

## 1/8/2024 HRBC Meeting Minutes

**Financial:** Booster 20,730.78 , FRC Robot Budget Balance 3,479.45

### Grants/ Sponsors

- New Sponsors:
  - Red Gate Sound, sponsored \$550
  - Dr Faust has decided to sponsored \$500
  - Eastern Generator Sales and Service Inc, sponsor \$500
  - Rich and Ann Guanella donated \$200
  - University Lodge # 51 donated \$500
  - CAF thru comcast donated \$250
  
- Potential Sponsor:
  - State Farm online form was completed to request an invitation to apply for a grant as non profit on 12/14 by Julia. Not all requests receive a response. No timetable given. Possible option of submitting a proposal in future for sponsorship online at <https://www.sponsorships.statefarm/> (file of previously asked questions on apply located on HRBC drive)
  - Harbor Freight needs to be contacted after January 18, because HRBC will officially meet the requirement of being established for a year. Potential sponsor or in kind donation. <https://harborfreightgivingback.com>
  - Micro Center- Cassie reached out to an alumni connection. We can send him In kind donation and/or sponsorship request to him at [mmann@microcenter.com](mailto:mmann@microcenter.com) and he can forward it to the GM Jeff.
  - DMI Cassie will handle- list was made, unsure bc they would have to order parts or if monetary donation
  - Costco Donation Form was dropped off by Kristin
- Reimbursement request/expense since last meeting
  - Starting at this meeting a binder containing up to date transaction and budget spreadsheets will be available to view.
  - Cassie requesting \$1,612.95 from March 2023, Gianine will write a check
  - Mike- pin back reimbursement, declined
  - Cassie hole puncher reimbursement, declined

### Events/ Meetings

- Kick off was 1/8
- Taddeos winter fundraiser results, \$175. Next one will be in spring.
- Fundraising Table at Basketball Games- 1 sale at 1st game. In future a Venmo printout and a discount card sign (or other fundraising sign) should be at the table. Students need to man the table, they should take turns going to court with Henry. Ask the announcer to announce the Robotics table and the current fundraisers when Henry is on the court. Bundt cake vouchers can be sold at the next game, approx 15 left.

- Back to School Night 2/5 - sell discount cards (other ideas) candybars case 100+ left sigup genius drinks, snacks, basketball, lunches Cenzo
- Tony Roni's fundraiser, \$23. May not have been accurate and students don't like it. Seek student feedback before picking restaurants in the future.
- Pancake Breakfast will be 2/3 . Children under 5 will be free and all others are \$15 per plate. First round of ticket sales will be made available to students' families through google preorder form deadline 1/19. Second round will go into the weekly email at the hs and ms with a link to the google order form 1/19 and 1/26. Third round will be social media, flyers around school and neighborhood 1/26. Lastly, tickets can be sold at the door. Total cannot exceed 225, 3 seatings of 75. Students will make a flyer that will be shared with McGillicuddys through Instagram. Mention "Haverford Robotics Program" on poster, as to include both FRC and FTC teams (promote Henry on flyer if permitted to attend).

### Chairs Updates

- Julia
  - RaiseRight- \$109.63 for Dec, 3 month total 246.88. Highest month yet, 3 more members joined
  - Logos needed- Hav Ed Foundation cassie will get, Eastern Generator and Faust. HAAS logos are downloadable at [ghaasfoundation.org/content/ghf/en/resources.html](https://ghaasfoundation.org/content/ghf/en/resources.html). Include "Friends of Earl Schneider" on the sponsor shirts.
  - Permission to send tax deduction letter to sponsors and donators with tax info, approved
  - 2022 Tax Preparation (arrange meeting with Gianine)
  - Parent Clearance Confirmation
  - Outstanding Thank yous: HSD and HEF. Decision made not to send
  - Request that members specify FTC or FRC when communication financial transactions
  - Request that members specify "Donation" or "Sponsor" when receiving funds.
- Colleen
  - all discount card participant thank yous were given out with a discount card included. Colleen dropped off in person to all except Mechanic Bicycle Shop and Al Pezza Co, we're mailed. Hole punchers were offered to all in person drop offs. Should do again next year, positive feedback.
  - C&M Store successfully ran its first sale. \$150 coming
- Cassie
  - Proposal to change web/email host, vote requested. Gator current host, switch to google workspace for nonprofit. Approved. REdiscuss changing 484.org to something to include ms in sept.
  - Parent volunteer for FRC team meetings 1- chaperone or skills , mention help thurs
  - Team/Parent Social Dinners Interest Monday Dinner 6:00 and Saturday lunch TBD

