



Saint Patrick's School Home and School Association Event Guide

2021-2022

<u>Beck Landers, Co-Chair</u>	<u>rebeccaspeaks@hotmail.com</u>
<u>Crystal Schmidtlein, Co-Chair</u>	<u>truslowc@yahoo.com</u>
<u>Kristy Swarthout, Co-Chair</u>	<u>kristyswarthout@gmail.com</u>
<u>Brian Murphy, Treasurer</u>	<u>brianmurph2@aol.com</u>
<u>Su Miller, Secretary</u>	<u>sudarat.infahsaeng@gmail.com</u>
<u>Sara Antonucci, Technology Coordinator</u>	<u>saranooch@yahoo.com</u>
<u>Paula Fragomeni, Technology Coordinator</u>	<u>famfrago@fragomeni.us</u>
<u>George Wahl, Room Parent Coordinator</u>	<u>thosewahls@gmail.com</u>
<u>Yolanda Ngo, Spirit Wear Coordinator</u>	<u>yolandada@gmail.com</u>
<u>Sue Howard, Alumni Coordinator</u>	<u>showard3030@verizon.net</u>
<u>Samrawit Perry, Hospitality Committee</u>	<u>samharic@gmail.com</u>
<u>Lori Beecher, Hospitality Committee</u>	<u>poohetmoi@aol.com</u>
<u>Cate Thorin, Hospitality Committee</u>	<u>cate.thorin@gmail.com</u>

St. Patrick's Event Guidelines

We are blessed to have such generous families and friends at St. Patrick's. We appreciate all who help us to provide opportunities and resources to our school. These fundraisers help/have helped our school by providing Playground Equipment, the Basketball Court, Swing Sets, Promethean Boards, Chromebooks, I-pads, media center redesign, a Security System and so much more.

We are so grateful for your continued efforts to help support our school and benefit our children.
Thank You!

<u>Class Events</u>	<u>Budget</u>
Pre-K Book Fair w/ Grade 2	\$1,000
K Secret Santa Shop	\$ 200
1st Trivia Night	\$ 1,500
2nd Book Fair w/ PK	\$1,000
3rd Bingo	\$ 500
4th Halloween Dance/Party	\$1,000
5th Field Day (including shirts)	\$2,500
6th Breakfast with Santa	\$1,500
7th 8th Grade Graduation Dinner	\$2,000
8th Junior High Night	\$1,000

<u>Fundraisers</u>	<u>Budget</u>
Gala/Pub Night	\$ 10,000/\$5,000
Christmas Market	\$ 500
Gift Wrap	\$ 250
5K Run & 1 K Walk	\$ 1,000

- Select a Chairperson for the event early in the school year. Notify the HSA Board via Room Parent Coordinator, George Wahl, who will be the chairperson for the event.
- Receive a packet from the Room Parent Coordinator with information about the event, and event approval form to be completed by the chair and approved by Miss Short.
- Plan committee meetings. Event venue and time must be approved prior to event. Consider all aspects of the event including:
 - Decorations, food, entertainment, activities, advertising, set-up and clean-up.
- Contact the HSA Treasurer for spending guidelines. All checks needed the day of the event, need to be submitted to the Treasurer 2 weeks prior to event. All check requests go through the school office for approval. Attached is a check request form, for your convenience.
- Reach out to previous event chairs for any questions or advice you may need.
- You are encouraged to take inventory of supplies and decorations from previous years/events that you can re-use, this will help with the budget. Try to be creative and remember this is a fundraiser!
- Contact the Technology Coordinator, Sara Antonucci, if credit card machines or school technology is needed.
- Communicate with all class families regarding event. Keep everyone involved and informed. Every family in the class is **expected** to contribute in some way to their class event.
- Publicize your event.
 - Flyers/E-Flyers to Miss Short for Tuesday Notes Parish if applicable:
 - Pulpit announcement (Submit to Miss Short by Thursday prior to event).
 - Parish bulletin announcement (Submit to Miss Short at least 10 days before event).

- Coordinate the physical set-up and room layout with the Building Manager Martin L'Etoile. Confirm set-up plans with Miss Short to ensure minimal disruption to After Care.
- At the end of the event, the venue should be left as you found it, with decorations neatly put away in the HSA storage room. All trash must be taken to the dumpster. All table linens must be laundered and folded before returning them to the HSA closet.
- After completion of the event:
 - Submit all meeting information, flyers, budgets, menus, and setup sheets.
 - Complete the Post Event Questionnaire and return to the HSA Secretary for the HSA Archives.
 - All check requests need to be submitted to the HSA Treasurer within 14 days of the event. Reimbursement should be expected in 10 to 14 days.
- Have FUN!!!



St. Patrick's Event Approval Form

Event: _____ Date: _____

Venue: _____

Chair/Co Chair: _____

Budget

Entertainment: _____ Cost: _____

Food: _____ Cost: _____

Decorations: _____ Cost: _____

Activities: _____ Cost: _____

Advertising: Flyers/Parish Bulletin/ Signs _____ Cost: _____

Set Up Volunteers:

Clean Up Volunteers:

Other:

Approved by Miss Short: _____ Date _____



St. Patrick's Post Event Questionnaire

Event Name: _____

Date and Location of Event: _____

Event Chair/Co-Chairs: _____

Proposed Budget: _____ Actual Cost: _____

When did planning begin?

How long did planning take (please describe)?

How many planning meetings? _____ Did you need more time? _____

Contact Names (Caterers, DJ's, Rentals):

Planning committee meeting heads (Names, Duties):

Number of volunteers (Names, Duties):

Menu:

Activities:

How long was set-up? _____ How many volunteers needed for set-up? _____

How long was clean-up? _____ How many volunteers needed for clean-up? _____

Was Beer/Wine/Liquor served? _____ Was a Liquor License required? _____

How much was served? _____

Other Beverages? _____

Did you need to tip vendors/servers? _____ How Much? _____

Credit Card Machines needed? _____

Cash Boxes needed? _____ How Many? _____

Cash needed for Event? _____ How Much? _____

Are there usable items remaining (Decorations)? _____

Are table linens laundered, folded and returned to HSA Closet? _____

Total Costs: _____

Recommendations for similar events: _____

Signature: _____ Date: _____

Signature: _____ Date : _____



St. Patrick's School
Home & School Association
Check Request Form

Please attach your receipts or paperwork for each request. No request will be filled without these items.

Return all forms to the care of the HSA Treasurer via the school office. Checks needed over \$500.00 must be signed by Msgr. Parry, which could delay processing.

All checks will be returned to school for distribution unless other instructions are provided.

Please issue check to:

Address (if mailing)

City, State and Zip

Email

Phone

Amount

Date

Purpose

Special Instructions

Home and School Association Use Only

Check #

Date Sent

Amount

Approved by

If you have questions, please contact the HSA Treasurer via email.



Wrap Up Checklist

- _____ All reusable items are returned to their original location.
- _____ If items are not reusable or damaged, please dispose of them, do not leave there for the next event.
- _____ All new items are to be put with the other events' items.
- _____ Make sure all table linens are laundered, folded and returned to original location.
- _____ Make sure there is no debris on the floor (glitter, beads, etc). Please sweep up any spills, and straighten up anything out of order.
- _____ Take all trash out to the dumpster.
- _____ Turn off all lights in the closet, cafeteria, restrooms and classrooms if used.
- _____ Submit all receipts to the Treasurer within 14 days to receive reimbursement.
- _____ Complete the post event questionnaire and return to the HSA via the school office.

If there are any problems, please contact and HSA chair or Miss Short.

Thank You,

St. Patrick's HSA