

5/14/2024 HRBC Meeting Minutes

Attendees: Mike, Colette, Colleen, Steph and Julia

ASAP ITEMS

1. Sponsor Poster- add team photo if possible
2. Updated Sponsor Packet
3. HS Graduation Flower Fundraiser at St Joseph's on 6/6

Financials: Binder of financial transactions available for review, awaiting new document

Balances: Booster- \$14,394.30 as of 5/12. Sat Lunch GCs balance 400.68, harbor freight GC \$200. RaiseRight Fund Reserve \$102.95 (amount reserved for specific students)

Upcoming Expenses/ Reimbursement Requests (including mentor travel .67x mileage)

- **APPROVED** \$63.99 to Julia for purchase of 25 more iron on logos from Stickeryou
- **APPROVED** \$21.76 reimbursement to Colleen for copies at Staples
- **APPROVED** \$100 donation to Peddie Scholarship Fund
- Girl Scout kits were approx \$200 more than originally approved

New/ Upcoming Funding

- Alumni donation on \$501
- Awaiting Iron Hill fundraising total.
- Taddeos Fundraiser May 3-5, awaiting total
- Kristin applied for a Kars for Kids grant, awaiting response (add to new spreadsheet)
- Contacted Bush Refrigeration 5/2, awaiting response. Started new Funding Sources Spreadsheet for 2025 Season (please let me know if reach out to anyone,)
- Contacted Mac Tools regarding donation, sponsorship or reduced cost workbench.

Events/ Meetings/Information

- Redo Sponsor Packet- Work in Progress
- Sponsor Poster- Thank you to our 2024 sponsors, with all sponsors listed. Would like to drop off in person and ask them to display in their place of business. Good quality and size. Check with Cassie to see if need to make one hrbc
- Summer Meetings: 6 weeks unavailable at the HS. HS only available during the day during the remaining weeks.
 - Team:
 - Woodman garage and basement available if needed for weeks the school is not available. Tools, robot and supplies would need to be transported.
 - Gianine's garage
 - Virtual
 - Booster- will not meet over the summer until August at a members home on a mon or tues evening
- May 4 11-2 Girl Scouts Event Recap: outreach event went well. Next step is to work with the Girls Scouts of America to make the program available to all, this could provide some funding. Next time build in more time for lunch 4 hours would allow not to be rushed. 1 highschool student per group is preferable.

Fundraisers

Team Run Fundraisers:

- Chick fil a fundraiser team ftc fundraiser TBD
- Candy Bars TBD

Booster Run:

- Current :
 - Shake Shack 40 Coulter Ave in Ardmore May 22, 10:30am- 9pm
 - Discount Cards, candy bars and bleacher pads with and without Robo Logo
 - Heritage fest June 2 booths, 1 for team and 1 for Booster Club. Sell bleacher pads, wawa vouchers, drive iceberg robot,candy bars
- In the works:
 - Rita's or Pops: Rita's needs a physical coupon and only available Monday or tues. Awaiting response from Pops.
 - **Approved** PJ Whelihan's Dine In Fundraiser, 15%, availability 6/5 5-9pm.
 - Quizo night
 - CREC Awaiting receipt of application for confirmation on Booking, review application and time.
 - Friday evening 7-10. Set up and breakdown included? 6:30-9:30? KEEp the Change Band
 - Steph's contact \$300 for 2 hours Fri 10/25. Does he need a deposit? (name and contact info needed)\$30pp
 - 10 tables of 10 or 12 of 8..... Goal is 100 people
 - BYOB and food.
 - Raffle baskets, Cases water, chips and CANDY BARS
 - 1st place table gets their money back, 2nd place gets a prize and last place has to take a goofy picture that will be put on our social media? (need props). Maybe 1st and 2nd get roboforce swag?
 - Will need: table cloths, music, camera and props for pics, raffle baskets, raffle tickets (julia)
- Future:
 - Bleacher Pads- \$20 each or 2 for \$35
 - HMS sports:
<https://hmsfords.digitalsports.com/pages/schedule/schedule.php> , HHS sports
https://www.haverford.k12.pa.us/home-high-school/athletics/hhs-athletics-calendar?cal_date=2024-06-10
 - Graduation flower bouquet sale at all schools. Sell mixed bouquet and spray roses. Grad cards?
 - 6/5 HMS - 8th grade Honors Night, 5:30 PM - 7:00 PM
 - 6/6 HS 2024 Graduation at St. Joseph's University 6:00 PM - 8:00 PM
Donague Steph 500, 150 get there 4:00 payment look up zeffy and other fee free
 - 6/14 5th Grade Moving Up Day

