

Willow Grove: Ice Cream Social

Please update 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:	<u>Willow Grove Ice Cream Social</u>	Date:	<u>Usually mid October</u>	Start/End Time(s):	<u>6:00pm - 7:30pm</u>
Location:	<u>Willow Grove Gymnasium</u>		Estimated # of attendees:	<u>About 250</u>	
Description:	<u>We organize an evening of ice cream and social interaction. We entertain the kids with coloring, temporary tattoo's, and dancing. The same evening, the book fair is occurring in the "team" room (old art room).</u>				

II. PLAN AND KEY DATES -

Action required

Start Date

1. Confirm date, time, and budget with PTO Executive Board and school office. Early August

2. Meet to delegate roles and begin planning event-

Advertising and Orders Chair(s): Create order form, organize pre-orders as they are received via excel document, create "will call" envelopes for parents to pick up tickets night of the event, request PTO to promote event via Facebook/blog/principal message, send email to parents that their order was received and will be at "Will Call" table, submit payments received to PTO treasurer. Mid August

Raffle Chair(s): Solicit approximately 20 raffle packages, wrap raffle prizes in appealing packages, write thank you notes to donators as they are received, coordinate pre-order raffle tickets and submit into "Will Call" envelopes, supervise raffle cash box/sales at event, facilitate raffle drawings every 15 minutes the night of event

Volunteer Chair(s): Solicit volunteers from Stevenson High School Ugive, teachers, and parents. Create online sign-up via Membership Toolkitz or Sign-Up Genius with time slots and roles, supervise Stevenson HS students during the event, create name tags for volunteers, update Ugive attendance at end of event-mark those who attended and those who did not show up, write thank you notes to parent and teacher volunteers once event has ended

Food Vendor Chair(s): Main contact for food vendor. Reserve date with vendor at start of the school year, provide updated pre-order quantities to vendor 3 days prior to event, supervise ice cream quantities and toppings night of the event. Request check from treasurer to pay ice cream vendor. Solicit and deliver approximately 300 water bottle donation several days before the event.

Activity Chair(s): Chair will set up activities for children (coloring table, temporary tattoo's, dancing) and ice breaker activities to engage adults in conversation (i.e., "Guess Who" name on the back ice breaker or "Get to know me Bingo.") Provide table layout to school office 1-2 weeks prior to event. Primary chair for event layout, timeline, and clean up at end of event.

(Continued on next page)

Willow Grove: Ice Cream Social

Decorations Chair(s): Create fun decorations to place around the gym and hallway entrance to make the event more inviting and festive; decorations should provide many opportunities for “photo ops.”

3. Food Vendor Committee Chair: Contact Culver’s to reserve date. Provide an estimate of how many vanillas and lemon ices you will need based on prior years numbers. Request several toppings, but make sure they are all nut free.

Request water bottle donations from local stores and parents.

Volunteer Committee Chair: Create Membership Toolkit or Sign-Up Genius online parent volunteer form for specific roles and time slots. Request PTO to promote on the blog and Facebook page. Sample in “Event Recap” section of Event Form.

Late August/
Early September

Create Ugive account for Stevenson High School Students to volunteer at the event. Ask PTO Co-Presidents for password.

Advertising and Orders Chair: Create/update Ice Cream Social order flyer. Seek approval from PTO Executive Board. Once approved, request flyer to be posted on WG Virtual Backpack and promoted on PTO Blog/Facebook.

Also, post the Ice Cream Social order flyer on the PTO Board in the school foyer. Place extra copies in one of the envelopes for parents to take.

Raffle Committee Chair: Begin soliciting donations for the raffle. Write thank you notes as donations are received.

4. Volunteer Committee Chair: Create a colorful sign-up sheet for teachers to volunteer, then post in the faculty lounge. Teachers are great to have at the tattoo station, ice cream stations, and coloring station.

Mid September

Activity Chair: Purchase colorful temporary tattoo’s (Oriental Trading Company), make copies of coloring pages, gather coloring supplies, etc. for students.

Begin planning adult “Ice Breaker” games for event.

5. Advertising and Ordering Chair/Food Vendor Committee Chair: Determine type of ticket that will be used for sales. Begin making tickets and “Will Call” envelopes for event (ice cream, lemon ice, water bottles, etc.)

Late September

6. Advertising and Ordering Chair: Make Avery #5160 labels for the kids to wear (template attached) home announcing the Ice Cream Social. Request classroom quantities from school secretary. These labels will be placed on the children on the day of the event to remind parents to attend.

