

Minutes from Kistaloppet & International Food Court Fun(d)raising meeting  
August 30, 2017 at 17:00-18:30 in the IES Kista cafeteria

Present: members of the PTA board, parents, Mr Forrestel and Mr Brunelle, Chef Fred

PTA Chair Anna gave a quick status update on the different work groups.

- Kistaloppet: sign-up forms to students, and then returned to Kistaloppet organizers
- Marketing: Most work has been taken over by the school, who will inform students during mentor times. Marketing group will continue to publish information on the website, ptaieskista.se Facebook group (IES Kista Parents Group) and send out e-mails to parents.
- Decorations of cafeteria: School is in charge, Mr Forrestel will work with Junior Club
- Food court group: This is where we need most of the parent volunteers
- Financial group: how to best organize the financial transactions

Goal of the event: to organize a good prom for Year 9 students. All money raised will be divided amongst the different grades equally.

On September 16, there needs to be a PTA sign-up booth with info leaflets.

Year 9 students should also try to plan two discos in order to raise more money. Possibly one before autumn break and one before Christmas break.

Order of business:

- Sign-up forms. The PTA offered to provide the school with sign-up forms for the two events. Mr Forrestel got the approval from Ms Bergström. (See attached copy).
- Security / schedule of events:
  - Friday, Sept. 15 – Set-up of the cafeteria, from 17:00-19:00 how long it will take will depend on how many volunteers, ask Year 9 students
  - Saturday, Sept. 16 –
    - 8:30-9:15 food donation drop-off, bring what you want to contribute
    - 9:15-10:00 set up food stations, warm up foods, etc.
    - 11:00 first chef demonstration with Chef Fred & Mr Brunelle
    - 12:10 Year 4 start Lilla Kistaloppet \* \* at Färögatan
    - 12:15 Year 5 & 6 start Lilla Kistaloppet\*
    - 12:30 Kistaloppet Fun Run 2 km start\*
    - 13:00 second chef demonstration with Chef Fred & Mr Brunelle
    - 14:30 Kistaloppet 10 KM start\*
    - 14:45-15:00 pick-up your dishes, serving platters etc.
    - 15:00-16:00 clean-up of cafeteria
- Drinks: tea, coffee, water, juice boxes will be sold for 10 kr / each

- Prizes: food items will sold per small, medium, large
- One ticket equals 10 KR. Tickets will be sold in packs of 10, SWISH or cash accepted.
- Small food plate is 1 ticket. Medium 2 tickets. Large 3 tickets.
- Four ticket selling booths, two for SWISH, two for cash upstairs by the cafeteria.

Points to consider: bottleneck queues, security of cash, how to re-use tickets  
Posters need to be produced to display 10 KR = 1 ticket etc.

Additionally, also a game corner for tickets. Ninth graders can run this area.

- Pie-throwing at teachers (Mr F & Mr B will ask for volunteers before this is made public to students) 5 tickets per pie
- Pin-the-tail-on-the-donkey type game 1 ticket per attempt

Food Court and Ticket booths need at least 10 parent volunteers each.