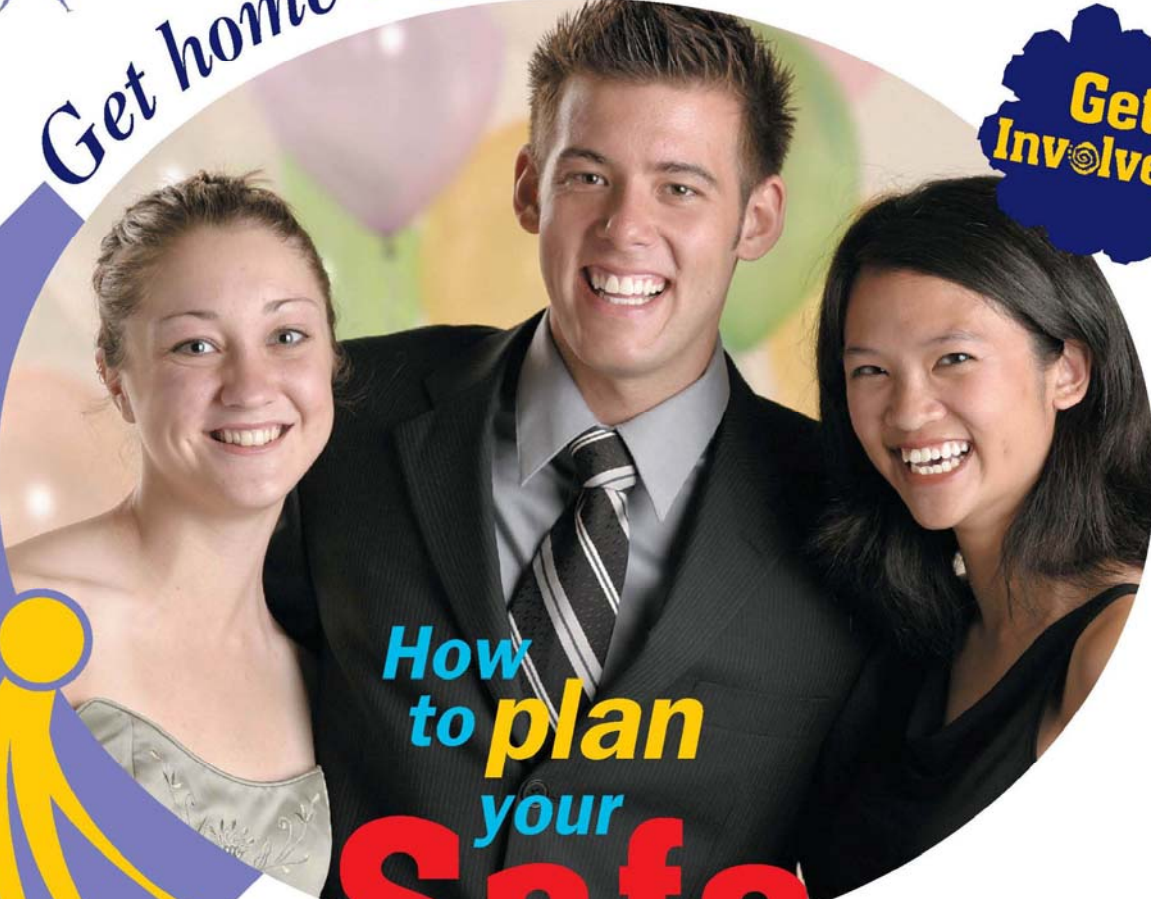


It's your graduation

Get home safe



Get Involved!



How to plan your

Safe

Grad



SAFE GRAD Reminders

Before your Safe Grad is approved, the following must be in place:

Submit to SAFE GRAD Manitoba: Deadline - May 15th

Application for SAFE GRAD Liability Insurance Coverage (Pg.14)

Please note that your school is not automatically covered.

You must apply for insurance coverage.

Private schools are not covered under SAFE GRAD Liability Insurance. Please check with your school's insurance broker for coverage.

Acknowledgment of Minors Form (Pg. 15)

The signed Acknowledgment of Minors form must be attached to your application for liability insurance.

SAFE GRAD Wristband Order Form (Pg. 18)

Wristbands are available in two colors (blue or yellow). If you have a preference, please indicate.

Submit to MLCC: Deadline - May 15th

Manitoba Liquor Control Commission (MLCC) Graduation Information Sheet (Pg. 17) and the signed **Acknowledgment of Minors Form (Pg. 15)**

Grad Committee to Retain

SAFE GRAD Committee Release Form (optional) (Pg. 16)

If used, this form is to be signed by all parents. Copies can be kept on your grad committee's file. This form serves as a protection for the Grad Committee in the event that someone brings suit against the committee.

