

STAFF APPRECIATION - MONTHLY LUNCHEON CHAIR

BRIEF DESCRIPTION: To coordinate a Monthly Lunches to acknowledge teachers and staff hard work and dedication.

NEEDED VOLUNTEERS: Based on schedule of events or meals; use SignUpGenius and volunteers who sign up during Back-to-Business days.

TIMELINE: NATIONAL STAFF APPRECIATION WEEK HELD IN MAY (Useful to start March/April for preparation or if you plan to have a theme).

LOCATION: Most of the work can be done from home, (mostly phone work and emails to coordinate activities), lunch is served in the RSAR Office lunchroom.

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. Committee members who donate food get hours adjusted by Volunteer Coordinator.

BUDGET: Yes, but volunteers donate food and receive volunteer hours

RESPONSIBLE TO: REACH OUT TO PTSA VP PRESIDENT FOR SUPPORT

OTHER PARTIES THAT HELP TO COMPLETE THE TASKS:

VOLUNTEER COORDINATOR to help sign-up volunteer parents at the beginning of the year. Anyone can participate. Always try to recruit as many people as possible. All food is donated.

DESCRIPTION:

Create a Schedule for the school year, sample below:

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.