



Dear Hawthorne Parents,

Parent-hosted events and parties are a vital part of our fundraising Gala. Always a huge hit, these fun events are organized and sponsored by parents and then offered as auction items to help raise money for Hawthorne. Read on to learn more!

How It Works: Planning a Party

1. **Gather up some friends (or go solo!) and brainstorm a fun party or event for kids, adults, or families.** This is a great chance to showcase one of your special talents, feature a favorite venue, or coordinate with other parents from your child's grade to plan something awesome and age-specific. Need ideas? See some suggestions below!

For Kids:

- Make Your Own Pizza Party
- Playdate at the Park
- Movie Night
- Summer Ice Cream Social
- Tea Party
- Kickball/Football/Bowling/Soccer Game

For Parents:

- Sip and Paint Party
- Moms' Mixology
- Dads' Night Out
- Euchre or Trivia Night
- Final Four (or any other sporting event) Party
- Cooking Class

2. **Once you have decided on your event, pick a date and time.** Parties in past years have been scheduled through the fall of the next school year, so think spring, summer or a welcome back to school!
3. **Decide what amount to charge per person.** Each party has a "ticket" fee, and the entire fee goes back to HSA. Not sure what to charge? We're happy to provide guidance. (Please keep in mind that ALL costs associated with parent-hosted events are paid for by the host individual/families.)
4. **Fill out the sign-up form.** The attached form will take you through the rest of the event details. You can also fill out the form electronically here: **[Electronic Parent-Hosted Event Form](#)**

Attending a Party: Tickets to parent-hosted events are sold online during gala week as part of the silent auction. GiveSmart, our mobile bidding auction platform, allows folks to easily buy a party slot online. After the auction and as the date of the event approaches, the host will be in touch with guests who signed up, with all of the details they need about the event.

We hope that you will consider hosting a party or event to benefit of HSA!

Questions? Please contact Emily Casey (emilyecasey@yahoo.com).

THE GALA 2023 PARENT-HOSTED EVENT FORM

IMPORTANT NOTE: *At least one parent hosting any event for students must have CPS Level 1 volunteer status.* Go to <https://chicagopublicschools.civicore.com/> to fill out the form. Level 1 volunteer status requires fingerprinting and a TB test to be approved. Any student event submitted without a Level 1 volunteer cannot be included as a Hosted Event.

Host Name(s) (Put a * next to CPS Level 1 volunteer. At least one is needed for any student event): _____

CPS Level One Volunteer Name(s) (If different than the Host names): _____

Host Email(s): _____

Host Phone Number(s): _____

Event Name: _____

Target Audience (for kid events include grade level): _____

Maximum Attendance: _____

Proposed Date and Time: _____

Cost per Attendee (For Family Events note if cost is per individual or family): _____

Event Location: _____

Event Description (Make this as exciting as possible. Showcase your event so that people want to sign up!):

Comments/Restrictions: _____

Return to the Main Office by February 24, 2023 or e-mail Emily Casey (emilyecasey@yahoo.com)