

Drygrad 2023 - February 1, 2023 Minutes

Present: Melisa Chow, Katrina Craig,, Anna Yuen,, Allen Tsang, Liliana Llanos, Talia Romero, Tracy Haubrich, Rob Zambrano, Carmen Lauritzen, Shobna Sandhu (7:25)

Regrets: Jennifer Sullivan, Denise Ralph, Gian Yumul

Agenda	Discussion	Action items
Welcome new members	Welcome Liliana, Rob, Tracy, Carmen	
Grad Council update and ticket sales	Talia reported that Grad Council plans on announcing/advertising Dry Grad in class and spreading the word to purchase tickets.	Grad Council to promote ticket sales
Guest application form	Mr. Tsang shared the guest form that will be posted on Teams \$65 per guest Each guest must be vetted and approved by Mr. Tsang Guests to arrive at 11:00 PM	Allen to share guest application form at next Grad Council meeting.
Bus	11:15 PM to start loading the bus 2 Large buses	Melisa to confirm Lynch Bus booking
Treasurer's report	Including bottle and clothing drive - balance \$12,200 Updated budget: \$16,000 Remaining Funds Needed: \$3800 <ul style="list-style-type: none">● Ticket sales needed: 17 student; 15 guests● Fundraising needed: \$2100● If online 50/50 Raffle revenue is \$5000 - expect to earn \$1800● Donations - \$300● BC Liquor - ?	
50/50 Raffle	Model after Alpha's Raffle Raffle run date: March 1-30, 2023 Draw date: March 31 Share hyperlink through social media and school website	Katrina to send details of Raffle to Denise for newsletter

Donation Letter	Encouraging folks to canvas those businesses that we frequent eg our dentist, hairstylist, coffee shop, door prize items.	Denise - Update the Donation Letter to add details for wish list items
Security	The Metro does not supply security Limited Edition Security - rate \$352.49 / 4 hours (during usual business hours) Contact info: fouad@limitededitionsecurity.com	Melisa to inquire about rate
Venue and entertainment	Photo Booth - \$800 not worth it if Kids can use their phones and we can bring props. Quiet Room Additional Metro offerings to be reviewed. Suggestion to create a list for Grads to rank in order of preference in case that there is not enough budget to meet all their requests.	
Food	SaveOnFoods - will be able to donate food/snacks The Metro buffet - tacos, hot dogs	
Volunteers	Need help with soliciting donations Collecting donations Google Form created for volunteers to sign up for activities	Denise to put the hyperlink for volunteer sign up in next communication

Next meeting: March 1, 2023 at 7:00 PM

Drygrad 2023 - January 17, 2023 Minutes

Present: Melisa Chow, Katrina Craig, Jennifer Sullivan, Anna Yuen, Denise Ralph, Shobna Sandhu

Agenda	Discussion	Action items
Financials	As of January 16, projected Ticket Sales Needed = \$2890 Donations/Fundraising Needed = \$3160 Consider 2 large busses instead of 3 medium - saves \$400 58 tickets sold so far Metro	Discuss promotion of ticket sales at next monthly meeting

	<ul style="list-style-type: none"> - has vendor connections - fountain drinks/on tap mixers - midnight buffet <p>Grad Council needs to advertise for increasing sales</p>	
Fundraising	<p>Suggestions:</p> <p>Donations follow up - cash, gift basket, food/snacks</p> <p>Online 50/50 - can only be 19+ to play in BC</p> <p>Purdy's at Easter</p> <p>Pub night</p> <p>Samosa</p> <p>Mother's Day</p> <p>Gift Card</p>	Discuss next fundraising ideas at next monthly meeting
Committee	<p>Metro - Shobna</p> <p>Entertainment - Shobna to connect with the Metro and get quote on Photo Booth, Foosball table, Glow Twister, Poker/Roulette,</p> <p>50/50 - need gaming license</p> <p>Donations - Melisa</p> <ul style="list-style-type: none"> - BC Liquor Distribution Branch - CUPE - Scotia Bank - Burnaby Fire Fighters <p>Wish list: cash, non-perishable snacks, gift certificates, beauty products, devices</p>	<p>Melisa to connect with Zerlina</p> <p>Melisa to investigate donations from BC Liquor Distribution Branch</p> <p>Shobna to investigate CUPE donation</p> <p>50/50 draw:</p> <p>Shobna to investigate setting up</p> <p>Katrina to get gaming license from PAC</p> <p>Treasurer</p>
Thank you	Provide thank you letters/certificate to those businesses that donated food/money	Denise to draft a certificate of appreciation.

