

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: Sandy Norbot

Board Position and Year held: Read A Palooza Hot Cocoa bar, 2023

Approximate Budget: \$150

Key Responsibilities: Provide a hot cocoa bar in the “Eagle Nest Café” (SRS gym) during ReadAPalooza. The first ReadAPalooza was the last day of school before winter break in 2023. Students moved between classrooms experiencing different reading genres and themes throughout the afternoon. Each grade received a half hour break in the gym, where they got hot cocoa and sat at tables to converse with peers. Staff helped to guide students into the gym, through the line, and then back out once their break was complete. It is a good opportunity for parents to have a one time volunteer experience and see their child in school.

Month	Responsibilities (bullet format, as many as needed)
November	<ul style="list-style-type: none"> • Confirm date for ReadAPalooza with SRS principal
December	<ul style="list-style-type: none"> • Receive schedule for Café. Which grades will come to the gym at which times. • Create SignUpGenius for parent volunteers. 3 Volunteers for each 1 hour time slot (with some overlap). Parents likely want to sign up during a time when their child will be in the café. This was the schedule for 2023: <ul style="list-style-type: none"> ○ 12:00 – 1:00 – Setup ○ 12:50 – 2:00 – (1:00 = 4th grade, 1:30 = 5th grade) ○ 1:50 – 3:00 – (2:00 = 6th grade, 2:30 = 7th grade) ○ 2:50 – 3:45 – (3:00 = 8th grade and Clean Up) • Send out notification and SignUpGenius link via Friday News SRS section. Write it up and Dr. Sukenik will place in Friday News. • Write a blurb for PTO Monthly Matters newsletter and include SignUpGenius link.
	<p><u>SUPPLIES</u></p> <ul style="list-style-type: none"> • 2 large electric hot water tanks, provided by SRS food service company. Tom Beerheide secured. • 2, 4 – 8 cup measuring cups for mixing hot cocoa • Whisks, spoons for mixing • Hot Cocoa Swiss Miss– used individual packets in 2023. Whatever is the best deal. Ultimately mix multiple cups at a time and pour into paper cups • Paper coffee cups with lids • Mini candy canes • Marshmallows • Whipped cream, 6 cans

	<ul style="list-style-type: none"> • Rubber gloves • Napkins • Tablecloths • Bowls for marshmallows and candy canes • SUPPLIES IN BIN AT SRS storage = bowls, gloves, napkins

Key Contacts: List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

Name	Email	Phone	Misc. Notes
Sandy Norbot	sandynorbot@yahoo.com	847-826-8630	
Dr. Ivy Sukenik	sukeniki@srd29.org		SRS Principal