

Etz parents association (EPA) Handbook 2025-26

Cohorts names and grades for year 25-26:	2
EPA events & dates for the 25-26 school year	3
First day EPA meeting	5
High Holy days kids programing	6
Lunch in the Sukkah	7
Havdalah	9
Sponsoring an Oneg	11
Kol Bos	12
Taco-Sufganiyot Dinner	13
Purim Bake sale	15
EOF celebration	17
Teachers & Madrichim gifts	18
Weekly Snacks	20
Board update	21
Information from Kristy:	22

Cohorts names and grades for year 25-26:

- Zraim(Seeds) - Toddlers & Preschoolers
- Midor (From Generation) - TK/K/1st
- Cohort 2/3 - Rimon (Pomegrante)/2nd & Tamar (Date)/3rd
- Cohort 4/5 - T'eina (Fig)/4th & Chitah (Wheat)/5th
- Gesher - Seorah (Barley)/6th
- Hineni - Gefen (Grape vine)/7th & Zayit (Olive)/8th

EPA events & dates for the 25-26 school year

Event	Date	Owner
<u>First Day EPA meeting</u>	Sunday, 08/24/25, 10am (Right after morning circle)	Head of EPA - Dorothy
<u>High Holydays kids programing</u>	Tuesday, 09/23/25, 10-12 pm Thursday, 10/02/25, 10-12PM	Head of EPA - Dorothy
<u>Lunch in the Sukkah</u>	Sunday, 10/12/25, 11:30pm (After the Sunday sessions)	Midor & Zraim room parents
<u>Havdalah</u>	Saturday, 11/8/25, 5-8PM	2/3 grade room parents
<u>7th sponsor the Oneg for 8th service leading</u>	Saturday, 11/15/25, 10:15am	7th grade room parents
<u>Kol Bos</u> (All school Mishpacha days)	Sunday, 11/23/25, 9:30- noon Sunday, 03/29/26, 9:30-noon	All parents bring items and deliver brown bag
<u>6th sponsor the Oneg for 7th service leading</u>	Saturday, 12/13/25, 10:15am	6th grade room parents
<u>Taco-Sufganiyot Dinner</u>	Wednesday, 12/17/25, 6:15PM	7th grade room parents
<u>2/3nd sponsor the Oneg for 3/4/5 grades</u>	Friday, 02/06/26, 6:30PM	2/3 grade room parents
<u>Purim Bake sale</u>	Sunday, 03/01/26, 9:30am	5/6th grade room parents
<u>2/3rd sponsor the Oneg for 5/6 grades</u>	Saturday, 03/21/26, , 10:15am	TBD
<u>5th sponsor the Oneg for 6th service leading</u>	Saturday, 04/18/26, 10:15am	5th grade room parents
<u>EOF celebration</u>	05/03/26, 12pm (Right at the of last Sunday of school)	Head of EPA - Dorothy

<u>Teachers & Hadracha gifts</u>	Last Wed & Sun before winter break • Wednesday, 12/17/25 • Sunday, 12/14/25 Last Wed & Sun of the year • Wednesday, 04/29/26 • Sunday, 05/03/26	Andrea Lacy- Collecting donations Room parents buy gifts
<u>Weekly Snacks</u>	Year long	All grades room parents
<u>Board update</u>	Year long	Head of EPA - Dorothy

First day EPA meeting

Task	Details	Timing
Announce the event	• Create a blurb • Announce on: ◦ Newsletter - Send the blurb to Aliza and she will highlight it on the newsletter. ◦ Whatsapp groups - Send a shorter announcement to room parents to share on the cohort whatsapp groups.	4 weeks before the event
Set up	• Buy Bagels or ask others to bring food set up before the meeting. • Announcement in the first day morning circle.	The day of the event.
Prepare Agenda	Typical Agenda items: • Self introductions • Aliza • Recruit room parents volunteers from each class. That can be done also before the meeting. • Discuss events throughout the year and each cohort's responsibilities. • Present room parents responsibilities ◦ Sunday Snacks ◦ Cohort event • Teachers gifts • Whatsapp groups • Present sign up sheet: 📄 25-26 EPA sign-up Sheet • Get ideas, comments, feedback	
Send meeting summary	Send a summary of the meeting to Aliza to put in the Newsletter. Including announcing room parents. Send the same blurb to the board for the monthly update.	Until 5pm on the Monday after the event.

