

## Clarke Team Parents

Thank you for volunteering to be a Clarke Team Parent! It's a great way to be involved in your child's school during the middle school years and the teachers really appreciate your support. Team Parent responsibilities occur periodically throughout the school year and vary by team. They most often include:

### 1. Organizing a **Teacher & Staff Appreciation Breakfast** hosted by your team.

- The Team Parent Leader will be sent a Sign Up Genius (SUG) with suggested items. Team Parent(s) can edit the SUG to reflect their team, accurate dates and any other changes, and send it to all the parents on the team. The easiest way to do this is send the SUG link a team email.
- Team Parents are encouraged to help out the day of the breakfast to ensure things run smoothly. They are also encouraged to help with a preceding breakfast if possible to get sense of how best to coordinate.
- Refer to the PTO calendar or contact the team parent coordinator for a list of team breakfast dates.

### 2. Finding **parent volunteers** for special events such as Field Day (6<sup>th</sup> grade), height/weight screenings (7<sup>th</sup> grade), 8<sup>th</sup> grade reception set up, special projects, school parties

- Develop a Sign Up Genius for volunteer opportunities and send to parents on the team

### 3. Maintaining **communication** links between **teachers and parents**

- Developing a wish list of supplies to enhance school experience by speaking with Team Lead Teacher
- Send email messages to parents on the team regarding needed supplies from the wish list and/or volunteer opportunities
- You will be provided with a parent/guardian contact list for your team

**Questions?** Feel free to contact the Team Parent Coordinator and/or PTO president(s).

Lead teachers are identified on the Clarke “Faculty and Staff” page on the school website at: <https://lps.lexingtonma.org/Page/209>

On the web page, click on the teacher’s name for their email address.

## **Clarke Teacher & Staff Appreciation Breakfast**

Thank you SO much for helping with the Appreciation Breakfasts! Here are some tips that are hopefully helpful but please, feel free to do what you think works best for you. Have fun with it! The teachers and staff really are very thankful for these breakfasts!

### **SPACE**

- 1. The Appreciation Breakfast is held in a tiny room in the teacher’s lounge adjacent to the library. It’s a good idea to visit the space ahead of time so you can prepare. There is a refrigerator and microwave in this room. There is also a long table in the middle of the teacher’s lounge and you can put additional food on this table.**
- 2. Feel free to check in the cabinets for any platters & serving utensils you might want to use. Last year another volunteer and I organized these cabinets and there were tons of extra cups and plastic silverware that you can use. Check the PTO closet for any dry goods you may need. *(Likewise, store any leftover paper goods e.g. extra napkins, disposable tablecloths, plates, etc. for the next team’s breakfast)***
- 3. Plan to bring extra bowls, platters, serving utensils from home if you can’t find enough in the cabinets. I also brought a cutting board and knife because some people forgot to slice the bagels. It’s also a good idea to cut the quiches, coffee cakes, etc. so the teachers can easily grab and go.**
- 4. Set up the room the day before the breakfast. I went in the late afternoon when the kids were done with school. I brought cleaning supplies like Clorox, paper towels, sponges, dish soap to clean up the room. You can take out the chairs & store them in the library, Use the**

**rectangular table in the library next to the computers and place it between the door between the soda machine — move the skinny table that is already there next to the other skinny table w/ the coffee on it. Push round tables against the wall or you can put them together in the middle so teachers can walk around both sides.**

- 5. Decorations make the room look festive. I bought colorful plastic tablecloths, thank-you balloons, and made a few flower arrangements in ball jars to decorate.**
- 6. Rather than individual thank you notes, I found it's easier to do a big Thank-You poster and hang it on the wall. It takes up less space & is easier for teacher & staff to see. Feel free to be creative! Kids can help. Feel free to look online for ideas, like Pinterest.**

## **FOOD**

- 1. There are about 180 teachers and staff at Clarke Middle School so plan accordingly to have enough food to feed this amount of people.**
- 2. Quiches and egg dishes (to include hard boiled eggs) were the most popular with the teachers so try to get people to bring those items. You can heat quiches at home and put in an insulated bag to keep them warm. There is also a microwave in the room.**
- 3. Coffee was very popular! They more regular boxes of coffee the better. Decaf wasn't as popular so 1 box is probably enough.**
- 4. Juice was not very popular. Recommend smaller number of juices and add bottled smoothie/protein drinks.**
- 5. Granola bars, Kind bars, etc were a HUGE hit. Teachers would grab them and go. Teachers were still hoping there were more when we cleaned up at 2:30.**
- 6. Fruit like apples, clementines, bananas were also a HUGE hit. Again, teachers can grab them and go.**
- 7. Paper lunch bags have been added to the SUG so people can grab a few things and keep them for later.**

## PREPARATION

- 1. Send out the SUG a couple weeks before the breakfast. Resend with friendly reminders as it gets closer if people haven't signed up. There will likely be items nobody has signed up for so the day or two before. DO NOT spend a lot in personal funds to cover these items - if you're in three digit territory you've gone too far. Just purchase any items you feel would be important (e.g. coffee) and you can be reimbursed through the cash donations.**
- 2. You probably only need 3 reliable people to set up. There will be a rolling cart by the main office desk and people will drop stuff off onto it. One person can be a "runner" and there is an elevator to bring stuff up to the 3rd floor.**
- 3. You only need 2-3 reliable people to "serve" food, which really means keep things in order. The room is tiny so 2-3 volunteers is perfect, otherwise it's too crowded. Since the room is small you won't be able to put all the food out at once. We kept some in fridge and some in bags on floor underneath the coffee station. As teachers come in and grab food, you can refill food trays & put more out on tables.**
- 4. You can go back mid-morning to check on things if you want depending on how much food you have.**
- 5. Final clean up at 2:30. Bring in handi-wrap, plastic freezer bags in case there is lots of extra food to put in fridge or leave on tables. If you leave extras in fridge you can leave a sign on the door to let teachers know it's there and they can help themselves. You can pass out decorations (e.g. if you have flower arrangements) to teachers & main office staff. Put table back in library and chairs back in teacher's lounge at end of day.**
- 6. Ask custodian to empty the garbage in the teacher's lounge before it overflows — you might want to mention this to the main office staff when you leave at 9:30 after the volunteer "serving" shift.**
- 7. People who donate cash will leave it with the main office staff. Be sure to ask the office staff for the cash donations, which should be labeled for the team breakfast. It makes the most sense to have the Parent Team Leader collect the money, just so it doesn't get confusing & she can**

**make sure to reimburse those that buy extra items for the breakfast if they are essential and nobody signed up to bring them. If there is extra money, you can pass it on to the next Parent Team Leader for that Team Breakfast.**