

CSAC Meeting - January 17th, 2023, 6:00pm

In attendance: James Noonan, Richard Resendes, Luisa Vargas, Nina Machado, Erin, Burrowes, Shavaun Jordan, Amanda Smith

Principal's Update:

- Cookies with Santa meeting was terrific
- Kids had a great time, even though it was delayed
- First time the weather call has ever been made that far in advance
- 25 full turkey dinners distributed in the Christmas season
- Did purchase brand new uniforms for school teams (follow-up form last time)

Valentines Dance-a-thon

Event overview:

- Main focus for today is to plan for main fundraiser for this year, knowing every school is allowed to have one: Valentines Dance-a-thon
- This would be a CSAC event and all profit would go into CSAC account, all monies raised go back directly to supporting the school (.e.g. uniforms, covering trips, Chromebooks)
- Dance-a-thon event is the celebration day of, gym is used as dance location
- Not everyone wants to dance so tables are set up in the space
- Also sell drinks, chips, snacks at \$1 each to bring in extra money that day
- Collecting pledges: students are discouraged from going door-to-door, just family and friends, maybe a few close neighbours
- Message: I am dancing as part of an initiative to raise money for my school, any pledge value is accepted
- Students raise pledges in advance, top three pledge-collecting students receive a prize
- All pledges are worth tickets to be drawn for raffle prizes (baskets)
- As pledges come in, 1st place winner gets to decide first, then 2nd and 3rd
- Baskets: each class comes up with own theme and each student brings in a related item for the theme

Task	Notes	Individual(s) Responsible	Completion Date
Pledge form template created	<ul style="list-style-type: none">• Use last year's template• Ensure dates and prizes are updated• Send to Richard and James	Luisa	Thursday, January 19 th ?
Kickoff Assembly	<ul style="list-style-type: none">• Photocopy pledge forms• Assemble Classroom/teacher packages/envelopes	Mr. Resendes Mr. Noonan	Monday, January 23 rd

	<ul style="list-style-type: none"> • Purchase prizes for top 3 pledge-collectors: <ul style="list-style-type: none"> ○ Chromebook ○ Nintendo Switch ○ \$200 Amazon gift card • Keep receipts and submit to James/Richard for reimbursement 	Shavaun	Monday, January 23 rd (morning, to be showcased at assembly)
	<ul style="list-style-type: none"> • Create Amazon gift card display 	Jessica	Monday, January 23 rd (morning, to be showcased at assembly)
Classroom Basket Raffle Prizes	<ul style="list-style-type: none"> • Each classroom chooses a theme for basket, and students asked to donate items based on that theme • Purchase baskets and cellophane • Assemble and display baskets for two weeks in advance of pledge submission date 	Mr. Noonan to confirm Ms. Lizun's coordination	Friday, January 27 th – Monday January 30 th <i>(if desiring display for two weeks prior to pledge submission)</i>
Pledge Forms Submitted	<ul style="list-style-type: none"> • Students return forms and money to teachers 	Mr. Noonan and Mr. Resendes to collect	Friday, February 10 th
Pledge Money Counted & Ticket Distribution	<ul style="list-style-type: none"> • Create ticket template sheet, photocopy and cut tickets 	Luisa	February 13th
	<ul style="list-style-type: none"> • Review pledge forms and confirm all the money is accounted for • Distribute 3 tickets/ \$5 raised for each student (package in separate envelopes) • Create classroom packages to return to teacher to be distributed 	Luisa Nina Shavaun	Meet at school at 1:00pm on February 13 th
Purchasing	Glow sticks <ul style="list-style-type: none"> • Purchase 500 bands • Submit receipt to school for reimbursement • These will be distributed to each student 	Amanda	February 13th
	Snacks <ul style="list-style-type: none"> • Snacks and day-of purchases (peanut-free facility only): <ul style="list-style-type: none"> ○ Juice/KoolAid x 500 ○ Chips x 1000 	Mr. Noonan	
	Decorations <ul style="list-style-type: none"> • Trip to dollar store for balloons and other Valentine themed décor • Purchase sticky tack or does school have this already? 	Amanda	
Dance-a-thon	<ul style="list-style-type: none"> • Schedule for classes created and distributed to teachers 	Mr. Resendes	February 13 th ? Sooner?
	Set-up in gym:	Whole team	8:00AM February 14th

	<ul style="list-style-type: none"> • Tables for students who are lounging • Decorations • Servery with snacks • Audio equipment set-up and testing • Cash box for servery– Mr. Noonan/Mr. Resendes? 		
	<p>Music/DJ</p> <ul style="list-style-type: none"> • Create Spotify playlists for Primary, Junior, and Intermediate groups respectively • Jessica to DJ throughout the event (start and stop music as necessary) 	Jessica Mr. Resendes	February 14 th
	<p>Snack Shop</p> <ul style="list-style-type: none"> • Snacks sold at \$1 each • 1 glow stick distributed for each student • Do we want to purchase extra glow sticks to sell at \$1 each? 	Rotations across the volunteer team	
Final Assembly for Prize Distribution	<ul style="list-style-type: none"> • Raffle Prizes and top prize winners celebrated and awarded their prizes 	Mr. Noonan and Mr. Resendes to coordinate	February 17 th

BINGO Volunteers

- 2-hours/month
- Training is an online video
- Louisa needs to know name, e-mail address and dates available for prospective volunteers
- Need to wear St. Anne's shirt and black dress pants (no rips)
- Must shadow a volunteer who has already volunteered (can start this on your first volunteer shift)
- If you sign up and can't show up, let Luisa or Kat know
- Bingo can be used for healthy/active initiatives (e.g. busses for teams to play games, Mount Mary, gym equipment, etc.)
- Shift starts at 6:00PM but BINGO doesn't start until 6:45 officially
- Before then, keep things tidy, chairs tucked, in, etc.
- When someone yells BINGO, call out colour of card and serial number
- Can not play BINGO when working
- February 9th: Shavaun
- Nina & Amanda: March 9th
- All other volunteers to follow-up with Luisa

Next CSAC meeting on April 4th, 2023