

Westgate Events and Fundraising Committee Meeting

Tuesday, May 21, 2019 – 8:15am

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

- **2019-2020 Events Calendar:** Has been submitted to the board. Have not heard if approved.
Reminder, we voted to:
 - Continue with all events (book fair, holiday shop, etc.)
 - Change the Fun Run - will not do Fun Run as usual. Looking at a whole-child field day option put on by outside company. Will be at the end of School Spirit Week.
 - Move the timing of book fair - moved back to Fall where we've had better sales historically. Will try Barnes and Noble book fair next Spring. **Rikki to follow up with Barnes and Noble.**
- **Meetings for next year:** Do Tuesdays at 8:15am still work for most members? We should get these on the calendar as well for next school year. **The general consensus is that Tuesday at 8:15 works, but it was suggested to do one or two meetings a year at different times to try and make them available for more attendees.**
- **2020 Spring Carnival:** New space at Adams County Fairgrounds was well-received. Re-book for next year now? **Yes. Did we get our deposit back?**
- **New leadership needed for 2019-20 school year:**
 - Rikki will not continue as chair. Discuss who will fill this role (vote on new chair now?) **We are all very thankful for Rikki's service. Thank you Rikki!**
 - Any other leadership role changes? **Plan to assign new leadership roles early next school year.**
 - Review sub-committees
- **Need to have a presence (again) at back to school and registration nights!**
 - **Consider doing facebook requests to new parents at enrollment instead of new parents needing to request access from admin.**
 - **Need to create "user manual" on how to access and leverage information on the school's site, social media, and apps (Flyer, etc). Also maybe a "manual" on how to use sign up genius.**
 - **Spend face to face time with parents at back to school and registration nights showing the ways they can stay connected and be involved with the school.**

Admin Discussion / Updates / General Questions

Open for general questions / discussions with Admin:

- **Spring Carnival -**
 - THANK YOU!
 - Re-book Al Lesser for next year (will need to put down deposit) - Have we received deposit back yet?

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

June 4 – Teacher Conference Meal

- Coordinators: Candice McNair
- We have a little over \$200 still available for this meal. Should we just order food and no potluck style? (Maybe a potluck breakfast?)
- We also still have nacho cheese, chips, and jalapenos (who has these?)

Fun Run - Usually held in September and pre-planning starts now

- Do we want to bring in outside company? Obstacle course based or specialty run? (We could always try it and see if it brings in as much \$\$ as we usually do.) **General consensus is to hire a 3rd party company. Can 3rd party company do bubble run or obstacle course?**
- **Considering doing the run on a Friday during or just after school hours or leaving it on a Saturday.**

Wrap up Discussion

May 6–10 – Teacher Appreciation Week

- Coordinator: Jessica Tilley
- Excellent job! Very well received by the staff.
- For next year, we would like to pre-plan a teacher night out where we offer them childcare, etc.

May 11, 4–7pm – Annual Spring Carnival

- Location: Al Lesser Building, Adams County Fairgrounds
- Face painting - Did not show up :(But did refund deposit
- Volunteers - organization of volunteers went well (much better this year)
- Fun Services catering seemed well-received as did the concession stand!
- Online auction went well, MUCH better system for the bid sheets!
- Baskets - we did fine not accepting ANY cash donations for baskets this year. Donations must be physical items for the theme and/or gift cards. Cash donations can be made to “the carnival” in general still.
- **Admission cost of \$10 per person / \$12 at door (exception for kids under 3) plus meal ticket for \$6 in advance / \$8 at the door?**
- Attractions and stage - seemed good? Any improvements for next year?
- Teacher time raffle - is this bringing in much? (Did we even cover the cost of the raffle license fee?)

Misc. Fundraisers / Committee Responsibilities

Passive Fundraising

Passive fundraising web page link added to newsletter. Reminder push done early Dec for these and Box Tops - Admin did a flyer of passive fundraising (thank you!)

Spirit Wear / Cafe Press Storefront

This site is offline until we get a new coordinator - We need to get the word out in newsletter/website, social media. A portion of proceeds on all transactions go to the school! **We need to update with new logo**

Conference Food Coordinating: Candice McNair

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

Original Works: Tara Feimster

Box Tops for Education: Erin Frazier

Rockies Tickets: Melissa Marty

NEXT MEETING: TBD

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**

2019–2020 PROPOSED Events Calendar—At a Glance:

- Original Works: Early-to-mid August
- School Spirit Week: Sept 9-13
- “Fun Run” / Obstacle Course: Sept 13 (if during school day) or Sept 14 (if on Sat.)
- Rockies Game: TBD
- Teacher Conferences (we coordinate food):
Sept 26 & 27, Dec 19 & 20, March 19 & 20, June 4
- Trunk or Treat: Oct 25
- Scholastic Book Fair: November 4–8
- D.E.A.R. / All School Reading Hour (Friday of book fair): Nov 8
- Holiday Shop: Dec 9–13
- **Suggested: Be Kind to our Teachers Week: Feb 10–14**
- **Considering: Barnes & Noble Book Fair some time in April**
 - Consider kids doing poetry readings
- **Spring Carnival: May 16**
- **Family Game night**
- **Valentines Day dance.**

- **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