High Holy days kids programing

Task	Details	Timing
Create a Signup sheet	Signup sheet should include: ○ Volunteers to help with kids activities	4 weeks before the event. 25-26 EPA sign-up Sheet - Google Sheets
Announce the event	● Create a blurb ● Announced in: ○ Newsletter - Send the blurb to Aliza and she will highlight it on the newsletter. ○ Whatsapp groups - Send a shorter announcement to room parents to share on the cohort whatsapp groups. ○ Sunday morning circles - Ask Aliza ahead of time to include that in her presentation and to call on you to make the announcement. ● For each announcement attach the signup sheet	Every week, 4 weeks before the event.
Post event tasks	● Send a summary of the activity to Aliza to put in the Newsletter. Including thank yous for the parents that helped with the activity. ● Send the same blurb to the board for the monthly update.	Until 5pm on the Monday after the event.

Lunch in the Sukkah

Task	Details	Timing
Create a signup sheet	Signup sheet include: ○ Bring desserts ○ Bring Veggies ○ Set up ○ Clean up	4 weeks before the event 25-26 EPA sign-up Sheet - Google Sheets
Announce the event	● Create a blurb ● Announce in: ○ Newsletter - Send the blurb to Aliza and she will highlight it on the newsletter. ○ Whatsapp groups - Send a shorter announcement to room parents to share on the cohort whatsapp groups. ○ Sunday morning circles - Ask Aliza ahead of time to include that in her presentation and to call on you to make the announcement. ● For each announcement attach the signup sheet	Every week, 4 weeks before the event.
Order food	● Order MacNCheese from Buca Di Beppo. ○ Best is to buy Costco gift cards to pay with. ○ Usually 2 trays are more than enough. ● Assign a parent to pick up the Mac Cheese from Buca Di Beppo.	A week before the event
Set up	● Set up in the Sukkah ○ Buffet tables with plates, utensils, cups, pitchers of water, napkins ○ A place for families to place the desserts they bring. ○ A place to place the Mac Cheese trays ○ 10 8 ft tables with folding chairs around for families to sit around ○ Put cohort names signs on the tables. ○ A central table with 4 species for Rabbi ● The program is led by Rabbi Chayim and Aliza including lulav shaking, blessings etc. ● Any other ideas the class wants to do or plan are welcomed.	9am on the day of the event
Clean up	Clean up involves: ● Removing all of the food and plates ● Washing, drying and putting away any dishes that were used ● Taking home or storing leftover food ● Taking home and washing tablecloths ● Leaving the kitchen and sukkah clean	Right after the program ends

Send thank yous & Board report	• Send a summary of the activity to Aliza to put in the Newsletter. Including thank yous for the parents that helped with the activity. • Send the same blurb to the board for the monthly update.	Until 5pm on the Monday after the event.
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Havdalah

Task	Details	Timing
Set a date	- Choose a date with Aliza. - Make sure Rabbi Chaim is available to attend.	Before the school year starts
Create a signup sheet	Signup sheet include: - Desserts - Savory dishes - Set up - Clean up	4 weeks before the event 25-26 EPA sign-up Sheet - Google Sheets
Announce the event	- Create a blurb - Announce in: - Newsletter - Send the blurb to Aliza and she will highlight it on the newsletter. - Whatsapp groups - Send a shorter announcement to room parents to share on the cohort whatsapp groups. - Sunday morning circles - Ask Aliza ahead of time to include that in her presentation and to call on you to make the announcement. - For each announcement attach the signup sheet.	Every week, 4 weeks before the event.
Recruit	- Recruit a parent to buy pizza (reimbursable from Jen) - Recruit a parent to play the music (Hoffers did it on 24-25) - Recruit Hadracha team to help with kids activities	2 weeks before the event
Set up	- Set up eating area 2 8ft tables with tablecloth, plates, utensils, cups, pitchers of water, napkins - A place for potluck items - A place for Pizzas trays 5 round tables with chairs around them. - Set up kids activities area - Table 1 - Havdalah coloring pages - Havdalah besamim (Spices) bags - Items can be found in the Havdalah box - Set up Havdalah circle - A circle of chairs according to the number of people Rsvped - Stands for guitar notes - Havdalah table with Havdalah kit on it. - Program is led by Rabbi Chayim and Aliza - Any other ideas the class wants to do or plan are welcomed. *Havdalah items are kept in the closet.	4pm on the day of the event

