



**Corrales
International
School**

**Fundraising Agenda
December 1, 2008
Corrales International School
8:45am**

Agenda/Meeting Notes

- I. Luminarias Sales
 - a. Action Items:
 - i. Story read to students in classroom and announcing Luminarias sales and contest-packets to be distributed
 - 1. Matt will distribute to K and 6th graders, Lianne to 2nd, Tammy to 1st and announce contests. Matt will do a memo regarding story to children to the teachers. Thank you Sharon for picking up the book. The book will be read sometime this week depending on teachers schedule.
 - ii. Mass message sent out to parents to check backpacks
 - 1. Mass message going out to parents to check backpacks. I thought it was pretty cool! Thank you Ann and Matt!
 - iii. Discussion on how to schedule children filling bags/ how to make luminarias and store?
 - 1. Matt will discuss with teachers at Wednesday staff meeting to figure out the best way possible to coordinate students filling bags.
 - iv. Bags that need to be folded
 - 1. Discussion at staff meeting regarding best way to handle. Lianne and Tammy took bags home to fold- thank you!
 - v. Where to buy candles?
 - 1. All of us will search on line to find the best price possible.
 - vi. Schedule of shifts for luminaria pick up
 - 1. Thursday, December 18, 2008; 3:30pm- 5:00pm
 - a. Tammy and Lianne
 - 2. Friday, December 19, 2008 ; 3:30pm- 5:00pm
 - a. Katie and ??
 - 3. Saturday, December 20,2008 8-12
 - a. ?? TBA
 - II. Winter Event Open House
 - a. Activities Scheduled
 - i. Story teller- is this confirmed? What else do we need to do?
 - 1. Story teller confirmed. Will be at the school at 12:30pm to set-up. Story telling to begin at 1:30pm?
 - ii. Usbourne Book sales- Cash and Carry
 - 1. Book sale to be set up in computer room area. Have books separated out by age.
 - iii. Holiday goodies
 - 1. Coordinate with Christine Remington and room parents to have parents sign up to bring goodies- volunteer basis. Goodies need to be delivered by Friday, December 12.
 - a. Hot Chocolate, apple cider
-

- b. Cups
- c. Any type of goodies
 - i. Christine will speak with room parents and have each grade level be in charge of a category. Christine and Matt will do inventory of what is needed in terms of cups, bowls etc.
- iv. "Kids Only" shopping area
 - 1. Need to coordinate with Senora Eileen and the 6th graders for wrapping gifts- Room parent to coordinate? Laura will coordinate with Eileen
 - 2. Update on gift bags/ tissue paper etc.
 - a. Tammy to order based on discussion with amount of bags and tissue paper.
 - 3. Reminders need to be sent out in back pack express for parents to bring in donated items- Katie to get memo together for Matt by Wednesday- 12:00pm
 - 4. Set-up on Friday, December 12
 - a. Laura to contact Patty Lueker and coordinate set-up and 6th grade volunteers.
- iv. Other ideas for activities for children during event?
 - 1. Making craft, coloring? Need ideas...
 - a. Katie to get stamps and bring stamping materials for children to make their own tags for gifts.
 - b. Have ditto sheets of holiday pictures for children to color
- V. Other Business-
 - a. CIS Families in need this holiday season...Monet has ideas regarding specific families
 - i.* Getting food baskets together
 - ii.* Donation of gifts for children
 - iii. Other ideas/business discussion
 - 1. Laura will get information together and memo to send out to parents by Wednesday 12:00pm to go out in backpack express.

Follow-up meeting:

Next Monday, December 8 at 8:45am at CIS