Early October

Keep track of all incoming orders via excel. Begin preparing envelopes to send tickets home with students the day of the event. If order get lost, make sure you have a copy of the excel program the night of the event.

Food Vendor Chair(s): Drop off water bottle donations. Make sure vendor will drop off spoons and napkins with the ice cream.

7. Advertising and Ordering Chair : Request food & raffle sales cash boxes, request check for vendor(s) from PTO treasurer.

1-2 weeks prior to
event

Activity Chair: Submit event layout to school office. The school will request the janitors to have tables and chair set up according to your layout. (Sample layout attached in “Event Recap”)

Willow Grove: Ice Cream Social

Decorations Chair Create poster for event to place in hallway, design ice cream cones to be placed around the gym, and create areas for photo opportunities (i.e., cute backdrop). Pick out color scheme for table clothes to be placed on eating and food service tables.

Volunteer Committee Chair: Contact the volunteers who have signed up to reconfirm that they will be helping. Make nametags for adult volunteers, teachers, and Stevenson HS students to wear.

8. Advertising and Ordering Chair: Finalize pre-order count and contact Culvers with new projection of ice cream and vanilla ice need. Two days prior to event

9. All Committee Chairs: Arrive 2 hours before event to prep gym with decorations.

Volunteer Chair: Set up "Volunteer Check-in Table" with assigned stations. (Sample in "Event Recap") Day of Event

Activity Chair/All Committee Chairs: Help clean up at the end of the event.

10. Volunteer Chair: Send email to volunteers thanking them for donating their time. Sign onto Ugive to confirm Stevenson HS student volunteer hours.

1-3 days after event


All Committee Chairs: Remit "Record of Event" pointing us recommendations for the following year.

III. EQUIPMENT AND DONATIONS REQUIRED

Equipment Description	Qty	Comments/Donated By
Water	10 cases of 24	Donated by location grocery stores.
Cash boxes	2	\$210 in change - \$100 (10) in tens, \$50 (10) in fives, \$60 in ones (contingent on your pricing)
Tatoos/Coloring sheets/crayons & Markers	150 each	Please check the PTO closet prior to making purchases
Bowl of water & sponges for tattoo station		
Tape	1 roll	To tape down bags for raffle, tape-up signs, tablecloths, etc.
Poster board or rolled colorful paper (stored in teachers loung)	7	Label station signs at event (water station, raffle station, coloring table, tattoo station).
Tables	20+	Get as many as you can. People sit at tables with their families to eat and socialize.

Willow Grove: Ice Cream Social

IV. VOLUNTEERS -



Willow Grove Kindergarten

ICE CREAM SOCIAL FUNDRAISER

What a fun event -ice cream and entertainment! We need your help to make this event a success. Please volunteer!

DATE: 10/17/2013 (Thu.)

CREATED BY: Willow Grove PTO

CONTACT

Time	Available Slot
6:00PM - 6:45PM CDT	Ice Cream Station (10) 1 of 10 slots filled ✓ Vidya Sivaramakrishnan <input type="button" value="Sign Up"/>
	Raffle Table (2) <input type="button" value="Sign Up"/>
	Ticket Table (2) <input type="button" value="Sign Up"/>
	Water Bottle Distribution (2) <input type="button" value="Sign Up"/>
6:45PM - 7:30PM CDT	Ice Cream Station (10) 3 of 10 slots filled ✓ Shelby Haskell ✓ Kevin Haskell ✓ Angela Kaplanis <input type="button" value="Sign Up"/>
	Raffle Table (2) <input type="button" value="Sign Up"/>
	Ticket Table (2) <input type="button" value="Sign Up"/>
	Water Bottle Distribution (2) <input type="button" value="Sign Up"/>

V. EXPENSES/INCOME - Please contact the PTO president or treasurer for this information.

VI. EVENT RECAP:

Culvers Contact Information

Anna Galla agalla@comcast.net (847) 229-1123
Kevin Weasler kcweasler@gmail.com

Willow Grove: Ice Cream Social

Sample Flyer:

oreos • chocolate sauce • ice cream • lemon ice • sprinkles • andes mints • caramel sauce • oreos • chocolate sauce • lemon ice • sprinkles • andes mints • caramel sauce • oreos • chocolate sauce

The Willow Grove PTO presents....

The Ice Cream Social Fundraiser!

Come enjoy some Ice Cream & Show your support for Willow Grove Kindergarten and Early Childhood Center!

