January 8, 2018

Dear Golden Acorn Chair,

Thank you for chairing the Golden Acorn Awards at your school for your local PTA/PTSA. The Founders’ Day Banquet will be held at the Kitsap Conference Center located at 100 Washington Avenue, Bremerton WA 98337 from 6pm to 9pm on March 23, 2018. The cost is $30.00 to attend. Dinner is included.

All Forms are located online at [www.ckptsacouncil.com](http://www.ckptsacouncil.com). **ALL FORMS AND PAYMENTS ARE DUE BY MARCH 5, 2018** unless otherwise noted.

1. Invitation, when printed front and back and cut in half, will produce two copies of the invitation to the banquet. It is your responsibility to print as many as you need and send them out to any past recipients from your school, advertise the banquet in your newsletter, and coordinate with the office manager to collect information from staff and parents who plan to attend.

3. CKPTSA FDB Guest List to help you keep track of all of the guests who are attending from your school. Names MUST be submitted online at [www.ckptsacouncil.com](http://www.ckptsacouncil.com). Payment is submitted to Council FDB Chair by no later than the above deadline. ***Because alcohol is served, this is an adult only event. Students and children will not be allowed***

FYI - Each office manager will receive an email with banquet information. Your awards chair should coordinate with the office manager, to be sure all staff members are invited.

4. Award Recipients’ List. This information will remain confidential so that no surprises are ruined. Be sure to order your pins and certificates from the Washington State PTA Office so you have them in time to hand out at the banquet. Best to do that by February 26, 2018 to allow for mailing.

5. Raffle Basket Description. Please bring your form, your wrapped baskets including tags with the contents, value, and your PTA’s name on it to the March Council meeting. If you have the basket contents typed up sooner, please email it to the chair so we can start preparing the brochure (cut and paste is always quicker). If you cannot bring the basket to the council meeting, make arrangements with Shannon Corin to drop off your basket.

***Questions?***

***Contact the Founders Day Banquet Chair***

***Shannon Corin***

***Phone: (360) 908-1098***

***Email: foundersday@ckptsacouncil.com***

***If forms or checks are not turned in at the March Council Meeting,***

***please make arrangements for drop off or pick up.***

**Founders Day in a Nutshell**

1. Designate a person to be responsible for collecting your school’s RSVP list and checks. Submit the list online at www.ckptsacouncil.com and bring check(s) to the March Council Meeting. **Do not put the money in the mail. Make arrangements for drop off or pick up if you cannot submit it by the above deadline .** Please coordinate your efforts with the school office manager. Decide what works best for collecting staff checks. Help advertise by sending email information out to staff and/or parents. Display an invitation on your bulletin board and place the information in your PTA or school newsletter or e-news. ***Because alcohol is served, this is an adult only event. Students and children will not be allowed.***
2. Bring your themed raffle basket(s) to the March Council Meeting. We’d like to see each PTA submit 2 baskets. Values can range from $75 to $500. If you cannot bring them to the meeting, we will accept them up until March 18th. See basket form for more information. It is helpful to make up a tag with the contents, PTA name, and value. A form is available online if you want to write up your contents rather than emailing the information. Since the event is offsite, alcohol will be allowed in raffle baskets.
3. Everyone who attends the dinner will be entered into a FREE door prize drawing. We will also sell raffle tickets for $1 each to win the themed baskets PTAs are donating. Tickets will be for sale most of the evening. Ticket sales go directly into our scholarship fund.
4. Turn in your unit’s Awards Recipient list by the March Council Meeting. These names will be kept confidential.
5. Reminder: This is a PTA award and we encourage a member from your board of directors to present the award(s). Please **limit your time** per school (not per award) to approximately **4 minutes.**
6. Remember to order your pin(s) and certificates early from the State PTA office. You should place your order by February 26th so that it has time to go through the US mail system. You can also place your order for awards at <http://store.wastatepta.org/s-113-certificates.aspx> .
7. All schools will have assigned tables. At this time, tables will have seating for 10 people.
8. Parking in the Bremerton Harborside Garage Green Level is $4.00 for attendees at the Kitsap Conference Center. Please make sure drivers know to pick the ***Conference*** rate when paying for parking.