover High School.
2. HHS is a designated substance-free zone; therefore, alcohol, tobacco, and other drugs will not be permitted in the building or on the grounds outside. We will have lots of delicious food and drinks throughout the entire event.
3. Anyone who is found to be under the influence of drugs or alcohol will not be allowed to enter. Bags and backpacks will be checked by a police officer at the door on arrival.
4. A "Safety and Responsibility" form must be signed and returned by each senior (and by parent or guardian if the senior is under 18) before the student may attend. No senior will be allowed in without a signed form.
5. Seniors must sign in between 9:15 and 10:00. No one will be admitted after 10:00 p.m. except those already waiting in line.
6. The party will end at 5:00 a.m. following breakfast. Any senior leaving before that time will not be allowed to return.
7. Winners of prizes must be present at time of drawing to receive their prize.
8. Seniors are encouraged not to drive themselves to and from the party.
9. Seniors are encouraged to wear comfortable clothing and shoes and bring only their yearbooks with them to the party. Shorts are a good idea since it can get quite warm in the school.
10. Parents are asked to contribute what they feel comfortable giving to help cover the cost of the party for their Senior. The cost is \$65.00; however, no student will be excluded from the party for financial reasons. If you cannot afford the \$65.00 fee, please contact Ann Harvey or Cathy Niboli for scholarship information. All inquiries and information will be kept strictly confidential.



2009 All Night Graduation Party

Safety and Responsibility Signature Form

I, _____, plan to participate in the Class of 2009 HHS Substance-Free All Night Graduation Party. I acknowledge that there are risks of injury associated with this event, and therefore I must adhere to all the rules, regulations, and instructions pertaining to the safety and protection of the participants, and that failure to comply could exclude me from participating in this activity. I understand that the school and the parents cannot ensure the safety of the students and that the school's obligation is to take reasonable precautions for safety and well-being. I also have a responsibility for my own safety and the safety of others.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____
(Only needed if student is under 18 years of age)

Please return this form by April 24, 2009 to: HHS Main Office Attention: Cathy Niboli



**Class of 2009
Project Graduation
HHS Substance-Free All Night Graduation Party**

ATTENDANCE FEE AND DONATION FORM

The cost per attendee is \$65, which covers only a portion of the actual expenses for the party. Donations in excess of this amount are welcome and appreciated!

Name of student: _____

Attendance Fee-Full amount (\$65) or Partial Amount _____

I/We would like to make an additional tax deductible gift of: \$_____.
An acknowledgment of your donation above \$65.00 is available upon request.

Senior T-Shirt Size: SM___ Med___ Lge___ X-Lge___

Please make your check payable to: HHS 2009 Graduation Party.

Online donations may be made at www.active.com/donate/hhs2009

***Please return this form by April 24, 2009 to: HHS Main Office, Attention:
Cathy Niboli***



2009 All Night Graduation Party

Parent Volunteer Form

Volunteers are needed now through the night of the party on various tasks and for varying amounts of time. Whether you have lots of time to share for this event or very little, there is a way that you can help. Please send this information to **Cathy Niboli @ HHS**.

Name _____ Date: _____

Best way and time to reach you:

Phone number _____

Email _____

Check any committee you are interested in joining:

<u>Committees</u>	<u>When is help needed?</u>
--------------------------	------------------------------------

<input type="checkbox"/> Fundraising	Calls and visits now through May
<input type="checkbox"/> Decorating	Now through June
<input type="checkbox"/> T-shirt	Calls now and work May, June
<input type="checkbox"/> Food	Calls now and day of party
<input type="checkbox"/> Chaperones	Night of party
<input type="checkbox"/> Clean Up	Night of party
<input type="checkbox"/> Entertainment	Now through June
<input type="checkbox"/> Junior Parent Volunteers	Calls May & June; party week

For more information on the variety of help needed, please read the attached description of committees.