Forms

All the forms you require are located at the back of the SAFE GRAD booklet. Please note that processing time is required, so please don't leave it to the last few weeks before your grad. Forms are also available online at www.mbschoolboards.ca under SAFE GRAD.



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Introduction

Congratulations on making a decision to help your school plan a SAFE GRAD.

What is SAFE GRAD?

SAFE GRAD is a plan to organize an enjoyable but accident and incident free graduation celebration. The purpose of a SAFE GRAD program is to eliminate accidents, death and misfortune by promoting safe practices among young persons so as not to experience difficulty with alcohol and drugs. That safe celebration, known as SAFE GRAD, is now widely accepted and is an integral part of graduation in nearly all Manitoba high schools.

Absolute Rules Under an Approved SAFE GRAD

- **No grads are allowed to drive.**
- **No one under the age of 18 is allowed to purchase, possess or consume alcohol.**

The following information will give you a brief description of the steps you may wish to follow in the planning of your function.

Please remember that this is only a guide and you are encouraged to develop your plans to meet your particular situation. In addition, if throughout the year you find that you would like to speak to someone about your plans, the **SAFE GRAD Manitoba Steering** Committee is more than willing to address your concerns. Please e-mail or fax your questions to us. DVD Presentations are available for your student and parent meetings and everything you need to know is included on the DVD. If there are special concerns, a speaker may attend one of your meetings.

If your **SAFE GRAD** decides to serve alcohol, you will need to follow the provisions of *The Liquor Control Act*. Be sure to complete your application at least several months before your **SAFE GRAD** event.

Whether you choose to serve alcohol, or choose **NOT** to serve alcohol, you should carefully plan a **SAFE GRAD**. **SAFE GRAD** does not only cover wet grads, but also dry grads. Long hours and exuberant youth can result in tragedy if proper planning has not been done. By reading this material and developing your PLAN, you should be able to provide a memorable and safe graduation. **Good luck!!!!**

The last Saturday of November or early December has traditionally seen a Safe Grad Seminar at the Victoria Inn in Winnipeg from 9:30 a.m. to 1:00 p.m. where the concepts of SAFE GRAD are presented to school representatives. Check with your school office before the end of November as notices are sent out each year prior to the event.

Fax: (204) 231- 1356

E- mail: safegrad@mbschoolboards.ca



Part I

How to Plan Your SAFE GRAD

Once you have decided to have a **SAFE GRAD** at your school, it is important to try and get the support of three groups; the students, the school administration and the parents. Each of these groups will have an important part to play in the implementation of your plans.

The most important group is the student body. After all, the celebration being planned is for them. One of the best ways to pass information to the students is through the student council or graduation committee. Meet with one of these groups and tell them what you know about **SAFE GRAD**.

If you attended a provincial seminar, you have key information to provide to them. Once you have met with the student council or grad committee, representatives should meet with the school administration to set up two meetings.

During school hours you will want to meet with the whole graduating class. In an evening meeting, you will want to meet with the parents of the graduating class. The administration is usually willing to accommodate **SAFE GRAD**. If not, ask your parents to meet with administration and find out if an alternative plan can be made. Some schools prefer that parents take over the events at a certain time and take responsibility for the actual **SAFE GRAD**.

Meeting #1

The Student Meeting

1. This is by far the most important step in your plan. Some of the students will not know what a **SAFE GRAD** is and others may have some misconceptions about it.
2. Prior to the meeting, prepare yourself to speak to the group. Make sure that whoever is going to be the main speaker at this event knows the

concepts behind **SAFE GRAD**. If you do not have someone in the school, you may wish to invite a member of our committee.

3. Invite all of the graduates to attend the meeting.
4. Try not to set up the meeting near the end of the day. Lunch hours are okay, but you may lose some of the students. Ideally, 40 to 60 minutes of class time will be sufficient for the first meeting.
5. Arrange to have the meeting in a room that all of the students can be seated in. Make sure that the speaker(s) can be heard. If a P.A. system is required, arrange to have one set up.
6. At the meeting, the chairperson (this is usually a member of the student grad committee or their teacher representative) should begin by briefly explaining why the students have been called together. To the best of their ability, have the person briefly explain why they think that students would want a **SAFE GRAD**.

Due to the content of this segment, you can see that a student is best suited to do the speaking.

