

M-A PTA STAFF APPRECIATION-MAY LUNCHEON

Each year, the PTA sponsors the May Appreciation Luncheon. Teachers, staff, PTA volunteers, and Foundation for the Future volunteers attend the luncheon where the PTA presents awards to exceptional volunteers, gives 'Bear Farewells' to graduating parents who have had a positive impact on M-A as volunteers, welcomes new 20-year staff members to the Platinum Plus Club and honors select volunteers in the M-A community. The Foundation for the Future also presents awards to teachers and staff.

GENERAL DIRECTIONS	
Confirm event	Contact Simone's assistant Mimi at nmenjivar@seq.org to confirm date, time and number of staff for event -Contact Foundation for the Future Executive Director Cindy Folker and give her the date of the event
	If you want to set up the day before the event you will need to take the following steps. <ul style="list-style-type: none"> ● Go to mabears.org ● Quicklinks ● Facility Use ● Facility Use Calendar ● Check to see if the location is available ● Contact Administrative VP Janelle Bugarini to confirm that the location is available so she can reserve this event on the school calendar ● Notify Head Custodian Brien Oliver 650-444-3892 boliver@seq.org
Budget	Contact PTA Co-Presidents for budget
Check PTA Supplies	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 Supplies <ul style="list-style-type: none"> ● Plates, napkins, glasses, plastic utensil ● 20-round white tablecloths, 6 rectangular tablecloths-on top of cabinets (take home and machine wash with bleach and return) ● Plastic and ceramic serving platters and bowls ● Serving baskets ● Prep and serving utensils-cutting boards, knives, tongs, spatulas ● 4 2.5 Gallon Plastic Beverage dispensers ● Food signs
Table, chair set up	Contact Head Custodian Brien Oliver 650-444-3892 boliver@seq.org with layout of tables and chairs
Plan event	<ul style="list-style-type: none"> ● Come up with a theme and get approval from PTA Co-Presidents ● Sign contract with cater and/or create shopping list ● Make or buy decorations and centerpieces

Invitation	<ul style="list-style-type: none"> ● Create graphic for invitation to support theme ● Contact Foundation for the Future Executive Director Cindy Folker to obtain a list of all members and names of all award winners for invitation ● Contact the PTA Co-Presidents to obtain a list of PTA Executive Board, PTA chairs and PTA Farewells (PTA volunteers leaving MA) ● Send invitation to Mimi to send out to staff ● Send invitation to PTA Co-Presidents to send out to PTA Executive Board, PTA chairs and PTA Farewells (PTA volunteers leaving MA) ● Send invitation to Foundation for the Future Executive Director to send out to board
Programs for tables	<ul style="list-style-type: none"> ● Create graphic for program to support theme ● Contact Foundation for the Future Executive Director Cindy Folker to obtain a list of all members and names of all award winners for invitation ● Contact the PTA Co-Presidents to obtain a list of PTA Executive Board, PTA chairs and PTA Farewells (PTA volunteers leaving MA) ● Print out three programs per table
Luncheon Entertainment	<ul style="list-style-type: none"> ● Contact Mr. Meier the Choral teacher to see if the Choir would could sing at the luncheon ● Order extra food for the Choir students
Volunteers/Donations	<ul style="list-style-type: none"> ● Contact PTA volunteer coordinators to send out volunteer request for PTA members <p>BearNotes-by Wednesday Midnight send out request for volunteers if needed. Online sign ups-add link for volunteers and donations</p>
Reimbursement Forms	<ul style="list-style-type: none"> ● Forms at mabearspta.org/about/reimbursement forms ● Reimbursement form should be signed by event chair ● Submit to current PTA Treasurer, address on reimbursement form or M-A PTA mailbox <p>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.</p>