

Westgate Events and Fundraising Committee Meeting

Tuesday, January 22, 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

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.

Board Elections are coming up

See Westgate website for more details if interested.

Room parents

Betsy Roberts has been working on this idea introduced earlier to have room/pod parents to help our committee reaching parent volunteers at each level.

- Planning to implement the Room Parent program for next school year. Registration to take place at back to school night.
- Room parent acts as “point person” between events committee, admin, teachers, and parents.
 - Helps to plan class parties and field trips.
 - Communicates with parents about what should be in Friday folders (in case their children accidentally lose anything).
 - Communicates with parents about any needs for help with school events (Sign ups)
- “Veteran” parents (parents with children that attended Westgate in previous years) preferred - they know the school better than first year parents will.
- Ideally there would be a room parent for each advocacy class room. If we don't get enough people to sign up, this could change to one per pod.

Recap of Recent Events

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

- Coordinators: Kristin Briggs, Erika Strauss (with assistance from: Candice McNair and Jessica Koehler)
- Huge thank you to Kristin Briggs for covering our last minute scramble to clean up on Friday!

December 4–7 – Holiday Shop (Raised: \$1200)

- Coordinator: Pam Migliore
- We have earned our full amount of “points” with Fun Services, school gets \$1000 extra. Yay!
- Rikki to discuss Holiday shop for next year with Fun services. Considering alternate vendor or something else entirely for next year.

Great Harvest Bread Fundraiser: Carrie Kvande (Raised: \$650)

Paint it Forward: Rikki Ogden (Raised: est. \$250, have not received yet)

Admin Discussion / Updates / General Questions

Open for general questions / discussions with Admin:

- Need new logo files to add to Cafe Press site
- **General committee request** - What is the best way to reach teachers without having to bug Sharon? Can we set up a teacher-specific email group for the committee? (May tie in with the Room Parent idea from Betsy.)
- **Book Fair** -
 - Where to hold, teacher’s lounge or tech lab? Tech lab preferred, but need to figure out how to move computers without excessive demo and rebuild of space.
 - Sales tax - planning to get clarification from reps, any Admin input/knowledge?
- **Spring Carnival** -
 - How to pay for liquor service? (Cannot use school funds, right?)
 - Do we want to do teacher time as raffle again? If so, school license needs renewed for \$100. Yes!
 - Looking into what we may need to do to be covered for food handling at carnival (since we’re going with “ball park” food) as well as any other licenses needed that are different due to new location

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

February 4–8 – Book Fair

- Coordinators: Brandi Stanton and Erika Strauss
- Locate book fair materials (ask Natalie at front desk) - put flyers into teacher mailboxes for Friday folders
- We are looking at a different system of working with Scholastic in the future, and are also looking into Barnes and Noble book fair option.

Special Discussion

May 11 – Spring Carnival

- Coordinator: Kristin Briggs / Auction coordinator: Tara Feimster
- **Important: We need to work up an estimated budget ASAP**
- 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
 - Event is from 4-6, but we've got access to the building from 7am to 11pm.
 - Need to get a "PA" system so we can communicate to the crowd. It will likely get noisy inside of the building.
- **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? **Need to meet with Fun Services!**
 - 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.
 - **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
 - Can pay with cash or credit cards for admission and meal tickets.
 - Do bake sale again? **Yes!**
 - 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? **Yes!**
 - need to make sure Michelle still has current raffle license - license for school to hold raffle needs to be renewed for \$100 fee (Michelle personal license is still valid)
 - Idea: allow people to pre-purchase raffle tix (and bake sale tix?) - only board members or chelsea or sharon can sell tix (due to Westgate bylaws), so people could pre-order but we would need a system where approved persons were involved
 - Proposed that the carnival be moved to a different date next year. It's currently the Saturday after teacher appreciation week, and also coincides with other popular local events and activities (non-school related).
- **AUCTION (Spring Carnival):**
 - 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 / discuss master spreadsheet — Volunteers are needed for chunks of solicitations by theme (date nights, rec centers, food, etc.)

Events on the Horizon

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.
 - Received feedback that the staff really appreciated “decking out” the bathrooms last year. Will be doing that again.
 - Discussed things parents can sign up to do to help around the school
 - Re-Shelf books in library
 - Organize lost and found
 - Clean/organize teachers lounge
 - We’ll email parents outlining what the events committee is doing for the staff, along with suggestions for gifts.

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 when we get new files!**

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)

- The teachers really liked the “make your own sandwich” process that was done last time. Consider doing this again, and have parents sign up to bring toppings, bread, and condiments. Kristen and Erika looking in to donations from Subway or other sandwich restaurants.

Spirit Nights Coordinator: Jillian Olson

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: February 26 @ 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