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Principal: Jacquelyn Reid **Vice Principal:** Emily Ripley-Davis **Admin Assistant:** Carol Sheldon

PTG Halloween Howl Minutes Part 1: **Oct 17th, 2022**

Present: Tammy McMullin, Christina Dorey, Jacquelyn Reid, Emily Ripley-Davis, Cheryl Brann, Rose Marshall, Sarah Kilfoil

Regrets: Ryanne Hamblin, Stephanie Dube, Allison Hakkert-Sly,

Call to Order: 2:31 pm

Halloween Howl

Description:

The first annual Halloween Howl will take place on Oct 27th, 2022, from 6:00-8:00 pm. The Halloween Howl will run from 6:00-7:00 pm, leaving time to clean up afterward. The PTG will create stations for students to participate in during the Halloween Howl. Teachers and PTG members will sign up for the station they wish to assist. Event volunteers can sign-up for half-hour blocks to ensure families get to participate in the activities together. Families will enter the school through the gym doors and families have been notified that all students need to be accompanied by an adult. Donations will be accepted at the 'welcome table' to assist in PTG initiatives.

Stations:

- 1.) Welcome Table
- 2.) Sucker Pull
- 3.) Dance Party
- 4.) Photo Booth
- 5.) Halloween Colouring
- 6.) Bean Bag Toss
- 7.) Ring Toss
- 8.) Face Painting
- 9.) Craft Station
- 10.) Pin the Tail
- 11.) Temporary Tattoo
- 12.) Jelly Bean Guess

NOTE: Small prizes (1500); pencils, stickers, chocolate bars, candies, etc. have been purchased.

Station #1: Welcome Table - PTG members will greet families at the 'welcome table' as they enter and assist with accepting donations; all donations will go towards supporting future PTG initiatives. The school cash box will be placed at the table to collect any donations. A sign-up sheet will be posted at the 'welcome table,' to encourage families to be a part of PTG. One PTG member will keep a record of attendance to confirm the number of participants for future events and will note times that are busier than others.

Station #2: Sucker Pull - An assortment of suckers (475) have been donated from community partnerships and a craft foam cone has been purchased for the station. **Action:** PTG members will need to mark some of the sucker sticks for the station.

Station #3: Dance Party - The sound system, and Chromebook will be used at this station. **Action:** Jacquelyn will create a Youtube tune list. No LCD projector is needed.

Station #4: Photo Booth - The photo booth will be created using a green screen background (green sheet). Families will pose in front of the green screen and a station leader will snap a photo using school I pads. **Action:** All photos will be emailed to families the following week by Jacquelyn and Emily.

Station #5: Halloween Colouring - Two tablecloth colouring sheets have been purchased, as well as some Halloween-themed colouring books. This station will also require crayons, marks, or coloured pencils.

Station #6: Bean Bag Toss - Two bean bag games were found in the PE department and will be used for this station along with some PE bean bags. **Action:** PTG members will decorate the tops of the bean bag game to reflect the Halloween theme.

Station #7: Ring Toss - Witch hats (5) have been purchased to be used annually within this station. Rings will need to be borrowed from the PE department.

Station #8: Face Painting - We have hired Five Little Monkeys Entertainment to professionally face paint at a cost of \$235.75. The company will have two painters which will bring all materials required and have asked for a table and a station leader to assist with students/families in line.

Station #9: Craft Station- Halloween-themed crafts have been purchased and donated. The only additional material required for this station is glue.

Station #10: Pin the Tail- Three pin-the-tail games have been purchased and donated for this school event. The pin-the-tail games will be placed on the wall at varying heights to better accommodate learners and families of all ages.

Station #11: Temporary Tattoos - Rose Marshall has purchased Halloween-themed temporary tattoos for this station. Additional materials for this station include sponges/face clothes and water to apply the tattoo.

Station #12: Jelly Bean Guess - Action: Ryanne Hamblin will purchase jelly beans for this station. Additional materials needed include a jelly bean jar, pencils, and a guessing sheet.
Action: Jacquelyn will create a guessing sheet to track all guessing throughout the evening.

Station #13: Relay Race - An obstacle course will be set up for students using pylon, and Halloween decorations such as fake spider webs, which students will move through using scoops and balls from the PE department. Jack-o-lantern pylons have been purchased for this station.

