

## AFA Ambassador Minutes

Oct 2, 2017

- Introduction- Jenny Burman
  - Fundraiser
    - Cherrydale Farms sell runs from Oct 2-16
      - This fund raiser is for the kids. All of the profits is for the field trips, Fifth grade gift to school, anything that directly benefits the kids
    - Sweatshirts sales
      - The dates of this sale will go in the month of November.
      - The profits for this sale are for the “extras” in the budget. For example: donuts with special person, helping with anything not covered in donations for conference lunch or staff appreciation lunch.
- Financials- Jen Baker
  - Budget per student for field trips
    - On average it costs \$25 per student for the year.
    - The lower grades spend less per year on field trips and the upper classman spend more per year. This is an average per student.
    - This number includes bussing and entrance fees for students.
  - Budget for the year
    - We need to make 10k in order to “pay the bills” for the year.
    - Last year we had a \$700 loss. We have money in the bank; however, we cannot live on a deficit every year.
  - Reimbursement
    - There is a budget for events that take place during the year. Please ask Jen what this is. If you foresee any out of pocket costs please approve thru Jen first.
- Folder info- Jenny Burman
  - Event Calendar
  - Class list-Becky will get the parent email list to you
    - This is for your eyes only. You may not abuse this list by using it to contact parents outside AFA events/business
  - Event Report
    - Please fill out event report after your event for the next year ambassador to review.
  - Favorites list
    - In your folder should be your teacher’s favorites list. Please forward this to your parents. We suggest sending an email introducing you as the class ambassador and sending the list with it. Becky will forward the introduction to you.

- We are making a new rule that we are no longer going to have you do a group gift if you chose to head that. There were too many problems with some teachers getting elaborate gifts and some not at all. The favorites list is for the parents to do this on their own if they choose.
- New board gmail
  - We have a new gmail account that anyone can email if they choose to. It will be monitored by the board members. However, you may still contact us via our own personal email if you choose.
  - [AdamsFamilyAssociation1@gmail.com](mailto:AdamsFamilyAssociation1@gmail.com) is the new email
- Supply Closet
  - For those who are new or do not know we have a few shelves in the supply closet and in the teachers' lounge. Please check there for any supplies you may need before purchasing them.
- Correspondence
  - Any correspondence that comes from you needs to get approved thru Amy or Nancy. Anything that comes from Becky to send to parents has already been approved thru them. This is for anything new you may do.
- Next meeting Nov 3 at 9am!