

Preparing for C/O 2021

January-2020

- Nothing

February-2020

- Nothing

March-2020

- Go to CADA and get AMAZING ideas for my Seniors
- Senior Walk-2021
 - Contact Elementary Schools
 - Determine a date for c/o 2021

April-2020

- ASB Holds Officer elections for next year's Senior Class
- Senior Walk-2021
 - Questionnaire to Juniors
 - Distribute in:
 - History
 - English
 - What elementary school did you attend?
 - If not in our district, where did your friends go?

May-2020

- Meet with C/O 2021 officers
 - Discuss theme for the school year
 - Discuss senior wear design
 - Fill Out PO's for D-Land and Busses
 - Fill Out PO's for BBQ dinner fundraiser
 - Reserve Cafeteria for BBQ dinner
 - Contract with Texas Roadhouse for BBQ dinner

June-2020

- Senior Class's Graduation- c/o 2020
 - Officers help with current

- Hand out programs
- Help Seat people
- Are my gophers

Officer Meeting:

- Meet for beginning of the year activities
- Go over/finalize Senior Wear Design
- Discuss/Plan Senior Sunrise
- Sr. Fun Day
 - Contact Bounce Company
 - Contact other ‘services’ (train, DJ, etc.)
 - Decide on menu
- Social Media:
 - Set Up:
 - Remind
 - IG
 - FB
 - Twitter
 - Students moderate (All but FB)
 - I have admin access

July-2020

- Order officer’s senior wear
- Order Senior wear for office staff and Principal

August-2020

- Sr. Business Day
 - Have Italian Sodas/Sr. Treat
 - Handout of all the Social Media
 - Have a calendar for all upcoming activities/important dates (some will change)
 - Get parent Volunteers for Sr. Sunrise and Fun Day
 - Take orders for Sr. Wear
- Officers meeting
 - Finalize activities for Sr. Sunrise and Sr. Fun Day
 - Shop for Sr. Sunrise
 - Shop for Sr. Fun Day
- Sr. Sunrise: (Free Event-Low Key)-NOT the 1st day of school, but the 1st Friday
 - Parent volunteers arrive at the stadium at 5:30am
 - Capri Suns (Costco has them on sale in August)
 - Costco muffins (Cut in ½)
 - Officers give a speech
 - Introduce the theme for the year

- Introduce activities
 - ‘Ring the Bell’
 - Ring the bell the number of times for the year of the graduating class. (21 x’s)
 - You could do something else that is meaningful to your school.
 - Sing the Alma Mater
 - Do a chant
 - Whatever your officers feel will have meaning to your students
 - Take a group picture on the field
 - Kids leave for Starbucks, Denny’s, wherever before getting back to school.
- **Sr. Fun Day: (Free Event)**
 - Take the last half of the day off
 - Set up for fun day:
 - Parent volunteers:
 - Nacho Bar
 - Snow Cones
 - Waters
 - Bounce Houses
 - Map out where they go
 - Have them all set up
 - Dunk Tank
 - Teacher volunteers
 - Softballs
- **BTSN Parent’s Meeting**
 - Go over Calendar
 - Take payments for:
 - Sr. Wear
 - Disneyland
 - Check out Texas Roadhouse Tickets
 - Each \$15 ticket sold = \$4.00 off their D-land Trip
 - Split-
 - \$8.00- TRH
 - \$4.00- Student
 - \$3.00-Sr. Class
 - Sell 3 books, trip is paid for
 - They pay less for the trip
 - Class makes money
- **HOCO Float**
 - Choose Sr. Theme
 - Begin design

September-2020

- **Disneyland Trip**
 - Submit Paper work for board approval

- Contact Transportation for busses
- Senior-Walk
 - Put in Transportation request for busses
 - Officers begin organizing schools
- Sr. Wear
 - Collect final money
 - Put in order
- BBQ Tix
 - Continue to collect money
 - Put in PO's for event
- Class Meeting for float
 - Approve design
 - Decorate HOCO float

October-2020

- Pass Out Sr. Wear
- BBQ Dinner
 - Collect final sales
 - Get volunteers

November-2020

- Collect \$ for D-land
- Collect \$ for Sr. Wear

December-2020

- Collect \$\$ for activities
- Christmas Letters
 - Make-A-Wish: Macy's donates \$1 to MAW for Santa Letters
 - Answer Kindergartener's letters to Santa

January-2021

- Set Date for:
 - Senior Class Meeting
 - Sr. Parent's Meeting
 - Coordinate with Herff-Jones
 - Submit Facility Request for Cafeteria
 - Get officers/volunteers to help distribute Caps and Gowns
- Senior Walk
 - Begin collecting elementary class pics
 - Scan
 - Identify by schools

- Cross reference with Updated Sr. Class List

February-2021

- Graduation
 - Meeting for those interested in doing a performance piece
 - Audition for performance pieces
- Bowling Alley
 - Contact regarding dates
 - Contact transportation
- Disneyland
 - Continue to collect money
 - Determine bus themes
- Random Acts of Kindness Day
 - Meet
 - Decide what to do
- Easter Egg Hunt
 - Order Eggs and Candy
 - Decide on additional prizes
- Senior Walk
 - Contact Principals at Elementary schools to check in
 - Begin working with transportation and GHS (if necessary)
- Oh the Places You'll Go (Future Board)
 - Make poster
 - 3x5 cards
 - Set up in office

