WPPCGH FIRSTIE CLASS REP RESPONSIBILITIES (version 23 NOV 2022)

1. **MEMBERSHIP:**
	1. Confirm all your class parents/members have full 4 years paid by Sept. 1 of the year before your graduating year.
	2. If your parents/members don’t have all (4 yrs) paid in Full by the Sept 1 deadline, that may be due to a transfer or move into the Houston area. They may request a waiver to the 4 year dues if they came from another club out of state. Club President will approve all such waivers.
2. **MAINTAIN LIST OF CLASS OF 202# WITH INFO:**
	1. Full Name, Address, Phone # (Preferably Parent), Company, Branch, Post
		1. This is fluid as Branch and Post TBD as year goes on
		2. Need full official name for Flag certificate (presented to family during Hail and farewell)
		3. If you have a Summer/December Graduate those are included w/your Class. Not the next year Class. *\*\*ONLY if that family has paid their full four year dues.*
3. **FIRSTIE FLAGS:**
	1. After Branch Night send out an email to your Class, letting your parents know that you will need each Cadets FULL Name / Branch / Address for Firstie Flags.
	2. Give list of names to WPPCGH President and the person coordinating H&F by January of grad year.
	3. Have flags flown 100 days from Graduation on Texas State and US Capitol buildings
	4. Present to Firstie Families at Hail and Farwell
	5. If Families can’t make H&F figure out a way to get the Firstie gifts to them.
4. **HOWITZER YEARBOOK PAGE OF WPPCGH CADETS**
	1. There will be a form mailed to Club President and also on WP Parents Graduation page
	2. Get Full Name, branch and address from each Cadet
	3. Give list of names to WPPCGH President by June or sooner of grad year.
	4. Work with WPPCGH Board to ensure that cost for this page is in the budget.
		1. Get w/the Treasurer & see what the cost has been the past few years.
	5. Submit form and payment
		1. Have the yearbook do the design, costs less, looks nice, less mess for you!
5. **GRADUATION PARADE DAY LUNCHEON**
	1. Check that they are still having this luncheon
	2. Send in contract to Riverside Café
		1. Contact is Kathleen Nelson @ Katherine.Nelson@westpoint.edu
	3. Reserve 100 people, typically get around 115
	4. Send note to class to make “tentative” reservations through you
	5. Determine costs from IKE flyer
	6. Make list and track on spreadsheet.
		1. Make sure Treasurer is also aware of Guest List.
		2. Ask our Webmaster to activate our Firstie/Graduation payment button for our Parents to pay.
	7. Payment: direct everyone to the WPPCGH.com page & make payments there. This allows for better tracking.
	8. Have the WPPCGH treasure pay directly. They take VISA or check.
	9. Make Payment in May before you go to graduation.
6. **CLASS GET-TOGETHER**
	1. Schedule a class get together to go over all of this.
		1. This get together was a lot of fun. Several families came that don’t come to meetings, but are active.
		2. We did ours in Summer before Ring Weekend, same as prior classes.
7. **LISTS OF ITEMS TO PURCHASE**
	1. Pistol: From Pistol Club, be nice to your Cadet as they have to do the ordering!
		1. It is a limited time frame in January and the nice one sells out fast
	2. Class Coins: At cadet store and other parents’ clubs
	3. Silver Dollar for 1st Salute: From WP Mint and other places
	4. Afghans