

- B. Career Lunches
 - i. New day of the month?
 - ii. Potential speakers
 - iii. Procedures
 - iv. First one of the year

E

VIII. Meeting Days and Time

- A. Decide meeting days and times for 2017 school year

IX. Info from Celeste

X. Open Forum

XI. Adjourn



Mariposa Academic Boosters Club Agenda
 June 6, 2017
 11:30 AM
 High Country Cafe

Board members present: Jill Harry (chair/secretary); Dave James (vice chair); Kathleen Pfeffer (treasurer); Carol Hart, Deb Wiebe

Board members absent: Tara Schiff, Deb Rockwood

I. Call to order

Jill called the meeting to order at 11:40.

II. Approval of minutes from May 8 meeting

Carol moved to approve the minutes from the May 8 meeting; Deb seconded; all in favor. The motion carried.

III. Budget

A. Review/approve May Treasurer's report

Kathleen had gone through the May report with us at the last meeting, but had based it on online banking information rather than the statement and had wanted to check the statement first before we approved it. In doing so, Kathleen found no changes necessary.

Dave moved to approve the May Treasurer's report. Carol seconded. All were in favor. Motion carried.

B. Review/approve June Treasurer's report

For June, ABC had a beginning balance of \$20,269.15 and an ending balance of \$20,047.72 and outstanding checks of \$2,031.17.

Deb moved to approve the June Treasurer's report. Dave seconded. All were in favor. Motion carried.

B. Review overall annual budget

Kathleen noted that we do not have a \$50 annual fee from the bank so this expected charge has been changed to zero and will be removed in next year's annual budget. The PO Box fee went up slightly from \$56 to \$64.

Kathleen noted that she added up numbers and was pleased to see that we raised \$6,782 from all fundraising that takes effort on our part while we spent \$6,971 on things we sponsor - we are almost covering our programs with our fundraising efforts. In addition, our admin costs were about \$600. And, thankfully, we received an additional \$6,800 from donations. We will talk about the annual budget in more detail at our retreat in August.

We are incurring charges from our credit card swiper service, Process Now, because we are out of compliance. We are out of compliance because the process to get into compliance involves a lot of questions that Kathleen cannot answer. She is handing the information over to Jill. We went with Process Now when we thought we would use it for both the website and for events (fall and spring fundraisers). Since it did not work out to use it for the website, it does not make sense to incur charges for only two events and such limited use. But since we've paid for it, the feeling was to stick with it for the year and then

cancel when the membership is due and switch to PayPal. Kathleen will look into costs associated with a PayPal credit card swiper.

Kathleen will e-file our taxes by next week, before she leaves on summer vacation. It is an easy process.

C. Idea to put some money into savings for greater interest earnings

Carol discussed the idea of putting at least \$10,000 of our checking account into a savings account in order to earn greater interest. At Yosemite Bank, it is easy to transfer money between checking and savings. All agreed it was a good idea.

Carol moved for ABC to transfer at least \$10,000 of checking into a savings account at Yosemite Bank. Kathleen seconded. All were in favor. Motion carried.

IV. Programs - recaps and updates

A. Awards nights: May 23 freshman-junior; June 6 seniors

The freshman awards night went well. Pictures are posted on Facebook and Sierra Sun Times and one made the Gazette. There were a few students who did not receive their letters because of an ordering mixup, but the counseling office made sure this was limited to ABC and teacher's children who would understand and will get them the letters when they arrive.

Deb W. has a senior and will be going to Senior awards night. She will take some photos and get them to Jill.

B. Valedictorian Dinner May 31

Kathleen was there at the beginning of the event and it looked lovely. The flowers and place settings looked great. Everyone seemed to be having a wonderful time. Kathleen heard from Mirriam that the event ended when it was supposed to which was good news as this was very important to Mirriam who had tables reserved right after. Kathleen paid Mirriam, but realized later that there were two extra dinners at the admin table than anticipated. Mirriam said not to worry about those dinners. Matt at the Gazette sent us a group photo that he took at the end of the event. Group photos are posted and we have received some thanks from students and parents who were there.