7. Your guest speaker should then explain the **SAFE GRAD** concept. This will take 15 to 20 minutes with time being allowed for questions. The **SAFE GRAD** DVD may work well here!
8. If the administration is in favour, have one of them endorse the program. Most schools have gone through a **SAFE GRAD** and your teacher or principal should be able to cover the highlights. If there were any problems with last year's grad, now is a good time to discuss them.

9. Have a member of the grad committee outline tentative plans for your function.

Point: Don't be too specific. The student body must also have some say in the planning. Also, there may be a wide variety of ideas - try to steer the discussion to practical ideas that are affordable.

10. A point to remember throughout your whole presentation is to always be positive. Don't linger on any negative aspects. Tell the students the good things and be prepared to answer their concerns.

Remind them that it is their grad and parents are there to work and to ensure a safe time.

Meeting #2 The Parent Meeting

Once the student meeting has taken place, arrange to have a parent meeting as soon as possible.

Advertise it on the intercom and in student bulletins. You may send home an informational letter to parents urging them to attend. Prior to the meeting you may wish to contact a supportive parent or two and obtain their assistance. A keen parent is usually available who would be willing to act as one of the chairpersons.

If you do not have a parent in advance, you will need to elect or appoint chairpersons at the first meeting. You may also choose to ask your local police department to send an officer. Police officers are usually big supporters of a **SAFE GRAD**.

1. Set up a room large enough for all those you expect may attend. Make sure a sound system is available. You may also wish to supply coffee or juice.
2. With the aid of the parent chairperson, the student rep should develop the agenda. The following

people should be on the agenda as speakers:

- **Student Representative**
 - **Parent Representative**
 - **Administrator**
 - **Provincial SAFE GRAD Committee Member** (Consider use of our DVD)
 - **Police Officer or Liquor Inspector**
3. As was done with the students, begin by briefly explaining what a **SAFE GRAD** is. Also let the parents know what their role will be. The **Provincial Safe Grad Committee Member** can usually handle this part of the presentation.
 4. Have one of the students outline tentative plans for the evening.
 5. Get a show of support from the parents. Usually a vote by hand is sufficient.
 6. Prior to the start of the meeting, you should attach large "sign-up" lists throughout the room. Each of the lists will contain the name of a committee that is required. Ask parents to help themselves to coffee, sign up on a list and then return to their seats. Make sure you ask for phone numbers as well as encouraging people to become sub-committee chairpersons.
 7. Here is a list of some committees you may find useful. Sample duties and responsibilities for the Security, Bar, and Transportation committees are listed at the end of this brochure.
 - **Set Up**
 - **Prize and Fund Raising**
 - **Clean Up**
 - **Security**
 - **Bar/Ticket Sellers**
 - **Entertainment**
 - **Food**
 - **Phoning**
 - **Transportation**
 - **Medical**

8. Once everyone has had a chance to sign up, thank the parents for their support and possibly go over some of the committees that need help. Some parents may wait to help with the problem areas. Ask the telephoning committee to call those parents not in attendance to request their assistance.
9. Prior to adjourning the meeting, have the people meet in their sub-committees and decide on the date of their first meeting.

Make sure that each sub-committee reports back to one of the committee chairpersons with the following information:

- **Committee Name**
- **Date of Meeting**
- **Time**
- **Location**

Additionally, the committee chairpersons should set a meeting date that all sub-committee chairpersons are expected to attend.

10. Collect the "sign-up" lists and give them to the parent chairpersons for recording.

With these two meetings out of the way, your **SAFE GRAD** is off and running.

It is now time for the **Student SAFE GRAD Committee** to do some work. Up to this time you have not completely planned your event. Prior to Christmas you should try to formalize your plans.

Invite interested members of the student body to lunch hour meetings. Once you have defined plans as to what you would like to do, pass the information on to the chairpersons.

It is important to remember that it is your **SAFE GRAD** and you should not expect or allow the parents to plan it for you. Their major function is to take your ideas and develop effective ways to implement them.

By keeping this important point in mind you can be assured that all of the students will be pleased with the results since they did all the planning.

While the parent sub-committees are waiting for information, the fund raising or prize committees can be active. Depending upon your school's financial situation, make a decision as to how much money and/or prizes are required. The parent fund raising committee will do a fantastic job with this, but they will require time.

In January, it would be a good idea to call another student meeting. At this meeting, present them with the plans that your group has created. Let them know about any problems that may have arisen and make sure to leave time for questions and answers. If you don't give people time to ask questions in the group, you can be sure that they will be talking behind your back.

