

Minutes from RVM PTO Meeting January 5, 2015, 3:00pm

At our January 5th meeting, we discussed only our plans for the rapidly approaching Basketball Jamboree. For minutes this month, I'm including the following items:

- Our Jamboree checklist with tasks we have done, or need to do before the event
- Our proposed schedule for the Jamboree
- Our list of silent auction items and raffle prizes (still a work in progress, but looking great!)
- Call for volunteers

Any questions – as always, please feel free to contact me (Ann) anytime – naffierporras@gmail.com.

RVM Basketball Jamboree January, 29th 2015 RVM Vikings VS Dowling Maroons At Roosevelt High School

[Doors open at 5:30pm, Event to start at 6:00pm – still confirming with Roosevelt]

ITEM	PERSON RESPONSIBLE	Notes	DONE/DATE
○ Contact Dowling to determine date of event. <i>Communicate with Dowling AD.</i>	Gene Hildreth	Dowling 10th grade boys basketball team (they will play against our JV and Varsity) -Dowling 9th grade girls basketball team (they will play against our girls team) -	Done
○ Contact Roosevelt to see if gym is available troy.owens@dmschools.org	Gene Hildreth	Will check on new time suggestions for event (starting earlier)	
○ Contact Dowling Best Buddies to see if they can attend	Laurel and Kate M. (and Ann)	Dan Malloy is person to contact at Dowling – we are going to see if we can get volunteers from their Best Buddies program as well	Done
○ Contact Dowling Cheerleader coach to see if they can attend	Gene Hildreth	Dowling Cheerleaders (their coach is starting a sign up sheet and will get me a list of names)	Done
○ Contact announcer	Gene Hildreth	Will be Scott Casber	Done
○ Contact 2 referees	Cindy Weisz	Jenny and Marsha	Done
○ Contact 2 score keepers	Laurel	Laurel and Jenny	Done
○ Contact Liz Moldovan for Singers for National Anthem	Laurel		

○ Contact RVM Cheerleaders (Lori F., Rana D.) coaches to get permission slips out	Gene and Tina		
○ Contact RVM Pep Squad (Anna B.) coaches to get permission slips out	Jenny and Laurel		
○ Contact RVM Basketball (Gene and Tina) coaches to get permission slips out	Gene and Tina		
○ Recruit prizes (donations) for raffle and silent auction	Julie, Ann, Laura, and Gene	See list of silent auction items and raffle items below	Done (but still accepting additional donations)
○ Apply for raffle license one month in advance	Ann Naffier	We have the license!	01/02/2015
○ Order Tickets (Action Print – 226-1776) – 2000 tickets ordered in past	Jenny		
○ Get raffle tickets	Ann	Using leftover tix from previous years.	Done
○ Recruit volunteers for the event (parents, siblings, other students)	Ann, Gene, Julie	Have contacted Dowling Best Buddies	
○ Have Work Experience students put letter & tickets together for students & staff (envelopes) to send home.	Jenny		
○ Distribute tickets by enter date here	Jenny		
○ Make & Display posters for Event	Jenny, Cheryele		
○ Print Programs with players names (Cheryele has the format)	Cheryele and Laurel	We'll make 300 programs this year	
○ Advertise the event- parent newsletter, website, social media, email	Ann/Laurel, Liz and Gene, Cindy	Cindy will do a robo-call; Laurel will include in the every-Tuesday press release	
○ Send silent auction items list to rest of committee for distribution	Julie		Done
○ Communicate silent auction items to Dowling	Paul Knupp		
○ Send press release announcement to local media	Ann Naffier		Jan. 25 th +
○ Signs with directional arrows to the gym at Roosevelt or if entrances are closed.	Ann		
○ Refresher course on sound system at Roosevelt	Jenny		
○ Set up for silent auction	Julie		
○ Coordinate volunteers at event	Ann		
○ Water to sell	Gene		Done
○ Donation jars for both doors	Ann		
○ Signs for Tickets & Water for both doors	Ann		
○ Cash for change	Jenny		
○ Thank you notes for after Jamboree	Jenny		

○ Submit raffle license report to Iowa Department of Inspections and Appeals	Jenny		
○			

To bring on day of the event:

- Decorations
- Signs (including \$1 signs)
- Bottled water
- 5 medium prizes and one major prize (per Denise's notes – we can change this of course)
- Donation jars
- Mini-basketballs to throw and RVM t-shirts(?)
- Viking hats
- Face paint and pom poms?