Donations:

- **Giant Tiger** - \$50.00
- **Atlantic Super Store** - \$50.00
- **Community Partners** - 200 suckers, pin-the-tail-game, craft supplies

Set Up & Decorations:

- **Action:** Jacquelyn will send a Halloween Howl poster to families.
- Some decorations have been found within the school's storage room and will be used for the event. Additional decorations have been purchased and classroom teachers will also be invited to have learners create decorations that can be placed around the gym.
- Sonya (custodian) will assist in setting up the tables for the event. Halloween tablecloths will be placed on each station table.
- Halloween wall stickers can be placed around the gym.
- Stations will be set up and organized based on the space needed for each individual station and in a manner that allows students and families to move from station to station with ease.
- **Action:** Emily will create and laminate signs to be placed on the stage to discourage students from getting up onto the stage due to safety concerns.
- At the next meeting, PTG members will begin to organize prizes & treats for each station and finalize all materials needed for the stations.
- Setup will begin after school hours on Thursday, Oct. 27th.

Next Meeting:

Tuesday, Oct 25th, 2022 @ 6:00 pm in Library

Meeting Adjourned: 2:58 pm

Submitted By: Emily Ripley-Davis

PTG Halloween Howl Minutes Part 2:
Oct 25th, 2022

Present: Tammy McMullin, Christina Dorey, Jacquelyn Reid, Emily Ripley-Davis, Cheryl Brann, Rose Marshall, Ryanne Hamblin, Stephanie Dube, Allison Hakkert-Sly, Nicole Evanson

Regrets:

Call to Order: 6:00 pm

Halloween Howl

Updated Description:

The first annual Halloween Howl will take place on Oct 27th, 2022, from 6:00-8:00 pm. The Halloween Howl will run from 6:00-7:00 pm, leaving time to clean up afterward. The PTG has created stations for students and families to participate in during the Halloween Howl. Teachers and PTG members have signed up to run the stations. Event volunteers can sign-up for a half-hour or one-hour block to ensure families get to participate in the activities together. Families will enter the school through the library doors and families have been notified that all students need to be accompanied by an adult. Donations will be accepted at the ‘welcome table’ to assist in PTG initiatives.

Station Volunteers:

Welcome Table - Angela Hausman & Tammy McMulling
Sucker Pull - Michelle Boudreau
Dance Party - Jacquelyn Reid
Photo Booth - Nadine Mugford & Stephanie Dube
Halloween Colouring - Terry Sutton & Nicole Evanson
Relay Race - Christina Dorey & Terry Sutton
Bean Bag Toss - Sarah Kilfoil
Ring Toss - Janice Fitzpatrick, Allison McLeod & Ryanne Hamblin
Face Painting - Jenn Reed & Kelle MacKenzie
Craft Station - Katie Cawthra
Pin the Tail - Cheryl Brann
Temporary Tattoo - Rose Marshall
Jelly Bean Guess - Ryanne Hamblin
Prize Replenishment - Emily Ripley-Davis

Station Follow Up:

Station #1: Welcome Table: **Action** - Admin. will create a sign-up sheet for any individuals interested in joining the PTG. Currently, there are 172 students enrolled; including PrePrimary. It is important to note that the Gymnasium has a capacity of 695.

Station #2: Sucker Pull: **Action:** Jacquelyn will work with students to mark and place the suckers into the craft foam cone.

Station #4: Photo Booth: The photo booth will no longer be using a green sheet and will instead have a backdrop. Families will pose in front of the backdrop using different props if they wish. The station leader will snap a photo using school Ipads. **Action:** All photos will be emailed to families the following week by Jacquelyn and Emily.

Station #11: Temporary Tattoos: An additional item needed for this station includes a spray bottle to assist in applying the tattoos.

Station #13: Relay Race: Jack-o-lantern Pylons have been purchased for the relay race. Halloween decorations such as fake spider webs, which students will move through using scoops and balls from the PE department.