C. California Scholarship Federation field trip to Fresno Grizzlies game

Jill was expecting an invoice for about \$100 to help with the transportation fee but has not received anything. She will check with Dr. Ritter.

D. Passport to Success

Unfortunately, no students turned in their passports. Perhaps \$10 is not enough incentive or perhaps we need to make it an easier process for students. Jill suggested rather than making students attend tutoring once a week, opening it up so they can go at any time. Or maybe we don't make students get signatures, but instead ask if perhaps teachers, Penny Long, tutors, could make note of who the students are who they see in tutoring frequently and the teachers and Penny give the cards directly. We don't want to burden teachers, but maybe this would work and other students would see it and be inspired. Kathleen will talk to a few teachers; Jill will talk to Penny about it; and perhaps Celeste will have ideas. We will discuss at our August retreat. Kathleen requested that we also add the proposed Personal Best awards to the August retreat agenda. Jill agreed to do so.

E. Community Connections

Celeste had hoped to have a pilot program started this summer, but Jennifer Rider is the one working on forms, etc. She has been extremely busy with end of year activities and will return to this when the year ends.

V. Other

A. Member name tags

Jill requested information from Sandi Gabe at AAUW since they use magnetic name tags. It looks like a packet of 10 will cost around \$35. All agreed it was a good idea to order these. Jill will take care of it.

B. Update on roles for next year and recruiting new members

We will vote on board positions at the August retreat, but this is what we have been discussing:

President/Chair: Jill

Vice Chair: Dave

Treasurer: Kathleen (need to find someone to shadow next year to take over following year)

Secretary: Jill (unless we find someone to take over, though Jill does not mind doing this)

Deb might be able to take on the Secretary role, depending on meeting dates and times.

Further, we have the following event chairs:

- Fall Fundraiser at Savory's: Jill
- Season of Giving campaign: Jill
- Career Lunches: Tara
- Spring Arts event: maybe Trish. Last Carol spoke with Trish, she was still considering. Carol will contact her.
- Valedictorian Dinner: Kathleen (need to find someone to shadow next year to take over following year)

Jill reported that she had spoken with Naoko Kada, active parent of a seventh grader and a younger student (not sure what grade - 6th, maybe?). Naoko will be joining us! She would have come to the meeting today, but was called into sub teach.

Jill shared a list of names of potential recruits.

Carol has been in touch with one, a parent of a seventh grader, who is interested, but has not decided for sure where her child is going to high school. The parent will let Carol know when she has decided.

Dave has been in touch with two additional possibilities. They are parents of students who will be juniors next year. While we would certainly appreciate their help the next two years, Jill noted that she would really like to focus recruitment efforts on parents of freshman and eighth graders so that they have a year to see how things work and then hopefully become more active for multiple years after that.

A few other names were mentioned. Members volunteered to be in touch with those on the list that they know.

Carol also noted the importance of running any additional names, if not by the entire group, at least by Jill, before contacting.

Moving meetings to the evenings is still a possibility. We can decide in August when maybe we have more info about who might be interested in joining us.

C. Freshman orientation a few days before school starts Aug 16

Carol, Dave, and Kathleen all believe they will be available to help at a table during freshman orientation. Jill has asked Jennifer about including a flyer in packets that go to freshman and Jennifer has said "yes." Jill will get that ready and to Jennifer when we get closer to the date. We can discuss again at the August retreat.

D. Summer retreat date and time

Our retreat will be Monday, August 14 at 11:00 AM. Since it is a planning meeting, it is likely to take longer than a regular meeting. There are not meeting spaces available in Yosemite. Jill will check with Human Services about the availability of its meeting room - nice room, air conditioning, availability of bringing food in. If that is not available, Jill will check with the library.

