Dear 5th Grade Parents,

We want to let you know about Bowman’s Spaghetti Dinner fundraising event that will be held on Thursday, March 7th. The Spaghetti Dinner is open to **all** Bowman families. Proceeds from the Spaghetti Dinner will be used to help offset the costs for all of the planned 5th grade activities. Although parents are asked to pay for the student fees for the Nature's Classroom program, the Bowman PTA has usually paid for all of the other expenses. Another goal of this event is to encourage the 5th grade students to become involved in a community fundraising activity.

The Spaghetti Dinner is a fun evening that brings the entire Bowman community together. This evening will be a fun family and community event with our 5th grade students taking on a leadership roles as the hosts and wait staff for the evening. The Bowman cafeteria will be transformed into “Trattoria Il Bowman,” where a pasta dinner with rolls, salad, dessert, coffee and other beverages will be served. Our 5th grade students will set tables, take orders, serve food, and clean tables (with parent support). Whitsons will be providing the main meal food; however, we will be asking 5th grade parents to contribute the desserts.

We are planning to offer three separate seatings for the dinner. Seating 1 will begin at 5:30 PM, Seating 2 will begin at 6:30 and Seating 3 will begin at 7:30.

Tickets will be $10 per adult and $5 per child. Tickets will be pre-sold through 2/15. Ticket order forms will go out to the entire student body soon after this. Since food needs to be pre-ordered, and seating size needs to be limited, NO TICKETS WILL BE SOLD AT THE DOOR! **Please note that tickets sell out very quickly. One seating sold out within 24 hours last year. We recommend buying tickets online as soon as they go on sale to make sure you get your preferred seating.**

***We will need significant parent support along with student involvement to make this event successful; last year there were 16-20 parents working at each seating. Attached to this letter is a permission slip where you may indicate seating times during which your 5th grader would like to volunteer to serve. It would be terrific if you would encourage your child to participate. Please let your child know we will provide training during an assembly prior to the event, and a refresher course of training immediately before each serving session so everyone will know what is expected.***

There are many ways for parents to get involved. We need assistance planning the dinner as well as help on the night of the event. Listed below are brief descriptions of the many ways in which parents can help. Please review the list of jobs, and either contact us to let us know how you would like to help, or use our on-line registration form, located here:

<https://www.signupgenius.com/go/20F0F45A8A928A46-spaghetti>

***JOBS YOU CAN DO AT HOME PRIOR TO MARCH 7th***

**Dessert Coordinator** - volunteer needed to coordinate an adequate supply of desserts. Coordinator will need to contact 5th grade parents to request donations of finger desserts (cookies, brownies, cupcakes, etc.), keep track of who offers to bring in food, remind volunteers to bring desserts, and create a drop-off plan. All desserts should be nut-free. We will need a separate set of desserts for each seating. We estimate 3 pieces of dessert/person. Desserts can be homemade or purchased.

**Dessert Bakers** - bake a couple dozen finger-sized desserts and bring to school the night of the dinner.

**Write Names on Chef Hats** - Are you a pro at printing? We need someone to write the names of our 5th graders on the chef hats they will wear. We’ll provide the supplies.

***POWER JOBS TO DO THE NIGHT OF THE DINNER – MARCH 7th***

***CORI forms need to submitted in advance of 2/22 – See the Bowman School website or visit the office for the form.***

For these two jobs, consistency has proved to be very helpful in the past, so we are looking for volunteers to sign up for two seatings or for the entire night.

**Food Platers – 4** people per seating to work in the kitchen behind the counter moving food from pots onto plates; food will be cooked by Whitsons.

**Kid Go-To Person** – 1 person per seating to float with a clipboard of assigned jobs and help kids who are not sure of what to do.

***ADDITIONAL JOBS TO DO THE NIGHT OF THE DINNER – MARCH 7th – CORI form required.***

**Set Up** - help set up cafeteria for dinner before the first session, from 3:30-4:45 p.m.

**Host/Hostess Helpers -** 1-2 people to supervise 5th graders checking in diners at each session and direct customers to a waiting area. Also, help sell raffle tickets to diners.

**Dessert and Coffee Supervisors** – 1-2 people to oversee the dessert and coffee station. Plating and refilling desserts as necessary.

**Water coordinator** - refill water pitchers in kitchen as needed and help kids serve water at the tables.

**Music coordinator** - We have a playlist of Italian music and will just need someone to man the music playing equipment.

**Raffle coordinator** – 1-2 people to oversee the raffle sales during dinner and to announce the winners at each seating. The coordinators will also need to get a few parents per seating to walk around to tables and sell tickets.

**Photographer** – 1-2 people to record the festivities for history, and the Bowman Yearbook.

**Kid Marshall** – 1-2 people to monitor hallways (some kids will be dropped off to work their shift, and then will leave the cafeteria when their shift is finished).

**Dishwashers** - we are responsible for cleaning all pots, pans and utensils. Clean up must be complete by 9 p.m., so many hands are needed for this one.

**Clean Up** - help clean up the cafeteria at the end of the evening.

***STUDENT HELP NEEDED ON MARCH 7th***

Students may volunteer to help for 1 or more seatings. We are seeking at least 20 students per seating to greet customers as they enter, set tables, take orders, serve food, and clear tables. A separate permission slip is attached to this letter for student sign-up.

Hopefully this provides enough of an overview to explain our plans. Feel free to contact us with any questions, comments, or concerns. We are looking forward to this being a fun event for the Bowman community and to working with you to make it successful.

Sandy Schwartz, Siamak Baharloo, Cindy Arens

spaghettidinner@bowmanpta.org

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|  | Spaghetti Dinner5th Grade Permission Form |  |

On Thursday, March 7th, there will be a fundraising Spaghetti Dinner at Bowman. The money raised will be used to help offset the cost of the planned 5th grade activities.

All 5th grade students are invited to host the Spaghetti Dinner in the Bowman Cafeteria. As hosts, the 5th grade students will be the wait staff for the evening. They will set the tables, take dinner orders, serve food, and clean the tables. All families in the Bowman community will be able to purchase tickets to the dinner.

There will be three separate seatings:

Students may work one or more seatings.

Training will be provided before each seating!

Seating 1 - 5:30-6:15 PM

Seating 2 – 6:30-7:15 PM

Seating 3 – 7: 30-8:15 PM

If your 5th grader would like to eat before or after working, you must purchase a ticket for the seating in which they would like to eat. Each ticket must be pre-ordered; no tickets will be sold at the door. Tickets will be sold separately.

Students who are serving should plan to arrive 15 Minutes before their seating starts.

The class t-shirts will be available and handed out before the night of the dinner. It is suggested that all wait staff wear black pants/skirts, sensible shoes and their class shirt. A personalized chef hat will also be given to students as part of their uniform.

We hope you will encourage your child to participate in this fun, family fundraiser. If you have any questions, please contact us.

Sandy Schwartz, Siamak Baharloo, Cindy Arens

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Spaghetti Dinner Sign-up -- Please complete and return to your homeroom teacher by Monday, 2/11/19.

My student is signing up to work as a server during the following seatings (check ALL that apply):

☐ Seating 1 Student name:

☐ Seating 2 Student Name for Chef’s Hat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Seating 3 Teacher name:

 Parent email:

☐ My student would like Phone:

to work the ticket table

during seating \_\_\_\_ Student Signature:

 Parent signature: