

COOLIDGE CARNIVAL

- Spring 2019 -



INFORMATION FOR ROOM REPS

Thank you for being an integral part of our annual Coolidge Carnival. This Coolidge tradition is an event that your children will remember for years to come, and your part in it will make them proud! All of our combined efforts and dedication are rewarded by the fun our children have and the dollars we raise for our school. In 2018 the Carnival made \$7,300. This year we are budgeted to make \$8,000!

For many of you, this is your first year participating in this fundraiser, and it can be a bit overwhelming. Just remember, there are plenty of 'old pros' out there who are willing to lend a hand. If you need help, just ask! And if English is not your first language, that is ok! We have a diverse community who are all here to help support you!

COOLIDGE CARNIVAL	SAT. MAY 4, 2019	10AM-3PM
OPEN HOUSE	Thurs. April 18	Evening - get more signups
Volunteer SignUps Due	Thurs. April 25	Online, or to Office
SILENT AUCTION	Begins Mon. April 29	Ends at 2pm at Carnival
Sign-Painting	Tues. April 30	2:30-4:30pm - Cafetorium
Raffle Baskets Due	Thur. May 1	8-8:30am to Cafetorium Stage
TICKET/RAFFLE PRESALES	Thurs. May 1 & Fri. May 2	Afterschool - Cafetorium

THIS YEAR'S THEME: Día de los Muertos ('Coco'-style)

To get you started, this letter outlines suggestions from past organizers that will help make the process go smoother and aid you in the planning of your special role in the event.

CLASS ROOM REPS help make the Carnival possible in the following ways:

- 1) **VOLUNTEERS** - Encourage families to volunteer for at least 1-2 time-shifts/tasks each; and volunteer yourself for an additional 1-2 non-GameBooth related tasks. (See 'Volunteers' section on pages 3-4 for details.)
- 2) **GAME BOOTH** - SetUp, Decorate, and make the Sign. Then TakeDown the booth and Return the supplies to the Cafetorium. (See 'Game Booth' section on page 5 for details.)
- 3) **RAFFLE BASKET** - Get donations from families to make your class's Raffle Basket. (See 'Raffle Basket Tips' on page 6 for detailed instructions.)

- YOUR TIME & EFFORT ARE GREATLY APPRECIATED - ¡GRACIAS! -

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We already have an amazing group of volunteers on this year's Carnival Committee (see 'Carnival Leads' on page 8), but we still need a **PARENT PARTY HOST(S)** and a **CHAIR(S)**! If you are interested, or you know of someone who might be, please contact any PTA Board member, or signup at:

PTACoolidge.com/Volunteer

NEW IN 2019

- One school-wide Volunteer SignUp posted on PTA website: PTACoolidge.com/Volunteer
- Only 1 adult (plus 1 JMS/Gab Student Volunteer) per time-slot for Game Booths, so people can volunteer in other Carnival tasks we really need; & 1 adult from each room for CleanUp 3-5pm.
- Making the Tacos and SnowCones (and \$\$\$) ourselves!
- Healthier Food & Drink options, including a Corn & Fruit-cart Vendor
- Free Coffee & Donuts at 7am for SetUp (while supplies last)
- New Games!
 - ◆ Thompson's Great Nose-Pick Challenge
 - ◆ Truong's Candyland
 - ◆ Ferrante's Bling Salon (FacePainting, colored HairSpray, & Tattoos)
 - ◆ Constable's Toilet-Toss
 - ◆ CubScout's Certificate Walk (replacing the CakeWalk)
- Room Reps make their own TicketContainers.
- Sign-Painting Session afterschool the Tuesday before Carnival
- More Raffle Basket winners (Room Reps can separate donations into multiple smaller baskets)!
- RummageSale
- Inviting neighbors, local schools, SG Firetruck, SG Library, & SG Community Services + Lawnsigns

TICKET/RAFFLE PRESALES: Thurs. & Fri. May 1 & 2 afterschool

Encourage families to come checkout the Raffle Baskets and Auction items at PickUp afterschool inside the Cafetorium! Game/Food tickets and Raffle tickets will be available for purchase outside the Cafetorium (credit cards accepted).

