

**Civil Service Council
Education Assistance Committee**

The *Education Assistance Committee* met on September 17th and October 1st.

New Business:

The committee discussed fundraising ideas for the fall semester, and the following dates have been set for the Panera Bread, Quatro's, and Holiday Luncheon fundraisers:

Thursday, October 17th – Panera Bread from 4:00 – 8:00 p.m.

Tuesday, November 12th – Quatro's Pizza Day

Wednesday, December 4th – Holiday Luncheon

Flyer for the Panera Bread fundraiser was sent via email to committee members for distribution on October 1st, will re-send the flyer on Wednesday, October 16th.

Flyer for Quatro's Pizza Day will be sent out on October 29th, will re-send on Tuesday, November 12th.

Flyer for the Holiday Luncheon will be sent out on Friday, November 1st, will re-send on Monday, November 18th.

Holiday Luncheon Items Discussed:

Date: December 4th

Time: 11:30 a.m. – 1:00 p.m.; Council meeting at 1:30 p.m.

Cost: \$20/person for meal and one raffle ticket; raffle tickets can be purchased

Location: SSB 150/160/170 rooms reserved

Decorative Theme – Red and Green colors; need to purchase disposable tablecloths for eating tables and need decorative items loaned for luncheon

Holiday music

150th centerpieces loaned from Events & Protocol

Luncheon and Raffle tickets - Tony will print both

Catering – awaiting on quotes

Raffle items – business donor list has been distributed to committee members to check with business for gift donations; business solicitation letter and gift in-kind donation form have both been emailed to committee members

Microphone – CTE wants to charge \$40 for 2 speakers and microphone; need Council suggestions/approval

Old Business:

Andrea picked up check for \$403.00 from Quatro's on September 24th, from Quatro's Day in July.