Set Up & Decorations:

- **Action:** Jacquelyn will send a reminder message to families about the Halloween Howl.
- Sonya (custodian) will assist in setting up the tables for the event. Halloween tablecloths will be placed on each station table.
- Decorating will begin Thursday, Oct. 27th from 1:30-3:30 pm for PTG members in the gym. PTG members are asked to return to the school around 5:30 pm to prep for families.
- Halloween wall stickers and additional decorations can be placed around the gym. Jacquelyn has purchased tape for the decoration setup.
- Stations will be set up and organized based on the space needed for each individual station and in a manner that allows students and families to move from station to station with ease. See attached floor map for the station layout.
- The stairway to the stage will be blocked to discourage students from getting up onto the stage.
- Prizes & treats for each station have been organized. Each station that has a prize will have some item prizes such as pencils, stickers, notepads, etc., and a selection of treats including mini chocolate bars, and candies.
- **Action:** Jacquelyn will update PTG members on the setup progress to ensure individuals aren't coming into the school if the setup is completed.

Next Meeting:

Tuesday, Nov. 29th, 2022 @ 6:00 pm in Library

Meeting Adjourned: 6:47 pm

Submitted By: Emily Ripley-Davis

Halloween Howl Debrief

Overall, the Halloween Howl was very well attended as we had approximately 270 students and family members attend. There was a lot of positive feedback from families and community members and they are looking forward to the next event. Families donated \$366.75 and after covering expenses, the PTG made \$85.36. No new parents/guardians signed up to become members of the PTG; recruitment will continue throughout the year. Bottles of water were donated by Christina Dorey through Realty Connect Ltd. and this was greatly appreciated by all as it was quite warm in the gymnasium. Municipal Councilor, Paul Russell was in attendance and would like to be added to our communication list as a community partner.

Station Reflection

Station #1: Welcome Table - A sign-up sheet was available to any parents/guardians who wish to become a member of the PTG, however, there were no new signatures; different approaches may need to be tried to increase the PTG membership.

Station #2: Sucker Pull - This station was enjoyed by all. Approximately 300 out of 475 suckers were used at the station. The craft foam cone can be reused for another event. It was mentioned that more suckers needed to be marked for prizes and that it would be nice to have a wooden sucker pull built which could be used at future events for multiple years.

Station #3: Dance Party - Music was played over the gym PA system which worked well. Students didn't participate in this station as much as others; this may be a station to be removed next year to provide more space for other stations or introduce new stations.

Station #4: Photo Booth - A backdrop and props were used at this station.

Station #5: Halloween Colouring - The tablecloth colouring sheets worked really well; Halloween cups were used to house the crayons. It has been mentioned that this station doesn't need to have someone supervising the entire time as it is fairly self-sufficient. Maybe next year, it can be combined with the supervisor of the craft tables.

Station #6: Bean Bag Toss - This station was very popular, however, the frames of both the games were really unstable. It may be worth having someone build two bean bag toss game frames.

Station #7: Ring Toss - The witch hats worked really well for the ring toss game and are in great shape to use again next year.

Station #8: Face Painting - Five Little Monkeys Entertainment did an amazing job and were able to paint quite a few faces considering the time restriction of one hour. It was extremely popular! Two supervisors were needed for the management of the line as some individuals tried to bypass the line. The line also blocked access to the gym; for future reference, maybe place the face painting line/station away from the main entrance. It was also noted that it may be wise to cut off the line up approximately 15 mins prior to the event ending.

Station #9: Craft Station- Halloween-themed crafts were a huge success! There are some craft materials leftover which can be used next year at this station.

Station #10: Pin the Tail- Three pin-the-tails were placed on the wall at varying heights to better accommodate learners and families of all ages. Overall this station went well! If used for next year, additional blindfolds may need to be created/purchased.

Station #11: Temporary Tattoos - This station went well and there are lots of leftover tattoos to be used again next year.

Station #12: Jelly Bean Guess - The jelly bean jar was another station which was well attended. There were additional stuffy prizes leftover that can be used later in the year; possibly for Bingo prizes. The winner of the jelly bean guess was Asher from Primary Brann's class.

Station #13: Relay Race - The obstacle course included, “spider webs” with plastic spiders for students to jump over, and jack-o-lantern pylons for students to weave around. It was a simple set up for students/family members of all ages that worked well.

NOTE: There are approximately 400 item prizes leftover; including note pads, slinkies, pencils, stickers, etc. There are a lot of candy prizes leftover as well which can be used at the Bingo event in the winter.