Another good reason for letting the students express their concerns is that you will get a good indication as to whether more promotion or education is required amongst the student body. You may find it necessary to have such things as a panel discussion on "Drinking and Driving", or maybe get the grade 12 English classes to discuss drinking and driving in class. If you give the English teachers enough warning, they are usually quite willing to add this to their programs. Communication is vital and if you don't communicate, you will have problems.

People who are unclear as to what is happening will spread rumours and discontent. Make sure that information is available to all graduating students.

It will soon become evident that the parent committee is self-sufficient. Be sure to keep in constant touch with them. It will probably be a good idea to meet with the sub-committee chairpersons monthly or as the big day gets closer, you may need to meet more often.

Constant contact with the school Administration or the teacher grad

representative is a good idea. Encourage the parent chair-persons to keep in contact with the school. The administration will feel much more comfortable if they know that the parents are doing their job.

As graduation day approaches and you begin to sell tickets, make sure that a separate ticket is available for **SAFE GRAD**. Encourage all of the students to attend. You are defeating the purpose of the event if you discourage "rebels" from attending.

When the students receive their tickets, provide them with a typed sheet on the **SAFE GRAD** celebration. Include the following:

- **Date**
- **Time**
- **Location**
- **Dress Code**
- **Rules & Regulations**
- **Information of the Planned Events**

Try and make sure that there is nothing that will negatively surprise the students. Any controversial rules should be told to the students in January so that there is time for discussion.

If you have done your job well, by the time **SAFE GRAD** night arrives, your duties should be complete. It is now time to leave things in the hands of your parent committees. **Remember, it's your grad, so have fun!** Leave all the work to the parents, they won't mind.

The only time that you may wish to help out is if a student becomes unruly and you think you can diffuse the situation.

Two to three weeks after your **SAFE GRAD** is over, organize a meeting with your sub-committee chairpersons. Request that all of them provide a typed or written final report. Compile all of this information and make it available for next year's **SAFE GRAD Committee**.

There are just a few very important things that need to be remembered. These are so important that I have chosen to leave them until the end of this report. Book your hall as early as possible. Right now may be too late.

Once **SAFE GRAD** becomes a tradition in your school, you may find that it is a good idea to book your hall one year to the next in advance. The same is true for music services and other entertainment. The best services are booked first and you definitely want the best.

1. Make sure your party out lasts the attendees. If you end it too early, the students will just go someplace else.
2. Make sure your **SAFE GRAD** is a party that everyone will remember. Use the students to develop good ideas for the evening. Make sure you have a good music man and lots of munchies. As the night wears on, make sure you have some things planned that will "fire" the students up.

Well, you wanted to have a **SAFE GRAD**, and I am sure that when it is all over, you will be glad you did!

The students will love the event and you can bet that they will tell next year's students how great it was. Besides this large helping of free advertising, your friends, parents and yourself can rest easy knowing that everyone had a great time and arrived home safely.

If you have any questions on planning your **SAFE GRAD**, please e-mail:

SAFE GRAD Manitoba Steering Committee
safegrad@mbschoolboards.ca

Part II

Liquor at Your Safe Grad

If your **SAFE GRAD** has decided to serve alcohol, you will need to follow guidelines and regulations of the Manitoba Liquor Control Commission.

Representatives of the MLCC are available to meet with your committee to explain your responsibilities under *The Liquor Control Act*. You are encouraged to contact Inspection Services at (204) 474-5585.

The two most important responsibilities you have are:

- **Minors - those people under 18 years of age cannot purchase or consume alcoholic beverages under an occasional permit.**
- **Liquor cannot be sold or served to a person who is, or appears to be, intoxicated.**

You will want to plan a **SAFE GRAD** that does not place the focus on alcohol. Have activities that keep all grads and guests entertained.

The event may be held in a banquet hall or at a licensed premises. If the **SAFE GRAD** event is not held in an establishment that holds a permanent liquor license, the **SAFE GRAD Committee** will be required to apply for an occasional permit.

You should apply for your liquor permit two to three months before the function in order to avoid any last minute complications.

Here are some answers to frequently asked questions about liquor at **SAFE GRAD** functions:

Who should apply for the permit?

A **SAFE GRAD Committee** must be formed in order for the school to qualify for a **SAFE GRAD** permit.

We suggest two representatives of the **Parent SAFE GRAD Social Committee** apply for the occasional permit at any liquor store or liquor vendor. One of these two people must be in attendance during all hours that the permit is in effect.

