



Teacher Appreciation Week Chairperson Walkthrough

Thank you for taking on the role of Chairperson for our Teacher Appreciation Week! As the chairperson for this week long event, you will be responsible for planning all events related to this celebration. In years past, we have strived to provide something small each day of the week. Traditionally, Wednesday is the day PTO purchases a catered lunch for all teachers and Friday we host a school wide potluck luncheon. Please find attached documentation that shows your available budget as well as a copy of our 501(c)3 tax exempt letter, a donation request letter, and purchasing/reimbursement policies. Donations should be asked for 90 days before the event date as many businesses require extended notice to provide in kind donations.

What you do is up to you! As an example of ideas we have done in the past, during the 2018-19 school year we celebrated teacher appreciation week as follows:

The Friday evening before the week the teacher's lounge and bathroom were decorated with a superhero theme.

Monday: We provided a light breakfast: Coffee (donated from the Starbucks on Washtenaw) PTO provided a yogurt parfait bar and bagels including: Plain yogurt, granola, strawberries, blueberries, raspberries, assorted bagels and cream cheese.

Tuesday: Free Chair massages donated by First Choice Chiropractic. Our contact there was Kaitlyn Hellie her email is kaitlyn@firstchoicechiropractic.com We also provided a sample bar of self care items in the teachers lounge that had all been donated. Chocolate, teas, lotions, ect.

Wednesday: PTO Catered lunch: We provided lunch from Satchel's BBQ

Thursday: Every Mitchell was given a dry erase marker at school drop to give their teacher as a gift from them. In addition, we gave every teacher a bucket that was labeled and decorated as a thank you.

Friday: School Wide Potluck food assignments were as below. Typically we switch these up so that whatever grade level brings the main dishes for the Winter luncheon is NOT the same grade for this one. Please see the assignments below:

K-1	Appetizers, Main dishes	2	Crackers, dips, Pretzels
3, Y5	Veggies/Fruits	4-5	Desserts

Please work with the Volunteer Coordinator to set up a sign up genius for the Friday Potluck. 2-3 volunteers will be needed to assist in collecting the food at school drop, warming any dishes, setting out plates, utensils, napkins, cups that may need it prior to lunch time, and than another few folks to clean up at the end of the day.

Please coordinate with the Secretary, Social Media coordinator, Backpack Mail Coordinator, and Email/ Blog Coordinator to make sure information about this event goes out in a timely manner. Thanks Again!