



Elm Street School  
PAC

**Event:** Teachers are 'Souper' Day

**Time of Year Held:** January

**When to start Planning:** Pick a date in December

**Overall Time Commitment (approx.):** 1-2 hours

**Number of volunteers needed (approx.):** 16-20

**Main responsibilities:**

- In December, pick a date. Check with PAC Board and school
- Revise sign-up genius and send to the PAC Board
- 2-3 weeks before the day, have the PAC Board send out an email broadcast describing the event with the link to the sign-up genius. You can have it posted on Facebook too. If you remind Mrs. Brogadir, she can include it on the Elm calendar and include it in her weekly notes
- Send out reminder email the week before if you don't have enough volunteers.
- Set up/Cleanup on the day of the event. There are usually people who sign up to do both so it depends if you choose to be there.

**General Suggestions/Notes:**

- Make sure you get containers for the leftover soups. Usually it gets left in the Staff lounge for people to enjoy throughout the week. It helps to have a couple of extension cords for all of the crock pots.
- You need to pick up 2 round table cloths for tables, 2 rectangle table cloths for soup area, also 2 small center pieces
- Sign up genius snapshot: 12 soups, 80 bowls, 80 napkins, 80 spoons, 6 Crusty loaves, 1 Set up, 2 Clean up , 6-8 cup size containers (12)



## Elm Street School PAC

# **SOUPER DAY 2017**

Elm Street School Teachers & Staff are  
**SOUPER!**

Let's treat them all to SOUPER DAY on Tuesday, January 24, 2017! Nothing says comfort like the aroma of wonderful homemade recipes wafting the halls! This has become a much anticipated and appreciated event over the last few years and we are excited to bring it back!

It's easy to participate! Here's the ladle:

\*Sign Up below and write your soup, chowder, or chilli recipe of choice

\* Dig out your crock pot and label it with your name, label serving spoons too

\* Drop off your creation with a recipe title and/or recipe to share

\* Pick up your crock pot at pick up time or when convenient

Thank you for your support



Susan Shea, Coordinator  
(susanhelena78@yahoo.com)

[View Truncated Description](#)

**Date:** Tue., 01/24/2017

**Time:** 8:45am - 3:00pm EST

**Location:** Teacher & Staff Lounge (by main office)

**Created by:**  SS susan shea 

Available Slot

**Soup (12)**

(Drop off your favorite recipe by 9:15, note if vegetarian, include any accompaniments like shredded cheese or crackers)

**12 of 12 slots filled**  
**All Slots Filled**

**LL Laurie LaRusso**  
Chicken-Black Bean Chili

**RD Ruth Diamond**  
Hamburger Vegetable  
Soup

**MK Mary Kelley**  
Chicken noodle

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**Crusty Bread Loaves (6)**

(Sliced)

**6 of 6 slots filled**  
**All Slots Filled**

### Set Up

(8:45-9:15 AM, Tablecloths, Set up buffet, Help people dropping off)

**ER Elizabeth Roddy**

### Clean Up (2)

(2:00-3:00 Pack up leftovers and store in the fridge, wash/wipe out crock pots and serveware)

**2 of 2 slots filled**  
**All Slots Filled**

**DG Diane Gray**

**SP Sasha Petrosky**



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