

Lanor School Event Organization – SAC

Key Contacts:

- **Principal:** Mr Bill Mah, bill.mah@tdsb.on.ca (for approvals, school-wide emails, facility access, IT/AV support)
- **Office Administrator:** Sharmali Haniff, Acting Office Administrator, sharmali.haniff@tdsb.on.ca
- **Lanor School Council Chair:** Andrea Makowiecka, SC.LanorJuniorMiddleSchool@tdsb.on.ca (overall planning, council communications)
- **Website/Social Media:** Steve Ficko, steve@ficko.ca (social media, website, online promotion, school calendar & pizza lunch lead)
- **Treasurer:** Terri Ficko, treasurer@lanor.ca
- **Caretakers**
 - Sal - Salvatore.Amato@tdsb.on.ca
 - Lou - louis.vouloukos@tdsb.on.ca
- **Volunteers:** Use signup.com (create your own account and event link)

Locations:

- **School Council Supply Room-** located beside the gym hallway, inside the change room. Key can be obtained from the front office.
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Step-by-Step: Instructions

1. Initial Planning

- **Define Event Details:** Decide on the event type, date, time, and target audience. Bring to School Council for approval before proceeding to next step.
- **Confirm Date with Principal:** Propose date(s) to Mr Bill Mah and confirm availability of school facilities (gym, etc.).
- **Form Planning Team:** Assign leads for key areas (e.g., food, cash, IT/AV, advertising, volunteers).

2. School Cash Online (SCO) Request

- **Complete SCO Catalogue Request Form:** Fill out the form with event/activity details, description, dates, cost per student, quantity, and options (e.g., tickets, pizza, drinks). Use the 'Option/Item' field to define the item for purchase (eg. Dance Entry Ticket), and 'Description/Choice' field to define the choices (eg. Child). Listed below is an example of the SCO form for pizza sales:

OPTION/ITEM (EG. T-SHIRT):	DESCRIPTION/CHOICE (EG. SIZES):	COST OF EACH CHOICE:
Cheese Pizza Slice	1-10 slices	2.50/slice
Pepperoni Pizza Slice	1-10 slices	2.50/slice
Drink Box	0-5 boxes	1.00/each
Water	0-5 waters	1.00/each

- **Submit to Main Office:** Obtain principal’s approval and submit the completed form to the main office for setup with cc to the principal (Sharmali Haniff, Acting Office Administrator, sharmali.haniff@tdsb.on.ca)

3. Volunteer Coordination

- **Create Signup.com Account:** Set up a new account if you do not already have one, and create a volunteer signup link for event roles (setup, food sales, check-in, crowd control, cleanup). See examples below.
- **Share Signup Link:** Distribute the link via email, social media, and school council communications as per below.
- **Assign Roles & Schedule:** Use previous event volunteer schedules as templates.

4. Communications & Promotion

- **Email to School Body:** Draft event announcement and send to Principal and Council Chair for approval and distribution to families.
- **Social Media & Website Posters:** Once approved, prepare digital posters and event details for Steve to post on the school website, Facebook, Instagram, and parent groups.

5. Pre-Event Preparation

- **Food & Supplies Planning:** Order food (e.g., pizza, snacks, drinks), check for leftover supplies, and plan table layout.
- **Cash Float Preparation:** Ask the treasurer to prepare the float for you for on-site sales. Box is locked up in the office and can be provided to you by the Principal.
- **Signs & Price Lists:** Print signs for tables and price lists for tickets, food, and drinks.
- **Confirm IT/AV Needs:** Coordinate with Principals and teachers (Mr. Heim/Mr. Hergott) for equipment setup (laptop, projector, speakers)
- **Notify Caretakers:** Inform caretakers about the event and any special setup or cleanup needs (eg. table set up, chairs)

6. Day-of-Event Setup

- **Early Access:** Arrive early for setup (tables, chairs, food stations, AV equipment)- confirm timing with Principal.
- **Volunteer Check-In:** Assign volunteers to their roles and provide instructions (see sample schedules)

- **Cash & Supplies:** Distribute cash boxes, tickets, pens, markers, gloves, plates, napkins, garbage bags, and supply bins – most supplies are kept in the school council supply room.
- **Safety & Supervision:** Position volunteers for crowd control, hallway supervision, and door monitoring.

7. Event Operations

- **Ticket & Food Sales:** Manage ticket check-in, food distribution, and snack/drink tables as per schedule.
- **Monitor Supplies:** Track inventory and sales throughout the event.
- **Crowd Management:** Keep participants contained in designated areas; ensure all children are accompanied by an adult.

8. Pizza Distribution Setup

- Separate plates with napkins to make handing out easier.
- Remove the liner and any crumbs from all pizza boxes and put in compost bin.
- Breakdown unsoiled, empty boxes and put in blue recycle bin. Soiled pizza boxes go in compost.

9. End-of-Event & Cleanup

- **Sell Off Extras:** Sell leftover perishable food (e.g., pizza) at discounted rates at event end.
- **Collect Receipts & Cash:** Gather all receipts and cash for deposit and reimbursement, and leave in cash box for submission to the Treasurer. Cash should be counted and signed off by two people. Give the cash box at the end of the night to the Principal to put in the safe. The treasurer will then count and deposit the funds in the SAC account.
- **Cleanup:** Volunteers assist with table breakdown, garbage collection, and returning supplies to storage.
- **Post-Event Review:** Record sales, leftover items, and lessons learned for future events.

