

EVENT /ACTIVITY: Back to School Day – Feed the Teachers Lunch

POC: Varies

CONTACT INFO:

Phone

Email

WHEN OCCURS: Late August before school resumes. Location is Steilacoom High School Commons

MANPOWER NEEDED AND TIME COMMITMENT:

- Prior to the Event –
 - Coordinate with Paul Harvey, Executive Director for Student Achievement, pharvey@steilacoom.k12.wa.us before event (30 minutes)
 - Coordinate with caterer to create menu and pricing (Susan Krogh has done this for 3 years)
 - Arrange for Kiwanis Club President to make opening presentation to staff
 - Bring supplies – paperware and tablecloths, plastic silverware, gloves, hand sanitizer, Kiwanis aprons. Make signs with menu and prices. Bring cash box and Change (30-45 min)
 - Enlist Kiwanis volunteers for set up and serving. Need 10-11, counting caterer (Day of activity time spent is 3-4 hours)

PROCEDURES:

- Coordinate lunch event with Paul Harvey, , Executive Director for Student Achievement, pharvey@steilacoom.k12.wa.us
- Coordinate with caterer. Make sure to offer a vegetarian meal. Price for meal has been \$5.00 so menu should be appropriate to price.
 - Make Menu Signs with Prices to post at the event. Let Paul Harvey know menu and price in advance so he can tell the staff ahead of time of menu and cost.
- Secure needed supplies for serving. (Kiwanis club supplies these. Kept in bins in Kiwanis storage room at PDC)
 - Need plates and napkins
 - Forks and container to hold them
 - Tablecloths (Check to see if school can provide. Otherwise, can be bought at Dollar Tree)
 - Gloves to wear while serving (small, medium, large, and extra-large)
 - Paper towels, hand sanitizer, aluminum foil and baggies.
 - Kiwanis Aprons
 - Cash Box – need some \$5 and \$10 bills for change. Some people given vouchers as program guests. They get fed, but their meals are paid by the district. The invoice for these is given to Paul Harvey for reimbursement.

- Set up cafeteria at 10:30. Lunch is served at 11:35. Confirm this with Paul Harvey
- Get stand up Kiwanis club promotional sign to use to post from the Kiwanis room
- Volunteer jobs
 - Two persons to take payments. Have them located in front of the food line
 - Two food lines with four servers for each
 - One person to hand out water with meal
- Clean up and “after care”
 - Caterer will remove their equipment. Need to wipe down tables and return to proper placement. Gather all Kiwanis supplies and equipment to return to the Kiwanis storage room.
 - Give invoice for guest meals to Paul Harvey
 - Send volunteer hours to club secretary
 - Give club treasurer a voucher with all the receipts for supplies.
 - Caterer sends invoice to treasurer.

Past Menu

BBQ chicken sandwiches with coleslaw

Watermelon

Chips

Cookies

Water