Program details	5pm: While people gather, Hadracha leads kids' activities, and parents are welcome to schmooze. 5:30pm: Gather in the circle for songs and self introductions 6pm: Transition to blessing (Rabbi Chaim) and Food 6:30pm Parents are welcome to continue eating while the Hadracha team calls for kids' activities. 7:30pm All gather for musical Havdalah (Rabbi Chaim) and skits performance.	During the event
Clean up	Clean up involves: • Removing all of the food and plates • Washing, drying and putting away any dishes that were used • Taking home or storing leftover food • Taking home and washing tablecloths • Leaving the kitchen and back of BK clean.	Right after the program ends
Send thank yous & Board report	• Send a summary of the activity to Aliza to put in the Newsletter. Including thank yous for the parents that helped with the activity. • Send the same blurb to the board for the monthly update.	Until 5pm on the Monday after the event.

Sponsoring an Oneg

Task	Details	Timing
Create a signup sheet	Signup sheet include: ○ Sweet items ○ Savory Dish ○ Cut fruits ○ Cut vegetables ○ Set up ○ Clean up ○ Washing tablecloth	4 weeks before the event 25-26 EPA sign-up Sheet - Google Sheets
Announce the event	● Create a blurb ● Announce in: ○ Newsletter - Send the blurb to Aliza and she will highlight it on the newsletter. ○ Whatsapp groups - Send a shorter announcement to room parents to share on the cohort whatsapp groups. ○ Sunday morning circles - Ask Aliza ahead of time to include that in her presentation and to call on you to make the announcement. ● For each announcement attach the signup sheet	Every week, 4 weeks before the event.
Confirm Sign ups	● Make sure all the Potluck items are taken ● Make sure there are enough volunteers to set up/clean up	A week before the event
Set up	Set up in the back of the BK ● Two 8ft tables with tablecloth, plates, utensils, cups, pitchers of water, napkins, serving utensils ● 4 round tables with tablecloth on the back of the BK. ● A place for families to place their potluck items	An hour before the service starts
Clean up	Clean up involves: ● Removing all of the food and plates from the Beit ● Washing, drying and putting away any dishes that were used ● Taking home or storing leftover food ● Taking home and washing tablecloths ● Leaving the kitchen and back of BK clean.	
Send thank yous & Board report	● Send a summary of the activity to Aliza to put in the Newsletter. Including thank yous for the parents that helped with the activity. ● Send the same blurb to the board for the monthly update.	Until 5pm on the Monday after the event.

Kol Bos

Task	Details	Timing
Create a signup sheet	Signup sheet include: ○ Bring food items for donation ○ Set up ○ Clean up ○ Deliver brown bag * No need for snacks potluck signup. Each family brings whatever they would like to bring.	4 weeks before the event 25-26 EPA sign-up Sheet - Google Sheets
Announce the event	● Aliza creates a blurb ● Announce in: ○ Whatsapp groups - Send a shorter announcement to room parents to share on the cohort whatsapp groups. ● For each announcement attach the signup sheet	Every week, 4 weeks before the event.
Send thank yous & Board report	● Send a summary of the activity to Aliza to put in the Newsletter. Including thank yous for the parents that helped with the activity. ● Send the same blurb to the board for the monthly update.	Until 5pm on the Monday after the event.

