

Dear Parents,

Planning and executing a graduation celebration for 600 students is a very large undertaking, but when broken down with many people lending a hand, it is not only manageable but enjoyable and a wonderful opportunity to connect with other parents and community members. At this time, we are putting together the Executive Board who will be responsible for the planning and oversight of GRAD NITE 09, and for the development of new and innovative ways to support drug and alcohol education at Mira Costa. If you are interested in becoming involved, please contact us, and help us with GRAD NITE 08 as a preparation for next year.

A successful G.R.A.D. Nite depends on the dedication of parent and community member volunteers; ***there is nothing more rewarding than providing the gift of safety on a very dangerous night.***

Key positions on the board include:

Event Chair – responsible for overseeing the entire GRAD Nite event, plans and conducts meetings, negotiates and approves all contracts and suppliers for the event.

Financial Secretary – records and deposits all incoming donations. Maintains financial receipt records and works closely to update the budget.

Treasurer/Accountant – manages all payables and reconciliation, reviews all financial documents and prepares all financials to submit for outside tax preparation, and researches opportunities for our growing endowment fund.

Recording Secretary – records and electronically distributes minutes of our meetings (this is a simple ONE page document)

Corresponding Secretary – handles outgoing correspondence from GRAD NITE (does not include fundraising correspondence) coordinates event insurance,

VP – Fundraising – handles all efforts relating to solicitation of sponsors and donors, includes preparation of the budget and timeline as it relates to anticipated receivables

VP – Volunteers – develops the volunteer plan for the event, conducts training, and coordinates the on site volunteer assignments

If you are interested in serving on the G.R.A.D. NITE 09 Executive Board in one of the positions listed above, or if you have ideas for a new position that reflects your interests and talents please give us a call- we would love to talk to you!

Please step up to continue this wonderful tradition. Our bylaws do not allow us to serve as Chairs for more than two years (which we will fulfill this year), and without Chairs and Officers, there will be no G.R.A.D. NITE 09.

**Co-Chairs Barbara and Steve Oliker – 310 546-5594, and Lynette
Campbell 310 798-1184**