

# PTA EVENT REPORT

Event Name: Teach or Treat

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Event Coordinator: Sarah Weigley

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Event Date and Time: October 29th, 5:00 PM - 6:30 PM

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## INVENTORY ITEMS

Inventory Item #1:		
Item Name: Candy	Starting Inventory Count: 15,000 pieces	
Item Cost: \$600	Ending Inventory Count: _____	
Notes: Bought in bulk from Oriental Trading Co.		
We had candy left over but that will be used for Carnival at the end of the year.		

## VOLUNTEERS

Volunteer Station #1:		
Station Name: Ghost Bowling	Number of Volunteers: 1	
Pre bought- Ready to Go for next year		
Volunteer Station #2:		
Station Name: Boo Ball Toss	Number of Volunteers: 1	
Pre bought- Ready to Go for next year		
Volunteer Station #3:		
Station Name: Witch Hat Ring Toss	Number of Volunteers: 1	
Pre bought- Ready to Go for next year		
Volunteer Station #4:		
Station Name: Bean Bag Toss	Number of Volunteers: 1	
Pre bought- Ready to Go for next year		
Volunteer Station #5:		
Station Name: Golf	Number of Volunteers: 2	
Pre bought- Ready to Go for next year		
Volunteer Station #6:		
Station Name: Tattoos	Number of Volunteers: 2	
tattoos, water bottles, paper towels		
Volunteer Station #7:		
Station Name: Ghost Busters	Number of Volunteers: 2	
Volunteer Station #8:		
Station Name: Spider Toss	Number of Volunteers: 2	
Volunteer Station #9:		
Station Name: Book Marks	Number of Volunteers: 0 or 1	
We already have the items needed for this		
Volunteer Station #10:		
Station Name: Mask Making	Number of Volunteers: 1	
We already have the items needed for this		

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Volunteer Station #11: Station Name: <u>Paper Cup Ghostst</u> We already have the items needed for this	Number of Volunteers: <u>1 or 2</u>
Volunteer Station #12: Station Name: <u>Limbo</u> Music/Limbo Bar needed	Number of Volunteers: <u>1 or 2</u>
Volunteer Station #13: Station Name: <u>Pumpkin Tic Tac Toe</u> Tic Tac Toe Boards (already have) mini pumpkins	Number of Volunteers: <u>0 or 1</u>
Volunteer Station #14: Station Name: <u>Halloween Stories</u> We set up in the t-hallway. Mrs. Stauss provided books	Number of Volunteers: <u>1 or 2</u>
Volunteer Station #15: Station Name: <u>Greeters</u> have grocery bags for kids who need them. Take notes on trick or treaters grade level & how many non student trick or treaters are coming through	Number of Volunteers: <u>2</u>

Great

Okay

Failed

Event Notes:

Create sign up genius for parents with 50 candy/prizes slots. Put "Monster Milly" in main hallway

Create sign up genius for teachers with 40 candy passer slots, 2 greeter slots, 2 story reader slots

Create sign up genius for 20 game/craft station volunteers. Send to AVID teachers at DRHS first, send to parents

if slots do not fill and volunteers are still needed

Encourage teachers to decorate their doorways. Give gift card rewards to the teachers who have the best doorway

This year we gave away \$25 gift cards to individual winners (Kochaji/Klarer) & \$15 gift cards to group winners

(2nd grade team/gifford & sawyer)

**This year we had 471 trick or treaters**

Should we do this event again?

Yes

No

Event Lessons Learned:

Give teachers chocolate candy to pass out first. Save hard candy as back up

Too much candy is better than not enough. Left over hard candy can be saved and used for Carnival

Set up candy refill stations in the hallway so teachers can refill their own candy as needed

Use teenage student volunteers to help run games/crafts. Such a stress relief to have them there