

Willow Grove Event Form: End of Year Party Picnic

Please update sections I-V of this form and submit it to the PTO board 1-2 weeks after your event. Request the Event Form via email for easy editing then, submit to the co-presidents via email (.doc format).

A PTO Executive Board Member has been assigned to be your mentor. Please contact them at any time. Have fun and THANK YOU on behalf of all the parents, educators, and students at Willow Grove!

I. BASIC INFORMATION -

Name of event: End of Year Party **Date(s):** End of May **Start/End Time(s):** Usually 5:30-7:30 PM
Location: WG School Lawn **Location:** Rain Indoor Gym **Estimated # of attendees:** 150-250

Description: "End of Year" Party is to celebrate the past year, thank WG teachers and staff, and socialize with WG families. Please feel free to be creative and try new ideas. It is imperative you stay within the budget allotted to your committee.

II. PLAN AND KEY DATES -

Action required	Person Responsible	Start Date
1. Meet with fellow chairs to discuss budget and delegate responsibilities. Confirm with PTO Executive Board the budget and date of event. Delegate responsibilities.		
<u>Activity Chair:</u> Plan activities (i.e. face painting/temporary tattoo's, etc.) Contact DJ to host event ASAP! The DJ runs the entire event, so pick an interactive one. Primary creator of outdoor/indoor (rain) layout. Provide layout to school office 2 weeks before event. Submit activity vendor invoices/contracts to Co-Presidents and Treasures with request for payment. Organize timeline for event. Day of event: Oversee DJ and activities to ensure they are running smoothly.		
<u>Advertising and Student Orders Chairs:</u> Create pre-order form and advertising flyer, process online Membership Toolkitz and paper pre-orders, keep all orders organized via excel document, and assist "Food Chair" with creating "Will Call" envelopes. Request PTO to promote event via Facebook/blog/principal. Day of event: Oversee sales for food and "Will Call" table day.	All Chairperson	Late February
<u>Food Vendor Chair:</u> Main contact for Food vendor and Kona Ice Truck. Solicit water bottle donations. Organize food tickets once orders received from "Advertising and Student Orders Chair." Assist with "Will Call" envelopes. Submit invoices/contracts from food vendors and request payment from PTO Treasurer. Provide food vendors current food order quantities 3 days prior to event. Day of Event: Ensure food vendors arrive and have appropriate amount of food.		
<u>Volunteer Chair (1):</u> Solicit volunteers from Stevenson High School, teachers, and parents. Organize volunteer responsibilities by creating online sign up with time slots and roles via Membership Toolkitz or Sign-Up Genius. Create name tags for volunteers, write teacher and parent volunteer thank you notes, update		

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Ugive (Stevenson HS attendance –mark those who attended and those who did not show up)

Day of event: Oversee volunteer’s day of event, hand out name tags, sign in/out Stevenson HS students, supervise clean up.

Start soliciting water bottle, temporary tattoos, table covers, and anything else that can be donated.

Food Vendor Chair

February

Make an itemized list and projected cost for running the event. Submit to the PTO Executive Board for approval.

All committee chairs

Post event on Ugive.com for Stevenson students and contact the Ugive coordinator to promote.

Create Membership Toolkiz or SignUpGenius.com sign up for parents to volunteer. Submit link to PTO presidents to include in blog and on Facebook. Please be specific on time slots and volunteer options (i.e., pizza station, inflatable supervisor, etc.)

Volunteer Chairperson

Early March

Email volunteers that signed up at Teacher Meet and Greet and past year. Invite them to sign up online on Membership Toolkiz or SignUpGenius.com.

Once vendor’s chosen, contact vendors to request they reserve the date.

Food Vendor Chair

Early March

Request contract from DJ, Food Vendor, and Kona Ice Truck for PTO presidents to approve and sign contracts. Presidents must sign contracts, not committee chairs, as stated in the Willow Grove PTO Bylaws.