Drygrad 2023 - January 7, 2023 Minutes (Bottle & Clothing Drive)

Present: Allen Tsang, Melisa Chow, Katrina Craig, Talia Romero, Gian Yumul, Jennifer Sullivan, Anna Yuen, Tracy Haubrich

Regrets: Xander Duremdes, Denise Ralph, Shobna Sandhu

Agenda	Discussion	Action items
Grad Council Update	Issue with Teams and ability to sign up online using the Google Form?	Talia/Gian to obtain <ul style="list-style-type: none">- 2 tents from Mr. Harrison- 2 tents from leadership- urn from Ms. Parks- more student volunteers - sign up sheet to be emailed to drygrad email
Volunteers	Instruction sheet is being developed by Melisa, Jennifer	Anna to <ul style="list-style-type: none">- contact volunteers, request to bring in blue bins and flats of cardboard, masks, dress for the weather- respond to donation emails- greet volunteers and assign to stations Melisa to make copies of Volunteer Instruction sheets
Supplies	Hand sanitizer - Allen Deposit/reimbursement slips - Allen Gloves - Shobna Tape/Notepads/Markers/Labels - Jennifer, Anna Space heaters - Melisa, Jennifer, Katrina Additional tents - Melisa, Anna Wipes - Jennifer Towels - Melisa Face Masks - Melisa	Refer to spreadsheet and left column
Snacks	Food: pizza and sandwiches - Melisa, Katrina Coffee - Starbucks donation Hot water - urn	Refer to left column

Clothing	in Gym but collection to be done on east side Pick up at 3:00 pm	
Bottles	Sorting requirements may have changed so will need to separate the cans and plastic bottles Pick up at 1:00 pm	All to bring blue recycling boxes and flats of cardboard if possible
Krispy Kreme	Price went up - \$15 per dozen or \$2 each	Denise to get a float

Drygrad 2023 - November 30, 2022 Minutes

Present: Allen Tsang, Melisa Chow, Katrina Craig, Talia Romero + parent, Shobna Sandhu, Tracy Haubrich

Regrets: Gian Yumul, Xander Duremdes, Jennifer Sullivan, Denise Ralph

Agenda	Discussion	Action items
Ticket Sales	So far 50 tickets sold.	Grad Council to promote in person and social media. Draw to be done Dec 1
Grad Council Update	Ideas from grad council for entertainment: Karaoke Beer pong with juice or soda Photo booth Punching machine Chocolate fountain with fruit or other treats to dip Video games (arcade like games) Offered by Metro: Airbrush tattoo artist Roulette table	
Fundraising Report	Event is from 9 AM-2 PM Day of: need 12 adults, 20-30 students	Allen to get flyers printed off and give to Ms daSilva/Grad Council for cutting and

Bottle Drive	<p>Custodians to be booked for 8 AM - 3 PM to open the gym, salt the ground, 12 tables/chair setup Pop up tents from Mr Harrison Parents to provide hot drinks. Recommend urns. Complete flyer delivery before Christmas. If students are driving to pick up, must follow 'N' rules Big Brothers and Recycling company booked Supplies: Gloves, Face Masks, shovels (if snowing)</p> <p>Krispy Kreme donut sales can be done at the same time. Someone to order and pick up from Delta store.</p>	<p>distribution. Allen to book custodian(s) Allen to locate poster</p> <p>Shobna to ask SaveOnFoods for snack donations</p> <p>Anna to create a Google Drive sign up list</p> <p>Talia/Grad Council to get pop up tents from Mr Harrison, spread the word for help, and distribute flyers. Flyers must be handed out by Dec 15 and delivered before Christmas.</p> <p>Melisa to ask Katrina Chen for juice boxes and hot chocolate donation.</p> <p>Follow up meeting January 4 with only DG Exec members</p>
Fundraising Report Pizza Night	Dec 16 - Dine in or Take Out Me n Eds at Edmonds - mention Cariboo Hill Dry Grad 20% of sales	Denise to send Newsletter to office staff for email distribution
Leaving Ceremony	Saturday, May 27 at 6:30 PM - confirmed Reminder to dress warmly Ample Parking Good site lines for audience	Allen to update school calendar
Next meeting	Wednesday, January 4, 2023 - Exec only to discuss Bottle Drive Wednesday, January 25, 2023 - Dry Grad Meeting	

