

Pops and Pastries Summary 2016
Pastry Drop Off Summary

Chair Person: Peggy Graham

Desserts/Pastries:

*A Sign-Up Genius was sent out to all Band & Orchestra parents about 2 weeks (I believe) before the concert. It included information on where and when to drop off the pastries, times we needed people to show up to cut and plate pastries and times we needed to fill for selling pastries. We asked for 80 volunteers to make things and had 74 people sign up. I think we had additional people drop things off the day of the event as well. The Sign-Up Genius also included monetary donations for coffee and pizza, donations of all drinks, cups, and creamer, including sizes needed.

Items needed for this part of Pops & Pastries:

Forks

Plates

Plastic Gloves for plating

Volunteers to bring their own knives, spatulas and or pie servers if they are helping with plating.

Dishwashing Liquid

Kitchen Space

When Mr. Cleveland is turning in his school use permit for the cafeteria and gym ask him to include the kitchen too.

About 2 weeks before the event, contact the Lifeskills Instructor and the person who is in charge of the kitchen, let them know what we will be using the kitchen for specifically. We used the speed trays and the carts that transport them. We also used a couple of the refrigerators for the cream pies, creamer, etc. I assured them that we would be bringing our own utensils and would leave the kitchen in the same shape we found it. (We needed to wash the trays before we used them because they were dirty. We also needed to wash them after we finished but did that as part of kitchen clean up.)

Drop Off Space

About 1 week before the event, contact the Building Engineer to make sure they know what time you need to arrive on that morning. I got there at 8:00 am, but might arrive earlier to make sure the trays were clean for drop off. He told me that they would leave the door near Receiving open and I entered there. I told him that we would need a couple of tables set up near the gym so people had a place to drop off and we had a place to mark off their name on our donation

sheet. We did this so we knew what was missing or what we might need to buy. We also set up coffee and pastries for our volunteers on that table.

The Thursday before the event, I called the Food Service Manager and the Building Engineer just to remind them about the event.

Day of Pops & Pastries

On the day of the event, I would arrive around 7:30 am to make sure the trays and carts are clean. At about 8:00 am I would make sure the carts are near the gym entrance so that when people drop off their students, they can also drop off their baked goods. I had a student volunteer or 2 help me with rolling the carts back and forth to the kitchen so I was always there to receive the baked goods and thank the donor for bringing the items in. The student volunteers placed items around the kitchen so that when we plated them, there was a good mix of items all around. We had people dropping things off until about 12:00 pm. After we received all our baked goods, we washed off the trays so they were ready for plating.

My recommendations for next year would be to assign student volunteers to chairpersons. There were a lot of students that signed the volunteer sheet, but not a lot who were actually doing anything. Also, printing out the Sign-Up Genius list of baked good volunteers and highlighting them gives you an idea of what has arrived, etc. I think everything `` went quite smoothly.

