

## PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

<b>Committee Name:</b>	Teacher Appreciation Day
<b>Past Chair/Co- Chairs:</b>	Ellice Gelder and Mary Ellen Knickerbocker (current) Cathy Cullinan and Patty Leon (previous)
<b>Timeframe for Activity(s):</b>	May (first Tuesday)
<b>Time Commitment:</b> (Ex. 5hrs/week, 10hrs/month, etc.)	April – 10 hrs, May 10 hrs
<b>Other Personnel Involved:</b>	Janitors, Mrs. Boerman (to help with coordination). All teachers and staff are invited.
<b>Job Description:</b>	To organize and and coordinate Teacher Appreciation Day school wide activities including breakfast and lunch. Food is either catered or donated by families, copying is done at Barker, tables need to be moved, decorations and plates/plastic ware are purchased
<b>Outline or Schedule of Duties/Responsibilities:</b>	<p>In April: Make sure Teachers lounge is available. Send flyer out to parents asking for food donations and volunteers to assist, Determine and order catered food and purchase any decorating supplies.</p> <p>In May: Send out volunteer schedule and confirm with parents and caters what food is arriving and when.</p> <p>Day of Event; Decorate lounge, organize and display food as it arrives. Keep lounge clean and package up food at the end of day to give to teachers, janitors, staff, etc...</p>
<b>Supplies Needed:</b>	Decorating items