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Subject:
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2015 SPAGHETTI SUPPER COMMITTEE REPORT: COOKIES

2015 Cookie Chair: Sara Bardzik
Email: sab1173@yahoo.com
Cell: 978-771-4690

Sue Robichaud, Cafeteria Manager
Email: srobichaud@carlisle.k12.ma.us
Phone: 978-369-0261 Ext. 5125

Responsibility:

To coordinate the ordering of cookie dough as well as a time to bake the cookies with Sue Robichaud the School Cafeteria Manager.
Purchasing the napkins and parchment paper.
The night of the event handing out cookies to our wonderful servers.

Timeline of Duties:

Contact Sue in June before the school year ends to introduce yourself. She knows the drill and has been helping with the spaghetti super for many years. Sue is super nice and very helpful.

Mid-September contact Sue to have her order the cookies. Approximately 2,800 Cookies
She has to order the cookies from her vendor because the school kitchen is nut free. Sue will store the cookies for you in the school freezer, again super helpful! You will also need to provide parchment paper for baking the cookies. Approximately 100 sheets. Check with procurement to see how much parchment paper is left over from the year before. It will be stored in the shed with other paper products (there should be enough for the 2016 year for sure). You are also responsible for supplying the napkins to hand out the cookies, again check the shed for surplus. You will need approximately 1,400 napkins. Please save all receipts from any purchases to be submitted after the event.

The day before the event you or a volunteer will assist Sue with baking the cookies. I will take approximately 3 hours to bake and cool all the cookies. This has to be done before the school lunch is served, so plan on being there before 8AM. Sue has this down to a science and is a lot of fun to work with. Please check with Sue to confirm an exact time.

Important note:

This year we offered gluten-free meals and cookies. They were graciously purchased by a parent using coupons and Sue and I baked these last after all the other cookies were made. We made 100 of the GF cookies and it didn't add much time or trouble. Not sure if you will be offering Gluten-free the year?

On the Night of the Event:

One volunteer should be stationed in the middle of the food line to hand out cookies to our fabulous servers. I served the cookies most of the night and had a volunteer cover for me while I took a short break with my family. You could divide the night into two shifts 4:30pm-6:30pm and 6:30pm to clean up and then you would need another volunteer but mostly it's a one person job. You will need to continuously replenish the supply of cookies which will be stored in the back room. So maybe coordinate with Sue or a member of the Salad Staff who would be willing to help with this. The cookie station must be attended at all times. Due to sanitary reasons the student servers will not be touching the cookies directly with bare hands. With gloves on you will be placing two cookies on a napkin and placing the napkin on the tray for the server. The night went very smoothly and was a great success!

Purchases:

- 1) 2,800 Cookies (7 bags of cookie dough, approx. 320 per bag), Total Cost \$194.25)
- 2) Parchment paper approx. 100 sheets (Should be left over from last year)
- 3) 1,400 Napkins (Again check shed for leftovers.)

In 2014 they had a lot of cookies leftover, however this year we didn't have much surplus. I'm not sure if this is due to the fact that we had a larger class? I would stick with the original order of 2,800 cookies.

Good Luck and have fun! Sara

Amy
617-733-9575 cell

Sent from my iPhone