

Jefferson Middle School PTA

# Final Report

School Year: 2017-2018

**Committee/Activity:** Staff Welcome Back Breakfast

**Chairperson:** Paula Pellegrino

**Job Description:** Organize, setup and clean up the Welcome Back Breakfast for JMS Staff.

**What we did/ accomplished:** Coordinated donations of food and beverage items from PTA members as well as small gift items for staff. Need 2-3 people to help set up and the same for clean up. We served bagels, doughnuts, muffins, breads, yogurt with toppings, fruit, coffee, juice (3 half gallons is enough), and water. We also had a large basket with small gift items (granola bars, lip balms, pens, etc.) that we gave to each staff member as they were leaving. The donation items were all collected through sign up genius.

**When the job started:** We arrived at school at 7 to set up.

**When the job finished:** 9:30-10:00.

**Monies used/needed /Profit:** \$75.91 was used for paper products, food and coffee items

**Suggestions for next year:** Fewer bagels and baked goods in general. We had 3 dozen and in addition to the dozen doughnuts and breads and muffins, that was too many. Basically allow for one "bread item" per person because many don't eat any. Consider an egg item.

**Other comments (committees, number of people needed, etc.):** Had a yogurt bar with toppings and the teachers really seemed to like this.

## Miscellaneous Notes

**Signed:** *Paula Pellegrino* **Date:** 8/28/2017. **E-mail:** Ppellegrino2@icloud.com