



# Committee Chair Report

School Year: 2015-2016

Prepared by: Maggie Thomas

Date: May 10, 2016

Committee Name: Teacher Appreciation Week

Committee Chair(s): Maggie Thomas

Co-Worker(s): I had help from multiple volunteers. The full list is included in the committee folder.

What We Accomplished and When: The committee sponsored and ran several teacher appreciation events the week of May 2, including a breakfast, a catered lunch, carnations from students, supplies donated by the families of students, a cake, and Target gift cards.

When job was started and completed: Work began in March of 2016 and the events were held May 2-6, 2016.

Resources used/needed: The school facilities and services of Mr. Kitsko, the teachers and the custodial staff were used throughout the event and during carnation sales fundraising. Homeroom coordinators assisted with obtaining supply donations and donations for the breakfast and lunch events. Local businesses donated cake, coffee and a floral arrangement.

Monies Used/Profits Gained: The PTA budget provided \$550. Carnation sales raised an additional \$495. The committee spent a total of \$1,748.97, leaving a negative balance of \$14.97. Last year's events were \$126.42 under budget, which included monetary donations that we did not receive this year.

Difficulties: This year's events were pretty smoothly since this was my second year as chair and I had learned from the previous year.

Suggestions for Next Year: Continue to request donations from local businesses. I was able to get a floral arrangement donated by the Blooming Dahlia this year in addition to the cake from Party Cake Shop and coffee from Coffee Tree Roasters. Lunch donations from a local catering company should be pursued. Ask teachers and staff to consolidate personal items into a single fridge before TA week to provide space for leftovers and so that they can tell which items in the fridge are open to all and which are not.

Other Comments: I would also suggest moving the teacher breakfast from Monday morning to a later day in the week. Monday morning (both this year and last) is a bit hectic with decorating the faculty lounge for the week, picking up the coffee donation, receiving breakfast items, and setting up the food. I would suggest starting the week with cake or carnations, and having breakfast on Tuesday or Wednesday.

We received significantly more supply donations this year than last year, which I attribute to sending the request to homeroom parents earlier (approximately 3 weeks prior to TA week), and drafting the emails to be sent to the classes so that the coordinators can just forward it or copy & paste.