

## NHE/OV PTA: 1<sup>st</sup> PTA Community Picnic (6pm-8pm)

**Work Plan:** Friday, Oct. 4 2013

**Budgeted 2013-14:** \$0.0 (New Family engagement event)

**Expenses Total:** \$141.00

Committee: \_\_\_ **PTA Community Picnic** \_\_\_ Year: \_\_\_ **Oct 2013** \_\_\_

Coordinator: \_\_\_ **Kirian Villalta** \_\_\_

Contact Number: \_\_\_ **240-421-6789** \_\_\_ Email: \_\_\_ **1kirianv@gmail.com** \_\_\_

Co-chair: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

This folder contains information that next year's chairperson/coordinator etc. should find helpful.

I have enclosed the following (check all that apply):

- Copies of all flyers—hard copy and electronic
- Vendors used—names, phone, email, website, contracts
- Budget and actual costs—including copies of receipts
- Photographs—including setup and photos during the event
- Planning issues—What was hardest about planning this event, pitfalls to avoid, etc.
- Number of volunteers needed
- Suggestions for next year's chairperson/coordinator and tips for success
- Other information—press clippings, catalogs, etc.

### The most important advice I pass along is:

- Global Children's Center was real nice to let the PTA use their moon bounces for the Community Picnic this year on the OVES field. However their moon bounces are too small for our kids. More appropriate for smaller kids like Head-Start to 1<sup>st</sup> and maybe 2<sup>nd</sup> grade.
- It get's dark outside real fast in October. Start event at 5pm to end at 7pm (this was the 1<sup>st</sup> time doing this event in years and 6pm was fine but it was too dark by 7:30pm)

Please keep a copy of this report in your committee files and send a copy to the PTA President by June 13  
Thanks!

**Goal/Vision:** The PTA Community Picnic will:

1. Develop and promote both schools community to engage in a family PTA social event
2. Partner with Global Children's Center in a Parent/Family engagement event
3. Have NHE/OV families and community members bring their own dinner and blanket to OV Field (Idea is to alternate schools each year) or buy dinner from invited food trucks to event
4. Create a fun and family engaging event

**Action/Steps:**

1. Reserve the All-purpose Room and Field with ICB to get permit (always reserve the All Purpose room in case of weather changes, also because it because you need access to indoor restrooms during event).
2. Global will be providing 4-5 Moon bounces for the Picnic at no Charge. However, they ask that you gather volunteers to supervise moon bounces 4-5 individuals (Students who are looking for SSL hours are allowed to volunteer, check with Global first when doing event again).
3. A flyer announcing event and calling for volunteer should go out. Also, make sure to announce it on the PTA Yahoo Listserv and Website.
4. Contact/Confirm Food Trucks and KONA ICE Truck, to be at the event for families who do not bring dinner.
5. PTA Membership Chair or alternate appointed volunteer must have a membership table and forms available for recruiting NHE/OV PTA Members. (Bring Pens! And Cash Box)

**Specific Actions/Projects:**

1. Morgan State University is currently a Gold Sponsor for the 2013-14 school of the PTA. Their school banners were hung on the membership table to show their presence in support of our PTA.

**NOTES:**

**Lessons Learned:**

- **START EARLY!**
  - Picnic Started at 6:00pm to 8:00pm. Given that it was our first time doing this event, it wasn't taken into consideration how early it starts to gets dark out at this time of year.
  - **I recommend start picnic at 5:00pm to 7:00pm**
- **FOOD/KONA ICE Trucks:**
  - **KONA ICE Truck** – All went well showed up on time and the families loved the snow cones and free Hawaiian leis.
  - **Spanish Food Truck** – **No Show or notification that they were not coming.** We ended up ordering 10-12 pizzas from Dominos. **I recommend going with pizza** as the experience to families waiting for a food truck was horrible and had to wait even longer when we decided to order pizza.
- **Global Children's Center:**
  - They were very kind to not charge us for the moon bounces. **Feedback from families:** *The moon bounces were too small for our students.*
  - Also moon bounces were aired electrically not generators therefore could only go so far to the field, leaving moon bounces to be placed on the blacktop which was too hard for kids when they slid down—and possibly hurt themselves.

