

Senior parents are your most valuable resource in the planning of Project Celebration. They are your best source of time and talent. They also are a starting place for donations and can network to raise money from others, too. Parental consent is also required for all seniors attending Project Celebration, so keeping parents informed and involved is essential for multiple reasons.



When To Send Letters

In this section you will find example letters to send to parents at various intervals in the planning process. Feel free to adapt them to suit your needs.

- The initial information letter should be sent out early (mid-October) to give parents an overview of the purpose and plans for Project Celebration. Depending on your specific needs and timeline, you can send out the volunteer registration form with the first letter or in a separate mailing. The volunteer form is located later in this section and in the **Volunteers** section.

- Continue to correspond with senior parents throughout the year by informing them of upcoming fundraisers and alcohol awareness events. You might also want to have a section on your website specifically for parents with announcements and frequently asked questions.
- When the date, time, location and transportation details of your event are confirmed, send out a letter that includes the rules and the student registration/parental consent form found later in this section and in the **Security & Rules** section. Also include the guest registration form and early departure form, if applicable.

Even if your Project Celebration is a seniors-only event, involve as many underclassmen parents as possible to work or just to observe before their turn. Underclassmen parents can also be a supplementary source of ideas and donations. Some communities even begin planning and fundraising for their own seniors' Project Celebration when those students are freshmen. Sample letters for all underclassmen parents are included at the end of this section.

After the event, be sure to add a copy of all the letters you send to the end of this section as examples for future Project Celebration coordinators at your school.



Date

Dear Senior Parent,

Plans are underway for a special event honoring the senior class at _____ High School. We are celebrating their accomplishments by hosting Project Celebration—an all-night, alcohol-free, drug-free graduation party that is organized for students with help from parents, school staff and business people in the community. Project Celebration provides an environment where seniors don't have to deal with peer pressure to consume alcohol or other drugs or ride with a driver who is under the influence on that special night.

Project Celebration is a costly event to hold, but we know that providing a fun-filled alternative to drinking and driving will far outweigh the expense. We plan to make this a memorable event by organizing a variety of exciting activities, entertainment, food and prizes. We want our seniors to enjoy this last chance to share memories and create new ones to cherish for years to come. While the party is not until _____ (date), it's critical that our funding be in place as early as possible.

The event is completely funded by fundraisers and donations. We urge you to support this worthy cause to help us continue this tradition for our graduating seniors. Please consider donating a \$50 tax-deductible contribution in the enclosed self-addressed envelope to help host one of the last and most memorable events of your student's high school life.

We will be recruiting volunteers soon—we'll keep you posted as plans progress!

Sincerely,

Signature

Name

Chairperson, Project Celebration Planning Committee
(area code) phone number



Date

Dear Senior Parent,

It's time to gear up and get ready for Project Celebration—the all-night, substance-free graduation party that is safe and fun for our students. We need your help to make this event the best night of your student's life. Mark your calendars—May _____ from __:__PM—__:__AM. Now is your opportunity to volunteer to be a part of this exciting event. Please fill out the attached volunteer form and return it to _____ by _____.

Thanks in advance for your involvement!

Sincerely,

Signature

Name

Chairperson, Project Celebration Planning Committee
(area code) phone number



Date

Dear Senior Parent,

Project Celebration is just around the corner! This all-night, alcohol-free, drug-free party will be held _____(date) at _____ (location) and will last from __:__PM–__:__AM. Check-in closes at __:__PM. After that time, the doors will be locked and no one will be allowed in or out (unless there is an emergency). Please fill out and return the following consent form by _____ (date) so your student will be able to participate in the evening's festivities. Be sure to read through the attached rules and ensure that your student thoroughly understands them. If you know your student must leave early, please fill out the early departure form (also enclosed).

Encourage your senior to participate in Project Celebration. If we are enthusiastic about this party, our students will know we are supporting them. Thank you for making this unforgettable experience a reality for your student.

