East Silver Spring PTA | Parent-Teacher Association

Plan of Work Template

Project Name	Final Teacher and Staff Appreciation Food				
Goal	Support our teachers and staff one last time before				
Budget	$200-$250				
Resources	Planning Team, Approved Budget, Donations from Parents				
Evaluation Plan	Are teachers and staff happy and fed?				
Committee Members	Teacher Appreciation Chair - Summer Someone to buy food;				
Specific Action Steps	**Start Date**	**End Date**	**Person Responsible**	**Estimated Hours**	**Estimated Cost**
Send out sign up sheet	6/6	6/13	Summer	.5	$0
Ask families to donate food	6/6	deliver food 6/14	ESS Community	0	$0
person or persons to buy: -donuts and coffee -bagels and cream cheese	6/14	6/14	NEED VOLUNTEER	.5	$200-$250

Notes:	**Contingency planning: Plan B** **What could go wrong?** Families could be burned out and not donate food. But I can't imagine this will happen. **What are back-up plans?** If we purchase donuts and bagels, we guarantee food for teachers and staff.