

## Mary Farmar 5<sup>th</sup> Grade Promotion

### Background:

This is historically hosted by the 4<sup>th</sup> Grade Parents at Mary Farmar. Previously the ceremony was in the cafeteria and food, photo booth and games on the playground. This year the entire ceremony will need to be outside.

### Things to know / consider:

- The budget comes from PTG
- It seems to be a good idea to consider checking in with local PTG/PTA's about what they plan to do. Then decisions can be made that are in line with other schools. We felt bad that MT, RS and JH all did yard signs for their 5<sup>th</sup> graders and we did not.
- 2022 the Music Committee has contracted Justine with In Harmony to teach the 5<sup>th</sup> Graders the "Mary Farmar Song". (Ann Brooner and Melanie Reeves Wicklow are the Music Committee Chairs.)

### 2021

We got a late start and were tasked with ordering T-shirts. From there the committee arranged some pretty amazing gift bags (1 pre-event "Spirit Bag" and a "Goody Bag" at the event) Because we had already exceeded our budget, we sourced financial donations from 4<sup>th</sup> grade parents to help with the cost (see attached parent flyer.) Prior to the event students received the "Spirit Bags" with items to help them decorate their car. At the drive through event, we decorated with chalk and had balloon arches and a sound system for music and announcing. Cars stopped in front of the school where certificates and goody bags were handed out while their name was announced. After that they pulled around the circle where they were asked what size shirt they would like and off they went.

### T-shirt's

Class of t-shirts have apparently been done for years – *see attached proof.*

If you decide to do them, you'll need to share the class list with the vendor. Ask the teachers to help proof and if anyone goes by a different name from the list. Be sure to proof the design for spelling. We have sizes for the 5<sup>th</sup> grade students from the FunRun that we can share with the vendor. The vendor has a history of exact counts ordered and the PTG will have record of the invoice from last year.

#### Contact:

Construct Your Image / Cole Adams  
510-207-9247 / cole@constructyourimage.com

**Note:** Delorefice was spelled incorrectly the past two years so make sure that's fixed. Also in 2022 Mrs Harley does have a 5<sup>th</sup> grader so be sure to include her.)

### Balloons

A Balloon Arch has already been reserved with Balloon Design By Jess.  
It should take about 45 minutes to install

Balloon Design by Jess Contact info:  
707-410-6694 / balloondesignbyjess@gmail.com <https://balloondesignbyjess.com>

## Sound

The school has a portable PA system that can be used.

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**Invitation/Program:** Mary Langley (PGT member and 4<sup>th</sup> grade parent for 2022) created 3 digital invitation options we are unsure which was sent out. *See 3 options attached.* She also created a program for the event, she is looking for a copy of it. Trena Patz (2021 committee and 2022 5<sup>th</sup> grade parent) shared a program from her older daughters pre-covid graduation – *see attached.*

**Graduation Certificates:** The front office creates these for each student but check in with them.

**“Ceremony”:** Teachers handled how the “ceremony would go” but check in to see if they need assistance. Tammy Harley (parent and teacher helped a lot with this piece.)

**Scholarships:** There were 3 scholarships given out provided by BTA ask the office about this to see if that’s typical and if anything is needed.

**Volunteers:** Because of covid we did not have many but in prior years parents, decorated with chalk, brought goodies or volunteered to help run games.

**Yard signs:** If you decide to order signs below is the vendor who did MT, JH and RS last year.

**Contact:**

Debbie Norman / Bohnet Engraving & Awards  
707-747-6647  
bohnetengraving@gmail.com  
<http://bohnetengraving.googlepages.com/>

## Suggested Promotion Committee Roles

*Based on our experience with this process we felt the committee would benefit from having the following roles. Understandably every group is going to have their own way. We also think it would be helpful to introduce this to the 4<sup>th</sup> grade parents early on in the school year or create a PTG chair position for this. We just thought we would share our thoughts.*

- Promotion Lead (has checklist of to-do's and dates, establish budget with donations & PTA funds)
- Communication Lead (emails & flyers - provide last years as sample)
- Donation Lead (use Venmo/PayPal to get donations from 4th grade parents)
- Volunteer DJ (prefer someone with equipment)
- Goodie Bag Lead (if wanted - solicit local donations and/or purchase with parent donations)
- Refreshment Lead (coordinate sign-ups for drinks/ baked treats)
- Decoration Lead (assemble a group of crafty parents using limited budget)
- Volunteer Photographer (perhaps set up booth)
- Teacher Liaison (helps coordinate with 5th grade teachers)

## 2021 Committee

Ann Brooner	ann.brooner@gmail.com
Cat Williams	mrscatwilliams@yahoo.com
Mary Langley	marynav@hotmail.com
Melisa Phillips	mjphillips21@comcast.net
Meredith A Passaris	mapassar@syr.edu
Nicole Habegger	nahabegger@yahoo.com
Tammy Harley	tharley@beniciaunified.org (as a parent and a teacher)
Trena Patz	trenapatz@yahoo.com

*(We also reached out to a couple 5<sup>th</sup> grade parents asking what they might like.)*