

M-A PTA STAFF APPRECIATION

Each Staff Appreciation event listed below has 1 or 2 chairs to plan and execute the event. They work with the Admin/volunteer support co-chairs to recruit volunteers.

Back to School Coffee Cart – arrange for coffee cart and breakfast foods for staff on the morning before school starts. Set up in PAC Café.

October, January Coffee Carts – arrange for coffee cart and break foods for staff

Holiday Brunch – Plan festive brunch and decorate PAC Café for all staff before the Winter Break. Several volunteers help decorate, bring food, set up and clean up.

Valentine's Treats – Decorate teachers lounge; set up water in drink dispensers and Valentine-themed baked goods and candy on Valentine's Day.

Open House food for staff – Before Open House set up water in drink dispensers and make/order/purchase food for self-serve buffet. 4 volunteers to set up/clean up.

Custodial Staff Dinner - One evening in April, set up dinner in teacher's lounge. Water in drink dispensers and make/order/purchase food for 12-14 custodial staff. Generally 2 people to set up and clean up.

Ice Cream Social – Provide frozen desserts or scooped ice cream with toppings to staff in teacher's lounge. Generally 2 volunteers to set up and clean up.

GENERAL DIRECTIONS

1. Check PTA Supplies

Supplies are available in PAC Café Kitchen. Our closet is the second from the left. Ask custodian to open the kitchen door if it is locked.

Supplies:

- Plates, napkins, glasses, plastic utensils
- 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
- 2 large coffee pots – one Costco coffee can per pot

2. Confirm time of event

Contact Principal's assistant Mimi at nmenjivar@seq.org to confirm time