See attached powerpoint



Cariboo Hill Drygrad Meeting

November 30, 2022

We will begin at 7 pm



Cariboo Hill Drygrad Meeting



□ Agenda


- Welcome & Introductions
- Grad Council Update
- Treasurer Report
- Fundraising Report
- Questions
- Next Meeting




Introductions



- Drygrad.cariboo@gmail.com
- Melisa Chow / Shobna Sandhu (co-chair)
- Katrina Craig (treasurer)
- Anna Yuen (secretary)
- Jennifer Sullivan
- Denise Ralph (communications officer)
- ***Love to add some more names to this list !!!***




Open Positions - Come join us!

- 
- ❖ Food Coordinator - help organize food/beverages; liaise with Metro Hall
 - ❖ Entertainment Coordinator - help organize entertainment; liaise with Metro Hall
 - ❖ Chaperone Coordinator - help recruit grade 11 parents to act as chaperones
 - ❖ Fundraising Coordinator - help coordinate fundraising efforts
 - ❖ Marketing Coordinator - work with Fundraising coordinator / communications officer to market drygrad events



Grad Council Update



▣ Grad Council Rep – Gian Yumul and Xander Duremdes

Treasurer Report

Budget:

- Ticket sale goal: 94
- Fundraising goal: \$8,000

Cariboo Hill Dry Grad 2023	
Budget	
Event Date: June 23, 2023	
Income Summary	
	Projected
Revenue	
Opening Bank Balance	\$2,219
Student Tickets - 114	\$5,500
Gaming PAC Donation	\$2,000
Fundraisers	\$8,050
Total projected revenue	\$17,769
Expenses	
Venue (Metro Club NW)	\$8,200
Buses - for 125 pp	\$1,900
Security - assume \$150/hr (for 3) @ 5 hrs	\$750
Food & Beverages - snacks	\$500
Décor	\$750
Entertainment	\$3,000
Other	\$650
Total Projected Expenses	\$15,750
Total	\$2,019
Must leave \$2,000 ending	-\$2,000
Projected Profit (Loss)	\$19

Actuals as at Oct 31:

- 21 tickets sold to Oct 31
- Venue deposit \$1,000 not yet recorded

REVENUE/EXPENSE SUMMARY	
IncSum	Sum of Amount
0.N/A	0.00
1.Revenue	2,945.00
2.Expense	0.00
Grand Total	2,945.00

November update (unrecorded):

- 14 tickets sold (YTD only 35 sold) 😞
- Purdy's raised almost \$1,200 😊



Fundraising Update



- Purdy's Chocolates - \$1,190 raised - Thank you!!!
 - Pick up Thurs, Dec 8 2:30-5pm (school foyer)
- Me 'n Ed's Pizza Night – December 16 (quote Cariboo Hill Drygrad when ordering or dine-in)
- Bottle / Clothing Drive – January 7
 - Need approximate 12 parents to held on the day (2 hour shifts: 9-11, 11-1, 1-3)
 - Need approximate 30 kids to help



Drygrad Committee needs your help!

- We need more parents to get involved and help to make this the best drygrad ever for our kids
- What are you interested in help with?? Contact us at Drygrad.cariboo@gmail.com

Immediate help needed for Jan 7th Bottle / Clothing Drive



And one more time Open Positions - Come join us!

- ❖ Food Coordinator - help organize food/beverages; liaise with Metro Hall
- ❖ Entertainment Coordinator - help organize entertainment; liaise with Metro Hall
- ❖ Chaperone Coordinator - help recruit grade 11 parents to act as chaperones
- ❖ Fundraising Coordinator - help coordinate fundraising efforts
- ❖ Marketing Coordinator - work with Fundraising coordinator / communications officer to market drygrad events



How to Make Drygrad Successful for your Grad!

