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| **Committee:** | Holiday Store |
| **Committee Lead from 2012-13 school year:** | No Lead; Committee worked together jointly (Committee: Maxine Morris, Stephanie Murphy, Roxann Zamora, and PTO contacts Alisha Barcio and Indira Harchandani) – There were also many volunteers who worked to help organize, setup, volunteer |
| **Date(s) of Event:** | Dec. 10-14 (Monday afternoon – Fri morning) to allow for set up and closing of the store during normal school hours. |
| **Key Activities:** | 1. **Preview last year’s remaining items -** located in plastic tubs in the outside storage area.
2. **Purchase items for the Holiday Store** that would be appropriate for siblings, friends, parents and grandparents. We tried to keep items under $5 for the most part.
	1. You will need the tax form from Kristin.
	2. In some years, stores or parents have donated items but this year, we purchased most
	3. Trips were made to the store several times throughout the week to replenish certain high movement items
3. **Gift Wrap Drive** for wrapping paper, tissue paper, gift bags, etc. Need to purchase the rest. We sent home flyers and emails and stood in the car lines to make it easy for parents to drop off their donations
4. **Identify volunteers** – sent home request, but also sent out request through room parents. Created a schedule for volunteers and emailed it to all the volunteers, so that they could possibly manage finding a replacement if they had a scheduling conflict after signing up.
5. **Create class schedule**/sign up sheet for teachers re: when their classes could come to the store. There need to be enough parents to support helping the students find the appropriate gifts at the scheduled times.
	1. Final sign up sheets for classes and parent volunteers were sent out as a reminder.
6. **Send home flyer** (email and/or paper) to parents re: event and to send money with children on designated class days.
7. **Store setup** – Done on Monday morning, though everything was prepped, out and ready the week before. There are wire racks in the storage. Tables were left out after Winter Carnival and used for this. There was minimal pricing was on items. We grouped similarly priced items on tables or racks.
	1. Make sure you have tape, scissors, etc.
	2. Gifts would be wrapped and sent with the kids as they leave. In prior years, if it was too busy, we had the option to drop off the wrapped items at the classes prior to the end of the day
	3. Most prices were doubled. (i.e. a $2 item was sold for $4)
	4. Monies were all cash – no credit cards or checks. Use the money box from the PTO cabinet.
8. **Store breakdown –** done on Fri afternoon.
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| **Contacts/Resources:** | 1. Kristin for tax free form
2. Emails for actual event, gift wrap drive, parent volunteers & teacher sign up
3. Schedule sheets for teacher sign up and parent volunteers
4. Flyer for event
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| **Lessons Learned or Other Information:** | 1. our gift wrap drive wasn’t super successful, but we did get enough that it might warrant doing it again next year
2. Need people to help with setup and breakdown.
3. We purchased from Dollar store, Hobby Lobby, Pier 1, Target, Harwin area. Harwin is a great place if there is time to go and look around.
4. A recommendation for next year- have two tables at check out- one to ring up the items and have the children pay, then send them to the second table for gift wrapping. Some items were wrapped before they paid and it was hard to remember what they had. Also suggest that one person should do all money collecting and the others should wrap- at least 2-4 wrappers when each class comes..
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