

7th Grade Homeroom Parent

Additional Duties

Homeroom parents are responsible for planning and hosting the Baccalaureate Mass and Graduation Receptions

Date and time of the Baccalaureate Mass Reception and the 8th grade Graduation Reception has yet to be determined.

Baccalaureate Mass Reception: Event is 1 hour. General responsibilities: plan, coordinate, purchase, decorate, host, and clean up

- Purchase Decorations: Table clothes, wall/table decorations, balloons
- Set up
- Food/Beverages/Supplies including sheet cake**, water, cookies, soda, water, paper products
- Clean up

Graduation Reception: Event is about 2 hours. General responsibilities: plan, coordinate, purchase, decorate, host, chaperone, and clean up

- Purchase Decorations: Table clothes, wall/table decorations, balloons
- Contract with Sound System†
- Set up (includes arch with lights and balloons)
- Coordinate chaperones
- Purchase Food/Beverages/Supplies including sheet cake**, pizza, fruit tray, veggie tray, soda, water
- Clean up

** Sheet cakes are ordered for both occasions and are provided to Nativity free of charge by Tops (McKinley Pkwy location). Three weeks prior to the events the designated homeroom parent ***must*** request in writing (on school letterhead and signed by Ruth) two certificates for free sheet cakes. Please include the dates of each event in your letter of request.

† The designated homeroom parent will be responsible for hiring a sound system to perform at the graduation reception. Contact Sandy Magnano @ 674-2519. She hired the sound system for June '08 reception.

Last year's 7th grade homeroom parents were: Cindy Johnson, Sandy Magnano, Michelle Mas, and Kathy Mahany. A folder with contacts and notes from the event will be forwarded to this year 7th grade homeroom parents.