

MEETING MINUTES

RICHLAND ELEMENTARY F.O.R. Club Halloween Carnival planning Meeting

Date: September 12, 2019

Location: Room 20

Meeting Called to Order By: Lena Meum

Time: 6:00 pm

Executive Board Attendees: Lena Meum; President, Chelsea Walker; First Vice President, Juana Lupercio; Second Vice President, Breena Hope; Recording Secretary, Heid Slack; Corresponding Secretary

Committee Attendees:

Minutes: No minutes presented, read or approved.

Haunted House

- AVID kids on haunted house
- Most help is needed during last minute crunch time.
- Will be easier on parents only having to worry about the Haunted House on Friday.

Map

- Last year everything was on the blacktop
- There was one request that the raffle be inside so it is not secluded.
- entrances: 2 ticket booths: one in front and one at the side gate.
- Stage moved by the blue wall.

Booths

- Candy will be changed up this year. There will be a ticket instead of candy for when someone loses a game.

- Perhaps they could take the ticket to mining for candy or put the ticket into a raffle for a pumpkin full of candy.

Discussion: One place to redeem tickets and it should be at mining for candy.

- We received a donation for dum dums.

Scavenger hunt.

- Discussion: feedback is that kids loved the scavenger hunt.

- They can be downloaded online at no cost. We will have some printed and available for purchase.

- We are currently working on a scavenger hunt plan.

Raffle

- 4 Disney tickets

- We are in need of big ticket items.

- The Club needs information about the family who donates the bikes. Randi to get information to Lena.

- The raffle ticket won't have specifics but they will have a line to write what they want. The tickets don't have date so we can reuse.

- 1600 tickets that will go home to kids and we want to get another 8000, which would be \$988.

Last year we spent \$1200 we could print them off. Motion to approve cost of raffle tickets is made and seconded.

Fliers

- Suggestion to hang fliers up at CVS, VONS, more in public maybe a stand up board.

- High school has their board we can put fliers on.

- There are three and it will go on the marquee at the school and next door app.

- Suggestion: EventBrite you can add free events people can find it if looking for things to do.

Vendors

- There are 3 non food vendors confirmed.
- Waffles for Friday Night and hot cocoa and cider.
- Saturday - Kona, Chik Fil A and Food Dude.
- Elote: will have to get the little packets of mayo.

Inflatables:

- Maze and obstacle courses are taken. Rides are too much of a liability. We had in the budget \$900 for inflatables. Motion is moved and seconded to approve to spend more than \$900 on inflatables.
- Water orb is not savable: it was donated because it was falling apart. Not allowed to have a dunk tank per district. Alternative: bucket is dumped on someone. Beanbag thrown at the target.
- Perhaps have the stage next to the dunk tank so that we can announce which/when teachers will be there/who gets dunked.

Donations:

- Whichever class gets the most donations gets extra recess. Student Store could discuss the option to be open special for extra recess.
- Donations to be stored on the top of the cupboards.

Face Paint

- Lydia is doing face paint and we could use another person.
- Parent offers that Mary could help with face paint again. Parent to contact Mary. The board was under the impression that Mary was not available.
- We could do other things like hand characatures.

Costume Drive

- Katy Stevens is working on costume drive.
- She needs help sorting on the 18th.

For Club Table:

- Preschool to cover Silver Graphics table
- We will need volunteers for the table: FOR club table coverage: raffle prize redemption (Parent Volunteers), and last minute golf ball sales.
- Have the FOR Club table in the hallways as people are walking out to the blacktop to provide information/answer questions.

Room Parents

- Information for room parents is coming soon.
- Discussion about what they need to do and what the information in the packet will contain.

Plant/Cake Walk

- We need plant donations.
- The FOR Club Board will judge the cakes at 10. They will be in the room during the walk marked with ribbons. and they would be in there with ribbons.
- What is the prize? Maybe student store.

Entertainment

- Suzy Barno is putting this together.
- Marching band wasn't able to lead the costume parade but did the year before. Vanessa Rojas is connection for them.
- Costume Contest: What will the categories for the winners be? Traditionally it has been Cutest Scariest and Most Original.

Miscellaneous

- There will be a sign up for the teachers
- Randi says we still have star tickets - we need to make sure.
- Another newsletter with final reminders will be going out around the 16th of October. We will put

together a Spanish version for that one.

- We need to go through the prizes to take inventory.

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- Lena to get eblast items to Julie

- Raffle ticket stuffing party. The week of the 27th.

DISCUSSION:

- When will room parents know which booth they have.

- Discussion and explanation about what Room Parents do the day of Carnival:

 - Get parents to sign up with the sign up genius. Decorations, booth sign. Have kids do some crafts in class with students. The FOR Club has all the signs noted.

 - Committee will get all the information out to the room parents within a couple weeks we are waiting for the booth assignments. 5th graders are Haunted House.

 - AVID can work in the booth but can't be alone. Hedi will fill in the gaps of the sign up genius with AVID students.

Old Business

- The raffle will be moved inside the venue to the blacktop.

- There will be two entrances: one in front and one at the side.

- Approved: Purchase of raffle tickets cost at \$988.

- Approved: Expenditure exceeding budget for inflatables at over \$900.

New Business

- Board to discuss the option of Student Store to be opened during the extra recess rewards.

- Board to discuss categories for costume contest.

- Determine the prize for the cake walk.

Action Items

- Design scavenger hunt map (Breena)
- Get contact information for the family who donates the bikes to Lena (Randi)
- Get fliers up at schools and stores. (Lena)
- Create an EventBrite (Lena)
- Contact Mary about possibly face painting during the event (Lena)
- Recruit volunteers for Costume Drive on the 18th (Heidi)
- Recruit volunteers for coverage at raffle table, and FOR Club table (Heidi)
- Find the Star tickets or order new ones (Board)
- Get Ribbons for the cake walk (Board)
- Newsletter with reminders to go out around the 16th of October (Breena and Lena)
- Go through left over prizes from last year and take inventory (Board)
- Get booth assignments out to Room Parents (Chelsea and Heidi)
- get blast items to Julie (Lena)

Meeting Adjournment: 6:57 pm

Minutes Compiled by: Breena Hope