

Westgate Events and Fundraising Committee Meeting

Tuesday, August 28, 2018 – 8:15am

- Pass Attendance Sheet (name, email, childrens' grades, committee interests)
- Welcome new members! (nametags)
- Open for questions

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
- 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

Leadership Roles

Our committee is currently without elected leadership. Ideally we should have an elected Chair and 1-2 Co (or Vice) Chairs, as well as a Treasurer and Secretary. At the next meeting on September 25, we need to elect these positions or we will be in violation of our committee charter to the board. To aid in taking on new leadership, moving forward all work will be broken into subcommittees (see descriptions and sign up sheet) which will act independently with guidance from Admin. A binder is available with information from past years' events to make coordinating an event easier.

Name Change

Over the summer, I brought up the idea of renaming the committee. Currently the name "Events and Fundraising Committee" is somewhat limiting (yes, we do events, yes we fundraise, but it doesn't explain the community building aspect... or our close connection with the staff)... and also, frankly, it's pretty boring. Due to our charter, we are not able to be a PTA or a PTO, but the top selections from the informal poll were:

- PSP - Parent-School Partnership
- PCA - Parent Community Association
- PAWS - Parents at Westgate School ←We will take PAWS to the next board meeting (Sept. 11) for approval

Let's discuss this briefly... Pros? Cons? Comments?

Forming subcommittees

See separate document RE subcommittee descriptions and duties. Recruit coordinators and members for various subcommittees. These committees need to be staffed by the next meeting on September 25.

Admin Discussion / Updates / Questions

New for this year, we will have an admin staff member at each meeting to assist us with any questions or concerns that only Admin or the business office can answer.

Some initial questions that have already been raised:

- What are we fundraising for? Anything specific that we can outline in flyers or on website? Can we specify or will this limit our ability to fund the school more broadly? The school has budgeted for us to raise a minimum of \$10,000, but our overall goal for the year is \$30,000. All money the committee brings in is unrestricted meaning the school can use it for whatever needs they have. However, in our flyers and promotions, we can use wording such as... “This event is our second largest fundraiser of the year and the funds we raise with this event can be used for such things as matching grant funds, classroom needs, professional development, equipment upgrades, or field trips and guest speakers!”
- Since no annual campaign this year, can we push the Winter Readathon earlier/harder and really make the Day of Reading bigger? Could we move our School Spirit Week to coincide with the day of reading, perhaps? Yes! The School Spirit / Community Building Committee has begun plans on combining Spirit Week and the Readathon for November 5–9.
- Can we look into organizing Room or Pod Parents? I know this has been attempted in the past, but several committee members have brought it up again as a much easier way for the committees to access the teachers and parents. (Betsy, Jessica... comments?) Yes, the school supports this. We need to brainstorm further on how to make this happen.

Open for additional questions. When coordinating an event, please reach out to Teri Garrick for any money or admin related questions: teri.garrick@westgateschool.org. Or, bring the questions to the monthly meeting to discuss with admin!

Upcoming Events for Discussion

September 8 – RUN WILD Fun Run 5K and Obstacle Course

Update from Fun Run Coordinator (Rikki Ogden)

Registration is open: <https://runsignup.com/Race/CO/Thornton/WestgateRunWild5K>

Please sign up to volunteer! <https://www.signupgenius.com/go/10c0d45a8ae28a1fa7-westgate2>

September 7 – Order Forms and payment for Rockies Tickets are Due!

<https://4.files.edl.io/a842/08/23/18/142801-e796350e-674c-4abb-ac48-5f7abb1fd708.pdf>

Only 20 tickets sold so far! We need to reach a minimum for this fundraiser to happen!

September 27 & 28 – Meals to feed teachers during parent/teacher conference days

Our teachers give us a LOT of their time during conference days, we like to give back a few times each year by coordinating lunch food—either through donations or potluck style by parents—for the staff.

→ Coordinators: Candice McNair and Jessica Koehler

September 28 – Westgate night at the Rockies!

Baseball game fundraiser; Two ticket sections available, also parking pass or bus from/to Westgate

November 5–9 – Spirit Week / In-school Read-a-thon!

Spirit Week will be book/reading themed and will end with an all-school hour of reading / Read-a-thon pledge drive. Last year the kids voted with coins to select the Spring Carnival theme, this went over well and we will do it again.

→ Coordinators: Jessica Tilley and Betsy Roberts

Events on the Horizon

October 26 – Trunk or Treat

Community-building event, not a fundraiser. Very popular and fun. Need to check with High School early to make sure they will do the haunted house again (and if they can use the North Building).

December 4–7 – Holiday Shop

Pam Migliore has been trained to take over this year

February 4–8 – Book Fair

Book Fair has been moved to a different month

May 6–10 – Teacher Appreciation Week

We will want to send out our staff gratitude survey in advance

May 11 – Spring Carnival

Being held off-site this year at Al Lesser Building, Adams County Fairgrounds

Misc. Committee Responsibilities

Spirit Wear / Cafe Press Storefront: Pam Migliore

<https://www.cafepress.com/wgcs>

Original Works: Tara Feimster

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>

Box Tops for Education: Erin Frazier

Rockies Tickets: Melissa Marty

Great Harvest Bread Fundraiser: TBD

Usually happens around November/Thanksgiving; Send out order form, collect payments, pick up bread when order is ready and deliver to school

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: Sept 25 @ 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 4–9**
- All School Day of Reading / Read-a-thon: **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: **TBD (usually near Thxgv)**
- Skate City
- Restaurant Spirit Nights
- Pizza Pals
- Box tops
- Longmont Dairy Caps
- King Soopers Cards
- Amazon Smile
- Mabel's Labels
- Grandrabbits