

## Navarro Elementary | January 10, 2022

Notes in blue

Start time: 6 p.m.

### ❖ December Recap & Meeting Minute Approval

- December Minute approval
- December Involvement
  - FFS - December 3rd
  - December 6/7th - Science STEM Safari
    - PTO's fall event sponsored
    - Safari Monitor provided positive feedback; Pre-K well-behaved
    - Suggest similar events in the future and add events held outside
  - Santa Store PTO Volunteers - 8-10th
    - Member feedback: 2nd day was busy; store needed more items by the 2nd day as many things were sold out.
    - Next year put on form in BOLD how much average items cost.
    - Volunteer numbers were sufficient.
  - PTO provided Seguin Sweet Treats cupcakes for Christmas Teacher Luncheon- looked great and delish :)
  - Jingle Bell Run - 16th – weather was hot but a great event.

### ❖ Treasury Update - Staci Baker

- Expenses: \$1,126.00
  - Fall Fest Checks (Wiggle Waggle cashed), Teacher Desserts, Red Barn Rental
- Balance: \$6441.00 (great balance)

### ❖ Marketing/Communication for PTO - Jennifer Guana

- Yearbook selection - Ebonee Wilson
  - Interstate selected to publish. Cover is complete - sample passed around at meeting. Order forms are approved, need to be sent out, overall the project is in good shape.
- Valentines Dance
  - Pre-sale communication
    - Order form going home this week, dessert donation forms going out as well.
    - Group Me / SUG going out for all activities going out this week.
    - \*This will be the most work of the year - please sign up\*
  - Volunteer sign-up for baket prep, set-up/decor and clean-up

### ★ PTO involvement for January

- FFS - January 7th
- Coffee Bar Friday - this Friday (FFS was supposed to be this week, so will do a surprise coffee bar)
- Decorating January 12th

### ★ Upcoming Planning/Misc.

- Souper Bowl Luncheon (Feb 22)
  - PTO members provide crockpots with soups
  - SUG will go out with soup suggestions
- Picture Day Help - Feb. 23rd - 2 volunteers needed (will ask at next meeting)

### ★ Valentines Day Fundraiser Prep - Friday, February 11th 6p - 9p | Planning for ~400 at event

- Location:
  - Big Red Barn (\$450 total)
  - Decorate day-of 9 a.m. - Noon, must be out by 11 pm
- Decorations:
  - ACTION ITEM: Tiffany will check on what we have/ what's needed
  - Decorate day-of 9 a.m. - Noon, must be out by 11 pm
- Presale Options: (on flyer)
  - \$20 Dance ticket, 5x7 photo, light up heart necklace or bowtie
    - Suggest something that ties into the theme, animal ears, etc.
  - \$15 Dance ticket, light up heart necklace or bowtie
  - \$10 whole pizzas \* slices sold by the slice at event
    - Previously purchased at Rosies
  - Pre-sale Items will be pre-packaged and sorted alphabetically to avoid long lines to enter.

- 2 lines at the door - Arranged by last name (A-M and N-Z)
  - **ACTION:** Will set up a time for members to put pre-sale baggies together.
- **Night-Of Purchase Options** (Cash and square accepted):
  - \$10 Admission | \$2 Pizza Slice | \$6 Photo | \$8 bow tie/necklace
  - Concessions for Sale
  - Baked goods -
    - Parents donate individual baked goods - flyer for donations going home week of 11th
  - Discussion item: sell alcohol at the event? Nope. Too much responsibility and potent awkwardness (Ex: overserved parent trying to leave/drive with kids...no,etc.)
- **PREP NEEDED**
  - **Photographer-** Kaylin Mitchell - will need help night of event to gather contact info for pic packets.
  - **Concessions** - pizza, sodas, water, baked goods, candy
    - **ACTION:** Will check with Tiffany to see what was purchased/left over from previous event.
  - **Photo backdrop - Erin Wilson;**
    - Theme suggestions presented | **"Wild About You"** selected
  - **Decoration prep**
  - **Music/DJ - Mr. Manny**
  - **Basket raffle**
    - Basket List confirmation & letter to teachers week of 11th
      - Mrs. Wilson - teachers like to choose their class' baskets,
      - **ACTION:** Jessica will provide the list from the last 2 years to Mrs. Wilson and teachers can choose. Goal is to get out to teachers this week.
      - All baskets materials turned in by 1/28
      - Parents could also donate gift cards to liquor stores for alcohol basket.
    - Additional ordering options (online/form sent home)
      - Pre-sale basket tickets close on 2/10.
    - Do not need to be present to win
    - Drawings start at 8 p.m. (draw a few at a time ~every 20 minutes)
    - **ACTION:** Tiffany will print raffle tickets
    - Raffle tickets purchased at event will be put in buckets by purchaser; pre-purchased will have tickets already in bins.
    - New basket: Since off-site, alcohol baskets allowed
      - PTO will provide alcohol for basket. Male and female "boozie baskets." Tickets could be sold for more/ticket and /or have different color tickets.
  - **PTO Volunteers**
    - Basket Prep, Event Set-up, Event Clean-up
    - Red Barn walk-through and layout confirmation coming soon
    - Build baskets at 1/31st meeting. Take pics, complete brochures to go out and link goes live.
    - Bring blow dryers 1/31 and will store baskets in the library until the event
  - **Additional Volunteers**
    - Junior High kids also helped previously -
    - **ACTION:** Jessica will contact JH groups to see what groups need service hours.
    - Older siblings also welcomed to help.
  - **Teacher Volunteers**
    - Mrs. Wilson will send out a Sign-Up Genius to teachers
    - 3-4 at entry table/greeters, 2-3 concessions, 2-3 at purchases table - worked entire event.

End time: 6:41 p.m.

**Next Meeting:** Monday, January 31st at 6:00p - NES Cafeteria

— END OF NOTES—