



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.
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