

Staff Appreciation Lunches

Forest Hill Public School Toronto

When: December and June, annually.

11:40 a.m. – 12:45 p.m.

The date for the December lunch is usually set at the first School Advisory Council (SAC) meeting in September, and the June date may be set at this time or at a subsequent SAC meeting; the dates are chosen in consultation with the Principal and Vice-Principal.

Where: Forest Hill Public School Staff Room (North Building)

Who: The School Advisory Council (SAC) hosts a lunch for the staff (teachers, administration, maintenance crew, office staff, etc.). Approximately 5-7 parent volunteers from SAC and/or the parent community are needed to purchase items before the lunch and on the day of the lunch, for set up, for serving, and for clean-up. The lunch is mostly catered, with some add-ons purchased and contributed by the SAC volunteers, and reimbursed by SAC.

Caterer: Roo Foods Inc.
Scott Stubbins, Chef/Catering Specialist
www.roofoods.ca
phone: 416-845-2789
email: roofoods@rogers.com

Other Providers:

- Costco (North York) - 100 Billy Bishop Way, 416-635-8175
- Loblaws (Forest Hill Market) - 396 St. Clair Ave. W. 416-651-5166
- Starbucks (Forest Hill Village) - 446 Spadina Rd. 416-932-0895
- Kitchen Table (Forest Hill Village) - 389 Spadina Rd. 416-484-7787
- Staples (online) staples.ca

Why: To show appreciation to the staff at Forest Hill Public School for their exceptional service to their students and their families.

Staff Appreciation Lunches

Forest Hill Public School Toronto

How:

1. 1 month prior to the lunch
 - Contact the caterer and ask the caterer to send a menu of suggested offerings to the SAC.
 - Consult with prior SAC volunteers, if needed, to ensure the suggested menu offerings have succeeded at past lunches.

2. 3 weeks prior to the lunch
 - a) Consult with office staff regarding any staff dietary restrictions or allergies, and confirm number of staff who will be invited.

 - b) Select menu and advise caterer of menu choices.

 - c) Send Office Administrator/Secretary an electronic copy of an invitation to the lunch (see **APPENDIX A**) to distribute to all staff.

 - d) Contact the Staff Appreciation Lunch volunteers and ensure there are 5-7 available for the day of the lunch (a list of interested SAC members was taken at the June SAC meeting, in the prior school year, and this list of interested SAC volunteers should be available in the SAC minutes).

 - e) Invite the Superintendent and the School Trustee to the lunch.

Superintendent: Leila Girdhar-Hill – leila.girdhar-hill@tdsb.on.ca (+ assistant)
Trustee: Shelley Laskin -- shelly.laskin@tdsb.on.ca (+ assistant)

- f) E-mail the SAC volunteers the responsibilities and items for purchase required to supplement the catered meal and to decorate the staff lunchroom.

Items for purchase by SAC volunteers - Each numbered item below should be assigned to a separate SAC volunteer for delivery on the day of the lunch. Items can be assigned differently depending on volunteers' preferences (see sample assignments: **APPENDIX B**). Also, before e-mailing volunteers, check the SAC stock room for existing supplies, so as not to purchase duplicates. *All receipts should be submitted to the SAC Treasurer for reimbursement.*

Staff Appreciation Lunches

Forest Hill Public School Toronto

1. SAC Volunteer 1: Decor + Serving Items

- 4 pots of flowers (December – poinsettias; June – spring flowers)
- 8 long plastic dollar store table cloths + seasonal decorations for the tables
- 3 large serving spoons (from the dollar store)
- 3 large serving tongs (from the dollar store)
- 3 large serving forks (from the dollar store)

2. SAC Volunteer 2: Cold Beverages

- 3 bottles of water – large
- 3 bottles of juice – large
- 4 bottles of soda pop (2 diet + 2 regular)
- 1 bag of ice
- plastic beverage cups – for cold liquids

3. SAC Volunteer 3: Hot Beverages

- 2 to-go carafes of coffee (can be ordered from Starbucks in Forest Hill Village)
 - 3 regular coffee carafe
 - + sugar, artificial sweeteners
- 50-70 hot beverage cups + 50- 70 lids
- 50 -70 stir sticks
- One each small carton of milk and cream, can be purchased from the convenience store (milk and cream from Starbucks always spill on the dessert and coffee table; the cartons are more stable)

4. SAC Volunteer 4: Desserts + Take-Home Containers (with Lids)

- 2 large cakes
- 1 package of take-home Styrofoam containers with attached lids (from Staples.ca)

Desserts are purchased by SAC separately from the catered lunch. Cheesecake and other regular sized cakes and assorted cookie platters work well. At least one cake should be Kosher (many Loblaws Farmer's Market offerings are).

- 2 large cheesecakes; (Costco or Loblaws)
- 2 regular sized cakes or pies (Loblaws Farmer's Market Offerings, Costco, etc)
- Large cookie platter (can purchase or appeal to parents)

5. SAC Volunteer 5: Fruit Platter (and cake, if needed) + clean-up items

- 1 large fruit platter (from Loblaws)
- 1 package of small dessert plates
- 1 container of Lysol wipes/j-cloths
- 1 bottle of dish soap + 1 cleaning brush

6. SAC Volunteer 6: Thank you signs – see APPENDIX C

- 4 thank you signs can be created on tag paper and placed on the lunch tables on the day of the lunch.

7. SAC Volunteer 7: Write a thank you verse for SAC representative(s) to read

The school staff body should be thanked by at the lunch one or more SAC representatives. This can be done by a speech, poem or song; committee chair's choice. Ensure the entire staff is represented (administrative staff, caretakers, crossing guards, teachers, Superintendent and Trustee, office staff, etc.).

