



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

Job Title: Volunteer Check In

Description of Duties:

1. Attend all Grad Night Executive and Extended Board Meetings.
2. April - work with each Team Member to find out how many volunteers they will need for the night of.
3. May – Bring the Modified Version of the Sign-Up Genius and during the Executive Meeting – the members will approve.
4. Post the positions and send the link to the President to be able to work with the school to send out the links to the parents as well as to the Digital Masters.
5. June Meeting – Advise the President to be sure that the signups are going well.
6. Bring 4 copies of the Sign Up's to the event.
7. Work with the President night of to be sure all parent volunteers are in their place.

Time of Service Dedication:

1. Attending the meetings.
2. Be there the night of the event to oversee the check in for the parents.