



# **Saint Patrick's School Home and School Association Event Guide 2022-2023**

Kristy Swarthout, Co-Chair	kristyswarthout@gmail.com
Cate Thorin, Co-Chair	cate.thorin@gmail.com
Becky Landers, Co-Chair	rebeccaspeaks@hotmail.com
Brian Murphy, Treasurer	brianmurph2@aol.com
Su Miller, Secretary	sudarat.infahsaeng@gmail.com
Sara Antonucci, Technology Coordinator	saranooch@yahoo.com
Paula Fragomeni, Technology Coordinator	paula@fragomeni.us
George Wahl, Room Parent Coordinator	thosewahls@gmail.com
Yolanda Ngo, Spirit Wear Coordinator	yolandada@gmail.com
Sue Howard, Alumni Coordinator	showard3030@verizon.net
Lori Beecher, Hospitality	poohetmoi@aol.com
Katie Ballengee, Hospitality	kpballengee@gmail.com
Kathleen Keown, Hospitality	kathdro@gmail.com
Lauren Spranklin, PreK-2nd Grade Level Rep	laur29@gmail.com
Kate Stringer, 3-5 Grade Level Rep	stringer.katherine@gmail.com
Joel Dyer, 6-8 Grade Level Rep	joannaldyer@gmail.com

## **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!

<b>Class</b>	<b>Class Events</b>	<b>Budget</b>
Pre-K	Book Fair w/ Grade 2	\$1000
K	Secret Santa Shop	\$200
1 <sup>st</sup>	Trivia Night	\$1500
2 <sup>nd</sup>	Book Fair w/PK	\$1000
3 <sup>rd</sup>	Bingo	\$500
4 <sup>th</sup>	Halloween Dance/Party	\$1000
5 <sup>th</sup>	Field Day (including shirts)	\$2500
6 <sup>th</sup>	Breakfast with Santa	\$1500
7 <sup>th</sup>	8 <sup>th</sup> Grade Graduation Dinner	\$2000
8 <sup>th</sup>	Junior High Night	\$1000

<b>Fundraisers</b>	<b>Budget</b>
Gala/Pub Night	\$10,000/\$5000
Christmas Market	\$500
Gift Wrap	\$250
5K Run & 1K Walk	\$1000

- 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

<b>Event:</b>			
<b>Date:</b>			
<b>Venue:</b>			
<b>Chair/Co-Chair:</b>			
<b>BUDGET</b>			
<b>Entertainment:</b>		<b>Cost:</b>	
<b>Food:</b>		<b>Cost:</b>	
<b>Decorations:</b>		<b>Cost:</b>	
<b>Activities:</b>		<b>Cost:</b>	
<b>Advertising: Flyers/Parish Bulletin/Signs</b>		<b>Cost:</b>	
<b>VOLUNTEERS</b>			
<b>Set Up Volunteers:</b>			
<b>Clean Up Volunteers:</b>			
<b>Other:</b>			
<b>Approved by Miss Short:</b>		<b>Date:</b>	

## St. Patrick's Post Event Questionnaire

<b>Event Name:</b>			
<b>Date:</b>			
<b>Location of Event:</b>			
<b>Chair / Co-Chairs:</b>			
<b>BUDGET AND PLANNING</b>			
<b>Proposed Budget:</b>		<b>Actual Cost:</b>	
<b>Date planning began:</b>			
<b>How long did planning take? (please describe)</b>			
<b>How many planning meetings?</b>			
<b>Did you need more time? Explain</b>			
<b>Planning committee meeting heads (Names, Duties):</b>			
<b>Number of volunteers (Names, Duties):</b>			

<b>EVENT DETAILS</b>			
<b>Contact Names (Caterers, DJ's, Rentals,etc.)</b>			
<b>Activities:</b>			
<b>How long was set-up?</b>		<b>How many volunteers needed for set-up?</b>	
<b>How long was clean-up?</b>		<b>How many volunteers needed for clean-up?</b>	
<b>Menu:</b>			
<b>Was a Liquor License required?</b>		<b>Other Beverages?</b>	
<b>Was Beer/Wine/Liquor served?</b>		<b>How much?</b>	
<b>Did you need to tip vendors/servers?</b>		<b>How much?</b>	
<b>FEES AND MONEY EXCHANGE</b>			
<b>Were Credit Card scanners needed?</b>		<b>How Many?</b>	
<b>Were Cash Boxes needed? How Many?</b>		<b>How Much Cash was needed?</b>	

<b>AFTER EVENT DETAILS</b>			
<b>Are there usable items remaining (Decorations)?</b>		<b>What items?</b>	
<b>Are table linens laundered, folded and returned to HSA Closet?</b>			
<b>Recommendations for similar events:</b>			
<b>Total Costs</b>			
<b>SIGNATURE</b>			
<b>DATE</b>			
<b>SIGNATURE</b>			
<b>DATE</b>			



**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 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