

## SPAGHETTI SUPPER COMMITTEE REPORT FORM

**Year:** 2009 (Class of 2012)

**Committee Name:** Procurement/Purchasing

**Chair Name:** Joan Konuk (978-287-7136; [konuk@comcast.net](mailto:konuk@comcast.net))

### 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. Emphasize that we do not want different committee chairs contacting the same companies for donations.
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) donations on an on-going basis to help committees identify additional stores for donations if the initial contact does not work out.
6. Get contact names, company names and addresses for all non-raffle donations and forward to spaghetti supper chairs for thank you notes (written by 6<sup>th</sup> graders).
7. Collect leftover supplies a few days following the Spaghetti Supper and save in red bins for next year.

### Time Line of Duties:

#### Late Spring/Early Summer

1. Check last year's procurement/purchasing report.
2. Attend initial spaghetti supper meeting to discuss the plan.
3. Get the two large red bins with leftover supplies. (Phil Lotane, 55 Wilkins Lane, will store the bins).

#### Summer

1. Create a master list of purchases and donations (excluding the raffle) based on the actual purchases and donations of the previous year's supper. Let the raffle committee know who we are likely to be contacting for donations so they can avoid these companies.
2. Create an inventory list of leftover supplies.
3. Draft a memo to each committee chair itemizing the likely purchases and donations, and ask when they need their purchased items and whether they are proposing any changes (to recipes, décor, etc.) Highlight the need to keep in touch with procurement/purchasing chair on an on-going basis. Highlight that we want to avoid different people contacting the same store for different donations.
4. May be asked to develop a procurement/purchasing budget.
5. Update purchases and donations master list, as needed.
6. Attend 1 or 2 spaghetti supper meetings
7. Shop at Costco for bread/cheese/silverware committee items. (Chair was going to start wrapping utensils over the summer).

## September/October

1. Shop at Costco for most non-perishable items. Shop at Market Basket, Walmart, etc. for those items Costco doesn't carry. Deliver these items to committee chairs.
2. Deliver spaghetti supper supplies (ladles, spray bottles, cheese shakers, etc.) to appropriate committee chairs.
3. Check in with committee chairs to get updates on donations, make recommendations about alternative sources. Request all committee chairs to list donation or loan, company name, contact name and complete address
4. Update raffle chairs with names of donors.
5. Forward list of all non-raffle donations and loans to publicity committee for inclusion in program; review draft programs.
6. Shop at Costco for perishable items. Deliver these items to committee chairs.
7. Follow-up with committee chairs to get contact name, company names and complete address of all donors to forward to spaghetti supper chair for thank you notes written by 6<sup>th</sup> graders.
8. Submit receipts to the class treasurer.

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

**Inventory of Materials Received:** procurement binder

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

**Changes/Suggestions:** Everything works well. No major changes suggested.

**What Went Well:** I thought everything went well. Certain committees seem to get donations from the same donors from year to year, but other committees have to do some more legwork because their donors shift. Flexibility and keeping track of donors is important.