



CITIZEN ADVISORY BOARD MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

AGENDA
CITIZEN ADVISORY BOARD MEETING
Wednesday, February 5, 2025, at 6:00 PM

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. 12.04.24 Minutes

B. REGULAR MEETING

1. **Chair and Vice-Chair Selection**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
2. **Council Member Petition: Boards and Commissions Bylaws**
 - Discussion
 - Staff Presentation: Nicholas Wharton, Town Manager
3. **Community Grant Request: Severance High School After Prom**
 - Discussion, Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager

C. COMMUNICATIONS

Commission approval may be sought for administrative actions in association with staff reports.

1. Town Staff
2. Board Members

D. ADJOURN

Citizen Advisory Board MEETING
Wednesday, February 5, 2025, 6:00 PM (MDT)

Registration URL
https://us02web.zoom.us/webinar/register/WN_MVhoLgSURjeRmH_U15jYYg

The Town of Severance does not discriminate on the basis of race, color, national origin, sex, religion,

age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a town service, program, public meeting, or activity, call 970-686-1218 at least 72 hours in advance. Disabled access is available from the front entrance of the Town Hall.



CITIZEN ADVISORY BOARD MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

MEETING MINUTES

Wednesday, December 4, 2024, at 6:00 PM

Present:

Chair:

Josh Green

Vice-Chair:

Colin McManus

Board Members:

Karen Hessler

Marissa Riopelle

Richard Vandenberg

Dale Garland

Felicia Jarrett

Josephine Metoyer (alt)

Absent: Richard Vandenberg, Felicia Jarrett & Josephine Metoyer

Audience: Lisa Underhill

Staff:

Sarah Jacobsen, Asst to Town Manager

Tad Borrett, Council Liaison

Leah Vanarsdall, Town Clerk

A. CALL TO ORDER

1. Roll Call

2. Pledge of Allegiance

3. 10.02.24 Minutes

MOTION WAS MADE BY CAB Member Garland, seconded by CAB Member Hessler to Approve the 10.02.24 Minutes. All Board Members present voting Yes.

MOTION PASSED

B. REGULAR MEETING

1. Windsor-Severance Historical Society Grant Request

- Discussion
- Staff Presentation: Sarah Jacobsen

MOTION WAS MADE BY CAB Member Garland, seconded by CAB Member Riopelle to recommend approval to Severance Town Council for the Windsor-Severance Historical Society Grant Request of \$500.00. All Board Members present voting Yes.

MOTION PASSED

2. Business of the Year

- Legislative
- Staff Presentation: Sarah Jacobsen

MOTION WAS MADE BY CAB Member Garland, seconded by CAB Member Hessler recommending Vecinos Mexican Grill & Cantina dba Vecinos move forward to Town Council as Business of the Year recipient. All Board Members present voting Yes.

MOTION PASSED

3. Citizen of the Year

- Legislative
- Staff Presentation: Sarah Jacobsen

MOTION WAS MADE BY CAB Member Garland, seconded by CAB Member Riopelle recommending Hattie Fritch to move forward to Town Council as Citizen of the Year recipient. All Board Members present voting Yes.

MOTION PASSED

4. Youth of the Year

- Legislative
- Staff Presentation: Sarah Jacobsen

MOTION WAS MADE BY CAB Member Garland, seconded by CAB Member Hessler recommending Kyson McEvoy to move forward to Town Council as Youth of the Year recipient. All Board Members present voting Yes.

MOTION PASSED

C. COMMUNICATIONS

Commission approval may be sought for administrative actions in association with staff reports.

1. Town Staff

Town Staff reminded CAB of upcoming Town Events:
12.10.24 - Appointments for Cab and Tree Board Members
12.12.24 - Police Department Ribbon Cutting
12.14.24 - Town Christmas Event at Community Park

2. Board Members

Board Members unanimously agreed not to have a meeting in January 2025 as there are no items for discussion.

D. ADJOURN

MOTION WAS MADE BY CAB Member Garland, seconded by CAB Member Hessler to ADJOURN. All Board Members present voting Yes.

