



Event: Halloween Treat Bags Grade: 6

Date(s)/Time: October 30, 2011, 3:00 – 5:00 p.m. Put together 50 Halloween Treat Bags
October 31, 2011, 8:00 – 9:00 a.m. Deliver Treat Bags to faculty/staff mailboxes

Purpose: Provide Halloween Treats to faculty and staff.

Description: Collect and assemble treat bags and treats for faculty and staff.

What's needed: 1) 10 volunteers (to pick up donations from advisories, assemble treat bags, deliver bags to faculty/staff mailboxes, 2) 50 treat bags, 3) 50 handmade Halloween Cards, 4) 150 pieces of individually wrapped candy, 5) 50 packages of cute post-it notes or other colorful, practical, and festive small treat (that will fit into a small bag); 6) Volunteer to make handout, make copies to Advisories, and deliver it to the mailboxes of the 6th grade Advisors (identify who is responsible)

Sponsor/Donations: 1) 50 treat bags, 2) 50 handmade Halloween Cards, 3) 150 pieces of individually wrapped candy, 4) 50 packages of cute post-it notes or other colorful, practical, and festive small treat (that will fit into a small bag).

Timeline: Communicate to parents at 6th grade orientation in April, Communicate to parents via Advisories Oct. 10 – 14, Deadline to bring donations Oct. 24th, Assemble donations Oct. 30th, Deliver treat bags Oct. 31st.

Trips to the Campus: 3 total: 1) Drop off letter to Advisories; 2) Pick up donations; 3) Deliver assembled bags to mailboxes. (identify who is responsible)

Estimated Hours of commitment: 2 hours

Suggestions for next year:

1. Each 6th grade Advisory will donate an assigned item (or make a money donation).
2. Lori McClure will prepare flier to give to advisories by Oct. 10th.
3. E-mail to 6th grade parents regarding what to donate and deadline to donate (Oct. 24th)