### Other

- Future HRBC Mon meetings will start at 6:45

- Add “Donate Tab” on team website under “Support Us” with Venmo, Go FundMe and Mailing Address to send a check. Also, add like to donate link on fundraising page. Cassie send gofund me link. Update fundraising page
- Trademarking Team logo needed \$500
- Presidents day and MLK weekend access
- Gianine will regularly check school HRBC mailbox on Mondays

### Commitments Checklist from previous meetings

- Cassie send out signup genius for:
  - Drinks and snacks
  - Saturday lunches
  - Basketball fundraising table
  - Robotics room parent/adult volunteers with clearances- chaperone and specific skill options. Emphasize help needed on Thursdays.
  - Monday 1/22 pot luck, 6:00, be sure to include: paper products, utensils, cups, drinks, mains, sides, other, desserts . Mention “bring your own serving utensils, warmers, cooler, etc.” Estimated 50 people?
- Cassie will send a google order form for pancake breakfast to all FTC and FRC parents. Must include name, phone #, email, amount of tickets, 1st and 2nd seating preference. (how are we getting tickets to people?) Payment options? Deadline 1/19.
- Cassie will send Julia pancake google pre order form link for weekly emails.
- Cassie will have students make pancake breakfast flyer and share with McGillicuddys through instagram
- Cassie will follow up with Berardoni concerning school access on MLK and Presidents Day weekends
- Cassie will send out an email to Roboforce alumni that have graduated in the past 5 years, requesting info on their current status with school/work. Ask if they want to volunteer, employer sponsorship or come talk to the current students about their experiences after HS.
- Cassie will contact DMI about donation/sponsorship
- Cassie will confirm with Patti the 10 members that replied as having current clearances of the and request expiration dates
- Cassie will check on ability to sell candy bars at basketball games and back to school night
- Cassie will take care of gathering logos for Haverford SD and Haverford Ed Foundation
- Cassie will work on Facebook public page and provide info when available
- Cassie look into ability to share images and photos from Nextcloud, google workspace once approved
- Cassie and Julia will meet to discuss Budget specifics
- Cassie will have students pick which HAAS logo should be used on website/shirts and forward to Julia <https://ghaasfoundation.org/content/ghf/en/resources.html>
- Cassie and Kristin will prep for Girl Scout meeting and will inquire about what's usual and customary regarding fundraising and fees
- Colleen will reach out to McGillicuddys and see if we can bring Henry
- Colleen will reach out to C&M to obtain info on full back sponsor specifics
- Daria look into Lanckenau Sponsorship/Donation
- Gianine and Julia file for PA tax exempt application
- Gianine follow up with Alex from Adam Mechanical called

