August 15, 2019/ 6:30 pm/Kleege residence-Planning Meeting

Attendees
Lynne Bonenberger, Colleen Kleege, Chris Herndon, Katie Simas, Heidi Fulton, and Christine Groves

Call to Order: 6:54 pm

Meeting Minutes for July 23, 2019: Christine made a motion to approve and Katie seconded. All approved.

Foundation Reports:
Emphasis on streamlining paperwork for all organizations to submit before asking for funds. There is an official process and all documents are on the website at www.chsfoundation.info.

**Paperwork needed to begin every school year:**
- School rental permit
- Raffle Form- non-profit form for 9-1-through 8-31 of each year.
- Fundraising Form- Principal sign for the year
- Fed Taxes due Nov. 15
- State Taxes- due Nov. 15
- Secretary of State Form for non-profit due 11/30
- File Annual $25 Fee for registration renewal fee report

**VOLUNTEER NEEDS:**
- Homecoming Dance, Sept -21, shifts, 6-8:30, 8:30- 11:00.
- Winter Walk on 12/19/2019
- Monthly teacher Appreciation
- Cluster Spring Camp
- Spring Fling
- Spring Dance

**HOSPITALITY:**
- Registration 8/19-8/20, sign up sheets, calendar of events, and muffins and coffee.
- 9/6- Fast Times Foundation Mixer before game, 6-8pm
- 9/20- Homecoming Alumni Mixer before homecoming game, at Fast Times, 5-6:30pm.
- 9/21- Homecoming Dance -donations needed

**NEW BUSINESS:** Needs for any parents to fulfill: food/cooking, design/decorating, fundraising, advertising, gardening, etc. Any skills that parents feel would be beneficial are welcomed!

Meeting adjourned at 8:29

Next Meeting Date: Sep 6, 2019 at Fast Times

Minutes submitted by Lynne Bonenberger