

Information for class officers, faculty class advisors, and parent reps

Class Officers (Students)

President, Vice President, Secretary, Treasurer positions are elected in the spring for the following school year

Class Officers are elected by their classmates in the late spring for the upcoming school year for the purpose of developing and executing programs and events for their class. Most programs fall into the category of building class spirit, community service, or fundraising for senior year activities. While building class spirit and cohesiveness is the primary goal, raising funds from programs and events to help defray costs of senior year activities is also important.

- Class officers use ideas and feedback from their classmates (from surveys and class assemblies) to identify possible programs, then coordinate with their assigned faculty advisers, parent representatives and WHS School Administrators to plan, promote, and carry out the events.
- In the beginning of the year, the school administration will review the roles of Class President, Vice-President, Secretary, and Treasurer with the students so that all are clear about their responsibilities.
- Class officers meet weekly with their faculty advisor to facilitate planning and execution of programs. Parent reps attend these weekly meetings when needed.
- Class officers meet monthly with the WHS Principal and Assistant Principal to communicate their ideas for each program and event they wish to sponsor, presenting project plans for approval and seeking help and guidance where needed.
- Class officers may choose to develop a “class committee”, a group of students who volunteer to help with class events, taking directions from the class officers and advisors. This may be a standing committee, or may change with each event.
- The class treasurer is responsible for working with the WHS bookkeeper to both deposit funds into the class account, and to submit bills and receipts for reimbursement. The treasurer should develop a written report for the class officers and advisors at the end of the school year detailing the balance of funds earned by the class for that year.
- At all times class officers represent WHS and the town of Winchester and as such will conduct themselves in a responsible manner.

Faculty Adviser (2 per Class)

4 Year Position appointed by High School Administration

Faculty Advisers guide and advise Class Officers, supporting student efforts to build class spirit, successfully raise funds to defray costs of senior year expenses and helping students plan school and community related events and programs.

- Faculty advisers meet weekly with Class Officers. During these meetings, advisors help students plan and organize class events, as well as prepare them for their monthly meetings with the Principal.
- In the beginning of the year, the school administration will review the roles of Class President, Vice-President, Secretary, and Treasurer with the students so that all are clear about their responsibilities.
- Faculty advisers teach Class Officers school policy, rules, and regulations so that all events sponsored by the class fall within school guidelines.
- Faculty advisers liaison between the Assistant Principal responsible for the WHS calendar and the class officers to ensure class events do not conflict with other high school and town events.
- Faculty advisers coordinate with class parent representatives, high school administration, and town officials (such as the Substance Abuse Coalition) to ensure events and programs run smoothly and follow established guidelines.
- One of the important roles of the faculty advisers is to help class officers recruit required faculty chaperones for both dances and any out of school events.
- Faculty advisers must be knowledgeable of school and town traditions, processes, rules and regulations.

Upon agreeing to be a class advisor, faculty members receive training by the HS administration detailing the responsibilities required of the Faculty Advisor. Advisors in turn train Class officers in event scheduling and planning, chaperone regulations, dance regulations, and using effective communication techniques to promote class activities. Additionally, faculty advisers help students build leadership skills in their roles as class officers.

Parent Representative

This is a 4 year volunteer position. Each class has 2 parent reps that also serve as PFA Board members.

Parent representative(s) work with the faculty advisers to help guide and advise class officers through their four years at the high school by supporting student efforts to build class spirit and raise funds. Parent reps are the liaison between the students and the Parent Faculty Association (PFA).

- Parent representatives meet regularly with the class officers and faculty advisers on a predetermined meeting schedule, usually at the class officers' weekly meeting.
- Parent reps support class officers and faculty advisers in planning and executing class events.
- Parent reps assist class officers to effectively communicate information about ideas and events with other students and parents, and if required, with faculty advisers, WHS administration, and town officials.
- Parent reps share knowledge about PFA resources that can aid the class in planning and executing events.
- Parent reps work with the PFA to develop a committee of class parents who can be called upon to provide help when needed, such as to donate and/or pick up and deliver supplies to events, help out at in-school events, etc.
- Parent reps, together with faculty advisers, help students learn to delegate responsibilities when appropriate, and monitor students to make sure the position is not overwhelming to any individual student.

- A large part of the job of the parent rep is to help the students become increasingly independent in their leadership, planning, and event execution skills.
- Parent representatives are expected to know (or quickly learn) their class traditions, rules and procedures around proposed events.
- Parent reps report on class activities at the monthly PFA meeting

Class Finances and Fundraising

One of the duties of class officers has been to raise funds during their four years at WHS to help defray expenses of senior year events. Ticket prices for the prom and other senior week activities are determined each year by the final amount of money raised by the graduating class during their high school years (usually between \$25,000. and \$30,000). Each class may make a different decision about how involved they want to be in fundraising. While some classes want to build up monies to defray Senior expenses, others may prefer to spend less time on fundraising and doing more activities.

