



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

Job Title: Senior Mugs

Description of Duties:

1. Attend the Executive and Extended Board Meetings and be prepared to give updates.
2. Mid-March – Work with Attendance on getting the list of the Graduating Class names.
3. Mid-March - Work with the President and Treasurer on how many to order. Usually about 300 mugs.
4. Mid-March - Order the Mugs through Senior Specialty and supply them with the list of names.
5. Review the mockup of mug artwork and check for any name corrections.
6. April - Buy cellophane, ribbon, candy, and shred to fill the mugs.
7. April – Pick up the Mugs and find volunteers to help fill/wrap all the mugs.
8. Early May – Take (2) boxes to the front office for teachers to buy – many but them for their TA's.
9. Mid-May – Have 2 boxes completed to sell at the Parent Meeting.
10. Find Volunteers to help sell the mugs at the following events:
  - a. Coronet Awards – late May – need 1-2 volunteers.
  - b. Baccalaureate – Sunday before Graduation – 4 volunteers – and 2 stations.
  - c. Graduation – Wednesday – mid-June – 4-6 volunteers – and 2 stations.
11. Graduation day pick up any unsold mugs from the front office.
12. Bring all the mugs that did not sell from graduation to the Grad Night Event and give them to the Prize Table. Prize Person will disburse them as they hand out the prizes at the end of the night.
13. Work with the Treasurer on the invoice to be paid as well as turn in all the monies.

## Time of Service Dedication:

1. Attending the meetings.
2. Putting the mugs together with candy and shred.
3. Spring Dates for selling.