

# Project Graduation Overview



April 27th, 2021

GLEN RIDGE HIGH SCHOOL  
HOME & SCHOOL ASSOCIATION

Save the Date!



**June 17, 2022**

GLEN RIDGE HIGH SCHOOL  
CLASS OF 2022  
GRADUATION CEREMONY  
&  
PROJECT GRADUATION

# Project Graduation Overview



## ***Project Graduation (PG)***

- A Glen Ridge tradition since 1961
- Provides our graduates an opportunity to celebrate in a safe, alcohol & drug free environment

## **The Schedule of Events**

- High School Graduation Ceremony 7-8pm
- Dinner Dance for the graduates at GR Country Club 9-11:30pm
- Tent Party with games and prizes 11:30-3am
- Breakfast and / or Pool Party 3-5am+

The parents of the graduating class raise funds to fully cover the cost for the entire evening.

Project Graduation is a sub-committee of the GRHS Home & School Association.

# Project Graduation Guidelines

a/o March 2014



## ***Fundraising Guidelines:***

- Only the current graduating class may call themselves Project Graduation
- Fundraising may begin at the start of 9<sup>th</sup> grade
- 9-11<sup>th</sup> grade fundraising may only be in the form of Parent Socials within the grade.
  - The High School Home & School President and the GRHS Principal must approve the Parent Socials
  - An insurance rider must be obtained from the Board of Education's insurer for all gatherings
  - Funds raised should be submitted to the GRHS HSA Treasurer to be held for that grade's future PG use
- Absolutely no fundraising by selling products or services in grades 9-11

# Project Graduation Guidelines

a/o March 2014



## ***Finances:***

- Finances collected between 9th and 11th grade will be maintained by the High School Home & School Association and will be itemized on the monthly treasurer's report
- The total funds will be transferred into the appropriate year Project Graduation account on or about July 31st leading into senior year
- There will be a per pupil cap not to exceed an average of the previous three years unless approved by Executive Council

# Project Graduation Guidelines

a/o March 2014



## **Finances, continued...**

- Raised funds that exceed the cap must be returned to the High School Home & School Association to be used to benefit all High School students. Project Graduation should not intentionally raise funds over the amount needed for PG
- All fundraisers that are not used by a particular Project Graduation default to the HS Home & School Association to use and/or hold for future Project Graduation committees
- Project Graduation maintains a Blue Foundry checking account under the GRHS H&S bank umbrella which is passed on year to year. The GRHS HSA Treasurer includes updates on these accounts at the monthly HSA meetings. PG also has access to the GRHS H&S PayPal account for PG events.

# Project Graduation Guidelines

a/o March 2014



## Project Graduation Committees

- The HS HSA President and Principal select the PG Chairs and Treasurers. These lead positions will then be voted in at the last HSA Meeting of the school year so that the new PG Committee can begin planning prior to the start of the senior year.
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- Each PG committee will have a leader who reports to the PG co-chairs and is responsible for the success of that committee and managing the budget. The committee leader will be responsible for monitoring their budget and notifying the PG chairs of revised forecasts, especially if they anticipate going over budget
- The PG chairs have the authority to reallocate funds at the expense of another committee, if necessary. \$1,000 starting cash balance is to be left in the account for next PG team
- Each committee lead is responsible for an end of year summary report that will be kept in the Master Binder and sent electronically to the PG chairs
- The Project Graduation Committee will complete the master binder and turn it over to the following year's committee chairs by August 15th

# Project Graduation Guidelines

a/o March 2014



## **Communication:**

- All PG communication must be approved by the PG Chairs and High School Principal
- The school can send email communication to parents and students and can provide mailing labels. However, the school will not provide an electronic list of contact information for the parents and students
- Email communication will only be sent out a maximum of 3 times per event
- Email communication to be distributed by the school should be submitted to the High School Principal with at least 48 hours notice



# Themes



- 2021 Scooby Doo
- 2020 Finding Nemo
- 2019 SpongeBob Squarepants
- 2018 Monsters Inc.
- 2017 Toy Story
- 2016 Star Wars
- 2015 Lego
- 2014 Dr. Seuss
- 2013 Harry Potter
- 2012 Super Mario
- 2011 Classic Disney
- 2010 Willy Wonka
- 2009 Old School Nickelodeon
- 2008 Superheroes
- 2007 Candyland
- 2006 Las Vegas
- 2005 Pirates of the Caribbean

- Themes are selected by the class in September of their Senior year
- Initial themes are submitted to the Principal
- The top 2 or 3 choices are then proposed to the Seniors at a class meeting where they vote on the final theme
- Then the planning begins!

