

Hi 5th grade parents **SEE HIGHLIGHTED AREAS FOR NEW INFO**

I look forward to collaborating with each and every one of you, including your students in creating a night to remember for families and friends and in the process, make a lot of money for the 5th grade fundraiser. **If you have any questions that I do not answer below, please reach out to me by email or by phone (530) 314-1886. If you text, please include your name.**

Your student will be working one of the sessions. It is best to sign up for the same session so that you can have dinner together during the other session.

NEW PASTA FLING HELP NEEDED: (added 3/22)

We are 4 weeks out from the event and we need all hands on deck for auction prizes. I have been visiting business and reaching out to people I know but would like to get all parents to reach out to one business or purchase

****** Please reach out to Heather if you have or can provide the following items needed:**

- **Polaroid Mini Film (looking for 50-75 film)**
- **2-3 bouquets of spring flowers**
- **A few large containers (think of large pickle jars)**
- **Greenery (baby's breath or other similar, red & white carnations)**
- **Parents to put some art decor together for dining room (Positions added below)**

Handout for guests:

It would be wonderful if a parent or two (or three) could put together a trifold pamphlet/handout so that all of our wonderful sponsors (meal and auction) helped make the dinner possible. Heather has a list of all the donors and an example of what was made previously.

Volunteer Name	Phone Number	Email
Robin Moon	530-307-8597	rmoon@ltusd.org
Jason Toutelmin	530-416-2323	jason@pmabmx.com

Ticket Sales Coordinator: Kasey DeFranco and Heather Lew

(Meet with Heather 10 weeks before event to discuss prices, new ways to bring more money in, keep track of purchased tickets for will call using shared drive tracking sheet, including VIP tickets)

Volunteers will work at the ticket table on the night of the event, providing families their dinner ticket and pre-purchased raffle tickets as they arrive each session.

Seating:	Volunteer Name:	Phone Number:	Email:
5:30	Tara Offenbacher	775-815-8272	tboscho@gmail.com
5:30	Sam Portillo	530-208-8008	Tahoeportillo@yahoo.com
6:30	Cari Schmitt	530-307-3160	carischmitt@hotmail.com
6:30	Arlyn Divinagracia	510-387-3007	arlyn_divinagracia@yahoo.com

Dining Area Decorations Volunteers: We need parent help to make decorations and transform our dining room the day of. Decorations need to be made, purchased, picked up, etc. Jaime will provide projects to take home for parents that can have that option. I added Pre decor positions for parents that might not be able to help the day of the event but still want to contribute. We definitely need the decor to transform. There is no session commitment.

Helping with:	Volunteer Name	Phone Number:	Email
Entertainment	Deana Budgell		deana.budgell@yahoo.com
Decorations Coord.	Jaime Wojciechowski	530-210-7251	jaimeslt@gmail.com
Pre decor	Peter Lee	4088354016	peterpaullee@gmail.com
Pre decor	Debbie Sizemore	530-307-1696	sizemorebilling@yahoo.com
Pre decor	Trena Thomas	530-318-0635	cerasolitrena@yahoo.com

Photographs: Parents are needed to take pictures of families. Ita has a Polaroid mini and we are asking other parents with cameras to sign up to capture these family moments. Teachers have shared that Iphone/Android phone pictures are just as good too. We will upload all pictures to a sharepoint after the event.

Ita Carpenter	Polaroid Mini	530-318-4359	
Robin Moon	Cell phone	530-307-8597	
Jaime Wojciechowski	Polaroid Mini	530-210-7251	(I also have one)
Tim Bishop	Cell phone	925-588-4662	

Silent Auction/raffle co-coordinator

(I would love someone to co the silent auction with me. It will become too much for one person once the donations start to come in. We also need 2 volunteers per session to man the silent auction and raffle tables.

Volunteer Name:	Phone Number:	Email
Stefanie Toutolmin	530-416-2324	stef@pmabmx.com
James Divinagracia (if needed)	510-305-4825	wassupjamesd@yahoo.com

The silent auction and raffle area will need a couple adults to answer questions, make sure sheets are at each item and keep the raffle tickets available for sale. Super easy job, items will all have descriptions. Stef will work one shift with a parent and I will work the other shift with

Seating:	Volunteer Name:	Phone Number:	Email:
5:30	Kelly Oakley	415-465-2600	kelandjohn@gmail.com
5:30	Jessica Brambila	530-416-2080	tahoecowgirl1@yahoo.com
6:30	Cyndy Durein	530-321-6153	ccdurein@charter.net
6:30			

Dining area host/wait service coordinator:

(Make sure tablecloths, glasses, plates, tables and silverware are available for the event, including VIP section supplies. Any ideas and help are highly welcomed and appreciated. We have some supplies on hand and it would be great to get inventory

Volunteer Name:	Phone Number:	Email
Heather Anderson	530-314-1886	heather.anderson@ltesmspta.org

******Volunteers below will supervise and assist student host/wait staff as they seat families, complete drink orders, refill drinks as needed, clean plates from tables and reset tables for the second session and clean/breakdown beverage stations at the end of the event.**

