

The King's Christian School  
PTF Agenda  
Tuesday, September 19, 2017

I. Welcome and Prayer

A. Attendees: Michelle S, Melissa H., Mary Lou L, Lisa B, Marybeth S, Tamara L, Ellen B, Becky T, Lisa A, Jane F, Jessica J

II. Thank you – Teacher Appreciation Lunch, School Picnic & Boo Hoo Breakfast

Feedback: Good feedback from teachers regarding Panera for teacher lunch; Keurig worked well at breakfast but maybe have 2 next time to speed the line up

III. Upcoming Events

A. Pie & Cookie Dough Sale – 9/25 Sales starts, 10/16 Sale ends, Family pick up 11/20

Contact Person – Lisa B. & Michelle S.

1. Put packets together the week of 9/18 and out for distribution by 9/25

2. **Parents – PLEASE keep glossy order form for your records and keeping track of who ordered what from you.**

3. NEW- added more prizes!

4. Proceeds to benefit Senior Scholarship for 2018

5. Need volunteers to help sort/distribute orders on 11/20 once they arrive. Michelle asking if pies can arrive earlier to give more time for sorting

B. Harvest USA – tentative date Saturday, March 24<sup>th</sup>

Contact Person: Becky Thornburg

1. \$500 deposit (refunded if 100 attendees)

2. Need at least 1, preferably 2 churches (with 600+ members) to promote event in order to book - FCC, FAC, Sovereign Grace to be considered

a. Lisa A, MaryLou L., and Marybeth S. will approach their churches about the possibility of sponsoring the event

b. Also discussed the possibility of partnering with another school – Baptist Regional or FLA

3. Event approved by school leadership team

4. Things to be addressed before booking: Cost, how do people pay, can we physically support the event (need 2 LCD screens and projectors) - per Mrs Fort we will get credit toward accreditation even if we hold the event at another location since we will be organizing. The group agrees another facility would likely be more physically appropriate to host this event

5. Need committee to handle this event and review promotional package. More details to come.

C. Christian College Fair – October 17<sup>th</sup> 7 – 9 PM

Contact: Kristin Coneby {Guidance Counselor} [kcconeby@tkcs.org](mailto:kcconeby@tkcs.org) 856.489.6720 x.123

1. Volunteers are needed in the following areas:
  - a. food and refreshments for 30 college representatives
  - b. 6-7 large cases of bottled water needed. Side dishes and/or dinner food for itinerant representatives
  - c. event setup pre-college fair in the gymnasium (after school-7:00p.m.)
  - d. 3-4 individuals running the welcome table in the elementary lobby area
  - e. 2-3 individuals directing parking outside (6:40-9:00p.m.)
  - f. event floaters
  - g. 1 individual to hand out student surveys
  - h. 1 individual to count high school students throughout the evening
  - i. event cleanup post-college fair in the gymnasium (9:00-10:00 p.m.)
2. This comes to at least 10 volunteers during the event, not including food donations and set-up/clean-up
3. Will check volunteer forms. Possibly send out a sign-up genius to PTF mailing list?

D. Thanksgiving Feast – November 21<sup>st</sup>

1. Cindy K. will order and shop for event as she has in the past
2. Volunteer sign-up closer to event

E. Decide on HS Event and Mother/Son Event

1. Ellen B. will head up the high school event – looking into doing an Escape the Room night, tentative date April 21
2. Ideas for Mother/Son event: "A night with your knight" – Launch trampoline park, nerf arena, Scanzano center, bowling, movie night. Need to settle on idea and have someone chair event

F. Need new location for Butterfly Ball – Lisa A looking into Laurel Creek Country Club

IV. Housekeeping Items

- A. Treasurer's report – Ending balance from last year \$3209.37; Mary Lou working on creating a reimbursement form, will be tracking all expenses/donations to create budgets by event
- B. Back-to-School Night – 9/21/17 for MS/HS. Michelle S. for PTF, Kim for prayer. Volunteer flyers, calendars and prayer info available.
- C. For School Admin – Please provide specific instructions/jobs for volunteers who come to help
- D. PTF Website – basic edits made-dates/officers etc.
- E. Chili Cook Off – letter being updated. Will be posted on website once approved and complete. Start collecting and requesting donations, baskets, supplies, etc. Take letters with you where you do business, online companies can be contacted, clearance sales. Michelle will contact DJ
- F. Box Tops – Kim Fink, Coordinator. Need to run fall box tops contest. National Box Tops week is 9/24-9/30
- G. Leadership (officers with leadership team) meetings – 6:30 or quarterly? If one of the members of leadership are attending monthly PTF meetings may not be needed.
- H. Potential School Supply Fundraiser for next Year- School supply lists provided to company. Enter child's name and class, all school supplies are shipped to your home. TKCS would earn 10% of

sales. Put on May 2018 agenda. Melissa will investigate dates and when things need to be put into motion

- I. Lisa A is working on getting quotes for canopy for the back ramp
- J. Someone heard about Wawa and Chick-fil-A possibly providing some sort of free food for teachers at the start of the school year. Will investigate further

**Next Meeting: 10/10/17 at 7 PM**

*"Know therefore that the Lord your God is God; he is the faithful God, keeping his covenant of love to a thousand generations of those who love him and keep his commandments." Deut. 7:9 NIV*