



OAKLAND ELEMENTARY PTA

Post Event/Program Committee Report

Committee chairs rely heavily on the information, advice and knowledge of the previous volunteers. Please complete the questions below detailing your event to include timeline and planning information. This report should be completed by all chairpersons within one month of your event.

COMMITTEE: Watch D.O.G.S. (Pizza Night, kickoff event)

CHAIR PERSON NAME(S): Duane Kucinich, Joshua Brennan

E-MAIL: watchdogs.oakland@gmail.com **PHONE:**

.....
Purpose of this event: To explain the WATCH D.O.G.S. program, signup and schedule volunteers. Also sell Shirts.

When did this event occur? September 26th, 2019 6:00-7:30pm

Location of this event: Oakland Elementary Gym

Set-Up Needs: See page 3 “Set-Up Needs” for full details.

Budget requirements or issues: Approximately \$200 expense for pizza, drinks, plates, cups, napkins. Approximately \$300 expense for Shirts pre order. The shirt expense should be approximately recovered as income. The income offsets the expense, so it becomes basically neutral to budget +/- \$50. See page 4 “Shirts” for full details.

Publicity plan and time schedule: Establish Kickoff RSVP, Annual Registration, and Shirt request forms on PTA website. Setup table at Kindergarten Welcome, and Back to School Social. Use these events to recruit and promote. Pass out a small flyer/business card with website link to remind them when they get home. Send flyers home with students approximately 1 ½ weeks before.

Number of volunteers needed – please include jobs and schedules: See page 4 “Volunteers” for full details.

In planning this event/program, the following individuals were key contacts:

Organization/Business: Oakland Elementary
Person Name: Patti Fitzpatrick
Telephone: _____
Email: _____
Comments: Watch D.O.G.S School/Teacher Liaison

Organization/Business: Oakland Elementary
Person Name: Sam Lynch
Telephone: _____
Email: _____
Comments: Principal

Organization/Business: _____
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Areas/ideas to improve next year: Improve marketing to DK/K before event. This our best way to get new Watch D.O.G.S. Possibly visit DK/K classrooms and have flyers with stickers attached. Show students our support and engage them. Give the students a reason to be excited and talk about the flyer they received. We are currently exploring a similar follow up, post event. Also remember to take pictures.

For long term projects, please list important deadlines before the event:

3(or more) months in advance: _____

2 months in advance: _____

1 month in advance: Look into pizza discounts (it might take a week+ to get in touch with a manger to discuss). Schedule a date for Pizza Night. Schedule a meeting with Principal and Teacher liaison (Sam/Patty), meeting should be 1-2 weeks before Pizza Night.

Key contact for donated item(s):

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- Back to School Social
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 - Set a date for Pizza Kickoff, coordinate availability with Principal and Teacher Liaison
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Additional Important Notes and/or Suggestions:

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Youth XL	1
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 - Past historical data was unavailable, that should be provided going forward
 - Request a cash box (at minimum one week before event)
 - Schedule Pizza Order (you should have decided on a provider by now, make sure they are aware of order date/time in advance)
 - Purchase: Drinks, Plates, Cups, Napkins (could be day of if you have time)
 - Coordinate to get the two large drink cooler/dispensers from PTA closet
 - Event Day setup
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 - Layout shirts by size and label each pile
 - Setup Chrome books (4) at cafeteria table I back of gym for signup.



OAKLAND ELEMENTARY PTA

Post Event/Program Committee Report

Volunteers:

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 - Use historical data of shirts sold at Pizza Night for a general baseline of what to have in stock
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 - You might be able to get a bulk pack of assorted sizes at a considerable discount.
 - Bulk pack might not be exactly what you need, but it could equal a couple free shirts in inventory.
 - Try to balance discount pack available and current inventory
 - Consider shipping/handling cost, it might be better to order a couple extra shirts in popular sizes. Then you don't need another order with more shipping cost.
 - This is a difficult balance, I think it will get easier with past data, this year's data of inherited inventory and sales is attached for reference.
- This year's shirt data is on page 5

Additional Important Notes and/or Suggestions:

I had a Power Point presentation slide remote I loaned for the event. It helped the flow of presentation, we could talk freely without breaks to walk to computer and change slides. Something similar is about \$15 if you want to buy one yourself and loan it for the event also.



OAKLAND ELEMENTARY PTA

Post Event/Program Committee Report

Pizza Night Sales 2019	
Youth XS	3
Youth S	2
Youth M	2
Youth L	1
Youth XL	1
Adult M	2
Adult L	1
Adult XL	1
Adult 2XL	2
Polo	1

Ordered as custom request for coordinator to wear at promotional events (cost paid by coordinator \$41)



OAKLAND ELEMENTARY PTA

Post Event/Program Committee Report

Committee chairs rely heavily on the information, advice and knowledge of the previous volunteers. Please complete the questions below detailing your event to include timeline and planning information. This report should be completed by all chairpersons within one month of your event.

