

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.

Just report

Committee Name: Sauce

Chair Names: Jeffrey Dinardo

Summary of Responsibilities: We contacted Pastene who have donated the bulk of the items in the past, to secure the donations again. We then had to be sure the items were picked up from Pastene. We also prepared the sauce as a group with Tony DiRomualdo the night before the dinner.

Detailed Description of How you accomplished the above:

Time Line of Duties:

June: Contact Pastene as early as possible in Summer-first with a call then a note. Deal with Elaine Vendetti at Pastene

July

August

September: Be sure to line up person to go to Pastene to pick up donations (you'll need a wagon or SUV). Be sure people are available to prepare the sauce the night before the dinner

October: Pick up donations from Pastene a few days before hand. Prepare sauce the night before

Detailed Schedule of Duties on Event Day/Night:

(•) not applicable

noon – 1pm

1pm - 2pm

2pm – 3pm etc.

Inventory of Materials received: _____ signature of sub chair

() folder containing:

past reports, _____, _____

() items belonging to Spaghetti Supper Committee:

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

What bombed: trying to find a substitute for containers to cool the sauce. We wound up using the "pickle" barrels and several of the existing metal kitchen pans to cool the sauce. The pickle barrels take too long to cool so the metal pans sped things up and you could reheat the sauce right in them. We could try to see if someone can rent these or have more donated so we don't use all the ones in the cafeteria but we were able to just use the ones they had on hand.

Be sure the veggie sauce, which was cooked in small pots on the kitchen stove, does not burn! (my fault). Keep it at a low temp. The stovetop gets hotter than you think.

What went well: I had heard that Pastene may not be as open to donating anymore but they were fine when I spoke to them on the phone. Having 5-6 people helping make the sauce the day before hand went well. Some people brought their own Cuisanarts, which helped prepping the ingredients a lot. There have been different recipes used every year but contact Tony D. for his. It got great reviews and we were all able to make it easily. Although Tony had commented that he wished we had gotten more meat for the meat sauce. Keep that in mind.

Nuts and Bolts: The one thing to keep in mind is picking up the donations from Pastene. It's a lot of stuff and you should get it a few days ahead of time. That means you have to house it in your garage or somewhere till the sauce is cooked the day before. So you'll have to load it up in the car a few times. I would not just pick up the donation the day you make the sauce just incase something is wrong with the order. You don't want to find out the day you need to use it all.

Planned for:

Actual:

Purchasing Requirements: Most of the ingredients were donated.

General Responsibilities of Sub-Committee Chairs'
(revised 2006)

Sign the form provided by the Co-Chairs for items received owned by the Spaghetti Supper Committee

Read through last year's report. If more information is needed please ask your Co-Chair contact to share additional information that may be found in Last Year's Binder or to photocopy information from the Historical Binders. (Contact Last Year's Sub committee chair if more information is needed.)

Contact committee members early to glean talents and interests. Do this prior to school getting out for the summer if possible and especially if your committee MUST accomplish things before school is back in session.

Keep an accurate and timely electronic report while you do your job. Do this on an on-going basis to streamline the process.

Attend all meetings.

Keep in contact with your members over the summer.

Set a date for the first sub-committee meeting in September, after the first meeting called by the Co-Chairs.

Return any binder or past year's reports to the Co-Chairs at the wrap up meeting as well as one electronic and 2 hard copies of your sub-committee report.

Return the items received that are owned by the Spaghetti Supper Committee... make sure you get a receipt!

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Sauce

Job

Committee Name: Sauce

Chair Names: Kristine Melvin and Deb Schurr

Summary of Responsibilities:

Our goal for the sauce this year was to make a delicious tasting sauce and did not want to compromise the quality of the sauce for the time we had to spend making it. From the reviews we received after the event I would say we were fairly successful.

- Donation request letter (See copy attached)
- Secure volunteer committee (Email or phone members)
- Notify procurement committee of items needed
- Arrange for delivery of donated items
- Make sauce

Time Line of Duties:

June

- Sent donation request letter to Pastene. Followed with a phone call

September

- Notified procurement about ingredients needed
- Assigned two dads to pick up Pastene donations (Men are recommended for this job because there is a lot of heavy lifting involved).
- Asked Fern's to start collecting empty pickle barrels for sauce storage (if they're to be used-see suggestions)
- • Meet with kitchen manager to learn about the facilities and hire a cafeteria person to help with the sauce making day. Sue Robichaud was used and she was tremendously helpful. She was paid \$25 per hour. Well worth every penny

