

Dear Parents,

An important part of *The Gala 2019* is the ***Signature Parties/Events***. What are Signature Parties/Events? They are parties/events/gatherings hosted ***by*** parents ***for*** parents, or ***for*** students or ***for*** families. These events can either showcase one of your special talents (are you are an incredible chef or terrific artist), think about where you had a birthday party (ask the venue for a free rental or have the magician come back for an encore!) or just be a good reason for parents or kids to get-together (watch The Derby, bake cookies, have a tea party, movie night, and anything else you think of) – *after all it is all for the kids!*

In 2018, signature parties raised $15,000. We need YOUR help to increase that number this year! If you are interested in hosting, but not sure how to begin, here’s a quick tutorial.

***Planning a Party:*** Signature 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 college football too! 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. So, gather up some of your friends and plan a fun party or event for you or your kids. If you have **ANY** questions, please contact Melanie Walsh (melaniewalsh2008@yahoo.com).

***Attending a Party:*** During the silent auction, and at *The Gala 2019*, 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!***

***Ideas – Past parties and more party ideas:***

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| **For Kids:** | **For Parents:** |
| * Make your own Pizza Party
 | * Moms’ Workout Class
 |
| * Princess Party
 | * Cocktail Night
 |
| * Cupcake Decorating
 | * Dads Night Out
 |
| * Summer Ice Cream Social
 | * Euchre, Poker or Trivia Night
 |
| * Playdate at the park
* Cooking Class
 | * Final Four (or other event) Party
 |
| * Kickball, football, bowling, or soccer game
 | * Taco (or –insert your specialty) Party
* Family Movie Night
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|  |  |

We hope that you will **consider hosting a Signature Party or Event to benefit of HSA**!

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**THE GALA 2019 SIGNATURE EVENT FORM**

**NEW THIS YEAR:** At least oneparent 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/**](https://chicagopublicschools.civicore.com/)to fill out the form. Level 1volunteer status requires fingerprinting and a TB test to be approved.

**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):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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!):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Comments/Restrictions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## *Please Return to the Main Office by March 6, 2019 or e-mail Melanie Walsh (**melaniewalsh2008@yahoo.com**)*