Taco-Sufganiyot Dinner

Task	Details	Timing
Create a signup sheet	Signup sheet include: ○ RSVP ○ Bring Dessert ○ Bring latkes ○ Bring veggies ○ Set up ○ Serve food ○ Clean up.	4 weeks before the event 25-26 EPA sign-up Sheet - Google Sheets
Announce the event	● Create a blurb ● Announce in: ○ Newsletter - Send the blurb to Aliza and she will highlight it on the newsletter. ○ Whatsapp groups - Send a shorter announcement to room parents to share on the cohort whatsapp groups. ○ Sunday morning circles - Ask Aliza ahead of time to include that in her presentation and to call on you to make the announcement. ● For each announcement attach the signup sheet	Every week, 4 weeks before the event.
Order food	● Place the Chipotle order and Sufganiyot about 2-3 days before the event. Last year about 70 people attended, 33 adults, 20 6-8 grade students, 17 pk-5th grade. ● Charge \$12 adult, \$10 per child, adjust accordingly for budget/inflation. Teachers/madrachim and 6-8 grade students are not charged. ● Information is kept on an rsvp sheet and families are billed for their share.	A week before the event
Set up	● Set up ● Buffet tables with plates, utensils, cups, pitchers of water, napkins ● A place for families to place the desserts they bring ● A place to place the Mac Cheese trays ● 10 8 ft tables with folding chairs around for families to sit around ● Put cohort names signs on the tables. ● A central table with 4 species for Rabbi ● Program is led by Rabbi Chayim and Aliza (Songs, music, goodie bags)	Usually during last Wednesday evening before vacation starts. Set up at 5 if dinner at 6
Clean up	Clean up involves: ● Removing all of the food and plates from the Beit ● Washing, drying and putting away any dishes that were	

	used • Taking home or storing leftover food • Taking home and washing tablecloths • Leaving the kitchen and back of BK clean.	
Send thank yous & Board report	• Send a summary of the activity to Aliza to put in the Newsletter. Including thank yous for the parents that helped with the activity. • Send the same blurb to the board for the monthly update.	Until 5pm on the Monday after the event.
Last year info: - Chipotle prices went up this year - ordered the lowest prices option "build your own" for 60 people, cost after taxes \$815.16. The amount was actually perfect for 70 people. They didn't give us enough taco shells (only 48) more had to be purchased last minute from the grocery outlet. - Sufganiyot (mini-donuts) from Donut Basket, \$17 per dozen, ordered 10 dozen, \$170. There were a few donuts left over. Krispy Kreme, Izzy's and Safeway were more expensive. - One volunteer picked up Chipotle. - Set up was from 5-6 and about 3 people were needed to fill water pitchers and cups, decorate the room. The tables were covered in butcher paper and markers etc. added to the tables for kids to decorate. Parents just jumped in to serve, but at least 3 would be needed/asked to sign up just in case. - Aliza set up a program with songs and music. She also provided goodie bags for all of the students. - Everyone jumped in to help with cleaning up at 7pm and it went quickly. - After the event, be sure to send a note of appreciation to all of the volunteers and participants. Blurb in newsletter. Update the board on the monthly email check in. Give all receipts to Jennifer Jasso for reimbursement.		

Purim Bake sale

Task	Details	Timing
Create a signup sheet	Signup sheet include: ○ Bake the bake goods ○ Buy coffee from starbucks and deliver to Etz ○ Buy Costco pizza and deliver to Etz ○ Set up ○ Clean up	4 weeks before the event 25-26 EPA sign-up Sheet - Google Sheets
Announce the event	● Create a blurb ● Announce in: ○ Newsletter - Send the blurb to Aliza and she will highlight it on the newsletter. ○ Whatsapp groups - Send a shorter announcement to room parents to share on the cohort whatsapp groups. ○ Sunday morning circles - Ask Aliza ahead of time to include that in her presentation and to call on you to make the announcement. ● For each announcement attach the signup sheet	Every week, 4 weeks before the event.
Coordinate with Jennifer	Before the event: - Someone should coordinate with Jennifer Jasso for the cash box and payment info. Last year I think many folks paid with Venmo and PayPal but that was paid to a volunteer then paid out. Dorothy..how did that work this year?	A week before the event
Setup	On the day of the event: - Few people should arrive about an hour early to set up tables - Hang the Shushan Market Stall Bakery sign (I believe this is in the closet with Purim stuff). - Price out baked goods. Goods should be individually packaged and labelled. - At least 2 people should work the sales table - Mark prices down in the last half hour to sell as much as possible	9am on the day of the event
Pass the money	After the event: - one person should add up all of the sales and email it to Jennifer. The cash box is usually put somewhere agreed upon by Jennifer ahead of time.	
Clean up	Clean up involves: ● Removing all of the food and plates from the Beit ● Washing, drying and putting away any dishes that were used	

	• Taking home or storing leftover food • Taking home and washing tablecloths • Leaving the kitchen and back of BK clean.	
Send thank yous & Board update	• Send a note of appreciation to all of the volunteers and bakers in the newsletter . Blurb in the newsletter should indicate how much money was raised for the end of year party. • Update the board on the monthly email check in.	Until 5pm on the Monday after the event.

