

Big Send Off

RESPONSIBILITIES & DUTIES

Meetings
 1st 2nd 3rd 3 wks 7-9 days 5-7 days 3-5 days 1-3 days Event After

Lead Coordinator

*Meet with S3 Headquarters and Elementary School Coordinator																				
*Recruit BSO Helpers																				
*Decide Event Date																				
*Decide Event Time (add at least an hour before for set up)																				
*Decide Event Location (and rain location if outdoors)																				
*Establish Event Schedule																				
*Assign individuals responsible for communicating with each class																				
*Recruit/Assign Helpers to each Responsibility Area																				
*Coordinate activities of all Helpers (ongoing)																				
*Set dates for future meetings (ongoing)																				
*Communicate with S3 Headquarters and Elementary School Coordinator (ongoing)																				
*Arrange for photographer and videographer																				

Room Mom

*One Key contact per class responsible for communicating with parents in that class																				
*Checks class rosters to verify all students accounted for																				
*Call each student's parents: tell them about the upcoming event and to look for invitation in the mail. Keep trying to reach parent & speak to them personally rather than leaving a message.																				
*Make RSVP follow-up calls																				
*Call each student to remind them of event and generate excitement 1-3 days prior																				
*Report counts to Shirts/Favors and Food Helpers																				

Donations

*Target Donors--for cash--coordinate with Treasurer																				
*Target Donors--for 'give away' items (shirts, CD's, trinkets)																				
*Target Donors--for Favors																				
*Target Donors--for food/drink--coordinate with Food Helper																				
*Acknowledgement (program, signs etc.)																				
*Thank You cards to donors & sponsors																				

Treasurer

*Coordinate all finances and communicate with S3 Headquarters (ongoing)																				
*Collect donations (ongoing)																				
*Collect meal payments and purchases of Calendars, shirts, etc.																				
*Submit Deposit Form to S3 Headquarters																				
*Submit Reimbursement Requests to Headquarters																				

Location

*Research & Select & Location																				
*Reserve Location--includes forms and deposit, if necessary																				
*Pick a rain location, if outdoors																				
*Inspect location in advance--look for boundaries, hazards, etc.																				
*Determine Traffic Flow (parking, drop off & pick up)																				
*Plan where to have Sign In																				
*Plan where to have Food																				
*Plan where to have Student Challenge																				
*Plan where to have Student Break Out Session																				
*Plan where to have Parent Pep Talk																				
*Determine what signs are needed and where they will go																				
*Make sure there are ample trash receptacles																				

T-Shirts

*Determine Quantities needed (coordinate with Room Moms)																				
*Gather Sizes for students--include family, Adult Helpers & MS/HS kids																				
*Place Order(s) with S3 HDQ in time to pick up before event																				
*Pick up t-shirts from Advanced Online																				
*Organize t-shirts for distribution																				

Favors/Calendars

