

Bishop's Peak Elementary School  
**Science Fair Refreshment Chair**  
Job Description/Procedures

The Bishop's Peak PTA and Teach Boosters work together to coordinate the donation and presentation of refreshments during the Science Fair, held every other year, generally during the end of January. As the Science Fair is held right after the close of the school day, it is important that an assortment of healthy snacks are provided as students are hungry and in need of nourishment. Parents attending after their work day (5:00 PM) are also very hungry, so expect an extra surge of guests at this time. Cookies and dessert items should be held in the kitchen, brought out sparingly, and monitored as students come through the refreshment line.

Timeline:

1. (One month prior to event) Email newsletter article to Janet, requesting no nut refreshment donations (see attached).
2. (One month prior to event) Contact BP Volunteer Coordinator and Teach Booster's President to request four or more parents to help serve and replenish food during the Science Fair in two separate shifts (2:30 to 4:30 PM/4:30 to 6:30 PM).
3. (One to two weeks prior to event) Secure 14 to 16 refreshment donations from Bishop's Peak parents and 8 to 10 donations from Teach parents. Items may be brought directly to the multi-purpose room that afternoon.
4. (Day of the event) Beginning at 1:30 PM or so, prepare multi-purpose room by using metal serving table used by lunch ladies and adding one additional plastic rectangular table found in the BP PTA room, and one rectangular table placed off to the side of the kitchen door for drinks (cover with red and white checked rolled table covering found in PTA room, or table cloths).

**\*\*Be sure to keep sweets in kitchen and bring out sparingly – students will eat up quickly if not monitored!**

- Bring ice, extra serving trays, serving spoons, tongs and large drink dispensers for lemonade and water
- Use powdered lemonade in PTA room mixed with water in addition to providing plain water and cups
- Supply 200+ small paper plates, small paper cups and napkins (check PTA and Booster's rooms for supplies prior to purchasing)
- Make sure custodian supplies several receptacles for trash, and place around MPR
- Continue to bring out refreshments and replenish drinks throughout the afternoon
- Clean up food, drinks, tables and extra food at 6:00 PM
- Take any extra food to the staff room for teachers to enjoy the following day