

Plan of Work (POW) for the Teacher Appreciation Lead

Plans and executes all Teacher Appreciation efforts, including monthly meals, birthday acknowledgement, and organization of Teacher Appreciation Week.

Welcome back treats for teachers, organize, set up, clean up.

Coordinate monthly meetings with any volunteers to plan upcoming activities.

Monthly Teacher Appreciation Lunch planning, which includes: creating sign ups and making sure they get in the school newsletter early enough, recruiting volunteers to help with set up, and clean up.

Buy and distribute staff/teacher birthday cards and gift cards as needed each month in coordination with the PSO President for funds needed.

Organize catered lunches for conference days in October and January.

Organize Teacher Appreciation Week, which includes lunch or treat daily, gifts at least once if not daily depending on budget, and any sign ups needed to support this along with volunteers for set up and clean up.

Attend monthly PSO board meetings and report on committee.

Follow adopted budget assuring expenses do not go over.