

Jefferson Middle School PTA

Final Report

School Year: 2017/2018

Committee/Activity: Staff Appreciation Luncheon

Chairperson: Paula Pellegrino

Job Description: Provide lunch and a small gift for JMS Staff Including Administrative, Food Services, Custodial, Teaching, and Crossing Guard Staff. Totaling between 85-90 Staff

What we did/ accomplished: See attachment.

When the job started: April 1, 2018

When the job finished: May 7, 2018

Monies used/needed /Profit: Budget is \$450. I spent \$271.72 because I didn't purchase any prepared food.

Suggestions for next year: -See below

Other comments (committees, number of people needed, etc.): 3-4 people to help set up. Only need 2 during Luncheon. Need at least 4 people to help with clean up.

Miscellaneous Notes: See attachment.

Signed: *Paula Pellegrino* **Date:** 5/16/2018. **E-mail:** Ppellegrino2@icloud.com

Attachment with details

Planning and Preparations:

April 1, 2018: Discovered that the luncheon was not on the calendar and worked with Mrs. Szesterniak to find a date that would work.

4 weeks before: Created the Sign-up Genius asking for salads, sides, desserts, water bottles, and gift cards.

Two weeks before: I sent an evite to the staff as well as put a physical copy in my the mailboxes and in the custodians and food services mail boxes. I also dropped 6 invitation off to the crossing guard mail box that is housed at the back of the police building located on Washington Road.

A week and a half before: Bought paper products, gift and decorations. In the weeks leading up I checked the gift card collection to assess how many additional reminders I needed to send to people who had signed up.

3 days before: I purchased 11 pounds of ground beef, 11 pounds of chicken breasts, taco shells, chips, salsa, cheese, lettuce, and tomatoes. I cooked the ground beef and chicken and froze it.

Two days before: I sent email instructions to all of the people who signed up to donate food items. I offered the option of bringing non-perishables to my house beforehand and dropping off prepared food the morning of.

The Friday before the luncheon we went and decorated so we didn't have as much to do the day of.

In the week before I also packaged all of the gift cards with a thank you note. We were a few short so I donated 3 and purchased 3 extra at Giant Eagle.

The night before I placed the frozen meat in crockpots on warm and so it would be hot and thawed by morning.

Day of: I had two other people come meet me at my house to help transport all of the serving items, crock pots, food etc. We arrived at 10 at which point people started bringing their food items. One person got ice down at the cafeteria. We finished setting up all of the tables and the serving table so we were prepared by 11. Three people stayed to help during the luncheon. We needed one additional table from the custodian and extra folding chairs. The staff came in at three different times between 11-1. Between each wave of people, we replenished and "spruced up" the table. At the end of the luncheon, one helper left and two more volunteers came to help with clean up. We left ample food for the night custodial staff and took the remainder of the desserts to the

office for the staff to enjoy. At the conclusion of the Staff Appreciation Week, I emailed Mrs. Harris to get a count of any staff who did not attend and therefore receive a gift.

Post Event: Completed reimbursement form and arranged for everyone to either pick up dishes in the attendance office OR me to drop off. I sent an email reminding people to pick up their dishes but ended up having to run over to the office to get them out of Mrs. Harris' way when several days had passed. I then took a morning and dropped them off to individual houses. I also emailed Mrs. Harris to have her inquire as to who we missed as far as getting gifts to. I delivered additional gift card gifts to her and she distributed. FINALLY.... REPORT!!!!!!

Suggestions for next year:

1. See if we might hold the luncheon in the library. We checked with Mrs. Szesterniak and she gave us the okay to hold it there next year. We set a date and she said that we need to secure the library for that date at the beginning of next year.
2. Less fruit salad. We had a surplus of fruit salad.
3. Encourage everyone who brings a dish to bring it in a disposable container OR be very clear that returned dishes need to be picked up within a day or two.
4. See if we are able to send out an email specific to the event with the sign-up genius to ensure more people are able to sign up for
5. Have the student council help package gift cards and put personal notes in for staff.
6. Keep a theme! The teachers seemed to very much enjoy it!

EXPENSES:

Food, Paper products, Decorations, Gift Cards:

Aldi. \$67.38

Target: \$34.92

Fresh Market: \$69.72

Giant Eagle: \$56.91

Michaels: \$18.55

Dollar Tree: \$24.24

Total Spent: \$271.72