Thursday, October 11th, 6:00-7:30pm at WG School

Vanilla Ice Cream with toppings! Non-dairy option available!

Promote reading!
Stop by the Scholastic Book Fair after ice cream!

Remember to buy your Raffle tickets!
We have great prizes! Including Book Fair Gift Certificates & much more!

EARLY DISCOUNT IF YOU SEND IN YOUR ORDER BY OCTOBER 4th!
At the door, Ice Cream and Lemon Ice \$3.00 and Water \$1.50

ORDER NOW AND SAVE MONEY!

Please fill out this portion >< and send in to school with a check made payable to Willow Grove PTO in an envelope marked ICE CREAM SOCIAL. Tickets will be returned to you via back pack mail with your student.

FORMS MUST BE RETURNED TO SCHOOL BY OCTOBER 4th!

Child's Name _____

Child's Teacher _____

Number of Ice Cream Sundaes _____ X \$2.50 = \$ _____

Number of Non Dairy Lemon Ices _____ X \$2.50 = \$ _____

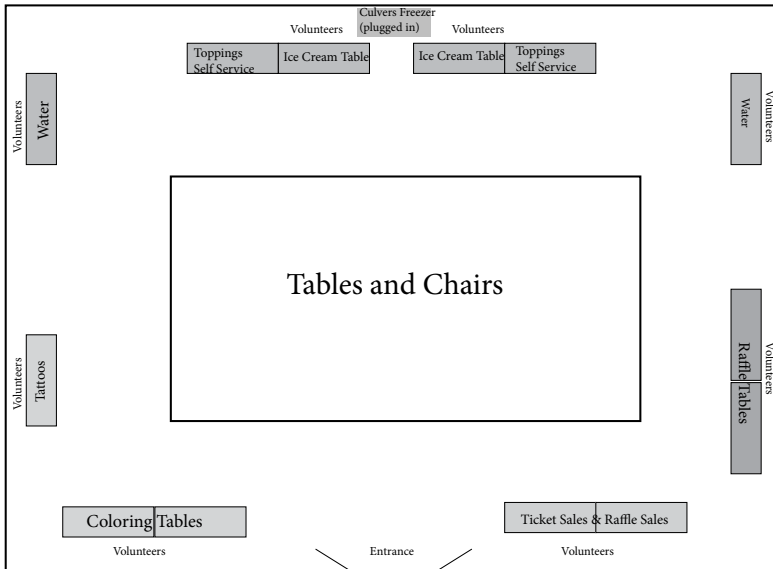
Number of Bottled Waters _____ X \$1.00 = \$ _____

Raffle Tickets 1 for \$1 _____ X \$1.00 = \$ _____

8 for \$5 _____ X \$5.00 = \$ _____

Thanks! Can't wait to see you there! Total = \$ _____

Sample Gym Layout:



Willow Grove: Ice Cream Social

Sample Time Line:

4-5:30 PM: Set up Gym decorations; custodians start setting up tables

5:45 PM: Ice Cream Delivery Arrives through back gym double doors

6-6:30 PM: Majority of parents arrive, ticket sales begin, start raffle callings every 15 minutes, begin "Ice Breaker" games

6-7:30: Raffle called every 15 minutes, Parent Ice Breaker games, and student activities running throughout event.

7:30-7:45 PM: Clean-up and Ice Cream freezer pick up

General Notes:

Most of our profit came from the raffle sales. We had about 15 different donators, including the Scholastic Book Fair who donated three \$10 gift certificates for use that night. Those were raffled off early on in the evening so that they could get used timely.

We had ordered 300 ice cream's and 40 Lemon ices from Culvers, we had some left after the event, which the Stevenson High School Students got for helping out during the evening. Make sure to keep track of the ice cream inventory during the night, and request more ice cream as needed from the vendor. Culvers will come within 10 minutes with an extra order. Don't order too much, however, as they do not take back un-used ice cream.

Cash Boxes: PTO Executive Board and paid PTO members are able to handle the cash. Non-PTO members are not allowed to handle cash due to insurance stipulations.

Clean-Up: Request SHS to pick up the trash and wipe down tables and help collapse chairs.

General PTO Guidelines

Directory Information Use

The District 96 Telephone Directory and parent contact information is published 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 blog and Facebook.

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.

Willow Grove: Ice Cream Social

Please be considerate and put all supplies away neatly into their appropriate plastic bins. If there are any concerns regarding the PTO Closet, please notify one of the co-presidents.