

## Coolidge PTO

### Hospitality Guidelines

All Class Parents are responsible for the set-up and clean-up at PTO Meetings. The Class parent calendar indicates which grade is responsible for each meeting. All supplies listed below are stored in the PTO closet which is located in the ground floor hallway (near the boiler room, music room, WEL Room and back media center door). The key to the closet is located in the main office. Please lock the closet and return the key at the end of each meeting. Responsibilities vary slightly by meeting time. Please coordinate the following tasks:

1. **Set Up Part I:** Two (or three) Class Parents should be responsible for setting up the table before the meeting.
  - Morning Meeting: set-up in the afternoon on the day before the meeting. Set-up is generally permitted any time after 2pm, but please check with the main office to confirm.
  - Afternoon Meeting: set up can begin about 30 minutes before the meeting (1:30pm). As a courtesy, please reach out to the main office as a reminder and to provide them with your arrival time for set-up.
  - Breakfast foods and coffee will be served during morning meetings. Light snacks or fruit will be served for afternoon meetings. Set up the Keurig. Be sure you have a tablecloth, plates, forks, knives, napkins, cups, stirrers, tea bags, sugar. If there is water available in the closet, this may also be used. Please inform Class Parent Co-Chairs if any supplies are low and need to be replenished. Be sure there is enough coffee.
  - Evening Meetings: no set up required.
2. **Set Up Part II:** Two (or three) Class Parents should be responsible for arriving early and checking the set-up of items prior to the start of the PTO meeting.
  - Morning meetings only: Please arrive at least 30 minutes before the meeting to be sure coffee is turned on, refreshments are set up and table is arranged properly with all of the necessary items.
  - Afternoon meetings: This step is combined with the set-up outlined above.
  - Food/snacks will be coordinated by the 1st VP and delivered to the meeting by the vendor.
  - Class parents are responsible for providing milk and cream for the coffee.
3. **Clean Up:** Two (or three) Class Parents should be responsible for clean up after the meeting.
  - The Keurig needs to be cleaned, dried and returned to the PTO closet, along with all left over supplies.
  - All leftover food should be delivered to the Teacher's Lounge.
  - Please wash, fold, and return the tablecloth to the PTO closet (unless a plastic tablecloth is used).

THANK YOU FOR YOUR HELP -- IT IS GREATLY APPRECIATED!