Staff Appreciation Lunches

Forest Hill Public School Toronto

3. Day Before the Lunch

- 1-2 volunteers should survey the Staff Room. It is best to tidy any clutter, clear out the sink of dirty dishes and arrange existing furniture at this time. Ask Donna/Sue or office staff to order 4-5 tables from Maintenance Staff, plus extra garbage bags and bins for clean up on day of lunch.

4. Day of the Lunch

- At 11:00 a.m., 2-3 SAC volunteers should be available to help set up the room
- The catered meal is customarily set up along the windows on the east side of the room, on two tables, lengthwise. Two staff tables are set-up parallel to the food tables, side by side, with chairs between them, and a third staff table is set up perpendicular to the other two staff tables. The desserts can be arranged near the opposite side of the room. The cold and hot beverages can be set up on the west side of the room near the door.
- Set up may proceed as follows:
 1. Set up food tables for food delivery by caterer. Place 3 table cloths on these food tables. The caterer will arrive by 11:15 a.m.
 2. Place 2 table cloths on beverage table, and set up tables and chairs for staff to eat. Put down table cloths on eating tables.
 3. Place pots of flowers and thank you placards on the tables
 4. Set up dessert table with desserts, extra plates, cutlery, napkins, etc.
 5. Set up beverage table with beverages, cups, ice, etc.
 6. Set up coffee table with coffee, cups, lids, sweeteners, stir sticks, etc.
- The caterer will provide large plates, cutlery, and napkins, and the appetizers, main course, salad, and desserts.
- SAC will provide room décor including table cloths and plants/flowers, serving utensils, cold beverages and cups, hot beverages and cups, etc., 2 large desserts, fruit platter, dessert plates, take-home containers, thank you signs, thank you speech, etc. (see detailed list above).
- SAC volunteers to ensure all staff, including caretakers, lunchroom supervisors and school office administrators, that did not attend the lunch have a packaged

Staff Appreciation Lunches

Forest Hill Public School Toronto

lunch made for them in a take-home container for later delivery. Also, ensure any supply teachers on site are aware they are included in lunch.

- 3-4 SAC volunteers are required to clean-up after the lunch by tidying up staff lunch room, cleaning tables, setting aside the caterer's supplies for pick-up later in the day, packaging up remaining food, cleaning serving utensils for use at future lunches, and any supplies that can be used at a later date.

Staff Appreciation Lunches
Forest Hill Public School Toronto

APPENDIX A

(Sample Invitation sent to all staff (from December lunch 2014))

F.H.P.S HOLIDAY LUNCH

No duty is more urgent
than that of returning
thanks.

James Allen



WHO?: ALL FHPS STAFF

WHAT?: A HOLIDAY LUNCH

WHEN?: THURSDAY DECEMBER 18TH @ 11:45

WHERE?: THE STAFFROOM - SR. BUILDING

THIS LUNCH IS BROUGHT TO YOU BY PARENT COUNCIL

MENU BROUGHT TO YOU BY RDO FOODS:

Curried Sweet Potato Soup Quinoa and Bulgur Salad arugula Salad Caesar Salad Mixed Greens

Meatball Lasagna Vegetable Lasagna Garlic Bread Platter Vegetable Wraps

Assorted Homemade Dessert Platter Coffee, beverages, other desserts

VEGETARIAN OPTIONS WILL BE AVAILABLE

Staff Appreciation Lunches
Forest Hill Public School Toronto

APPENDIX B

(Sample duties to be assigned to volunteers (from December lunch 2014))

DUTIES	VOLUNTEERS	TIMING	NOTES
SAC set-up	Elda, Rania, Cortney, Heba	10:30 - 11:00	
Caterer set-up	Scott Stubbins	11:15	
Clean up	Elda, Rania, Lisa, Elif, Vahid, Cortney	12:35 - 1:15	
Thank you (placards, message/speech, gift + card for Mark)	Elda (and Stacey)	10:30	
Cold beverages (3 large bottles of water ; 3 bottles/cartons of juice - different flavours; 4 bottles of pop - 2 diet/2 reg)	Lisa	10:30	
Hot beverages+, & ice (2 carafes of coffee from Starbucks - with cups, milk, cream, sticks, sweeteners, 1 bag of ice (from convenience store next to Starbucks))	Rania	10:30	
Utensils & cold bev cups (3 large serving spoons, 3 large serving tongs, 3 large serving forks - from the dollar store + Plastic beverage cups (60-70))	Heba	10:30	
Décor (4 pots of flowers - poinsettias - from Kitchen Table or Loblaws ; 4 long plastic dollar store tablecloths - red)	Elif	10:30	
Dessert plates & cleaning supplies (small dessert plates (50-75); 1 bottle of Lysol wipes; 1 bottle dish soap; 1 pkg j-cloths)	Vahid	10:30	
Dessert (2 Farmers Market Cakes - chocolate and choc chip banana)	Erin	10:30 (left in Paula's office)	
Dessert + Take-out boxes (2 Costco cheesecakes; foam boxes)	Elda	10:30	
Fruit	Cortney	10:30	

Staff Appreciation Lunches
Forest Hill Public School Toronto

(1 large fruit platter)			
-------------------------	--	--	--

APPENDIX C

(Sample wording for placards to be placed on tables (from December lunch 2014))

Happy Holidays!
Thank you for all that you do!
Your hard work and dedication are truly appreciated.
Have a well-deserved break!
See you in 2015.
From, SAC

