

ST. MATTHEW'S ELEMENTARY SCHOOL
PEC Meeting – October 24, 2017

Report: Events & Fundraising (Josephine Copon)

Pancake Breakfast

- First event of the school year took place (Oct. 22)
- Unheard-of turn-out from 8:30am Mass; 192 attendees
- Good turn-out from 10:30am Mass; 198 attendees
- 3 school staff attended event
- Next event will be on Nov. 19

Christmas Flower/Plant Sale

- JC met with Team (4 families – 2 vets, 2 new) last week to go over initiative particulars
- Campaign timeframe: Nov. 3-20
- Christmas fundraiser booked with Darvonda Nurseries
- Product delivery date: Dec. 5
- Early-Bird deadline: Nov. 20 (gain extra 5% discount)
- After-Mass promotion/sales dates: Nov. 4/5 (given product samples received on Nov. 1), Nov. 11/12, Nov. 18/19

** JC updated & made changes to Event Funds Validation Template to reflect discussion at last PEC meeting in assurance of better/sound financial procedures moving forward

** JC met with Preschool last week to assist them in planning & implementation of Purdy's Chocolate Fundraiser; campaign timeframe: Nov.1-30; product delivery date: Dec. 15; customer pickup: Dec. 19-22; JC creating online campaign for Nov. 1 launch & working on promo letter for distribution on same day