Seating:	Volunteer Name:	Phone Number:	Email:
5:30	Debbie Sizemore	530-307-1696	sizemorebilling@yahoo.com
5:30	Trena Thomas	530-318-0635	cerasolitrena@yahoo.com
5:30	Rachel Paul	530-318-3041	Raychasez@aol.com

5:30			
6:30	Megan LaChapelle	530-409-0577	lachapellemegan@gmail.com
6:30	Stephanie coppeto	530-304-8864	scoppeto@gmail.com
6:30	Sara Robison	775-338-9503	southlakesara@yahoo.com
6:30	Jessica Jack	530-318-1594	tjackfire@hotmail.com

Dishwashing station: Students will be doing the dishwashing in our cafeteria dishwasher. Parents will need to supervise the area, make sure water stays in the sink, etc.

Session	Volunteer	phone	email
1st session	Shannon Strack		geministrack@gmail.com
2nd session			

Kitchen Prep and Cooking Coordinator: Abiran Torres

(Oversee full operations in the kitchen including clean and safe prep and cooking stations, ordering all supplies needed that donations didn't cover, cook the pasta, sauce, provide support to kitchen volunteers as needed. Make sure salads, dressings, bread, cheese, other food items are prepped and available the day of the event.

*****Volunteers below are so important in this section.** Volunteers will assist in the cooking pasta and sauces, salads, dressings, cheese, desserts, etc. Some volunteers are needed the day before to prep and other volunteer spots are for supporting the kitchen during each session.

DAY BEFORE prep is tentatively 2pm-4pm and DAY OF prep 3pm-5pm

Day before: prep pasta, wash/rinse all utensils, set up serving area, wash plates and glasses in dishwasher, salad and salad fixings.

Day of prep: finish cooking pasta, cook gf pasta, cook sauces, make tea, make lemonade, prep salad and bread serving containers, set our serving utensils for students.

Kitchen Prep and Cooking

Shift/Seating:	Volunteer Name:	Phone Number:	Email:
Day Before prep 2pm-4pm	Leah Yeates	(530) 545-9101	leah.yeates@ltesmspta.org
Day Before prep 2pm-4pm	Cyndy Durein	530-321-6153	ccdurein@charter.net
Day of event prep 3pm-5pm	Melissa Benavidez	530-318-9613	mbenavidez@ltusd.org

Day of event prep 3pm-5pm	Leah Yeates	(530) 545-9101	leah.yeates@ltesmspta.org
Day of event prep 3pm-5pm			
5:30	Christine Martinez	530-318-9705	acquahairdesign@gmail.com
5:30	Lisa Collins		el_sea@me.com
5:30	Liesbeth Melis	4084823152	liesmelis@hotmail.com
6:30			
6:30	Jessica Brambila	530-416-2080	tahoecowgirl1@yahoo.com

Cleaning crew for kitchen and dining room is needed (8-10 volunteers, or more 😊)

Time:	Volunteer Name:	Phone Number:	Email:
7:00	Lisa Collins		el_sea@me.com
7:00	Liesbeth Melis	4084823152	liesmelis@hotmail.com
7:00	Debbie Sizemore	530-307-1696	sizemorebilling@yahoo.com
7:00	Jason/Stef Toutolmin	530-416-2324	stef@pmabmx.com
7:00	Kelly/Charles Lancellotti	530-416-2735	laketahoehiker@yahoo.com
7:00	Heather Anderson	530-314-1886	tahoegirl530@yahoo.com
7:00	Cari Schmitt	5303073160	carischmitt@hotmail.com
7:00	Christine Martinez	530-318-9705	acquahairdesign@gmail.com
7:00	Jessica Brambila	530-416-2080	tahoecowgirl1@yahoo.com
7:00	James Divinagracia	510-305-4825	wassupjamesd@yahoo.com
7:00	Sarah Howard	530-318-2294	

TIMELINE:

March 7-29 Inventory at school for supplies (kitchenware and dining ware)
 Create list of kitchen supplies needed for Kitchen Coordinator
 Create list of dining ware needed to order (Meet Heather on 3/29 12pm)
 GET THOSE DONATIONS IN for auction and raffle please!

~ April 5 Ticket sales

April 1-18 Collect Auction items and Raffle prizes. Gather all non-perishables.

April 13-14 Silent Auction and Raffle print materials

April 17 **Monday**
Get supplies and items on-site that can be stored safely

******WE ARE HERE now-**

April 18 **Tuesday**
Get all decorations to stage area

April 19 **Wednesday**
2pm-4pm volunteers at school for prep work
VIP transformation
Pick up and drop off all perishables at the school
Abiran par cooking pasta w/ Emerald Bay Bar and Grill Kitchen

April 20 Thursday EVENT!
MPR map copies for setup- volunteers will arrive at 1pm
1pm-3pm beverage/dessert area, auction area, VIP area, backdrops and decorations
3pm-5pm Set up dining area with tables (club)
3pm-5pm Kitchen: prep and cook all food items
5pm-8:30pm volunteers onsite along with students for their sessions.