

## Jefferson Middle School PTA

# Final Report

**School Year:** 2013–2014

**Committee/Activity:** 8th Grade Career Day

**Chairperson:** Jen Broadhurst & Ellen Giarrusso

**Job Description:** Assist JMS counselors in planning and implementing 8th Grade Career Day, a half-day career fair hosted in both the middle and elementary school gymnasiums.

Folder exists and includes planning meeting agendas, speaker packet, student schedules and important emails.

**What we did/ accomplished:** Coordinated with JMS Counselors to recruit speakers (including keynote), secure student tote bags for collecting speaker giveaways, assist counseling office with speaker gift bags, and provide refreshments for both speakers and students. Also recruited/coordinated parent volunteers to assist with event.

Speakers included JMS parents and Pittsburgh community members in various fields, including: hospitality, engineering, culinary arts, banking, non-profits, teaching, politics and medicine. Many of the speakers return every year and are contacted directly by the counselors. Once we recruited new speakers, we put them in touch with the counselors as their primary contacts so that all speakers were receiving the same information from the same source.

Tote bags were provided by PNC Bank.

Janet Wilkenson assembled speaker gift bags, which included items donated by the school district, Smiley cookies donated by Eat n' Park (with JMS logo), mints and Kleenex (bought by us).

Refreshments for the student breakfast were purchased at a discounted price from Eat 'n Park Hospitality and included muffins, milk, and juice. Fruit was donated by a local distributor. For the speaker hospitality areas, we had coffee (donated by Coffee Tree) and bagels with cream cheese/butter (purchased from Panera). We also bought little water bottles from Costco for both students and speakers.

Approximately 20 parent volunteers were recruited through the PTA newsletter and were needed to help with: 1) timekeeping and crowd control in the gyms, 2) set-up in the speaker hospitality areas, and 3) set-up and crowd control in the cafeteria for the student breakfast.

**When the job started:** Began planning in late September.

**When the job finished:** November 8, 2014

**Monies used/needed /Profit:**

**Budget:** 2011=\$425, 2012=\$300, 2013=\$250.

2013 Actual Spending:

\$150 for 600 mini muffins

\$49.57 for juice and milk

\$25.06 for water

\$8.75 for paper products

\$35.54 for bagels & cream cheese

\$10 for mints and little kleenex packs

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\$278.92 TOTAL COST

Please note that not all of these expenses were submitted to PTA for reimbursement, but should be factored in setting future budgets.

**Suggestions for next year:** The PTA should consider budgeting more money.

**Other comments (committees, number of people needed, etc.):** This event is driven by the JMS counselors and they do a wonderful job! The committee chair's main responsibilities are recruiting speakers, arranging for refreshments and supporting the JMS staff in any other way needed.

**Miscellaneous Notes:** None.

**Signed:** /s/Jen Broadhurst and /s/Ellen Giarrusso   **Date:** August 2014

**E-mail:** [jenbroad@verizon.net](mailto:jenbroad@verizon.net) and [efgiarrusso@gmail.com](mailto:efgiarrusso@gmail.com)