

# Graduation 2010 Volunteer Opportunities

	Volunteer Name: _____		
	Phone Number: _____		
	Email: _____		
<b>Check Area of Interest</b>	<b>Graduate &amp; Undergraduate Parents:</b>	<b>Approximate Time Required</b>	<b>Approximate Dates Needed</b>
<b>Administration</b>			
	Format program	20-30 hrs	Mar - Apr
	Design program cover	2-4 hrs	Mar - Apr
	Proof-read and edit program (2 people)	8-10 hrs	Mar - Apr
	Make scrapbook pages for grad Memory Book	8-10 hrs	Mar - Apr
	Format, print, and assemble diplomas, print notecards	5-6 hrs	April
	Purchase pizza and paper goods, set-up, and clean-up at Rehearsal (2 people) 5:30 - 6:30 pm	2 hrs	May 4
	Deliver program to printers, pickup for rehearsal, pickup/sort for grad day	2-3 hrs	May
	Pick up flowers, attach notecard to corsages, deliver on Grad Day	1-2 hrs	May
<b>Senior Banquet - Friday, April 16th</b>			
	Coordinator: Plan event, purchase decorations, oversee volunteers at Senior Banquet	10-12 hrs	Mar-Apr
	Assistant Coordinator: Assist Coordinator in all areas	10-12 hrs	Mar-Apr
	Help decorate with balloons, set up tables (8-10 people - teens welcome) 1:00 - 5:00 pm	2-4 hrs	Apr 16
	Help serve dinner (8-10 people - teens welcome) 5:00 - 8:00 pm	2-3 hrs	Apr 16
	Help clean-up and tear-down (8-10 people - teens welcome) 10:30 - 11:30 pm	1 hr	Apr 16
	<b>Undergraduate Parents Only: Graduation Day - Saturday, May 8th</b>		
<b>Decorations &amp; Set-up</b>			
	Coordinator: Purchase balloons/decorations, arrange for helium tanks, oversee volunteers on Grad Day	6-8 hrs	Apr - May
	Assistant Coordinator: Assist Coordinator in all areas	6-8 hrs	Apr - May
	Help decorate with balloons (15-20 people - teens welcome) 7:00 - 9:00 am	2 hrs	May 8
	Set up Memory Tables with linens and signs (2 people) 7:00 - 8:00 am	1 hr	May 8
	Clean-up in foyer after Ceremony, collect lost & found (2 people) 12:30 - 1:30 pm	1 hr	May 8
<b>Ushers</b>			
	Coordinator: Contact and coordinate ushers, train and oversee ushers on Grad Day	8-10 hrs	Apr - May
	Assistant Coordinator: Assist Coordinator in all areas	8-10 hrs	Apr - May
	Help usher, hand out programs (8-10 people - teens welcome) 8:30 am - 12:00 pm	3-4 hrs	May 8
	Clean-up in sanctuary after Ceremony (can be same usher helpers) 12:00 - 1:00 pm	1 hr	May 8
<b>Hospitality</b>			
	Coordinator: Purchase breakfast items and paper goods, set up volunteer brunch, refill items as needed, clean-up 7:00 - 10:00 am	3-4 hrs	May 8
	Assistant Coordinator: Assist Coordinator in all areas	3-4 hrs	May 8
	Help serve refreshments at Punch Reception after Ceremony (4-6 people) 12:00 - 1:00 pm	1 hr	May 8
<b>Miscellaneous</b>			
	Where Needed	TBD	TBD