

Volunteer Position:	<b>KOFFEE KLATCH</b>	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"> <li>To gather parents &amp; caregivers on the first day of school in one area (gym) so as not to crowd hallways or disturb classes in progress.</li> <li>To reconnect with old friends after the summer break.</li> <li>To act as a mini-fundraiser.</li> </ul>			
<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 &amp; prior: Save-on Foods (park &amp; tilford) &amp; Starbuck (park &amp; 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 &amp; Safeway (parkgate &amp; lynn valley) - \$25.00 gift card</p>			
<i>Responsibilities/Expectation of this position:</i>			

MUST BE DONE DURING SUMMER BREAK

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

AFTER EVENT

- Send out thank-you letters to the sponsors
- Prepare blurb for newsletter and forward to [bpacnewsletter@yahoo.ca](mailto:bpacnewsletter@yahoo.ca)