

Bread/Cheese/Silver Committee

Works closely with the Kitchen Crew Committee. Obtains bread, plastic silverware, napkins, cheese, butter, herbs, garlic, and aluminum foil. Afternoon of Supper, prepares bread and cooks it. Wraps silverware packets. Helps serve bread. Fills parmesan cheese shakers before the Supper.

Salad Committee

Coordinates volunteers for night of Supper; arranges for salad fixings and dressing with Procurement or by a donation; prepares salads the afternoon of Supper in dining room; mixes salad and puts in individual bowls; coordinates shifts for night of Supper to distribute salad during Supper. Coordinates with Kitchen Crew. Cleans up salad staging area at end. Contacts the Carlisle Board of Health to understand requirements.

Dessert Committee

Coordinates volunteers for the night of Supper; arranges for cookie dough with Procurement, or by donation; bakes cookies prior to the afternoon of Supper in dining room; assembles cookies for distribution; coordinates shifts for night of Supper to distribute cookies. Coordinates with Kitchen Crew. Cleans up cookie staging area at the end. Contacts the Carlisle Board of Health to understand requirements.

Table Decorations

Creates decorating theme; buys, orders, or obtains donations for supplies; makes decorations; oversees set-up of cafeteria tables and decorations the afternoon of Supper. Works out a way to sell decorations on the night of the Supper. Responsible for the set-up prior to event, as well as the removal at the end of the night of unsold decorations.

Waitstaff Committee

Previous experience with Spaghetti Supper very helpful! Sends informational letter to parents; coordinates volunteers; assigns students to shifts; buys, makes, or obtains boutonnieres; arranges with school to do role playing demonstration for student waitstaff the week before Supper; works with greeters and hostesses at Supper; supervises students before work shifts. Coordinates with Beverages committee. If heavy rain is predicted, solicits parent volunteers to house waiting diners in the auditorium.

Clean-Up Committee

Co-chairs assign volunteers to tasks/shifts via letter. Committee is responsible for all aspects of clean-up in the main eating area; helps bus tables; cleans up spills; keeps trays revolving through the Supper line.

Raffle Committee

Gets raffle permit. Prepares and sends letter to parents and local businesses soliciting donations; coordinates with Ticket and Publicity committees; arranges for donations to be delivered or picked up; oversees display and raffling off of items on Supper night; provides display of donors for Supper night. Provides list of donors for press release and to Language Arts teacher for student thank-you's.

Publicity Committee

Responsible for all notices in school newsletter; writes news releases for Mosquito; decides themes for posters; makes and distributes posters; creates rotary sign and reserves week for display; follows up with other committees for lists of donations (for thank-yous in final press release). Stuffs envelopes for 2-3 general mailings.

Ticket Committee

Arranges for tickets to be printed at school in June. Coordinates committee to cut, staple, and number tickets; prepares student packets; coordinates training meeting with school for 6th graders to role-play ticket selling and understand tallying; distributes student packers and collects money; devises incentive for students to sell and return sold and unsold tickets as soon as possible; tallies ticket sales; staffs ticket sales for walk-ins at Supper; coordinates with Raffle and Publicity committees.

Kitchen Crew

Coordinates with Procurement regarding supplies; coordinates volunteers to work in the kitchen afternoon and night of the Supper. Sends list to committee confirming assignments; coordinates with the kitchen staff. Co-chairs should be available to oversee kitchen crew shifts from around 1:00 pm, on day of Supper, until kitchen clean-up. Responsible for kitchen clean-up and for arranging for food pantry to pick up left over perishables. Works closely with the Bread/Cheese committee, and coordinates layout/traffic flow of food line with Beverages and Waitstaff Committees.

Beverage Committee

Arranges for hot and cold beverages for the Supper by obtaining donations from Welch's, Starbucks, and other vendors related to serving vendors. Coordinate with Procurement prior to Supper; afternoon of Supper does set-up and coordinates serving of drinks at Supper. Coordinate with Waitstaff committee.

Sauce Committee

Some Strong Arms Needed! Coordinates with school kitchen staff, Procurement, and Publicity. Arranges for the delivery of supplies; cooks sauce at school kitchen the day/night before supper; obtains big containers to store sauce; refrigerates sauce in containers at school. May be needed to help Kitchen Crew serve on night of Supper. Contacts the Carlisle Board of Health to understand requirements.

10/2/01