



845-856-6344 x1832

17 Sussex St.
Port Jervis NY 12771



substancetaskforce@gmail.com

October 19, 2020

Dear PJ Community Member:

We are so pleased to be able to facilitate a community-wide trunk or treat activity for our students and community. This is a collaborative effort between Operation PJ Pride and the Port Jervis City School District. Below are the details and directions for the event. Please know that we will follow all CDC safety and Covid guidelines for the safety of all.

- **Date and time:** Friday, October 30th, 5-7pm. (Rain date Thursday, October 29th.)
- **Masks:** In addition to any Halloween masks, all attendees must wear a cloth or medical mask that fully covers the mouth and nose at all times.
- **Cars and Trunks:** One parking space will separate each car/trunk (10ft). Cars should be parked no later than 4:15 and the event will start promptly at 5pm kicked off by the Annual PJHS Senior Halloween Parade. All registered trunks must stay until the conclusion of the event at 7PM.
- **Register your trunk:** There are sixty spots available for this event. Send your completed registration form to Megan Robbins at substancetaskforce@gmail.com no later than Monday, October 26. You will be assigned a parking spot when you enter the event. Please bring enough candy for approximately 500 guests. Prizes will be awarded for the most creative trunks!
- **Protocols and safety:** Each trunk should bring a folding table to place their candy/goodie bags on. The table should be at least 6ft from the vehicle's trunk area. All candies/goodie bags should be individually wrapped and on the table for distribution. NO homemade goods please.
- **Participants/Attendees to the Trunk or Treat:** If you would like to attend the event as a trunk or treater, you must register for a time slot on Pick-a Time on the PJCS D website on the HS page. 10 minute blocks will be available starting at 5:15pm after the seniors parade through the trunks. Groups of 7 will be allowed in at a time. 7 people max per group or family. Walking through the trunk or treat will be one way starting at the ASK side of the campus and ending at the HS end. Parking will be available at both the ASK & HS end of the campus. Staff and police will be present to provide direction and assistance.

- **Donations:** If you are unable to attend the event but would still like to contribute candy, prizes, or other items please contact Megan Robbins at the email listed above.

We are looking forward to a safe and enjoyable event for our community!