Food Vendor and Activity Chairs

Create the advertisement flyer and order form. Forward to PTO Presidents to post onto virtual backpack, Facebook, and blog. Sample Flyer attached for reference.

Advertising Chairperson

Mid March

Remind PTO presidents and secretary to frequently post pre-order flyer and advertisement flyer on social media sites.

Advertising Chairperson

4 weeks before event

Put posters up at school by entrance doors. It is suggested to laminate these posters so weather won’t ruin it.

Provide food preliminary projection of quantities based on previous years info to vendors. Let them know you will contact them 5 days before event with pre-sale amounts.

Food Vendor Chair

Request teachers and Willow Grove staff to sign-up as volunteers. Put sign-up sheet on teacher door with specific role requests and time slots.

(Example)

Autograph Table Supervisor	5:30-6:30 PM	<i>Name</i>
Autograph Table Supervisor	6:30-7:30 PM	<i>Name</i>

Volunteer Chairperson

2-3 weeks before event

Continue picking up preorders from school, request orders via Membership Toolkiz, and make “Will Call” envelopes for night of event. You will do this up until the day of the event. Put “Will Call” envelopes in alphabetical order by last name.

Advertising and Student Orders Chair

2 weeks before event

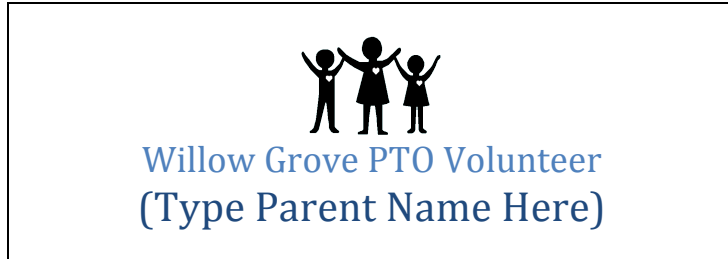
Email parents via BCC (blind carbon copy) that you received their order form. Request they pick up their “will call” tickets at the cash table the night of the event. This will alleviate a lot of emails from parents.

Food Vendor Chair

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Review volunteer assignments and make modifications as needed. Send out a confirmation email to SHS students and parents.

Create nametags for volunteers to wear.
(Recommend 3"x4" Avery Packing Tags)



Volunteer Chairperson 1 week before event

Submit cash box request for food sales. Also, request specific checks needed (i.e., reimburse food, DJ, etc.) from treasurer.

Advertising and Student Orders Chair

2 weeks before event

Send floor plan (outdoor and indoor rain) to school office. Confirm we have enough outlets for DJ. May also need extension cords.

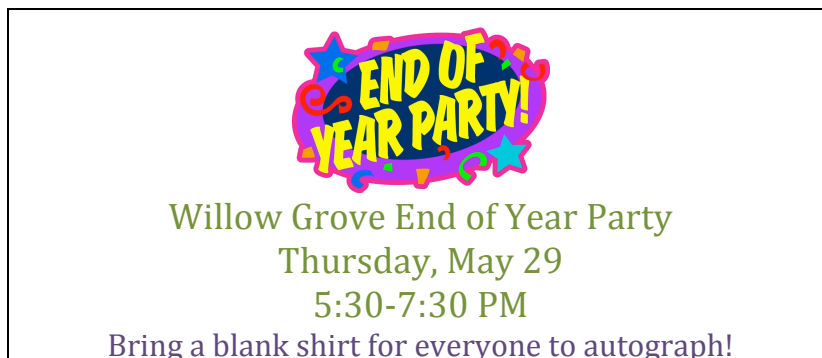
Food Vendor Chair

Activity Chair

Create food price sheet for parent volunteers to easily reference at the cash table.

Volunteer Chair

Drop off pre-printed announcement labels with End of Year information. Teachers will put these stickers on students. Contact school office to get an accurate count of students in the school. (We recommend using Avery Address Labels #5160).



Advertising Chairperson

1 week before event

Tip: Use www.avery.com/print for easy to use templates.

