

## M-A PTA SENIOR BREAKFAST

The Senior Breakfast is a tradition for Graduating Seniors. Held just before graduation practice on one of the last days of school, the breakfast is a special event for graduates as they celebrate four years of hard work.

<b>GENERAL DIRECTIONS</b>	
Confirm event	Contact Simone's assistant Mimi at <a href="mailto:nmenjivar@seq.org">nmenjivar@seq.org</a> to confirm time of event, location (Old Gym) & number of Seniors
	<p>If you want to set up the day before the event you will need to take the following steps.</p> <ul style="list-style-type: none"> <li>● Go to <a href="http://mabears.org">mabears.org</a></li> <li>● Quicklinks</li> <li>● Facility Use</li> <li>● Facility Use Calendar</li> <li>● Check to see if the location is available</li> <li>● Contact Administrative VP Janelle Bugarini to confirm that the location is available so she can reserve this event on the school calendar</li> <li>● Notify Head Custodian Brien Oliver 650-444-3892 <a href="mailto:boliver@seq.org">boliver@seq.org</a></li> </ul>
Budget	Contact PTA Co-Presidents for budget
Check PTA Supplies	<p>Supplies are available in PAC Cafe Kitchen. Our closet is the second from the left. Ask at front office for custodian to open the kitchen door if it is locked</p> <p><b>Supplies</b></p> <ul style="list-style-type: none"> <li>● Plates, napkins, glasses, plastic utensil</li> <li>● 20-round white tablecloths, 6 rectangular tablecloths-on top of cabinets (take home and machine wash with bleach and return)</li> <li>● Plastic and ceramic serving platters and bowls</li> <li>● Serving baskets</li> <li>● Prep and serving utensils-cutting boards, knives, tongs, spatulas</li> <li>● 4 2.5 Gallon Plastic Beverage dispensers</li> <li>● Pens</li> <li>● Food signs</li> </ul>
Table, chair set up	If you have any specific set up requirements Head Custodian Brien Oliver 650-444-3892 <a href="mailto:boliver@seq.org">boliver@seq.org</a>
Plan event	<ul style="list-style-type: none"> <li>● Breakfast is served an hour before senior graduation rehearsals. This is a very quick event and kids will come in late and some kids skip breakfast entirely and just show up for rehearsal.</li> <li>● Custodians can bring sports water coolers and they will refill as needed when you contact them</li> <li>● Some students bring yearbooks to sign so have pens available</li> <li>● Last years menu-breakfast burritos, fruit, baked goods, yogurt parfaits with granola, orange juice and water; also toast buffet.</li> </ul>

	<ul style="list-style-type: none"> <li>• Note: we had volunteers hand out burritos so everyone got one portion. Kids will take more if they can so plan accordingly</li> <li>• You can use large rolls of tablecloth plastic from Party City to cover the banquet tables. Normally they line up 3 or more tables in a row.</li> </ul>
Volunteers/Donations	<ul style="list-style-type: none"> <li>• Contact PTA volunteer coordinators to send out volunteer request for PTA members</li> <li>• BearNotes-by Wednesday midnight send out request for volunteers if needed. Online sign ups-add link for volunteers and donations</li> </ul>
Reimbursement Forms	<ul style="list-style-type: none"> <li>• Forms at <a href="http://mabearspta.org/about/reimbursement">mabearspta.org/about/reimbursement</a> forms</li> <li>• Reimbursement form should be signed by event chair</li> <li>• Submit to current PTA Treasurer, address on reimbursement form or M-A PTA mailbox</li> <li>• If you decide to donate a part of the receipts, please add it to the reimbursement so PTA has an account of the total cost for the event. This will help to insure that we have a realistic budget for the next year.</li> </ul>