

Peekskill CSD PTO Committee Report Form

Submission Date: September 23, 2016

Month & Year: September 2016

Committee: Special Events

Items Requiring a Vote:

- **Movie Licensing USA Annual Fee - \$469**
 - This license will cover only the PKMS building and will allow for unlimited showings anywhere in the facility. Indoor showings only and does not cover outdoor screenings or events off campus.
 - In addition to PTO use, teachers and building leaders will be legally permitted to show any movie that is publically available for rent or purchase studios such as: Walt Disney Pictures, Paramount Pictures, Warner Bros., Sony Pictures, NBC/Universal Pictures, New Line Cinema, Lionsgate Films, MGM, Touchstone Pictures, Columbia Pictures, TriStar Pictures, Miramax, & United Artists.
- **GoToMeeting Annual Fee - \$186** (pricing reflects a 50% discount for non-profit organizations)
 - The Pro Plan can host up to 50 Participants for an unlimited number of conference calls and web meetings. We are attempting to implement virtual meetings to allow committee members to actively participate in event planning from home.
- **2016-2017 Kick Off - Welcome Events**
 - Sunday afternoon sit down lunch for 2015-16 volunteers and 2016-17 Committee Members at Division Street Grill on 10/16 @ \$30/pp (\$1,500 for 50 people, gratuity included)
 - Volunteer recruitment cocktail hour at Robeson Gallery @ \$15-20/pp (Date TBD)

Items Requiring Discussion:

- **Co-Chair Vacancy / Committee Recruitment:** Need to review and evaluate current efforts to recruit a co-chair and committee members. Only one parent attended the first scheduled meeting on 9/13 despite multiple attempts at outreach with no response. If we are not able to assemble a committee by 11/7, it may be necessary to dissolve and differ tentative events to 2017-18.
- **Volunteer Recruitment:** We are planning several events during the year and will require volunteers for most. An ongoing recruitment plan needs to be in place to avoid cancellation of events if there is not an adequate response to either paper or electronic sign-up sheets.
- **Special Events Budget:** Our goal is to provide many events at no/low cost. A viable annual budget would allow for targeted research and planning of events. Some events may be a collaboration with Fundraising.

Items for Information Only:

- PTO Special Events vs. School Events: Special Event Committee resources are responsible for PTO planned and sponsored events only. Requests for financial support for school events must be directed to the Finance Committee.
- Tentative PTO Special Events for 2016-17:
 - 2016-2017 Kick Off - Welcome Event
 - Pre-K – 5th Grade: Halloween Trunk & Treat, Bingo Nights, Movie Nights, Milk & Bookies
 - 6-12th Grade: College Fair, Lip Sync Battle, Movie Nights, Jam Sessions/Battle of the Bands
 - For Families: Broadway Theater Trips, Career Day, Family Game Night
- A request to collaborate with New Era Creative Space (NECS) to provide activities and child care during PTO events has been submitted. Currently awaiting a response. Details will be shared on next report.
- A liaison has been appointed to communicate the Committee's volunteer needs to the Communications Committee. She will also monitor and correspond with registered event volunteers and confirm details with building leaders (or designees) as needed. She will not be responsible for recruitment.

Submitted by: Mia Shervington

As of 10/1/15