Check PTO closet for needed supplies, buy things still needed.

Supplies you will need:

Activities- IF DOING AUTOGRAPHED SHIRTS- tables with multiple fabric markers for kids to write notes to their friends on their shirts (cover with plastic tablecloth, tape down so it protects the table from marks), permanent/fabric colorful markers, board to stick between shirts to prevent bleeding from top layer to bottom layer

All Chairpeople 1 week before event

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Food Eating/Serving Tables: Tickets for each food item (or punch card), containers to collect tickets, tablecloths to cover serving tables, vinyl gloves to serve food (if vendor not service), sign pointing to ice cream truck (if using), tables to sit to eat, make sure food vendors leave napkins and plates

Check-in Table- 2 cash boxes, price flyers for easy reference to order, pens, tickets to be sold, "Will Call" box for pre-orders

Make final preorder "Will Call" envelopes. Stop accepting orders.

Count out tickets for food pre-purchased. (For example, if you ordered 50 hot dogs, then have 50 pre-counted tickets set aside) This is important if you start running low on food. Should there be only 10 tickets remaining, you will need to call the food vendor to order more food.

Advertising
and Student
Orders
Chair

3 days
before event

Contact vendor to modify pre-sale orders as needed.

Food Vendor
Chair

Email reminder to parents, teachers/staff, and SHS about the event.

Volunteer
Chairperson

Submit expenses, write thank volunteers and teachers, write event recap notes and submit to PTO presidents.

All

1 week after
event

IV. VOLUNTEERS -

**Optimum # of
Volunteers:** **10-15 parents**

Parents are needed to supervise the kids while autographing shirts (if doing), temporary tattoo's, etc.

V. SAMPLE EXPENSES - Average expenses are \$800

Description	Amount
Kona Ice	\$300
DJ	\$500
Temporary Tattoo's (if using)	Donated
Water Bottles	Donated
Shirts (kids bring)	TBD
Fabric/Permanent Colorful Markers (to sign the shirts kids wear)	Donated
Total	\$800

VI. INCOME - "Break Even" Event

VII. EVENT RECAP -

Activity Chair Notes

General Entertainment:

The End of Year Party is meant to be an easy and fun 'drop-in' event.

1. DJ Recommendations: We suggest you hire a DJ that will host the entire event. Most DJ's will host contests, encourage interaction, and hype up the crowd for a designated amount of time.

Past vendors include:

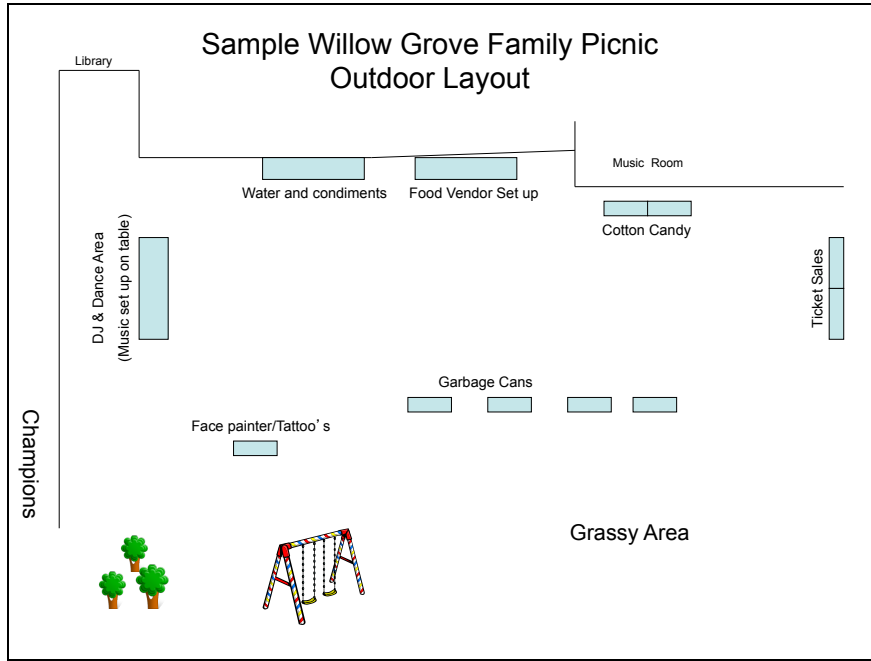
1. Famous DJ-Brandon (847) 55301128, brandonbrown@getfamos.com
2. Charizma Entertainment (847) 480-7210, walt@doyouhavecharizma.com, www.doyouhavecharizma.com