- FYI. They did need more than 1hr to setup, that being said we checked with the principal if they could setup earlier the 5pm rather than going through ICB.
- **I recommend go without** the moon bounces for the reasons above and also because it is very difficult to find volunteers to supervise moon bounce shifts.
- **Master Method Karate:**
  - They actually contacted my luck and reached out to me about how they frequently participate in many PTA picnics, carnivals and similar events to help add excitement to the festivities for free.
  - They did a couple of brief martial arts demonstration during the PTA picnic. They bring their own music and students of all ages for to demonstrate their demo and make it fun and upbeat activity.
  - Also, we allowed them to set a table with a wheel that NHE/OV students/ families were able to spin to win fun prizes. Kids were able to win small gadgets, pencils and even a 1 free martial arts class.
- A PTA member had planned for some field activities such and an egg run etc. but given that we had the Martial Art Demonstrating and it got dark out real fast we were not able to get them. Simply plan according as to what family engagement entertainment you would like to provide for this event.

**Overall, the PTA Picnic received positive feedback** from families and community members. They really enjoyed simply coming out and having dinner on the field and meeting new families and socializing with old friends.

### NHE/OV PTA Community Picnic Worksheet

**Budget allocated 2013-14:** \$0.0

**Expenses Total:**

| Expense Category  | Budget Expense | Actual Expense |
|---|----------------|----------------|
| <b>ICB Permit (Field/All-Purpose Room)</b><br><i>Reserved from 5pm-9pm to allow 1hr setup and 1hr cleanup</i> | \$0.0          | \$66.00        |
| <b>Dominos Pizza Order</b>  | \$0.0          | \$75.00        |

#### **Kona Ice Truck**

Kona Ice at (202) 345-5072 or <http://www.KONA-ICE.com/fundraisers.aspx>

Monday, June 02, 2014

**INTERAGENCY COORDINATING BOARD FOR  
COMMUNITY USE OF PUBLIC FACILITIES**

**Permit #: 294749  
Complex: Oak View Elementary School**

255 ROCKVILLE PIKE, SUITE 201, ROCKVILLE, MD 20850  
240-777-2725 \* After Hours Problem Line 240-490-CUPF(2873) \* Fax 240-777-2707

**Please bring this permit with you in the event that confirmation is required.**

This Facilities Permit is issued to **New Hampshire Estates/Oak View PTA FY09**- represented by **Kirian Villalta** . Permission to use the Facilities outlined below is predicated upon User's acknowledgement in his/her application that he/she has read the Facility Use Agreement and agrees to the rules and regulations governing community use. Please note that while every effort is made to ensure delivery of requested services, mechanical and other difficulties are sometimes beyond our control. Be sure to report any problems to our emergency message center (240-777-2727).

Athletic Programs: By accepting this permit the permit holder agrees to comply with all applicable provisions of the MSDE Policies and Programs on Concussions for Public Schools and Youth Sports Programs and affirms that youth and parents/guardians will be provided concussion information. **THIS PERMIT IS NOT RENEWABLE.**

- i) **Purpose of Use** PTA Activities  
S1318784 - Family Picnic
- ii) **Summary of Use** # of Bookings: 2 Starting: 10/4/2013 Ending: 10/4/2013 Attendance: 180  
**<< See Attachment A for booking and fee details >>**
- iii) **Notes** No Kitchen Access.

**iv) Conditions of Use**

*SPECIAL INSTRUCTIONS: Non Fee PTA Activities M-F are free except for staff costs; however, all other activities are charged. SSH PTA Activities pay flat hourly rate for as many rooms as needed.*

**v) Summary of Permit Charges**

| Facility Fees | Extra Fees | Permit Total | Damage Deposit | Credit/Payment | Balance Due |
|---------------|------------|--------------|----------------|----------------|-------------|
| \$66.00       | \$0.00     | \$66.00      | \$0.00         | \$66.00        | \$0.00      |

**Should you have payment questions, please call 240-777-2725.**

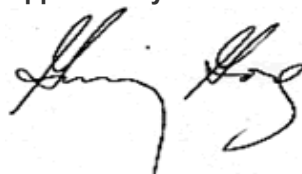
- vi) **Cancellation/Adj. Policy** For special events (large events in auditoriums, cafeterias, etc.), refer to CUPF cancellation policy in fee brochure or on our website. For non-camp activities, a \$25.00 cancellation fee applies with at least 10 business days notice. Facility costs are retained with less notice. Camp cancellation fee is \$48 with 20 days notice.

