

# VES PAC Minutes Tuesday, October 4<sup>th</sup>, 2016

## 6:30 P.M. Office Conference Room

Attendees: Angie Carstensen, Anna Olson, Kelly Wencl, Lori Schmidt, Renae Christenson, Dana Christenson, Audra Bartell, Sara Richards, Jen Engfer

- I. Fall Festival Planning
  - a. Food
    - i. Parent volunteers – One hour and fifteen minute shifts. 4 volunteers per shift = 8
    - ii. Dana contacted Barb Larson
      1. Pizza – 50 ordered, one half pepperoni, one half cheese
      2. Food Service worker 3:30-8:30 @\$15/hr. **Dana will contact food service. Person will not need to arrive 2 hours early**
      3. Water Donation from Food Service – 10 cases – need to purchase 2 or 3 more cases **Audra will purchase from Costco**
      4. Bananas – 100 ordered
      5. Food Service – plates and napkins
      6. \$150 for assorted:
        - a. No lollipops for lollipop tree
        - b. Little Debbies for cakewalk – Shonna will request for Walmart or Target **She is waiting to hear back.**
      7. Pricing: \$1 pizza slice, \$1 water, 50 cents for bananas
    - b. Silent Auction and Donations - **Discussed how to update the form so that it is quick. On the form, will have the basket item filled out. Baskets will not be numbered until they are in position. Pumpkin decorating will be an option for teachers to participate. Audra will make book for gift cards.**
      - i. Audra, Shonna, and Angie organizing
        1. **Auction ends at 7:30. Dana will make an announcement when bids are ready. Will also announce airplane ride.**
      - ii. Initial letters – Letter #1 sent out last Friday. Letter#2 sent out tomorrow. Final letter sent out Friday 14<sup>th</sup>
      - iii. Raffle items?
        1. Airplane Ride – Katie secured. Move table by silent auction items. \$5 ticket
        2. Wild Tickets? Nickelodeon Universe? **Shonna still waiting to hear**
      - iv. Winners of bids on Wall
        1. **2 people collecting money; at least 2 people gathering baskets**
      - v. Announcements
      - vi. Thank You Picture. **Dana will get students together for thank you picture**
      - vii. Basket Supervision – Everyone pitches in

Sara has boxes. Renae will start collecting boxes from VES. Angie will check with liquor store for boxes.

1. Wednesday and Thursday beforehand will get boxes together. Will put together different options of time to come in to work on it in the media center.
  - a. Wrap boxes
  - b. decide how to split boxes as needed
  - c. fill out forms - theme, teacher
- c. Games
  - i. Teacher Committee
    1. New games created
    2. New map- Lori created map
      - a. Brenda will help after school with some setup
      - b. Lori has list of how many volunteers needed for each game
    3. Toilet seat – Shonna is creating
    4. Other needs: flamingoes, minnows- Lori ordered flamingos
    5. Extra supervision needed at minnow races and climbing wall- 2 adults for these games- more specific guidelines
      - a. Lori will check with Brenda on restriction such as height or age
  - ii. Student Volunteers: AAHS Honor Society Sara Koters AND VES 5<sup>th</sup> graders. They are willing to help again. Will assign specific people to games.
    1. Dana has been in touch with AAHS Josie Nelson
    2. 5<sup>th</sup> graders- Lori created guidelines for 5th graders
    3. Bingo - staff member or high school students better for supervision
  - iii. Wristbands – Dana did not find any in the shed
    1. Dana will call Office Max to order
  - iv. Face-painting – Dana contacted Nate Knick and high school students – location: cafeteria
  - v. Football Throw Tire is in the shed. Will have high school student in charge.
  - vi. Candy – Classroom Contributions
    1. Non-candy/nut free prize - parent will donate non-candy items. Audra will get fruit snacks from Costco
  - vii. Plastic bags for candy – Shonna was able to receive 3,000 bags from Target
    1. Need paper bags for Time with Teacher - 30 paper bags
      - a. Angie and Audra will bring in their extras
- d. Volunteer Coordination Form going home with students this week with shifts for volunteer sign up.
  - i. Anna Olson and Trombley and Schmidt organizing
    1. Lori will share grid with Anna
  - ii. Volunteers needed for clean up and assign to areas. Media Center
  - iii. Spreadsheet for scheduling volunteers? Schmidt and Carstenson

iv. Other volunteer needs:

1. Wristbands - 3 to sell wristbands for 1st shift, 2 for second shift
2. Food Service - 3 each shift- behind counter and selling
3. Airplane Raffle - 1 adult
4. Set up - PAC and staff
5. Games - minnow races and climbing wall require adult
6. Bingo - adult or high school student
7. Sara and Anna will work in shifts at volunteer check in table
  - a. Will email with assignment but still ask to check in at table so we know who is here

e. Time With Teachers – Lori and Renae organizing

f. Other

- i. Dana submitted work order

II. Next PAC Meeting

- a. Tuesday the 18th at 6:30 to finalize plans for festival