VI. Open Forum

Jill congratulated Deb Wiebe for having a student graduating MCHS and thanked Deb for her leadership and help. Jill presented Deb with a card and orchid. There were congrats and kind words all around. Deb is willing to stay involved next school year.

VII. Adjourn

The meeting adjourned at 12:45 PM.

BYLAWS

I. Academic Boosters Club, Inc. of Mariposa County High School

1. The name of the organization/agency/group shall be Academic Boosters Club, Inc.

II. Board of Directors

1. The Board of Directors shall serve without pay and consist of at least five members.
2. Eligibility criteria include ability to attend most monthly meetings
3. Board members shall serve at least one, one year term.
4. Vacancies shall be filled by the Board, with the recommendation of the Chairman.

III. Officers

1. The officers of the board shall consist of a Chair, Vice Chair, Secretary, and Treasurer nominated by the Board.
2. Elected officers will serve a term of at least one year.
3. (a) The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office. (b) The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence. (c) The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all. (d) The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

IV. Committees

1. The Board may appoint standing and ad hoc committees as needed.

V. Meetings

1. Regular meetings shall be held monthly, with more frequent meeting during events
2. Special meetings may be held at any time when called for by the Chair or a majority of Board members.
3. Agendas shall be provided at least one day in advance.

VI. Voting

1. (a) A majority of board members constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (i.e., one more than half the members present).

VII. Conflict of Interest

1. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

VIII. Fiscal Policies

1. The fiscal year of the board shall be the same as the Mariposa County School District academic calendar.

IX. Amendments

1. These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

Governance Items

Mission:

ABC's mission is to supplement and enrich academic experiences and provide educational tools for Mariposa County High School students.

Potential Board Members for 2017-2018 (must have at least 5):

Jill Harry
Dave James
Kathleen Pfeffer
Carol Hart
Tara Schiff
Deb Weibe
Deb Rockwood
Trish Gilger
Naoko Kada

Officer Positions:

Chair: Jill Harry

Vice Chair: Dave James

Secretary: Jill Harry

Treasurer: Kathleen Pfeffer (need to find someone to shadow to take over next year)

Program Chairs:

- Fall Fundraiser at Savory's: Jill
- Season of Giving campaign: Jill
- Career Lunches: Tara
- Spring Arts event: Jill (maybe Trish)
- Valedictorian Dinner: Kathleen (need to find someone to shadow to take over following year)