EOF celebration

Task	Details	Timing
Create a signup sheet	Signup sheet include: ○ Desserts ○ Set up ○ Serve food ○ Bring games ○ Clean up	4 weeks before the event 25-26 EPA sign-up Sheet - Google Sheets
Announce the event	● Create a blurb ● Announce in: ○ Newsletter - Send the blurb to Aliza and she will highlight it on the newsletter. ○ Whatsapp groups - Send a shorter announcement to room parents to share on the cohort whatsapp groups. ○ Sunday morning circles - Ask Aliza ahead of time to include that in her presentation and to call on you to make the announcement. ● For each announcement attach the signup sheet	Every week, 4 weeks before the event.
Pre event tasks	● Order food (last year was Chipotle) ● Assign a parent to pick up ● Set up - last year was in the pavilion	A week before the event
Day of event tasks	● Parents assist with serving food ● Parents set up yard games/table for board games ● Organize any extra entertainment (music, face painting) or booths (last year had the climate action committee, library committee etc.)	9am on the day of the event
Post event tasks	● Send a summary of the meeting to Aliza to put in the Newsletter. Including announcing room parents. ● Send the same blurb to the board for the monthly update. Give all receipts to Jennifer Jasso for reimbursement (Chipotle)	Until 5pm on the Monday after the event.

Teachers & Madrichim gifts

Task	Details	Timing
Announce the event	• Create a blurb • Announce in: ◦ Newsletter - Send the blurb to Aliza and she will highlight it on the newsletter. ◦ Whatsapp groups - Send a shorter announcement to room parents to share on the cohort whatsapp groups. ◦ Sunday morning circles - Ask Aliza ahead of time to include that in her presentation and to call on you to make the announcement. • For each announcement attach the sign up sheet	Every week, 4 weeks before the event.
	For the 2024-2025 school year, the parents who met at the first EPA meeting on the first day of school decided to collect funds from parents at the beginning of the year, and then distribute from the total collected amount to the room parents for gifts at Dec and May. The decision was also made to give equal amounts to each teacher and head of school (and smaller amounts - \$25 - to each madrich) across the December and May gifts. This decision was made so that teachers with smaller numbers of students or less generous parents don't feel slighted. Room parents individually decided what to gift with the funds provided. Many chose to gift with Visa Gift Cards acquired by Yael (who works at Visa, therefore not subject to in-store card scams). The announcement to the parents included this method of collecting funds along with a suggested amount: HOW TO CONTRIBUTE If you want to contribute, please paypal at @andrealacy / venmo at @Andrea-Lacy-5 and include in the comments what grade(s) your kid(s) are in. Zelle works too, with phone number 650-533-6660. Or, let me know if you'd like to contribute via cash/check and we can figure it out. A suggested contribution emerged at the First Day of School EPA meeting - <i>\$36 per child</i> - but whatever you feel comfortable with works as well! Of course, if you'd like to (instead or in addition) give	At the beginning of the year, the treasurer collects funds. In early Dec and mid-April, the treasurer distributes funds to room parents with a few weeks lead time for gift purchasing. In mid-Dec and early May, room parents gift teachers & madrichim.

	something more personal, consider having your child make a card if they would like, or a homemade gift from the family, but no obligation. The treasurer then collects and tracks the funds across families across grades, and occasionally reports out on percentage contributions received across grades (to encourage full participation). The treasurer divides the total received across Dec and May. For each giving (Dec or May), the treasurer subtracts a nominal amount (say \$25) * # of madrichim from the total, and then divides the remainder equally across teachers and head of school. Prior to gifting in Dec and again in May, the treasurer should double check their teacher and madrichim list with the head of the EPA or (better yet) the head of the school about which teachers are teaching which grades on Sunday and Wednesday. The Sunday and Wednesday teachers often differ, and the gradebands may be split differently across Sunday vs Wednesday.	
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Weekly Snacks

