



PATHFINDER Wreath Making Fundraiser 2009

November 28 – December 18

Wreath Making Chair- Lynette Martin
Home 933-8684, cell 380-2572


Action Item	Dates	Responsibilities/Tasks	# People Req'd	Amount Needed/ Contact Info	Deadline Dates
Posters	Monday Nov. 2	Publicize Wreath Making	1		Friday, November 6
Glass Display case		Past Camp trips/visuals	1	Machel Spence	
Communication	November 2	Keep updated throughout this fundraiser, work with web coordinator		Amy Daly-Donovan	Ongoing Nov- Dec 11
Wreath Making Area Set Up	Sat/Sun Nov. 21 and 22	Set up wreath making tables, tools, lockbox, heaters in corner covered Playcourt area	5-6 strong folks	1. Lynette Martin 2. Rob Martin 3. Eric Reinhardt 4. 5.	10 a.m.-2 p.m.
Chain Link Fencing		kaleifsen@seattleschools.org		Keith L. (Custodian)	
Tony's Market Sales Coordinator	Prior to Thanks- giving	Coordinate ordering, purchase and delivery of pre-Thanksgiving Wreaths to Tony's Market		Brent and Mary Morgan	Before Thanksgiving Weekend
Wreath Production Managers	November 30-Dec 11	Supervise wreath making area and train wreath makers	5	1.Naoko Barker rotates with Ruth Herman-Dunn	Monday evenings

Wreath Production Managers, cont.		one shift a week for 3 weeks.		2. 3. 4. Leslie Peterson 5. Leslie Harris	Tuesday Wednesday Thursday Friday
Coordinate Clan Wreath making Nights	November 30-December	Schedule Clan/Hall nights for wreath-making activities with staff, arrange Child care and Reminder emails to Clans.		Clan Coordinators	
Farmer's Market Sales Coordinator	Sundays, November 29, Dec. 6, 13, 20th	Coordinate location for wreath sales with Farmer's Market, staffing and shift of sales, signage and wreath delivery and schedule volunteers.		Eric Baer e_ebaer@earthlink.net and Darlene Williams williams.darlene@comcast.net	
Volunteers to Deliver/Sell Wreaths at Farmer's Market Kids welcome to sell and help with adult supervision	Sundays, November 29, Dec. 6, 13, 20 th	2 hour shifts	2 people per shift	On site help to: <ul style="list-style-type: none"> • assemble wreath signage • display wreaths • sell wreaths 	

		<u>Names</u>		<u>Email</u>	<u>Phone Number</u>
Sunday, November 29	9:30 until 11:30a.m.		2 people		
	11:00 until 1:00 p.m.		2 people		
	11:30 until 1:30 p.m.		2 people		
	12:00 until 2:00 p.m.		2 people		
Sunday, December 6	9:30 until 11:30 a.m.		2 people		
	11:00 until 1:00 p.m.		2 people		
	11:30 until 1:30 p.m.		2 people		
	12:00 until 2:00 p.m.		2 people		

Sunday, December 13	9:30 until 11:30 a.m.		2 people		
	11:00 until 1:00 p.m.		2 people		
	11:30 until 1:30 p.m.		2 people		
	12:00 until 2:00 p.m.		2 people		
Sunday, December 20	9:30 until 11:30 a.m.		2 people		
	11:00 until 1:00 p.m.		2 people		

<p>Write in your name and information here if you don't know what day but want to help</p>	<p>11:30 until 1:30 p.m. 12:00 until 2:00 p.m.</p> <p>12:00 until 2:00 p.m.</p> <p>9:30 until 11:30 a.m.</p> <p>11:00 until 1:00 p.m.</p> <p>11:30 until 1:30 p.m.</p> <p>12:00 until 2:00 p.m.</p>		<p>2 people</p> <p>2 people</p>		
<p>Sign up and feed Clan Nights</p>	<p>Ongoing thru production</p>	<p>Purchase & deliver refreshments (coffee, juice, baked goods, fruit)</p>		<p>Teachers, Clan Coordinators and Individual Clans by Potluck</p>	<p>Teachers Request each time by email to Clan Coordinator or parents</p>

Sales Goals	By Hall	Total amount needed to fulfill camping/field trip funds <ul style="list-style-type: none"> Goals Decided by Teachers and pooled 	Sky Hall Earth Hall Water Hall Middle School	\$2000	
Bow Making Coordinator 	Producing 300 Bows	Plan bow-making opportunity at school or evening times using bow making ("Bowdabra") tool		Naoko Barker and Volunteers from the Salmon Clan More volunteers are welcome to Sign up here:	Completion Nov. 28
PTSA Wreath Making Liason		Notify Wreath Chair (Lynette Martin) of oportunites to promote wreath-making		Akemi Hart	Ongoing
Wreath Making Clean up	December 18	Take down wreath area, load dump truck clean green. Trucks Highly Desired!	5	1. 2. 3. 4. 5.	After school/early dismissal at 1:35 later evening shift if required