

Madden Elementary School PTO

Plan of Work

Position	Teacher Appreciation Chair
Position Type	Appointed - Committee Chair
Role Overview	<p>The Teacher Appreciation Chair is responsible for arranging monthly activities to support staff morale. Activities will be coordinated with the school Administration for timing, needs & expectations, and logistics.</p> <p>The Teacher Appreciation Chair is encouraged to solicit donations from local businesses to support these activities.</p> <p>The 3 major Teacher Appreciation activities during the year are First Day box lunch (grab'n'go), Winter Holiday lunch (December), and Teacher Appreciation Week (May) lunch. Other months will typically be smaller events.</p> <p>Teacher Appreciation chair is expected to coordinate with Fundraising to reduce the risk of “double dipping” when asking for donations from local businesses.</p>
Budget for Role Activities	\$4000 <i>(To Be Confirmed Following Budget Approval - May 2023 Meeting)</i>

Required Activities	Start Date	Completion Date	Notes	Budget
First Day of School Lunch	July 1	First Day of School	<ul style="list-style-type: none"> Coordinate with Mrs. Escobar to select a vendor for sandwiches/boxed lunches for first day of school Receive teacher orders Place orders, arrange delivery, coordinate volunteers with VIPS 	
Pie Train	October 15	Week before Thanksgiving	<p>November Teacher Appreciation activity</p> <ul style="list-style-type: none"> Solicit donations of pies and toppings (per rules provided by Administration) via VIPS / general email Coordinate volunteers with VIPS 	
Monthly Activities	Monthly		<ul style="list-style-type: none"> Coordinate volunteers with VIPS Coordinate as-needed with the Fundraising chair for businesses that would rather do one-off activities than full sponsorships. 	
Teacher Appreciation Week	February 1	May	Solicit donations for Teacher Appreciation activities to cover the whole week (PTO typically pays for 1 lunch)	

Resources