

Project Graduation Meeting Minutes – December 5, 2023

- **WELCOME!**

- Sign in and sign up to volunteer (only if you haven't already)

We had five parents in attendance, in addition to three members of the executive board; Patti, Candace and Dawn. Meeting started at 7:05pm.

- **DRAWING - \$500 AMAZON GIFT CARD. GOOD LUCK TO ALL WHO ENTERED!!**

Mr. Anderson picked our winner live in the Project Graduation Facebook Group. Our winner was Janine Thomas. Janine was notified by several of us who know her. Dawn will deliver the gift card to Janine at her home on Wednesday, December 6th. Thank you, Mr. Anderson, for joining us to select our winner.

- **POWDER PUFF**

- We raised the following from each area
 - Entry: *not sure what our cut will be, but \$5,100 was collected at the gate*
 - Concessions: **\$1,315**
 - Air Grams: **\$130**
 - Donations: **\$18**
 - Amazon GC Raffle Tix: **\$620**
- Add "hot hands" hand warmers to the concession stand...VOTE.....**YES**
- Cover snack stand price list – this was confusing people
- Reduce number of hotdogs from 200 to 100 – we gave a ton away at the end...VOTE.....**YES**
- Open snack stand about 30 mins BEFORE the start of the game so kids who never left at dismissal can eat before the game...VOTE.....**YES**
- Set up time is currently 1.5-2 hours before event start time. Increase to 3-4 hours...VOTE.....**YES**
- Eliminate soda...VOTE.....**We didn't get a clear YES or NO vote, more of a suggestion to ask for less but still put some of what we receive aside to be sold at Senior Directed.**
- Inform the event coordinator that they are responsible for start-up change for entry fee collection **It was decided that the event coordinators will have to secure their own start-up funds for the entry fee collection at the gate. Since all the money collected at the gate leaves with the event coordinators/people designated to oversee this collection, this responsibility should fall on them. *It also should be noted that just like the Project Grad executive board and event chairs, they are also all new to being responsible for these events so this was just a learning opportunity for all of us. Overall, the event was a huge success and we thank everyone who was involved.**

- **FUNDRAISERS**

- DOUBLE YOUR DONATION – We are currently at **\$475** – no movement since last meeting

Now that things are slowing down, Dawn can advertise this a little more.

- TEXAS ROADHOUSE GIFT CARDS – We raised **\$101.50**

We will not be planning events with Texas Roadhouse in the near future. The behind-the-scenes process for this (as well as the dine and donate) proved to be very inconvenient. We only sold about 12 gift cards and of those 12, some weren't happy that the gift card was in electronic (e-mail) form. They require paperwork for the funds to be direct deposited rather than a check being cut, different paperwork had to be filed in order to receive payment for the dine and donate and then a money order was given to us that we had to go pick up from them because they refused to mail it. In the end, someone dropped the check off to the school as a result of our discussion, but that took a lot of back-and-forth correspondence. We also had an issue connecting with their corporate office, who had all the answers to the questions that the franchise didn't have for us. For these reasons, we will not be asking them to host for us in the future.

- \$500 AMAZON GIFT CARD RAFFLE: Sale ended today...

We sold 129 raffle tickets at \$20 each, for a total of \$2,580. Less the cost of the tickets to be printed (by local business Post Net) for \$84, our total profit was \$2,496. Our heartfelt gratitude to Peter Miller for DONATING this gift card to Project Graduation to be raffled off!!

- PAMPERED CHEF: A former parent who's done fundraisers for us in the past is continuing to do so. She has an ongoing online fundraiser open through Pampered Chef. For any orders placed through her links, PG will receive a percentage. The links are currently posted in our Facebook group.

Please look out for this ongoing fundraiser, posted in our Facebook group. Also, not mentioned as a topic, but discussed, a community member (Jean Young) has offered to do a Tastefully Simple fundraiser for us. We are looking at the calendar to see where can comfortably place this.