Proposed schedule for the event:

5:00 Volunteers come and set-up begins
5:30 Doors open to the public
6:00 Announcements, National Anthem, Introductions to girls teams
6:15 Start of RVM Lady Vikings and Dowling girls team 1st half (8 mins)
6:25 Raffle #1
6:30 Start of RVM Lady Vikings and Dowling girls team 2nd half (8 mins)
6:40 Cheerleader Performance
6:45 Raffle #2
6:55 Introductions to JV RVM Boys and Dowling Boys
6:55 Start of RVM JV Boys and Dowling Soph Boys 1st half (8 mins)
7:05 Raffle #3
7:10 Start of RVM JV Boys and Dowling Soph Boys 2nd half (8 mins)
7:20 Cheerleaders
7:25 Raffle #4
7:30 Introductions of Varsity
7:40 Start of RVM Varsity vs Dowling Soph Boys 1st half (8 mins)
7:50 RVM and Dowling Cheerleaders
7:55 Start of RVM Varsity vs Dowling Soph Boys 2nd half (8 mins)
8: 10 End of game and Jamboree

Silent Auction Items and Raffle Prizes (so far)

Silent auction:

Drake Mini Fridge donated by Hy-vee in Windsor Heights
One Free Painting session and painting donated by Pinots Pallet
One year membership to Planet Fitness on 86th street in Urbandale
One 2 hour outdoor photo session by Me and You Photography
Two 20.00 gift certificates donated by La'Mie Bakery
The full Harry Potter DVD collection
102 Dalmatians Robotic Remote Control Pet
Techno Robotic Remote Control Puppy

1939 Lincoln signature model car still in original box
Digiland 7 inch Google Play tablet
3 DVD gift packs with popcorn and snacks

Raffle One:

2 Sets of 3 DVD's to be raffled separately
3 stuffed animals to be raffled separately
15.00 Drake Diner Gift Card
Bag of Dog treats from Bone-APA-treat pet shop
Friends wall Plaque

Raffle Two:

2 sets of 3 DVD's to be raffled separately
3 Stuffed animals to be raffled separately
2 Free dinner GC from Spaghetti Works in downtown DSM
iPod Shuffle with charging station and ear buds

Raffle Three:

2 sets of 3 DVD's to be raffled separately
3 Stuffed animals to be raffled separately
25.00 GC to Louie's Wine Dive in Beaverdale
5.00 GC to New City Market on University Ave.

Raffle Four:

2 sets of 3 DVD's to be raffled separately
3 Stuffed animals to be raffled separately
20.00 GC to Jett and Monkey's Dog Shoppe in East Village
iPod Nano 3G with charger and ear Buds

Volunteers needed!

We need volunteers for the night of the event! We do ask that volunteers be flexible about work assignments, as we'll need to spread the volunteers who come over a variety of jobs as needed. However, the jobs we anticipate for the volunteers are:

- * Taking tickets at the entrances
- * Selling bottled water
- * Selling raffle tickets
- * Helping with our silent auction (watching tables, assisting bidders)
- * Helping to apply temporary "Vikings" tattoos to kids who want them
- * Participating in our "spirit" section for the basketball games (be ready to cheer loudly!)

It would be very helpful for me to have confirmations from volunteers by January 22nd. Please contact me at naffierporras@gmail.com, with any questions or confirmations.