- Why Cook Wed:
 - Nifty Fiftys dine in 10% \$200-\$499 in sales, 15% \$500-\$999 and 20% 1000+
 - Barnabys- have banquet package ranging from \$25- \$40pp. Would have to mark up to make a fundraiser.
 - Applebees does a take out only fundraiser for 20%. Accepts donations requests through the Rose Group www.rosegroup.com (email to see if will do dine in)
 - Snap Pizza, Cenzo's, Crust, Bravo, Havertown Pizza
 - Event Needed for following fundraisers
 - Pet a dog or cat for \$1 HTD allow
 - 50/50 at another teams event
 - Cotton Candy Machine

Chairs Updates

- Cassie
 - Prepare a budget proposal for the School Board. Include specific items that funds would be earmarked for such as Serve modules, cnc machine, limelight. Kids could present to the school board, student BF is interested. Consider sending request to Schwartz and Mr. Shelton. If under 10k it may not have to go to vote by the entire board. Include accomplishments: 2 years of blue banners, Worlds, MS pilot program, Girl Scouts.
 - Haverford Education Foundation 1 time grant for \$30k- help maintain ms program, start elementary program and expand scouting programs. Deadline?
- Colleen
 - Working on Pops Dine in, Nuss Printing
- Gianine
 - Staples Account was created for PA tax exemption
 - Will check on the status of Sponsor Poster. HRBC can come up with a poster if need be.
 - Will have students update website with current students, nadir, achievements and events
 - Will make sure future fundraisers are communicated on Slack and Remind
 - Awaiting info from Berardoni regarding more space/ sharing class with Mr. Hoy. Event possible on Sunday but gym not available on Saturdays.
 - Will assess and discuss options of summer meetings, virtual or in person with students.
 - Will Check In with New brother Joe concerning Boeing
- Julia
 - IRS and scholarship implications on non profit status - believe this is doable as long as it aligns with STEM, must be fair and available to all, must be reported and ensure used for school. We should contact an account to confirm because specific printable info is not easily available. Check how other groups do this. IRS Non-profit taxes info 877-829-5500, option 4 8 a.m. to 5 p.m. local time.
- Mike
 - Online payment through the website would run through Stripe at a 3% fee per transaction. We are declining to use this at this time.

Robotics Room can be reached at (610) 853-5900 ext 2070

- PA tax exempt form is now online
- Applied the logos to the 4 jumpsuits
- Sent an email to a friend about a potential Boeing lead.
- Kristin
 - Will head grant sponsor outreach database. She will start compiling a list of past, current and potential opportunities. Looking into discoverhaverford.org, civic association
 - Dealership Sponsors
 - Reached out to friend at Dept of Defense for possible occasional mentor and funding
 - Civic Assoc and School Board Meetings
- Stephanie
 - Roboforce Recognition Scholarship Award Implementation. Scholarship for a senior to be presented at the end of year HHS event. Senior awards night in the amount of \$250.
 - Qualifications and Selection Process
 - Specifics on HS event
 - Effect on IRS filing and non profit status

End of year/ summer events

- Students are planning end of year at a park
- Students would like to plan Hershey trip with a Krypton stop
- Potential summer get togethers arranged by Booster Club: Wynnewood Lanes, Delco Axe House, Escape Room, Top Golf, Pool Party, Mini Golf, house get togethers (volunteers?)

