



**Swedesboro-Woolwich PTO
Board Meeting Minutes
December 9, 2024**

I. Treasurer's Report- Deanna

II. Old Business

1. Stray Dog For Christmas

- a. Author Assemblies were a huge success
- b. Total cost of books: \$2,938.04
- b. Total book sales to date (PT Board \$3,585.00, cash

2. Fundraising Committee- Alicia

- a. Hill Homegrownathon- Neon 90s!
 - i. Final numbers
 - ii. Thoughts for next time
- b. Looking ahead- Readathon at Clifford in January!

III. New business

- 1. Santa Visit at Clifford and Stratton 12/10, 9-245 PM- one day only!
- 2. Holiday Shops
 - a. Lessons Learned this season?
 - b. Elf bucks
 - c. Wrap Up
 - d. Looking forward

12/12-12/13 Clifford

- Clifford Set up 12/11 after 330 PM

12/11-12/13 Stratton

- Stratton Setup occurred today

12/11-12/12 Hill

- Hill set up 12/10 anytime

3. Treats with Santa 12/15 830-12, 2 sessions, 830-10 and 1030-12

a. Ticket sales to date: 87 for first session, 258 for second

b. Santa and Ms Claus

c. Parking

d. Signage

e. Food

- Donations

- Bought items- includes new urn

f. Setup- 730 AM

g. Volunteers

h. Stations

i. Playbook

4. Cookie Kit Sales at Stratton (to raise funds for Stratton)

a. 150 containers of dough ordered- 53 kits ordered, 36 just dough

b. Dough pickup 130 PM at bakery

c. Pick up at Stratton 3-5 PM (Tara, Shannon)

d. Additional sales at Sweets for Santa

5. Project Elf Adopted Family- Rebecca

6. Cocoa Bar-Teacher Gifts

a. 12/19: Harker and Hill

b. 1/2: Stratton

c. 1/31- Clifford

d. Teacher gifts- Hand Sanitizers

7. Wizards

a. Ticket sales start 12/16 at 8 AM- Flyers to go out by this Friday 12/13

b. Assemblies- 1/14

i. Harker 845-905

ii. Stratton 920-940

iii. Clifford 955-1015

c. Team is nearly formed!

d. Sponsors- form and letters emailed- need ASAP for T-shirts

e. Food- Pizza, donated chips, candy water, soda tea?

f. Raffles

g. Volunteers- teacher update

8. Disney on Ice- 1/3 at 7 pm- ticket sales to date: 174/250- must finalize next week

9. Cooking Decorating Night at Stratton- February

10. Ms. Paccione Painting Night at Harker- February 5, 6-730 PM

11. Ladies Night/Teachers Night

12. Yearbook Account

13. Boosterthon

III. PTO Communication

a. Facebook

b. Instagram

c. School messenger

- d. Comet Clips
- e. Direct email
- f. Flyers
- g. Clifford & Stratton Library Sign Up – Lindsay Molter

Anything for good of order?

Next meeting: January 13, 2025, 7:00pm - Stratton Library

- **Santa at the School**
 - **Tomorrow, December 10**
 - **Candy Canes instead of pencils this year**

- **Holiday Shop**
 - **Harker - limited restock ability**
 - **Bud didn't take into account the fact that we have 3 schools going simultaneously**
 - **Harker was good for the first two days, then it was tougher**
 - **\$150 Elf Bucks for each grade, \$50 for pre-k**
 - **\$25 extra elf bucks for each school**
 - **Each school distributed it themselves**
 - **Finishing Holiday Shop**
 - **Keep on top of restock orders**
 - **Since you won't necessarily get what you order, count what you receive**
 - **Add what you started with to what you received, then subtract what's left at the end to calculate what was sold**
 - **Looking Forward**
 - **Stratton Set Up occurred 12/9**
 - **Hill set up 12/10 - 9-12, then all day**
 - **Clifford set up 12/11 - start at 3:30**
 - **Feedback**
 - **Adding Machines have been wonky**

