

# **Putnam City High School Alumni Council**

## **Pancake Breakfast Fund Raiser and All Class Reunion Directions**

Congratulations, your class is celebrating their 40<sup>th</sup> High School Reunion and will be hosting the graduating class who will be celebrating their 50<sup>th</sup> High School Reunion.

Your class will be responsible for hosting and providing workers for the Pancake Breakfast Fund Raiser and the All Class Reunion and producing its program. Your class should provide workers at both events and should attend some or most Alumni Council Meetings which are held the last Monday of each month in the Putnam City High School Library at 7:00 pm.

### ***Pancake Breakfast: 6:00 am till Noon – Dated to be determined***

Your class should check out and sell at least \$500 worth of Pancake Breakfast tickets. The cost is \$5.00 per ticket for 12yrs and older.

Your class will need to have members there to work the Pancake Breakfast. We need workers in the kitchen to prepare the food to be put on the serving line, work on the serving line, to clean the tables and to help clean up and load everything up after it is over.

Your class can work this in shifts, but we need at least 8 people there at all times from your class. There will be members of the Alumni Council there to assist with the breakfast.

### ***All Class Reunion: 11:00 am till Over – Last Sunday of October***

Your class should assist in setting up the registration tables, sale table, and reception tables in the Old Cafeteria.

Your class should provide enough people to work the registration table and hand out programs after set up. There will be members of the Alumni Council to assist with these tasks.

Your class will be putting up balloons in the Auditorium for the different years allowing enough room for every one to sit. You may be asked to put up signs as needed, decorations, etc. You will also need to have people there to help clean up when the reception is over.

***All Class Reunion Program:***

Your class will produce the program for the reunion. The Alumni Council will provide copies of past programs as examples for you. This is not a large chore, but you will be responsible for the printing of the program.

You should follow the basic outline of the program. The Alumni Council will provide you with a list of the members of the Honored Class and a list of the Deceased classmates since the last reunion (These are from all classes that we just found out had passed away. They may have died many years before but this is when we found out.). The Alumni Council will also try to locate a class picture of the Honored Class for use in the program.

You will need to bring your finished product to the Alumni Council Meeting the Monday before the Reunion for the Council to Proof and make changes as necessary. You will then need to have **350** copies printed of the Program to hand out on Sunday at the Reunion.