Important to note:

The TDSB has a directive on fundraising that does NOT allow raffles, bingo, 50-50 draws, etc. Please refer to this policy below:

6.10. Schools planning to fundraise using a 'game of chance' (i.e., raffles, bingo, 50-50 draw) must apply for and obtain a lottery license. All such activities are governed by the Gaming Control Act and all of its Regulations.

Step-by-Step: Ordering Pizza for Lanor School Events

1. Decide on Pizza Details

- **Type:** Consider offering two options: Cheese and/or Pepperoni
- **Quantity:** Estimate based on expected attendance. If doing a pre-order, previous events recommend ordering about 25% more than the number of pre-orders to sell extras for cash on the night.

2. Choose the Supplier

- Past events ordered from **Gino's Pizza** lakeshoreginos@gmail.com
- The owners are Manjot - 416-804-2602, and Kulvinder - 647-990-4800.
- Cost in 2025 is \$11.00 (+ tax) for cheese pizza and \$11.50 (+ tax) for pepperoni pizza. For a fundraiser event, pizza slices are typically sold at \$2.50 per slice. For a non-profit event, we charge \$2.00 per slice (eg. curriculum night).

3. Pre-Order Process

- **Spreadsheet Planning:** Use a spreadsheet to track pre-orders from School Cash Online (SCO) and estimate extras.
- **Order Timing:** Place the order in advance, specifying delivery time to the school (e.g., 4:50 PM for a 5:00 PM event start).

4. Placing the Order

- **Contact the Pizza Supplier:** Call or email Gino's Pizza (or your chosen supplier) with:
 - Event date and time
 - Delivery address (Lanor school)
 - Number of pizzas needed (e.g., 20 cheese pizzas, 10 pepperoni)
 - Request plates and napkins (usually provided by supplier)
- Email them to let them know the date, approximate delivery time, and an estimated order. When you have your final order a couple of days before, email them the full order- specifying XL pizza cut into 10 even slices, # napkins & plates - rounded to nearest 100, and delivery times.
- They will email back the digital receipt for the office to prepare a cheque.
- **Confirm Delivery:** Specify the delivery time and location at the school (e.g., front door).

5. Payment & Receipts

- **Payment Method:** Arrange for payment by cheque from the school office. Send the invoice to Sharmali to prepare (at least 1 days notice). Pick up cheque from Sharmali on the day of the event to pay the vendors when the pizza is delivered.
- **Get Receipt:** Collect the receipt from the pizza vendor upon delivery and give it to the treasurer for reimbursement.

6. Day-of-Event Logistics

- **Receiving Delivery:** Assign volunteers to receive the pizza at the designated time and location.
- **Sorting:** Separate pizzas by type (if more than one type is ordered) and distribute to food tables.
- **Serving:** Use gloves, plates, and napkins for serving. Volunteers handle distribution as per the schedule.

Templates & Resources

Example SignUp.com for Curriculum Night Picnic

On Thursday October 9th the same night as curriculum night, the parent council will be hosting a school wide pizza picnic for students and their families. Please support the event by signing up for a short volunteer shift. We look forward to seeing everyone out, catching up with old acquaintances, and meeting new ones.

Note: garbage pickup roll can be filled by grade 8 students or parent/caregivers. All other roles should only be parent/caregivers.

Roles:

4:15-4:45pm (4) Set up: Set up signs, tables, and chairs. Further directions will be sent prior to the event.

4:30-5:00pm (2) Pizza Delivery: Receive pizza deliveries 4:30 and 5:00pm at the front office and deliver to school yard. Further directions will be sent prior to the event.

4:30-5:15pm (4) Sell Tickets: Sell tickets for pizza, snacks, and drinks.

4:45-5:15pm (6) Serve Pizza: Take tickets and serve pizza.

4:45-5:15pm (4) Serve Snacks & Drinks: Take tickets and serve drinks and snacks.

5:00-5:30pm (2) Floater: Fill in where needed.

5:15-5:45pm (4) Sell Tickets: Sell tickets for pizza, snacks, and drinks.

5:15-5:45pm (6) Serve Pizza: Take tickets and serve pizza.

5:15-5:45pm (4) Serve Snacks & Drinks: Take tickets and serve drinks and snacks.

5:30-6:00pm (2) Clean Up: Breakdown all tables and put on cart. Collect chairs. Return leftover drinks, snacks, and supplies to school council room.

Example SignUp.com for Halloween Dance

On Thursday October 23 the parent council is hosting the evening Halloween dance from 6-8pm. Please sign up for a shift to help make this event run smoothly.

Roles:

- Early Set up Crew (5)- Join us in the gym to help decorate.
- Set up Crew (3) - Help us set up and decorate the hallways and entrance and prepare for the cash sales. Ensure tables are set up and chairs in the gym.
- Gym Safety Monitor (2)- Ensure children are behaving in the gym, check the floors for spills, etc.
- Hallway Safety Monitor (1)- Ensure children are behaving in the hallways and bathrooms, check the floors for spills, etc.
- Serve Pizza (2) - hand out pizza and juice to those that pre-ordered.
- Entrance/ticket collector (3)
- Cash Sales (3)
- Clean up crew (8)