Below are listed prom expenses from 2005, as well as the forms of income available to the class while they were at WHS. This is provided as one example of how this class raised money and is not what is required of classes.

Prom Expenses: (2005)

Police Detail	\$872.50 (5 officers)	
Stockwood Electric	\$2,278.00	
Mahoney's (cut flowers)	\$1,170.90	(2006: \$0.00)
Peterson's (tent deposit)	\$2,500.00	
Peterson's (bal. tent, tables, chairs)	\$7,387.00	
Pyramid Sounds (DJ)	\$1,150.00	
Catering	\$1,813.60**	(2006: \$5,200)

**Part of the food costs were donated by graduating senior family so they are lower than usual.

Decorations	\$1,173.64
Staff Chaperones (9)	\$400.00
Litho-Craft (tickets)	\$100.
Total Prom Expenses:	\$18,845.64

Other Senior Expenses:

Class gifts (mugs and frames)	\$2,634.50
Class gift to school	approx. \$2,000.-\$3,000.
5 th year reunion funds	approx. \$2,000.-\$3,000.
Class Picnic	approx. \$200 (total is \$600, with \$400 donated by the PFA)

Income Opportunities:

Freshman Class receives \$200 start-up funds from PFA

WHS Fall Open House– opportunity to sell items in cafeteria during open house

Car Wash – can earn \$1,000-2,000 or more

Dances – can earn \$3,000 or more

Class Dinner (with raffles, silent auction) can earn \$3,000. - \$5,000.

Bake Sales during lunches and at March WHS musicals- varies, can earn \$200 at WHS musicals

T-shirt sales

Misc events held in past years: specialty olive oil sale; hot chocolate; raffle for an automobile, Wilson Farms Pie Sales.

Past Calendar of Events by Class:

Freshman:

Open House fundraiser

Community service project

Bake Sale at March WHS winter musical

Dance

Class spirit event –Ideas include family BBQ at WHS, Red Sox/Spinners, Bruins or Celtics game, Ski trip, pizza party, slush party, etc.

Additional Fundraiser if desired

Sophomore:

Open House fundraiser

Community service project

Bake Sale at March WHS winter musical

Dance

Class spirit event - Ideas include family BBQ at WHS, Red Sox/ Spinners, Bruins or Celtics game, Ski trip, pizza party, slush party, etc.

Car wash

Class dinner

Additional Fundraiser if desired

Junior:

Open House fundraiser

Community service project

Bake Sale at March WHS winter musical

Dance

Class spirit event- Ideas include family BBQ at WHS, Red Sox/ Spinners, Bruins or Celtics game, Ski trip, pizza party, slush party, etc.

Class dinner: note that juniors should have priority for date as this is a major fundraiser.

Car wash

Mr. WHS: Juniors are responsible for ticket sales, concessions, and assisting the judges at this event. Juniors receive all funds from concession stands. Class officers meet with Dot Butler in January to organize.

Additional Fundraiser if desired

Junior parent reps are asked to provide junior parent chaperones for the Senior pre-prom reception and other senior week activities.

Senior:

Community service project

Dance (Seniors usually try to hold their dance early in the school year)

Mr. WHS: Held in the spring. Seniors receive proceeds from ticket sales. Class officers meet with Dot Butler in January to organize. This is a money-maker for the Senior class.

Class dinner

Car wash

Senior t-shirts

Senior Week: Senior prom, Senior Luau, Class Picnic, Class Breakfast

Notes:

1. To avoid major conflicts and assure a good turnout, check schedules of Connect and Commit, Student Council, other WHS events, sports teams, town and Rec. Dept. events before scheduling class events.
2. Scheduling a date for dances can be difficult as they must be held on Friday nights, so it is advisable that the class officers schedule a date for their annual dance with HS principal at the beginning of the school year. Seniors have first priority for a date.
3. Any event that occurs off the grounds of WHS (eg. dance, trip to Fenway park, ski trip, etc.) must have faculty advisors present. Faculty are easier to recruit on days which they come to school, so are more available on weekdays/nights and Friday nights.
4. The Soccer Ball (sponsored by the WHS Girls and Boys soccer teams) is usually held the first Friday or Saturday in December. Although it is not a WHS sponsored event, it is very popular among WHS students, and must be considered when planning WHS events.
5. If the class sells refreshments for the WHS musical, home baked goods sell best, followed by some candy. Small sized sodas and water are good sellers also. Don't forget to bring napkins, tablecloths, and cash for change. Also know the cast has historically been given baked goods (not drinks) gratis.