

# **Fundraising/Special Events Committee Meeting**

*Tuesday, January 26, 2016*

## ***Winter/Spring Fundraising Projects:***

### **Yankee Candle – Ordering completed; financials still need to be finalized**

*District-wide; fundraiser ran in November/December 2015*

- ◆ About 30 boxes are still remaining to be picked up at PKMS
- ◆ We will request one more ConnectEd call to remind parents to pick up their orders; need to decide what to do with any orders that have been abandoned
- ◆ Yankee Candle has issued a formal apology letter to parents whose orders arrived late; Isabel will post letter and explanation on the fundraising page of the PTO web site
- ◆ Denise is trying to negotiate a partial refund since the delivery was so delayed

### **Modell's Team Weeks – Completed**

*District-wide; fundraiser ran from Black Friday through 12/24/2015*

- ◆ Gross sales: \$4,454.40
- ◆ Net profit to PTO: \$222.72

### **Stop & Shop – Currently running**

*District-wide; program runs through March*

- ◆ Year-to-date total profit: \$378.13
- ◆ Individual school receipts:
  - Woodside: \$325.67 / 106 designations
  - Oakside: \$0 / 5 designations
  - Hillcrest: \$46.89 / 21 designations
  - PKMS: \$5.57 / 6 designations
  - PHS: \$0 / 13 designations
- ◆ We need to follow up with building coordinators at Oakside and PHS to renew their membership in the program, since they are not getting their designated donations

### **Performing Arts T-shirts – Currently running**

*District-wide, coordinated by music department staff; ordering deadline is Feb. 12<sup>th</sup>*

- ◆ Performing Arts Department spiritwear will be available to all families
- ◆ Promotional flyers went home last week
- ◆ T-shirts: \$10 sale price (\$5 profit)
- ◆ Sweatshirts: \$25 sale price (\$8 profit)
- ◆ Money will be counted by Fundraising volunteers on Monday, Feb. 15<sup>th</sup>

### **Art to Remember – Currently running**

*Woodside Elementary, coordinated by Dawn Hoagland*

- ◆ Families will have an opportunity to buy their child's artwork on a mug, plate or other decorative object
- ◆ Artwork creation will be coordinated by Ms. Hoagland
- ◆ Yolanda will reach out to art teachers at Oakside and Hillcrest to see if they want to participate as well

### **Valentine's Candygrams – Week of Feb. 8<sup>th</sup>**

*Lunch periods at Hillcrest and PKMS*

- ◆ PTO will sell lollipops and/or chocolate bars to students during lunch periods
- ◆ Jamie will be the point person for Hillcrest; Yolanda for PKMS; other volunteers may be needed

### **Chocolate Bars**

*Main offices at PKMS and PHS*

- ◆ Cases of chocolate (60 bars) cost \$30; each chocolate bar sells for \$1, for a total revenue of \$60 per case (\$30 profit per case)
- ◆ Yolanda will order 16 cases and find out details about delivery times
- ◆ Cases must be prepaid; PTO keeps all sales revenue; unopened boxes can be returned to the company

### ***Upcoming Special Events:***

#### **Music in Our Schools Month Concert – Tue., March 29<sup>th</sup>**

*7pm in the middle school theater*

- ◆ Performing Arts and Enrichment students from all grades will perform
- ◆ Crystal will handle creating paperwork: letters, flyers, tickets

- ◆ General admission: \$10 for adults / \$5 for students & seniors, which mirrors pricing of the PKMS drama production
- ◆ Families of students performing will be given an opportunity to buy tickets first (week of 2/1); general invitation will be sent to all Peekskill families after winter break; concert will also be open to the general community
- ◆ If we sell out tickets in advance, a second concert will be scheduled

### **PKMS Career Day – Wed., April 27<sup>th</sup>**

*All day in the middle school library*

- ◆ PTO traditionally sponsors the luncheon and decorations, and sets up the room
- ◆ Estimated cost: \$300
- ◆ Parent volunteers are needed to speak about their careers – job description, daily activities, education/training, etc.

### **Harlem Wizards Game – Fri., May 20<sup>th</sup>**

*Evening, in the high school gymnasium*

- ◆ Wizards will provide marketing materials, including posters, sample flyers, and tickets
- ◆ Wizards team members will visit all schools in the weeks leading up to the game to generate interest in the event
- ◆ General admission: First 100 tickets will be sold for \$10 each; after that tickets will be \$15 each.
- ◆ PTO will run concessions and keep all revenue: food details TBD
- ◆ Mia will follow-up with the Wizards to confirm details as we get closer

### **Family Fun Day – Sat., June 11<sup>th</sup>**

*Afternoon, on the Woodside School grounds*

- ◆ Further discussion needed to determine whether we will expand this event to include all four elementary schools (last year it was open to Uriah and Woodside)
- ◆ If we open to all four schools, additional parent and teacher volunteers will be needed to staff stations and run activities; we may need to develop activities for older grades
- ◆ Any security concerns and logistics need to be addressed with building administrators; we will bring this up at the February Executive Committee meeting

## ***Other Fundraising Notes:***

### **Class Photos – 2016**

#### *District-wide*

- ◆ Photographers will come to our next meeting to pitch their services and packages to the committee
- ◆ Denise would like us to draft a list of questions to ask every photographer, so our interviewing process is consistent
- ◆ Suggested questions:
  - What are the prices for each package?
  - What % profit will the PTO get?
  - What is the turnaround time on photos?
  - How many parent volunteers will be needed?
  - How many photographers will you send?
  - Which grades do you cover?
  - Do you have any Spanish-speaking photographers?

### **Art Auction – 2016**

- ◆ Toya is researching logistics and viability for a student art auction next year

### **Future Committee Meetings**

- ◆ There have been conflicts between our meetings and Board of Ed meetings
- ◆ Will try to schedule future meetings on days when the BOE is not meeting
- ◆ Next meeting will be Thursday, Feb. 25<sup>th</sup> at 6pm
- ◆ Isabel will look through district calendar and follow-up about future meeting dates, to avoid potential conflicts