Please return this form to HHS Main Office Attention: Cathy Niboli



Committee Job Descriptions

Casino- Chair: Carol Carr carolcarr30@comcast.net (603) 643-8173

This committee creates a Casino with all of the glitz and fun that has made this activity a major hit every year. No prior experience required-training will be provided.

Chaperone- Chair: Kerry Lyden kw140@aol.com (603) 653-0009

Recruit and schedule parents for blocks of time throughout the party to greet and chaperone students. Suggest 3 shifts, 15 chaperones per shift.

Clean Up- Contact person: Amy Stephens stephens4817@comcast.net (603) 643-4817

A primary role is co-coordinating with the HHS custodial staff so that the clean up job is done responsibly and on time. While the custodial staff has certain responsibilities the night of the party a major portion of clean up is solely the responsibility of the parent volunteers and should not fall to custodial staff. The committee will supply cleaning supplies. Clean up also includes packing away all non disposable items, setting up a system to return borrowed items and finding a place to store Party decorations, etc. until they are needed next year. Clean up must be finished by the start of school the next day. This committee ideally should include parents of seniors and juniors and anyone else who wants to join in to help with this very important job.

Decorating- Chair: Elisabeth Gordon elisabeth.w.gordon@hitchcock.org (802) 649-2532

Design, create, and set up all decorations, including signs. Coordinate with the Entertainment, Casino, and Food Committees regarding the placement of activities and food. The Decorating Committee works with the Junior Parent Coordinator to obtain volunteer Junior parents who will finish decorating so that the Senior parents can attend the graduation. Coordinates with the Clean Up Committee to make sure that Junior parents are on hand at clean-up to collect, inventory, and store decorations for their party next year.

Entertainment- Co-Chair: Fiona Heaney heaneyfiona@gmail.com (603) 643-1619

Co-Chair: Rebecca Kazel rkazel@hotmail.com (603) 643-3219

Plan and provide entertainment throughout the evening, schedule volunteers to monitor all activities and arrange for the delivery and return of rented or borrowed equipment. NOTE: Casino Committee will plan and conduct casino activities in conjunction with schedule established by Entertainment Committee.

Food- Chair: Mary King mary.s.king@myfairpoint.com (603) 643-5123

Solicit volunteers and businesses to provide and/or serve a variety of foods and beverages throughout the evening. Coordinate with HHS, vendors, and the Decorating Committee for delivery and storage. May want to coordinate with Clean up Committee to make arrangements for disposition of any food that will not be thrown away. Coordinate with Fundraising-Raffle and T-Shirt Committees so that same businesses are not solicited for multiple gifts.

Fundraising/Raffle- Chair: Kim Holzberger kimholzberger@mac.com (802) 649-2137

Coordinate with the Treasurer and committee chairs to raise funds sufficient to cover the expenses of the party. A request for a donation will go to every parent. Businesses and volunteers will be solicited for raffle prizes, and the committee will schedule prize drawings throughout the evening in coordination with the Entertainment Committee.

T-shirts- Chair: Dawna Clarke dawna.clarke@tuck.dartmouth.edu (603) 643-3476

Creates a fun and memorable t-shirt that matches the Party theme.

Junior Parent Volunteer Coordinators

Co- Chair: Kristin Shaw Kristin.shaw@valley.net (603) 649-2960

Co-Chair: Sandy Haskell sandy.haskell@teleatlas.com (802) 649-1856

Recruit parents of junior students to help out with all aspects of the party. Junior parents are absolutely integral to the success of the evening. Assign liaison people on Decorating Committee to work with Junior parents to complete decorating on party night. One of the primary tasks for the parents of juniors is to finish decorating and setting up when the parents of the seniors will be attending graduation. This committee also gives parents of juniors a chance to learn what they need to do for next year when they will be hosting the Senior Class Party for their child.

General Volunteer Coordinator

Nancy Collier nancy.c.collier@gmail.com (603) 643-3709

Not sure how to help? Please feel free to contact Nancy with any general volunteer questions you may have.