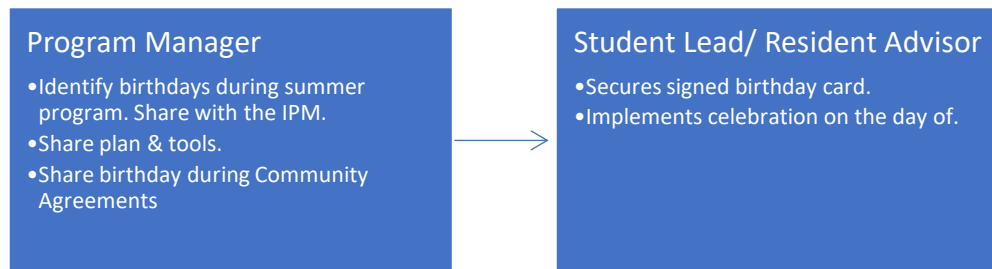


How to celebrate birthdays during the program.

Birthdays that occur during programs are celebrated in community. This is led by the Program Manager with the support of the Student Lead (non-residential programs) and Resident Advisor (residential programs.)

Roles



Tools

- Birthday celebration tools (hats, signage, card, Las Mañanitas lyrics)
- Birthday song and speakers ready (?)

Process

Identify and calendar birthdays (1 month prior to program start)

Program Manager will:

- Review birthdays and process with the Student Lead/ Resident Advisor..
- Assess birthdays of staff and mentors.

Student Lead/ Resident Advisor will:

- Identify birthdays during the summer program. Run a report on EZ Reports with student DOB.
- Calendar all birthdays occurring during the program. For each birthday, calendar time and secure supplies including a birthday card and birthday snacks (as needed).

During the program

- Have the birthday card signed by students, staff and volunteers.
- The morning of the event/ day before the Student Lead/ Resident Advisor will:
 - Have Las Mañanitas lyrics available.
 - Prepare or have b-day snack ready with candles.
 - Set up music.
 - Gather a birthday team and assign each person a role (as needed)
 - Cue start of birthday performance

- Prepare snack
- Pass out birthday hats and supplies
- Pass out birthday lyrics
- Deliver birthday card and present
- Play music

The Program Manager will announce birthdays during Community Agreements.

The Student Lead/ Resident Advisor will:

- Cue the start of the performance part.
- Pass out birthday hats, noisemakers, and other supplies as performance is happening.
- Get birthday treat ready to present while performance is starting and bring it out as performance is ending.
- Pass out Las Mañanitas lyrics so everyone can sing when the snack is coming out.
- Hand birthday person card and present.

The Student Lead/ Resident Advisor will collect and clean all lyrics, hats, and other birthday supplies that were passed out.

- Put neatly away in appropriate bins in storage.
- Redo inventory counts as necessary.