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ROOM REPS – WHAT TO DO NOW

Your first task as Room Reps is to share with your room's families what your Game Booth and Raffle Basket are this year; to ask them to donate towards the Raffle Basket; and to ask them to sign up online to Volunteer. Please do this **now** both by email and via the BlueFolders. To help you with this, attached is a draft letter you can email and send home in the BlueFolders to your class families (just remember to update the various blanks with your Game, Basket, Name(s), and ContactInfo – let Kelly Ocampo, co-Room Rep Coordinator know if you want help with this).

VOLUNTEERS

This year we have consolidated all Carnival & Auction-related tasks that we need volunteers for into one online SignUp on our PTA website: PTACoolidge.com/Volunteer Please share this link with your room's families and encourage people to *volunteer for at least 1-2 time-shifts/tasks each*. Remind families how important their role is to the success of our Carnival. Even if they cannot attend the event, they can still help in any of the many activities leading up to the event that start as soon as March. Some tasks can even be done from home on your own time. Most tasks can be done with your children (except FoodBooth and ConfettiEggs). During the Carnival, parents are encouraged to team up and switch-off who watches the children and who works. English-learners, grandparents, and other loved ones are all welcome to volunteer. As the event is outside of school hours, you do *not* need volunteer clearance from the office to volunteer.

This year we are only asking for 1 adult per time-shift per game booth (who will be assisted by a JMS/Gab student volunteer). We hope that this will free up adults to volunteer for our other much needed tasks such as FoodCourt, PreSales, Auction, RummageSale, SetUp, Decorate, and CleanUp. In particular, we ask that every classroom have 1 adult sign up for the *3pm-5pm CleanUp* and report to David Saensook, CleanUp Lead *from 3pm until 5pm when campus is completely clean*. As Room Reps, we ask that you please also *sign up for an additional 1-2 non-GameBooth related tasks* in preparation for, during, or after the Carnival.

Please follow up with your room's families on their Basket donations and Volunteer signups both in **March**, and again in **April** (perhaps multiple times). You can email families and send flyers home in your class's BlueFolders. Please ask for help translating materials to Chinese and Spanish before sending them home. If you are having difficulty filling the time-slots, make a copy of the SignUp, circling the available slots, and send it home in the BlueFolders. Many parents will fill in the spots and send it back. Personal phone calls work well too. You also may be able to encourage people in person at Dropoff, Pickup, the 3rd Grade Spelling Bee, Instrument Recital, Variety Show Meeting, and Jog-a-thon.

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If you are having trouble getting Raffle Basket donations, call families and/or send letters and ask for specific items. If you don't mind shopping, it is often easier to ask for cash donations instead. Send home an envelope in their BlueFolders and ask them to return it on Friday with a small cash donation (\$20?).

Open House is 2 weeks before Carnival on the evening of Thur. April 18, 2019. It probably will be your last chance to speak with most of the families before Volunteer SignUps are due on Thurs. April 25 and Baskets are due Thurs. May 1. *Please post a copy of your class's Game Booth Volunteer SignUp, and a list of remaining items needed for your Raffle Basket, at/in your classroom, along with your Raffle Basket collection box. Encourage families to sign up and remind them to turn in their donations the next week. If anyone signs up on your paper signup sheet, be sure to add them yourself to the online SignUp on the PTA website, or put your paper signup sheet in the Carnival mailbox in the Office by Thurs. April 25 so we can add them.*



As a final reminder *the week before Carnival*, make copies of your GameBooth's SignUp, highlighting a volunteer's particular timeslot(s) and send that home. Reminder calls or texts *the night before* the Carnival are also VERY effective. Blanca Kanotz, the Games Lead, will post a copy of your GameBooth's Volunteer Schedule along with the game Instructions the morning of Carnival in your GameBooth.