MCHS Academic Boosters Club, Inc. Annual Budget Overview									
Annual Expenses	Historical (annual est.)	2017-2018 expected	2017-2018 YTD actual	Annual Income	Historical or anticipated (annual est.)	2017-2018 anticipated	2017-2018 YTD	Notes	
<i>Events and Requests</i>				<i>Fundraisers</i>					
Dinner with a Scientist (AAUW) \$1200 first	\$600.00	\$800.00		Fall - Savoury's - as much as \$3,900	\$2,980.00	\$3,500.00			
Natural Helpers	\$2,640.00	\$0.00		Arts Night	\$2,122.00	\$1,700.00			
Career Lunches (\$2,800 first year)	\$1,400.00	\$1,600.00		Season of Giving Campaign	\$1,680.00	\$1,800.00			
Academic Achievement Night (every 2 or 3 yrs)	\$307.26	\$300.00							\$0.00
Valedictorian Dinner \$2400 first	\$1,250.00	\$2,400.00		<i>Donations</i>					
AP Testing	\$3,000.00	\$0.00		Anonymous*	\$4,000.00	\$4,000.00			\$ 7000 / \$9000 past donations
Passport to Success \$160 first year	\$160.00	\$1,000.00		Misc	\$50.00				
Community Connections		\$2,700.00		PayPal/Visa donations		\$100.00			
California Scholarship Federation \$0 last year	\$400.00	\$400.00		<i>Corporate Donors</i>					
Teacher Requests - as much as \$2,380	\$450.00	\$900.00		Sierra Tel	\$2,000.00	\$2,000.00			Arts Night
Other requests- eg Student Loan Assoc.	\$75.00	\$0.00		Tavis Corp					up to \$1,000 specific requests
Art's Night	\$1,015.00	\$1,015.00		Aramark					3500 from DNC in past years
Grizzly Boosters	\$250.00	\$0.00		Yosemite Bank	\$500.00	\$500.00			Passport to Success
Subtotal	\$11,547.26	\$11,115.00	\$0.00						
<i>Administrative Costs</i>									
Photocopies	\$125.00	\$125.00							
Special Printings - Banners, flyers, tickets	\$184.00	\$200.00							
Ads - Media outlets, yearbook	\$300.00	\$300.00							\$0.00
Postage, envelopes, office depot, fliers (S of G)	\$300.00	\$300.00							
Subscriptions (domain name, etc)	\$15.00	\$15.00							
Insurance	\$569.00	\$600.00							
Mariposa Chamber of Commerce*	\$100.00	\$100.00							*membership fee
Bank fees	\$50.00	\$0.00							
PO Box	\$64.00	\$64.00							
California State- Name change	\$46.50	\$0.00							
California State- Statement of Information bi-annually	\$20.00	\$20.00							
Subtotal admin. costs	\$1,773.50	\$1,724.00	\$0.00						
<i>Special One Time Costs not covered elsewhere</i>									
Ceiling tiles	\$4,125.00			<i>Grants</i>					
Display Case-Dayhoff	\$630.00			Mariposa Comm Foundation	\$436.00	\$0.00	\$0.00		Web design and bus cards
Digital Marquee	\$2,400.00								
Div C Parks and Rec (?)	\$350.00								
Website creation and updated business cards	\$436.00								
Computer cables, lock boxes, frames for partner certs	\$160.00								
TOTAL Events and Requests and Admin	\$13,320.76	\$12,839.00	\$0.00	TOTAL INCOME	\$13,768.00	\$13,600.00	\$0.00		
				<i>Expenses minus income (savings needed to supplement)</i>				\$12,839.00	
				Current savings minus outstanding checks				\$20,236.00	
Auditorium seating fund	\$300			Current savings minus Auditorium seating fund				\$19,936.00	
				<i>Remaining savings</i>				\$7,097.00	

Last year's programs

i. AAUW's Dinner with a Scientist

Approved \$800 for this year

ii. Natural Helpers

Chevon Kothari, Mariposa County Human Resources Director, has added this to her budget.

iii. Career Lunches

Per discussions last year:

- students do not like fancy/healthy High Country sandwiches as much as we do
- students did not like Subway
- we don't like buying so many individual lunches when a number of students consistently do not show up. It's an unnecessary expense.
- Pizza is popular and less expensive. Platters from other places also an option.

iv. Academic Achievement Night

We bought patches and bars both last year and the year before.

v. Passport to Success - how to revamp to make it work

Zero students turned in signed forms last year. Maybe instead of having students go through the process of getting a paper signed each week, we ask teachers/tutors near the end of every quarter how many students they've been seeing/engaging with on a regular basis and give them gift cards accordingly to give to those students, along with a note saying, "Great job, keep it up, from ABC." Jennifer Rider, the new College, Community, Career Liaison, can help us with this.

vi. Community Connections

ABC approved funding adult partnerships for students in need.

Jennifer has put a lot of work into research and getting forms ready. She is working on finding a group of adults to be mentors for students. We've talked about reaching out to orgs such as AAUW, Rotary, Masons, etc, with a message to see if any of their members might be interested. Jennifer is working on this. Celeste is planning for the program to start by Oct 1. She wants to roll it out with 10 students/mentors and make sure it is running smoothly before adding more.

Volunteers will get cleared (fingerprinting - \$15 fee).

Volunteers will be trained by school and Sierra Quest staff (no cost). Mentors would also be trained as mandated reporters – what they can hear and respond to versus what they need to report. There would be some coaching on what kind of questions to ask, what kind of things students are interested in, etc. Then adults would be matched with students who need adults – or different adults – in their lives.

