

Class Advisors Guidelines

Every advisor must:

1. Have at least 3 meeting per school year. (Advisor must be present at meeting.)
2. Teach and guide students in how to run a meeting.
3. Have class officers elected by October 1st.
4. Keep track of their student's participation, in order for students to go on senior trip.
5. Get approval for fundraiser from Superintendent. (Must have Activity Fund Raising Request Form filled out)

6th Grade

- Homecoming Decorating Halls (Instructions will come from Student Council)

7th Grade

1. 1 Fundraiser (Solicitation)
2. 1 Community Event
3. Homecoming Decorating Halls (Instructions will come from Student Council)

8th Grade

1. 1 Fundraiser (Solicitation)
2. 1 Community Event
3. Homecoming Decorating Halls (Instructions will come from Student Council)

9th Grade

1. 1 Fundraiser (Solicitation)
2. 1 Community Event
3. Homecoming Decorating Halls (Instructions will come from Student Council)

10th Grade

1. 1 Fundraiser (Solicitation)
2. 2 Community Event
 - a. Concession Stand at the baseball & softball field. See administration office for keys. (Administration Secretary has Sam's Club credit card for food)
 - b. Memorial Weekend Fountain Horse Pull (One day event, Saturday)
 - Send for permit from Health Department (See Food Service Director if you need assistance in this)
 - Fill out equipment use form
 - If you can't get trailer ask Maintenance Supervisor take Concession Trailer to Fountain (It cost \$25 to use trailer, pay to Athletic Boosters)
 - Make sure trailer is clean when returned and refrigerators propped open
3. Homecoming Decorating Halls (Instructions will come from Student Council)

11th Grade

1. 1 Fundraiser (Solicitation)
2. 1 Community Event
3. Homecoming Decorating Halls (Instructions will come from Student Council)
4. Prom
 - Choose date (Check with Athletic Director & High School Secretary for available dates)
 - Pick Prom Decorating Committee and choose decorations and theme.
 - Choose a location. If you choose Fountain Town Hall it is free to the kids to use for prom. You are able to decorate all week. Take down Sunday after prom. See Lori Cregg 231-462-3916 for keys and date.
 - Arrange for music DJ or Band
 - Arrange for photographer. (Have order forms ready before prom to hand out.)
 - Purchase 2 crowns-2 sashes-Senior gifts (only for seniors)
 - Choose Time
 - Junior class only, votes for one boy and one girl from the sophomore class to be the host and hostess. Get class list from Attendance Secretary. Vote on this just before spring break.
 - Juniors only, vote for one girl and one boy from the senior class to be King and Queen. Get senior class list from Attendance Secretary. Do not let anyone from school or yourself look at ballots until night of prom.

Keep in sealed envelope. Superintendent, will read winner's name. Have the previous year's king and queen return to help give away the crowns. If they are not available have class president and vice president do it.

Do crowning about 10:30 pm

- Purchase or make invitations. (One year students at CAD program at Tech Prep classes made them) Send invitations to all seniors, High School Teachers, and school board members. Get addresses from Attendance Secretary.
- Make posters for hall with dates, times, admission prices, photo prices. (\$10.00 single person & \$15 couple)
- Purchase snacks and water for prom.

5. Graduation

- Flower Arrangement (For in front of Podium)
- Boutonnieres (Superintendent, Principal, School Counselor, Guest Speaker, 7 Board members)
- 6 Bows for honor guards chairs
- Decorate back wall (old band room) with class motto and colors.

6. In May will meet with Jostens to pick out graduation announcements and senior shirt designs.

7. Fair

- Send for permit from Health Department (See Food Service Director if you need assistance in this)
- Get Parent Volunteers

- Purchase food (Get credit card from Administration Receptionist, Sam's or Walmart)
- Fill out equipment use form
- If you can't get trailer to fair grounds ask Maintenance Supervisor take Concession Trailer to Fountain
- Make sure trailer is clean when returned and refrigerators propped open

12th Grade

1. 1 Fundraiser- Sub Sale-This is held before opening day of deer hunting in November. This is a very good fundraiser and can make \$3,000, if everyone pitches in. It is mandatory that all who plan on going on the senior trip has to sell and make subs.
2. 1 Community Event
3. First two weeks of school you will have to decide: (Give seniors a survey to get their ideas, tally and pick top two and let them vote)
 - Motto
 - Song
 - Flower
 - Colors
 - Gown Colors (Only choices are black, white, red, gold)
4. Seniors will vote on 6 honor guards which are juniors. Get list of Juniors from Attendance Secretary (Superintendent will tell them their duties)
5. Class Trip
 - January choose where to go.

- February create agenda, budget, make reservations
- March pick date- *Must be after graduation unless approved by Superintendent to be before (Get with Athletic Director, Superintendent, High School Secretary)
- April give Superintendent copy of agenda, list of chaperones with phone numbers, list of students going on trip with phone numbers, letters that will go home to parents, to be approved by him and school board.
- All student's bags must be inspected before leaving on trip.