

Carlisle Public Schools Graduation

Writing Treasury Subcommittee Guide

Remember to keep all of your receipts and be sure to have the PTO Tax Exempt ID form with you when you make purchases. This will mean you will not pay Massachusetts retail tax on your purchases. The class treasurer will reimburse you, but not for any tax. Ask the co-chairs for the Tax ID form.

Budget: The Graduation Co-Chairs will have this number for you.

Timeline: March through Graduation

Overview: The Treasury Coffee is where the graduates and their families are presented with their memory books from their years at CPS. The teacher coordinator for the Coffee is Marcella Pixley. The Treasury Coffee Subcommittee manages the food and beverages for the event in the cafeteria. Treasury books will be placed around the cafeteria, on tables, for graduates and parents/guardians to view and share with other graduates and their families. Refreshments are just the backdrop to this lovely presentation.

This Coffee welcomes graduates, parents and guardians, and faculty. Obviously not every parent or guardian will be able to attend. So plan on around 200 guests.

Timeline

March

- Ask PTO (CarlislePTOPresident@gmail.com) for access to the storage shed. Any left over paper supplies for graduation will be stored in the shed. Coordinate this with the Graduation Ceremony and Reception subcommittee chairs as they will need to know what supplies are in the shed as well.

April

- Contact the Facilities Manager's Office Assistant to reserve the cafeteria for the Coffee, which is the morning of graduation.
- Determine what supplies are available in the Graduation bins in the storage shed, this will help you determine what supplies you will need to purchase. Contact the PTO to gain access to the storage shed. Coordinate with the Reception and Ceremony Subcommittee chairs as they will also need to assess the supplies in the storage shed.
- Contact Marcella Pixley to discuss the event and what she needs from the subcommittee.
- Contact the Food Services Director to work through the logistics of when you can drop off food, where you can store items in the refrigerator, permission and instructions to use the coffee urns, and any other needs you may have.

May

- Plan menu and purchase nonperishable items. Previous years have included fruit, pastries, mini muffins, water, coffee, tea, juice and milk and sugar for the coffee and tea.
- Once you assess how many left over supplies are there, make a list of the supplies you will need. You'll need paper plates, napkins, coffee cups and juice cups for 200, and table cloths. You will

Carlisle Public Schools Graduation

Writing Treasury Subcommittee Guide

also need some food storage containers/film for left overs. You are encouraged to buy in bulk at Costco or BJ's.

- You are welcome to decorate the cafeteria if it falls within your budget.
- Publish SignUp Genius and send to 8th grade parents and guardians to help shop, set up and clean up before and after the event. It might be helpful to parents and guardians if all of the subcommittees determine their volunteer needs - with specific dates and times - to create one SignUpGenius for all graduation volunteer needs.
- Marcella Pixley will send out an email to families, please share any nomenclature or other changes in the event with her prior to early June. (See sample email below)

June

- Finalize menu and shopping list.

Day Before Treasury Coffee

- Send email to set up and clean up volunteers, reminding them to be in the cafeteria at the time you specified.
- Send confirmation email to Food Services Director to confirm your arrangements for using the cafe, kitchen and any equipment you are borrowing.

Morning of Treasury Coffee

- Arrive to cafeteria 5-10 minutes before your volunteers are schedule to arrive.
- Work with volunteers to set up food stations. Ask one volunteer to monitor the coffee to a make more if it runs out, and to keep the food tables tidy.
- Enjoy the event!

Immediately Following Treasury Coffee

- Tidy cafeteria
- Clean and return borrowed items to their place in the kitchen
- Wrap up and give away left over food
- Collect left over paper goods

Day After Treasury Coffee

- Send email to thank volunteers
- Send email to thank Food Services Director
- Send email to thank Marcella Pixley
- Arrange to put left over paper goods in the PTO storage shed
- Submit receipts to class treasurer
- Update this timeline for next year and email it to the Graduation Co-Chairs

Sample Correspondence

Email sent from Marcella Pixley in early June

Carlisle Public Schools Graduation Writing Treasury Subcommittee Guide

June XX, 20XX

Dear Parents,

On the morning of XXday June XXth, eighth graders will celebrate the end of their writing careers at Carlisle Public Schools with a coffee where they will have a chance to share and then take home their writing from each year that they have been in the school. You will have the chance to sit with your sons and daughters and read through their early work -- to smile and remember together.

The children who have been at this school for many years are likely to have thick folders filled with writing. Those that have joined our community more recently are likely to have less work in their folders --and those of you who joined us this year will only have work from 8th grade. For this reason, I would like to invite parents of students who joined us in the past two or three years to consider bringing along work from your child's previous schools or artwork and photographs from home.

Please contact me if you have any questions --

Sending my best,

Marcella