

Event Name	Teacher Appreciation		
Event Description	Monthly Faculty and Staff Appreciation Breakfasts		
Event Date/Time/Location	1 per month Oct (Class 8) – May (Class 1)		
# Chairpersons Required	1		
Time Commitment	minimal		
Previous Year's Chairs	Reva Gold Fischman fischman4@verizon.net		
# Volunteers Required/Tasks to be performed	Rely on the class reps for each grade to coordinate and implement		
Budget	0		
Tasks and Timeline – Event Date minus			
In September, iron out rooms and dates for the fall	Coordinate with Lynn Randall to choose dates when there is a room available for a breakfast in October, November, and December. In past years, breakfasts were held in the faculty lounge. During construction, we're using the Trustee room. Gloria Coren is the go to person for reserving rooms.		
3 weeks prior to the first breakfast	Email class 8 reps. Make sure one of them acknowledges the email and is working on the online sign-up. See attachments 1 and 2 for a sample email that I send and an email for the class reps to send with the donations list.		
1 week prior to the breakfast	Check in to make sure the sign-up has been going well and ask again if they have any questions.		
2 days before	Email one last time to request class reps to send a final reminder to families about breakfast.		
Day of Event or next day	Check in with a faculty member to see how breakfast went. Send thank you to class reps and make sure they thank the class families. Ask for any feedback or recommendations for doing better the next month.		
Repeat for the next class and 6 more times.			
Helpful Tips for Chairs to watch out for.....			
In December	Check in again with Lynn and Gloria about rooms for January – May. Make sure to avoid exam weeks and vacation weeks.		
	Be familiar with the idiosyncrasies of the Winsor Food policy because these are constantly a source of questions and confusion		