

Westgate Events and Fundraising Committee Meeting

Tuesday, March 19, 2019 – 8:15am at First Watch Cafe

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

King Soopers card changes! Fundraising aspect is now tied to your existing rewards card:

- Go to <http://www.kingsoopers.com>. Once logged into your King Soopers account search for Westgate Community School either by name or CN908 and then click Enroll. New users will need to create an account which requires some basic information, a valid email address and a rewards card.

Upcoming Events for Discussion

March 21 and 22 – Teacher Conference Meals

- Coordinators: Candice McNair and (need co-coordinator to help)
- Olive Garden order has been made - They will donate salad and breadsticks, we will order/pay for pasta. We need more donations to cover this cost.
- Sign up is live and we need more: <https://www.signupgenius.com/go/10c0d45a8ae28a1fa7-conference9>

May 6–10 – Teacher Appreciation Week

- Coordinator: Jessica Tilley
- Feedback from teachers:
 - They would love a teacher night out on a Friday vs a Thursday and would prefer it be at a place like bowling vs a brewery so there are options other than just drinking.
 - They also LOVE the childcare option and would love the event be like a 5-10 (so starting closer to end of school. Anyone interested in potentially babysitting for the teachers?
 - They would love for parent volunteers to do stuff. They are going to each email Sharon/Amanda with teacher name/what they want or need done. So maybe we can touch base with Sharon & Amanda by next Thursday
- Sign up to help: <https://www.signupgenius.com/go/10c0d45a8ae28a1fa7-allstar>

Admin Discussion / Updates / General Questions

Open for general questions / discussions with Admin:

- **Spring Carnival -**
 - We do want to do teacher time as a raffle again. School license needs renewed for \$100.
 - Kristin spoke briefly with Sharon about teacher time. They DO want to participate , but she wants to let staff know that THEY are responsible for cost and there will be some safety type restrictions on activities. Any updates from Sharon/admin/teachers on this?
 - Any new donations come in?

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!

SPRING CARNIVAL

May 11, 4–7pm – Annual Spring Carnival

- Coordinator: Kristin Briggs / Auction coordinator: Tara Feimster
- **Budget discussion**
- Location: Al Lesser Building, Adams County Fairgrounds
- Face painting (paid) - yay or nay
- Photo booth (paid) - yay or nay
- **THEME: Sports <--Need a catchy title ASAP! (Like "Have a ball" or "Take me out to the carnival"... but better!)**
 - We will use Fun Services to cater "ball park" food (hot dogs, nachos, cotton candy, etc.)
 - We previously discussed meal options: We will have Fun Services actually cater but decided to have parent volunteers run a small "concession stand" with low cost options (popcorn, extra soda or juice, possibly pretzels/nachos?) Confirmed with tri-county health that we do not need food license to handle any food!
 - Check with Fun Services RE okay with them to have Kona Ice truck?
 - Decor: Kloie still interested? Need assistants? Cannot attach anything to walls/ceiling. Needs to be freestanding or tabletop.
- Online auction we will pay to take live w/ paper ballots; Cost to post up to 100 items (\$30, which we did last year) **AND** transition to live event is **\$90**
- Baskets - Reminder: 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.
 - Basket themes have been chosen and parent coordinators are already getting their sign-ups in to Pam - still need coordinators in 7/8 pod: <https://www.signupgenius.com/go/10c0d45a8ae28a1fa7-carnival1>
- **Admission cost of \$10 per person** (exception for kids under 2 or 3?) **plus meal ticket for \$5-8?**
 - We decided to have Fun Services cater: for **\$4.25/meal** they bring grills and cook hamburgers and hot dogs (we could still also offer nachos separately), and also bring chips and drinks
- We decided to do bake sale again this year
- Attractions - Review newest available
 - lots of sports-themed games, and some bouncies
 - **need to consider/discuss space available (grass vs concrete)**
- We will have the stage again w/ HS band(s) and Improv troupe
 - Daneke confirmed she WILL be doing karaoke
 - We need to put together a performance schedule for the stage (can work with Katie and Logan)
- Teacher time will happen as raffle again with more heads up and better advertising
 - License for school to hold raffle needs to be renewed for \$100 fee (Michelle personal license still valid)
 - We should advertise the teacher times in advance as a raffle
- 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.
- Update from Tara RE donations / auction items

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: 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! **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: April 23 @ 8:15 am (will meet at the school again)

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