

# FAQ - SENIOR SEND OFF 2018

## INFORMATION, RULES AND CONDITIONS OF ATTENDANCE

The EHS High School 2018 Graduation Committee is looking forward to a fun, safe, and substance-free all-night celebration on Monday, June 18, 2018. The following information should answer many questions you may have. It is imperative that parents, guardians, and participating graduates read and understand the following.

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**WHAT IS SENIOR SEND OFF?** Senior Send Off is an opportunity for all EHS seniors to participate in a special evening of celebration, fun and memories. This celebration is not a school-sponsored event, but has been planned and organized by parent volunteer committee of the Eastlake High School PTSA. **The celebration is designed to provide the EHS Class of 2018 with an avenue for celebrating their successful graduation with their classmates in a safe, secure, and fully chaperoned environment.** This all-night party has been an Eastlake tradition for many years.

**WHO CAN PARTICIPATE?** Eastlake Class of 2018 seniors.

**WHERE WILL THE PARTY BE HELD?** The location of the celebration will be a surprise to the students until they arrive at the site(s). The Planning Committee will know where the students are at all times. We've kept it a surprise for good reason—Safety! This event is for the Class of 2018 only and we do not want uninvited participants. Disclosing the location in advance may open the door to a chain of events that we would not be able to control. Safety is our number one priority.

**WHEN DOES IT TAKE PLACE?** Chartered buses will leave from Key Arena directly following the graduation ceremony, Monday, June 18. Buses will return to Eastlake by 6:00 am the following morning.

**CAN I WAIT UNTIL THE LAST MINUTE TO SIGN UP?** Not a good idea! Any last minute sign-ups will be on a space available basis only. Sign up now to hold your spot. You may sign up by going to the [www.ehsptsa.org](http://www.ehsptsa.org) website.

**WHEN ARE BUS SIGN UPS?** Bus assignments will be done in the spring only to those students how have paid and turned in their signed Permission/Release form.

**WHAT PAPERWORK IS REQUIRED?** All forms are available on the EHS PTSA website at [www.ehsptsa.org](http://www.ehsptsa.org) under Senior Send Off tab. Each student must have a signed permission/release form, with current parental contact information and, if applicable, a signed medical allergy release form. These forms need to be on file with the Senior Send Off committee no later than May 31, 2018. **Remember: No signed forms = no event = no refunds.** Remember, your student **will not be allowed to board the bus** if we have not received the signed permission and applicable medical release forms.

**HOW DO I KNOW IF MY STUDENT IS SIGNED UP ALREADY?** Contact us at any time for verification at [srendoff@ehsptsa.org](mailto:srendoff@ehsptsa.org).

**CAN I GET A REFUND IF MY STUDENT DECIDES NOT TO GO?** **No refunds will be issued.** Should this happen, your paid amount will be considered a donation for a student in need to attend.

**ARE SCHOLARSHIPS AVAILABLE?** Yes. If the cost of SSO is prohibited to your student attending, please contact your school counselor to see if your student qualifies for a partial or full scholarship to attend. We want all students to be able to be a part of this wonderful event. Funds are available to help those students in need. All scholarships are strictly confidential.

### **WHAT TO BRING:**

- Comfortable, casual attire
- Comfortable shoes & socks

### **WHAT NOT TO BRING:**

- CELL PHONE
- Purse, wallet or backpack
- Cameras - but don't worry, we'll take plenty of pictures and post to a public Shutterfly site.
- Money
- Each venue and all chaperones will have feminine hygiene products, tissues, chapstick, toothbrushes, floss, eye solution, band aides, and other toiletries readily available at all times; students do not need to bring any such items.
- Banned substances of any kind (drugs, tobacco, alcohol, weapons)

**WHAT IF MY STUDENT NEEDS A MEDICAL ISSUE OR NEEDS MEDICATION:** Any student needing to take medications during the event will need to indicate this on the medical release form and check the medication in with a Senior Send Off representative no later than 12:00 noon the day before graduation. Medications should be in a prescription container marked with the student's name. Please place the container in a zip lock bag, also marked with the student's name, along with a signed note by the parent with specific dispensing instructions. Chaperones will be fully aware of all students that have any type of medical issue.

**WHAT IS YOUR CHECK-IN PROCEDURES AND SECURITY?** We will be checking in the students on the west side of Key Arena. Key Arena will clear restrooms for our students to change. The chartered buses will also be waiting on that side of the building for loading. Students will line up at their assigned bus and undergo a quick pat down. Any items in the possession of the student that is not allowed (see **What Not To Bring** above) will be safely stowed and returned to the student when buses arrive back at EHS. **This includes all cell phones!** Every chaperone will have their cell phone with them at all times. Should a student need to contact a parent, a chaperone will call the parent for the student. There will be at least one chaperone for every 25 students including at least one medically trained chaperone. Once the students are checked in, they will receive a colored wrist band that will coordinate with the bus they will be traveling on to each venue and back to EHS. Students are not allowed to leave the event at any time. If they are sent home for any reason, the parent/guardian will be called to come pick them up at the event—not a friend, sibling, etc. Of course, if an emergency does occur, the parent will be notified immediately. There will be **zero tolerance** for tobacco, alcohol, drugs or weapons of any kind. If any substances are found or if student is exhibiting signs of intoxication, they will not be permitted to board the bus and a parent will be called. Also, participants shall conduct themselves in an adult manner and shall follow any and all directions issued by representatives of the Senior Send Off Committee, representatives of the event site, representatives of Northwest Events or any security personnel. In the event a participant is found in possession of a banned substance or weapon, or whose conduct is unbecoming, they shall be immediately removed from the celebration event. The person(s) listed as a contact will be notified and will be responsible for the immediate transportation of the participant from the celebration with no refund issued.

### **EVENING ITINERARY:**

- Meet on the west side of Key Arena for student check-in immediately following the graduation ceremony. Forms are checked, wrist bands are given out and students are loaded onto the buses.
- 11:00 pm to 5:30 am: Graduation Party
- 6:00 am: arrive for pick up at EHS

**QUESTIONS or CONCERNS:** If you have any further questions, please contact Carlene Camera or Renee Baker at [srendoff@ehspts.org](mailto:srendoff@ehspts.org). You may call/text Carlene at 425-922-8924.