

Westgate Events and Fundraising Committee Meeting

Tuesday, December 4, 2018 – 8:15am (Moved from Nov. 27)

Events and Fundraising Overview

- ALL COMMUNICATIONS—FLYERS, GRAPHICS, NEWSLETTER BLURBS, ETC.—must be sent to events@westgateschool.org for review and approval before being posted or printed and shared. (Facebook posts to the parent or committee pages are exempt from this.)
- Our main point of contact with Admin when questions arise is Teri Garrick: teri.garrick@westgateschool.org however, please also copy events@westgateschool.org on emails to her. Thank you!
- Please track details of events as your committee works on them—dates and times, equipment and facilities needed, money needed and by when and how spent, and any services are needed of any staff member or teacher. This will help us get more efficient year over year.
- Our Events newsletter goes out every third Friday. Please send details about your events to events@westgateschool.org by **Wednesday** to be included in the following Friday's Events newsletter.
- To have your flyer or event posted to the Events Committee web page on the WG website, please send to events@westgateschool.org. Please save all flyers as PDFs and include the dates they should be posted.
- Parent volunteers can create events on the Parent Facebook page! If you want something created as a public Westgate event, send to events@westgateschool.org. Flyers and announcements can be posted on the Parent Facebook Group by any committee member!

New Business

Name change / Charter edits

Name change was brought to School Board at 11/13 meeting: PAWS - Parents at Westgate School was not accepted and they would like more options. Charter edits were briefly mentioned as "in progress" and they are okay with them, we just need to make them.

Rules and procedures

Board member suggested our committee have a "Rules and Procedures" document specific to how our committee operates. Leadership will work on this document and submit to committee for review and approval.

Documentation of events

Please remember to document and/or make notes on what was done, any suggestions received, any contacts, dates, and times and submit to the events binder.

Recap of Recent Events

October 26 – Trunk or Treat ****Great job!****

- Coordinators: Kristin Briggs, Brandi Stanton, Kloie White
- Event was well attended and received a lot of positive feedback. Thank you team!

November 5–9 – Spirit Week / In-school Read-a-thon! ****\$7800 raised!****

- Coordinator(s): Betsy Roberts and Jessica Tilley
- Great job ladies! We have feedback from admin and parents for next year.

Admin Discussion / Updates / General Questions

Open for general questions / discussions with Admin:

- Discuss feedback from D.E.A.R. fundraiser
 - add names to sponsorship forms and find better way to track online sponsor donations
 - question raised: try to coincide with Colorado Gives day? (or not?)
 - make prize drawings school-wide and/or for any kid who also gives their pocket change?
- Should we use new logo on CafePress items? YES!
- Send out reminder from Events and Fundraising reminding and linking to gratitude surveys (and mention passive fundraising for the holidays!)
- Create and distribute flyer with passive fundraising information (king soopers cards, amazon smiles, etc.)

When coordinating an event, please reach out to Teri Garrick for any money or admin related questions:

teri.garrick@westgateschool.org and copy events@westgateschool.org. Or, bring the questions to the monthly meeting to discuss with admin!

Upcoming Events for Discussion

December 20 and 21 – Meals to feed teachers during parent/teacher conference days

- Coordinators: Candice McNair and Jessica Koehler (with assistance: Kristin Briggs, Erika Strauss)
- Suggest potluck style for Thursday; Delivered lunch on Friday - discuss and decide on meal options
- Would also like to offer bagels and coffee for teachers on Friday morning - donated bagels and coffee
- Link has been added to school shop for online meal donations

December 4–7 – Holiday Shop

- Coordinator: Pam Migliore
- After Holiday Shop, we will have earned our full amount of “points” with Fun Services, school gets \$1000

Great Harvest Bread Fundraiser: Carrie Kvande

- Order forms went out; Orders are due 12/7; Products delivered 12/18

Paint it Forward: Rikki Ogden

- Scheduled for Thursday, Jan 3, 1-3pm; Open to ALL school-age kids; Can be drop off

Special Discussion

May 11 – Spring Carnival

- Coordinator: Kristin Briggs / Auction coordinator: Tara Feimster
- Being held off-site this year at Al Lesser Building, Adams County Fairgrounds
 - Cash bar (checking on cost and logistics for this)
 - Consider coordinating with Uber/Lyft. Or at least promote using these services for the folks who might want to enjoy the adult beverages that will be available.
 - Looking into: paid (or donated time) more professional face painting; paid (or donated) photo booth
- THEME: Sports
 - Use Fun Services to cater “ball park” food (hot dogs, nachos, cotton candy, etc.) - Need to check into need for food handling license and/or if Fun Services will run this food?
 - Considering / checking into additional related food trucks—Kona ice, bratwursts or BBQ?—unsure if this is possible at the location
 - Idea: high schoolers dressed as “ball park” vendors w/ trays of popcorn, etc. (school has popcorn machine)