Sincerely,

Signature

Name

Chairperson, Project Celebration Planning Committee
(area code) phone number



PROJECT CELEBRATION REGISTRATION & PARTICIPATION

High School Class of _____

(Date, start and end times of event)

Parents

Senior name: _____

Parent name: _____

Address: _____

STREET

CITY

STATE

ZIP

Home phone: _____ Cell phone: _____

Email address: _____

By registering my senior for Project Celebration, I understand the following:

1) My student will be expected to check in at the high school by _____ (time) the night of _____ (date). I will be notified at one of the above numbers if my student fails to report by this time or if s/he wishes to leave before Project Celebration officially ends.

2) If my student violates either the _____ High School Code of Conduct or disrupts the graduation ceremony, s/he will not be allowed to attend Project Celebration.

3) If my student arrives for Project Celebration under the influence of alcohol or other drugs s/he will not be allowed to participate and forfeits giveaways.

Parent signature: _____ Date: _____

Volunteering

As parent or guardian of a graduating senior, I am willing to work at Project Celebration. Please email me more information.

10:30PM–12:45AM _____

As needed _____

12:30AM–2:45AM _____

Entire night _____

2:30AM–4:45AM _____

4:30AM–6:45AM _____

Students

I plan to attend Project Celebration and have read and understand all the above requirements.

Student signature: _____ Date: _____

Please return this form by _____ (date), _____ (year) to: _____ High School

Attention: Name, (area code) phone number

Address City, TX Zip

Or, place in box at school reception.

ALL FORMS DUE BY _____ (date), _____ (year).



PROJECT CELEBRATION GUEST REGISTRATION

High School Class of _____

(Date, start and end times of event)

Parent

Guest name: _____ Grade: _____

Guest's school: _____

Guest parent name: _____

Guest address: _____

STREET

CITY

STATE

ZIP

Home phone: _____ Cell phone: _____

Name of sponsoring senior: _____

By registering my child as a guest for Project Celebration, I understand the following:

- 1) The guest will be expected to check in with his or her sponsoring senior in person at the high school by _____ (time) the night of _____ (date). Parents will be notified at one of the above numbers if the student or their guest fails to report by this time or if s/he wishes to leave before Project Celebration officially ends.
- 2) If the student or the guest violates either the _____ High School Code of Conduct or disrupts the graduation ceremony, s/he will not be allowed to attend Project Celebration.
- 3) If the student or their guest arrives for Project Celebration under the influence of alcohol or other drugs, s/he will not be allowed to participate in the evening's event.

Student

I have read and understand all the above requirements.

Guest signature: _____

Guest's parent's signature: _____

Sponsoring senior signature: _____

Please return this form by _____ (date), _____ (year) to:

_____ High School

Attention: Name, (area code) phone number

Address

City, TX Zip

Or, place in box at school reception.

ALL FORMS DUE BY _____ (date), _____ (year).



PROJECT CELEBRATION EARLY DEPARTURE FORM

High School Class of _____

(Date, start and end times of event)

Senior name: _____

Parent name: _____

The above named minor has my permission to leave Project Celebration before __:__AM.
I understand that the participant cannot return to the party after leaving early.

- DO call me when my child leaves.
- DO NOT call me when my child leaves.

Home phone: _____ Cell phone: _____

Parent's signature: _____

ALL FORMS DUE BY _____ (date), _____ (year).

©2008 Texas Department of Transportation. Project Celebration Guidebook. Permission granted to reproduce.



PROJECT CELEBRATION EARLY DEPARTURE FORM

High School Class of _____

(Date, start and end times of event)

Senior name: _____

Parent name: _____

The above named minor has my permission to leave Project Celebration before __:__AM.
I understand that the participant cannot return to the party after leaving early.

- DO call me when my child leaves.
- DO NOT call me when my child leaves.

Home phone: _____ Cell phone: _____

Parent's signature: _____

ALL FORMS DUE BY _____ (date), _____ (year).

©2008 Texas Department of Transportation. Project Celebration Guidebook. Permission granted to reproduce.