- Using calculators is easier on our end, but prevents us from providing receipts
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- Sweets with Santa
 - December 15
 - 8:30 - 87 Tickets
 - 10:30 - 258 Tickets
 - Vote to close ticket sales for the second session
 - Parking - suggest that people park at Locke
 - Will reach out to Traini/Clifford about their usual wording about parking
 - Set Up will be either Saturday evening or early Sunday morning
 - Dec 22 - we will be providing pizza for maintenance as a thank you
 - Santa & Mrs. Claus - Jaime has arranged, we need a check for them day of
 - Other characters: Grinch, Anna, Elsa, Olaf, Buddy the Elf
 - Signage - table for check in at front, blocks to close other halls
 - Food
 - Donations - Old Town Bagel, Coffee & Cream, _____
 - Waiting on ShopRite - will get word by 12/10
 - Purchasing - juice, coffee, hot cocoa, bananas, etc from BJs/Costco
 - Deanna got bagels, cream cheese, butter Krispy Kreme - need to purchase 24 dozen items to get discount - approved
 - Serving - need to provide

- **Juice Containers, Coffee Containers, Hot Cocoa Containers, serving platters**
- **We have 2 urns that will brew, 1 urn with missing lid**
- **Could use crockpot to keep cocoa hot**
- **Volunteers will be pouring coffee/hot cocoa**
- **Stations**
 - **Postcards to Santa**
 - **DIY ornaments**
 - **Stray Dog for Christmas coloring station/Cards for seniors**
 - **Sales**
 - **Stray Dog for Christmas**
 - **Cookie Dough**
 - **Playbook will be out by Wednesday**
 - **Turnover**
 - **No new tablecloths at stations, just straighten**
 - **Replace tablecloths at 32 tables that have been eaten on**
 - **Maybe not set them all for the first setting**
 - **Replace food**
 - **Need to be conscious of not overstocking the first session**
 - **Sending out sign up for extra volunteers**
 - **Targeted at Room Parents**
 - **3 sessions, 5 volunteers per session**

- **Cookie Kit Sales**
 - We ordered 150 batches of dough, we need a check for Friday to pay for it
 - We've sold 53 kits, 36 just dough
 - We will have more to sell at Stratton pick up on 12/13 and Sweet with Santa on 12/15
 - Offer extra to room parents for class parties

- **Project Elf**
 - All gifts have been purchased and wrapped
 - Need to be delivered to Heather Worrell this week
 - Rebeca to email and coordinate drop off

- **Teacher Gifts & Cocoa Bars**
 - 12/19 - Harker & Hill
 - 1/2 Stratton
 - 1/31 - Clifford
 - **Teacher Gifts - Hand Sanitizer**
 - Each VP can distribute the gifts however/whenever
 - Previous years, some VPs have added extra gifts (treats, lottery scratch offs, etc)
 - Themes are up to VPs
 - Elaine - thinking of bringing extra Keurig with k-cups to use instead of urns

- **Wizards**
 - **Ticket sales begin 12/16, flyers to out by 12/13**
 - **One flyer is for Friday, half sheet flyer goes out AFTER the assembly (1/14)**
 - **Assemblies - 1/14**
 - **No assembly at Hill**
 - **VPs do not need to be at assemblies**
 - **Team almost set, including Kristin Kellogg**
 - **Board has sponsor form & letter - need to reach out to community**
 - **Imperative to get sponsors to make a profit**
 - **Food**
 - **Working with Papa Luigi for pizza, Herrs for chips (.20 per bag) up to 10 cases with 42 bags per case**
 - **Candy, drinks to round out**
 - **Raffles**
 - **50/50**
 - **Items?? Not a big seller last year**
 - **We'll do baskets at SFFN**
 - **We have approval from board for comet hours for teach volunteers**
 - **Proposal for dedicated Wizards meeting in January**
 - **Include all volunteers, board, etc**
 - **Lined up police for helping with traffic, but we need to get a fire permit**
- **Disney on Ice**

- **Ticket deadline approaching**
- **Currently have sold 174 of 250**
- **26 tickets currently left in carts**
- **Prepaid, then will get cash back. If we don't sell all the tickets they might be able to give us a break but that's not guaranteed**

- **Upcoming Events**
 - **Cookie Decorating at Stratton - February**
 - **Waiting on Tabitha from Tesoro to confirm date**
 - **Presell ticket event**
 - **Paccione Paint Night at Harker - 2/5, 6-7:30**
 - **150 tickets, pre sell**
 - **Ladies Night/Teachers Night**
 - **Deanna to spear head**
 - **Bag BINGO**
 - **Discussion of summer event**
 - **Will get best prices at end of season**