

Westgate Events and Fundraising Committee Meeting

Tuesday, April 23, 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:** Need to discuss current / typical calendar of events and decide:
 - Continue with all events (book fair, holiday shop, etc.) - **Yes**
 - Change any events (Fun Run) - **Yes, 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 events (book fair, etc.) - **Book fair moved back to Fall where we've had better sales historically. Will try Barnes and Noble book fair next Spring.**
- **For discussion:** Request to move last meeting of the year from Tuesday, May 28 (the morning after 4 day Memorial Day weekend) to Tuesday, May 21 (the week before). **Yes, last meeting moved to May 21.**

Upcoming Events for Discussion

May 6–10 – Teacher Appreciation Week

- Coordinator: Jessica Tilley
- What to do about Wednesday / Run4Fund\$ timing? Change plans? - **May swap things a bit with another day.**
- Teacher night out:
 - We will offer them free childcare. Need to check with school RE licensing and what our adult to kid ratios should be. We can likely use the gym and HS area (will check) and can show a movie. ****We have approval to use the gym for the evening. We will offer them a free night of childcare at the school on May 3rd. They choose what to do with their night.****
 - Who is interested and available to babysit? Do we want to offer to any HSers to help (do any of them need volunteer hours?) (Obviously still have plenty of adults available!)
 - They would love for parent volunteers to do stuff. **Teachers will be asked at next staff meeting for specific things for volunteers to do that week.**
- 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 -**
 - Need a \$50 deposit for face painter - **Will forward invoice**
 - Need to make sure we have enough popcorn for the machine for carnival - **Chelsea already ordered**
 - Discuss admission cost for pre-orders and at the door - plan was to raise the admission cost to \$12 and meal cost to \$8 at the door to bring in more pre-orders and more \$\$ for fundraising - **Still planning for admission and meals to be higher at the door. If there is major pushback, Chelsea/Teri will make the call to keep it at same price.**
 - Discuss how guests pay for things - tickets for concession? bake sale? **Buy Tickets for \$1 each to purchase items at concession and bake sale. Raffle tickets are different.**

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) - **Yes, booked (need deposit)**
- Photo booth (paid) - No, too expensive. Doing selfie station instead.
- Volunteers:
 - **Volunteer for Carnival:**
 - <https://www.signupgenius.com/go/10c0d45a8ae28a1fa7-20192>
 - **Bring an item for the bake sale:**
 - <https://www.signupgenius.com/go/10c0d45a8ae28a1fa7-20191>
- **THEME: Sports**
 - 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!
 - Need to think about how many to feed with nachos - **quantity of 90 was deemed good**
 - Check with Fun Services RE okay with them to have Kona Ice truck? Do we want to try to get Kona Ice?
 - Decor: Kloie - Cannot attach anything to walls/ceiling. Needs to be freestanding or tabletop.
 - What do we think for the final big inflatable? **Bounce Castle w/slide.** ~~Pirate Castle?~~ ~~Dalmatian?~~
- Online auction we will pay to take live w/ paper ballots (DONE)
- 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.
- **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?**
 - 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, sign up is live
- Attractions - Review latest list (Kristin sent to Lisa at FS)
 - lots of sports-themed games, and some bouncies
- We will have the stage again w/ HS band(s) and Improv troupe

- Daneke confirmed she WILL be doing karaoke
- Heather Dubravac working on performance schedule for the stage
- Teacher time will happen as raffle again with more heads up and **better advertising - Teacher will announce their Teacher Time raffles during TA week**
 - License for school to hold raffle needs to be renewed for \$100 fee (Michelle personal license still valid); **Erika getting license for school, Michelle may not be able to attend.**
 - 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

June 4 – Teacher Conference Meal

- Coordinators: Candice McNair

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: May 21 @ 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