



Montgomery County Project Prom/Graduation  
19154 Dowden Circle, Poolesville, MD 20837  
Telephone/Facsimile: 301-515-7100  
mcprojectprom.org

***Celebration!***  
**PROM/GRADUATION**

October, 2017

WELCOME LETTER FROM MCPP/G

From: MCPP/G Officers

To: After Prom/Graduation Coordinators, Parent Volunteer Coordinators, PTSA Presidents, and other Supporters,

**Greetings from the Montgomery County Project Prom/Graduation (MCPG) Coalition also known as "Project Prom"!**

The new school year and plans for the Prom/ After Prom season have begun. Our first meeting for the 2017/2018 School year will be on October 18, 2017 from 7:30 pm to 9:00 pm, at 850 Hungerford Drive, Rockville, Maryland 20850 (at the Carver Education Services Center, MCPS Board of Education Offices - see page 2 for meeting dates, locations and info.)

MCPG is a coalition group of 24 public and 6 private schools' volunteers, working together to provide safe alcohol and drug free After 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 try to obtain grant monies, donations, and door prizes, which can then be passed on to individual schools. In March 2017 we began our 25<sup>th</sup> year as a county volunteer group.

It is important that every school's event committee send a representative, preferably the After Prom event coordinator, to every MCPG meeting. We meet six times a year. Please ensure your school is represented!

There are two additional resources available to you: [Celebrate Life](#) book (click the link to download the book \*) and the MCPG Handbook (See MCPG Handbook (in 5 parts) on our [home page](#)). The MCPG Handbook should have been passed on to you by last year's coordinator.

The annual membership dues are **\$30.00** and are due by October 31, 2017. The membership dues form is located on our website home page. The monies and form can be submitted at our first meeting or mail to the above address.

Each school will be required to fill out their Event Details Data and a few other data requests regarding the event.

Page 2 of this Welcome Letter contains our Meeting Dates and potential topics. Please record these meeting dates on your calendar. (Also available on the web site: [mcprojectprom.org](http://mcprojectprom.org))

We look forward to your continued participation! If you have any questions, please contact Tim Brown at [timbrown450@yahoo.com](mailto:timbrown450@yahoo.com), or call me on 301-972-8733. You can also visit us on our website site at [mcprojectprom.org](http://mcprojectprom.org) to receive additional information, guidelines and forms.

Thanks!

Tim Brown  
President, MCPG  
[timbrown450@yahoo.com](mailto:timbrown450@yahoo.com)  
301-972-8733

\* Celebrate Life book website- [http://www.doe.virginia.gov/support/prevention/drug\\_use/celebrate\\_life.pdf](http://www.doe.virginia.gov/support/prevention/drug_use/celebrate_life.pdf)



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The following is a list of MCPP/G dates and meeting topics for this school year. All meetings this school year are at the Montgomery County Public Schools' Carver Educational Services Building (Board of Ed. Building) in the Cafeteria or Auditorium (see location below), 850 Hungerford Drive, Rockville, Md. 20850 (at intersection of Manakee Street and Hungerford Drive).

<u>Meeting Dates</u>	<u>Topic(s) to be discussed</u> Be sure to bring your MCPP/G Handbook to each meeting!	<u>Location</u>
Wednesday, October 18, 2017 7:30-9:00pm	WELCOME Meeting Get Acquainted Exercise Mini-Grant Info Open Discussion: Putting together a Committee and Committee Roles	Cafeteria (1st floor) Carver Ed. Services Ctr., 850 Hungerford Drive Rockville, MD 20850
Wednesday, Nov. 15, 2017 7:30-9:00pm	Open Discussion: Fundraising and Choosing a Vendor	Cafeteria (1st floor) Carver Ed. Services Ctr., 850 Hungerford Drive Rockville, MD 20850
Wednesday, January 17, 2018  <b>7:45-9:00 pm</b>	Open Discussion: Activities/Insurance  Event Data Worksheet - should be sent to Tim by Jan. 31	<b>Auditorium (1st floor)</b> Carver Ed. Services Ctr., 850 Hungerford Drive Rockville, MD 20850
<b>Tuesday,</b> <b>February 20, 2018</b> <b>7:30-9:00 pm</b>	<b>POSTPONED!!!!</b>  Open Discussion: Food, Sign In/Out procedures, Decorations	<b>Auditorium (1st floor)</b> Carver Ed. Services Ctr., 850 Hungerford Drive Rockville, MD 20850
Wednesday, March 14, 2018 <b>7:45-9:00 pm</b>	Open Discussion: Security & Safety at your event, arrival deadlines, hotel/private parties, driving issues, Take Me Home Safely;  Presentation: Montgomery County Police	<b>Auditorium (1st floor)</b> Carver Ed. Services Ctr., 850 Hungerford Drive Rockville, MD 20850
Wednesday June 6, 2018 7:30-9:00 pm	WRAP-UP meeting- sharing of event happenings/outcomes; Election of MCPP/G Officers; Bring next year's event coordinator!  Event Evaluation & other forms due today!	<b>Auditorium (1st floor)</b> Carver Ed. Services Ctr., 850 Hungerford Drive Rockville, MD 20850