MOTION PASSED

TOWN OF SEVERANCE

Josh Green, Chair

ATTEST:

Leah Vanarsdall, MMC, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Chair and Vice-Chair Selection	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management asks the Citizen Advisory Board to discuss the Chair and Vice-Chair appointments and take action. • Actions that may be taken: ○ Move to appoint a Chair for a one-year term ○ Move to appoint a Vice-Chair for a one-year term		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
Per Chapter 2, Article 5, Section 2-5-60 of the Severance Municipal Code: The membership of the CAB shall annually elect a Chair and Vice Chair, who shall serve as the Officers of the CAB. In the absence of both the Chair and Vice Chair, any member of the Citizen Advisory Board may conduct the meeting.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board (CAB) take action and move to appoint a Chair and Vice-Chair for a one-year term.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Council Member Petition: Boards and Commissions Bylaws	Nicholas Wharton, Town Manager	Mayor Fries
ACTION REQUESTED		
Management asks that the Citizen Advisory Board review and discuss the proposed information on the Boards and Commissions Bylaws and provide Mayor Fries with any comments or suggestions it deems necessary.		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
This proposed agenda item was a council member petition by Mayor Fries.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management asks that the Citizen Advisory Board review and discuss the proposed information on the Boards and Commissions Bylaws and provide Mayor Fries with any comments or suggestions it deems necessary.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: - ARTICLE_5__Planning_Commission (1) - ARTICLE_7__Tree_Board - ARTICLE_8__Citizen_Advisory_Board		

ARTICLE 5 Planning Commission¹

Sec. 2-5-10. Establishment/composition.

There is established a Planning Commission for the Town, which shall be composed of seven (7) resident members at large from the Town appointed by a majority vote of the Town Council.

Sec. 2-5-20. Membership requirements.

- (a) Town Council.
 - (1) The Council shall include a Mayor and six (6) Council Members. The positions of Mayor and Council Member are separate offices.
 - (2) The Mayor and all Council Members shall be elected at large by the registered electors of the Town.
 - (3) The Mayor and all Council Members shall be elected to serve four-year terms unless a two-year term is required to restore staggered positions on the Council. In such case, the four-year term(s) shall go to the candidate(s) with the highest number of votes, and the two-year term(s) shall go to the candidate(s) with the next highest number of votes.
 - (4) No elected Mayor or Council Member shall serve more than two (2) consecutive terms in one (1) office.
 - (5) Terms shall not be considered consecutive if they are at least two (2) years apart or are for separate offices. For the purposes of this limitation, terms to which an individual is either appointed or elected by special election to fill a vacancy on the Council shall not count as a term.
- (b) Authority of the Council.
 - (1) The Council shall have the authority to:
 - a. Enact and enforce all ordinances necessary to protect life, health, safety, welfare, and property.
 - b. Declare, prevent, and summarily abate and remove nuisances in accordance with due process.
 - c. Preserve and enforce good government, general welfare, and the order and security of the Town and its inhabitants.
 - d. Enforce ordinances and regulations by fines or imprisonment as permitted by state law or by both fines and imprisonment for every offense.
 - e. Delegate to boards and commissions, within the limitations of the Colorado Constitution and this Charter, such functions and authority of the Town as the Council deems proper and advisable.
 - (2) The Council shall deal with the administrative service solely and directly through the Town Manager. Neither the Mayor nor any Council Member shall dictate the appointment of or direct or interfere with the work of any employee under the Town Manager.

¹Editor's note(s)—Ord. No. 2022-25, §1, adopted Oct. 25, 2022,, repealed the former Art. 5., §§2-5-10—2-5-90, and enacted a new Art. 5 as set out herein. The former Art. 5 pertained to similar subject matter and derived from Ord. 2001-04; Ord. 2007-07 ; Ord. 2019-03; Ord. 2020-02.