The **Graduation Information Sheet and the signed Acknowledgment of Minors Form** must accompany the permit application, and these forms are included with this package. A local service club may assist you with the liquor service, however, the service club may not apply for the occasional permit.

The committee will be responsible for purchasing the liquor for the event, and only liquor as listed on the permit can be at the function.

Will a permit be issued for a function held on private property or outdoors?

No. Normally the **SAFE GRAD** function must be held in a banquet hall or a licensed establishment in order to qualify for an occasional permit and Manitoba School Boards liability insurance. Exceptions may be made in very special circumstances.

Can minors consume alcohol?

No. Under an occasional permit, minors may attend the function but cannot be served or consume alcoholic beverages. Liquor inspectors and the R.C.M.P. have no authority to waive this requirement.

On the occasional permit application, you will be required to indicate the number of adults and minors expected to attend the function. This will determine the amount of liquor you will be allowed to purchase for the function.

If the **SAFE GRAD** is held in a licensed dining room, minors may consume alcohol **with a meal** provided the liquor has been

purchased by the minor's parent or legal guardian.

Will a letter of consent allow a minor to consume alcohol?

No. A parent cannot authorize someone else to purchase or serve liquor to their child.

What happens if my underage son or daughter consumes alcohol?

Your child will be breaking the law and could be fined for consuming alcohol. An adult who knowingly supplies liquor to a minor is also breaking the law and could be fined.

What responsibilities does the SAFE GRAD Committee have?

The committee must complete and file an application for ***Safe Grad Liability Insurance*** coverage with the Manitoba Safe Grad Steering Committee prior to making application for an occasional permit.

When making the application for an occasional permit, the MLCC Graduation Information Sheet and form acknowledging minors cannot consume liquor must be completed and filed with the application.

The committee taking out the occasional permit must ensure that all the provisions of *The Liquor Control Act* are adhered to. Major responsibilities include ensuring graduates and guests do not become intoxicated and that minors are not sold or served liquor.

Sample Duties & Responsibilities

Following are samples of duties and responsibilities which could be assigned to various committees. Of course, individual circumstances may require additional duties.

Security Committee

Ensure your Emergency Action Plan is in place. (See Emergency Procedures-Pg 9).

Conduct a complete fire inspection of the location where the SAFE GRAD is being held. Ensure all exits and emergency lighting is in working order.

- Check all people at the door to ensure they have no unauthorized liquor in their possession.
- **SAFE GRAD** tickets are to be numbered. Check the master list of students who have purchased dance tickets to ensure the name of the student and the number on the ticket correspond. (Check for fraudulent tickets.)
- Students should be identified with a stamp to verify their admission to the dance.
- Assist ticket sellers in checking photo-identification for proof of age. Drink tickets cannot be sold to minors.
- Supervise the tables to maintain control of the premises, to assist with clean-up of spills and to ensure no under-age students or guests are in possession of alcohol.
- Any students wanting to leave must get approval from the security at the door. A driver and vehicle will be provided to the student as they **must not** drive.
- At the end of the dance, check all students leaving to be transported home to ensure they have no liquor in their possession.
- As well, it is strongly suggested that a special duty police officer be hired for the evening.

Ticket Seller/Bartending Committee

- Set up a separate table to check students for photo-identification. Only those 18 years of age or over will be able to purchase drink tickets and alcohol.
- Use a wristband or other such system to identify those people who are 18 years of age or over.
- Limit the sale of drink tickets to four per person at any one time.
- Do not sell drink tickets to any student who appears to be intoxicated.
- The bartender must not knowingly sell liquor to a minor or an intoxicated person.
- Pick up unconsumed drinks, empty containers, etc., from the tables regularly and clean up spills promptly.
- Have lots of non-alcoholic beverages on hand at the bar.
- Use large plastic cups for all beverages to minimize spills and take away the peer pressure of identifying those with non-alcoholic drinks.
- Close the bar no later than 3:00 a.m. even though activities may go to 6:00 a.m. This will allow for a winding-down period.

Transportation Committee

- Notify all students that they are not to bring cars to the **SAFE GRAD** as they will not be allowed to drive home. Students should be bused to and from the function.

- Work in pairs - one male, one female to ensure safety.
- Ensure a student wishing to leave the dance has been "checked out" of the function so everyone is accounted for at the end of the dance.
- A student who leaves prior to the end of the dance cannot return to the function. The student and escort are to be driven home and handed over to an adult (some **SAFE GRAD** committees have the adult sign for the student/escort).
- Ensure **all** students and escorts are driven home or back to the school to be picked up by an adult.
- Two-way communication should be available in case of problems.
- Under no circumstances can anyone attending the **SAFE GRAD**, whether they have been drinking or not, drive home. The students have had a busy day and night and are either tired or "hyped" up and should not be driving.