March-2021

- Disneyland
 - Final payments for D-Land taken
 - Final head count
 - Type up paid lists
 - Order Tickets
 - Cancel Busses (if necessary)
- Easter Egg Hunt
 - Out in the "swamp"
 - Jr. Class Officers hide eggs

- Bowling Trip
 - Confirm Dates
 - Sign Contract

- Senior Walk
 - Type up school lists
 - Organize Pictures for name tags

- Random Acts of Kindness Day
 - Pizza for all seniors
 - Italian Sodas
 - Other ideas?

April-2021

- Begin meeting with officers every week
- Class Meeting
 - Pass Out permission slip packets. Include:
 - ALL permission slips
 - D-Land
 - Safe and Sober
 - Bowling
 - Sr. Walk
 - Calendar/Important Dates
 - Graduation Cap Design Form
 - Vote on Faculty:
 - Walk Seniors In
 - Announce Names
 - Have lists of D-land Paid/Attending on walls
 - Have Lists for Sr. Walk on Walls

- Parent's Meeting
 - Reiterate all information given at Class Meeting
 - Discuss graduation:
 - Seating
 - Ticket numbers
 - Herff-Jones pass out cap and gowns

- Sr. Breakfast
 - Contact Cafeteria
 - Put in Facility Request

- Senior Sunset
 - Put in facility request for cafeteria
 - Contact caterer/parents

- Graduation
 - Check in with Performers
 - Check in with venue
 - Begin video
 - Elementary School pic
 - Senior Pic
 - Order Staff gowns
 - Decide on Sr. Shout-outs
 - Record if necessary
 - Organize with Tech/Video Class

- Disneyland
 - Bus sign-ups
 - 3 days at lunch
 - If they don't sign up, we assign them a bus

- Misc.
 - Collect All permission slips for events
 - Return any rejected cap designs

May-2021

- Sr. Breakfast
 - Finalize menu
 - Give final head count
 - Purchase:
 - Bags for faculty notes
 - Envelopes and stationary for senior notes
 - Make posters of Faculty/Staff in each department

- Disneyland
 - Treats
 - Purchase treats for goodie bags
 - Purchase bags
 - Fill and put in Rubbermaids for under the bus
 - Cases of Water for there and back
 - Busses
 - Identifying Signs with theme
 - Staff for busses
 - Finalize student lists
 - Paid
 - Permission slips turned in
 - Set up a Special Disney “Remind App” to contact students
 - Sign-in at nurse’s station on Main Street for students who need me

- Senior Walk
 - Check off list for all students going to schools
 - Complete Name Tags and put in school envelopes
 - Disperse permission slips in appropriate school envelope
 - Make sure everyone has cap and gowns
 - Staff volunteers to accompany students to each school
 - Organize bus ‘flow’ to each school
 - Have Digital Photography class students on each bus to take pics for Sr. Video

- Bowling
 - Pay final payment
 - Organize:
 - Busses
 - Chaperones

- Graduation
 - Programs
 - Begin work
 - Updated list from registrar
 - List of all scholarships and GPA’s from College Career Counselor
 - Finalize presenters and speakers
 - Send to printers
 - Get tickets from printers
 - Put in envelopes for students
 - Add extra-for prize winners
 - Organize school board members and superintendent
 - Organize processional and recessional
 - Sr. Portraits and Elementary school pics video
 - Complete video
 - Transfer to 3 different ways to play
 - USB
 - Cloud
 - DVD-R
 - Get ALL APPROVED finalized speeches in ‘Student Binder’ and place in order:
 - ASB officers’ welcome speech
 - Senior Class officers Speech
 - Valedictorian speech

June-2021

- Sr. Breakfast/Grad Practice
 - Students arrive
 - Eat
 - Notes
 - Write letters to themselves to be opened at their 10 year reunion
 - Write ‘thank you’ notes to faculty/staff members and put them in their ‘bags’

- Store student's letters in box in my class
 - Distribute bags of notes for faculty in their boxes
 - Set up chairs for grad practice
- Senior Sunset
 - Catered dinner
 - Sr. Slideshow
 - Usually made by the class officers
 - I've viewed it before hand, but do not have anything to do with it.
 - Open microphone reflections
 - Out in the stadium/parking lot
 - Students talk about their favorite memories
 - Ring the bell the number of times per class
- Bowling Trip
 - Arrive at the bowling alley
 - 8 kids per lane
 - Order pizzas and soda
 - Let kids play
 - Return to school
- Sr. Walk
 - Students on appropriate busses for their elementary school
 - Name Tags given
 - Pictures taken
 - Student speeches (if requested)
 - Students return to school
- Graduation
 - Grad practice
 - Reserve seats for valedictorian's parents
 - Next class officers help distribute programs as parents arrive
 - Organize staff (including announcers)
 - Waters and snacks for students while waiting
 - Waters under all faculty chairs
- Go to PF Chang's for dinner with colleagues! 😊