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- (3) Except as otherwise provided in this Charter, the Council shall be the legislative and governing body of the Town and shall exercise all powers conferred upon or possessed by the Town.
 - (4) In the case of a vacancy on the Council, the Council shall declare a vacancy according to standards set forth by ordinance or by C.R.S. § 31-4-303, as amended. Council may appoint an individual to the vacancy or fill the vacancy by special election. An individual appointed or elected to fill a vacancy shall serve until the next regular election and until their successor takes office in accordance with this Charter.
- (c) Qualifications to Serve on Elected Council and Appointed Boards or Commissions.
- (1) No person shall be eligible to be elected or appointed to the Council or to remain seated on the Council unless they are:
 - a. A citizen of the United States of America.
 - b. A registered elector of the Town and eligible to vote.
 - c. A resident of the Town for a period of no less than twelve (12) consecutive months preceding the election.
 - (2) No person who is an employee of the Town may serve on the Council. Any Town employee elected to the Council shall be deemed to have resigned as an employee on the date of taking office on the Council.
 - (3) No person may be a candidate for both Mayor and Council Member at the same election.
 - (4) A person may be a candidate for the office of Mayor while serving as a Council Member and, if not elected Mayor, may serve out their term as a Council Member.
 - (5) The Town Clerk shall be the judge of all qualifications for candidates for Council, except as otherwise provided by ordinance.
- (d) All members shall serve without compensation and shall serve at the pleasure of the Town Council.
- (e) All members shall hold no other Town office.
- (Ord. No. 2022-15, §1; Ord. No. 2022-25, §1)

Sec. 2-5-30. Appointment.

Members shall be appointed as follows:

- (1) Town staff shall develop an application to request appointment to the Planning Commission in accordance with this Article and make such application publicly available.
- (2) Prospective members shall submit an application and attach a letter of interest or other supporting documentation demonstrating their qualifications and fitness to serve as a member.
- (3) Prospective members shall be evaluated upon their expressed commitment to serve which may include consideration of the following criteria:
 - a. Professional or acquired knowledge of planning or the land use decision making process;
 - b. Understanding of issues of local importance;
 - c. Geographic distribution of existing members across the Town;
 - d. Strong interpersonal and decision-making skills; and
 - e. Commitment to serving the public interest.

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- (4) Town Council shall approve any appointment to the Planning Commission by majority vote.

Sec. 2-5-40. Term of office; vacancies; removal.

- (a) The term of each appointed member shall be four (4) years or until a member's successor takes office, except that the terms of all existing members shall be extended for six (6) months (or until each replacement has been appointed and qualified), with the initial replacements after the expiration of such terms serving for four (4) years and six (6) months. After the expiration of all existing terms and the initial terms of each successor, all terms shall again run for four (4) years, each expiring in a year in which there is no regular municipal election.
- (b) Vacancies on the Planning Commission shall be filled by appointment for unexpired terms only.
- (c) Members may be removed by an affirmative vote of a majority of the Town Council.
- (d) Unless excused by the Planning Commission, a member shall be deemed to have vacated their position upon failure to attend required training or upon failure to attend three (3) regular meetings within a calendar year. A member shall, after being absent from two (2) regular meetings within a calendar year, be provided with written notice from the Mayor that such member shall be deemed to have vacated that person's position if absent from any other regular meeting that year.

(Ord. No. 2022-25, §1)

Sec. 2-5-50. Procedure.

The Planning Commission shall elect its chair from among the appointed members and create and fill such other of its offices as it may determine. The term of the chair shall be one (1) year, with eligibility for reelection. The Planning Commission shall hold meetings from time to time as necessary and adopt rules or policies for the method and procedure of conducting its meetings and for the transaction of business. It may also hold special meetings in whatever manner from time to time, as it shall deem necessary; a special meeting shall be at the call of the chair or upon the request of any three (3) of its members. The Planning Commission shall keep a record of its resolutions, transactions, findings and determinations, which shall be available for public inspection as required by law.

Sec. 2-5-60. Duties.