October

- Organized a schedule for cooking day and notified committee members
- Thursday before event, pick up donations from Pastene and deliver to school. This should be done before 11am so it does not interfere with the school lunch program. Because this job is labor intense and time consuming we did not ask the two volunteers to help with the sauce making.
- Arrange to have all the other donations required to make the sauce at the school before sauce making day.
- Pick up pickle barrels from Fern's if being used.
- The committee chairs brought snacks and drinks for the committee

Detailed Schedule of Duties Day before Event

1. Picked up ground beef two hours prior to cooking time (required by the Board of Health)
2. Committee met at 2pm in the kitchen to begin making the sauce. Each member was asked to bring a hat to keep hair back, and an apron.
3. We asked members to bring in a food processor if they had one. We were able to use three, which helped to speed up the process tremendously.
4. Latex/non latex gloves are required when cooking in the kitchen so make sure you have enough for that night. At least a box of 50 is recommended.
5. Make the sauces.

Timeline: 1:30 Picked up Meat
2:00 Meet in the kitchen
5:30 First batch of sauce was completed
7:00 Second batch of sauce was completed
9:30 Left school after waiting for sauce to cool down to temp for refrigeration (see recommendations)

Inventory of Materials received: _____ signature of sub chair
(X) folder containing:
past reports, past recipes and donation request letter.

Changes/Suggestions:

1. Use hotel pans to store sauce instead of five gallon pickle barrels. We used the pickle barrels and it took many hours for the sauce to cool down because the plastic barrels retain the heat. The sauce cannot be put into the refrigerator until it reaches a certain temperature. In the past, committees have put the sauce into the freezer to cool quicker but this is not allowed by the Board of Health. Sue Robichaud will supervise and advise. We spent two hours sitting around waiting for the sauce to cool down!
2. The pickle barrels also make it difficult for the serving committee because when they have to transfer the sauce into the hotel pans or pots to heat, it makes a huge mess and splatters everywhere. Not to mention having more things to wash.
3. If pickle barrels *are* to be used, make sure you make arrangements with kitchen manager in advance to get in and use the dishwasher. It was shut down for the night when we made the sauce so the barrels had to be washed thoroughly by hand.
4. Make sure to get latex/non latex gloves to wear while working in the kitchen.
5. Use food processor to chop veggies.
6. Bring veggies peelers to peel carrots.
7. The earlier you can get into the kitchen the better. Check with Sue Robichaud.
8. Have two men pick up the donations from Pastene. There is a lot to get and heavy lifting is required.
9. We recommend a committee of 8 including the two men to do the picking up of the Pastene donations.

Planned for: 1400

Actual: Served approx. 1160

The serving committee said they had approx. 11/2 pickle barrels left of each meat and vegetarian sauce. (Approx. 15 gallons of each sauce)

Purchasing requirements:

4 bottles Dry red wine

Baking soda

Salt and Pepper

Donations: See Procurement committee for full list

Tomato products- The Pastene Companies (we also request pasta and cheese for two other committees)

Meat- 25 pounds Donalton's

14.5 pounds Trader Joe's

Deb and Kristine purchased the remaining 11 pounds needed to total 50 pounds

Garlic-Goshen Hill Garlic Farm - The Sellow Family of Carlisle

Carrots-Idylwilde Farm (\$25 gift card)

Celery- Idylwilde Farm (gift card above)

July 26, 2007

Elaine Vendetti
Pastene Companies
P.O. Box 256
Canton, MA 02021

Dear Elaine,

It was good to speak with you yesterday. I was hoping that the Pastene Companies would be interested in donating products to this year's Carlisle Public School 6th Grade Spaghetti Supper. The fund raiser will be held in early October. Every year this event attracts over 1,600 people in the community and it is the largest fund raising event we have all year. A homemade spaghetti supper is prepared with the help of all the 6th grader parents. The students sell tickets and wait on tables during the dinner.

The Pastene Companies have been very generous in the past and we were hoping you would continue your donations for this year's cause. I hope you would consider donating the following:

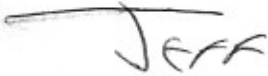
- 220 pounds of #7222 spaghetti
- 1 case of #10 cans of tomato paste
- 10 cases of #10 cans of crushed tomatoes
- 2 cases #10 cans of meatless spaghetti sauce
- 1 gallon of olive oil
- And if possible, 15 lbs of grated cheese.

Your generous support in the past has helped us keep our costs down so the majority of the funds can make their way to the public school. The funds help support many activities for the middle grade students such as scholarships, transportation to field trips and even the 7th grade play.

This year each donor will be recognized in many ways including a large mention in local newspapers and on the brochures handed out for the event. We would even like to hang a Pastene sign during the event if you prefer.

Again, we have appreciated your support in the past and hope you would consider a donation this year as well!

Best,



Jeffrey Dinardo
978 371-0111
6th Grade Spaghetti Supper Committee
Carlisle Public School