

Steinert High School – After Prom Steering Committee

Chair meeting – August 15, 2018

Michelle Bruschini, President, After Prom Steering Committee called the meeting to order at 7:21 p.m. She announced that it was less than 10 months to the After Prom, which is scheduled for May 10, 2019. She introduced the Steering Committee members: Christine Paternostro, Vice President, Jennifer Haley, Treasurer and Kimberly Cerasi, Secretary. She also welcomed Suzanne Fornaro to the meeting, indicating she is an After Prom Trustee and has offered to volunteer to help.

Ms. Bruschini handed out the Calendar of Events and also noted they would be on the After Prom website, which also has a description of all the committees.

October 10	Parent Meeting
October 14	Fundraiser - Shoprite bagging event
November 13	Fundraiser – Volleyball tournament
December 16	Fundraiser – Shoprite bagging event
January 26	Fundraiser – Volleyball tournament
March 14	Fashion Show
March 23	Fundraiser – Volleyball tournament
April 10	Senior Breakfast
May 2	Supper with your Senior
May 10 / 11	After Prom
June 8	Fundraiser – Volleyball tournament

She noted that the purpose of this meeting was to review the duties of all the committees that support the After Prom.

Activities/Casino – Chairs: Patricia Bruno

Inflatables, strolling performers, caricaturists, tattoo artists, video room, movies and more will be organized for the evening. Casino is a traditional favorite offering Blackjack, Poker and Roulette. Organizers are needed for these areas during the year and parent dealers are needed the night of After Prom. Perfect committee for all grade levels.

Boardwalk – Chairs: Lori Nadolny - lnadolny@verizon.net

Just like “down the shore” . . . lots of arcade games and games of skill and chance. Spin the wheel, set up the pins and stack the cards or handout prizes. This is always a favorite and busy room where parents get to be in on the action.

Decorations - Chairs: Sue Dipierro - sdfinearts@yahoo.com

Creative, artistic and dedicated people needed. This committee sets the tone for the night! But it's not just the night of the party that help is needed to decorate the halls; help is needed throughout the year *making* the decorations. If you can use scissors, paint, glue, hammer & drill, then you are invited. This is truly a committee where a lot of help is needed and any amount of volunteer time is appreciated.

Fashion Show - Chairs: Suzanne Fornaro - sfornaro@verizon.net, Michelle Bruschini - michellebruschini@gmail.com, Christine Paternostro - cpaternostro@hamilton.k12.nj.us, and Heather Tucker - HCTucker@optonline.net

The biggest event other than After Prom itself. This committee requires a number of dedicated parents whose responsibilities include compiling an ad book, scripting the show, coordinating formalwear, overseeing the students' dance routine, just to name a few. Assistance from all grade levels is required for this event. Organizational skills and volunteer support are vital to make this event a success.

Fundraising/Donations –Chair: Needed!

Help coordinate the various events that raise funds for the After Prom party. Including but not limited to, Applebees breakfast, baskets, student volleyball tournaments, and more. New fundraising ideas are always welcome!

Prizes - Chairs: Anita Aguiar - javmar@verizon.net, Doreen Shiarappa - dorroc3@optimum.net, and Christine Hannawacker - channawacker@gmail.com

This committee will buy, collect and organize prizes for Casino and Boardwalk for the night of After Prom, the Fashion Show and Supper With Your Senior raffles as well as extra door prizes, so that all seniors go home with a little something.

Publicity/Senior Message - Chairs: Michelle Leszczynski - r2gurls@aol.com and Lori Case - lori0861c@msn.com

This committee spreads the word with advertising and messages locally and within the school and scheduling robo-calls. Senior Message responsibilities include the sale and design of messages seniors' loved ones leave for them the night of After Prom. Collect and organize baby pictures of all the seniors.

Refreshments - Chairs: Debbie Hendricksen - debbie.hendricksen@gmail.com and Terri Scharko - terri.scharko@bms.com

This committee is responsible for feeding all of the students with food and snacks and the members get to attend the After Prom and be part of the action in the cafeteria. Calling local business for donations and organizing enough food for the night.

