

2011 Walk-A-Thon

Planning Meeting

Tuesday, July 19th, 2011

Present

Carol Pierce, Stacy Bowman, Amanda Horstman, Myla Pierick, Allison Moss, Terrie Price, and Karla Wiebers.

Publicity/Packets

The pledge forms, the tri-fold Walk-A-Thon flyer, and the basket themes form all have been copied. Carol bought the envelopes for the pledge packets and is giving them to Terrie to take to school. Volunteers at the school will be gluing the pledge forms to the front of the envelopes and then putting the Walk-a-Thon flyer and basket themes forms inside the envelopes. The envelopes then need to be counted out into groups by classroom teachers - don't forget 40 for preschool. Once the pledge packets are complete and into groups we need to put them in a box to store until they are to be handed out to students. The pledge packets will be given to K-5 students at the Kick-Off Assembly, and the preschool packets will be given to parents at the Meet the Teacher night since they are not in school yet when we have the kick of assembly.

The "Save the Date" form has been printed and Mrs. Walker is putting them in the registration packets.

Sponsors/Corporate Donations

Allison fine-tuned the corporate sponsor letter and the reply card. Terrie is going to have volunteers run 100 copies of the corporate sponsor letter on regular paper, and run 50 copies of the reply cards on card stock. The reply cards will need to be cut down to size - there are two on a page. Carol is getting the mailing envelopes, the return envelopes, labels, and postage for the corporate sponsor mailing. Allison is completing the corporate sponsor mailing labels. Once all items are copied, cut, purchased, and ready to go we will compile them by placing in the mailing envelope a corporate sponsor letter, a reply card, and a reply envelope. Karla and Stacy will be at school on July 26th and 27th from 1:00-6:30 each day for school registration and will also work on compiling the corporate sponsor letters. So if anyone can also help during that time it would be appreciated. Corporate sponsor letters are going to be mailed out on August 1st.

T-Shirt Committee

Terrie has been in contact with the t-shirt printing company. The t-shirts for staff and for the drawing winner have been ordered. The company is not going to charge extra for having these 34 t-shirts ordered ahead of time.

Baskets/Raffle

Stacy and Amanda have purchased the containers for the classroom baskets. They will work on making a flyer for each classroom basket with ideas for families to donate. Terrie has e-mailed out to families the list of basket themes.

Food Committee

No report.

Prizes

We need Kim to e-mail Myla the prize request letter that she made. We gave Myla the copy of the list of places Kim is going to contact for prizes and Myla will contact other places. Myla and Kim will need to communicate with each other on what prizes they have acquired.

Safety

Carol will be contacting the police department prior to walk. She will also be contacting Hy-Vee about water and first-aid stand. She will also coordinate the use of golf cart for the day of the walk.

Our next Walk-A-Thon planning meeting will be August 2nd at 6:30 p.m. at Okoboji Bar and Grill in Pleasant Hill.