

Parents' Club Meeting Minutes

Thursday September 15, 2022
6pm in person/Zoom, Belleview El. Library

Present: Parent Club Members Jules Lutge, Shawn Nygard, April Sindelar
Parent Participation: Tia, Christina, Victoria, Megan, Tammy, Justine, Sarah, Shawna, Mike, Robin, Carmel, Adelina
Zoom: Hallie, Bonnie

1. Introductions

2. **Harvest Carnival Meeting Notes-** Read through the Carnival Meeting notes left by Christy regarding what needs to happen to make the carnival a success.

Volunteer sheets were passed around to those in attendance. Weekly requests for volunteers and donations will start going home the week of October 3rd.

3. **Donation Letter-** A donation letter was created to leave with businesses/vendors asking for donations for both the harvest carnival and auction dinner. Volunteers asked to pass them around to certain areas of the county.
4. **Auction Dinner-** Brief discussion on the Auction Dinner being planned in February. We will be relying on parent volunteers to make it a success as it is going to be a large event. A sign-up sheet was sent around for anyone willing to be contacted to help with tasks as they come up.

Tanya Benton has volunteered to allow us to host the event at the Mother Lode Ranch. Parents club members will be taking a tour and determining what supplies will be needed.

Meeting Adjourned at 7:10pm

Next regular meeting **September 29, 2022 6pm**

Harvest Carnival Meeting notes 9/15/2022

1. Harvest Carnival 10/28/22 7-9pm:

- ★ Volunteer sign up forms will be sent home every Monday starting 10/3/22 until all positions are filled.
- ★ Set-up and Clean-up:
 - Set up time is at 2:00pm. Confirm with cafeteria staff.
 - Mrs. Portillo to send an email to the staff letting them know the cafeteria will be unavailable for ASP or sports practice on this day.
 - Security for school campus. No drop offs. All students must be with an adult.
 - Mrs. Portillo to lock up the rooms and cafeteria/set alarm.
- ★ Ticket Sales:
 - Ticket table will be set up outside the cafeteria.
 - We need at least 2-3 volunteers to sell tickets at the front door. Be at school by 6:30.
 - Tickets and cash box to be ready.
 - Every Belleview student receives 2 free tickets. Request a list of students' names by grade from the office secretary. The list of all students' names at the ticket table to check off as they come through.
 - Tickets are \$1.00 each for food, cake walk, and prize wheel.
- ★ Local Vendor Donations:
 - Volunteers needed to solicit donations from local vendors.
 - Prize Wheel - Fun kid friendly items for the winners to choose from.
 - Cake Walk - Baked goods donated from local grocery stores and/or bakeries.
 - Door Prize - If we collect a bigger item we can sell separate door prize tickets.

★ Game Stations (6):

- Games - Ring Toss, Football Toss, Golf, Ping Pong Toss, Fishing Booth, Prize Wheel.
- Need a volunteer to contact parents to run game stations.
- Guidelines and sign up sheet attached.
- Email or leave a completed copy in the Parents' Club mailbox for chairperson.
- Order prizes for game stations. - Done 8/27/22
- If anyone wants to donate prizes for the prize wheel from Amazon, remember to use Amazon Smiles to benefit the Parents' Club account.

★ Trick or Treat Doors:

- Send home weekly flyers for candy and baked goods donations.
- There are up to 11 doors that can be used. It depends on how many volunteers we get.
- Need a volunteer to contact parents for passing out candy at Trick or Treat doors.
- Guidelines and sign up sheets attached.
- Email or leave a completed copy in the Parents' Club mailbox for chairperson.
- The Cedar Ridge Ladies Auxiliary helped us in 2019.. Contact was Sandy Kelly 586-4450.

★ Cake Walk:

- Need 1-2 volunteers to run the cake walk.
- Depending on the amount of baked good donations is how long this station will run.
- Mrs. Sooter to provide CD player/microphone or new bluetooth speaker/mircophone.
- Chairs are used from the ASP classroom.

★ Photo Booth:

- Volunteer or PC to design and set up the photo booth.
- Guests to use their own cameras/phones.

★ Food Service:

- Need 4-6 volunteers to serve food. 2-3 volunteers for each shift.
- What shall we serve this year? Hot dogs, Nachos, Pie, Cupcakes/cookies/cotton candy, lemonade, water?
- Hot dogs and nachos= 2 tickets / Treats and lemonade= 1 ticket
- Count per item is 100 to 150 each.

★ Supplies needed:

- Tablecloths - purchased
- Roll of tickets - in the shed
- Orange paper for flyers - Three 500 count reams
- Poster Board for menu signs
- Halloween foam cutouts for cake walk and caution tape - purchased
- Cups/Forks/Boats - in shed

★ Invitation:

- Update the formal invitation and send home flyer the last Monday before the event. Post on social media as well.

★ Other:

- Bounce house rental
- Purchase new orange and purple lights