

HALLOWEEN PLANNING MEETING MINUTES

RICHLAND ELEMENTARY F.O.R. Club

Date: October 11th, 2018

Location: Room 20

Meeting Called to Order By: Randi Montoya

Time: 6:00 pm.

Executive Board Attendees: Randi Montoya; President, Angela Brown; second Vice President, Breena Hope; Secretary.

Attendance: Quorum is present

Minutes: No minutes presented and accepted.

Introductions are made.

Officers' Reports

President: Randi Montoya

Pumpkin Patch.

- It fell through
- The volunteer who was going to run it will now run the photo booth and dress up for a photo op with the children.

Vice President: Angela Brown

Vendors

- Food permit submitted last week and we haven't heard back.

- ELAC is changing because the permit requires it to. To get a permit for for each booth - \$119. Only 2 were purchased; for ELAC and cake walk. Condense sodas and water with ELAC and save \$240.

- There are 5 food trucks coming as of this date. (Baked Bear, Rush Coffee, Dos Bandidos (will be there Friday for the Haunted House as well), Baja dogs, Kona Ice, ChickFilA and ELAC. Dad from school bakes healthy treats and they are prepackaged.

Raffle.

- Spirit basket to include movie under the stars tickets, blanket, shirt, and tote bag.

- Donations- donationmatch.com. The fee was paid for the year and they connect the Club to organizations who donate. They offer 10,000+ donations. So far the school has received a 2 person trip to New Zealand (valued over \$6000) and more .

- Assembling baskets on Friday and anyone is welcome to come help.

Cake walk.

- The walks will be in the rooms of the teachers who have the booths. (12 and 13). They were going to be in 18 and 19 but 19 is full of PE equipment and there wont be enough room for the walk.

- There are vendor maps and a scavenger hunt map this year so it will be easier to find the walks. We will also have AVID students walking around with signs.

- 25 cakes are being donated by a grandmother.

Entertainment

- There is still a gap between 12:30-1:30.

- Cheerleaders will not be able to come.

-Dance team from high school will be there.

- Parent offers to Email dance teachers in 360 to see if any are interested.

Secretary: Breena Hope

Booths and volunteers.

- The shed has been sorted through. Haunted House separated from booth supplies.
- Supplies for each game have been ordered.
- Parent suggests vinyl sign for each booth instead of making them. However, there is a booth decorating contest and creativity is encouraged.
- Next year we will make sure teachers have the opportunity to report back as to what signs they have if they want to keep the same booth they have had in the past.
- Perhaps the room parents can make signs with just the name of the booth and a separate sign with the teacher and room number.
- Room parent for Fish bowls has decorations and extra tables.
- Room parent for water wheel says they have overlapping volunteers as there are two classes on it and then other slots are not being filled. Julie suggest to post a sign up outside of their room.
- Volunteers to check in at the Staff Lounge.

Treasurer: Samantha Mayberry

Plant Walk

- Still working on getting donations from nurseries for the plant walk.

Discussion

ELAC President: Raquel Hernandez (Inquires about the plan for the booth.

- Tostilocos will not be allowed to be sold.
- No cash accepted.
- Janice is trying to get donations and contacting Starbucks.
- Sidekicks (juice bars left over from field day) will be provided. The freezer in the cafeteria is assessable as well is the rolling freezer, which will need to be moved to room 20 before the haunted house.
- FOR Club will provide all the snacks for them to sell.
- If ELAC doesn't have easy ups and coolers the FOR Club will provide it.

- They can use the signs from the past and Janice will provide them.
- ELAC to provide decorations and volunteers.
- Discussion about using a portable hand washing station like Diamond Portable Hand Washing station. Could that be placed within 200 feet and count that as 3 sink.

Haunted House

- As of today it is closing at 12 on Saturday, instead of 2.
 - Friday is 6-8 pm.
 - Kim sent flier for 4th graders in regards to details about what they need to wear (all black).
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Meeting Adjournment: 2:55 pm.

Minutes Compiled by: Breena Hope