

M-A PTA Staff Appreciation

OPEN HOUSE

Dinner for teaching staff before open house

GENERAL DIRECTIONS	
Confirm date, time and location	<ul style="list-style-type: none">• Co-PTA President will give you the date of the event• Contact Simone's Admin for location, generally in the staff lounge or outside PAC cafe• 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 2-3 people to set up and clean up. Teachers serve themselves.
Planning Event	<ul style="list-style-type: none">• Your budget for this event is \$250• Dinner-Historically this has been a make your own salad event. People donate items that go into salads. You can make the dinner what ever you would like as long as you work within the budget.• 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
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, napkins, serving utensils, platters, bowls, cutting boards and beverage dispensers.• 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• 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
Shopping	<ul style="list-style-type: none">• Purchase any additional food that you will not be donated• Purchase any additional plates and utensils
Event Day	<ul style="list-style-type: none">• Arrive a few hours before the event and collect the supplies you will need from the PAC Café kitchen. Cart everything over from PAC Café Kitchen to the staff lounge.• 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.
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