

Event Name:  
**9th Grade Parent Peer Group Meeting**

Date/Time:  
December 3 2008 at 7:00pm.

Location:  
Library

Purpose of Event:  
Build community; talk about issues;  
exchange ideas.

Event Chairpersons:  
1.Maggie Chillingworth

Committee Members:  
1. Stacy Lewis  
2. Anu Jain

# Setup Helpers Required:  
The three parent reps did set up which  
involved setting out the food, getting  
nametags and pens, rearranging the tables  
to accommodate our group size.

Setup time required:  
Yes

# Clean-up Helpers Required:  
The three class reps did this but one person  
could have handled it.

Clean-up time required:  
Yes

# Expected:  
20 - 25

# In Attendance:  
27

How was this event publicized?  
Email three weeks before and a reminder  
email one day previous to the event. Class  
reps divided the parent list equally and  
made phone calls as well.

Refreshment and Supply Notes:  
Small cheese platter and small fruit platter  
from Metropolitan Market. Assorted cookies.  
Two Starbucks traveller boxes of decaf  
coffee. Two 1 gallon Crystal Geyser Water  
Containers.

Decorations and Room Set-up Notes:  
None

Event Notes:  
Unlike the class meeting where many  
parents came at 6:30pm to talk and snack  
before the meeting at 7 p.m., this time most  
arrived nearer or after 7 p.m. so there was a  
lot of left over food which we put in the  
faculty refrigerator. Many parents stayed  
after the meeting was over to talk about  
what had gone on, which is when the  
cookies got eaten.

Itemized Expenses:  
Small cheese platter  
Qty:1  
Cost:\$39.99  
Reimbursement:Yes

Small fruit platter  
Qty:1  
Cost: \$49.99  
Reimbursement: Yes

Bottled Water  
Qty: 2  
Cost: \$2.00  
Reimbursement: No

Starbucks Coffee  
Qty: 2  
Cost: \$24.00  
Reimbursement: No

Assorted Cookies from Whole Foods  
Qty: 4  
Cost: \$16.00  
Reimbursement: No