- vii) **Emergency** MCPS Use: Monday through Friday activities are automatically cancelled when schools close early or for the entire day. Weekend and Holiday closings will be broadcast on local radio, TV stations, posted on our website ([www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf)), on our Inclement Weather Line 240-777-2710 and ALERT Montgomery.  
Other Buildings: Cancellation of activities is independent of MCPS' decision and will be similarly broadcast on the above media.  
MSDE Licensed child care will follow their inclement weather schedule.

**Permitted To:**

**Kirian Villalta  
New Hampshire Estates/Oak View PTA FY09-  
8720 Carroll AVE  
Silver Spring MD 20903**

**Approved By:**



**Director, Community Use of Public Facilities  
Thursday, September 12, 2013**

## ATTACHMENT A

| Dates and Times of Use   |            |            |                    |              |                      |                |
|--|------------|------------|--------------------|--------------|----------------------|----------------|
| Date   | Start Time | End Time   | Facility           | Facility Fee | Extra Fee            | Total          |
| <b>Oak View Elementary School</b><br><i>DESCRIPTION: Field can be used for youth 11&amp;under baseball and youth 18&amp;under softball/field sports; flat backstop; grass infield; no home plate or pitching rubbers; outfield= C-306' to fence &amp; L-100' to play equip/172' to BBall courts; soccer goals 8'x24'; field 194'x356'; handicap accessible</i> |            |            |                    |              |                      |                |
| 10/4/2013  | 5:00:00 PM | 9:00:00 PM | Field 1 - BB/SB/FS | \$20.00      | \$0.00               | \$20.00        |
| 10/4/2013  | 5:00:00 PM | 9:00:00 PM | All Purpose Room   | \$46.00      | \$0.00               | \$46.00        |
|  |            |            |                    |              | <b>Permit Total:</b> | <b>\$66.00</b> |

- End of Permit -

New Hampshire Estates ES/Oak View ES PTA  
Cordially Invites You and Your Family to Our

# PTA COMMUNITY



**Friday, October 4, 2013**

6:00 p.m. - 8:00 p.m. at Oak View ES  
Outdoor Field (Rain or Shine)

After 7 years of absence the PTA brings back the PTA COMMUNITY PICNIC! Bring your own picnic dinner, blanket, and family to the Oak View ES field. The PTA Picnic is a wonderful way for our two school communities to get together and to reunite with old friends and make some new ones.

Global Children Center will be bring moonbounces! **We need at least 8 volunteers to supervise. Please contact Susanne Mount, at [sgmount@gmail.com](mailto:sgmount@gmail.com)** to sign up or return bottom form to school. Shifts are 30min increments from 6pm-8pm (SSL hours available for students)

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Name: \_\_\_\_\_

Tel: \_\_\_\_\_  6:00 - 6:30pm  6:30 - 7:00pm

Email: \_\_\_\_\_  7:00 - 7:30pm  7:30 - 8:00pm

**Volunteers must arrive no later 5:30pm so they can receive all the guidelines/rules to supervising the moon-bounces.**

Visit: [www.nheovpta.com](http://www.nheovpta.com)  
Twitter: @nheovpta



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**Viernes, 4 de Octubre 2013**

6:00 p.m. - 8:00 p.m. en Oak View ES  
Campo de OV (Lluvia o Sol)

Después de 7 años de ausencia el PTA trae el PTA PICNIC DE LA COMUNIDAD! Traiga su propio picnic cena, una manta, y la familia al campo de Oak View Elementary School. El Picnic del PTA es una manera maravillosa para nuestras dos comunidades escolares para reunirse y reencontrarse con viejos amigos y hacer otros nuevos.

Global Children Center va a traer rebotes lunares! **Necesitamos un mínimo de 8 voluntarios para supervisar. Por favor, póngase en contacto con Susanne Mount, en [sgmount@gmail.com](mailto:sgmount@gmail.com) para inscribirse o devolver el formulario inferior para la escuela.** Los turnos son incrementos de 30 min de 6pm-8pm. (horas SSL disponibles para los estudiantes)

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Email: \_\_\_\_\_  7:00 - 7:30pm  7:30 - 8:00pm

**Los voluntarios deben llegar no más tarde de 5:30pm para que puedan recibir todas las guías y reglas para la supervisión de los rebotes lunares.**

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