



St. Joseph Home and School Association Chair Person's Report

School Year of: 2015 - 2016

Chair Person: Laura Schmidt

Event Name: Easter Treats

Date: March 24th

Location: St. Josephs School

Estimated Number in Attendance: every student 125

Number of Volunteers needed and Duties:

One or two people are fine for this event. You begin by getting a list of the numbers of students for each grade from Keila. Then use those numbers to buy Easter eggs (got them at Walmart this year), and whatever treats you want to fill them. This year we did candy for all students, and then out of uniform tickets for K-6, and finger puppets for 3K and 4K. The candy was bought at walmart, and the puppets were bought through amazon.com. The eggs were then filled one evening, and dropped off at the school the day before they were distributed. The eggs were given to Keila, and she distributed them to the teachers.

Expenses

About \$70 for the eggs and treats. A bit high this year compared to past years.

Vendors/Where items were purchased

Walmart
Amazon.com

Notes (planning time, attach flyer, any problems or ideas)

Be careful on time for planning if spring break is the week right before Easter.



St. Joseph Parent Teacher Organization Chair Person's Report

School Year of: 2018 - 2019

Chair Person: Laura Schmidt

Event Name: Family Fun Night - Halloween Theme

Date: October 26, 2018

Location: St. Josephs School

Estimated Number in Attendance: 50-60

Number of Volunteers needed and Duties:

Two volunteers did the job, but a third would have been helpful. One person was in charge.

Expenses

The only expense was the craft and decorations supplies, which totaled about \$30. The

Vendors/Where items were purchased

Items were purchased at the Dollar Store and Walmart.

Notes (planning time, attach flyer, any problems or ideas)

The event ran from 6-7:30, which seemed to work well. The decorations took about an



St. Joseph Home and School Association Chair Person's Report

School Year of: 2016 - 2017

Chair Person: Stef Jax

Event Name: May Crowning, May 12, 2017

Date: 5.12.17

Location: St. Joe's

Estimated Number in Attendance: 36

Number of Volunteers needed and Duties:

One (1)

Expenses

Estimated \$47.00

Vendors/Where items were purchased

Marketplace Foods - Produce Department

Contact: Bree, 235-4201

4.17.17 REQUESTED: Three (3) dozen, single stem roses, assorted colors

4.27.17 CONFIRMED: Flowers would be ready for pick up May 11 or 12

5.12.17 PICK UP at 6:30am - not ready, nobody knew why I was there. Returned at 7:30am with very little luck until a manager went into the cooler and grabbed three bundles of roses. Unfortunately our order was not ready, therefore it was late getting to school that morning.

Notes (planning time, attach flyer, any problems or ideas)

Per Kathleen McCandless: "The only notes that I would suggest would be to have whomever is in charge of ordering them contact me to get numbers. I know that next year three dozen will not be enough if all the students come back in the fall. The other note is if possible to have them at the school a little earlier in the morning – around 8:00. That will allow enough time for me to get them opened and over in the church ready for the mass. It was a little tight this morning."



St. Joseph Home and School Association Chair Person's Report

School Year of: 20 17 - 20 18

Chair Person: Kimberly Kozubovska

Event Name: Family Education Speaker

Date: January 12

Location: Conference room

Estimated Number in Attendance: 12

Number of Volunteers needed and Duties: ~~2-3~~ 1-2

- Arrange speaker and get invoice to treasurer (speaker fee).
- Arrange child care in gym.
- Prepare and distribute flyer for event.

Expenses N/A - donated ~~amount~~

(will need to reimburse for cookies/snacks/beverages if not donated.)

Vendors/Where items were purchased - Dick's Fresh Market

- 3 dozen cookies

- 1 case bottled water

Notes (planning time, attach flyer, any problems or ideas)



St. Joseph Home and School Association Chair Person's Report

School Year of: 2015 - 2016

Chair Person: Julie Zack

Event Name: St. Nicholas Treats

Date: December 6, 2015

Location: St. Joe's School, Teacher's Lounge

Estimated Number in Attendance: Treat bags for all students and staff = 157

Number of Volunteers needed and Duties: one volunteer (Laura Schmidt) to help fill the treat bags

Expenses: Treats and white lunch bags; bought Halo oranges, mini candy canes and snack crackers (individually wrapped); total was about \$103

Vendors/Where items were purchased: Bought all items at Walmart in Menomonie; reimbursed by SJHS

Notes (planning time, attach flyer, any problems or ideas): not a lot of planning time needed; coordinate with Keila to get into the school the day/evening before the treats will be handed out; this year it was a Sunday afternoon. May want to plan to purchase treats ahead of time enough in case the store doesn't have the quantity you need - particularly with the crackers. I wanted all to be the same. Had to buy a different 'flavor', but used those ones for the staff, so all students had the same. Heard after the fact that some students thought the cheese/cracker sandwiches were spicy - keep an eye on flavor (these were plain cheese, I thought). Treats can be anything the chair would like, but I tried to keep it on the 'healthier' side with just one piece of candy. It could be nice to decorate the bags too, maybe some stickers on the outside? I left them plain. It worked well to assemble the bags in the teacher's lounge and then group and label them by class around the room. The whole process of assembling the bags took about one hour.

Chair Report – Classroom Money Certificates

1. Make a simple certificate from Microsoft Word
2. Took it to school, and made 15 copies.
3. Filled in teacher name and how much their room allotted.
4. Put each copy in their mailbox in the office.
5. See attached copy.

