

Holman Middle School PTA | 2021-2022

Hospitality Chairs

All Details Below are Pre-Covid-19:

*Please use them as a guideline for understanding how we have supported the teachers in the past. During this pandemic, it would be nice to see if we can't find ways to support the teachers virtually until we can show them support in person.

Coordinate the following events:

Back-to-school breakfast for teachers/staff (August)

- Takes place a few days before school starts (several weeks prior, check with Principal or Executive Secretary for day/time)
- Confirm parent and/or high school student volunteers to help with set-up, serving and clean-up
- Determine items to have for breakfast/purchase as needed
- Ask custodians to make coffee if needed (they have done this in previous years)
- Set-up/serve/clean-up day of breakfast

Conference dinners for teachers/staff (October/ March)

- Takes place the first day of conferences from 4:00-5:00 pm
- 2 weeks prior to dinner, ask Volunteer Coordinator to send a Sign Up request to all "Wherever" volunteers asking them to donate desserts (delivered to school by noon the day of the dinner); can also post on Holman Parents & Families Facebook page
- Confirm parent and/or high school student volunteers to help with set-up, serving and clean-up
- Determine items to have for dinner/purchase as needed
- Assemble goody bags for the teachers (small bottle of water, several snacks) – hand out or have teachers pick up at the dinner
- Set-up/serve/clean-up day of dinner
- Since the day custodians are usually gone by the time you serve, save them meals for the next day (mark and put it in refrigerator in teachers' lounge) – let the day custodians know you will be doing this when they are helping you set up for the dinner

Teacher Appreciation Week (May)

- Determine how to acknowledge (dessert bar, etc.)
- Work with principal to determine date and have it communicated to teachers/staff
- Secure volunteers as needed for donations and/or set-up and clean-up

Notes:

- Check with Executive Secretary to determine the # of teachers/staff to be served for each event
- Treasurer has the Sam's Club Card
- The kitchen has a spot in the refrigerator to keep PTA food items if needed
- Supplies are in PTA closet
- Clean the kitchen after each event