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GAME BOOTH

As Room Reps, your responsibility is to SetUp, Decorate, and make your GameBooth Sign; and then TakeDown the booth and Return the supplies to the Cafetorium. Attached are GameBooth Assignments by classroom ('Carnival Class Assignments'), as well as detailed descriptions of each GameBooth ('Carnival Booth Descriptions') and any decorations or supplies needed. Please coordinate with your Teacher for ideas on decorating the GameBooth/Sign/Tablecloth and involving the students. Start **now** on arrangements with the teacher. This is a great way for the teacher to incorporate art into their curriculum, and the students are proud to see their work displayed.

In addition to the decorations, please make a **Sign** with your GameBooth's name, Teacher, Grade, and ticket 'Cost' to play. Please use colors and images that stay within our theme: *Día de los Muertos* ('Coco' movie-style: fluorescents on black, yellow, or black chalkboard-style background; with sugar skulls, *alebrije*/Spirit Animals, marigolds, monarch butterflies, etc). You can use bulletin-board paper from the Office Mailroom, or purchase large poster-board. You can also include printouts of our Cougar Spirit Animal logo or Carnival flyer image. On **Tues. April 30 from 2:30-4:30pm**, we will have a **Sign-Painting Session** in the Cafeteria with student volunteers, black and yellow bulletin-board paper, and paints supplied. You are welcome to join us and make your GameBooth sign together. Colored bulletin-board paper can also be used for tablecloths if needed. Supplies for making posters and tablecloths will be available again in the Cafetorium during SetUp the morning of Carnival.

In order to make our budget, we really need to keep our expenses down, so *no unauthorized expenses*. In general, Room Reps do not need to make purchases. There is no budget for the GameBooths. Should you choose to purchase anything to augment the event, it will be considered as a donation. *Any exceptions must be approved by Jaime Wong, PTA President.*

CARNIVAL DAY

Room Reps need to be at Coolidge by 8am to SetUp and Decorate their GameBooths. Maps will be available at the Carnival Entrance on Roses to help you determine where your booth is located. You can also ask Kevin Diep, SetUp Lead. (The SetUp Crew will start working at 7am so that your booth or PopUp is ready for you at 8am.) Booths are approximately 10' x 10'.

SetUp (8-10am)

You will need 2 people from 8am-10am to SetUp and Decorate your GameBooth (you + 1 volunteer from the online volunteer sign-up). Please bring supplies such as tape, staplers, clamps, scissors, etc to decorate and hang your signs. You may need a hammer if you are driving a sign into the ground. Ask for donations and loans, and be sure to write your name on everything you bring.

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JMS/Gab Student Volunteers

Student volunteers from Jefferson Middle School (JMS) and Gabrielino High School (Gab) who are earning service hours will be available to help. Please let Jennifer Lim, Student Volunteer Coordinator know if you need help at anytime the day of Carnival. She, or her representative, will be located at the JMS/Gab Student Volunteer CheckIn at the Carnival Entrance. These students will have nametags and to identify themselves, and are not permitted to win prizes. These students will be helping at all the booths, except for ConfettiEggs. Please have the adult volunteer for each of your booth's time-shifts be in charge of your GameBooth's Tickets and TicketContainer.

TearDown (3-4pm)

You will need 2 people from 3pm-4pm (you + 1 volunteer from the online volunteer signup) to take-down your Booth and Return all supplies to the Cafetorium, so that the CleanUp Crew can get out their big blowers and cleanup all the confetti left on campus. Please be sure to do a last minute 'sweep' of your area to ensure you picked up any supplies, steaks, tape, etc left on the ground, the booth, or the PopUp. Remember to 'high-5' the CleanUp Crew and any other Volunteers still working when you leave at 4pm (they'll need your encouragement).

Thank you for your time, talent, and energy in making this a successful and memorable event for our children and school! We could not do this without you! We know this is a lot of information. Should you have any questions at any point, please just ask!

