



Montgomery County Project Prom/Graduation
20304 Crown Ridge Court - Germantown MD 20876
Telephone/Facsimile: 301-515-7100
<http://www.mcppg.org>

Celebration!
PROM/GRADUATION

September 23, 2009
To: MCPP/G Contacts
From: MCPP/G Board Members

Welcome to the Montgomery County Project Prom/Graduation (MCPG) Coalition or for short "Project Prom"!

The new school year and plans for the Prom/Post-Prom Season have begun. **Our first meeting for 2009-2010 will be on Thursday, October 15, 2009!!**

The MCPG is a coalition group of 25 public and 11 private school volunteers, working together to provide safe, alcohol-free and drug-free post-prom/graduation celebrations. Our goal is to provide a wide range of information designed to help each school with the event planning process. We also obtain grant monies, donations, and door prizes, which are passed on to individual schools. In March 2009, we celebrated our 17th Anniversary as a county volunteer group.

We meet six times a year from 7:30 pm to 9:00 pm in the cafeteria of the Montgomery County Public Schools (also known as the Board of Ed. Bldg.), 850 Hungerford Drive, Rockville, 20850. The [schedule](#) is shown below and on our homepage.

Annual membership dues are \$30.00 and must be paid by October 31, 2009. Please use the [Dues Form](#) found on our homepage and make checks payable to MCPG. Failure to pay dues will result in receiving less of an allotment of collected donations at the June meeting. Late payments will result in a deduction of \$25 per month from this amount.

It is important that each school committee send at least one representative to our meetings. We suggest you send the same representative(s) each month, if possible, as we have found that this leads to more efficient communication.

We will use email to send our meeting reminders, minutes and other important information, therefore, it is very important for us to have this information updated into MCPG's database at http://www.mcppg.org/account_manager (*contact the Web Coordinator if you have not received your login information*).

If you have not already done so, please enter your basic contact information online. You can use the [Fall Registration Worksheet](#). Details on your school event are required to be entered into our database by January 31, 2010 (or as soon as it is known). The [Event Worksheet](#) will detail the required data.

You have two resource books available to you: **Celebrate Life** and the **MCPG Handbook**. Each of these should have been passed on to you by last year's event coordinator. Please check with them first. If you have a problem, then contact any one of the board members listed below. It is helpful to bring your **MCPG Handbook** to each meeting.

We look forward to your continued participation.

Karen and Meg
Co Presidents

MCPG Board Members for 2009-2010:

[Karen Bashir](#): 301-871-5512 (Co President)
Meg Baker: 301-916-5280 (Co President /Treasurer)
[Bonnie Perkins](#): 301-299-8091 (Vice President of Excitement)
[Maureen Kaufman](#): 301-972-6903 (Secretary)
[Janet Clifton](#) 301 674-1096 (Web Coordinator)

Team Leaders for 2009-2010

[Ruth Jenkins](#): 301-414-0353 (Team 1)
[Karen Griffin](#) 240-381-3963 (Team 2)
[Tim Brown](#): 301-972-8733 (Team 3)
TBD (Team 4)

Continued on page 2

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2009 - 2010 School Year Calendar for Montgomery County Project Prom/Graduation (MCPG)

The following is a listing of teams, team leaders, dates, and meeting topics for this school year. All meetings (except the Vendor Fair) are at the Montgomery County Public Schools (MCPS) Main Building, Carver Educational Services Center, 850 Hungerford Drive, Rockville, 20850, in the cafeteria (also known as the Board of Ed. Bldg.):

<u>Meeting Date</u>	<u>Team in Charge</u>	<u>Topic</u>
		Be sure to bring your MCPG Handbook to each meeting.
Thursday October 15, 2009 7:30-9:00pm	Board	<ul style="list-style-type: none"> • Dues Form and Fall Registration Worksheet due October 31, 2009 • Purpose & Goals MCPG, Organization Structure, Grants/Receipts, Vendor Fair, Insurance, Fundraising • Read Your Handbook
Sunday December 6, 2009 4:00-7:30 pm	Susan Austin	Vendor Fair Gaithersburg Holiday Inn 2 Montgomery Village Ave. Gaithersburg, Maryland 20879
Thursday January 14, 2010 7:30-9:00 pm	Team 1	<ul style="list-style-type: none"> • Event Worksheet due January 31, 2010 • Activities, Insurance, Prizes Suggestions (and what MCPG provides)
Monday February 15, 2010 7:30-9:00 pm	Team 2	<ul style="list-style-type: none"> • Food, Sign In/Out procedures, Decorations
Wednesday March 24, 2010 7:30-9:00 pm	Team 3	<ul style="list-style-type: none"> • Security & safety at your event, arrival deadlines, hotel/private parties, driving issues, Take Me Home Safely
Wednesday April 14, 2010 7:30-9:00 pm	Team 4	<ul style="list-style-type: none"> • Grant Summary • M.C. Police presentation • Event Evaluation form distributed
Monday June 7, 2010 7:30-9:00 pm	Board	<ul style="list-style-type: none"> • Event Evaluation & Other Forms due: Receive MCPG \$\$ • WRAP-UP sharing of event happenings/outcomes • Election of MCPG Officers • Bring next year's event coordinator

Team 1

- Schools
 - Barrie School, BCC, Blair, Blake, Churchill, Clarksburg, Damascus, Albert Einstein, Gaithersburg, DeMatha Catholic HS (Associate PPG Member)
- Team Leader
 - Ruth Jenkins: 301-414-0353 Kidmom03@aol.com

Team 2

- Schools
 - Georgetown Prep, Good Counsel, Holy Child, Holy Cross, Walter Johnson, Kennedy, Magruder, McLean
- Team Leader
 - Karen Griffin: 240-381-3963 kgriffin301@comcast.net

Team 3

- Schools
 - Richard Montgomery, Northwest, Northwood, Paint Branch, Poolesville, Quince Orchard, Rockville, Sandy Spring Friends, Seneca Valley, Reservoir (Associate PPG Member)
- Team Leader
 - Tim Brown: 301-972-8733 timbrown450@yahoo.com

Team 4

- Schools
 - Sherwood, Charles E. Smith Jewish Day School, Springbrook, Stone Ridge, St. Andrew's, Watkins Mill, Wheaton, Walt Whitman, Wooton
- Team Leader
 - TBA