

## Close Up 2014 - Economic Action Plans

Hey guys,

I'll be honest. I am a little nervous about these next two weeks. I've never been involved in this many fundraisers at once...and I'm not so confident that we can pull it off. I hope I'm wrong and that everybody is ready to work hard to accomplish all that is needed.

In order to help organize us and cover our responsibilities, I have laid out an Economic Action Plan for each of you. The amount of money we raise from the three fundraisers will be split up based on how well you create and follow through on your individual action plans. So, consider this an Economics Assignment - with a political twist.

First deadline - post your individual and very detailed Action Plan to google docs (share with [bobwoodmsu@gmail.com](mailto:bobwoodmsu@gmail.com)) by Thursday 11:59 PM. Create the document - 12 point font, one inch margins, single spaced. I expect the quality of this post to rival any assignment that you would turn in for class. I want it detailed with what you are intending to do, who you are communicating with, dates that you are working, items that you plan to collect. The quality of your google docs assignment will directly impact the final percentage of money raised for these fundraisers. At the end of these events I will grade and comment on each of your google docs assignments - and share with all travelers, so that we know where this money is headed. You will need a gmail account for this. So, if you do not have a gmail account...get one! Share it with me.

Remember we made some pretty good money on the Casino Bus. Skylar got \$125. Everybody else got \$25. The reason, Skylar did the most work. That's capitalism. This is America. We are capitalistic...we reward hard work with cash...so be organized, share your Action Plan with me individually, (part of your plan can be copied between the individuals in your group) and follow through. You do that, and you'll get cash.

Make sure to communicate along the way - with me and with your fellow travelers...

Good luck guys...

### Shared Responsibilities

#### • Spaghetti Dinner - 3:30 to 7:30 Friday March 21

We need people to set up, wait tables, man the silent auction, take money, and clean up. I expect you all there.

#### • Sell Spaghetti Dinner Tickets

I'll give you each a packet of twenty to pre-sell. Do your best to sell them. People may allow you to keep the change on the six dollars; turn that in with your final amount. If you need more come and get them. Keep track of how many you have sold - all pre-sales (tickets and cash) are due back into Mr. Wood by Thursday morning March 20.

#### • Spaghetti Donations

We need stuff. Sauce and noodles parmesan cheese and breadsticks and punch and lots of cookie treats to sell for desserts. Do we need table cloths to make it look nice? The more that is donated the less we have to buy. If you have ideas communicate with the spaghetti crew. Spaghetti crew you need to communicate with me regularly!

#### • Silent Auction items

If we do not have enough to put on a decent auction. We will pull the plug on this one. We really need gift cards... Items need to be turned in ASAP... by Friday March 14 at the latest.

#### • Silent Auction Table for Teacher Conferences - 4:00 to 7:00 (Monday March 17 and Wed March 19)

We need a person or two to man the table, explain the auction, and hand out flyers for the spaghetti dinner.

- **Hand out Flyers for Buffalo Wild Wings**

Our take is based on 20% of register receipts. So...get out there and get them moving AFTER the spaghetti dinner.

- ***Communication** - I do not want to have to go and find you to ask about the cookies in the cafeteria or spaghetti tickets or items for auction. I want you communicating with me and one another - online and in person. I suggest that all of you read each group's responsibilities so that you can help them...which in turn will help you.*

## **1 - Silent Auction - Hunter and Shannin**

Really important that we meet deadlines on this one. Thru next week we will accumulate things...you two need to be talking with all other travelers (and Grandma) so that by Thursday night March 14 we've got it all turned in.

I need everything logged in...which means - identify the item, name and address and phone of the business, and note the value of the item. Send that information to me on Word Document by Thursday night. I will type these up on a single sheet, and you two need to get them up and on a large white board - side by side by side - so that we can post it and have it hanging at the start of the school day by Monday March 17. Plan on staying afterschool on Friday March 15 to put the boards together. I'll circulate the boards around to the various teachers's lounges through the week. I'll also post online throughout the week. We need to have the board out at High School parent teacher conferences on Monday (17) and Wednesday (19) and somebody needs to sit there and explain to people coming in. If we do not have enough items to auction we will pull the plug on this one.