Date

Dear Junior Parent,

Plans are underway for a special event honoring the _____ (year) senior class at _____ High School. We are celebrating their accomplishments by hosting Project Celebration—an all-night, alcohol-free, drug-free graduation party that is organized for the seniors with help from parents, school staff and business people in the community. Project Celebration provides an environment where seniors don't have to deal with peer pressure to consume alcohol or other drugs or ride with a driver who is under the influence on that special night.

The senior parents play a vital role in the planning process by organizing a variety of exciting activities, entertainment, food and prizes for the event. Your time will be here before you know it! Your kids will be seniors next year, so you may be working on your own Project Celebration. We will be here for you to share our experiences, ideas, successes and yes, even our pitfalls.

To better prepare for your student's Project Celebration, consider volunteering this time around. You can learn the ropes this year to make next year's event better than ever. Get involved. Stay informed. Your kids are worth it, and it's fun. If you are interested in volunteering, please fill out the attached volunteer form and return it to _____ (location) by _____ (date).

As you will see next year, Project Celebration requires hours of volunteer time and a great deal of money. If you know a senior, please consider making a small donation in his or her name to show your support of him or her. Please encourage them to participate. It will be great fun for everyone involved!

Sincerely,

Signature

Name

Chairperson, Project Celebration Planning Committee
(area code) phone number



Date

Dear Sophomore Parent,

Plans are underway for a special event honoring the _____(year) senior class at _____High School. We are celebrating their accomplishments by hosting Project Celebration—an all-night, alcohol-free, drug-free graduation party that is organized for the seniors with help from parents, school staff and business people in the community. Project Celebration provides an environment where seniors don't have to deal with peer pressure to consume alcohol or other drugs or ride with a driver who is under the influence on that special night.

The senior parents play a vital role in the planning process by organizing a variety of exciting activities, entertainment, food and prizes for the event. Get ready—the next two years will fly by. Your kids will be seniors before you know it, and you will be working on your own Project Celebration. We will be here for you to share our experiences, ideas, successes and yes, even our pitfalls. So, we are asking for your help now.

To better prepare for your student's Project Celebration, consider volunteering this time around. Being a veteran volunteer will give you a leg up for the next time. Get involved. Stay informed. Your kids are worth it, and it's fun. If you are interested in volunteering, please fill out the attached volunteer form and return it to _____(location) by _____(date).

When it's your turn, you will see that Project Celebration requires hours of volunteer time and a great deal of money. If you know a senior, please consider making a small donation in his or her name to show your support of him or her. Please encourage them to participate. It will be great fun for everyone involved!

Sincerely,

Signature

Name

Chairperson, Project Celebration Planning Committee
(area code) phone number



Date

Dear Freshman Parent,

Plans are underway for a special event honoring the _____ (year) senior class at _____ High School. We are celebrating their accomplishments by hosting Project Celebration—an all-night, alcohol-free, drug-free graduation party that is organized for the seniors with help from parents, school staff and business people in the community. Project Celebration provides an environment where seniors don't have to deal with peer pressure to consume alcohol or other drugs or ride with a driver who is under the influence on that special night.

The senior parents play a vital role in the planning process by organizing a variety of exciting activities, entertainment, food and prizes for the event. Only three years left until your child is a senior; when you will have the opportunity to get directly involved in the planning of their Project Celebration. We will be here for you to share our experiences, ideas, successes and yes, pitfalls. So, we are asking for your help now.

To better prepare for your student's Project Celebration, consider volunteering this time around. Being a veteran volunteer will give you a leg up for the next time. Get involved. Stay informed. Your kids are worth it, and it's fun. If you are interested in volunteering, please fill out the attached volunteer form and return it to _____(location) by _____(date).

When it's your turn, you will see that Project Celebration requires hours of volunteer time and a great deal of money. If you know a senior, please consider making a small donation in his or her name to show your support of him or her. Please encourage them to participate. It will be great fun for everyone involved!

Sincerely,

Signature

Name

Chairperson, Project Celebration Planning Committee
(area code) phone number