**Spaghetti Dinner**

This is a fundraiser organized by 5th grade students and parents. 5th grade students will be the servers for the dinner. The proceeds will be used to offset the cost of 5th grade activities.

**Location:** Bowman School cafeteria

**Time:**  3 dinner shifts (5:30pm, 6:30pm, 7:30pm) - seatings of about 200 each

**Date:** Usually the first/second week in March

**Open:**  To all families in the Bowman School community with 5th grade families access to early ticket sales

**Budget:** $ 3,500 - $4000

***Thank you for volunteering as the Parent Coordinators for the Spaghetti Dinner!*** Most documents you will need to get started can be found on the 5th Grade Activities Document Support Page on the Bowman PTA website: <http://bowmanpta.org/5th-grade-activities-support-documents/>. You will find notes, emails, ticket design, flyers and other Spaghetti Dinner related information accumulated from previous parent coordinators. We trust you will find this information helpful and we encourage you to read through it all thoroughly.

Please consider your teacher coordinators your partners in this event. They should be your first go-to people should you have any questions in your organization of this event.

The 5th Grade Activities Coordinators are also available and ready to support your efforts. Please keep us in the communication loops, and copy or include us in your emails.

The Spaghetti Dinner is currently the only fundraising activity specifically targeted for 5th grade activities. In other words, 100% of the proceeds go to offset the cost of 5th Grade Activities. Historically, the Spaghetti Dinner sells out every year and brings in around $6300. We hope to make the same amount this year.

**2019 Parent Coordinators -** Cindy Arens, Sandy Schwartz, Siamak Baharloo

**2017-2018 Parent Coordinators -** Victoria Moule and Theresa Minogue

**2017-2019 Teacher Coordinator-** Len Swanton

**To Do List/Information**

* Review historical documents provided on PTA website at <http://bowmanpta.org/5th-grade-activities-support-documents/>.
* Arrange meetings with your teacher coordinator. (Nov, Jan, Feb)
* Submit Building Use Form (Nov). Get a snow date.
* Contact last year’s coordinators ask them to share any helpful or important information, and retrieve any supplies (centerpieces, trays, pitchers, leftover supplies).
* If using Whitsons for food. Make initial contact with Whitsons for catering. Contact information is Kevin Silvia, Director. He’s located at LHS and can be reached at, 781-861-2320 x69107. (2 months before)
* Prepare/revise Parent/Student information letter and related forms. (6 weeks before)
* Prepare/revise ticket, menu, or other promotional materials. (6 weeks before)
* Allow time for printing and copying. Use the LPS Print Center in the central administration building to make flyers and forms. (expect 1 week turnaround)
* Start planning your volunteer needs and solicit 5th grade parents and children. Volunteers should be in place before February break/4 weeks before (have someone who knows MSA to help you copy and paste from previous year’s emails, search for Spaghetti Dinner)
* Prepare list of additional needs (paper goods, balloons, chef hats, tablecloths). See itemized expenditures from last year in Budget spreadsheet.
* Organize ticket sales. Send confirmation emails for paper orders, about 20-30. (work with PTA webmaster, start sales about 4 weeks before)
* Coordinate getting a cash box for raffle sales from PTA Treasurers (raffle sales must be kept separate from tips when returning to Treasurers)
* Check in with head custodian about table layout, how many can be seated. (Traditionally 4 long tables of 12 and 19 round tables of 8 for 200 total. 2019, lost 2 round tables, so had to bring out other tables/chairs)
* Send confirmation emails to 5th grade parents about student jobs for each seating, what to wear, etc.
* Finalize catering with Whitsons. (1-2 weeks before)
* Organize training of student wait staff, etc. (1-4 days before)

**Some things to consider:**

* A split venue (cafeteria dinner, gym dessert).
* Offer a gluten-free pasta option   
  There is an extra pot, strainer, and utensils that were used for the gluten-free pasta in the past. Historically about 15-20 requests out of 600 dinners.
* Historically, ticket prices have been $10 adult & $5 for children, with a family cap of $40. As food/catering prices have been going up ($2000 in 2016 to $3000 in 2019), you may consider increasing the price.
* If you need help with design of flyers, menu, promo, etc., please reach out to 5th Grade Activities coordinators ([fifthgradeactivities@bowmanpta.org](mailto:fifthgradeactivities@bowmanpta.org) ).
* Chef hats for the students have been purchased in recent years, ask a parent volunteer to help personalize them beforehand.
* Go Green! 2019 - purchased all compostable cups, utensils and food boat/trays, for only slightly more than single-use plastics. See 2019 budget and receipts.
* Designate parent volunteers for the various larger tasks, such as:
  + - * Ticket sales/marketing
      * Training Students
      * Student Scheduling/ Family Table assignments
      * Dessert donation/coordination signup genius (see docs)
      * Parent volunteer signup genius (see docs) (you need a lot of parent volunteers that night)
      * Entertainment/Music beforehand
      * Food/catering, supplies
      * Raffle prizes, sales (Ask David the Crossing Guard to help night of) (will need to purchase another roll of duplicate raffle tickets, expect to sell about 2500 tickets, about 500 leftover from 2019)
      * Centerpieces/decorations
* Night of:
  + - * remember to tip the custodian at the end!
      * have extra table cloths, place settings, bring masking tape, pencils for order forms, extra markers/pens to check off schedules and make extra hats.
      * put up plenty of signage for guests, volunteers, etc
      * organize seating change over supplies separate and clearly marked for each seating
      * Ms Glick is a fantastic help at announcing the raffle