Project Graduation Meeting Notes

10/25/17

* Per Trish, the PayPal account is working. Since cash is preferred, she will put “Payment by check is preferred to avoid service fee” on the top of the PayPal page. We are utilizing the school’s account to provide tax deduction to friends of PG or parents who donate over $100 or whose child is NOT attending the event.
* The Woodbridge Community Center is booked and the initial check request has been put in. Final payment will be closer to the event once we can finalize the attendance numbers. The cost can be adjusted by taking parts of the package away. This will depend on the amount we raise.
* There will be no senior gift this year unless we raise the money to fund them. If anyone has fundraising ideas, please bring them to future meetings.
* The letter will be finalized this week. It will be English on one side and Spanish on the other. The letter will be generic with a place for seniors to add a note at the bottom. We will stuff and seal the envelopes to save the office time and manpower. We will give the sealed envelopes to the office who will put the mailing labels on them and mail them out to ensure confidentiality. The estimated mail date is early November.
* Night at the Races event will be on February 3, 2018 at 7pm. Last year the event raised $8,000. $5,000 was sponsorship ads. Trish will send the 2016 Sponsor list and the amounts they donated.
	+ Mike McCarty will ask Mike Beberman to assist in Ads.
	+ Sponsorship donations (monetary and basket donations) need to be discussed. Mike McCarty will ask for a breakfast meeting with Kim and Linda to discuss last year’s process.
	+ The (15) gift baskets for the Night at the Races will be organized by Neepa.
	+ Set up, and logistics will be coordinated by Eileen and Roz.
	+ Food will be organized by Barbara
	+ Cathy Denning stated that we can utilize the Board of Ed Foundation gambling license for the Night at the Races event.
	+ Anyone interested in helping out with any of the above task committees for the Night at the Races fundraiser, please contact Trish.
* Discussed Restaurant Night. Maya will contact the owner of The Bridge and discuss a possible pre-fix menu with a portion of the proceeds to be donated to Project Graduation.
* Maya created the Facebook page which is up and working. The name is ***HPHS Project Graduation 2018***. Trish will link the giving website to the FB page. Maya will try to add the website to the page.

Roz and Trish – 10/27/17