

## **JMS International Night**

**General Description:** Help the JMS teachers who are responsible for International Night by managing the raffle, organizing parent volunteers to work throughout the event (set up, serving, helping with games & clean up), and managing the games (bringing games in, handling money, securing prizes and tickets).

**Manpower:** We divided these tasks among 3 people. We had a raffle person, a parent volunteer supervisor, and a games supervisor. Not imperative that there be 3 – it could be 2 people, but it would be busy.

### **Timeline:**

Mid-November – Parents meet with the teachers to plan.

Early December – start placing weekly notices in the Jefferson PTA e-blasts and monthly Jefferson Journal requesting raffle basket donations that are to be made by mid-January. A sample notice is shown below. Meet with the office staff to notify them that baskets will be coming in

Early January – start placing weekly notices in the Jefferson e-blasts requesting parent volunteers for set up, serving food, games/raffle, and clean up (6 half hour shifts from 5:00 to 8:00 p.m.). Sample below.

Early January – the games person organizes games rental, cash boxes, plans placement of games (near outlets etc), purchases prizes and game tickets.

Mid-January – check on baskets daily, secure parent volunteers for event night. Parents need to keep in touch with each other and the teachers.

Event Day – show up around 4:00 to bring in games and set up, food starts coming around 5:00. People arrive at 5:30. Have parents serving, cleaning up, answering questions, selling raffle tickets and game tickets, running games, etc. Clean up begins around 7:15 and runs until 8:00 p.m.

**Budget:** We did not have one this year, so Diane Riley (games organizer) provided several hundred dollars in change for the games and was reimbursed at the end. Not sure how PTA wants to handle in the future.

**Sample Request for Baskets:**

**JMS INTERNATIONAL NIGHT  
Basket Raffle Donations**

**The JMS International Club is proud to announce  
that the annual International Night will be on  
Thursday, January 23, from 5:30 to 7:30 p.m.**

We are asking for donations of themed baskets, especially international-themed, for a raffle that evening. Raffle tickets will be \$1 each, 15 tickets for \$10 or 35 tickets for \$20. All proceeds from the evening will benefit the Cali Orphanage Charitable Fund in Haiti.



If we can have the baskets by the Wednesday of the week before the event (January 15th), we can display them in the office for the faculty and students to view and purchase tickets before the event.

**Please contact Allie Knowlton at [a.m.knowlton@gmail.com](mailto:a.m.knowlton@gmail.com) or 412-980-5559  
if you are able to donate a basket.**

If you have any questions about the event or the charity, please contact Ms. Beckett at [abeckett@mtlsd.net](mailto:abeckett@mtlsd.net).

Thank you in advance for your support.

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**Sample request for parent volunteers on event night:**



A few parent volunteers are needed to help with International Night. Volunteers are needed for: set up, serving food, running games, and clean up. Please consider volunteering a half hour of your time.

**Contact Linda Thorpe at [thorpeatares@verizon.net](mailto:thorpeatares@verizon.net)  
if you can help.**

If you have any questions about the event, please contact  
Ms. Beckett at [abeckett@mtlsd.net](mailto:abeckett@mtlsd.net).  
Thank you in advance for your support.