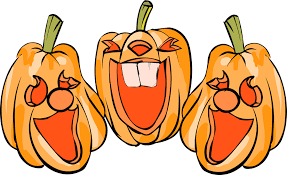
Morgan Hill Parent Child Nursery School’s

Fall Trike-A-Thon

Saturday, October 5th 2019

From 4:00 – 6:00 PM



Event Summary

Timeline:

* 2:00 PM – start set up of racecourse, finish line, pop up tents for picnic style dinner (like family BBQ) and food table
* 3:00 PM- families start arriving with food, appetizer table should be set up for three “rounds” of children
* 3:15 PM- First round of children will go, these would be stroller walkers, walkers and packer wearers
* 3:30 PM- Start the next round of children who would be on scooters
* 3:55PM- Start the third round of children who would be on trikes. During this last group a designated volunteer will be changing over from appetizers to dinner
* 3:00 – 4:30 PM- Sensory bin, play dough, and coloring sheets will be available for the children to play with while the other groups are walking. Also, glitter tattoos will be available at this time for a $5 donation to the school.
* 4:30 PM dinner is served
* 5:00 PM Dessert is served
* 6:00 PM Event is over
* 6:00 – 6:30 PM event clean up

Bathroom:

* We will use school bathroom and children must be accompanied by an adult
* Playground and classroom will NOT be open for use and signs will be posted for that on the main gate to the school

Food:

* This will be a potluck style event with the main dish supplied by the school. Main dish is Costco Pizza.
* There will be sign ups for appetizers, salads, beverages, and desserts
* NO alcohol will be at this event

Event Logistics:

* Each child will be sent home with a pledge sheet two weeks before the event
* People can make lump sum donation or donation per lap, minimum donation is $5/lap
* Three groups of children: walkers, scooters and bikers with popsicle sticks. Two volunteers are needed at finish line to place a marker on popsicle stick.
* Children will only go for twenty minutes
* At the end of each group a designated volunteer will have a master checklist that confirms how many laps each child did for donation tracking purposes
* After event is over, parent is responsible for closing loop with the donations and bringing them back to the school by October 11th

Volunteer Positions:

1. Volunteer 1- Set up racecourse, finish line and tables for food
2. Volunteer 2- Set up racecourse, finish line and tables for food
3. Volunteer 3- Set up tables for play dough, coloring, and sensory bin. Also, hang up playground signs on main gate and bathroom sign on door.
4. Volunteer 4- coordinate food display and transitioning from appetizers to dinner and then dinner to dessert
5. Volunteer 5- “Popsicle stick marker” or lap counter during races
6. Volunteer 6- “Popsicle stick marker” or lap counter during races
7. Volunteer 7- Master List, responsible for documenting total laps for each child at the end of each 20 minute session.
8. Clean up crew

Costs:

* $156 site fee for the church
* At least $75 in pizza from Costco as the main dish
* Pumpkins and hay bales for the finish line
* PVC Pipe and banners for finish line
* Cones and ribbons for the course
* Tables for food set up
* School tables for sensory, play dough and coloring