

M-A PTA Staff Appreciation

HOLIDAY BRUNCH

Brunch for the entire staff of M-A the day after the last day of the first semester.

GENERAL DIRECTIONS	
Confirm date, time and location	<ul style="list-style-type: none"> • Co-PTA President will give you the date of the event and the budget • Confirm set up time • Confirm the number of staff
Recruiting volunteers and donations	<ul style="list-style-type: none"> • Create sign up for donations to be dropped off for the event and volunteers • Send the sign up to PTA volunteer coordinators at adminsupport@mabearspta.org • Send link in to BearNotes by Thursday midnight for a Sunday posting • Volunteers-generally 8-10 during the event
Planning Event	<ul style="list-style-type: none"> • Brunch menu • Use drink dispensers for water or powdered lemonade you can dress it lemons, mints or strawberries. Bottle beverages are expensive and will take up your budget. Create sign up with a list of possible foods you are requesting to be donated • After you review the sign up you will want to determine which items you may need to buy or make for the event • Two weeks before contact Brien Oliver bolivar@seq.org to ask him to set up 2 banquet tables in the staff lounge for the day of your event
PAC Café Kitchen PTA-Supplies	<ul style="list-style-type: none"> • Check the PTA closet in PAC Café. Ask at the front desk if someone can let you into the kitchen to check out supplies. In general there are plastic utensils, paper plates and napkins • Serving utensils, platters, bowls, baskets and beverage dispensers • Carts to transport items from the PAC Café Kitchen to the staff lounge • Cutting boards and knives • PTA owns white table clothes in bins in cabinet or above cabinets. Please check for spots, wash and gently fold before you bring them back. • Note: bring dish towels, sponges and dish soap
PAC Café Kitchen Equipment	<ul style="list-style-type: none"> • PAC Café Kitchen has a double refrigerator available to us. Suggest putting a sign on the doors stating that contents are for PTA event and the date. • PAC Café Kitchen has a full size freezer • 2 Commercial ovens-they're large cookie sheets available for our use. They need to be collected from the new school kitchen during the day from Brien and the kitchen crew. Best time is after lunch service. Note: you must keep the doors open for air circulation otherwise you can easily set off the fire detectors. • 1 Microwave • Filtered water in PAC Cafe
Shopping	<ul style="list-style-type: none"> • Purchase any additional food that you will not be donated • Purchase any additional plates and utensils
Evening before event	<ul style="list-style-type: none"> • Set up table clothes and centerpieces the night before. There are wrapped Christmas boxes on top of the PAC Café Kitchen cabinets that we have used for centerpieces. We have also used squares of Christmas wrap as a centerpiece with Poinsettias. • Set up any other festive holiday decorations • Prep food as needed • Set up food, drink dispensers, plates and napkins, and utensils on the banquet tables • After the event is over clean up the tables and put everything back in PAC Café Kitchen.

Day of the event	<ul style="list-style-type: none"> ● Cook or heat up any dishes ● Pick up donated food from the front office ● Put out food on banquet tables ● Put drinks in the drink dispensers ● Resupply food and drinks as needed ● Clean up all tables, kitchen and pack up any extra food and put in refrigerator for ELAC Holiday Celebration
After the Event	<ul style="list-style-type: none"> ● Fill out the reimbursement form and submit to the PTA Co-Presidents at mapresidents@mabearspta.org to sign and submit to the treasurer ● The reimbursement form is available at https://www.mabearspta.org/reimbursement-form/ ● Expect reimbursement in 2-3 weeks