

Westgate Events and Fundraising Committee Meeting

Tuesday, October 23, 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 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

Leadership Roles

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 *Rikki to present / get approval at 11/13 Board meeting*

Name change and charter edits to be brought to School Board soon: PAWS - Parents at Westgate School

Spring Carnival Coordinator: [Kristin Briggs](#)

All committees now fully staffed

https://docs.google.com/spreadsheets/d/1-Lv1EJDalVb8kBOx4CiGYbvHvgA0IVa_8L5RdDuO-Bo/edit?usp=sharing

Recap of Recent Events

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

- Coordinators: Candice McNair and Jessica Koehler
- Give more info to volunteers for next conferences / suggest pre-plan

September 28 – Westgate night at the Rockies!

- How many tix sold? \$500 in sales!

Original Works - September

- Great Job by Tara in managing Original Works this year! She handled all needs well, and the program earned more money than ever before!

Admin Discussion / Updates / Questions

Open for general questions / discussions with Admin:

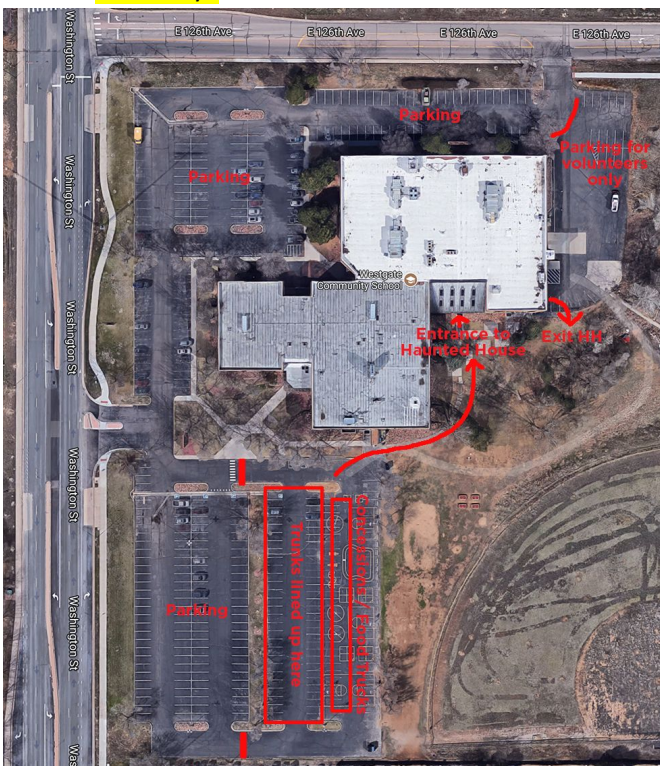
- Discuss details for Spirit Week culminating in Read-a-thon / Day of reading at school
- Are we fully approved to begin advertising and pushing the Cafe Press site? Yes

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

October 26 – Trunk or Treat ****STILL NEED MORE CANDY and TRUNKS****

- Coordinators: Kristin Briggs, Brandi Stanton, Kloie White
- Community-building event, not a fundraiser. Very popular and fun.
- Need to make sure that we're clearly communicating that the haunted house is a fundraiser, and there is a \$5–10 entrance fee. (Trunk or Treat event is free.)
- Need to communicate to the folks that are doing a trunk they need to bring their first "round" of candy, and we will replenish as needed.
- Need to communicate to the folks that are doing a trunk they need to bring a "vote for me" bucket. Votes will be turned in at each trunk (one vote per visitor) and totals tallied at the end of the event.
- Need framing for "house" acting as entry to trunk or treat. Will likely need volunteers to help set it up the day of the event. Need to get the framing "mocked up" prior to event so that it can be quickly assembled day of.
- The question was asked on Facebook - will there be a way to pay via Credit card for the Haunted House, or is this cash only?



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 on Friday November 9. **Event will be from 8:15 to 9:15. And it's going to be a PJ Day!**
- Kids will vote with coins to select Spring Carnival theme, this went over well and we will do it again
****Need 1-2 volunteers for each day to walk jugs around the classrooms:**
Mon-Betsy + Corinne, Tues-Corinne + Jessica, Wed-Corinne + Rikki, Thur-Erika + Corinne, Fri-Betsy + Corinne
- Read-a-thon will drive fundraising - parents, family, and friends can sponsor/donate toward reading time.
- Doing a book collection drive - books collected will be donated to classrooms and then local charity.
- **Need to get information about the event out to students/parents 2 weeks before the event begins.**
- **Pledge forms are coming home in Friday backpacks this week.**
- **Need to consider re-naming the event from "read-a-thon" to "Hour of power reading" or something else. Since it's only an hour of reading, it's not really a read-a-thon..**
- **Consider a "drawing" that each person who turns in a pledge can be entered in to win a prize. Something extra to incentivize participation.**

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

- **Coordinator: Brandi Stanton**
 - **Need maybe one more volunteer to help Brandi.**
 - **Leverage Rochelle's experience as she was involved with Scholastic last year.**
- 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

- **Coordinator: Kristin Briggs**
- Being held off-site this year at Al Lesser Building, Adams County Fairgrounds
- **What do we need to book now/early?**
- **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.**
- **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.**

Misc. Fundraisers / Committee Responsibilities

Suggestion made to add passive fundraising web page link to newsletter and do a reminder push early Dec for these and Box Tops

Great Harvest Bread Fundraiser: Carrie Kvande

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: Rikki Ogden

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!

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)

Suggestion made to add URL for online shop for conference food donations

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

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: Nov 27 @ 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