If you have questions on liquor service at your SAFE GRAD, call:

MLCC Inspection Services

Telephone: (204) 474- 5585

E- mail: licinspect@mlcc.mb.ca

For information on occasional permits go to: www.liquormartsonline.com or any MLCC Liquor Mart.

Emergency Procedures

We are all shocked and concerned by the various nightclub fires in the past few years and the loss of life. If we learn anything from these tragic events, the lesson is to be extremely vigilant because our grads and guests will not be overly concerned with fire safety. Therefore, our security committee must be prepared to take charge in case of a fire, explosion, tornado, etc. (Several years ago, one grad event was hit by an extreme wind that brought down part of the roof).

I am asking the Security Chair to check out the fire escape routes from your grad event and ensure all systems are in working order.

1. Know the location of fire exits and walk the escape routes.
2. Ensure all exit doors are UNLOCKED and in working order.
3. Ensure that emergency lights are working or have flashlights available.
4. Provide all members of your committee with the appropriate information.
5. In a large hotel, meet with hotel security and deal with items (1) to (4) and if possible, obtain copies of the emergency evacuation procedures. These should be given to all committee members. In a smaller location such as an arena or community club, you may need to personally deal with items (1) to (4). Please arrange to do so prior to your event.
6. No open flames are permitted (e.g. candles).

Ensure all security personnel and, indeed, all committee members are aware of the evacuation procedures. Some of your grads and guests may not be capable of making wise decisions and you will have to provide leadership if an emergency occurs.

A detailed contingency plan developed by one high school is available at www.mbschoolboards.ca/resources/documents/safegrad_emergencyplan.pdf

List of Suggested Activities

- Live or recorded music for dancing, with a DJ in attendance.
- Dance contests; including break dancing, twist, limbo, etc.
- Organized sporting events such as volley-ball, table tennis, football, tennis, pool or billiards, water-sliding, roller skating, ice skating, swimming, miniature golf. Close supervision is required for any water activities.
- Basketball toss contest.
- Caricaturist - Some artists have the knack of keeping a roomful of students entertained.
- Time Capsule - Everyone brings an item to place in the time capsule to be opened at 10th, 20th, or 30th reunion.
- Instant photo booth. Polaroid and lots of film or computer/printer.
- Best costume contest.
- Contest to guess the number of jelly beans, marbles, or beans in a large jar.
- Races - potato, buffalo chip, hopping, three-legged.
- Photo taking areas complete with comic silhouettes.
- Games - Electronic, video and arcade.
- Casino themed soirée - blackjack, roulette and poker.
- Amateur shows involving parents/guardians, students and teachers. For example, a talented grad singer singing “The Way We Were” will always be received very well.
- Arcade and carnival games, like darts and balloons, ping pong pitch, ring toss, cork gun, tossing balls at balloons.
- Entertainers - clown, magician, singer, drama group, rock band.
- Karaoke.
- A “quiet” room where students may go to sign autographs and to talk quietly - away from the hub-bub.
- On-the-spot contests - How many parents/ guardians are involved in working on this party? What is the name of the principal’s dog? How many businesses contributed to our party? (Prizes given for the right answer.)
- Lip sync contest. Students are told before the party so that they can prepare, bringing the music with them. A karaoke machine or CD player must be on hand.
- Paper-covered graffiti wall for students to write notes on. The “Wall” will be kept for future reunions.
- Show a video of the grads’ high school years. This, of course, needs to be pre-pared beforehand and should be of good quality. The grads enjoy such video memoirs at their party and even more at later class reunions.
- Board games - Monopoly, Scrabble, Clue, Backgammon, Dominoes, Pictionary, Balderdash.

Many Safe Grads have a Mocktail Bar that features “good looking” drinks minus the alcohol. These recipes can help you get started.

“Mocktail” Recipes

Raspberry Commencement

Sensational hot or cold! Serve it in style from a big glass punch bowl.

2 L Sun-Rype Raspberry Cocktail
2 cups (500mL) Sun-Rype Sweetened Orange Juice
1 pkg. (300 g) frozen raspberries, thawed and drained
1 tsp. (5mL) ground allspice
¼ tsp. (1mL) ground nutmeg
2-3 cinnamon sticks
2 oranges, thinly sliced

Simmer all ingredients, except for drained raspberries for 20-30 minutes in a large covered saucepan. Stir in raspberries and orange slices. Pour into a heated punch bowl. Makes 15 - 4 oz. glasses.