2. Autographed Shirts: IF YOU DO THIS, Kids bring shirts and have them be autographed by their friends and teachers. The kids would supply the shirts, but the End of Year Committee should have ample colorful permanent/fabric markers to have kids sign the shirts. Kids should NOT wear the shirts. It is also recommended to provide poster board to stick between the shirt to avoid bleeding from the front of the shirt to the back of the shirt.



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Sample Outdoor Layout



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Advertising and Student Orders Chair Notes

Advertising/Order Form:

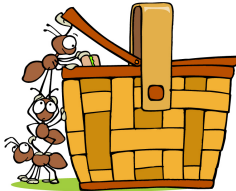
- Create pre-order form and advertising flyer. Email PTO Presidents the pre-order form and advertising flyer in both .pdf and .doc formats.
- Please clearly indicate the deadline for orders on forms. Choose a deadline 7 days prior to the actual event to allow time for those extra orders to trickle in after the deadline. Pick up pre-orders and create excel documents as pre-orders arrive. Organize by last name, then child's name. Request parents email address and phone number on form.

Flyer Sample:

You're invited...

Willow Grove Family Picnic

Thursday, May 17, 2018
6:00-7:30pm
Rain or Shine
Willow Grove School



Each Willow Grove student will receive one Snow Cone.
Additional snow cones may be purchased for cash/credit card.

Bring a picnic basket OR purchase dinner!

Please fill out the following sheet and return it to your child's teacher in an envelope labeled "FAMILY PICNIC" by May 10th. Please make all checks out to Willow Grove PTO.

Child's Full Name: _____
Email: _____ Teacher: _____

Want to order dinner? Dinners are provided by Papa Johns
At the door, dinners will be \$2 more, so BE SURE TO PRE-ORDER USING THIS FORM!
Please select your food choices below and indicate the quantity you would like to order.

Pizza Meal Deal (Cheese Pizza slice, water bottle, cookie)	x \$5.00 =	\$
Salad Meal Deal (Salad, water bottle, cookie)	x \$5.00 =	\$
Additional Pizza Slice	x \$2.00 =	\$
Additional Water Bottle:	x \$1.00 =	\$

Total \$

- Be sure to include amount of pizza/hot dogs, water bottles, etc. ordered for quantities in your excel document.

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(Excel sample layout)

Name	Pizza	Water	Ice Cream
Last, First	3	3	3
Last, First	1	1	1
Last, First		1	
Last, First		2	
Totals	4	7	4

- It is strongly suggested you bring the pre-order forms to the event. Parents occasional think they ordered something different than what the “Will Call” tickets state. If you show them the original order form, this can alleviate some issues. Organize by last name.
- One week before the event, send in labels for the students. The teachers will put the stickers on the 1st and 2nd grade children’s shirts the day of the event to remind parents. The older kids will put the labels in their assignment notebooks. Please give them to Mrs. Kelly who will distribute them for you.

Confirm Pre-orders Received:

- Email parents of pre-orders and let them know you received their order. Explain they will need to pick up their tickets at the Check-in table/“Will Call” the night of the event. Sample email below. Please use BCC (Blind Carbon Copy) if emailing multiple parents at one time to honor privacy.

“Dear Parent,

Thank you for your Family Fall Festival pre-order. We are excited you can attend our fun event. **Please pick up your tickets at the check-in table the day of the event.**

We encourage your child to bring a plain light colored shirt to have autographed by their friends. This will serve as a wonderful keepsake to commemorate the past year.