- Gianine will follow up with Beatty Lumber called
- Jill will send her WSFS contact the team's sponsor packet
- Julia will contact HMS and HHS to include pancake breakfast in weekly emails 1/19 and 1/26. Get link from Cassie
- Julia look into CAF funds, donation or sponsor?
- Julia will send out an email seeing if anyone would like to volunteer for Houston planning committee, volunteer for coordinator
- Julia will send thank you/ logo requests to Eastern Generator Sales and Service Inc, Rich and Ann Guanella, University Lodge # 51, CAF
- Julia will include in memory info from gianine email and add to logo folder
- Julia will send Mike logo folder
- Julia will send tax deduction letter to sponsors and donators with tax info
- Julia will compile a Volunteer Sign up sheet for Team Dinner 1/22, specifics
- Julia will send out another RaiseRight email encourage sign up and making a habit of using at least 1 gc, acme, amazon, starbucks, gas, petsmart
- Julia will contact Yards Pub, Brick and Brew rooftop about beef and beer, fundraising opps end of year
- Kristin will contact Harbor Freight regarding sponsorship/donations
- Kristin and Cassie will prep for Girl Scout meeting and will inquire about what's usual and customary regarding fundraising and fees
- Mike will add a "Donate Tab " on the team website under "Support Us". Donate page should include: Venmo, GoFundMe and info "Checks made payable to Haverford Robotics Booster Club can be mailed to 32 Sycamore Road Havertown, PA 19083
- Mike will update fundraising page: remove Tony Ronis, change Taddeos to TBD (Spring) and add link to "Donate" page.
- Mike update logos on website approx jan 15 to reflect current sponsors
- Steph look into Park Power Sponsor/Donation
- Steph look contact CREC about running a robotics camp in return for providing an area for driving practice when not available at the school (over spring break, summer, 3 day weekends)

## Future

- bylaws must be updated to include FTC, bylaws should include student participation/ student liaisons
- Cassie put together a supply list for in kind donations Room List now, New Game list in January
- Jason will look into Boy Scout fundraising/ badge opportunities. (3rd grade has a robotics badge). See how Girl Scouts program goes first.
- World Championship reservations: 11 back up rooms, must be cancelable. Make sure hotel is aware that it is for this specific event. Last year reservations were canceled by hotels once they were discovered to be with First. (30 kids/ 15 still from last yr)
- Cassie will have team create an Amazon wishlist for NHS toy drive NEW (can we put on website as registry)
- Cassie will contact Dr. T teacher to see if Discovery Day date can be moved next year to accommodate the team's competition schedule.
- Cassie will confirm with Mr Weinstock specifics of you toy drive needs and if we are allowed to promote on team media sites and in person activities (basketball games). CC Julia on NHS emails

- Swag for Comps, bracelets (still have from last year), pins, ribbons if make Worlds
- Mike volunteered his wife to run bag bingo. firehouse?
- Soft Pretzel Sale at Volleyball or other sporting event (Drinks?) And/Or table after school.
- Cassie and Gianine will work on a list for submitting a 999 request for Room Upgrade with the school board, Shwartz (tools, printer, storage). If denied, the Haverford Ed Foundation has a 1 time \$10,000 grant that we could qualify for if we incorporate use for the middle school.
- Krispy Kreme sale after school
- Host FTC Event
- Host a parent night, where kids get dropped off?
- Tax deduction email in early **January**
- Run fundraiser-needs township and state for permits.
- Car wash may or june at least decide in june for fall
- Apply for Harbor Freight funding **january**
- Nothing Bundt Cakes Valentines Sale **February**
- Next year look into possibility of participating Scholastic book fair at other schools
- Next year look into elementary schools holiday bazaars
- Revise Sponsorship levels Sept 2024, consider increasing, clarify "Company Name" vs "Company Logo"
- Send end of season stickers with letter
- Rediscuss changing team484.org to something to include ms FTC team in sept.
- Community Publications- consider possible local avenues to advertise fundraisers, sponsor recruitment Havagood times , community page, haverford happenings, robotics
- August- Gianine will talk to her brother Joe regarding Boeing , apply for sponsorship thru him

#### Volunteers Needed For:

1. Basketball/ Volleyball game fundraising table- 1 adult to supervise students, must have current clearances.
2. Houston Planning- Steph, Jason, Kristin, and Gianine. Fully refundable hotel rooms are priority at this time. At least 10 rooms needed, quad occupancy and must be fully refundable. Prefer downtown, then medical center, not airport. Second priority, airfare, Gianine's niece works for american air. Event dates April 17-21.
3. Bag Bingo/Bingo Fundraiser Coordinator
4. Girl Scouts Pilot Program- Cassie, Kristin, 2 FRC members
5. FTC meetings- must have clearances
6. FRC meeting- must have clearances
7. Graphics mentor for t shirts

**Next Meeting 1/22 Dinner Meeting potluck in cafeteria**