Pink Graduation

125mL (4 oz.) Sun-Rype Pink Grapefruit Cocktail
15mL (½ oz.) grenadine syrup
Ice cubes
Soda or Mineral water
Maraschino cherry for decoration

Place Pink Grapefruit Cocktail and grenadine syrup in a tall glass. Add several ice cubes and fill glass with soda. Decorate with a maraschino cherry and serve with a swizzle stick and a straw.

Makes 1 - 8 oz. glass.

Fruit Brew Final

1 ½ c. (375mL) granulated sugar
1 ½ c. (375mL) water
1 L Sun-Rype Orange juice, sweetened or unsweetened
1 L Sun-Rype Grapefruit Juice
1 48 oz. (1.36L) can pineapple juice
¾ c. (175mL) lemon juice
Grenadine syrup (optional)

Boil sugar and water 5 minutes. Cool. Add juices. Add grenadine if desired. Chill thoroughly. Serve in punch bowl with an ice ring made by freezing water in a ring mould. Makes 30-32 servings.

Example of Safe Grad Rules and Regulations*

1. Admission to **SAFE GRAD** function will be limited to Graduates and (**number**) invited guests. Supervisors at the door will have a list of Graduates and guests. No one will be allowed in without an entry ticket and their name being on the master list.
2. Grads and guests 18 years of age and older will be identified with a special stamp or wristband upon entrance. (Photo I.D. is required). Only stamped/wristbanded persons may purchase alcohol. Parent supervisors may refuse to serve anyone who has "*had too much to drink.*"
3. Bar service is restricted to the purchase of two drinks at a time.
4. **No one under Grade 11 or over Age 20, unless an escort, is allowed to attend.***
5. Grads are responsible for their own and their guests behavior. If the Grad leaves, his/her guests must also leave; but if the guest(s) leave the Grad will not have to leave.
6. No one will be allowed to enter the **SAFE GRAD** after (**time**) without prior permission granted by the Safe Grad Committee.
7. Everyone, regardless of how much he/she has had to drink, **will be driven home by their parents or volunteer driver.** If Grad, escort and guests wish to leave early, parents or volunteer driver will be notified to pick them up. They will either be turned over to the parents at the site or the volunteer driver will turn them over to the parent at home. (**Parents will be wakened if necessary to achieve this**).
8. No liquor is allowed to be brought into the Safe Grad area and bags may be searched.
9. The "BAR" will close at (**TIME**). The tables will be cleared and breakfast will be served at (**TIME**).
10. Any person involved in a fight or any other aggressive physical contact, either as an instigator or retaliator will be escorted home with "no questions asked."
11. Non-alcoholic drinks will be available and food will be served at all times. Food, non-alcoholic punch and pop will be included in the admission price at the Safe Grad function.
12. ***It is imperative that no parents allow an alcohol party to be planned prior to or after the safe grad as this merely makes a mockery of our whole Safe Grad planning concept.***

The **SAFE GRAD** Committee will provide supervision to maintain as safe a Graduation as possible, but will not be held liable.

***These rules are to be used as a guideline for your grad. Please feel free to adjust the rules, within reason, to meet your own particular situation.**

Cell Phone Usage Policy

Safe Grad emphasizes its commitment to students and parents to have an enjoyable and responsible event. Many grads and parents singled out cell phone usage as a detriment to their event last year and requested that cell phones be banned from the graduation events. There are numerous activities taking place at grad and there is no need to make or receive phone calls during grad.

- Use common sense and courtesy! Leave your phone at home and enjoy your evening with your classmates. This will be the last time that you will all be together.
- Parents running Safe Grad may have a phone to enhance security but should only use the phones for emergencies.

Application for Safe Grad Liability Insurance Coverage

PLEASE NOTE: Liability Insurance is not automatic.
You must apply by May 15th.



STUDENT DRIVERS ARE NOT PERMISSIBLE.

SUBMIT TO: Safe Grad Manitoba **FAX #:** (204) 231- 1356
191 Provencher Blvd. **E- mail:** safegrad@mbschoolboards.ca
Winnipeg, MB R2H 0G4

1. **Name of School:** _____
2. **Address:** _____
3. **Co- ordinators:** _____
4. **Date of Safe Grad:** _____
5. **Location of Safe Grad (name of hall, arena, etc. and address):**

6. **Have local police been notified of event?** _____
7. **Activities Planned:**

8. **Detailed plan of transportation:**

There is no charge for liability insurance coverage for Manitoba public schools involved in the Safe Grad program. There are different insurance carriers for private schools and the same coverage does not apply. Private schools need to check with their insurance agents and purchase appropriate coverage.

