

# GREAT FALLS HIGH SCHOOL

## Class Sponsor Guidelines

2014-15

### Freshman Year

#### August

- Attend Bison Beginnings Assembly
  - Be introduced as sponsors.
- Pre Homecoming Planning Meetings may be held to determine float plans prior to homecoming week.
- Finances: Check with Tina Price in the Finance office concerning the account. (Generally the senior class leaves \$200-\$250 “seed money” for the incoming freshman class.)
- Fund Raising: Fill out fundraiser form (in office) before you start a fundraiser. Requires admin signature, too.
- Secure flatbed, truck, and adult driver for Homecoming float as early as possible.

#### September-October

- Agree on a fair distribution of responsibilities among the sponsors. Homecoming is the most taxing event of the year for sponsors. Divide the supervision duties equally.
- Student Council Officer Election is in September. This will determine the class officers. Elections are held in English 1-2.
- Train class officers in their responsibilities and duties.
  - They need strong guidance early to assist them in learning to take responsibility for their roles.
  - Assist in developing class meeting agendas, goals, or other plans.
    - A sponsor must be included in all student meetings and give approval for all plans.
    - Students must not charge supplies for the class.
    - No purchases may be made without a purchase order through GFH Main Office Secretary Sherri Clark.
    - Try to bundle Homecoming expenditures so fewer forms/procedures are required.
- Homecoming Week
  - Check Events Calendar distributed by AP Office.
  - Contact Heather Hoyer regarding float building at the fairgrounds.
  - Confirm flatbed, truck, and adult driver for float.
  - Designate supervisors for Powder Puff practice and game.
- Following Homecoming have a meeting to see what went well and what you need to organize for next year.
- Begin fundraising.

#### November-December

- Hold a meeting to discuss future fundraisers

### January-May

- Hold a meeting to discuss possible fundraisers for summer, i.e., car washes. There are fewer fundraising opportunities during the sophomore year.
- Develop leaders you can depend on the next four years.

## Sophomore

August-May

- Homecoming: Check Events Calendar distributed by Associate Principal's Office. Heather Hoyer will organize the parade. Contact her about organizing your float at the Heritage Building at the fairgrounds.
- Fund Raising: Contact admin before you start a fundraiser. You will need to fill out a fundraising form (in main offices).
- Organize and save for Spring Extravaganza Morp/Prom.
- Develop leadership among the students and support them.

## Junior

August-May

- Homecoming: Check Events Calendar distributed by Associate Principal's Office. Heather Hoyer will organize the parade. Contact her about organizing your float at the Heritage Building at the fairgrounds.
- Fund Raising: Contact admin before you start a fundraiser. You will need to fill out a fundraising form (in main offices).
- Meet with Scott Donisthorpe/DECA and Junior Class Officers (through StuCo Advisors Chrissy Baroch, Kathy Jackson, Rob Truax) to organize Morp/Prom Spring Extravaganza (held in early spring).
- Organize class officer meeting with Jostens final week of school to determine class motto for the following year

## Senior

August-May

- Homecoming: Check Events Calendar distributed by Associate Principal's Office. Heather Hoyer will organize the parade. Contact her about organizing your float at the Heritage Building at the fairgrounds.
- Secure venue for Senior Luncheon as early as possible and decide menu, parking, etc. Coordinate with Heather Hoyer.
- Secure speakers for Senior Luncheon (adult and students)
- Senior Assembly: Coordinate efforts with Kelly Wiles and Hoppy Hopkins as needed.
- Slide Show: Coordinate with Tracy Milton. Get all seniors to turn in at least one photo to website drop-box provided by her.
- Vote on gift to school
- Gift to incoming Freshmen
- Arrange graduation speaker and decide who will accompany him/her to dinner the evening of graduation
- No more fundraising! ☺