

Jefferson Middle School PTA
FINAL REPORT
 School year: 2017-2018

Committee/Activity: 8th Grade Recognition Pool Party

Chairperson: Allison Daniels

What we did/accomplished: Pool Party: Wednesday, June 13, 2018 12-3p

Item/Task	Cost	Notes
Mt. Lebanon Pool	\$660.00	Used PTA \$. Date must be booked in early fall if it hasn't been booked by the committee from prior year. Please book pool party for the incoming 8 th grade as a courtesy.
T-shirts	\$1267.00	Ordered 200 t-shirts from Commonwealth Press in Mt. Lebanon. We offered unisex sizing from Adult S to Adult XXL. Names of all students were listed on the back of each shirt. The guidance office provided the names. The PTA paid \$400 and the balance was paid with cash received from the students. See attached design of shirt and order form.
Busses	No cost	Guidance counselors need to book the busses that will transport the students from JMS to the pool. We had 3 busses and one bus had to make a return trip to get the remaining students. Because this party occurs during a busy time oftentimes only 1 bus is available and therefore multiple trips need to be made. If this is the case, you'll want to stagger the pizza order as well. The students will not be provided transportation back to JMS. They must leave the pool at 3pm. They are not allowed to stay until the pool reopens for general afternoon swim.
Pizza	\$530.99 + \$60 tip	Ordered 55 12-cut pizzas from Vocelli's (30 cheese and 25 pepperoni) to be delivered at noon. Vocelli's provided plates and napkins and we had plenty. We divided each plate with a napkin so extras weren't accidentally taken. Many came back for seconds. We tipped \$60. The PTA prefers all transactions to have a paper trail however they ok'd the pizza to be paid with cash. Save the receipt just in case.
Food	\$154.41	We chose to make a Sign Up Genius for all watermelon, individual bagged chips and bottled water. Committee members and volunteers brought coolers and donated bagged ice. The only food we paid for in addition to the pizza was cake (\$154.41). We collected donations started at 10:30am near the Ice Rink entrance. We were not guaranteed access to pool until 11am but someone was available to let us in at 10:30. We also gave parents the option to drop off donations at a committee member's home if needed earlier than timeframe provided.
Paper Products	Included above in cake total and/or donated by committee	We purchased paper products for the cake and blue and yellow table cloths for the folding tables we used for the food. We had plenty of paper plates and napkins for the pizza from Vocellis.
Minute To Win It Games	\$34	Parent volunteers organized Minute-To-Win-It games to be played throughout the party. Winners chose prize from the

		donated gift cards.
Pool Toys	\$0	While toys were permitted in years past, we were told that we were not permitted to bring them. We did however bring several games including Spike Ball, Can Jam and Corn hole that were a huge hit. There were groups playing throughout the party. We set these games up in the grassy area beyond the covered tables. We also brought various games such as large outdoor tic-tac-toe and checkers, and card games (Uno,Crazy 8s,etc) that were enjoyed by students as well!!
Permission Form(s)	2 forms used	The permission form to ride the bus was provided by the guidance office. The second form is the pool invitation/t-shirt order (see attached). We copied the number needed and gave to school to attach and distribute with their form.
WISH Truck	No Cost	We emailed through their website to coordinate the WISH truck to arrive with FREE ice cream, soda and snacks. They cannot guarantee an appearance but it was a huge hit!
Decorations	\$0	We opted not to have decorations
Gift Cards	Donated by parents	Set up a Sign Up Genius for gift cards (in increments of \$10) to be donated as prizes for the Minute-To-Win-It games. This was the same Sign Up Genius as the food donations. We asked for 40 and received quite a few more than that. Teachers collected the gift cards from students in homeroom and we also had a designated box in the guidance office. They were sent home regularly with our children.
Volunteers	No cost	We had about 10 volunteers to help set up/clean up. We just asked parents we thought would be interested. You could solicit parents through email/sign up genius as well.
Life Guards	Tipped each guard \$10-\$100 total	The life guards are paid by the pool but we tipped each guard \$10. They helped to empty the trash when it was full and helped set the tables up and break them down at the end.
Tables	No cost	Asked the pool manager to use folding tables from Rec Dept for the food. They brought them up to the snack bar area and helped to set them up. We gave the lifeguards leftover food.
Music	No cost	We just had the pool turn their sound system on like they do during general swim. We used their microphone to announce games, arrival of WISH truck etc.
Donated back to PTA	\$316	
Awards Ceremony	Teacher run/no cost	Teachers organize an awards ceremony in the auditorium. Parents are not included in this part of the celebration.
Class Picture	No cost	This is taken immediately following the awards ceremony and before the busses depart for the pool.

Schedule for the day:

8:00-10:00 **Bell Schedule and On team activity**
10:00-10:30/45 **Awards Ceremony in auditorium**
12:00 **Pizzas arrived and students arrived soon after**
3:00 **Dismissal from POOL. Students are not permitted to stay past 3pm**