Should you have any further questions, please do not hesitate to contact us.

Fondly,

(NAME)

(PHONE NUMBER)”

Cash Box/Money Information:

- Two weeks prior to the event, send a cash request to the Treasurer for cashboxes. You will need two cash boxes. Also, mention that you will need a check for the food, DJ, etc when they deliver that night. .
- Create a flow sheet for the night of the event to keep track of hot dog and water bottles. Keep this flow sheet at the cash table to keep a tally of all items sold.

Food Vendor Chair

Food Information:

1. Past Food Vendors/Purchasing

1. Papa Johns – Anand Shanmugam at yaspartners@gmail.com or (847) 962-8960
 2. Weiner Take All
 3. Gordon Food Services (GFS) at (847) 934-0403, 1903 N. Rand Road, Palatine, IL (Popsicles)
 4. Kona Ice (Ice Cream Truck, if using)
 - McHenry County Location – srvagnie@kona-ice.com or (224) 209-6022
 - Central Dupage County Location – jkapartners@kona-ice.com or (630) 868-8581
- Make posters to label water, pizza/hot dogs, etc that people can easily see from the entrance to encourage them to participate.
 - Once the preorder deadline has passed, call the food vendor(s) and give final order. Ask him to bring plates and napkins. Request the driver leave the hot bags with us so that we can keep the food warm. You will need to call after the event so the driver can come back and pick them up.
 - Purchase water bottles, as needed. Try to request water bottle donations from parents, Jewel, Walmart, Target, etc as we often get enough water bottles from donations.
 - It is strongly recommended to pre-count tickets for hot dogs and water bottles purchased. For example, if 50 hot dogs, pre-count 50 tickets. The reason we suggest this is because when you run low on tickets, you know you will need to request more food from the food vendor.

Volunteer Chair Notes

General Information:

- Organize Volunteer's:
 - Weiner Takes All usually provides servers to hand out hot dogs due to liability with the hot water vats; Papa Johns will require parent volunteers to pass out pizza (gloves will be required)
 - 1-2 volunteers to hand out water bottles and collect tickets
 - 1-2 volunteers to hand out popsicles and collect tickets
 - 1-2 volunteers per shirt autograph table to supervise kids
 - 2 PTO Executive Board members at cash table
 - Teacher Face Painters/Temporary Tattoo's (vs hiring professional face painter)
- Create name tags for all volunteers to wear (we recommend Avery 2"x4" labels with pre-printed names on them to peel off and stick on shirts). This is important so parents and students know whom they can approach with questions or for help.
- Create sign-in sheet for ALL volunteers to "check-in," including Stevenson High School Students. This is important when writing "thank you" notes and confirming if a SHS student was present.

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Stevenson High School Volunteers:

- As soon as possible, post volunteer opportunity on Stevenson High School Volunteer website (UGive).
- Create a "Sign In Sheet" to verify students arrived and volunteered for day of event.

An example:

Student Name	Signature
STUDENT NAME TYPED HERE	
STUDENT NAME TYPED HERE	

- After the event, you are required to go to UGive and state which students arrived for the event, and which did not. This is very important to Stevenson High School for volunteer hours.
- At the end of the event, it is the Volunteer Chairpersons responsibility to make sure all Stevenson High School students have been picked up by parents and are not left in the building.
- allowed to use their cell phones, and must wear vinyl gloves.

Teacher Volunteers:

- Provide teachers options to volunteer as face painters/temporary tattoo providers. Post a clearly typed and colorful sign up sheet on the teachers lounge door 4 weeks before the event.

For example:

Time	Face Painter	Face Painter
5:30 PM		
6:00 PM		
6:30 PM		
7:00 PM		

- If we need more volunteers to help serve food, post another sign-up and request additional help.

