**8th Grade Celebration Plan**

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| **Action** | **Who** | **Details** |
| Signup Genius | Kim | Gift cards, water, volunteers |
| Valentino’s Dine to Donate Coordination, Check5/24 - 6pm to 8pm | Nikki | Flyers, pick up check |
| Research ice cream stand | Nikki | Research cost to have an ice cream freezer and ice cream bars |
| Favors Order, Assemble | Kim, Andrea | Lanyards, Keychains, Cups, Culvers Coupons? Labels for each. |
| Raffle | Kim | Cinch Sacks from last year, T-Shirts, Starbucks gift bag, donated gift cards, purchase larger item with surplus $$?One ticket per student will be entered into the raffle. |
| Decorate tables/other | Jodie and friends | Oakview – Afternoon of 6/14Kim - Need to confirm time with Mrs. Manzo |
| Tablecloths for food tables | Debbie | Oakview – Afternoon of 6/14 |
| Plates, napkins | Kim | Use Kroger donated $25 gift card to purchase necessary paper products |
| Checks for 6/14 | Kim | Pizza, Inflatables balance, DJ, ?? |
| Confirm DJ | Kim | By Tuesday, 6/12 |
| Order Pizza for delivery to Oakview between 6:45 and 7pm on 6/14 | ??? | By Tuesday, 6/12 |
| Pick up Popcorn from Oxford Theater | Debbie | After Noon on Thursday, 6/14 |
| Bring popcorn container and bags | Michele | Bring to Oakview afternoon of Thursday, 6/14 |
| Tables for pizza/food | Kim | Ask Mrs. Manzo about availability of tables |
| Subway – Donation of chocolate chip cookies | Julie/Debbie | Pickup Noon on 6/14 |
| Dunkin Donuts – Donation of donuts | Julie/Debbie | Pickup on 6/14 |
| Tubby’s – Donation of chips | Julie/Debbie | Pickup week of 6/11 |
| Great Harvest Bread – Donation of bread slices | Julie/Debbie | Pickup on 6/14 |
| Pita Way – Donation of hummus/pita | Julie/Debbie | Pickup on 6/14 |

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| **Income:** |  |  |
| STAR Cash/Checks | $400  |  |
| PTO Donation | $500  |  |
| PaySchools | $830  |  |
| Jet's Dine to Donate | $221  |  |
| Leo's Dine to Donate - 5/10 - 5pm to 8pm | $300  |  |
| Valentino's Dine to Donate - 5/24 - 6pm to 8pm | ?? |  |
| **TOTAL** | **$2,251**  |  |
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| **Expenses:** |  |  |
| DJ | $200  |  |
| Pizza | $200  | Five Jets party trays originally with 30 pieces and they cut them in half and 60 pieces per box , that gives us 300 pieces of pizza , total for $150. Added extra $50 for now in case we want to order more. |
| Inflatables | $635  |  |
| Gifts | $600  | Reserve $600 for gifts - Approx $3.25 each |
| **TOTAL** | **$1,635**  |  |
|  |  |  |
| **Outstanding balance minus Valentino's** | **$616**  | **Thoughts??? Ice Cream stand? Larger ticket raffle items?** |

