

STAFF APPRECIATION COORDINATOR – DECEMBER & MAY

BRIEF DESCRIPTION: To coordinate a Staff Appreciation week in May to acknowledge teachers hard work and dedication. In addition, in December to organize gifts for each teacher and staff.

NEEDED VOLUNTEERS: Based on schedule of events or meals.

TIMELINE: November/December: Work with the teachers on ideas for gifts; give gifts in December. NATIONAL STAFF APPRECIATION WEEK HELD IN MAY (Useful to start March/April for preparation or if you plan to have a theme) – a weeklong celebration of the teachers. Sometimes lunches are planning during the week, as well as gifts.

LOCATION: Most of the work can be done from home, (mostly phone work and emails to coordinate activities). Meeting with teachers and giving gifts, will be done at the school.

BENEFITS: Great way for parents and students to show their appreciation to teachers and staff at RSAR. Supports students and families for RSAR. Fulfills student family volunteer requirement.

BUDGET: YES

RESPONSIBLE TO: PTSA VP

OTHER PARTIES THAT HELP TO COMPLETE THE TASKS:

VOLUNTEER COORDINATOR to help sign-up volunteer parents to coordinate the week, cook, provide food & drink, gifts etc.

DESCRIPTION:

Discuss budget with PTSA VP.
Discuss gift ideas with the teachers, PTSA VP.
Creating a Schedule for the week in May.
Coordinate with office manager space to set up luncheons, or to make arrangements.
Contact Volunteer Coordinator to get other parents to help, and delegate responsibilities.