

Spaghetti Supper Committee Report Form

(rev. 2006)

Please make this a stand alone document so one does not have to cross reference reports from past years.

Committee Name: Dessert

Chair Names: Linda Fabrizio & Lee Means

Summary of Responsibilities:

Ordered 13 cases of chocolate chip cookies and one case of parchment paper to bake the cookies on. The quantity is based on the amount of dinners that was served last year (1400). We decided to serve one large cookie with each meal. Sue Robichaud will order these and have them delivered to the Carlisle Public School. She will hold them until they are baked on 10/16/06 (night before the supper). Line up 8 volunteers to bake the cookies, and 4 volunteers to distribute the cookies the night of the event. Also, work out a schedule with the Sauce Committee with use of the school kitchen to bake the cookies. We coordinated with the Wait Staff Chairs so that we could coordinate parents that will work in the kitchen the night of the event would have the same schedule as their child.

Detailed Description of How you accomplished the above:

Time Line of Duties: Started in May to line up volunteer list.

June – talked with Sue Robichaud about ordering cookies and use of kitchen.

July

August

September – ordered cookies & had meeting with Sue Robichaud, Dessert & Sauce Committee for use of kitchen facilities

October – 10/16/06 baked cookies from 4p to 7p (Lee and I were there until 7:45p)

Detailed Schedule of Duties on Event Day/Night:

We started baking the cookies at 4p. There was a lull between baking and cooling the cookies. We were cooling the cookies on the racks by the back door but then decided to place the cookies on the café tables with their parchment paper. They cooled there much faster. We also kept the parchment papers so that we could maintain a count on the cookies. It was a dozen

cookies to a cookie sheet and ten sheets fit in one oven. We had two ovens to use. We were allowed to use 5 to 6 plastic containers that Susan had on hand. (We didn't seal the plastic containers tight, as we didn't want to retain moisture in the boxes.) We also reused the cookie boxes the cookies came in by putting parchment paper around the inside of the box and between each layer of cookies so that the cookies would not stick.

Inventory of Materials received: _____ signature of sub chair

(x) folder containing:

past reports, chair contact names, Carlisle School tax exempt form to use for purchasing items.

(x) items belonging to Spaghetti Supper Committee:

parchment paper that should be good for at least 5 years

dessert napkins to place the cookies in between the folds to distribute the night of the event.

(x) Items returned (initialed by SS Chair) _____ sign. of Chair
Changes/Suggestions:

What bombed: N/A

What went well: We worked well in the kitchen with the Sauce Committee, we had no problems or conflicts. We started two hours after them to give them space and room to work.

Nuts and Bolts: The amount of people that we had on our committee was perfect. We had people in the kitchen baking & cooling and the rest packing.

Planned for: 1500 people

Actual: made around 1700 cookies

Purchasing Requirements:

We ordered cookies through the school. Sue also purchased us parchment paper. We stored the cookies back in the boxes that they were shipped in as well as borrowing five to six plastic containers. Dessert napkins were also ordered for us to distribute the cookies the night of the event.

~~Donor Ballots~~
To ensure the cookies were peanut free, we used the same cookie supplier the school uses for their lunches.

Approximation of cookies needed

1850

1695 cookies baked
Less 150 donated to school
40 broken
40 eaten by kids and parents
Total 1465 cookies distributed with meals (approximately)

- \$310 Peanut Free from Otis Spunkmeyer
Sue Robichaud
- 13 cases
last year
- is there a ^{school} rule that only peanut free dough can be used in the kitchen?
 - If no school rule should we take the donated cookies
 - NEED
 - parchment paper → enough for 1800 ^{large} cookies
 - dessert napkins
 - baking - Ms Robichaud
 - what size are the trays?

E-mail Ethen about donated pizza pans - 12 in diameter need for serving trays → 40
