

Sunset Ridge/Middlefork School PTO Board Report

Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!

Submitted by: Nancy Detlefsen & Jackie Pick

Board Position and Year held: Hospitality, 2014

Approximate Budget: \$1,500

Key Responsibilities: Please list key responsibilities, for your position, in its corresponding month:

Month	Responsibilities (bullet format, add as many as needed)
August	<p>Back to School Luncheon</p> <ul style="list-style-type: none"> - 1st week of August - email Principals to get time/date/number of attendees for event. - Solicit parent help at work event. 2-3 helpers in addition to the chairs and PTO President - Solicit parent help to make desserts. - Research and select caterer. - Maggiano's order <ul style="list-style-type: none"> o 2 chopped salads – <i>next year would do 3. Make sure one salad does not have meat. This one has bacon and the other has chicken.</i> o 2 chicken caprese salad o 1 Rigatoni D – <i>would do a 2 next year and 2 vegetarian pasta dishes as well.</i> o 4 Ravioli – <i>would not include next year – does not feed enough people.</i> o Bread & Butter. - Dessert was an assortment delivered to each table. Brownies, cookies, bars, etc. <i>Desserts were made by parents.</i> - Centerpieces - daises in mason jars. - Beverages – PTO President had a surplus of water from the fun fair – which was brought to the event. In the event of no surplus, purchase bottles of water. - Day of - set up, serve, clean up, etc. <ul style="list-style-type: none"> - Maggiano's - \$628.15 - Costco - \$37.97 - <i>plates, flatware, napkins</i> - Mariano's - \$35.00 - <i>flowers and flatware</i> <p>Total Cost: \$701.12</p> <p>4th Grade Reception</p> <ul style="list-style-type: none"> - learn of date/time/location - Mariano's order: 1 jug OJ, 2 jugs coffee, 2 coffee cakes, berries - Plates/napkins from Back to School Luncheon - Responsibilities at event: Setup food. PTO president worked event and cleaned up. <p>Costs: \$33.16</p>

September	<p>PTO Meeting Refreshments</p> <ul style="list-style-type: none"> - Mariano's order: 2 jugs coffee, 1 box cookies – leftovers go to school. <ul style="list-style-type: none"> o <i>NOTE – most of the coffee was untouched. Next meeting, order only 1 jug of coffee.</i> - Responsibilities at event: Purchase and Set up food <p>Costs: \$23.63</p>
October	<p>PTO Meeting Refreshments</p> <ul style="list-style-type: none"> - Mariano's order: 1 jug coffee, 1 box cookies – leftovers go to school. - Responsibilities at event: Purchase and Set up food <p>Costs: \$14.59</p>
November	<p>PTO Meeting Refreshments</p> <ul style="list-style-type: none"> - Mariano's order: 1 jug coffee, 1 juice, 1 box cookies – leftovers go to school. - Responsibilities at event: Purchase and Set up food <p>Costs: \$12.99</p>
December	<p><i>In December it was determined there is no value in providing coffee and treats to the PTO meetings, as people do not eat/drink them. No additional items will be provided.</i></p>
January, February, March	<p>No responsibilities</p>
April	<p>PTO Celebration:</p> <ul style="list-style-type: none"> - Verify date of final PTO meeting. - Determine goals of PTO president regarding PTO Luncheon. - Determine location – Clarkson Park Lodge has been used for the past few years. If using Clarkson Park Lodge, coordinate details with Jennifer Sweeney. <p>Evening with the Eagles Retirement Celebration</p> <ul style="list-style-type: none"> - Determine date of Evening with the Eagles – provided by Dr Cary - Plan Food/Beverage, etc.
May	<p>PTO Celebration</p> <ul style="list-style-type: none"> - Order Food & Decorations. Mariano's Food Order for 2015: <ul style="list-style-type: none"> o Coke/Diet Coke/Water/Fizzy Water o 4 bags sweet potato Chips o Large Fruit Platter – <i>medium would have been sufficient.</i> o 2 Medium Sandwich Platters (1 Petite platter, 1 Wrap platter) – <i>all small platters would have been sufficient.</i> o 1 small sandwich platter – vegetarian wraps – <i>probably not necessary</i> o 4 lbs deli salad – <i>2 pounds would have been sufficient.</i> o 2 Balloon Bouquets o Cookies – <i>Mary from the MF Cafeteria also makes sweet platters.</i> o Mason Jars of flowers – given to exec board as thank you gifts. - Determine if you want a hand-out for each guest. 2015 gifts: <ul style="list-style-type: none"> o Individually wrapped cookie o Jar of popcorn - 2015 Decoration & Necessities Ordered: <ul style="list-style-type: none"> o Plates, Forks, Tablecloths, napkins, cups, 2 Balloon Bouquets with 6 balloons each - Host Party at Final PTO Meeting. <p>2015 Final PTO Mtg Party Expenses: \$280.60</p> <p>Evening With the Eagles Event</p> <ul style="list-style-type: none"> - Work with Shelly regarding room set-up. - Purchase food and beverage. Food & Beverage 2015 Order:

	<ul style="list-style-type: none"> ○ Water – filled in teacher lounge ○ Potato Chips – 2 Costco size bags ○ Pretzel Thins – 2 Costco size bags ○ Oreos – 2 Costco size boxes ○ Veggie Sticks - 1 Costco Bag ○ 3 large containers of hummus – <i>not recommended</i> ○ Lemonade – 12 jugs ○ Ice – 2 large bags – <i>not necessary</i> <ul style="list-style-type: none"> - Purchase Decorations & Necessities. 2015 Order: <ul style="list-style-type: none"> ○ Tablecloths, small plates, cocktail napkins ○ 6 mason jars with flowers ○ 4 Large plastic bowls and 2 platters ○ 4 large plastic pitchers - Host Evening with the Eagles <p>Evening With the Eagles Expenses: \$213.09 <i>Some of the expenses were purchased together, so divvying up exact cost for Eagles event and final PTO meeting is difficult. Misc Supplies for both events totaled \$186.14</i></p>
June	No responsibilities

Summary of Expenses:

Back to School Luncheon	\$701.12
4 th Grade Reception	\$33.16
Sept PTO Meeting	\$22.36
Oct PTO Meeting	\$14.59
Nov PTO Meeting	\$12.99
End of Year Luncheon	\$280.60
Evening with the Eagles Retirement Celebration	\$213.09
Misc Supplies for End of year Lunch and Evening with Eagles	\$186.14
Total	\$1464.05

Key Contacts

Name	Email	Phone	Misc Notes
Dr. Carey	careys@sunsetridge29.org	847.881.9400	Information on Back to school luncheon – count, time, etc.
Dr. Greene	greenem@sunsetridge29.org	847.881.9500	Information on Back to school luncheon – count, time, etc.
PTO President			Dates of PTO meetings, 4 th grade reception, end of year luncheon, retirement celebrations