- Support Drygrad Fundraisers
- Make a donation through Cash Online
- Make a donation via cheque (payable to Cariboo Hill Secondary, donation receipt issued if over \$20)
- **Donate your time!!** / expertise / items for raffle baskets (drop your name in the chat or Drygrad.cariboo@gmail.com)
- Committees: Food, Entertainment, Chaperone, Fundraising, Marketing)
- Stay informed!
 - Join the Drygrad meetings to get the latest news; check out school website
 - Keep an eye out for Drygrad emails from the school.



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Featured, Recent News, School News

burnabyschools.ca/parents/dry-grad-committee/ s 10 & 12 Literacy and Numeracy Exams –

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DRY GRAD – PURDY'S CHOCOLATE AND BOTTLE/CAN RETURN-IT FUNDRAISER

FORMS AND RESOURCES

SCHOLARSHIPS

- How to check Transcript
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Meeting Schedule



- When: last Wednesday of each month
 - January 25
 - February 22
 - March 29
 - April 26
 - May 31
 - June 14
- Time: 7:00 pm
- How: Zoom link (available on website & sent via email)
- Passcode: Will be included in email invitation or
contact drygrad.cariboo@gmail.com

Drygrad 2023 - November 28, 2022 Minutes

Present: Melisa Chow, Katrina Craig, Denise Ralph, Anna Yuen, Jennifer Sullivan

Agenda Item	Discussion	Action items
Pizza Night	<p>Email blast to be sent out Community Board - Choices, MLA - Katrina Chen</p> <p>Email > School Community Website > public MS Teams > Gr 12s Twitter > Bby School District</p>	<p>Denise to take the lead as point of contact for school communications.</p> <p>All to add details to a Communication Calendar.</p> <p>Denise to prepare a draft newsletter and send out to group</p>
Bottle Drive	<p>Need to create a flyer and map, give to Sandra, who will organize Gr 12s. Solicit help for volunteers on Wednesday's meeting. Personalized call out. Requesting sign up for 2-hour time slot:</p> <ul style="list-style-type: none"> - 9:00 - 11:00 AM - 11:00 AM - 1:00 PM - 1:00 - 3:00 PM <p>Ongoing Bottle Drive - create a flyer that can be posted at several locations (eg George Derby)</p>	<p>Melisa to ask Allen where the large parking lot sign is located.</p> <p>Shobna to confirm status of bottle/clothing company availability for pickup on Jan 7, 2023.</p> <p>Katrina/Anna to print off flyers and maps once details finalized</p>
Donation Letters	Likely personal relationship with donors which produces results; networking. Add some messaging to the newsletter.	
Dry Grad ticket sales	Approx 35 tickets purchased and eligible for the prize	Katrina to get the report of purchase sales.
Grad Council	<p>Fundraising for dinner-dance - DJ, decorations, etc.</p> <ul style="list-style-type: none"> - Cheesecake, cookie dough - Neufeld Farms <p>Unknown target amount. Ticket \$125/student. Demand for gaming grant funds.</p>	

Samosa sales	May consider running twice	
Corporate donations		

Drygrad 2023 - October 26, 2022 Minutes

Present: Melisa Chow, Katrina Craig, Richard Baker, Jennifer Sullivan, Tracy Haubrich, Gian Yumul, Anna Yuen

Regrets: Xander Duremdes, Allen Tsang, Shobna Sandhu

Attachments: see powerpoint slides below

Agenda Item	Discussion	Action items
Welcome and Introductions	Round table introductions: <ul style="list-style-type: none">● Co-Chairs: Melisa Chow and Shobna Sandhu● Treasurer: Katrina Craig● Secretary: Anna Yuen● Other members: Jennifer Sullivan, Denise Ralph● Student Grad Council: Gian Yumul, Xander Duremdes● Welcome to Tracy and Richard for your participation.● More members are always welcome!	
Overview of Grad Activities	MC presented an overview of Grad Activities: <ul style="list-style-type: none">● Leaving Ceremony tentative date: May 28 (possible May 27) at SFU● Dinner/Dance: June 23 at Pinnacle Hotel● Dry Grad: June 23 following Dinner/Dance	
Dry Grad event Overview	MC presented an overview of the Dry Grad event: <ul style="list-style-type: none">● Venue: Metro Hall in New West● Cost: \$45● Outside guests cost: \$65 and pending application approval by Mr. Tsang● Time: 11:30 pm-3:30 am● Chaperones x 7 comprised of grade 11 parents	
Grad Council Update	GY provided an update on Grad Council's activities to date. <ul style="list-style-type: none">● Fundraisers: cookie dough and cheesecake sales● Hoody grad-wear in discussion <p>MC clarified that the fundraising run by the Grad Council is for grad events <i>other than</i> the Dry Grad event. Fundraising by this committee will go towards the Dry Grad event only.</p>	