ABC agreed to fund one lunch (\$20) for adult/student (10 groups to start with) per month, or outing to the movies. Maybe give them \$15 for something special for the student's birthday.

Costs (10 adults and 10 students to start with)

fingerprinting = \$150

monthly stipend = \$2,400 for a year

Extra \$15 for birthdays = \$150

Total = \$2,700

vii. CA Scholarship Federation field trip

This did not cost us anything last year, but per Lori Ritter, have kept \$400 in the budget for this year.

viii. Teacher/Student Requests

We only had 3 teacher requests last year. Celeste will have Jill talk about this at a staff meeting (Monday, 3-3:30). Guidelines now posted on our website which might make a difference.

Student request option explained on our website. Maybe it won't be used, but nice to have it available.

Potential new programs

i. UC Merced Lab Tours

Per Naoko, AAUW's Dinner with a Scientist will not include lab tours this year. Naoko says if we would like to sponsor lab tours for all students, she would be happy to find professors and grad students (and everyone in between) for the tours. We would need money to supply a bus (try asking Tavis), come up with a selection process which reflects the guiding philosophy of ABC and figure out how to match students with labs (start with DWS form, modify as needed?).

ii. Personal Best Awards

During a meeting toward the end of last school year, all agreed that ABC had a lot on our plate at the time and that we would prefer to wait to announce and pursue Personal Best Awards at the start of this school year, giving us time to get things lined up and "do it right."

As a reminder, in answer to questions raised at a previous ABC meeting, Celeste told Jill that at the start of every school year, as part of MCHS's Smart Start, students participate in goal setting activities. They set personal goals and reflect. If we decide to pursue, MCHS could let students know that personal best awards would be happening at the end of the school year.

Celeste said when they did this in past years, their goal was always to recognize students in the middle that don't normally get recognized. She believes this is still important to do.

We had talked about cash prizes, but some did not like this. We talked about Kindles, but Celeste said she didn't think those would be motivating to all. Celeste said this is a huge generalization and does not fit for all, but generally, if we had a prize like cell phone service, that would be

hugely meaningful to many of those students who are in the middle and they would be motivated to apply. She says that Ron Henderson at the District Office worked with Verizon during gate Detwiler Fire and so has a good contact name for someone at Verizon who might be able to help with cell service prizes. Jennifer Rider also mentioned that there is a new company in Mariposa offering cell service. The company is called FM Wireless. They have already given Jennifer a 3 month subscription to use as a student prize. This might be a company to investigate for getting multiple prizes.

Celeste also mentioned that English teachers were the judges in the past. Their goal was always *not* to find the best essay writer, but to focus on the content. Celeste said that the school could set up an interview panel, but many of those applying would probably not be comfortable talking about themselves and their goals in front of a panel. It might be harder to talk about than to write about it.

There was discussion that personal best awards would recognize students rather than motivate students. (After thinking about this, I would now add that a number of our programs recognize rather than motivate and I think the act of recognizing is in fact motivating.) In any case, all agreed it is positive and worthy to recognize students in the middle who often aren't recognized. And announcing the award potential at the beginning of the year might motivate some. Draft application attached.

iii. Any others? Anything we want/are able to do in light of Detwiler Fire?

MCHS Personal Best Scholarship Program 2009

This annual scholarship is open to all Mariposa County High School students in grades 9-12 who feel that they have achieved their personal academic best during the school year. Applicants must submit all of the following:

- an application,
- an essay explaining how they feel they have achieved their personal best,
- two teacher recommendation forms. One teacher must be from a core academic subject (English, Math, Science, History).

All applications must be received by the counseling office no later than 3pm Monday, May 11, 2009.

There will be four awards, one per grade level, given annually to students who clearly demonstrate the achievement of their personal academic best during the school year. A student may only receive the award once during their education at Mariposa County High School.