Task	Owner	Details	Timing
Create a signup sheet	Room Parent	Signup sheet include: ○ All the Sunday dates of the year ○ Name of family that will contribute the snack for all the whole cohort	Beginning of the year 25-26 EPA sign-up Sheet - Google Sheets
Share the signup sheet with all the parent in the cohort	Room Parent	● Signup sheet will appear in: ○ Newsletter - the link for this Sign up sheet appears in every newsletter. ○ Whatsapp groups - share the link for the sign up sheet in the beginning of the year and then every now and then according to what's needed.	Every week in the newsletter. Based on sign up in the Whatsapp group
Confirm that a parent is signed up for the upcoming Sunday	Room parent	Every Friday make sure there is a family signed up to bring snacks.	Every friday
On Sunday morning	Signed up parent	● There will be a tray for each cohort set up in the kitchen with the name of the cohort on it. ● Set up your snack in the right tray. ● The parent who brings the snack is responsible for cleaning up so consider using as few dishes as possible so there won't be many dishes for you to clean at the end of the day.	9:30 on Sunday
Post event tasks	Signed up parent	The parents that brought the snack are responsible for cleaning up all leftovers and dishes used.	Until noon on Sunday

Board update

Task	Details	Timing
Monthly board update	The head of EPA sends an update to the board about the EPA activities of the month. The blurb that is used to summarize each activity can be used for that.	Every month. Usually the Board VP sends out an email to the head of all committees requesting an update. Simply reply all to the email with the updates.

Information from Kristy:

Event	Date	Responsibility	Tasks
First Day EPA meeting	August 24	Dorothy	- Head of EPA brings Bagels or asks others to bring food. - Head of EPA recruit parents to set up - Head of EPA prepares Agenda - Typical Agenda: - Self introductions - Ask for room parents volunteers/Connect parents ahead to volunteer and present them - Present the room parents responsibilities - Sunday Snacks - Teachers gifts - - Discuss events throughout the year - Get ideas/comments/feedback - Head of the EPA sends a summary of the meeting to Aliza to put in the Newsletter. Including announcing room parents. Same blurb can go to the board for the monthly update. - - - - Dorothy- In the past I brought bagels, but it could be anything to entice parents :) You can also email a few folks to help bring food to share and just help set up. I think I did that one year...it all blurs together. Agenda: In the past I think we went around to introduce ourselves, then moved on to soliciting for room parents and their responsibilities. Later we discussed events for the year and saw if anyone had any ideas/preferences for anything. **You can also reach out individually to see if you can get folks to commit to being room parents ahead of time...but that is more work for you. A lot of the meeting was answering questions, explaining snack duties, and explaining basic procedures. • The summary of the meeting can be added to the newsletter (announcing room parents) and the same blurb can go to the board for the monthly update. The update is

			just a long email string you (or whoever) would respond to that month. Maybe something Lessa could do?
Lunch in the Sukkah	October 12	Midor & Zraim parents	Parents check in with Aliza regarding date and time. Class is responsible for sending out the spreadsheet link for everyone in school to sign up to bring food for the potluck. Any other ideas the class wants to do or plan are welcomed. Aliza - how do you want the parents to “take ownership” of this? The link is already created. Perhaps they make an announcement during the opening circle? Do the blurb for the newsletter?
Havdalah	November 8	2/3 grade parents	Once a date is chosen, the class would check in with Aliza. Aliza had a great program/schedule last year that would be great to use. Someone buys pizza (reimbursable from Jen), others sign up to bring a potluck dish. The class responsible can make the announcements and maybe help with set up? Entire school can of course sign up to bring food and help. Last year food was first in the Double Tree (I think Chaim led something....?) Then everyone gathered in the library for the havdalah ceremony and the Hoffers played music, finally kids were put in groups and made skits, dessert last. Last year this was on Chaim’s birthday :) Havdalah supplies are kept in the closet. In the past kids made spice bags. There was another activity last year...Aliza do you remember?
7th sponsor the Oneg for 8th	Nov 15,...	7th room parents	About 2 weeks out the class should be notified of time to set up. A sign up spreadsheet should go to the class to see who can set up, bring food and clean up. This can be made by someone in the class or Aliza can make a standard sheet to send out...? Folks who set up usually put tablecloths on the back tables, fill two pitchers of water and set up cups, paper plates, napkins and utensils (all from the kitchen). Food can be put on serving plates or kept in their own containers. Be sure to provide serving utensils for each dish. Generally folks bring savory items, sweet items, fruit, vegetables etc. It is very flexible. The food should be put on the table before the end of service, or if non-refrigerated, can be put on the table and covered with a tablecloth before the service starts. Clean up involves removing all of the food and