-The Coolidge PTA, Carnival Committee, &

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Kelly Ocampo, co-Room Rep Coordinator

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RAFFLE BASKET TIPS

1. Send home a letter to class families with specific & affordable contribution ideas for your theme basket, or a suggested donation amount (\$20? cash) for you to use to buy items later. You can try to get donations from local businesses too. Gift cards are always good!
2. Send home a couple of reminder letters in BlueFolders on Wed. Mar. 6 & Wed. Apr. 10.
3. Give your parents a deadline for donations that is before April deadline because you will need time to wrap it and possibly try to get last minute goodies (maybe Thurs. April 25th?).
4. To collect the donations, place a large decorated box/container in your classroom. Include a list of items that may be purchased & remind parents that cash donations are welcome. It's a great reminder for the students, teacher, and parents.
5. Non-gender-specific items are best. Keep in mind all ages, even adults. 'Big' electronic items (TV, iPad, Switch, telescope) and camping theme were big hits!
6. If you have alcohol (wine bottles, etc), do not bring it on campus. Instead contact the Raffle Lead to include a voucher with instructions for pickup off-campus. Also include a photo and description of the item (you can usually download these).
7. If you have lots of items, you can make 2-3 baskets, so there are more winners! You can be creative with the 'basket' you put your items in. Try showcasing 1 item at front of basket.
8. It works best if the Room Reps discuss & decide on who & how the basket will be wrapped & delivered to the school.
9. Wrap with clear, strong cellophane wrap (available on amazon.com). (They'll be moved a lot!)
10. Put a label on your basket(s) with: Theme name, Contents of basket, & Teacher/Grade.
11. I will provide you with a ticket container. Please let me know if you will need more than 1.
12. Please deliver your Raffle Basket to the Cafeteria stage: **8 - 8:30am on Thurs, May 2.**

Thank you for your help! Please feel free to contact me with any questions.

Tam Cao, Raffle Lead

tamhcao@gmail.com or 626-239-5331 (cel)

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CARNIVAL LEADS

CARNIVAL CHAIR(S): ???

PARENT PARTY HOST(S): ???

INCLUSION LEAD (& FORMER CARNIVAL CHAIR): SUSAN TARKA SANCHEZ

AUCTION CO-CHAIRS: BRINA OKAMOTO & CINDY AURORA

FOODCOURT CO-CHAIRS: HARRY HERNANDEZ & JOAN NGUYEN (making Tacos ourselves! Need grill/volunteers!)

BEVERAGES LEAD: TAM CAO (just coke, diet coke, water, sparkling water, and:)

AGUAS FRESCAS: ROSARIO BENITEZ & GLORIA ZEPEDA (part of FoodCourt this year)

MEX ICED COFFEE LEAD: CYNDI CHIOU (last year offered)

DESSERTS LEAD: SOHA JOUNY (SnoCones we make & Frozen Treats for tix only, 2 separate tix boxes)

BREAKFAST LEAD: SHEILA WU (Free donuts and coffee at entrance during Setup until gone)

GAB/JMS VOLUNTEER LEAD: JENNIFER LIM **FIRSTAID LEAD: TAM CAO** (on call via cell, supplies at VolBooth)

GAMES LEAD: BLANCA KANOTZ (1 signup for all on website)

CONFETTI EGGS CHAIR: LUPE NUNEZ

POCKET PERSON: JUSTINE MORALES (SEF BOARD)

SEAMSTRESS: CAMMY TRUONG

PRIZES & DECOR CO-LEADS: AMY WONG & MELISSA MURILLO (FORMER PARENT)

MAP: NOE ZURITA

DJ/MC: QUEENA & LAWRENCE LAI

CAKEWALK: TOM PISTOHL (CUBSCOUTS)

RAFFLE LEAD: TAM CAO

ROOM REPS: KELLY OCAMPO & DIANA TAPIA

TICKET CO-LEADS: ALISON & KYLE DEVRIENT

TICKET COUNTER: JOAN NGUYEN

\$\$\$ RUNNERS: JING WU & JAIME WONG

SPIRITSTICKS: CYNDI CHIOU

RUMMAGESALE LEAD: SHERI HAYNAL

BOTIQUE VENDORS LEAD: TAM CAO

CLEANUP LEAD: DAVID SAENSOOK

SETUP LEAD: KEVIN DIEP

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