COMMITTEE: Watch D.O.G.S. (Pizza Night, kickoff event)

CHAIR PERSON NAME(S): Duane Kucinich, Joshua Brennan

E-MAIL: watchdogs.oakland@gmail.com **PHONE:**

.....
Purpose of this event: To explain the WATCH D.O.G.S. program, signup and schedule volunteers. Also sell Shirts.

When did this event occur? September 26th, 2019 6:00-7:30pm

Location of this event: Oakland Elementary Gym

Set-Up Needs: See page 3 “Set-Up Needs” for full details.

Budget requirements or issues: Approximately \$200 expense for pizza, drinks, plates, cups, napkins. Approximately \$300 expense for Shirts pre order. The shirt expense should be approximately recovered as income. The income offsets the expense, so it becomes basically neutral to budget +/- \$50. See page 4 “Shirts” for full details.

Publicity plan and time schedule: Establish Kickoff RSVP, Annual Registration, and Shirt request forms on PTA website. Setup table at Kindergarten Welcome, and Back to School Social. Use these events to recruit and promote. Pass out a small flyer/business card with website link to remind them when they get home. Send flyers home with students approximately 1 ½ weeks before.

Number of volunteers needed – please include jobs and schedules: See page 4 “Volunteers” for full details.

In planning this event/program, the following individuals were key contacts:

Organization/Business: Oakland Elementary
Person Name: Patti Fitzpatrick
Telephone: _____
Email: _____
Comments: Watch D.O.G.S School/Teacher Liaison

Organization/Business: Oakland Elementary
Person Name: Sam Lynch
Telephone: _____
Email: _____
Comments: Principal

Organization/Business: _____
Person Name: _____
Telephone: _____
Email: _____
Comments: _____

OAKLAND ELEMENTARY PTA



Post Event/Program Committee Report

Items/ideas which made this event/program a success: Positive feedback was provided for online signup and RSVP process. Having enough shirts on hand to fill orders was appreciated. The online shirt request form helped with that. See page 4 “Shirts” for more details. The presentation format was changed a bit this year. In the past the kids were sent to play during the presentation. The past presentations had a few YouTube videos from others and were a bit longer. This year we kept the kids inside and made it a point to get them engaged, laugh, and be excited. It reduced the need for childcare during the presentation and was closer to our purpose of father figures spending time with their students. We received feedback that the kids had fun and the reduced presentation time was appreciated.

Areas/ideas to improve next year: Improve marketing to DK/K before event. This our best way to get new Watch D.O.G.S. Possibly visit DK/K classrooms and have flyers with stickers attached. Show students our support and engage them. Give the students a reason to be excited and talk about the flyer they received. We are currently exploring a similar follow up, post event. Also remember to take pictures.

For long term projects, please list important deadlines before the event:

3(or more) months in advance: _____

2 months in advance: _____

1 month in advance: Look into pizza discounts (it might take a week+ to get in touch with a manger to discuss). Schedule a date for Pizza Night. Schedule a meeting with Principal and Teacher liaison (Sam/Patty), meeting should be 1-2 weeks before Pizza Night.

Key contact for donated item(s):

Organization/Business: _____
Person Name: _____
Telephone: _____
Email: _____
Comments: _____

Organization/Business: _____
Person Name: _____
Telephone: _____
Email: _____
Comments: _____

Organization/Business: _____
Person Name: _____
Telephone: _____
Email: _____
Comments: _____

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Person Name: _____
Telephone: _____
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Comments: _____

Overall comments and suggestions:

Suggestions covered above on page 2, expanded details on pages 3-4

OAKLAND ELEMENTARY PTA



Post Event/Program Committee Report

Set-Up Needs:

- Kindergarten Welcome
 - Folding table from under stage in gym
 - Watch Dogs display board and banner (PTA Closet)
 - Small flyer/business card mentioned in Publicity Plan above (previous files should be shared)
 - Volunteers: 1-2 Watch Dogs ambassadors arrive about 30 minutes before to setup. Talk to new parents and explain the program.
- Back to School Social
 - Same a Kindergarten Welcome
- Pizza Night Kickoff
 - Before Event Day (in general order of when to start)
 - Try to arrange a charitable discount for Pizza (start early, maybe 1-2 months in advance)
 - Set a date for Pizza Kickoff, coordinate availability with Principal and Teacher Liaison
 - Schedule a meeting with school Principal and Teacher Liaison (1+ weeks before event)
 - Discuss Presentation plans
 - Request use of gym and cafeteria eating tables setup
 - Request projector and screen for presentation. If you don't have a laptop computer to use request that also (make sure you can load PowerPoint presentation on laptop)
 - Request use of 4 school Chrome books for registration and volunteer days
 - Order Shirts (a week before at minimum, but not too far in advance)
 - Use online website Shirt request form to help determine pre order needs
 - Use historical data to help determine pre order needs
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OAKLAND ELEMENTARY PTA

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