



## September HSA Meeting Minutes

The HSA meeting on 2026-09-08 focused on upcoming events and fundraising plans for the school year, recap of last year's financial contributions (about \$47,000 donated), and volunteer recruitment/organization for major events (Grandparents' Day, Fall Fest, Turkey/Cash Bingo, Breakfast with Santa, Gala, Carnival raffle, and other community fundraisers). Kathy led the agenda and discussion; specific operational items (sign-up logistics, spirit wear sales, Mount St. Mary's usher program, and a proposed readathon fundraiser) were covered in detail.

### Key decisions and action items

- Spirit wear pre-orders: Continue using pre-orders to avoid overstock; online one-off ordering option being pursued with vendor; price change reminder (spirit wear price increases to \$20 on 2026-09-09). Action: Families encouraged to place orders now.
- Grandparents' Day logistics: SignUpGenius was distributed in the Tuesday news before the meeting; donations to be collected the day before and prep done the afternoon prior. Action: Kathy (and volunteers) to collect and organize donations and prep food/setup Friday before event.
- Breakfast with Santa: Amanda and Leslie to continue leading vendor coordination and event operations; plan to host spirit wear and chapel print sales tables in cafeteria to reduce hallway congestion. Action: Confirm volunteer(s) to staff spirit wear/prints table and add as an item on Square for tracking sales.
- Fall Fest (family Halloween event): Devin to lead; event will include trunk-or-treat, face painting, games and contained at Circle to manage footprint. Action: finalize trunk sign-up and capacity cutoff to ensure adequate trunks.
- Turkey Bingo / Cash Bingo: Turkey Bingo scheduled for Sunday, November 1 (turkey & cash prizes; 10 turkeys included as door prizes/specials). Fire company venue will provide cards, kitchen, and larger tip-jar capability. Action: finalize details with Robert and fire company; recruit volunteers for kitchen/ticket/cleanup.
- Gala (large annual fundraiser): Venue confirmed (Belmont Steeple or Belmont Steaks/Carriage House-style event mentioned); start fundraising outreach early for donations and auction baskets. Action: Kathy/committee to solicit donations and form a donation-collection team to assemble baskets.
- Carnival raffle planning: Discussion to begin around January (consider repeating tuition prize vs cash prize). Action: revisit in January planning meeting.
- Mount St. Mary's usher program: Contract received; SignUpGenius to be issued this week. Families who usher receive payment to HSA and kids earn out-of-uniform passes; potential special "Mother Seton day" ushering plan being explored. Action: Kathy to send contract to Katie and publish sign-up.

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- Readathon fundraising proposal: Leslie (parent with prior experience) proposed a readathon (suggested month: March) modeled on her previous school's program that raised \$8,000 with ~94 students. Structure: pledge or flat donations per reader, prizes for top readers/classes, class rewards, and staff "pie in the face" grand prize. Action: Leslie to send PowerPoint and materials; committee to review feasibility and alignment with book fair (book fair date noted: November 9).
- Volunteer recruitment/communication: Emphasize that single names on SignUpGenius do not imply sole responsibility; post a clarifying disclaimer on SignUpGenius to reduce volunteer hesitation. Action: Add explanatory note to sign-up sheets (Kathy/Rich to implement).

## **Fundraising & budget highlights**

- Last year's HSA donations to school: approximately \$47,000 (used for sound system upgrade, furniture for conversion to art/music room, teacher classroom funds, staff training, field-day DJ/Kona Ice, 8th grade Hershey Park trip vouchers/chaperones, 2nd-grade Basilica service supplies).
- Revenue channels discussed: restaurant percentage nights (Roy Rogers, Bollinger's and others), Fall Fest, Turkey/Cash Bingo, Breakfast with Santa vendor fees, Gala auction/raffles, Carnival raffle, Mount usher payback, and potential readathon.

## **Volunteer & event staffing notes**

- Sign-up procedures: Use SignUpGenius for events; expectation is that many volunteers turn out beyond listed signups but include clear messaging to prevent intimidation for volunteers who see single slots open.
- Staffing needs: Volunteers required for kitchen, set-up, cleanup, ticket sales, spirit wear/prints table, vendor coordination, donation collection and basket assembly, and ushering at Mount games.
- Encouragement to attend events: Committee stressed the value of family attendance (not only volunteering/donations) to show parental participation and strengthen community.

## **Operational/Logistics details**

- Spirit wear:
  - Pre-orders to be used primarily; vendor also offers an online store option for one-off orders with HSA approval on designs.
  - Inventory to remain on hand for major events (e.g., Grandparents' Day) given strong demand (prior sales > \$4,000).

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- Item suggestion: full-zip, lighter weight sweatshirts, golf/polo shirts (longer horizontal logo rather than round), hats considered.
- Sales tracking: Use Square for spirit wear and chapel print sales; ensure volunteer staffing for sales table.
- Grandparents' Day:
  - Prep schedule: donations collected and food prep the afternoon before; event set up Friday morning to be ready.
  - Sign-up status: 369 RSVPs reported by a staff member in the hallway (deadline this Friday prior to meeting).
- Bingo venue and format:
  - Fire company allows higher-value tip jars and a kitchen; moving Turkey Bingo to Sunday afternoon (Nov 1) and using a hybrid turkey/cash prize format.
  - Plan includes 10 turkeys as prizes to maintain turkey-theme continuity if event name changes in future years.

## **Ideas proposed (to be evaluated)**

- Readathon fundraiser in March (Leslie to provide materials and offer to lead/organize).
- Class/family engagement events to strengthen parent-to-parent connections (ideas: class-specific family game nights, parent meet-ups at playground pavilions, parent social events paired with kids' activities).
- Expand spirit wear offerings (full zips, polos, hats, alternate logo placement) and use vendor online one-off ordering to reduce inventory risk.
- Add clear volunteer messaging/disclaimer on SignUpGenius and event communications to reduce volunteer hesitancy.

## **Open items / follow-ups**

- Ashlyn(?) to send PowerPoint and readathon program materials for committee review.
- Emily to collect and organize donations for Grandparents' Day; to coordinate logistics and volunteers.
- Katie to receive and post Mount usher contract/sign-up once Kathy sends it.
- Amanda and Leslie to confirm staffing for Grandparents' Day spirit wear/prints table and Square tracking.
- Committee to form gala donation-collection team and begin outreach (contact list to be compiled; include suggestions from Robert).
- Add volunteer-disclaimer language to SignUpGenius pages (Rich recommended posting).
- Finalize spirit wear markups and vendor online-store details; confirm inventory levels to hold for events.