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**
  o Confirm Dates
  o Sign Contract

• **Senior Walk**
  o Type up school lists
  o Organize Pictures for name tags

• **Random Acts of Kindness Day**
  o Pizza for all seniors
  o Italian Sodas
  o Other ideas?

**April-2021**

• Begin meeting with officers every week

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

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

• **Sr. Breakfast**
  o Contact Cafeteria
  o Put in Facility Request

• **Senior Sunset**
  o Put in facility request for cafeteria
  o Contact caterer/parents
• **Graduation**
  o Check in with Performers
  o Check in with venue
  o Begin video
    ▪ Elementary School pic
    ▪ Senior Pic
  o Order Staff gowns
  o Decide on Sr. Shout-outs
    ▪ Record if necessary
    ▪ Organize with Tech/Video Class

• **Disneyland**
  o Bus sign-ups
    ▪ 3 days at lunch
    ▪ If they don’t sign up, we assign them a bus

• **Misc.**
  o Collect All permission slips for events
  o Return any rejected cap designs

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**May-2021**

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

• **Disneyland**
  o **Treats**
    ▪ Purchase treats for goodie bags
    ▪ Purchase bags
    ▪ Fill and put in Rubbermaids for under the bus
    ▪ Cases of Water for there and back
  o **Busses**
    ▪ Identifying Signs with theme
    ▪ Staff for busses
    ▪ Finalize student lists
      • Paid
      • Permission slips turned in
  o Set up a Special Disney “Remind App” to contact students
  o 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
    o Set up chairs for grad practice

• Senior Sunset
  o Catered dinner
  o Sr. Slideshow
    ▪ Usually made by the class officers
    ▪ I’ve viewed it before hand, but do not have anything to do with it.
  o Open microphone reflections
    ▪ Out in the stadium/parking lot
    ▪ Students talk about their favorite memories
  o Ring the bell the number of times per class

• Bowling Trip
  o Arrive at the bowling alley
  o 8 kids per lane
  o Order pizzas and soda
  o Let kids play
  o Return to school

• Sr. Walk
  o Students on appropriate busses for their elementary school
  o Name Tags given
  o Pictures taken
  o Student speeches (if requested)
  o Students return to school

• Graduation
  o Grad practice
  o Reserve seats for valedictorian’s parents
  o Next class officers help distribute programs as parents arrive
  o Organize staff (including announcers)
  o Waters and snacks for students while waiting
  o Waters under all faculty chairs

• Go to PF Chang’s for dinner with colleagues! 😊