			plates from the Beit, washing, drying and putting away any dishes that were used, taking home or storing leftover food, taking home and washing tablecloths and leaving the kitchen and back of Beit clean.
Kol Bo Tikun Olam	November 23	All classes	Aliza to announce, send out spreadsheet. Parents sign up to bring materials or food.
6th sponsor the Oneg for 7th	Dec 13,...	6th room parents	About 2 weeks out the class should be notified of time to set up. A sign up spreadsheet should go to the class to see who can set up, bring food and clean up. This can be made by someone in the class or Aliza can make a standard sheet to send out...? Folks who set up usually put tablecloths on the back tables, fill two pitchers of water and set up cups, paper plates, napkins and utensils (all from the kitchen). Food can be put on serving plates or kept in their own containers. Be sure to provide serving utensils for each dish. Generally folks bring savory items, sweet items, fruit, vegetables etc. It is very flexible. The food should be put on the table before the end of service, or if non-refrigerated, can be put on the table and covered with a tablecloth before the service starts. Clean up involves removing all of the food and plates from the Beit, washing, drying and putting away any dishes that were used, taking home or storing leftover food, taking home and washing tablecloths and leaving the kitchen and back of Beit clean.
Taco Sufganiyot Dinner	December 17	7th grade parents	2024 Taco-Sufganiyot Dinner notes Announcements made to school during the opening circle and in newsletter/Whatsapp groups starting about a month out. About 2 weeks out send reminders for potluck and to RSVP. Place the Chipotle order about 2-3 days before the event. About 70 people attended 33 adults 20 6-8 grade students 17 pk-5th grade

			Teachers/madrichim and 6-8 grade students are not charged. \$12 adult, \$10 per child Information is kept on an rsvp sheet and families are billed for their share. Chipotle prices went up this year - ordered the lowest prices option "build your own" for 60 people, cost after taxes \$815.16 The amount was actually perfect for 70 people. They didn't give us enough taco shells (only 48) more had to be purchased last minute from grocery outlet. Sufganiyot (mini-donuts) from Donut Basket \$17 per dozen, ordered 10 dozen, \$170 A few families brought dessert, latkes, veggies to help supplement. There were a few donuts left over. I only ordered jelly filled...I don't think Donut Basket has other options. Krispy Kreme, Izzy's and Safeway were more expensive. One volunteer picked up Chipotle. Set up was from 5-6 and about 3 people were needed to fill water pitchers and cups, decorate the room. The tables were covered in butcher paper and markers etc. added to the tables for kids to decorate. Parents just jumped in to serve, but at least 3 would be needed/asked to sign up just in case. Aliza set up a program with songs and music. She also provided goodie bags for all of the students. Everyone jumped in to help with cleaning up at 7pm and it went quickly. After the event, be sure to send a note of appreciation to all of the volunteers and participants. Blurb in newsletter. Update the board
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			on the monthly email check in. Give all receipts to Jennifer Jasso for reimbursement.
2nd sponsor the Oneg for 3/4/5 grades	February 6	2/3rd room parent	About 2 weeks out the class should be notified of time to set up. A sign up spreadsheet should go to the class to see who can set up, bring food and clean up. This can be made by someone in the class or Aliza can make a standard sheet to send out...? Folks who set up usually put tablecloths on the back tables, fill two pitchers of water and set up cups, paper plates, napkins and utensils (all from the kitchen). Food can be put on serving plates or kept in their own containers. Be sure to provide serving utensils for each dish. Generally folks bring savory items, sweet items, fruit, vegetables etc. It is very flexible. The food should be put on the table before the end of service, or if non-refrigerated, can be put on the table and covered with a tablecloth before the service starts. Clean up involves removing all of the food and plates from the Beit, washing, drying and putting away any dishes that were used, taking home or storing leftover food, taking home and washing tablecloths and leaving the kitchen and back of Beit clean.
Purim Bake sale	March 1	5th parents	Sign up spreadsheet sent to school and announcement made a few weeks before the event. Someone should coordinate with Jennifer Jasso for the cash box and payment info. Last year I think many folks paid with Venmo and PayPal but that was paid to a volunteer then paid out. Dorothy..how did that work this year? Day of the event a few people should arrive about an hour early to set up tables, hang the Shushan Market Stall Bakery sign (I believe this is in the closet with Purim stuff). Price out baked goods. Goods should be individually packaged and labelled. Coffee was a hit one year, as well as pizza. Feel free to expand! After the event, one person should add up all of the sales and email it to Jennifer. The cash box is usually put somewhere agreed upon by Jennifer ahead of time. Also, be sure to send a note of appreciation to all of the volunteers and bakers. Blurb in the newsletter should indicate how much money was raised for