The award is a netbook computer with Microsoft Office installed.

Name _____

Address: _____

Current grade level: _____

What academic goals did you set for yourself this year and how did you achieve them?

What do you hope to have accomplished ten years from now?

Describe some of your hobbies, interests, responsibilities and extracurricular activities you have been involved in while attending MCHS.

Essay:

Please respond completely to the following prompt in a double spaced, typed essay of a minimum of 150 words.

Explain how you have grown as a student this year? What academic challenges have you faced and how have you overcome them?

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MCHS Academic Boosters Club, Inc. (ABC)
invites you to become involved!

ABC's mission is to supplement and enrich academic experiences and provide educational tools for Mariposa County High School students.
(See the backside of this flyer for details on how we do this.)

Stay informed and find out ways you can help by signing up for our monthly e-newsletter: <http://tinyurl.com/yaubl0r4>.

Or, email us at abc.mchs@gmail.com and ask to be put on our e-newsletter mailing list.

Like us on Facebook: *MCHSABC*
Twitter and Instagram: *MCHS_ABC*

Check out our web page: *mchsabc.org*

You are welcome to join us for meetings. Days and times are listed on the web page and included in e-newsletters.

We wish you and your children all the best for this 2017-2018 school year!

ABC supports all Mariposa County High School students by:

- ***Creating and sponsoring*** “Career Lunch” days at MCHS, exposing students to professionals of many diverse career paths while providing delicious meals from local restaurants.
- ***Sponsoring*** the “Passport to Success” program, encouraging students to seek tutoring and rewarding them with gift certificates to local eateries for filling out their “passports.”
- ***Sponsoring*** the **Natural Helpers** program, teaching students to become good listeners and mentors to their fellow classmates.
- ***Creating and sponsoring*** annual “**Arts Night**,” showcasing arts education and students at MCHS including Dance Club, Chorus, Band, Fine Arts, Ag Food and Processing, Welding, Drama, and more!
- ***Helping to fund Academic Decathlon*** competitions and **field trips** to the SF Modern Museum of Art, Merced Theatre, and elsewhere per teacher requests.
- ***Co-sponsoring*** AAUW’s annual “**Dinner with a Scientist**” at UC Merced as a means of empowering female students to follow their dreams in fields associated with science and math.
- ***Funding*** MCHS **Academic Letters** for Academic Achievement Night.
- ***Sponsoring*** MCHS **Valedictorian Dinners**.
- ***Paying*** for a portion of student **Advanced Placement test fees**.
- ***Funding*** **California Scholarship Federation field trips**.
- ***Making possible*** school **capital improvements** such as the *digital marquee* and *auditorium entry glass display case*, both installed in 2014, *auditorium stage lighting upgrades* funded in 2014, and the replacement of damaged *auditorium ceiling tiles* funded in 2013.
- ***Funding teacher requests*** such as books & lab equipment to Math, Drama, and Chemistry.

The possibilities are endless. Become involved and join in the conversations!

Career Lunch Speakers***2017-2018 Possibilities***

Penny Otwell, how to make a living, run a small business as an artist

Tony Borreson, Aviator, Careers in aviation

Katie Fiester, Esq

Holly and Shane Stewart, fitness professionals, local business owners

Others? See student survey results provided by Flora Savage

Scheduled:

Date	Speaker	Topic
9/6		
10/4		

Past speakers:

Date	Speaker	Topic
5/3	Dondi Lawrence	Merced College opportunities
4/1	Samuel Bolton	Blue Ridge Services - drone demo
3/1	Adam Burns	How to make a living being a musician
2/1/17	Chris Boehm	Careers in Law Enforcement
12/7/16	Erik Westerlund, Park Ranger, Yosemite National Park	Careers in the National Park Service
11/2/16	Miroslava Torres, CSU Stanislaus.	Pathways to teaching careers