- (a) It shall be the duty of the commission to perform quasi-judicial review of land use applications when required under the provisions of the Severance Municipal Code and, periodically, to propose and recommend to Town Council a Comprehensive Plan for the physical development of the Town. The Comprehensive Plan shall be prepared in compliance with all applicable laws with the general purpose of providing for a coordinated development of the Town, which shall best promote the health, safety and general welfare of the Town's populace. In the preparation of the Comprehensive Plan, the commission shall have authority to conduct open, public hearings, conduct investigations, studies and surveys, prepare maps, charts, exhibits and reports as shall be necessary; and do and perform all other acts and duties necessary for the promotion of public interest and understanding of its programs.
- (b) The commission may also serve in an advisory capacity to the Town Council in the following matters:
 - (1) Opening, closing, vacating and abandoning streets, alleys and other public ways;
 - (2) The location, character and use of public ways, grounds and spaces; the general location of major public buildings, structures and facilities;

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- (3) The location, maintenance and operation of public ways including freeways, highways, streets, alleys, boulevards, parkways, waterways, airways, airports and other public transportation and transit facilities now or hereafter established;
 - (4) The general location, character, extent and use of parks, playgrounds, community centers, squares, public buildings and structures;
 - (5) The location and extent of routes and rights-of-way of public utilities, whether publicly or privately owned;
 - (6) The acquisition, extension, widening, removal, vacating or abandoning of any of the foregoing ways, open spaces or buildings;
 - (7) The study of a land use plan, showing the proposed general distribution, location and extent of residential areas, business areas, industrial areas and areas for recreation and education and other categories of public and private use of land;
 - (8) Recommend standards and regulations affecting land subdivision;
 - (9) Recommend regulations governing the use of land; the height, area, bulk and uses of public and private buildings and structures;
 - (10) Recommend the adoption of traffic regulations; and
 - (11) Recommend the adoption of regulations and ordinances calculated to promote, the healthful and convenient distribution of population in the Town, the promotion of public safety, the promotion and development of attractive overall civic design, the development of natural resources within the Town and the promotion and development of regional planning, growth and expansion.

(Ord. No. 2022-25, §1)

ARTICLE 7 Tree Board

Sec. 2-7-10. Creation.

With the approval of this article, there is hereby created and established a Town Tree Board for the Town of Severance, Colorado.

Sec. 2-7-20. Purpose.

The Town Tree Board is created for the following purposes to study, investigate, council and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. The Tree Board, when requested by the Town Council, shall consider, investigate, make finding, report and recommend upon any special matter of question coming within the scope of its work. The board shall serve as an advisory board to the Town Council.

Sec. 2-7-30. Composition.

The Tree Board shall consist of five (5) members. All such members shall be bona fide residents of the Town and must have resided in Town for a least one (1) year. All such members shall be appointed by the Town Council after such selection process as the Council, by majority vote, approves. Members of the Board shall serve without compensation, on a volunteer basis.

Sec. 2-7-40. Terms.

Tree Board members appointed by the Town Council shall serve for a term of four (4) years After the expiration of all existing terms, all terms shall again run for four (4) years, each expiring in a year in which there is no regular municipal election.

Sec. 2-7-50. Removal of members.

A member of the Tree Board may be removed by the Town Council if the member:

- (1) Misses two (2) consecutive meetings or misses three (3) regular monthly meetings in a calendar year;
or
- (2) Neglects his or her duty or commits malfeasance in office; and
- (3) The member has been given written notice of the reasons for the proposed removal in writing at least seven (7) days prior to removal and is given an opportunity to respond to the governing body regarding the reasons set forth in the notice.

Sec. 2-7-60. Alternate members.

The Town Council may appoint an alternate member of the Tree Board. The alternate member shall be counted as a member for purposes of establishing a quorum. Such alternative member is encouraged to attend all meetings of the Tree Board but shall only participate in the proceedings of the Tree Board if a regular Member is absent from the meeting. If a regular Member is absent at the beginning of the meeting and later arrives, the alternate member shall not participate further in the proceedings.