Treasurer Report	<p>KC provided an update on the revenue and expenses made to date. Refer to Financials Sheet.</p> <p>Venue and buses booked.</p> <p>Estimating that Dry Grad Committee needs to fundraise \$8050.</p>	
Fundraising	<p>KC presented upcoming fundraising events:</p> <ul style="list-style-type: none"> ● Purdy's - 25% of sales over \$1000 ● Return-It ● Donations ● Must leave \$2000 in the budget for next year's committee 	
How to make Dry Grad a success for your grad	<p>MC presented ways on how to support the Dry Grad event:</p> <ul style="list-style-type: none"> ● Support fundraisers ● Donation via School Cash Online ● Donations - receipt if over \$20 ● Donate time, expertise, items for raffle, connections ● Committees: Food, Entertainment, Chaperone, Fundraising, Marketing ● Stay informed - attend meetings, website, emails 	
Next Meeting	<p>November 30, 2022 at 7 pm</p> <p>(Last Wednesday of the month)</p>	



Cariboo Hill Drygrad Meeting

October 26, 2022

We will begin at 7 pm



Cariboo Hill Drygrad Meeting

▮ Agenda

- ▮ Welcome & Introductions
- ▮ Overview of School Leaving Ceremony / Dinner & Dance / Drygrad Events
- ▮ Grad Council Update
- ▮ Treasurer Report
- ▮ How to Make Drygrad Successful for your Grad!
- ▮ Questions
- ▮ Next Meeting



Introductions



- Drygrad.cariboo@gmail.com
- Melisa Chow / Shobna Sandhu (co-chair)
- Katrina Craig (treasurer)
- Anna Yuen (secretary)
- Jennifer Sullivan
- Denise Ralph
- *Love to add some more names to this list !!!*



Overview of Grad Leaving Ceremony

Grad Leaving Ceremony is organized by School Administration and Staff

- ▢ Date – Sunday, May 28th, 2023 (Could change to Sat, May 27 – TBA very soon)
- ▢ Where – Simon Fraser University
- ▢ Cost - \$80
 - ▢ Cost includes – Cap, Gown, Tassel, Stole, Rental Fee of Facility and Services
- ▢ Start Time – 1:30pm (Time could change to 4:30pm – TBA).



Overview of Dinner / Dance

Dinner / dance is organized by school administration and Grad Council (student led). The Grad Council fundraises for the dinner / dance portion of the evening.

- ▢ Date – Friday June 23rd, 2023
- ▢ Where – Pinnacle Hotel (Harbourfront) – Downtown
- ▢ Cost - \$125
 - ▢ This event is optional (but, in order to go to Dry Grad, you must attend Dinner Dance)
 - ▢ Cost includes - facility rental and services, Dinner, DJ
- ▢ Time 6 pm – 11 pm



Overview of Drygrad



- ❑ Drygrad is organized by the parents.
- ❑ It is a safe, dry, substance-free, high-energy party to help send our Grads off in style!
- ❑ Grads are transported from dinner/dance to the Drygrad venue and back to school at the end of the evening.
- ❑ The entire event is supervised by parent chaperones.

Overview of Dry Grad

Dry Grad is organized by the Dry Grad Committee with consultation with School Administration.

