

Jefferson Middle School PTA

# Final Report

School Year: 2014-2015

**Committee/Activity:** 8<sup>th</sup> Grade Recognition

**Chairperson:** Wendy Steiner and Cory Winters

**Job Description:** Coordinate the events relating to the 8<sup>th</sup> Grade Recognition (Pool Party).

**What we did/ accomplished:**

October/November/December

If you have co-chairs, have at least one brainstorming meeting on what it is you want to have for the party, and assign/volunteer for the different parts to the whole

January

Choose the location and date of the party. Speak with guidance about potential dates prior to booking as there may be events that parents are unaware of or are not on the calendar. Choose a date as close as possible to the last day of school. As soon as you are able to confirm with the venue the day and time, let Janet Wilkenson (Guidance) know so that she may secure bussing. We had an issue with being able to secure enough bussing so some of the students, if not the majority of the students will be walking to the pool.

April

Discuss details of the permission slips that will go out to the students. Get quotes for the T-Shirts and for the pizza. Call the Wish FM Sweet Street Truck to reserve for the day of the party.

May

Permission Slips went out and the \$10.00 fee was collected from the students. Placed the T-Shirt order. Received quotes from Pizza Shops. Called Eat N Park to request donation of Smiley Cookies. Requested list of volunteers from PTA President. Sent email out to all volunteers that expressed an interest in helping out for this event. Sent of email to all 8<sup>th</sup> grade student accounts soliciting donations of \$10 gift cards to be used as prizes/giveaways at the party. Requested the email to be repeated with every email blast that went out for the month of May.

June

Have the PTA as well as Kate Swatko send out email(s) to all of the 8<sup>th</sup> Grade families requesting donations of gift cards as well as bottles of water and coolers with ice. To guess, parents supplied approximately 10-12 cases of bottled water, and we ran out of water approximately 2:40 – could have used about 15 cases.

**When the job started:** December 2015

**When the job finished:** June 10, 2015

**Monies used/needed /Profit:**

PTA Contribution	\$	945.00
Chick Fil A Fundraiser	\$	32.99
Student Contributions	\$	<u>1,880.00</u>
<b>TOTAL INCOME</b>	<b>\$</b>	<b><u>2,857.99</u></b>

Mt. Lebanon Pool	(\$	592.50)
T-Shirts	(\$	910.66)
Pizza	(\$	387.50)
DJ	(\$	150.00)
Photo Booth	(\$	375.00)
Paper Products	(\$	29.86)
Decorations	(\$	110.19)
Gift Cards	(\$	70.00)
Donated back to the PTA – fundraiser	(\$	32.99)
Donated back to the PTA - cash	(\$	<u>199.29</u> )
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b><u>2,857.99</u></b>

**Suggestions for next year:** This is a fairly simple event to plan. The kids are just happy to have a half day to go to the pool and hang out. We chose a scaled down approach. Too many activities are overwhelming. We did not want the kids to have to wait in line for the majority of the time they were here.

Do not worry about hiring a DJ. The pool stated to us that they have a brand new sound system and in the future a “play list” can be submitted to them and they would make sure that the music was playing. The use of the microphone would be ok to call raffle winners, alert of food being served, etc. Possibly include a few blanks on the permission slip for students to write in a few songs that they would like to hear during the event.

At the end of the event, possible reserve the date for the following year? This would not have helped in our case as the date for the last day of school was postponed due to making up snow days.

**Other comments (committees, number of people needed, etc.):**

Mt. Lebanon Pool

Reserve the pool after January 1 and put a tentative hold on the ice rink as a rain date. Mary Lou is the contact at the Rec Center. 412-343-4543.

### DJ

DJ was K & M Entertainment. Cost was \$150 (including the extra \$25 we gave) for 2 Hours. They will do a limbo contest or run any other games you want. Contact is Kathy Lopez and phone number and other information should be on the invoice I gave you. I don't have it in front of me now.

### T-Shirts

We ordered the T-Shirts this year through RooTees – 300 Noblestown Road, Carnegie, PA 15106 – 412.279.9889. By using this company we were able to purchase the shirts (blue, with yellow ink and printing on both sides) for \$5.10/each. By prepaying the entire amount the company also issued a 4% discount (\$37.94). Using the company also eliminated any unnecessary shipping costs as I was able to just pick the order up.

### Pizza

This year we ordered the pizza from Jet's Pizza in Dormont. The owner of the store was able to give the pizzas to the party for a cost of \$6.00 each. We ordered 28 plain, and 28 pepperoni. 28 of the pizzas were delivered at 12:00 and the other 28 pizzas were delivered at 12:30.

This was the perfect amount of pizza as there was pizza throughout the entire event. The kids stopped eating about 2:00pm. From 2:00-3:00 the remaining pizza (4-5 pizzas) was eaten with many students stopping on their way out.

They also sent along a large stack of paper plates, as well as plastic gloves for the parent volunteers to serve the pizza to the students.

We had 3 tables serving the pizza, with one volunteer at each table. None of the students/teacher's had to wait very long for pizza. If more volunteers were there it would have been too crowded. We had an additional volunteer replenishing the pizzas for the 3 volunteers that were serving.

### Wish Sweet Street Truck

The WSHH Street Patrol Truck can be reserved after April 15th. They come and distribute free snacks (chips & ice cream) to the kids. There is no charge for them to come. Contact is Chris Shovelin 412-875-9500. He was very easy to work with and just requires basic contact information and details about the event. They will pull their truck up the drive into the pool area near the picnic tables.

**Miscellaneous Notes:** When the pool is booked, make sure to let Janet Wilkenson know so that she can secure the buses to take the students – this needs to be done ASAP to lessen the risk of the buses being unavailable.

**Signed:** *Cory Winters* **Date:** 6/15/2015. **E-mail:** [cwinters1009@yahoo.com](mailto:cwinters1009@yahoo.com)

**Signed:** *Wendy Steiner* **Date:** 6/15/2015. **E-mail:** [wendy.steiner@carlynton.k12.pa.us](mailto:wendy.steiner@carlynton.k12.pa.us)