

Willow Grove Event Form: Staff Appreciation Week

Please complete sections I-V of this form and submit it to the PTO board one week after your event.

A PTO Executive Board Member has been assigned to be your mentor. Please contact them at any time. Have fun and THANK YOU on behalf of all the parents, educators, and students at Willow Grove!

I. BASIC INFORMATION

Name of event: Staff Appreciation **Date(s):** As designated on PTO calendar **Start/End Time(s):** _____

Location: Teacher Lounge **Estimated # of attendees:** All teachers and support staff at Willow Grove

Description: Provide welcome back snacks, conference meals, hot coco bar, and Staff Appreciation Week for the teachers and support staff during Staff Appreciation Week.

II. PLAN AND KEY DATES -

Action required	Person Responsible	Start Date
<p>1. Meet with fellow committee chairs to plan year events, review budget, and delegate roles.</p> <p><u>Staff Appreciation plans the following events:</u> Fall Teacher Conference Meal in November Hot Coco Bar in January Spring Conference Meal in March Staff Appreciation Week in May</p>	Chairperson	Late August
<p>2. Plan two conference meal themes and parent donation options. Present theme and plans for both Fall & Spring conference meals to PTO board.</p> <p>Once approved, set up parent donation lists via Membership Toolkitz or Sign-Up Genius for parents to donate. Majority of food is provided by parent donations. Conference Meal Sign-Ups will be ongoing until event occurs.</p> <p>Frequently request donation sign up be posted in PTO blog and Facebook.</p> <p>Taco Bar Sample Parent Sign-Up provided in "Event Recap" section. Other past themes included "Taco Bar," "Italian," "Baseball Game: Hot Dog Cart," etc.</p>	Chairperson	September
<p>3. The week before conferences, assess parent donation list. Request last minute donations via Facebook and PTO blog. Purchase remaining items, if needed.</p> <p>Day of Conference Meals, decorate teachers lounge to match the theme between 8:30-10:30 AM (please be out of the lounge during</p>	Chairperson	Mid November

Willow Grove Event Form: Staff Appreciation Week

teacher lunch time).

Provide parent donation list to school secretary for her to mark received food donations. Request items be dropped off no later than 10 AM that day. Ensure all donations were received. Set up the teacher lounge around 3:30 PM for teachers to eat. Parent volunteers are asked to leave by 4:30 PM.

Next day, return to clean up the teachers lounge. Determine date to remove decorations from teachers lounge (usually end of week). Store in PTO closet if able to reuse items.

4. After conference meal ends in November, begin planning Hot Coco Bar. Plan staff invitations with request for Willow Grove staff to bring their coffee mugs the day of the event. Submit parent donation requests via Membership Toolkitz or Sign Up Genius.

Request parent donations for the Hot Coco Bar and promote via blog and Facebook.

Items requested include:

- Whipped Cream
- Chocolate Chips
- Andes Mint Chips
- Chocolate Sauce
- Mini Marshmallows
- Peppermint Chips
- Chocolate Covered Spoons
- Winter Themed Tea Packets
- 2-3 Large Hot Water/Coffee Vats

Chairperson Mid November/
Early December

Design a "Winter Wonderland" theme. Decorate snowflakes to hang from teachers lounge ceiling. (The Dollar Tree often sells plastic snowflakes that are perfect for this event.)

5. Set up Hot Coco Bar the first or second week back to school after Winter Break, as determined by PTO calendar.

Chairperson First-Second
Week in January

Return at the end of the week to clean up Hot Coco Bar.

6. Repeat step #3 for Spring Conference Meals.

Begin soliciting donation items for Staff Appreciation Week and raffle. (Do not forget to ask school secretary how many bus drivers Willow Grove uses and request names for breakfast and snack bags.)

Chairperson February/March

7. Finish preparations for Staff Appreciation Week gifts and raffle prizes.

Chairperson Mid/Late April

8. Put invitation for Staff Appreciation Week in staff mailboxes.

Chairperson Week before
event

6. The week before Staff Appreciation Week, assess parent donation list. Request last minute donations via Facebook and PTO blog. Purchase remaining items, if needed.