Sec. 2-7-70. Officers.

The Tree Board shall select a Chair who shall serve a term of one (1) year with eligibility for reelection. A Vice Chair may be selected from the entire membership of the Tree Board.

However, no alternate member shall be eligible to serve as an officer of the Tree Board. In the absence of both the Chair and Vice Chair, any member of the Tree Board may conduct the meeting.

Sec. 2-7-80. Meetings.

The Tree Board shall conduct at least one (1) regular meeting each month unless canceled at the discretion of the Town Manager. Three (3) members of the Tree Board shall constitute a quorum. A member of the administrative staff of the Town shall attend each meeting and shall keep a record of the Tree Board's actions, transactions, findings and determinations. If no administrative staff is available, a member of the Tree Board shall keep the record for the Tree Board. The records of the Tree Board are public records.

ARTICLE 8 Citizen Advisory Board

Sec. 2-8-10. Creation.

There is hereby created and established the Citizen Advisory Board ("CAB") for the Town of Severance, Colorado.

Sec. 2-8-20. Purpose.

The purpose of the Citizen Advisory Board is to be an advocate and informed voice for the community by providing research and recommendations on local issues to the Town Council. CAB is created to serve in an advisory capacity only. CAB members do not represent the Town when communicating individually or in subgroups with the general public. The role of CAB members does not include enforcement of Town policies or ordinances.

Sec. 2-8-30. Composition.

The CAB shall consist of seven (7) members at large from the Town appointed by a majority vote of the Town Council.

Sec. 2-8-40. Membership requirements.

- (a) All members shall serve without compensation and shall serve at the pleasure of the Town Council.
- (b) All resident members shall hold no other Town office.
- (c) All resident members must be of at least eighteen (18) years of age and have resided in the Town for at least one (1) year.

(Ord. No. 2023-07, § 1, 6-13-23)

Sec. 2-8-50. Term of office; vacancies; removal.

- (a) Four (4) initial resident members shall be appointed to serve three-year terms.
- (b) Three (3) resident members shall be appointed to serve one-year terms.
- (c) After the expiration of all existing terms for resident members, the term of each resident member shall be two (2) years or until a member's successor takes office.
- (d) Vacancies on CAB shall be filled by appointment for unexpired terms only.
- (e) Members may be removed by an affirmative vote of a majority of the Town Council.
- (f) Unless excused by the CAB, a member shall be deemed to have vacated their position upon failure to three (3) regular monthly meetings in a calendar year. A member shall, after being absent from three regular meetings within a calendar year, be provided with written notice from the mayor that such member shall be deemed to have vacated that person's position if absent from any other regular meeting that year.

(Ord. No. 2023-07, § 1, 6-13-23; Ord. No. 2023-11, § 1, 9-12-23)

Sec. 2-8-60. Officers.

The membership of the CAB shall annually elect, a Chair and Vice Chair, who shall serve as the officers of the CAB. However, no Council member shall be eligible to serve as an officer of CAB. In the absence of both the Chair and Vice Chair, any member of the Citizen Advisory Board may conduct the meeting.

Sec. 2-8-70. Meetings.

The Citizen Advisory Board shall hold meetings from time to time as necessary, unless a meeting is canceled at the discretion of the Town Manager. Four (4) members of the Citizen Advisory Board shall constitute a quorum. A member of the management staff of the Town shall attend each meeting and shall keep a record of the Citizen Advisory Board's actions, transactions, findings, and determinations. If no administrative staff is available, a member of the Citizen Advisory Board shall keep the record for the Citizen Advisory Board. A complete record of the CAB's proceedings shall be kept at Town Hall which records shall be available for public inspection as required by law.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Community Grant Request: Severance High School After Prom	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management recommends that the Citizen Advisory Board consider the Severance High School After Prom grant request.		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
Please see the summary attachment		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board consider the Severance High School After Prom grant request.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. TOS Grant Application_SHS After Prom 2025 2. Town of Severance Community Grant Request SHS After Prom 2025		



