



Committee Plan of Action Report

Last Updated: 03/06/2016

When the membership approves the PTSA budget, it is authorizing the board of directors to spend the PTSA funds. This is not an authorization for a committee to spend the funds. Each committee will be responsible to formulate a plan and budget and present these to the board of directors.

No committee chair or committee member can obligate the PTSA to a program, project, activity, fundraiser or any obligation financial or otherwise, without the approval of the board of directors. Contract must be signed by elected officers. This includes building use permits.

Committee/Chair:	Dad's Day Committee	Date of Event:	06/01/2016
Committee Meeting Dates:	04/26 and 05/04 and 5/24		
Event/Program/Fundraiser:	Father's Day-Dad's and kids event for KiMS		
Description of Event, Program or Fundraiser:			
<ul style="list-style-type: none"> - When: Wed, June 1st (opening day of the Kirkland Farmers Market). Market is from 2pm – 7pm, our event is from 5-7pm. - Where: Kirkland Farmer's Market (specifically there is one space reserved weekly for a non-profit). KiMS has that spot for the opening day of the market). - Details: <ul style="list-style-type: none"> o Kids bring their dads to the market from 5-7pm and register for the event. o To enter raffle, kids will have to answer riddles posted on vendor stalls, vendors will hand out raffle tickets for correct answers. Kids to bring raffle tickets back to stand and then enter the draw. o Raffle will be drawn at 6:45pm (do not have to be present, sign in sheet will help find winner of prizes). o Unsure of numbers that will attend but projected to be around 30 kids and their parents. - Raffle: <ul style="list-style-type: none"> o Prizes include vouchers kindly donated from Kirkland businesses; Froglegs (Laura Vida froglegskca@comcast.net), Lady Yum (Sarah Synder, sarah@ladyyum.com), Sirena Gelato (contact@sirenagelato.com) and Sweetcakes (sarah@sweetcakeskirkland.com) - Marketing <ul style="list-style-type: none"> o Advertising in the form of a Flyer and Powerpoint (see attachments) which will be included in PantherGram, Postcard and announcements at KiMS. o School posters to be painted by students/ourselves (we never got around to doing this) o Contact is Johnmichael Monteith at KiMS - Items needed: <ul style="list-style-type: none"> o Tent o Table and table cloth o Chairs o Raffle tickets and raffle jar o Sign In Sheet and pens o Snacks/Water bottles o Riddles and answer sheets 			

Expenses: Please include any quotes received or any other relevant detail.

Water Bottles

Popcorn

Raffle Prizes (highlighted items are PTSA expenses)

- One Frogleg's voucher \$27.40 and five vouchers worth \$7-10 each (given as a donation)
- Lady Yum- three vouchers for six macaroons (one donated by Lady Yum). Paid \$30 and Lady Yum paid \$10. Total value \$40
- Sweet Cakes- four vouchers (four cupcakes donated by Sweetcakes and matched by us). Paid \$16.25. Total value \$32
- 16 vouchers from Sirena Gelato for buy one scoop and get one free (no cost to us)

Income: Please include detail of who will be paying, how much and expected total income.

Wendy Alston and Maritza Farrant will be paying and submitting for reimbursement.

Expected total expense around \$100 (available from Outreach budget). No income generated from this event this year.

Volunteers Needed:

None required ,but Dan Olsen kindly stepped in for a couple of hours (as a representative for KiMS Dads!)

One Time or Annual:

Has been run annually in the past

Approved:

Date:

Ideas and Recommendations for the next event.