- FOR DISCUSSION:
 - Online auction... take live w/ paper ballots or come up with a solution for continuing to take bids via site during live auction?
 - Baskets - discuss input from admin/biz office - Not accepting ANY cash donations for baskets this year for simplifying! Donations must be physical items for the theme and/or gift cards. Cash donations can be made to "the carnival" in general still.
 - Considering wristband and ADMISSION cost of \$10 per person (exception for kids under 2 or 3?) plus simple meal ticket for \$2 extra—meal ticket would get you either hot dog and bag of chips or nachos (V and GF) plus 1 drink (can of soda or juice); extra meal tickets can be purchased at the check-in table
 - Do bake sale again?
 - Have stage again w/ HS band(s) and Improv troupe? (If yes, we should offer them free pass to carnival in advance and give them plenty of notice!)
 - Do teacher time as raffle again with more heads up and better advertising?
 - need to make sure Michelle still has current raffle license
 - Idea: allow people to pre-purchase raffle tix (and bake sale tix?)
- AUCTION:
 - Quantity of silent auction items to be scaled down slightly - focusing on variety in price so all who want to participate can do so. We need to review previous year's notes as there is documentation about which items received the highest amount of bids.
 - Explain / show master spreadsheet — Volunteers are needed for chunks of solicitations by theme (date nights, rec centers, food, etc.)

Events on the Horizon

February 4–8 – Book Fair (we are looking into also doing the Barnes and Noble book fair)

- Coordinators: Brandi Stanton and Erika Strauss
- Leverage Rochelle's experience as she was involved with Scholastic last year.

May 6–10 – Teacher Appreciation Week

- Coordinators: Jessica Tilley and Betsy Roberts
- Staff gratitude survey has been sent out via admin and posted online
 - Brief discussion about what the teachers really liked; considering offering a night out (possibly at brewery and with spouses) and providing them free childcare for the night out

Misc. Fundraisers / Committee Responsibilities

Passive Fundraising

Suggestion was made to add passive fundraising web page link to newsletter and do a reminder push early Dec for these and Box Tops - Discussed with admin, we will do a flyer of passive fundraising for this Friday as well as promote web page w/ links

Spirit Wear / Cafe Press Storefront: Pam Migliore (<https://www.cafepress.com/wgcs>)

This site is fully live and ready to be used! We need to get the word out in newsletter/website, social media. A portion of proceeds on all transactions go to the school!

Conference Food Coordinating: Candice McNair and Jessica Koehler

Sept 27–28, Dec 20, March 21–22, June 4 – Organizes food delivery and/or potluck style donations from parents using SignUp Genius for teacher conference days 4 times a year (this can mostly be done from home)

Spirit Nights Coordinator: Jillian Olson

We sometimes need someone to man a check-in table at spirit nights. Those needs will be posted here:

<https://www.signupgenius.com/go/10c0d45a8ae28a1fa7-spirit>

Original Works: Tara Feimster

Box Tops for Education: Erin Frazier

Rockies Tickets: Melissa Marty

New event ideas previously suggested for consideration:

- **PARENT'S NIGHT OUT** (with babysitting)
- Brewery night (like a spirit night... but, at a brewery!)
- Bowling spirit night (Chippers, Fat Cats, etc.)
- Tree or plant sale (Spring fundraiser, but must order in the Winter)
- Teacher and/or parent charity concert, show, or game
- Battle of the bands inviting other middle / high schoolers in the area?
- Charity duck race down a nearby canal?
- Yard sale at the school and fundraiser with ARC afterward
- Other ideas?! **Please share!**

NEXT MEETING: January 22 @ 8:15 am

2018–2019 Events Calendar—At a Glance:

- Fun Run: Sept 8
- Rockies Game: Sept 28
- Teacher Conferences (we coordinate food):
Sept 27 & 28, Dec 20, March 21 & 22, June 4
- Trunk or Treat: Oct 26
- Spirit week: November 5–9
- All School Reading Hour: Nov 9
- Holiday Shop: Dec 3–7
- Book Fair: Feb 4–8
- Teacher Appreciation Week: May 6–10
- Spring Carnival: May 11

Other / Ongoing Fundraising:

- Original Works: Aug/Sept
- Harvest Bread: Nov/Dec
- Skate City Nights
- Restaurant Spirit Nights
- Pizza Pals
- Box tops
- Longmont Dairy Caps
- King Soopers Cards
- Amazon Smile
- Cafe Press
- Grandrabbits