**Meeting Notes**
**Feb 7, 2018**

**March 14th updates in Green below**

**April 17th updates in Purple below**

**Next meeting is Thursday, May 17th at 7pm at A Bean To Go!!!**

* Welcome and Introductions
* Party Date – Thursday, Jun 14th from 7pm – 9pm at Oakview
* DJ – Booked - $200
* Fundraising – **ALL DONATIONS ACCEPTED! BUDGET IS VERY TIGHT…**
	+ Flyer sent out to 8th grade parents through email
	+ PTO Website updated with flyer: <https://oakviewpto.weebly.com>
	+ Donations accepted through STAR teacher - Cash and checks accepted (made out to Oakview PTO).
		- 4/17/18 – Collected approximately $150 through cash and checks.
		- 3/14/18 – As of Monday, 3/12 - $70 has been collected through STAR teachers.
	+ PaySchools available for $10 donation: [Link to PaySchools](https://parent.payschools.com/cat.asp?id=3F10A89EF56C44F89353AC7CFDF41993).
		- 4/17/18 – PaySchools has raised approx. $780 so far, so has been successful with getting donations, but more is needed.
	+ Dine to Donate opportunities.
		- 4/17/18 – Need to get donation total from Jet’s Dine to Donate. Another Dine to Donate is scheduled for Leo’s on from 5 – 8pm on Thursday, May 10th. No flyer is needed. Nikki will also call some ice cream places to see about finding another one.
		- 3/14/18 – Lani called some local restaurants. Nikki will call Jets and Leo’s to find out about opportunities.
* Misellaneous Info
	+ Confirm what was raised and spent on last year’s event (for comparison).
		- 3/14/18 – Not available.
	+ Confirm with Mrs. Manzo the party can extend outside again this year
		- 3/14/18 – Party can extend outside through cafeteria doors
	+ Confirm a Tax ID letter can be used for business donations
		- 3/14/18 – Available for those soliciting donations
	+ Get count of students for planning
		- 3/14/18 – Current count 185
	+ See if gym can be opened back up after ceremony if want to stay inside
		- 3/14/18 – Gym can NOT be opened back up
* Decorations - Done
	+ Jodie will research some simple and inexpensive decoration ideas. Group did not want to have decorations be the main focus or an expense taking away from other parts of the event.
		- 3/14/18 – Jodie, Amy and Michele have decided on a Mad Hatter Tea Party theme. Minimal decorations at no cost are available. Will setup selfie station with this theme.
* Food
	+ Shari and Julie will research food costs and ability to get donations from local businesses. There is a need for gluten-free options for food.
		- 4/17/18 – Confirmed main purchase of food will be pizza. Will solicit donations through signup genius for other food and bottled water. No pop will be purchased.
		- 4/17/18 - Will synch with Julie as she had a lead on donations of food from several local businesses, including Kroger gift cards to purchase food.
		- 4/17/18 – Will research cost of ice cream cups from Kroger.
		- 4/17/18 – Confirmed will not do snow cones.
		- 3/14/18 – Julie and Michelle will check on pizza cost and research other options. Will coordinate with Shari. Will create signup genius for food donations as it gets closer.
	+ 3/14/18 – Kim will check with Oxford Theater about donation of popcorn.
		- 4/17/18 - Popcorn is being donated by Oxford Theater – pickup by Debbie around Noon or 1pm on day of party. Michele will provide container to serve popcorn and bags.
* Activities
	+ Heather and Diana will research activities for both inside and outside activities. For outside, will look into costs of inflatable from Oakland County Parks and other vendors that have been used for other events.
	+ Will look into having a poll given to the students to see what activities would interest them.
		- 4/17/18 – Survey indicated inflatables and dance had the most interest. Heather will call vendors about inflatables. Expecting to be the biggest expense of the party, but will allow for students to be active outside.
		- 3/14/18 – Survey was given to students in STAR class. Heather and Diana need to gather results from office.
	+ Interest in having a selfie station for students to use their own cameras to take pictures vs. a photo booth
		- 3/14/18 Update – Done – part of decorations/theme.
* Favors
	+ Lani will research favor options and costs and if local vendors are willing to donate items.
		- 4/17/18 Update – Shari will check on donations of cinch sacks. Kim will check with high school on lanyards and will synch with Andrea. Shari has coupons from Culver’s and Michele will check on gift cards or coupons from McDonald’s.
		- 3/14/18 Update – Kim will check with Andrea.
	+ Jodi will research costs of a cookie dessert that could be given to each student as a gift.
		- 4/17/18 – Confirmed will not pursue purchasing individual cookies for each student. Cost was too expensive based on budget.
		- 3/14/18 – Jodie and Krista will each research costs of cookies as a gift to all students.
* Raffle
	+ Parents in attendance were not interested in pursuing donations for a raffle for the students.
		- 4/17/18 – Will still pursue small value gift card donations from parents through signup genius for a raffle. Kim to get this ready. Raffle will have tickets already filled out with names of students to make it simple.
		- 3/14/18 - Idea was to have signup genius to have parents donate small value, local gift cards (i.e. $5 from McDonalds). Also have a few cinch sacks and lanyards from last year’s event that could be raffled.
* Volunteer Coordinator and specific item donations – Signup Genius
	+ Plan to solicit donations from parents prior to the event for items such as water, desserts, etc.
		- 4/17/18 – Confirmed will do this signup for food, water and volunteers closer to the event. Items so far include: plates, napkins, table cloths, bottled water, brownies, cookies, veggie trays, chips, PLENTY OF PARENT VOLUNTEERS to chaperone, etc.
	+ May include on signup genius monetary donations depending on amount raised in initial fundraiser.
		- 4/17/18 – Confirmed will not solicit monetary donations through signup genius. See notes above about gift cards for raffle.
* Future meeting dates
	+ Will meet on Thursday, May 17th at 7pm at A Bean To Go.