



Hathaway Parents Association

HOWARD W. HATHAWAY SCHOOL

53 Tallman Avenue

Portsmouth, RI 02871

Telephone: 401-683-0500

Telefax: 401-683-0525

Holiday Hulabaloo Cafetorium & Shopping

Event Description

Hullabaloo is a 3-4 hour event (10am -1pm/2pm) that allows the children to shop for inexpensive Christmas gifts for their families. It usually takes place the first Saturday of December. While they are waiting to go into the shopping room we provide Holiday Crafts, food & drinks for sale and we also sell baked goods.

In the past we have had the 4th grade chorus perform and Santa always make an appearance. (see Attachment 2)

What does the HPTA do?

Event lasts 3-4 hrs. In the past we've shortened it to 3 hours, We have done it from 10-1 and we included the 4th grade chorus for the 1st time.

If the 4th grade chorus performs again this year, I suggest doors open to the cafeteria for the performance and then open for the shopping room after the chorus has performed.

First thing you need to do is contact school department and fill out the facilities use form. This is to reserve the use of the gym and cafeteria and have a custodian present. You can do it online. You'll need to submit a copy of our insurance policy for them. You can get this from the HPTA treasurer. You will also need to contact the police and fire departments to notify them of the event.

You need to get **lead volunteers** by mid-October. Volunteers include:

- Head Elf – in charge of ordering gifts, setting up shopping area
- Volunteer Coordinator
- Food Coordinator – obtains for kitchen to sell and Bake sale

Food Coordinator should:

- determine how they want to do coffee: request from Boxes of Joe from Dunkin Donuts or brew own coffee
- Contact Subway for platters of sandwiches. Last we bought a platter and they donated one.
- Order pizza from North End. They charged \$7/pie each. Order cheese only, start with 10 pies 1 hour into the event and then 10 more an hour later. I gave a few pies to the volunteers in the shopping room and also to the volunteers in the cafeteria.
- Purchase water bottles from BJs
- Bake Sale – send flyer (Attachment A) requesting volunteers & asking for baked goods .

Santa:

- There is also our visit from Santa. He doesn't charge anything but we've typically given him a \$25 gift card as a thank you. Patricia Herman's father-in-law has been Santa for the past 2 years and I think would like to do it again.
- The Santa suit is in the HPTA closet.
- Purchase: Candy Canes for him to hand out to the kids.

Giving Tree:

- It is displayed on stage.
- Nicole Pascoe took care of everything. She would reach out to families in need. We would hang them on the tree and families would pick one, purchase the item and return to the school.



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Kids Raffle: purchase items from 5 Below (10 male/10 female and a few unisex). The tickets are 25 cents each or 5 for \$1. We use raffle tickets. They are in the HPTA closet.

Kids Craft Table: 100 holiday coloring pages, you can print them in the office before the event. You will need a volunteer to come up with at least 2 crafts (about 75 of each) and purchase the supplies. The HPTA will reimburse them.

Shopping Room: Gifts shopping come from Fun Services (Rhode Island Novelty).. They usually contacted me as we approached the date to finalize delivery. I had it delivered to my home but you can also have it delivered to the school or to the Head Elf's house.

NOTE: Check the HPTA closet has a lot of our supplies as well.

Contacts:

- Mr.Mel / custodian (table set up and break down)
- Ann Burns-Facilities Use Portsmouth 401-683-1039
- Sue Brucks -Fun Services 800-333-2434 sbrucks@funservices.com
- Santa- Patricia Herman (parent)
- Giving Tree -Nicole Pascoe/ Guidance
- Karen Anghinetti -4th grade Chorus
- North End Pizza, 3030 East Main Rd, 401-683-6633
- Subway 2005 East Main Rd, 401-683-4949
- Dunkin Donuts, 3001 East Main Rd, 401-683-9832

Volunteers needed (see attachment 1):

Aim high for number of volunteers; You can move people around as needed- but always better with extra rather than not enough. The more we have the quicker we can move shoppers through and avoid a long waiting line. Volunteers can be solicited through VIS coordinator and should be parents who are **VIS approved only**- this was an issue last year. Mrs. Little was very strict about this because they have direct contact with students. We have usually had some HS students who can be supervised for community service hours (however sometimes hard to get a firm commitment from them).

NOTE: Non-approved volunteers can help out front with food and stuff but cannot help in shopping room.

Cafeteria:

- check-in/greeter;
- check-in volunteers,
- selling raffle tickets for the kids raffle,
- kids raffle table,
- food and bake sale tables
- kids craft tables.

Volunteers for the kids craft tables. I suggest 150 printable coloring pages (can be printed in the office prior to the event) and at least 2 crafts; 75 of each. You will need a volunteer to come up with these crafts, purchase the supplies and the HPTA will reimburse them.

For shopping (time slots are dependent on event time):

- 2 Head elves (can split shifts 11-1, 1-3; they are OUTSIDE door/entrance, to explain to parents and hand out forms)
- 2 Head elves (someone for first half hour. This person IN shopping room managing flow and volunteers)
- *2 cashiers (10-12pm)



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- *2 cashiers (12-1 pm)
- *8 shopping elves (10-12pm)
- *8 shopping elves (12-1pm)
- *8 wrapping elves (10-12pm)
- *8 wrapping elves (12-1pm)

Budget



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Attachment 1

2017 Hathaway Holiday Hullabaloo



Saturday, December 2nd

10am-1pm

We are looking for volunteers! **"The More the Merrier!"**

In order to make this event a success we need your help. Volunteers are needed from 9:30-1:30.

Please contact our volunteer coordinator, _____.

Thank you!

_____, HPTA Hullabaloo Coordinator ___(email address)_____

~ HOLIDAY HULLABALOO VOLUNTEER ~

Name: _____ Phone: _____ Email address: _____

I can donate a Baked Good item.

I can help anywhere you need me, from ____:____ until ____:____.

I prefer to help with the following area(s) below:

SHOPPING ROOM (VIS APPROVED ONLY)

- Shopping Elf
- Wrapping Elf
- Cashiers

CAFETERIA

- Come up with a Kids Craft (2-3)
- Help at Kids Craft Tables
- Serve Food
- Sell Baked Goods
- Sell Raffle Tickets

BEFORE & AFTER

- Set-Up 9:30 am
- Clean-Up 1:00 pm
- Set-Up Friday TBD

What time? _____ - _____



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Attachment 2 Flyer for Backpacks

2017 Hathaway Holiday Hullabaloo!



Saturday, December 2nd

10am-2pm

The Hathaway Hullabaloo is this weekend! Come and enjoy our 4th grade Chorus Holiday performance, a visit from Santa, Kids Raffle, Arts and Crafts, Mr. Grinch & Rudolph Juice Stand, Bake Sale, and of course our Holiday Shopping Room!

The Shopping Room is a fun opportunity for Hathaway students to shop for their family and friends, as well as their pets!

If your child will be shopping in the Holiday Shopping room, please have them fill out their gift list before entering the Shopping Room, with the amount they may spend. Gift prices range from \$.50 to \$5, with an average price of \$2. Gift lists will be available at the Shopping Room entrance.

We are in need of volunteers!! If you would like to volunteer and/or donate a Baked Good item, please fill out the attached Volunteer Request form and return to school ASAP or contact Christina Craft craftck76@yahoo.com.

Reminder: Hullabaloo main entrance is through the cafeteria. Doors open at 10am. Pizza, sandwiches and refreshments are available. If you have unwanted clothes/textiles, please bring them and drop them in the Goodwill Donation bin. Goodwill Industries will pay Hathaway Elementary School for each pound received!

See you at Hullabaloo!!