

Westgate Events and Fundraising Committee Meeting

Tuesday, September 25, 2018 – 8:15am

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

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. Rikki willing to continue as chair but **today, we must elect the remaining positions (vice chair(s), treasurer, secretary) 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. Anyone interested a position? Vote to fill positions.

See <https://www.westgateschool.org/apps/pages/EventsAndFundrasingCommittee> for newly elected positions

Chair: Rikki Ogden

Vice Chair: Kristin Briggs

Secretary: Jeff Anderson

Treasurer: Pam Migliore

Board Liaison: Erika Strauss

Name Change

Name change to be brought to School Board soon: PAWS - Parents at Westgate School ***Rikki to present / get approval at Oct 16 Board meeting***

Forming subcommittees

Staff coordinators and members for various subcommittees. See separate document RE subcommittee descriptions and duties. A binder is available with information from past years' events to make coordinating an event easier.

***We need to get all carnival committee slots selected/finalized by next meeting (10/23 @ 8:15 am)**

Paint It Forward, Great Harvest Bread, other fundraiser ideas

These were both decent fundraisers for our community last year. Any interest coordinating either of these? Any additional fundraiser ideas? (Should someone be point person for Skate City nights to get higher participation?)

Carrie Kvande - Great Harvest Bread; Kristin Briggs - Paint it Forward

Recap of Recent Events

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

- Approximate amount raised: \$4500. **That's nearly a \$700 increase over last year's run!**
- Trouble with timing equipment
- Lessons learned / open to new ideas for next year

Admin Discussion / Updates / Questions

Open for general questions / discussions with Admin:

- Discuss details for Spirit Week culminating in Read-a-thon / Day of reading at school
 - Get approval for dates (Nov 5–9) and teacher buy-in for reading time during school
- Current themes for Carnival that will be voted on at Spirit week: storybook, comic-con, movies
 - Any objections? Suggestions or additions?

We're leaning toward the following themes - Storybook, Sports, and Movies

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

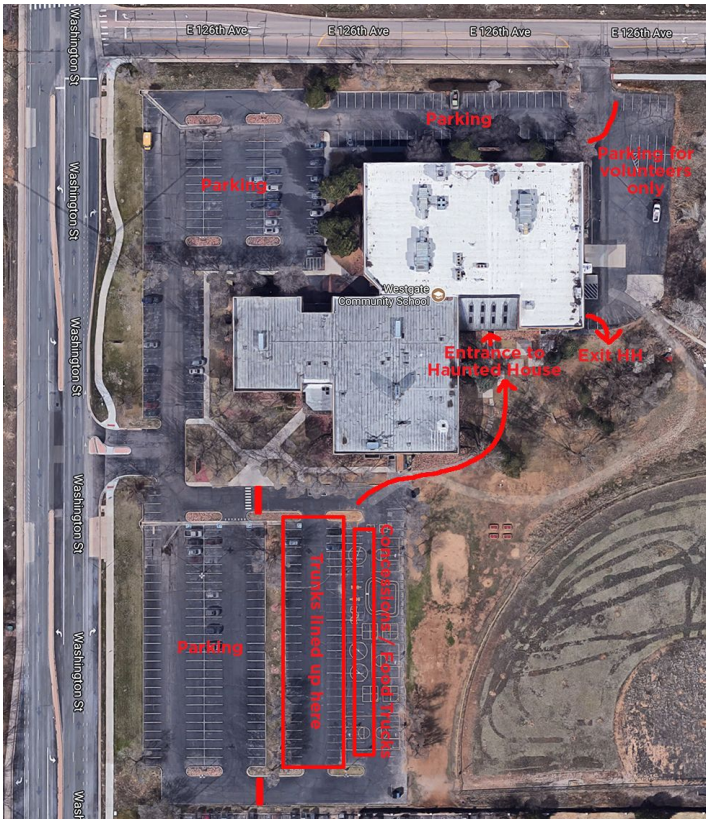
- Coordinators: Candice McNair and Jessica Koehler
- SignUp Genius is live
- Thursday, 9/28 - Taco Bar
- Friday, 9/29 - ??
- **Rikki to post on social media that we still need \$ donations for Friday's meals.**

September 28 – Westgate night at the Rockies!

- Coordinator: Melissa Marty
- How many tix sold? **\$500 in sales!**

October 26 – Trunk or Treat

- Coordinators: Kristin Briggs, Brandi Stanton, Kloie White
- 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)
- **Need to make sure that we're clearly communicating that the haunted house is a fundraiser, and there is a \$5 entrance fee. (Trunk or Treat event is free.)**



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

- Coordinator(s): Betsy Roberts and Jessica Tilley
- Spirit Week will be book/reading themed and will end with an all-school hour of reading / Read-a-thon
- Last year kids voted with coins to select Spring Carnival theme, this went over well and we will do it again
- Coordinators: Jessica Tilley and Betsy Roberts
- Read-a-thon will drive fundraising - parents, family, and friends can sponsor/donate toward reading time.
- Need to get a link for the fundraiser put on the online store.
- Considering a book collection drive - books collected will be donated to classrooms or local charity.
- Need to get information about the event out to students/parents 2 weeks before the event begins.

Events on the Horizon

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

February 4–8 – Book Fair

- NEED COORDINATOR(s) Rikkie to reach out to Event and Fundraising members that have expressed interest.
- Book Fair has been moved to a different month

May 6–10 – Teacher Appreciation Week

- Coordinator(s): Jessica Tilley and Betsy Roberts
- Staff gratitude survey has been sent out via admin (need to check on responses)

May 11 – Spring Carnival

- NEED COORDINATOR(s)
- Being held off-site this year at Al Lesser Building, Adams County Fairgrounds
- What do we need to book now/early?

Misc. Fundraisers / 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

Paint it Forward: TBD

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: Oct 23 @ 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 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 Nights
- Restaurant Spirit Nights
- Pizza Pals
- Box tops
- Longmont Dairy Caps
- King Soopers Cards
- Amazon Smile
- Mabel's Labels
- Grandrabbits