Chairperson First Day of Event

Willow Grove Event Form: Staff Appreciation Week

Decorate teachers lounge the Friday before Staff Appreciation Week begins. The best time to decorate is Friday afternoon, after the teachers eat lunch.

Provide parent donation list to school secretary for her to mark received donations. Request items be dropped off no later than 10 AM each day. Ensure all donations were received.

At morning bus drop off, give bus drivers breakfast muffin and orange juice. At the afternoon bus pick up, give the bus drivers a snack and juice.

Return each day to clean up the teachers lounge and set up for the next day. Do this daily the entire week of Staff Appreciation. Sample week and items provided in the "Event Recap" section.

10. Friday afternoon: Clean up room. Package perishable food items nicely and place in refrigerator. Put decorations away in the PTO closet.

Chairperson

Last day of Event

III. EQUIPMENT AND DONATIONS REQUIRED -

Equipment Description	Qty	Comments/Donated By
Table clothes, decorations		See Sample Layout in "Event Recap."
Paper goods, bags for raffle tickets, and plastic utensils required for food.	Plan on feeding ~60 people daily.	Contact local stores for donations.
Staff Raffle items	60-65 items in total	Restaurants, kids play places, bookstores, fitness, and travel experiences.

IV. VOLUNTEERS -

Optimum # of Volunteers:

5-10 volunteers

(1-3 per day)

V. EXPENSES - budget established every August/September

(Continued on next page)

Willow Grove Event Form: Staff Appreciation Week

VII. EVENT RECAP-

Conference Meal Sample Taco Bar Parent Sign-Up

Precooked Ground Taco Beef (feed 30 people) in Crock Pot (3)	All slots filled SM Sara McKinnon-Martinez KF Kate Fyda LC Lisa Carlson
Shredded Lettuce (Two 5 pound bags) (3)	All slots filled TG Tami Gopal CC Christal Christiansen (2)
Baked Beans (feed 20 people) (2)	All slots filled AF Angelica Freund (2) Home made Refried beans
Individual Chip Bags (40 servings) (2)	All slots filled SC Stacey Costabile DS Deb Steinbrink
Soft Tortilla (Package of 50) (3)	All slots filled CC Christal Christiansen TG Tami Gopal SC Stacey Costabile
Water bottles (2) 24 case	All slots filled MD Meghan Damascus (2)
Ice Tea Bottles (3) 24 case	All slots filled MD Meghan Damascus (3)
Dessert (3) Feed 20 people	All slots filled JB Jessica Becker SB Sarah Baker CC Christal Christiansen
Shredded Cheese (Two 5 lb bags) (2)	All slots filled KW Karen Wilson CC Christal Christiansen
Salsa (Two 40 oz bottles)	MD Meghan Damascus
Guacamole (Fresh or 40 oz container) (2)	All slots filled AF Angelica Freund Will bring 2 containers, 1-mild / 1 hot CC Christal Christiansen
Sour Cream (Two 40 oz containers) (2)	All slots filled MD Meghan Damascus DO Debbie O'Hara
Hard Taco Shells (Three packs of 24 shells) (2)	All slots filled DO Debbie O'Hara LC Lisa Carlson
Fresh Diced Tomatos (40 oz)	Sign Up <input type="checkbox"/>
Candy Fill Piñata Peanut Free Candy Please	LC Lindley Caldwell
Donate Money toward Meals to purchase items Address envelopes to CM Office: Attention Lindley Caldwell	5 slots filled - more available AS Amina Shaik hi there. I would like to donate \$20 for the meal

Willow Grove Event Form: Staff Appreciation Week

Sample Staff Appreciation Week

Monday:

Donut you know how much we appreciate you? (Donuts)
Dunkin Donuts Coffee
Scent-sational Candles
Riodan Samples
Raffle at Noon- Riodan Basket

Tuesday:

We have "A&W"some teachers Root Beer
M&M Treat Jars
You're "TECHNICALLY" the coolest USB drives
Raffle at Noon- Noodles & Company for a year

Wednesday:

Fresh Fruit Smoothies for "Berry Sweet" Teachers
Mambo Italiano Lunch
"Hands Down" you're the best around Hand Soap
Raffle at Noon- 30 Day BG Gym Membership

