



## CLASS SPONSOR RESPONSIBILITY AND PAY AUTHORIZATION

### 9th and 10th Grade Sponsors need to do the following:

Stipend = \$500 per class

- 1) need to collect money for class dues,
- 2) write receipts and turn money into Debbie McFarlin
- 3) lead and hold 3 to 4 class meetings per year
- 4) organize students with homecoming festivities and pep rally
- 5) post information on class websites
- 6) send sky-lets with pertinent information regarding their class
- 7) any other assigned duties

### 11th Grade Sponsors need to do the following:

Stipend = \$2,000

- 1) ALL items listed above for 9th and 10th grade sponsors
- 2) locate and secure a site for prom
- 3) hold monthly meetings with junior class parents
- 4) order prom supplies for decorating
- 5) locate and secure a caterer for prom
- 6) locate and secure a DJ for prom
- 8) work closely with GHS administration and Herff-Jones setting dates for ordering class rings, etc.
- 9) work closely with GHS administration

### 12th Grade Sponsors need to do the following:

Stipend = \$2,000

- 1) ALL items listed above for 9th and 10th grade sponsors
- 2) work closely with the junior class sponsor and administration
- 3) work with GHS administration and personnel where we are holding graduation ceremony regarding seating, stage set up and removal, etc.
- 4) order stage, etc. for graduation ceremony
- 5) work with HS staff regarding regalia for graduation, graduation rehearsal
- 6) organize transportation and practice for graduation ceremonies - need faculty members to help
- 7) work with Herff-Jones and GHS administration setting dates for graduation announcements and cap and gowns
- 8) work closely with teachers, counselors, PEIMS and administration to monitor students and their grades for students completing graduation requirements so they may participate in graduation ceremony
- 9) order flowers for graduation ceremony
- 10) order paper and print graduation programs
- 11) locate and secure a photographer for graduation ceremony

BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU PERFORMED THE REQUIRED DUTIES AS CLASS SPONSOR AS LISTED ABOVE IN ORDER FOR YOU TO EARN THE STIPEND.

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Class Sponsor Printed Name

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date