On Friday at the Spaghetti Dinner, and at intermission of the play both nights (21, 22) we need somebody to man the board and talk with people about the specifics of the silent auction.

Your responsibilities on this are many...

We need help from other individuals to work the boards either at Parent Conferences or at the Play. When you are writing up your individual Action Plans - tell the days that you plan on working. I want specifics times and dates.

## **2 - Cookie Sales - Xavier, Kelly, Skylar**

I've already got people coming to me asking about what cookies do I make, when do I make them, how many are needed ...confused about the process. This sale starts next Monday - you need to be talking to people yesterday. So get moving!

You've got one week to sell a ton of cookies and stuff, and still have a zillion items left over for Friday's dessert menu. Make sure you plan this stuff well. We don't want to have nothing to sell at the Spaghetti Dinner so you may want to stagger your baking times. By Tuesday everything is priced and ready to go. You have the walled in sales area for the entire week. Pick up the cash box from me before first lunch- bring it back at the end and then pick it up again at the start of second lunch - bring it back at the end of second lunch. Don't leave the cash box in the sales room - and **post a work schedule with it.**

We need two people to work each lunch. I can give you a pass to get out early each day. Finally, everybody is making cookies - so talk to fellow travelers and plan accordingly. The biggest thing with the cookie sales is organization. You three need to talk. You three need to talk to others. You three need to make sure that we are not left hanging on Friday night with nothing to sell. You need to be organized and you need to communicate.

### 3 - Spaghetti Dinner - Shannon, Necki, Melinda

I'll be honest, this scares the crud out of me. I'm counting on you guys to be *very well organized* without my help. You know what to do...I don't. However, some suggestions...communicate with me on food donations, so I know what we don't have by game time - so that I can go out and buy it on Thursday April 20. Talk with other travelers to see if they have ideas for the food donations. Create a work schedule for next Friday so that everybody knows their responsibilities. Talk personally with the lunch ladies and get their ideas - I want to know which ones are working and what they need you (us) to do. This is a lot of responsibility...communicate with me and one another.

Also talk with E & A Grocery to announce it on their sign (maybe for the week?). Talk with the Muskegon Chronicle to post in the paper. Get the time and the date and specifics up on Facebooks. Make sure we have a lunch lady scheduled in. Talk with all travelers and make sure that they have times scheduled for work. We all need to be working on this one. Finally, don't forget that this includes clean up.

*Special Note* - I'll make flyers - it's your job to spread them around the community.

### 4 - Buffalo Wild Wings - Davis, Breanna

This thing has potential. We get 20% of April 21 sales at Buffalo Wild Wings - of all the people who carry a coupon from Oakridge Close Up into the restaurant (booze included). What we take in will directly depend on how many coupons we get out there. So...the key is to get the word out.

You guys must contact BWW and get our flyer before the Spaghetti Dinner. That way we can hand 'em out at the dinner.

Your job will continue past Friday night March 21. You're going to need to contact E & A Grocery and the Chronicle and Facebook and anywhere else to get this thing announced. Solicit ideas from other travelers and talk to me. We don't want to really start spreading the word until three weeks before the event. We do however, want flyers to hand out at the play and spaghetti dinner.

Since you do not have a lot to do in the next two weeks I would assume your individual Action Plans would include working the Parent Conferences (Monday 17, Wednesday 19) or the play (Friday 21, Saturday 22)...

Communicate with me!

*Action Plans are due posted to Google Docs by Thursday at 11:59 PM. I expect detailed and organized Actions Plans - the percentage of your take on these fundraisers will be directly determined by your organization within your own group, the quality of the google docs sharing with me, and your follow through on the commitments that you make regarding each of the fundraisers.*

*If you have questions ask me.*

[bobwoodmsu@gmail.com](mailto:bobwoodmsu@gmail.com). and I'm in the school - No excuses what-so-ever on I don't know what to do.