

**NOHS SENIOR WEEK CHECK LIST** (This list is strictly for ideas based on what other teams have done in the past. It is NOT all-inclusive.)

**\*A Purchase Order must be submitted and Approved BEFORE anything is purchased.** If items are purchased without a purchase order, the team will thank you for your gift.

**\*\*Please make sure the coach is aware and has approved of plans for senior week.**

- Gifts
  - Identical items must be purchased for each senior.
  - You must submit PO and get approval BEFORE making any purchases
  - Gift cards **CANNOT** be purchased with team funds.
- Treats
  - Outside food is **NOT** allowed during school hours. (8:45 am-3:45 pm). Any treats, goodie bags, etc. must be consumed before 8:45 (7:45 for zero hour) or will have to be left in the office to be picked up after school. Lunch cannot be provided.
  - Treats can be purchased anywhere with an approved PO.
  - If purchasing treats at Kroger, Costco or Walmart, after approval of the PO, the school's card needs to be signed out from Tish and returned with the receipt
  - Breakfast can be served prior to the start of the school day. Please see Cindy about reserving space.
- Decorations
  - Hallway lockers can be decorated, as long as ALL senior lockers are decorated
  - School has an account with the Party Store in Prospect and they will accept a Purchase Order
  - You must submit a PO, prior to purchase, and then return the receipt to Tish
- Fat Heads
  - Can be ordered through the Oldham County Arts Center for a minimal fee.
- Banners/Posters
  - Usually ordered through the photographer that took team pictures.
  - Senior Banners can be taken down and brought inside during senior week or an enlarge team photo of seniors can be hung in the school lobby. **\*We are no longer allowing poster collages to be hung up.**

**COKE Products** – NOHS has an exclusive contract with the Coca-Cola Company to serve only Coke products (except tea and coffee) on school grounds. This includes PowerAde as well as soft drinks. Please help us uphold our agreement for your events.