**Cider Mill PTA Job Description**

Hospitality Committee

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| --- | --- | --- |
| Outgoing | Lisa FinnGinna YerrallBrooke KalterSharon PratherSabeth AlbertKiki Cross | Ldbfinn@hotmail.comgmdar@optonline.netbrookekalter@gmail.comsaprather@gmail.comsab16@optonline.netkcross106@gmail.com |
| 2016-17 | Lisa FinnSabeth AlbertLena Booth | Ldbfinn@hotmail.comsab16@optonline.netlenabiz@yhaoo.com |

**Hospitality Events:**

**Veterans day (November)**

 held in cafe (donations from local establishments)

 pastries from michaelinas, bagels from caraluzzies- enough for 80

 coffee provided from cafe (schedule with manager of cafe) they will bill the pta

 we provide pap are goods and water

**Teacher's holiday brunch (December)**

 majority of volunteers from PTA, but also collect names at open house

 organize volunteer's donations

 get 25 hot items and 25 cold items from volunteers

 send out invitation to teachers 2 weeks in advance

 we provide water and paper goods

 coffee from cafe

 we collect donated items morning of

**Read aloud day (May)**

 schedule with teacher coordinator

 takes place in library

 we provide water and cookies for 30

 we provide paper goods

 set up table

**Teacher appreciation week (May)**

 2 events: brunch and bagged lunches

 brunch same as holiday brunch

 collect and organize volunteers at open house for bagged lunch (and brunch and holiday brunch)

 volunteers provide lunch and a gift

 we collect donated items morning of

 set up and man the donation table

**School bus brunch**

 \*first time this year, we have not done it yet so not sure what it entails