- **DINE + DONATE NIGHTS**

- NOVEMBER: Texas Roadhouse – we made **\$95.50** (10% of sales before tax)
- DECEMBER: Polizzi's – TOMORROW NIGHT 12/6/23, 4pm to 8pm, dine in / take out MENTION PROJECT GRADUATION
- JANUARY: TBD

Dawn will schedule this and get the info out to everyone ASAP.

- **COMING UP**

- DECEMBER 2023 – Over winter break
 - For Project Graduation's social media presence, we are switching from a Facebook Group, to a Facebook PAGE. This change will allow us to create stories, which will help us reach a broader audience.

We will also be creating an Instagram page for farther reach.

- JANUARY 2024
 - **Senior Directed Cabaret**, January 4th + 5th – We will need at least two volunteers to sell concessions at the Playhouse entrance on both nights. Since this is a smaller event, a signup genius won't go out, but an email will be sent to the volunteer list.

Project Graduation gets a cut of the profit from the t-shirt sales for this event. They are adding sweatshirts to the sale this year.

- **Donation Request Letters** will go out to the community. Dawn will work on a revision and have it ready by the time we return from winter break.

We had many questions surrounding the letters, including where we get the addresses from, who pays for the postage and the whole process in general. Amy Welker and Jen Blaney said that the fire department (not sure which one) provides the list. The secretary there, who they both know, has a tricky schedule but they are going to reach out to her ASAP to try to get the labels from them and possibly even the file itself, so we would be able to print them out ourselves each year. The only downside to receiving the file, is that we wouldn't receive any updates of new businesses or those no longer in business. Dawn will update the letter for this year, and we hope to be able to have everything we need ready to go by the January meeting so we can use that time to stuff the envelopes and prepare them for the mail. It was unclear where the envelopes come from, but we agreed that they will be purchased if need be.

- **January Meeting:** January 9th – second Tuesday, since the 2nd is our first day back from break

- FEBRUARY 2024

- TV Raffle for Super Bowl? Drawing can be at the February Project Grad Meeting, on 2/6...
VOTE.....YES

We will need to apply for a license for this ASAP. Tina will let us know what we need in order to file and we will work on that. We will look for a great deal on a TV and get it purchased ASAP.

- **DESIGNER BAG BINGO**

- Event Chairs Jodi Wilson and Shannon Trost will provide information

Jodi and Shannon are on the ball with the planning. They have created the event in Zeffy, which is how we will be selling the tickets. People will have the ability to print their tickets after they purchase and Jodi/Shannon will also create a spreadsheet reflecting the sales for check in as well, in the event that someone forgets to print. They came to the meeting prepared with all the paperwork that Tina will need to file to apply for the license, including the flyer (which needs a slight correction), bingo card, list of bags and door prizes, and all other documents relevant to obtaining the license. They would like to get this information to Tina ASAP to get the process started.

We collectively decided that we will cap the baskets this year so things don't get out of control and we can have a simple, clean setup of the baskets and not too much clutter. We will cap the regular baskets at 40 and the premium baskets at 3. Amy will create a google doc that can be shared and edited in real time by all users to track the baskets so we don't have several people soliciting the same businesses. She has a list of over 30 businesses that she's ready to reach out to. We will be asking businesses who commit to providing a basket to have it wrapped and ready to go in order to make less work on the back end. We will still solicit businesses for smaller things like fillers and gift cards in order to create other baskets. Amy said she has a LOT of filler stuff that people have been giving her.

We will have a special raffle, likely a combination of a designer bag with matching wallet, umbrella, etc. This will have to be placed at the ENTRANCE this year so it doesn't get overlooked as it did last year.

Candace will be soliciting in-kind donations from businesses she knows offer this kind of donation, she mentioned places like Wawa and Royal Farms, among others.

- **OPEN FORUM**

Candace in discussions with her contact at Dave and Busters in Philadelphia in regard to our 2024 contract and event. She will keep us apprised of the events as they unfold.

MEETING ENDED AT APPROXIMATELY 8:05pm
MINUTES PREPARED BY DAWN DEVITO