Thursday:

Thanks for making us "Smart Cookies"
You're "EXTRA" Special Gum
"Tea"-riffic Teacher Water Bottles & Tea packets
We have a very "POP"ular staff Cake Pops
Raffle at Noon- Coopers Hawk Wine and Tasting for 4

Friday:

Here's the "SCOOP," we love our WG Staff Sundae's
Teachers are so refreshing Lemonade
Personalized Clip Boards and Cups
Raffle at Noon- Facial and Body Lotion

****All items were funded by donations****

Willow Grove Event Form: Staff Appreciation Week

Sample Raffle Solicitation Documents

Sample Donation Request and Thank You Letter:



Willow Grove PTO . 777 Checker Road . Buffalo Grove . Illinois

January 4, 2015

Salon 6
123 Townline Road
Vernon Hills, Illinois 60065

Dear Salon 6:

The Willow Grove Parent Teacher Organization is hosting a **Teacher Appreciation Week** for our school May 6-8, 2015. One of the events we do is a raffle give-away for the teachers and staff to say thank you for all they do. We are asking regional businesses if they can help by donating merchandise or services toward the give-away.

We would be honored if you would consider donating. We are a tax exempt organization and would be happy to provide our tax exempt ID.

Kindly contact me at (847) PHONE or EMAIL with questions, or to pick up items. **We ask for donations no later than Monday, April 20, 2015.** Please know your donation will be greatly appreciated.

Thank you in advance for your time.

Fondly,

NAME
Teacher Appreciation Week Chairperson



Willow Grove PTO . 777 Checker Road . Buffalo Grove . Illinois

May 4, 2015

Salon 6
123 Townline Road
Vernon Hills, Illinois 60065

Dear Salon 6:

We wanted to thank you for your donation toward our Staff Appreciation Week celebration.

You have helped make this a wonderful event for our teachers, staff, and custodians. The raffle give-away was the highlight of the week, thanks to your donation.

On behalf of the entire staff and Willow Grove PTO, thank you again for your generosity.

Fondly,

NAME
Teacher Appreciation Week Chairperson

Willow Grove Event Form: Staff Appreciation Week

Food Allergy Awareness

We have children with life-threatening food allergies. Kildeer School District 96 continues to see an increased in students with life-threatening food allergies. Policy was adopted December 2010 for a Food Allergy Management Program along with guidelines. Become aware of the D96 guidelines prior to event planning.

AVOIDANCE IS THE KEY TO PREVENTING A REACTION!

PTO's can help prevent food-allergic reactions by educating their membership. Be aware of special precautions at Country Meadows and communicate concerns to the Principal. **Volunteers should ALWAYS check with the school nurse or principal if a food-allergic student asks if a food is safe.**

If you would like to be considerate of these children when planning your event, please refer to the following link to identify District 96 pre-approved snacks (which include dessert-like items).

<http://www.kcsd96.org/shared-content-temp-default/documents/D96safesnacklistREV012114.pdf>

General PTO Guidelines

Directory Information Use

The District 96 Telephone Directory and parent contact information is published for the convenience of parents, staff, and students in District 96. No District 96 employee, PTO member or representative, or parent is permitted to distribute a copy or copies of the directory and volunteer lists to outside interests, including business or charitable organizations. The Directory and information contained therein is not used for solicitation or for commercial use for any purpose.

Email addresses may not be used for list or individual "cold call" solicitations.

Financial Reimbursement

Please review the attached "Financial Procedure" form for information on how to request reimbursement for event expenses. Any budget expectations must be approved by the PTO board BEFORE the expense is incurred in order to receive reimbursement.

Event Communications

Please feel free to contact the PTO Secretary to publicize your event in the PTO Newsletter, PTO Webpage, Facebook, and/or Principal Message.

PTO Closet

The PTO closet is space donated by the school to store our supplies. Each committee is welcome to use the supplies in that closet.

Please be considerate and put all supplies away neatly into their appropriate plastic bins. Please also make sure the room looks tidy with lights turned off prior to locking the door. If there are any concerns regarding the PTO Closet, please notify one of the co-presidents.