

EEMS PTA Appreciation Committee

Position Description	Chairperson will coordinate volunteers for Teacher Appreciation Week, Administration Appreciation Day, Bus Driver Appreciation Day, School Nutrition Employee Appreciation Week, and other appreciation events as needed. Volunteers contribute to teacher mailbox goodies each day during the Teacher Appreciation Week and a lunch is provided on Friday.
General Dates Needed	<ul style="list-style-type: none">• National Custodian Day is in early October.• Bus Driver Appreciation Day is early to mid-February.• Administration Appreciation Day is towards the end of April.• Teacher Appreciation Week and National School Nutrition Employee Appreciation Week is usually the first full week in May.
Volunteers Hours (estimated)	<ul style="list-style-type: none">• Chairperson will coordinate volunteers for each appreciation event (4 hours)• Committee Volunteers collective hours: 14 hours (See Recommended # of Committee Volunteers below.)
Budget	\$400 for lunch provided to teachers; recommend adding budget to cover other appreciation gifts
Recommended # of Committee Volunteers	5 Volunteers for each day of Teacher Appreciation Week (2 hours each) 4 Volunteers at one hour each to coordinate gifts for other Appreciation events
Key PTA/Staff Contacts	PTA Marketing/Communication Chair
Additional Info	Promote upcoming appreciation weeks through PTA newsletter