			the end of year party. Update the board on the monthly email check in.
3rd sponsor the Oneg for 5/6 grades	March 21	2/3rd room parents	About 2 weeks out the class should be notified of time to set up. A sign up spreadsheet should go to the class to see who can set up, bring food and clean up. This can be made by someone in the class or Aliza can make a standard sheet to send out...? Folks who set up usually put tablecloths on the back tables, fill two pitchers of water and set up cups, paper plates, napkins and utensils (all from the kitchen). Food can be put on serving plates or kept in their own containers. Be sure to provide serving utensils for each dish. Generally folks bring savory items, sweet items, fruit, vegetables etc. It is very flexible. The food should be put on the table before the end of service, or if non-refrigerated, can be put on the table and covered with a tablecloth before the service starts. Clean up involves removing all of the food and plates from the Beit, washing, drying and putting away any dishes that were used, taking home or storing leftover food, taking home and washing tablecloths and leaving the kitchen and back of Beit clean.
Kol Bo Torah stories	March 29	All Classes	Aliza to announce, send out spreadsheet. Parents sign up to bring materials or food.
5th sponsor the Oneg for 6th grade	April 18	5th room parents	About 2 weeks out the class should be notified of time to set up. A sign up spreadsheet should go to the class to see who can set up, bring food and clean up. This can be made by someone in the class or Aliza can make a standard sheet to send out...? Folks who set up usually put tablecloths on the back tables, fill two pitchers of water and set up cups, paper plates, napkins and utensils (all from the kitchen). Food can be put on serving plates or kept in their own containers. Be sure to provide serving utensils for each dish. Generally folks bring savory items, sweet items, fruit, vegetables etc. It is very flexible. The food should be put on the table before the end of service, or if non-refrigerated, can be put on the table and covered with a tablecloth before the service starts. Clean up involves removing all of the food and plates from the Beit, washing, drying and putting away any dishes that were used, taking home or storing leftover food, taking home and washing

			tablecloths and leaving the kitchen and back of Beit clean.
EOF celebration	May 3	EPA (Dorothy)	This year we ordered Chipotle and had a spreadsheet for people to bring desserts. So many people helped serve, set up and break down but having the regular sign up sheet is still a good idea. People also are encouraged to bring yard or board games to play. Music provided by the Hoffers and face painting provided by Aviva and Maya (Tamar was gone right?) Announcements for the event went out a few weeks ahead of time with reminders being sent out to WhatsApp groups and opening circle each week beforehand. After the event, be sure to send a note of appreciation to all of the volunteers and participants. Blurb in newsletter. Update the board on the monthly email check in. Give all receipts to Jennifer Jasso for reimbursement (Chipotle)
Year long activities			
Class gifts for Teachers & Hadracha team	Year long	Andrea Lacy	
Weekly Snacks	Year long	Class parents	