

SPAGHETTI SUPPER COMMITTEE REPORT FORM

Year: 2008

Committee Name: Procurement/Purchasing

Chair Name: Donna Perkins

Summary of Responsibilities:

1. Review, update and distribute master list of purchases and donations (excluding the raffle) to all committee chairs, itemizing who gets what from where and whether it's a donation or purchase. Point out that some committees get donations for other committees. (E.g., In addition to getting its sauce supplies, the sauce committee also gets pasta for the Kitchen Committee from Pastene).
2. Check bins to see what supplies are leftover from the previous year and create your shopping list.
3. Purchase necessary items from Costco or other stores.
4. Distribute items to appropriate committees as needed.
5. Keep track of all (non-raffle) donation on an on-going basis to help committees identify additional stores for donations if the initial contact does not work out.
6. Collect leftover supplies a few days following the Spaghetti Supper and save in red bins for next year.

Time Line of Duties:

May

1. Received the two large red bins from the Committee Chair with leftover supplies.
2. Attended the initial Spaghetti Supper meeting to discuss the plan.

June

1. Checked 2007 Spaghetti Supper procurement report and donation list to create a master list of purchases and donations (excluding the raffle). Created an excel spreadsheet of items and sorted them by committee, by location, and by item. (See attached spreadsheets).
2. Checked the Spaghetti Supper bins to determine what we had for leftover supplies.
3. Emailed the excel file to Spaghetti Supper Committee chairs, asking for any updates or changes. (Did not receive any updates over the summer, but did start to get them in the fall when we began having our meetings). **We wanted to avoid different people contacting the same store for different donations.**
4. Mailed a donation letter, tax id, and a list of the items needed at Costco in Waltham.

September

1. Checked Spaghetti Supper bins to determine what we had for leftover supplies and determined what could be used and what should be thrown out.
2. Delivered the re-usable items to the Committee Chairs, i.e. ladles, spray bottles, cheese shakers, etc. and had them sign out each product so we would know who had them.
3. Made the shopping list for purchases.
4. Called Costco and they informed me we are in the Nashua jurisdiction and could not donate product but would give a \$25 gift card.

October

1. The Friday before the Spaghetti Supper I bought all the items needed from Costco, including the perishable items (butter and cheese) and delivered to the appropriate chairs.
2. Collected leftover items from committee chairs to put in bins for next year. (I did this a few days following the Spaghetti Supper).

Detailed Schedule of Duties on Event Day/Night: N/A

Inventory of Materials Received: procurement binder

Items Belonging to Spaghetti Supper Committee: leftover supplies in red plastic storage bins

Changes/Suggestions: Make sure you find out if people have any changes to the donation/procurement summary in June so that you can send a donation request letter to Costco in Nashua 8 weeks prior to the Spaghetti Supper. Some committees get started over the summer and will have this information; others won't have it until September or October. I started with the previous year as a base, and made adjustments. After the Spaghetti Supper I suggest we only keep non-perishable items in the bins like, cups, napkins, ladles, etc. I don't think we should be saving olive oil, spices, or old wrapped silverware that get crinkled and dusty.

What Went Well: I thought everything went smoothly. When we did have issues come up (e.g., Welch's donating large Sunny Delights that had to be opened and poured into cups and the kids not knowing to ask if they wanted fruit flavored water or regular water so we had a lot of fruit flavored water leftover). The committee chairs did a great job of asking vendors for donations without any help. We did have a few vendors only donate one item instead of two this year, (e.g. Trader Joes donated the meat but no juice boxes so I had additional items to purchase at Costco). We had a well organized, flexible and fantastic group of committee chairs, which always makes things a lot easier! I look forward to doing it again in two years!!

SPAGHETTI SUPPER
Procurement Log - 2008

- | | <u>Date</u> | <u>Action</u> |
|----|-------------|---|
| 1 | 5/5/08 | Initial Meeting with all Chairs and Committees.
Received Procurement binder. |
| 2 | 6/1/08 | Took word document of items and made an excel spreadsheet.
Sorted it by item, by location, and by committee |
| 3 | 6/13/08 | Will ask Costco to donate the non-perishable items.
Went to Costco after sorting items by location and wrote down Costco quantity,
vendor, description, sku number, and price. |
| 4 | 6/13/08 | Emailed a few sub-committees on items missing quantities used per year. |
| 5 | 6/13/08 | Emailed all sub-committees that the sorted spreadsheet is coming soon. |
| 6 | 6/19/08 | Called Costco to ask for contact name to send letter for Charitable Donations requests.
Went to Costco to get additional items, descriptions, prices, and skus. |
| 7 | 6/23/08 | Emailed sub-committees sorted spreadsheets with the following requests.
a. Send me detailed info of what you have confirmed/procured from vendors.
b. Please check with other committees and talk to one another before
approaching a store/vendor to decide which point person will be contacting
that vendor. |
| 8 | 6/23/08 | Checked supplies in red bins |
| 9 | 6/23/08 | Created a sign out/sign in sheet for items that the SS keep, i.e. cheese shakers.
Sign out/sign in sheet will also be used for all items picked up from me and how
many items are returned for next year. Sub-committee must count how many
items are being returned, i.e. 500 napkins or sugar. So we know exactly what are
in the red bins for next year. |
| 10 | 6/25/08 | Sent donation letter to Costco with tax id and spreadsheet of items with prices.
Costco's website has the info on how to ask for donations. They need 4 weeks
notice. Called the Carlisle Public School to warn them that the response from
Costco may come to them and not my address since it is on school letterhead.
Asked them to contact me if they receive anything from Costco. |
| 11 | 7/7/08 | Called Carlisle Public School to see if any letter from Costco has arrived.
No response from Costco. |
| 12 | 7/15/08 | Called Costco to check on status of donation and they informed it was too far out and
to call back on Sept. 22nd. |
| 13 | 9/16/08 | Started to distribute ladels, spray bottles, rubber glovers, cheese shakers, etc.
Had each committee person sign out the items and date it. |
| 14 | 9/18/08 | SS meeting, distributed posters, cups, sugar, plastic wrap, foil, to committees. |
| 15 | 9/22/08 | Called Costco and they said to call back on the 29th. |
| 16 | 9/29/08 | Called Costco - Waltham and they informed me that Carlisle is in the Nashua store
jurisdiction and to call them. She faxed the paperwork to Nashua and they denied the
request since it was not 8 weeks out. Called Waltham back and they gave a \$25 gift
card but asked to please go to Nashua next year. |

Nashua contact: Mike Faucher - Contributions

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Procurement Log - 2008

- 17 10/2/08 SS meeting, confirmed product and amounts with committees before going to Costco.
- 18 10/3/08 Went to Costco and purchased the items and to iParty for the plastic tablecloths.
- 19 10/4/08 Distributed product and/or had committee chairs pick up product.
- 20 10/7/08 The BIG DAY arrives! - no duties
- 21 10/8/08 Reminded those who signed out cheese shakers, spray bottles, ladles, to return them to me as soon as possible.
- 22 10/12/08 Updated procurement log and report