COMMUNITY GRANT REQUEST FORM

Requesting Organization: Severance High School After Prom Contact _____

Name: Racinda Godbold Phone: (970) 686-5971

Mailing Address: 1200 Hidden Valley Parkway City: Severance State: CO Zip: 80550

Please describe how the grant, if awarded, would be used and how this use relates to any of the Award Criteria in the Town's Grants to Community Organizations Policy:

If awarded, the grant funding would be pooled with other fundraising sources to provide a low-cost, safe, fun, drug/alcohol-free event for students of Severance High School immediately following Prom. Your donation will allow us to provide a fun outlet for our teens to continue to safely socialize with their friends in a space which is monitored in order to discourage poor choices.

Our mission directly relates to the Town's Award Criteria by contributing to education, safety, health, welfare, and recreation for an estimated 300 students. It also gives an outlet for local businesses to work together to support our youth while promoting their products/services.

Amount Requested: \$1,500.00

Has the Town of Severance contributed to the Requesting Organization in the past? ☐ No ☒ Yes If yes, what amount(s) and when? Spring 2023 = \$3000; Spring 2024 = \$1,500

Please attach a detailed accounting of how the funds were used and describe how the funds benefitted the community:

The total cost of After Prom 2023 was just over \$12,000. The total cost of After Prom 2024 was \$11000. The funding provided by the Town of Severance was pooled with other donations, ticket sales, and fundraising monies to provide 3 hours of unlimited bowling, laser tag, and arcade games as well as food and drink (pizza, salad, cookies, and soda buffet) at The Summit (2023)/Main Event (2024). Additionally, the location worked well because it was close to the prom event. The event has been well attended with over 200 students each year. Some students have shared that they are more excited to attend After Prom than Prom. We believe that sponsorship of this event unites the Town of Severance with the Town of Windsor in affording the shared teen members of our growing communities time and lasting memories with their friends in a safe space where they were monitored in order to discourage poor choices and, in doing so, also helped lessen potential for safety issues in our communities.



Please list your organization's top five funding sources (corporate, government, and individual contributions) and the amounts received from these sources in each of the last two complete fiscal years for your organization:

Organization	Amount Received
Town of Severance	\$4500 (2023 & 2024)
Town of Windsor	\$4500 (2023 & 2024)
After Prom Ticket Sales	\$4000 (2023 & 2024)
Butter Braid Fundraiser	\$2700 (spring & fall 2024)
Food Truck Friday Vendor Donations	\$1800 (2 school years)

Does the IRS classify the Requesting Organization as a 501(c)3 organization? ☐ No ☒ Yes ☐ n/a

Please attach the following information:

1. Most recent year's actual income and expenses for the organization and for the specific event or project for which the funds will be used.
2. Most recent budget for the organization and for the specific event or project for which the funds will be used.
3. Names and addresses of all board members, including designated officers.
4. Any other documents that will support the application.

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge, and b) the Internal Revenue Service 501(c)3 determination, if applicable, has not been revoked, canceled, or modified; and c) funds will be used for the projects outlined in this Donation Request Form.

Racinda G. Gold Signature Date 1/27/2025

Along with this application, please include a brief description of the Requesting Organization (including its mission & leadership) and any other information relevant to this request.

For Management Use Only

Amount Requested: _____ ☐ 1st Time Request ☐ Annual Request Date Filed: ☐

Approved ☐ Denied

Town of Severance Community Grant Request

Organization: Severance High School After Prom
1200 Hidden Valley Parkway
Severance, CO 80550
severanceafterprom@gmail.com

Website: [School Committees - Severance High School](#)

Purpose – The purpose of this Organization shall be to support the Severance High School After Prom program. The organization will provide financial support for the event through various fundraisers and solicitation of items from the community. The vision/goal is that each high school junior and senior will have a safe, drug free and alcohol-free environment in which to enjoy their friends.

Organization Operation – This Organization will operate as part of Weld Re4 School District, following Board policy KBE and KBE-R and the [fundraising guidelines and expectations](#) established by Weld Re4 School District.

