

Carnival Room Parent Meeting

Wednesday, January 20, 2010 at 8:30 AM

1. Welcome and Thanks
 - a. Introductions:
 - i. Carnival Chair: Heather Sendera
 - ii. Spanish Liaison: Ily Abounader
 - iii. Sponsorships/Wristbands: Liddy Zierer
 - iv. Webmaster: Geeta Suggs
 - v. Carnival Volunteer Chair: Lindsay Castaneda
 - vi. Silent Auction: Linnett DeCarli
 - b. Date/Time: set up starts at 2 PM; gone by 10 PM
 - c. WE ARE ALL VOLUNTEERS HERE!!!!
 - d. No gift baskets; still silent auction

2. Theme
 - a. OHE Eagles Are Out Of This World!!
 - i. Please decorate according to the theme
 - ii. May repaint booth props if you so desire!

3. Folder and Food Assignments
 - a. Sign out folders today; RETURN before Spring Break
 - b. Folders are our history; treat well!! Please do not write in the folders. Instead use the agenda for your notes.
 - c. Feedback is crucial; don't forget to complete the questionnaire
 - d. Map provided in folder; note Rain Contingency Plan
 - e. Storage item update: good; need clean and paint BEFORE 3/5!
 - f. YOU HAVE TO STAFF ADEQUATELY!! If you have extra volunteers, let us know and we can use them elsewhere. Remember, some people will sign up and not show up so try to prepare for that.
 - g. YOU MUST WORK WITH YOUR PARTNER CLASS!! Please try to find your partner room parent(s) today and exchange contact info.
 - h. Geeta to explain Volunteer Spot. You MUST use this for your volunteer staffing so that our coordinators can track volunteers.
 1. Set up/Clean Up
 2. Miscellaneous for extra help
 3. Can also volunteer for other booths, not just your class

4. Wristbands
 - a. Doing wristbands again; tickets for specific items; ticket/pricing list to be provided ASAP
 - b. Sponsorship letter going home next week; businesses can sponsor a booth

5. Needs
 - a. EGGS!!!!
 - b. New or very gently used books
 - c. New, small wrapped toys (ex: fast food or b-day giveaways); can be unwrapped (ex: Oriental Trading or goodie bag gifts) but MUST be new

Call or email me (Heather Sendera, hsendera@austin.rr.com or 470-7743) anytime!!