Notice of Approval is to be sent to:
Name:
Address:
If you do not receive a Notice of Approval within 2-3 weeks of sending your application for Safe Grad Liability Insurance, please contact us via e-mail at safegrad@mbschoolboards.ca to ensure that your application was received.

Acknowledgment of Minors Form

Appendix B

SUBMIT TO: **Safe Grad Manitoba** **FAX #: (204) 231- 1356**
 191 Provencher Blvd. **E- mail: safegrad@mbschoolboards.ca**
 Winnipeg, MB R2H 0G4

DEADLINE: **MAY 15th**

We understand that people under the age of 18 years are not permitted to purchase or consume alcohol at the Safe Grad function.

The Safe Grad Committee and Safe Grad Chairperson do hereby acknowledge this information.

Signatures:

Date:

This form must accompany your application for Safe Grad liability insurance (MAST), and your application for occasional permit (MLCC).



***Keep your dreams alive
Don't drink and drive***

**TADD MANITOBA
Teens Against Drinking & Driving**

***Safe Grad Committee
Release Form***

TO BE RETAINED BY YOUR GRAD COMMITTEE

I have read the Safe Grad Rules and Regulations issued for this event and agree to be bound by them. In consideration of purchasing a ticket or my being permitted to take part in this event, I, for myself and my heirs, agree to release, save harmless and keep indemnified the Safe Grad Committee (which term shall include its organizers, and their respective agents, officials, servants and representatives) from and against all claims, actions, costs and expenses in demands in respect to death, injury, loss or damage to my person or property, howsoever caused, rising out of or in connection with my taking part in this event. It is understood and agreed that this Agreement is to be binding on myself, my heirs, executors and assigns.

I/we declare having read and understood the above release form.

Signature

Date

(Parent or guardians please sign for minors)

PLEASE NOTE: This is an optional form. If used, it is to be signed by all parents. It serves as a protection for your grad committee in the event that someone brings suit against you.



Graduation Information Sheet

Appendix D



Manitoba Liquor Control Commission
1555 Buffalo Place
Winnipeg, MB R3C 2X1
Telephone: (204)-474-5615 Fax: (204)-453-5254

SUBMIT TO MLCC BY MAY 15th

This information sheet must accompany every application for an occasional permit made for the purposes of conducting a high school **Safe Grad**.

School Name _____

Principal _____ Phone _____

Committee Name _____

Chairperson _____ Phone _____

Graduation Day Timetable

Day & Date _____

Ceremonies from _____ am/pm to _____ am/pm Location _____

Dinner/Dance from _____ am/pm to _____ am/pm Location _____

Safe Grad Party from _____ am/pm to _____ am/pm Location _____

Liquor Service from _____ am/pm to _____ am/pm Location _____
(max. to 3 a.m.)

Number of people expected to attend Safe Grad _____

Number of Adults _____ Number of Minors _____

Safe Grad Committee Details

What precautions will be taken to ensure minors and/or intoxicated people do not purchase or consume alcoholic beverages?

What precautions will be taken to ensure that all students and guest will be safely transported home?

Security Chairperson _____ Phone _____

Bar Chairperson _____ Phone _____

Police/RCMP Contact _____ Phone _____

Transportation Contact _____ Phone _____

Safe Grad Wristbands Order Form

Appendix E

Many grad events use wristbands to identify people over the age of 18. If desired, you may order directly from us.

Please note the cost for wristbands is \$10 per 100 **(plus 5% GST)**.

Make cheques payable to Manitoba School Boards Association and submit to:

Safe Grad Manitoba
191 Provencher Blvd.
Winnipeg, MB
R2H 0G4

Wristbands are available in two colors (blue or yellow). If you have a preference, please indicate your choice below.

Wristbands will be mailed to the address listed below upon receipt of payment.

Date _____

School Name _____

Contact Person _____

Mailing Address _____

City _____

Postal Code _____

Phone # _____

Date of Safe Grad _____

Number of Wristbands _____

A cheque for \$ _____ is enclosed.

***Wristbands should be ordered in May as quantities are limited.
We cannot guarantee delivery after this date and there are no refunds.***

If you have any questions please e- mail Jacinthe at: safegrad@mbschoolboards.ca