Weld RE4 organization Status: Parent organization with district activity fund status*

*Weld County School District RE-4 is a public school district. Federal tax ID # 84-6013749

Date became Weld RE-4 recognized: November 1, 2023

Chair: Shauna Nolte
1611 104th Ave Pl
Greeley, CO 80634

SHS Advisor: Kevin McWain
SHS
1200 Hidden Valley Parkway
Severance, CO 80550

Secretary/ Racinda Godbold
Treasurer: 1897 Vista Plaza Street
Severance, CO 80550

History: Severance High School opened in the fall of 2019 with only Sophomore and Freshmen classes, adding a new class each year. There have now been 4 classes graduate from SHS and 4 proms. The SHS After prom committee began as a very small group of parents interested in providing a safe alternative for activities after the dance ended and was run by one parent for 2 years but not affiliated with the school. At the graduation of that parent's student, the event was at risk of not continuing. Fortunately, a group of 5 junior class parents stepped up in February of that school year and were able to raise enough funds with the help of the towns of Severance and Windsor providing half of the cost. At this time, the organization was still not affiliated with the school and at risk of not continuing. Working to establish an ongoing structure and relationship to support the students at SHS for many years to come, one member drafted bylaws and with the support of the remaining senior parents, the group became recognized as a parent organization with Weld re4 School District status. Although the senior students graduated, a few of those parents have been able to continue on the committee as they have younger students at SHS and are providing guidance and leadership. The continuation of the After Prom event at SHS has become a tradition and expectation by the student body and school. Through much time, dedication, and work, this will be the 5th After Prom Event!

Current Balance in Committee Account: January 15, 2025 Ledger – \$12,506.37

Venue: The Main Event, Windsor, CO

Inclusive Cost for After Prom 2025:** \$13,995.57

**See Main Event Order # Q-210102. No other additional expenses for fundraising are allowed per District Policy (Weld RE4 Board Policy KBE-R: Option 1)

Event Plan: SHS Junior and Senior Students and a guest may attend the SHS After Prom “Lock-In” at The Main Event regardless of attendance at prom as long as they arrive sober and follow admission rules and have met the criteria for attendance outlined by SHS (see attached document). At minimum, 15 adults must chaperone the event (14 parent volunteers and 1 school administrator). Attendees enjoy unlimited bowling, laser tag, arcade games and soda; pizza, salad & dessert buffet; and a variety of opportunities to win prizes throughout the night (encouraging them to stay to the end). Students may remain in their prom attire or change before entering. If a participant leaves the event, they will not be allowed to re-enter. Past students have told us that they were more looking forward to the after-prom event than prom itself! Highlights from last year’s event included: hidden Silver Knight duckies to win prizes; hidden miniature frogs around the center allowing finders to get extra tickets for the end of the night BIG prizes; random drawings every 15 minutes; first to arrive door prizes (students were rushing to be first); and the end of the evening BIG prizes; the community came out in force to support this event with prize donations totaling almost \$4,000!) After Prom goers were thrilled with the food, games, and social time. Holding the event at The Main Event has been such a success with students and requested again for the 3rd time now! Please see pictures from last year’s after prom event that were compiled by a student and shared as a thank you to community supporters. The cost of this event has increased \$3,000 over last year. We have worked tirelessly to raise the needed funds and we are close. We are hopeful that with the Town of Severance Community Grant we will reach our fundraising goal and kindly request \$1,500 award to make that happen.

