

THS PO: Roles & Responsibilities

Pack the Quad

Event Description: Community Meeting + Coffee

Event Goals

- Create connection and camaraderie among the parent community.
- Invite parents to return to campus.

Dates/Time

- Event hours: 7:45am - 8:45am
- Volunteer hours (approx): 7:30am - 9:00am

Responsibilities

Essential

- Coffee: pick-up from Starbucks in the morning
- Organize/handle set up of coffee & tea station(s) in the morning before Community Meeting
- Greet/Mingle (please Wear a Name Badge)
- Organize/handle breakdown: clean up of coffee & tea station(s)
- Wash and return linens to THS

Recommended

- Remind community to attend (e.g. Facebook, etc)
- Put out donation jar, to benefit PO

Optional

- Coordinate music prior to community meeting
- Have baked goods (with a donation jar)
- Incorporate a theme / dress up

Resources

PO Steering Committee PTQ Chair: Micaela Kliegl, 707.478.0691, micaela.kliegl@gmail.com

Instructions For Volunteers

7:20AM | Pick-up coffee from Starbucks

1. Pick-up coffee at Healdsburg Starbucks

7:30AM | Arrive to Campus

1. Organize/handle set up of coffee & tea stations before Community Meeting.
2. Everything you need (creamer, sugar, honey, tea, cups, napkins) should be on the Parent Org desk in Sarah Law's office. You can ask front desk or Sarah for any help .
3. Set up the coffee table (fold-up table) by the water fountain/picnic tables across from the office (tablecloth should be on the PO desk).
4. Families will begin to arrive at 7:40AM

7:40AM - 8:45AM | During Event

1. Wear a name badge. *If there are no name badges on the PO table, please ask front desk*
2. Greet/Mingle

8:45AM - 9:00AM (Approx) | After the Event

1. Organize/handle breakdown/clean up of coffee & tea station. *Everything can be brought back into the office.*
2. Wash and return linens to THS (if applicable)
3. Complete post event notes/feedback