



Grad Night Boosters  
18627 Brookhurst Street  
Box 120  
Fountain Valley, CA 92708

Job Title: Prizes

#### Description of Duties:

1. Attend all Grad Night Executive and Extended Board Meetings.
2. Be a part of the budget planning on what can be bought.
3. Work with Corporate Donation Chair on the donation letter.
4. Mail out to different organizations to donate items for the prizes.
5. Visit different locations to gather donations.
6. Be creative and put together packages – up to 40 for the Large Grand Prizes.
7. Once shopping has started – be sure to give updates to the Board at the meetings as well as Webmaster to post on social media to gain buzz.
8. Springtime – start wrapping the prizes and store them in a storage unit.
9. Work with the Treasurer on gathering the dollar figures of the dollar bills for the Cash Box.
10. Type up the Prize Package to post on the Plastic Boxes at the Event.
11. Schedule Prize Sitters for Day of and Night of.
12. Week Prior to the Event – collect the monies from the Treasurer and put in envelopes to hand out for Volunteer Hours and for the Cash Booth for the minute-by-minute throw in.
13. Put Together the Money Guessing Box and bring to the Event.
14. Put Together “How Many Items Are In the Box” Game and bring to the Event.
15. Day of event – work with Construction on gathering the Prizes from the storage unit to bring them to the Event.
16. Day of the Event - Set up the Prize Table along with the tablecloths, and buckets.
17. Have Prize Sitters as your Volunteers.
18. Close-down the Prize Table about 90 minutes prior to the End of the Event.

19. Draw all the winning tickets from each bucket and write down who won. – Can't be a Senior Parent. If this chair is a Senior Parent – the President will pull and have an assistant whom is not a Senior Parent)
20. Be sure to have an Assistant to write down the winners. (Can't be a Senior Parent)
21. Announce along with the President the winner of each Grand Prize and Cash Prize.
22. End of the Night – Hand out the Grand Prizes to the students.
23. Breakdown the Prize Table – and load the U-Haul of the plastic boxes and stands.
24. Unload the U-Haul at the School with the Prize equipment.

### Time of Service Dedication:

1. Attend the meetings.
2. Writing and mailing out donation letters.
3. Visiting and picking up items from donors.
4. Shopping all year for the prizes.
5. Organize and wrap the prizes.
6. Day of and night of the Event.