Prizes: In Kind Donations are being requested from businesses and individuals to provide entertainment and incentives

Main Event Invoice:

EVENT OVERVIEW

Package Selection

DETAILS	QTY.	UOM	PRICE EA.	TOTAL
Lock In (3 Hours) 1901.8440	300	per Guest	\$25.00	\$7,500.00

Menu

DETAILS	QTY.	UOM	PRICE EA.	TOTAL
2 Slices of Pizza	300	per Guest	\$9.99	\$2,997.00
2 slices of pizza + medium soft drink				
Avocado Caesar Salad	300	per Guest	\$4.50	\$1,350.00
Assorted Dessert Bars	300	per Guest	\$9.00	\$2,700.00
Summerberry stack, chocolate peanut butter stack, chewy marshmallow, lemon crumb, cinnamon swirl, chocolate chunk, toffee crunch blondie, totally oreo brownie				

Activities

DETAILS	QTY.	UOM	PRICE EA.	TOTAL
3 Hour Time Card	300	per Guest	Included	\$0.00

DETAILS	QTY.	UOM	PRICE EA.	TOTAL
3 Hours of all you can play video games. No points or prizes awarded. Not valid for VR play. Only valid day of event. Rainbow colored card readers only.				
Bowling Shoes	300	per Guest	Included	\$0.00

Additional Items

DETAILS	QTY.	UOM	PRICE EA.	TOTAL
Required Revenue Minimum	1	Each	\$0.00	\$0.00

Main Event requires a \$13,000 revenue minimum prior to tax and service charge for this event. If the group does not reach the revenue minimum, the guest agrees that the remaining balance, prior to tax and service charge will be charged as a room rental.

Discount

DETAILS	QTY.	UOM	PRICE EA.	TOTAL
Package Adjustment	1		\$-1,500.00	\$-1,500.00

One time package discount to bridge gap in package changes and cost increases. Valued repeat customer consideration.

Event Order Q-210102



CHARGES & PAYMENTS	
Subtotal	\$13,047.00
Service Charge	\$810.00
Taxes (Exempt) and Fees	\$138.57
Grand Total	\$13,995.57
Payments Received	\$0.00
Balance Due	\$13,995.57

Fundraising Flyer:

DONATE TO PROVIDE A SAFE, SOBER, AND FUN

SHS

AFTER PROM

Event



ACTIVITIES FUNDRAISING LINK : ENTER "AFTER PROM"



GOAL: \$14,000 BY MARCH

Student-made Thank You for 2024 After Prom Event:



THANK YOU

FOR THE SUPPORT

.....

Because of you over 200
kids had a safe and fun
night at Severance High
School's After-Prom

.....



Severance High School - Created by Myla Moore

School Criteria for Attending Prom/After Prom:



Criteria for Spring Dances and Senior Final Exemption

Event	Grade Levels	Date of Event	Grade/Att Check Date	Behavior Criteria	Grade Criteria	Unexcused Absences	Unexcused Tardies	School Fees
Sadie Hawkins Dance	9-12	Saturday, February 8	Monday, February 3	OSS or Multiple ISS: ineligible	No more than 1 F	No more than 4 across all classes	No more than 4 total across all classes	All fees must be paid
Prom	11-12	Saturday, May 3	Monday, April 28	OSS or Multiple ISS: ineligible	No more than 1 F	No more than 15 across all classes	No more than 15 total across all classes	All fees must be paid
Senior Final Exemption	12	May 15-16	Monday, May 12	OSS or Multiple ISS: ineligible	A, B, or C in that individual class	No more than 3 in that class	No more than 4 in that individual class	All fees must be paid
Field Trips and Other after-school events	9-12	2nd Semester	Ongoing	OSS or Multiple ISS: ineligible	No more than 1 F	Must have at least 85% attendance rate	Excessive tardies: not able to attend	All fees must be paid

We want our students to be involved in extracurricular events! But it is also important to hold students to a high standard of focusing on academics first. Each of these events, along with other extracurriculars and after-school events, also carries a behavior criteria: an Out of School Suspension, multiple In School Suspensions, or ongoing behavioral concerns will result in disqualification for **the next event**.

For senior final exemption, each class carries its own criteria for exemption in terms of grades and attendance.

On the date that grades and attendance are checked, if a student is eligible for the event, he or she will remain eligible. However, if a student is ineligible for the event on the date that grades and attendance are checked, **he or she has the opportunity to raise grades or improve attendance before the event and become eligible.**