

M-A PTA Staff Appreciation

VALENTINE'S TREATS

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
Recruiting volunteers and donations	<ul style="list-style-type: none"> ● Create sign up for donations to be dropped off for the event ● Send the sign up to PTA volunteer coordinators at adminsupport@mabearspta.org ● Send link in to BearNotes by Thursday midnight for a Sunday posting
Planning Event	<ul style="list-style-type: none"> ● Your budget for this event is \$250 ● This event is desserts only no drinks are included. ● Create sign up with a list of possible desserts you are requesting ● 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 additional desserts that are not going to be donated ● Purchase any additional plates and utensils ● Purchase decorations if your budget allows. Past decorations have been as simple as paper heart tables with some Hershey's kisses tossed around the desserts
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. ● Decorate the tables ● Slice the desserts in single serving portions and put on the table ● After the event is over clean up the tables and place any left over desserts either on one of the tables for teachers that didn't get a chance to stop by or come later for seconds. If there are a lot of left overs you can ask Brien to put them in the custodians kitchen for the night custodians. Go to the front desk and have the Admin contact him.
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