

FRIENDS OF PRIESTMAN STREET (FOPS) MINUTES

HALLOWEEN HOWL PLANNING

OCT. 26, 2016 12PM

ATTENDEES:

Jamie Watson (chair), Mary Evans (principal), Laureen Stewart (staff), Linda Ryan (staff), Ruth Eden, Kelly Davis, Cathy Smith, April Bishop

1. Treat bags (all 600!) have been assembled and are ready to go.
2. The list of activities was looked at and some were assigned.
3. We decided to take out games that needed prizes – spinning wheel, plinko and punch game. Since we are doing treat bags these wouldn't work. They were replaced with ready made games.
4. Volunteer list:

Teachers passed in the names / times of volunteers they had. Many teachers pre-assigned slots making our job easier. ☺

Any 'extra' volunteers were contacted and placed into other classrooms. They were all more than happy to do so.

Thank you to this group who switched out of their child's classes today and were placed where needed!

Laureen is editing the list and will send out.

It is possible we will need to nab people Friday night to cover if people are no-shows. If that isn't possible. Simply close the classroom doors.

In case parents were not confirmed by classroom teachers, we will place a copy on the school website, on the Facebook page and Donna will have a copy in the office in case people call.
5. Jail - April and her husband are picking up the jail at GSMS on Friday at noon. It will be delivered to the school. Laureen and Linda will try and find police costumes for the police officers. The jail will be in the middle of the gym. Jamie is making 'tickets'. April is making a 'sign'.
6. A group of parents are coming tomorrow to count / sort pre-paid bracelet orders.
7. Ruth is bringing some games from work on Friday.
8. Mary is asking teachers to write up a short blurb about their activity to leave for parents.
9. Decorating will begin at 3pm on Friday – whoever can make it please do!

Minutes from last planning meetings are attached to keep all information in one place ☺

THANK YOU EVERYONE! THE STUDENTS WILL HAVE A WONDERFUL TIME!!

FRIENDS OF PRIESTMAN STREET (FOPS) MINUTES

HALLOWEEN HOWL PLANNING

OCT. 12, 2016 12PM

ATTENDEES:

Jamie Watson (chair), Mary Evans (principal), Laureen Stewart (staff), Linda Ryan (staff), Ruth Eden, Kelly Davis, Cathy Smith, April Bishop

1. We decided that rather than giving out prizes at each individual game students will have a card that will be initialled or punched at each activity. On their way out at the end of the evening the card can be traded in for a treat bag. If students fill their card they may still play but will only receive one treat bag. The treat bags will be given out in KR which is close to the playground parking. There are 30+ activities. Hopefully lines will be much shorter this year. Laureen and Linda will design and print the cards. April has agreed to cut them out.
2. Mary will be checking with homeroom teachers. She will let them know there are ready made games available.
3. There will be an option to pre-pay. This will be explained on the letter home Jaime is writing. Money needs to be sent by Wed. Oct. 26th. The students who have prepaid will have their bracelets **put on** before they leave on Friday. They will then be able to use the prepaid entrance. Jaime and April will be at school on Friday afternoon to help teachers if they need help putting the bracelets on. So they won't get lost, activity cards will be given out that night. Show your bracelet on the way in and get a card. The goal is to cut down on the congestion during admission.
4. Treat bags – April, Linda and Laureen will purchase what needs to go into the 600 treat bags. They will let the office know what can be purchased by the school, (Example: treats at Costco). Budget - \$1200.00
5. There will be a treat bag 'assembling party' on Fri. Oct. 21st at 9am.
6. Pumpkin carving – Kelly will arrange voting – a note will go into the letter home.
7. Jail – April will pick it up the morning of Oct. 28th at George St.
8. Canteen – hot dog / pop or juice / chips will be for sale for \$3.00 Freezies will also be for sale. Staff are signing up to run the canteen.
9. 50/50 Draw – Laureen has the tickets and will make a sign. SNB Licence has been applied for. Laureen will follow-up.
10. Readers will be in the library – separate times for K-2 and 3-5.
11. Reiki / massage room will be held in the resource room.
12. Quiet room will be the guidance room.
13. There will be 2 fortune tellers – Anne Keirstead and Kathy MacIntosh.
14. Jaime and Mary are creating a map of activities. Ruth has offered to assist as well.

