

The logo features a stylized flag with blue, red, yellow, and green sections on the left. To its right, the text "Hawthorne's Around the World" is written in a serif font, with "Hawthorne's" in a smaller size above "Around the World". To the right of this text, the word "Gala" is written in a large, bold, serif font.

Dear Hawthorne Parents,

Parent hosted events and parties *for* parents, or *for* students or *for* families are a vital part of our fundraising Gala. These events can either showcase one of your special talents (are you an incredible chef or terrific artist), think about where you had a birthday party (ask the venue for a free rental or have the princess or superhero come back for an encore!) or just be a good reason for parents or kids to get-together (moms night, watch a sporting event, bake cookies, have a tea party, movie night, and anything else you think of) – *after all it is all for the kids!* Think about getting together other parents from your Grade to plan a great party/event.

If you are interested in hosting, but not sure how to begin, here's a quick tutorial.

Planning a Party: Hosted events can be hosted by an individual, group of parents or families. Once you have decided on your event, pick a date/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 for next year! The attached Form will take you through the rest of the event details. You also need to decide how much to charge per person for the event. *All* costs associated with the Signature Events are paid for by the Host Individual/Families. We are happy to provide guidance on how much you should charge. So, gather up some of your friends and plan a fun party or event for you, other adults, other families or kids. If you have **ANY** questions, please contact Melanie Walsh (melaniewalsh2008@yahoo.com).

Attending a Party: During the silent auction, and at *Hawthorne's Around the World Gala*, parents will have the opportunity to sign up for these parties. Each party has a "ticket" fee. The entire fee goes back to HSA. After the auction, and as the date of the event approaches, the Host will be in touch with the guests who signed up, with all of the details they need about the event.

That's it. Simple and SO MUCH FUN! How can you NOT plan one....

Ideas – Past parties and more party ideas:

For Kids:

- Make your own Pizza Party
- Princess or Superhero Party
- Cupcake Decorating
- Summer Ice Cream Social
- Playdate at the Park
- Cooking Class
- Kickball, football, bowling, or soccer game

For Parents:

- Moms' Workout Class
- Cocktail Night
- Dads Night Out
- Euchre or Trivia Night
- Final Four (or other event) Party

- Taco (or –insert your specialty) Party
- Family Movie Night

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

The logo features a stylized globe with four colored segments (blue, red, yellow, green) on the left. To the right, the text "Hawthorne's Around the World" is stacked in a serif font, with "Gala" in a much larger, bold serif font to its right.

2020 HOSTED EVENT FORM

IMPORTANT NOTE. PLEASE READ At least one parent hosting any event for students must have CPS Level 1 volunteer status. Getting your Level 1 status is not hard. 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 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):

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 March 10, 2020 or e-mail Melanie Walsh (melaniewalsh2008@yahoo.com)