# Volunteer Opportunities

## PG Lead Positions

- PG Chair/Co-chairs
- Treasurer(s)
- Publicity/Communications
- Committee Leads
- Sub-committee Leads

## Committees/Sub-Committees

- **Fundraising:**
  - Parent Social(s)
  - Powder Puff Game - Oct/Nov
  - Car wash – tbd
  - Golf/Tennis Outing – April/May 2022
  - Talent show – March /April
  - Plant sale – May
  - Graduation Lawn Signs – May
  - Duck race – May
- **PG Dinner Dance**
- **PG Tent Party**
  - Design/Construction
  - Food
  - Games
  - Prizes
- **PG Pool Party/Breakfast**

# The Survey – Due May 14, 2021



## a/o PG2014

- Sent to Junior families through school email
- Designed to:
  - Make it easier for anyone to volunteer themselves or their home
  - Take the pulse of the incoming Senior Class parents on their PG views

## What Happens Next?

- Lead positions (chairs and treasurers) are selected by the HS Principal & H&S President
- Positions will be voted in at the last H&S Meeting of the current school year (Zoom)
- Survey results are shared with the class by the PG Chairs

# Financials



Cost per student cannot exceed the average spending of the prior 3 years:

2017 \$232

2018 \$250

2019 \$239

*\*PG20 and PG21 are “off-years” and may not be factored in*

Category	2019%/cost per student	2018 %/cost per student	2017 %/cost per student
Admin	8%/\$45	9%/\$22	6%/\$15
Dinner Dance	27%/\$72	25%/\$62	29%/\$66
Tent Party	30%/\$31	28%/\$71	32%/\$74
Tent Prizes	26%/\$67	27%/\$69	24%/\$56
Tent Games	4%/\$8	3%/\$8	5%/\$13
Tent Food	1%/\$4	2%/\$4	1%/\$3
Pool Party	4%/\$12	6%/\$15	2%/\$5
<b>Grand Total</b>	<b>100%/\$239</b>	<b>100%/\$250</b>	<b>100%/\$232</b>

# PG 2022 Budget Scenario



● Starting Cash	\$4,283.26
● Charge/Student	\$21,600 (\$150 x 144)*
● <i>Car Wash</i>	<i>tk</i>
● Golf/Tennis Outing	\$3,000
● <i>Parent Socials</i>	<i>tk</i>
● <i>Talent Show</i>	<i>tk</i>
● Duck Races	\$1,000
● Plant Sale	\$2,500
● Grad Lawn Signs	\$3,000
<b>TOTAL</b>	<b>\$35,383</b>
Per Student (not final)	\$245

\*can be paid in installments over the the year

# PG 2022 Timeline



<b>May 14th</b>	<b>Survey Due</b>
<b>June HSA Mtg</b>	<b>PG Chairs &amp; Treasurers selected &amp; voted in</b>
<b>June PG21</b>	<b>Provide PG21 Support &amp; arrange PG22 storage</b>
Aug	Information/\$ Transferred by previous class
Sep	PG 2022 Kick Off Meeting; Student Theme
<i>Fall</i>	<i>Parent Social</i>
<i>Oct</i>	<i>Car Wash</i>
<i>Nov</i>	<i>Powder Puff</i>
<i>March</i>	<i>Talent Show</i>
April/May	Golf/Tennis Outing
May	Plant Sale & Duck Races @ Arts/Eco Fair
June	Lawn Signs
<b>June 18th</b>	<b>The Main Event – PG 2022!!!</b>

# Stay Informed



Website [www.glenridge.org](http://www.glenridge.org)

select - *High School*

select – *Home & School*

Select- *Project Graduation Menu*

Facebook GRHS Class of 2022

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