Next planning meeting: Wed. Oct. 26th at noon

Minutes from last planning meeting are attached to keep all information in one place ☺

FRIENDS OF PRIESTMAN STREET (FOPS) MINUTES

HALLOWEEN HOWL PLANNING

SEPT. 28, 2016 12PM

ATTENDEES:

Jamie Watson (chair), Mary Evans (principal), Laureen Stewart (staff), Linda Ryan (staff), Anne Keirstead (staff), Lyne Ouellet, Ruth Eden, Kelly Davis, Cathy Smith

1. Admission to the Howl will be \$10 per player, to a maximum of \$20 per family. Each player will receive a bracelet which will give them unlimited play of some activities. Bracelets have been ordered.
2. Some games from last year which we will use again include:
 - Plinko
 - Human Hungry Hippo
 - Minute to Win it Games – (cupstacking, Straw game, sorting...)
 - Come to the next meeting with ideas we can use ☺
 - Ruth will be asking at her work for a list of games we can borrow.
3. Photography – Linda has agreed to be the official photographer for the evening.
4. Photo Booth in Mrs. Stewart's room (this will save the library for readers) – Linda and Laureen will set up a photo booth with props. Parents can use their own cameras / phones to take pictures.
5. There will be 2 entry points to the school – Parking lot door / Playground door by the kindergarten rooms.
6. There will be a 50/50 draw. Laureen has applied for the permit. Middle school students will be selling the tickets. Laureen will oversee the kids and get them to 'drop off' money to her throughout the evening. Draw time for 50/50 will be 7:45pm. Tickets will be 1 for \$1 or 5 for \$3.
7. New this year – We will be borrowing the 'jail' from George St. It is large and heavy so needs to be picked up in a truck. Some assembly is required.
 - Cathy has agreed to volunteer at the jail, however we need someone else to join her.
 - Linda is contacting someone to try and get a couple volunteer policemen.
 - The cost will be \$2 to put someone in jail for 5 minutes.
 - The jail will be in the center of the gym.
8. Rachelle is contacting FHS about having their leadership students participate. They will help set up the haunted house.
9. Pumpkin carving contest – will be set up in the music room. Kelly will oversee this event. Possible prize: popcorn tickets or hot lunch
10. Clean-up crew – Mary said just a general tidy-up is needed.

11. Mary and Jaime will do inventory of what is left from last year. School will look after picking up candy, Smilemakers items and prepare a float. DQ has donated 100 treat coupons. If you know of any other business who will donate let Jaime know.
12. Parking will be permitted on playground. We must have volunteers on the playground that night and the note home should indicate this.
13. Glitter tattoos – Person will come and only charge us for materials. Cost is approx. \$1 per tattoo. We will charge \$3 / tattoo. There are Halloween stencils and a paw print for choices.
14. It was agreed we will have maps hung for people to see where events are. In addition a list of activities with room numbers on bristol board located throughout the school.
15. Anne is contacting readers. Our hope is to set up a K-2 and 3-5 area.
16. Two EAs on staff will set an area for adults. For a donation they can get a Reiki treatment or hand massage.
17. Canteen – sold out of the staff room: Hot dogs, pop/juice, chips. We talked about selling all 3 for \$3.00
18. Quiet Room – we need an area where people can go for quiet. Possibly include a coffee machine.
19. Anne will be a fortune teller again. We will ensure she gets breaks this year. \$2 per fortune
20. Mary will be emailing staff about the Howl and asking for help.
21. Laureen will look after a staff sign-up sheet to organize people at the door and in the canteen.
22. Volunteers to monitor exits so children cannot leave are needed.
23. Coats can be hung by student classrooms.

Summary of costs:

Bracelet will cover all except:

- Food
- Jail
- Tattoos
- Fortune teller
- 50/50
- Haunted house

Next meeting: Wed. Oct. 12th at noon