- Date – Friday June 23rd, 2023
- Where – Metro Hall (New West)
- Cost - \$45
 - This event is optional (but, in order to go to Dry Grad, you must attend Dinner Dance)
- Outside Guests are allowed – Rules – One year older, same grade, or one year younger
 - Must apply in May 2023 – Mr. Tsang will provide an application to Grads in May 2023
 - Only one guest allowed per grad
 - Guest must be approved by Mr. Tsang
 - Cost for guest \$65
 - There will be limit to number of guest (depending on applications)
- Time – 11:30 pm – approx. 3:30 am
- Still a school sanction event and all students must behave under the school code of conduct



Grad Council Update

- ▮ Grad Council Rep – Gian Yumul and Xander Duremdes

Treasurer Report

Cariboo Hill Dry Grad 2023

Budget

Event Date: June 23, 2023


Income Summary

	<u>Projected</u>
<u>Revenue</u>	
Opening Bank Balance	\$2,219
Student Tickets - 114	\$5,500
Gaming PAC Donation	\$2,000
Fundraisers	\$8,050
Total projected revenue	\$17,769

Expenses

Venue (Metro Club NW)	\$8,200
Buses - for 125 pp	\$1,900
Security - assume \$150/hr (for 3) @ 5 hrs	\$750
Food & Beverages - snacks	\$500
Décor	\$750
Entertainment	\$3,000
Other	\$650
Total Projected Expenses	\$15,750

<u>Total</u>	\$2,019
Must leave \$2,000 ending	-\$2,000
Projected Profit (Loss)	\$19



How to Make Drygrad Successful for your Grad!

- ▢ Support Drygrad Fundraisers
- ▢ Make a donation through Cash Online (pending)
- ▢ Make a donation via cheque (payable to Cariboo Hill Secondary, donation receipt issued if over \$20)
- ▢ Donate your time / expertise / items for raffle baskets (drop your name in the chat or Drygrad.cariboo@gmail.com)
- ▢ Committees: Food, Entertainment, Chaperone, Fundraising, Marketing)
- ▢ Stay informed!
 - ▢ Join the Drygrad meetings to get the latest news; check out school website
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Questions ?

□ Next Meeting: Wednesday, November 30th, 2022 – 7pm – Zoom



Drygrad 2023 – October 18, 2022 Minutes

Present: Melisa Chow, Shobna Sandhu, Katerina Craig, Denise Ralph, Jennifer Sullivan, Anna Yuen

Agenda Item	Discussion	Action items
Venue	Metro Club NW booked	Allen to sign contract and provide to Shobna to post.
Bus		Melisa to follow up with Lynch Bus lines re quote and bring back to next meeting
Budget	<p>See 2023 Financials sheet.</p> <p>Katrina presented estimated revenue and expenses.</p> <p>Question: large number of foreign students who may participate in dry grad. Unsure of number.</p>	<p>Group to follow up with Allen re: estimated number of foreign students.</p> <p>Denise to inquire about security costs</p>
Fundraising	<p>Reviewed potential fundraiser events. Consider MeN'Eds fundraiser to buy tickets to go towards pizza.</p> <p>Advertising of independent businesses</p> <p>Appears that Return It account used Tekkie's personal phone number. Prefer to use Cariboo School main number.</p> <p>School website has a Dry Grad section under the Parents tab. There are fees for grad events on School Cash Online.</p>	<p>Shobna to follow up with Mel for MeN'Eds fundraiser.</p> <p>Denise to prepare/update the fundraising letters - refer to previous year's letter.</p> <p>Melisa to ask Allen about including a Dry Grad donation on School Cash Online.</p>

		<p>Shobna to go to Edmonds Return It to investigate how to set up the account.</p> <p>Denise to investigate setting up Return It account using Cariboo phone info.</p>
Marketing	<p>Newsletters - needs to be regularly circulated. Recommend including information on the dry grad experience</p> <p>How to create awareness for Dry Grad fundraisers</p> <p>How to get donations from parents / businesses / community members</p> <p>How to encourage kids to buy tickets early</p>	Denise to prepare newsletters
Committees	Food, Entertainment - need input from students	
Agenda for Exec meeting	Want to create agenda for exec meeting	Melisa/Shobna to create agenda and ALL to contribute

Organization	Responsible Person	Time required	Timing
Venue	Shobna/Melisa		
Buses	Melisa		
Purdy's	Katrina		November 2022
Bottle/clothing drive			

Return It	Shobna & Denise		October 2022
Samosas			
Coffee			
Spring Plant Sale			
Dinner Night			
Donations	Denise		
Extra Committee Members			
Decorating Committee			
Food Committee			
Entertainment Committee			
Newsletters	Denise		
Chaperones			May/June
Raffle baskets/door prizes			