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Lifelong Learning Programme

Comenius Multilateral school partnership

School for Life Project

How to organise an event?

Halloween Youth Leadership and Fundraising Project

Miniguide





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Halloween Youth Leadership and Fundraising Project

The most important aims of the project are:

- ♣ To create students' leadership and teamwork abilities;
- ♣ To involve students to create and execute a fund-raiser event;
- ♣ To motivate students to work in teams in order to solve school's problems and for personal development;
- ♣ To improve students' self - esteem and to learn them the importance of responsibilities and the fulfilment of tasks;
- ♣ To capitalize the relation between people through the successful outcome of the project.

SoLIFE - School for Life Project

**Volume 4, *How to
organize an event?***

February 2012

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1. Before...



- ❖ Launching the project by the teachers' team especially to the 8th and 7th grade form teachers on the 1st of September in a classroom.
- ❖ Launching the project by the 8th grade and 7th grade students within the first school week between the 15th to 20th of September in order to describe the available positions to run for: presidents, vice-presidents, secretary / treasurer in the gym;
 - ❖ Announcing the period of laying down of the candidatures –the first week of the school year. The students are given a model Letter of intention which includes their names and the positions they will be running for;
 - ❖ The candidates must give a speech on the day of their election stating why they make the best candidate for the position they are running for. They give the speech, in Romanian, in front of the 7th grade and 8th grade students in the gym and this shouldn't be longer than one minute - 27th of September.
 - ❖ Getting ready: the vote box, in which the students may place their intentions and the ballots for The Day of the Election when the presidents, vice-presidents and the secretary will be chosen.
 - ❖ Voting the students that will build up the Halloween Committee - 27th of September.
 - ❖ Counting the ballots in a timely fashion, by the coordinating teachers and students' representatives - 27th of September.
 - ❖ Announcing the winners on the radio station or writing their names on a flipchart paper on the school corridor. A meeting can also be held in the gym to announce the winners - 27th of September.



1. Before...



- ♣ Making teams from the 7th grade and 8th grade students. The Halloween committee meets once a week, at least four times before Halloween day.

The president learns what information he should transfer upon his new council, presents the agenda and the vice-presidents and the secretary reports everything that happened or he is about to happen at the following meetings. The 7th grade and 8th grade form teachers take part at the meetings and write down the reports.

- The president and the secretary present the agenda and check presence.
- The president checks if each vice-president of the game accomplished the previous responsibilities.
- New responsibilities are set by the president for the next week.



- HAUNTED HOUSE

- Design a floor plan for the gym
- Buy batteries for the decorations
- The actors for the haunted house are already chosen

CAKE WALK

- Encourage students to bring in donations of cookies
- Buy plates and plastic bags for wrapping
- Make sure you have a CD player and music for the event

- FACE PAINTING

- Buy face paints
- Create design choices for kids

MUMMY GAME

- Make sure that you have enough donations
- Awards students with diplomas and sweets

COSTUME CONTEST AND PUMPKIN CARVING CONTEST COMMITTEE

- Prepare at least five different categories of your choice(Scariest, Funniest etc.)
- Create the design for all the certificates
- Print and have director signed certificates
- Get the prizes



- ♣ Meetings with the parents are held in order to raise donations for the event. These can be different materials or cakes.

- ♣ Decorating the school, the classrooms takes place one week before the event takes place.
- ♣ The Haunted House is built before Halloween Day, in the gym.



2. While...



♣ The manager of the school opens the event, presenting the significance of the Halloween day and of the project.

The manager also introduces the jury, the organizing teams and the schedule of the day.

- ♣ The students perform the opening Halloween dance.
- ♣ The costume parade and the Pumpkin Carving contest take place.



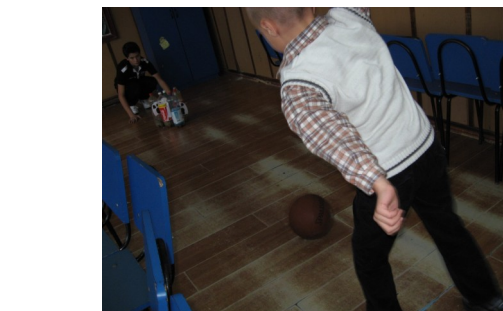
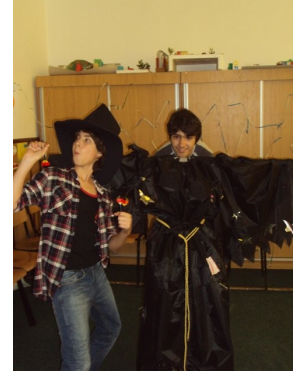
♣ After the jury deliberates the students are awarded.



2. While...



- ♣ All the students go out to buy tickets for the games after the parade is over.
- ♣ The games take place in different classrooms and all the students that participate are awarded with small prizes.
- ♣ After the event is over all the materials are collected in order to be reused next year.



3. After...



- ♣ The whole Halloween committee makes the SWOT analysis.
- ♣ All the students and teachers involved in the event are awarded with diplomas.
- ♣ Decide the way the amount of money will be spent in the benefit of the students and school.
- ♣ The money will go to a bank and will be used for the next year event.
- ♣ Buying a school gift of the students' choice.
- ♣ The 8th graders will spend the amount of money justifying their choice.

FUN



CHALLENGE



CREATIVITY

TEAM

Programme: LIFELONG LEARNING PROGRAMME

Sub-programme: COMENIUS

Action type: PARTNERSHIPS

Action: COMENIUS Multilateral school partnerships

Working language of the partnership: EN - English

Project title: *School for Life*

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Școala Nr. 4 "Elena Donici Cantacuzino", Pucioasa,
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Project duration:

2010 - 2012

**Halloween Youth
Leadership and
Fundraising
Project**

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