

Volunteer Position:	KOFFEE KLATCH	Previous Volunteer in Position:	Tracey Smith
Reports to:	BPAC Executive	Volunteer requirement:	BPAC Exec
Report frequency:	August EBPAC and Sept BPAC		
<i>Purpose of the Role:</i>	(point form)		
<ul style="list-style-type: none"> To gather parents & caregivers on the first day of school in one area (gym) so as not to crowd hallways or disturb classes in progress. To reconnect with old friends after the summer break. To act as a mini-fundraiser. 			
<i>Background notes of position (brief history of the position/role):</i>			
<p><i>The success of this event is based on generous donations from local merchants</i></p> <p>2007 & prior: Save-on Foods (park & tilford) & Starbuck (park & tilford)</p> <p>2008-2009-2010: Tim Hortons (Laursoo family)</p> <p>2011: Starbucks (main street)(shorted us coffee so we ran out) NOT recommended & Safeway (parkgate & lynn valley) - \$25.00 gift card</p>			
<i>Responsibilities/Expectation of this position:</i>			

MUST BE DONE DURING SUMMER BREAK

1. Find a local merchant to supply coffee & condiments for FREE for approx 80-100 people (2 urns of 40 cups ea, small cups: 80-100, sugar, cream/milk, stir sticks, napkins)
2. Find a local merchant to supply approximately 5 dozen pastries (asst doughnuts, muffins, danishes) * bagels & scones are not a big hit
 - a. Be prepared with letters outlining request (attached examples)
3. Follow up with suppliers (preferably in writing) & have verbal reminders day or two prior
4. Arrange for pick up BEFORE or by 8:00am, the day of the event
5. Call for volunteers in JUNE newsletter and follow up in summer ie. Duties
 - a. It is recommended to have: 1 to serve coffee, 2 at cash table(1 money, 1 sell donuts) and to help clean up.
6. Put up posters with event and sponsors in the gym and on the doors to school
7. Set up:
 - a. 1 large table against north gym wall with table cloth for coffee condiments, napkins & tea bags
 - b. 2 garbage cans in different places in gym
 - c. 1 large table in front of stage with: cash float (approx \$20.00), asst. Pastries in boxes or trays, napkins & cups (to give to people once they pay)
8. People line up & pay at the stage table and then line up outside the kitchen window for their coffee or hot water
9. Recommend having 1 home coffee maker on hand in case of shortage
10. Need to have the kettle plugged in and filled with water for those who want to buy tea
11. Remove float and count cash, record profit and forward cash to Treasurer for deposit

AFTER EVENT

12. Send out thank-you letters to the sponsors
13. Prepare blurb for newsletter and forward to bpacnewsletter@yahoo.ca