10/5/16	Kristen Fournier, RN and Gonzo Tafoya, RN, John C. Fremont Health Care District	Health Professions
5/4/16	Joe Rabon, Vice President of Human Resources, Aramark	Careers in Human Resources
4/6/16	UC Merced students	How to prepare for college
3/2/16	Gara Villalba, Associate Project Scientist, School of Engineering, UC Merced	Multidiscipline careers
2/3/16	Angelina Brouillette, Local Veterinarian	The path to becoming a veterinarian
1/13/16	Steven Bumgardner, Filmmaker	His path to making films
12/2/15	Heather Ream, Cartographer	Careers in Cartography
11/4/15	Percy Whatley, Regional Executive Chef in Yosemite National Park	His path to becoming a chef
10/15	Jeff Laird, Engineer, MCHS graduate	Pathways to becoming an engineer

Considered:

Jarrold Brand, Auto Mechanic, Business owner (not interested)

Career Lunch Procedure	Date completed
Discuss potential upcoming speakers, review student requests	monthly mtgs
Confirm Speaker	1 month prior
Submit Sign-up Sheets to Counseling Office (Email to Jennifer Rider, jrider@mcusd.org), Secretary in the Counseling Office.	2 weeks prior
Confirm announcement on school Bulletin and Marquee* (Email to Amber Ramsey (aramsey@mcusd.org), assistant to the principal.	2 weeks prior
Update flyer, send it to Jennifer, and cc Brian Moczygemba, Student Liason, (bmoczygemba@mcusd.org). Ask Jennifer to ask Brian to enlist ASB students to post the flyer around campus and also to go to appropriate classrooms to talk up the event and make special page on the marquee.	2 weeks prior
Contact Jennifer and ask her to put line under last name on list. And find out the number who have signed up, how many vegetarian, etc.	Friday before
Change the announcement to say lunches not available past line, but still sign up, come, and bring your own lunch. And get the changed announcement to Amber.	
Ask Jennifer to send email reminder to those who have missed in the past. <i>Are we doing this? Are we going to start using Remind instead?</i>	day before
Order Lunches: Specify # vegetarian. (Pizza or platters from a local eatery that feed a specified number are good options rather than 1 sandwich per attendee. We often have extra lunches, sometimes a lot extra and we want to cut down on this.)	1 week prior
Confirm delivery instructions at time of ordering lunch	1 week prior
See if speaker needs projector (projector is ceiling mounted; Penny has remote)	day before
Alex Keeton has a water bottle in his room. Remind him to bring it home to refill. He will have a student deliver it to Learning Center day of. (Might have to remind him.)	Tuesday before
Ask Jill to email reminder to ABC members that Career Lunch is happening and see if anyone else is available to join (helpful to have at least two members present to help with set up, sign in, taking pictures, etc).	Monday before
Remember to make sure you have cups, plates, napkins!	day of
Meet speaker at the steps by 12:30 and sign in at Attendance Office	day of
Fill water cups (typically, half the number of people who have signed up as many bring their own drink).	at event
Have ABCer stand by sign in sheet with highlighter reminding students to sign in.	at event
Introduce speaker and make a brief ABC announcement,	at event
Bring list of possible questions to ask speaker in case students don't ask any	
Bring camera and take a few photos (Jill will do if she is available)	
Give/mail speaker ABC Thank you card (optional gift certificate)	
Follow up: Send info to Jill if she wasn't there. Jill will post on ABC FB page, get to local media, etc.	within days after

* Sample script for announcement. Change with your speaker name and highlights: The next Academic Boosters Club CAREER LUNCH is happening Wednesday, [DATE], in the Learning Center during lunch. Come enjoy a free lunch and listen to Angelina Brouillette talk about the path she took to becoming a small animal veterinarian in Mariposa. Sign up ahead of time in the Counseling Office. Be one of the first 40 students by [DATE] to sign up to receive lunch. If you find 40 have already signed up or it's after [DATE], please still sign up and come to the talk, you'll just have to bring your own lunch.