Security - Chairs: Jim Schulz and Bill Berish

Volunteers are needed to keep our students safe and smart during After Prom.

Senior Breakfast - Chairs: Carol Navarro - clacn31@optonline.net

This event is seen as the kickoff for After Prom. Senior students are treated to a breakfast of bagels, muffins, donuts, fruit and more. Calling local businesses for donations and shopping and picking up the food the morning of the event. This event has a short time frame so it moves quickly. If you can take the morning off and be at school bright and early, this is for you.

Senior Gifts - Chair: Michelle Leszczynski - r2gurls@aol.com

All seniors are given a themed gift commemorating After Prom. This committee designs, orders and distributes the gift to all seniors.

Set-Up/Clean-Up - Chairs: Danielle Hill - gapeach976@gmail.com

Set-up volunteers are needed from as early as 2:00 pm the day of prom through 11:00 pm. It's a full day, but can be shortened with many hands. The Clean-Up is the committee's job is short and sweet. Arrive at 4:00 am and be done by 7:00 am. This is a job where strong hands and backs are needed. It's putting the decorations back where they belong. It's only a few hours, but it's the job that completes the event.

Supper With Your Senior Chairs: Kristi Zoldi - kristimags@optonline.net and Beth Hart - Bethhart216@gmail.com

Plan and coordinate Supper With Your Senior for up to 400 guests. The committee will coordinate the hall, assign tables and basically orchestrate the entire evening for seniors and their families. This is another committee that requires the support of underclassmen parents; so that the night of the event senior parents can enjoy "Supper With Your Senior".

Tickets Chairs: Angie Dunnington - cocciaosc@aol.com and Maureen Collazo - mc839mc@gmail.com

Designing and selling tickets for Fashion Show, Supper With Your Senior and After Prom. This is a job that gets done mostly on your own time. Creative, adept at making spreadsheets and can spend time at school during the day. Volunteers are also needed for the night of Fashion Show, Supper With Your Senior and After Prom night for check-in.

Underclassmen - Chairs: Kelly Hoffmann - kellyhoffmann@outlook.com

This is the committee for you to "get your feet wet" and "test the waters". Each committee requires the assistance of underclassmen parents; after all, senior parents would love to watch their students in the Fashion Show and have Supper With Their Senior. Our underclassmen volunteers make that possible. As an underclassmen volunteer, they get to assist in various areas and learn what it takes to make the After Prom a success. Underclassmen volunteers will be given special consideration when it comes time for chair selections during their senior year.

Website - Chair: Michele Kasian - steinertap@gmail.com

Maintain and publish documents and information on the After Prom website and Facebook.

Ms. Bruschini noted that commitment from the students participating in the Fashion Show is key, as there are many events they will need to attend, such as bagging at Shop Rite, rehearsals on Sunday evenings, selling tickets to name a few.

Jennifer Haley, Treasurer passed around the tax exempt form and check request forms. Asked each chair to take one and provide copies for their committees. The check request form will be on the website but the tax exempt form will not. She noted that when submitting for reimbursement, a check request form with a receipt must be provided. Payment will not be made without a receipt. There is no reimbursement for tax or shipping. Fees for a bounced check is passed on to the person who did it.

She indicated that the organization does have a debit card. If any purchase requires a debit card it will have to be made by her. Ms. Haley asked if anyone was a notary and received responses from Kimberly Cerasi, Jen Berish, and Suzanne Fornaro.

The budget is a work in progress and information is needed on fundraisers and at least 2 or 3 more are needed to increase the year-end balance. She will separate the t-shirts from the prizes to make two different line items.

Ms. Bruschini stated there will probably be around 3-4 more meetings with just the chairs, to review where things are. The next chair only meeting will be announced shortly. She will set-up all facilities-use forms with the school for meetings, these need to be submitted a month before the use is needed.

Ms. Bruschini thanked everyone for attending and with no further business to discuss, the meeting was adjourned at 8:22 p.m.

Meeting minutes taken by Kimberly Cerasi.