

Harvest Festival Meeting

September 19, 2022

Harvest Fest is Friday, October 14th from 5 PM - 9 PM. This will be a half day (data day) for Pinecrest, so the Harvest Committee will be setting up all day from 6 AM - 11 PM. Lyndsie is the chair for this event and Danielle is the co-chair for this event. A flyer will be sent out with dates, pricing, and links.

- **Budget**

- Total budget: \$5,000.
- Improvement budget (leftover funds from last year): \$765 dollars.
 - \$300 of this has been allocated to Games.
- Games (the biggest sub-committee budget): \$2,500.
 - Shannon Shue is in charge of the games for Harvest.

- **Games**

- Shannon is the chair of the games sub-committee.
- It will be a half day for the school, therefore setup inside can start right away for the Cakewalk. Any setup outside will need to wait.
- Outside games will be set up by the tetherball area.
- There are 14 games.
- There are 3 obstacle courses and 2 bounce houses.
- There are new decorations for the cakewalk area.
- Courtney will be making all of the signs for the games.
- **Prizes**
 - There is a [wish list](#) for the prizes if anybody would like to donate.
 - Prizes have been upgraded this year and include things like pop it fidget toys and slap bracelets.
- **Volunteers:**
 - 3 - 4 volunteers will be needed to assist with the cakewalk set up.
 - 3 - 4 volunteers will be needed to assist with the games set up.
 - 20 teacher volunteers will be needed the night of Harvest.
 - These volunteers can only be teachers.
 - 5 of these volunteers will be for blow ups (ie: bounce houses and obstacle courses).
 - The shifts will be for the entire event.
 - Will need a floater volunteer that can step in when a teacher volunteer needs to step away to view a performance or handle personal needs.

- **Baskets**

- Courtney is the chair of the baskets sub-committee.
- Baskets will be raffled out of the Middle School MP room the night of Harvest.
- There is a [wish list](#) if anybody would like to donate items for building the baskets. **Note:** this is separate from the teacher wish lists.
- There are currently 41 teacher baskets and 32 vendor baskets.

- The amount of vendor baskets is increasing as we receive more incoming donations from companies for Harvest.
 - The basket sub-committee plans to collect most of the items for baskets on October the 3rd. The date of assembly is TBD.
 - The sub committee needs to work with the school on securing blocks of time that conference rooms or other spaces can be booked in order to work on the baskets.
 - Baskets will be secured on campus at locations designated by school admin.
- **Basket Themes**
 - Teachers have been emailed to select themes for their baskets and wish lists have been created that the teachers will email out to parents of their students.
 - Teacher [wish lists](#) can also be viewed on the [PTO website](#) under Events > Harvest Festival.
 - There will most likely be Golden Knight, Silver Knight, and Desert Dogs tickets. Harvest Committee is working to secure and confirm donations.
 - Harvest Committee raffled off 4 tickets for the Wow Show to any teachers that signed up for their basket themes before September the 5th. Ms. Haines won the raffle.
- **Volunteers**
 - Volunteers will be needed to help collect items for the baskets and assemble them as well as transporting baskets to the Middle School MP room the night of Harvest.
 - 2 - 4 volunteers will be needed to help with assembling baskets.
 - The Director of Volunteers (Sarah) will send out a sign up genius with time slots once dates are solidified and items are collected for assembly.
- **Ticketing**
 - Amanda R. is the chair for the ticketing sub-committee.
 - Pre-sale wristbands are \$15 per wristband for PTO members and \$20 per wristband for non-PTO attendees.
 - Children 4 and under are free, but must still be selected when purchasing tickets. Children in this age group will receive different colored wristbands.
 - Wristbands purchased at the gate the night of Harvest are \$25 regardless of staff designation or PTO membership, **NO EXCEPTIONS.**
 - Only people interested in participating in games, bounce houses, obstacle courses, cakewalk, Haunted Truck ride, and Haunted Hallway need to purchase a wristband.
 - There will be two ticket booths to purchase wristbands for the event: one will be staged by the Haunted Hallway and one will be staged in the center of the event.
 - The central ticketing booth will be utilized for Will Call tickets, Lost and Found, and water sales.

- 2 will stamp the hands of participants, 2 will monitor the event and facilitate refilling candy when needed.
 - **Candy**
 - PTO provides the candy via donations received from parents and third party donations.
 - Candy donations can be made until Wednesday, October 12th.
 - There will be Candy Monster bins in both the Elementary and Secondary offices for donations.
 - Please label the candy with the name of your child, your child's grade, and your child's teacher.
 - Money donations for candy can be made through the PTO website under Shop > [Candy Donations](#).
 - Please fill in the name of your child and your child's teacher in the designated boxes to ensure this counts towards their classroom donation.
 - The class that collects the most donations will get a party.
 - Please note that candy donations are **measured by weight**.
 - The teacher who is leading candy donations for the week will be presented with Pete the PTO pumpkin on Monday and be allowed to keep them all week long. Pete will be retrieved every Friday and given to the current leader again the following Monday.
- **Volunteers**
 - Teachers, clubs, and organizations in the school may sign up to volunteer. Everybody who volunteers will get paid equally.
 - Note: the funding will go towards the classroom, club, or organizations that sign up to volunteer as a whole.
 - Volunteers must stay with their station for the entire night of Harvest. If the position is left unattended, their name will be removed from the list of people who will be paid out of Harvest's funding. It **MUST** be communicated if somebody else is going to step in.
- **Costume Contest**
 - Julie S. and Sarah P. are co-chairs for the costume contest sub-committee.
 - This event will have 10 different winners.
 - Principal LeNeave will be judging the contest.
 - The committee needs 2 additional categories for winners. Please send any contest category suggestions to PTO via email or Facebook.
 - **Awards.**
 - A few of the awards for winners include:
 - Uptown Jungle gift cards.
 - Discovery Museum gift cards.
 - Lion Habitat wristbands.
- **Haunted Hallway**
 - This event is run by middle school and high school student council.

- Permitting the event will ensure there are extra resources nearby (ie: paramedics and police) in the event that they are needed.
- The treasurer has worked in conjunction with the school to complete forms and has submitted the permit to the city.
- **Parking**
 - Additional parking will be in the Walmart parking lot once the school parking fills up.
 - There will be a shuttle to bus people from Walmart to the school. Shuttling will be provided by the Well Church.
- **Water**
 - Water will be sold by PTO as it was not sold by vendors previously.
 - Please reach out to PTO via email or Facebook with any water donations that can be secured.
 - Please note that the water donation PTO received from Niagara water company CANNOT be used for resale and thus will be used for events such as Field Day.