Teacher Appreciation

The Hilltop PTO has always sponsored the Teacher Appreciation Luncheon on the actual Teacher Appreciation Day – which this year is Tuesday, May 6th. It is held from 10:30-1:30 in the Teacher/Staff Lounge with tables of food set up in the hallway next to the lounge. All Hilltop staff (teachers, administration, lunch supervisors, SAFE supervisors) are invited – about 90 people.

The PTO also provides donuts and coffee one morning during teacher appreciation week. Typically this is done on Thursday 5/8. Donuts purchased from Dunkin Donuts. Ask for a coffee donation from Starbucks manager. They will usually supply a 5-gallon cambro of coffee, sugar packets, stirrers, cups and cream.

The food for the luncheon is provided by Hilltop Parents. About 1-2 weeks before the luncheon send out a flyer to all families asking for donations of entrees, appetizers, desserts, soda, water, paper plates, plastic ware, cups and napkins.

The flyer is attached. You can change how you see fit – needs to be translated. Email translation to ara

It’s suggested that as the forms come in – the Teacher Appreciation committee contact to confirm with all parents. Also, to let them know to use disposable dishes or mark their name, student & teacher name on the dish so that we can send it home to them once the luncheon is finished.

There is a budget of $300 to purchase needed supplies and decorations for the teacher appreciation luncheon and donuts for breakfast.

There are many supplies stored with the PTO belongings on the dock. Rolls of tablecloths, plates, cups, napkins, etc. There are also warming trays that use sternos. Sternos can not be kept at school per district safetly guidelines – I think I have some and can bring them the morning of the luncheon or give them to you before then.

The PTO has an account with Sam’s club. To use the account, contact Josey Herrera, the PTO Treasuerer ([joseyherrera@u-46.org](mailto:joseyherrera@u-46.org)) and she can get you the card and a check. Must use a PTO check with the card at Sam’s Club.

For purchases made anywhere else – give the receipts to Josey Herrera along with a completed reimbursement form and she will give you a check.

We will also send you a copy of the PTO’s tax-exempt letter for making tax-exempt purchases.

\*\*Notes

In the past the PTO has purchased small gifts for all staff – the teachers have requested that we no longer do this and put the money towards purchasing more technology instead.

For the past few years a chiropratic company has conataced us to set up free massages for the staff. They have canceled on us almost every year – so I would not even bother setting it up. Also, last year only one teacher signed up for it – so It’s not really something teachers & staff even want.