After the Event:

- After the event, you are required to go to UGive and state which students arrived for the event, and which did not. This is very important to Stevenson High School for volunteer hours.
- Write personal handwritten "Thank You" notes to teachers/staff who volunteered with Fall Festival
- Send a "Thank You" email to parent volunteers and encourage them to consider volunteering again

Day of Event

- Arrive 90 minutes before the event starts.
- Confirm table layout matches one on paper provided to school office. Make changes as needed.
- Put tablecloths on food serving tables.
- Put up signs/posters to label tables and autograph stations
- Once volunteers arrive and sign-in, explain their responsibilities. Provide vinyl gloves and review hair for volunteers serving food items.
- Begin music and food service immediately when the event begins.
- **Stay away from candy due to food allergies and choking hazards.**

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- It is encouraged to have the principal and PTO presidents thank the Willow Grove staff for the past year.
- At the end of the event assist with clean up, wipe down lunch tables, put supplies neatly back into the PTO closet, and tip the appropriate people (food delivery guy, custodians).
- Give ALL cash and checks from event to the treasurer or president that evening. NO money should go home with committee chairs.
- Put unused supplies neatly back in the PTO closet when you're done.
- Put any uneaten food in the teachers lounge for the custodians and teachers to eat.
- Tell the custodians you are done and ask them to lock the doors.

General PTO Guidelines

Food Service Guidelines

If parent volunteers are serving food, the school requires that all volunteers wear:

- Hairnets or baseball caps
- Gloves
- Long hair is pulled back from the face and secured in a ponytail.

These requirements apply even when food being distributed is wrapped in individual portions.

Cell phone use is permitted ONLY in the building designated areas. Gloves must be replaced after cell phone use.

Any volunteer unwilling to comply fully with these requirements will not be permitted to distribute food and may be requested by the PTO chairperson and/or the building administrator to leave the school campus promptly.

It is VERY important to follow these guidelines as you never know when the Lake County Health Department may show up for an inspection.

Food Allergy Awareness

We have children with life-threatening food allergies. Kildeer School District 96 continues to see an increased in students with life-threatening food allergies. Policy was adopted December 2010 for a Food Allergy Management Program along with guidelines. Become aware of the D96 guidelines prior to event planning.

AVOIDANCE IS THE KEY TO PREVENTING A REACTION!

PTO's can help prevent food-allergic reactions by educating their membership. Be aware of special precautions at Country Meadows and communicate concerns to the Principal. **Volunteers should ALWAYS check with the school nurse or principal if a food-allergic student asks if a food is safe.**

If you would like to be considerate of these children when planning your event, please refer to the following link to identify District 96 pre-approved snacks (which include dessert-like items).

<http://www.kcsd96.org/shared-content-temp-default/documents/D96safesnacklistREV012114.pdf>

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Directory Information Use

The District 96 Telephone Directory and parent contact information is published solely for the convenience of parents, staff, and students in District 96. No District 96 employee, PTO member or representative, or parent is permitted to distribute a copy or copies of the directory and volunteer lists to outside interests, including business or charitable organizations. The Directory and information contained therein is not used for solicitation or for commercial use for any purpose.

Email addresses may not be used for list or individual “cold call” solicitations.

Financial Reimbursement

Please review the attached “Financial Procedure” form for information on how to request reimbursement for event expenses. Any budget expectations must be approved by the PTO board BEFORE the expense is incurred in order to receive reimbursement.

Event Communications

Please feel free to contact the PTO Secretary to publicize your event in the PTO Newsletter, PTO Webpage, School Sign, Facebook, and/or Principal Message. Be sure to notify the PTO Secretary 1-2 weeks prior to you wanting it published with a specific start date. This will allow time for the secretary to include it in the next PTO newsletter.

PTO Closet

The PTO closet is space donated by the school to store our supplies. Each committee is welcome to use the supplies in that closet.

Please be considerate and put all supplies away neatly into their appropriate plastic bins. Please also make sure the room looks tidy with lights turned off prior to locking the door. If there are any concerns regarding the PTO Closet, please notify one of the co-presidents.