

Carlisle Public Schools Graduation Reception Host Subcommittee Guide

(7th Grade Volunteers)

Thank you for volunteering to host the reception at graduation. Your presence allows parents and guardians of graduating students to fully enjoy their celebration together. We hope this reception also gives you a glimpse into what graduation looks and feels like for your turn next year. Please be in close contact with the Reception Subcommittee Chair in the days and weeks prior to the event so you feel confident and ready to host!

Time: June

Overview: While the families of graduating students are attending the ceremony outside or in Corey Auditorium, we ask a group of 7th Grade parents/guardians to host the reception. The reception directly follows the ceremony and is very busy. But it is fun to see all the families on this special occasion. This group of volunteers only hosts and cleans up after the reception. You do not need to set up.

Timeline

May

- Reach out to other 7th Grade parents/guardians to ask for volunteers to host the graduation reception. This can be done by the coordinator reaching out to friends, and/or a message in the Buzz. Contact the Assistant to the Superintendent to find out the deadline for your notice to be included in the May issue of the Buzz. Responsible 7th grade students are also welcome to be part of your crew!

June

- Day Before Graduation - ask the graduation reception subcommittee chair to show you the layout of the reception in the cafeteria once the cafeteria is set up.

Make sure you know:

- Where the drinks are in the cooler in the kitchen, carefully note which drinks are for the reception and which drinks are not.
- Where the chilled food is in the kitchen. Ask that it is clearly marked so volunteers can easily determine which food is for the reception.
- Where the trash cans are located and where you can find extra bags if the trash gets full.
- Confirm time that volunteers should arrive.

Day Before Graduation

- Send an email to volunteers to confirm they know when to arrive

Graduation Day -

- Arrive to cafeteria a few minutes before your volunteers are scheduled to arrive.
- The reception will have tables set all around the room with different types of food in different areas. Ask volunteers to assume responsibility for a table or two.
- Graduates and their families will suddenly flood the room! As they take food from the tables volunteers should keep the table(s) as tidy and appealing as possible and replenish food as needed. Throwing trash away as it is created will help the clean up crew too!
- Once the stragglers have left, clean up cafeteria.

Carlisle Public Schools Graduation

Reception Host Subcommittee Guide

- All decorations should be carefully taken down and put in bins to be returned to storage
- All dishes and serving utensils should be clean and put in bins to be returned to storage
- All trash should be tied in bags and taken to dumpster
- All extra food should be taken home by volunteers
- All tablecloths removed and tables washed if necessary
- Chairs should be stacked
- The floor should be swept

Day After Graduation

- Sent an email to thank your volunteers
- Send receipts to class treasurer for reimbursement
- Update this write up and send it to the Graduation Co-Chairs