

Staff Appreciation Week is fast approaching - May 2nd through May 6th. We have a fun-filled week planned for the Madison staff. Please review the below needs and email me ([loralbunch@hotmail.com](mailto:loralbunch@hotmail.com)) ASAP with your donation preference. Thank you all for your time and effort. Looking forward to a great week for the Madison Staff. Please note, reminder emails will be sent prior to the activity.

### **Monday, May 2<sup>nd</sup>—Breakfast starting at 8:15**

PTSA will supply paper products, drinks, and breakfast casseroles

From volunteers we could use fruit: strawberries (2 containers, we can rinse morning of), pineapple and melon (4), watermelon (2) (cubed in plastic containers, platters will be supplied). Remember fruit goes fast so think large quantities **\*\* Note, I usually purchase fruit and bagels from Costco for best prices and quantities**

Bagels, variation of 8 bags from Costco (total of 4 dozen) croissants, muffins, and pastries a favorite crisp or strudel

Greek Yogurts, vanilla 3 large containers

These need to be dropped off in the office by 7:00 am Monday morning or you can make arrangements to bring them to Lora Bunch's house Sunday evening between 7-9pm. Remember we serve approximately 100 staff members.

We could use 2 set up volunteers starting at 7am

### **Tuesday, May 3rd -Mailbox Treat**

### **Wednesday May 4th, simple "Grab and Go Walking Taco Bar"**

PTSA will supply chip bags, main filler, shredded cheese, beverages

From volunteers we could use 4 squeeze bottles of sour cream, large container of shredded lettuce. If you make an awesome salsa, we would love a red and a green in large quantities. Food items can be dropped off between 9:00 am and 12:00 pm in the main office.

### **Thursday, May 5<sup>th</sup>-Homemade Cookie Day**

We will be assembling trays of cookies to put in the staff areas. We would like to have at least 10-12 different types of cookies (2 doz. per) so be creative. Please drop off your cookies in the office between 8:30 am and 9:30 am.

We will need 2 people to help assemble the trays and deliver to the staff area's between 10am -11:30

### **Friday, May 6<sup>th</sup>- Mailbox Treat**

### **Staff Luncheon Wednesday, May 11<sup>th</sup> 2:30 start (early release day)**

PTSA will be supplying the main course for lunch, beverages, and paper products.

From volunteers we could use 13-16 **large salads** and 13-16 desserts (a family favorite, cake, or pie, not too many patches of cookies). I know that this sounds like a lot, but these tend to go fast!!!

Remember, we have about 100 staff members! Food can be dropped off between 9am and 12 in the main office. Please mark your item with your name and mark for Staff Luncheon.

4 volunteers are needed to help prep and set up luncheon area starting at 1:00. We will serve staff lunch starting at 2:30. Its nice to have a couple of you to help fluff and serve if needed during the luncheon.

3 volunteers are needed for clean-up at 3:30ish. We have a tight working space so dishes will be wiped and rinsed only then bagged for volunteer pick up.

Please contact Lora Bunch [loralbunch@hotmail.com](mailto:loralbunch@hotmail.com) ASAP with your area of interest