Team wishlist - discussed limelight if they are meeting over summer, pc parts and extra modules are a priority

- From suggestion box 5/14: chocolate bars, collars, limelight (multiple times), put fundraisers on Slack, Bambu Lab w/ AI and w printer (multiple times), PC parts
- Mobile workbench(s): [Husky Mobile Workbench Cabinet 52"x20"](#) \$698 or [Husky 42"x18" Mobile Workbench](#) x 2 \$298 each
- Limelight 3- vision: april tag and game piece tracking
- USB Accelerator- vision: improved performance and more features
- 3 d printer, newer swerve modules, table saw. Laser cutter,

Other

- Chair emails will be sent out by Julia prior to meetings to get updated info.
- Call out sponsors on social media
- Update "Booster Club Roster" include iddle School Parents details and take off non participants. MS parent emails, only, have been added to the "Booster Club Roster"
- Parents Mentors and Mentors with skills are needed
- How long do minutes stay on website (start of next school year start over)

Commitments Checklist from previous meetings

- Cassie will prepare a budget proposal for the School Board. Let HRBC know how they can assist.
- Cassie will discuss option of meetings at Woodman garage and basement during summer
- Cassie will send list of top sponsors to Kristin so she can cross reference with her list.
- Cassie will have the team answer "what the team means to me" to be used in future grant requests

- Cassie will look into the 1 time Hav Ed Foundation Grant for 30k and let Booster Club know if they can assist in any way.
- Cassie will talk to student E. about making a 2024 sponsor poster for distribution. Deadline for finished product for distribution 6/1
- Cassie will check on the alumni draft. To be sent out 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/mentor, employer sponsorship or come talk to the current students about their experiences after HS. (Can the booster club do this?)
- Colleen will contact Nuss Printing for future coping needs
- Colleen will talk to wawa manager about other fundraising opportunities besides vouchers
- Daria to tag sponsors including Harbor Freight on social media sites (need to ask her)
- Gianine will make a \$100 Donation to the Peddie.
- Gianine will check on hrbc booth for Heritage Festival
- Gianine will send Shake Shake Fundraiser info on Remind and Slack
- Julia will complete and drop off CREC Rental and Permission to serve alcohol applications
- Julia will send thank you to the alumni member that donated \$501, once contact info is received.
- Julia will email Shake Shack flyer to MS and HS week of 5/13
- Julia will edit prior minutes for personal info
- Julia will send out email to HRBC members at the of July to set up an Aug meeting
- Kristin will cross reference Cassie's top sponsor list with her own
- Stephanie will look into the specifics of getting the Roboforce Recognition Scholarship Award implemented and check on IRS implications. Talk to other booster clubs.
- Stephanie will call out sponsors on facebook post

Next Meeting 5/28 6:30

Future:

- Research renting a cotton candy machine or something similar for future fundraising. Contact the township for info on getting a permit for HTD (AJs father food certified)
- Attend School Board Meetings?
- Possible Summer fundraiser: 3-4th lego club, one time 3 day summer event morning or afternoon . Virtual coding event. Assess after the girl scout event.
- Would like to hold specific fundraising meetings to focus separately on: sponsors, donors, alumni, grants, summer events
- Local supplier, Twinkle Inc could supply us with additional merch fundraising and swag opportunities (what is the FTCs #, name and logo)
 - Sell: Robo Logo Magnets, Water Bottles, Tote Bags, Blankets, Yard Signs, Sticker Sheets, Backpacks, Glass Ornaments (before xmas), Coffee Cups, Window Decals
 - Window Decals for sponsors "2024 Haverford Robotics Sponsor" to display in storefront windows. Would need to be designed