

# LAKE MYRA ELEMENTARY SCHOOL

## Hospitality Committee Bylaws 2010-2011

### Goals:

The goals of the Lake Myra Hospitality Committee are to provide support for staff in emergencies as well as plan social activities for staff enjoyment.

### Funds/Benefits:

Each staff member is asked to contribute \$20.00 to the fund. Our hope is that everyone will choose to participate and support fellow staff members in their times of need and celebration. **Benefits are for paid members only!**

Remembrances (flowers, gift baskets, gift cards, etc.) will be sent on the staff's behalf for the following occasions:

1. First hospitalization of staff member (not to exceed \$35). On subsequent visits, a card will be sent.
2. Death of a staff member (floral arrangement or memorial donation, not to exceed \$50).
3. Death in a staff member's immediate family (spouse, children, parents, in-laws, not to exceed \$35).
4. Bosses' Day (not to exceed \$15).
5. Secretary's Day (not to exceed \$15).
6. Retirement of a staff member (not to exceed \$60).
7. Birth/Adoption of a child by staff member (not to exceed \$25).
8. Marriage of a staff member (not to exceed \$25).
9. Custodian Week (not to exceed \$10 each).
10. National Lunch Week. Cafeteria workers honored (not to exceed \$10 each).
11. Teacher and Teacher Assistant of the Year (not to exceed \$10).
12. Staff receiving new degree or board certification (not to exceed \$10).
13. All staff members will receive a birthday card from Hospitality. Paid members will also receive their favorite candy bar.

Grade levels should feel free to sponsor parties, showers, or special celebrations for any of the mentioned occasions. The committee will not sponsor or contribute to these celebrations other than the gift from the school. No school-wide collections of funds will happen unless the Hospitality fund is depleted. Staff member should not instigate a school wide collection without prior approval from Mr. Argent and the Hospitality Committee.

Each quarter, Hospitality Committee will host a staff luncheon. HC funds will provide for plates, napkins, utensils, tablecloths, decorations, announcements, set-up and clean-up. A staff sign up will be posted for food and drink donations.

Every staff member is responsible for informing the Hospitality Committee about illnesses, deaths, or special news so that the committee can function properly. Please put a note in the Hospitality mailbox or contact the Membership Chair.

Hospitality Committee Members:

Hospitality Chair/s: Jennifer Jones & Lisa Callahan

Membership & Benefits Chair- Jami Clark

Secret Santa Chair- Sarah Hill

Card & Birthday Chair- Joanna Farris

Luncheon Chair- Deb Rosenella & Joanna Farris

Winter Social Chair- Jen Jones

Summer Social Chair- Lisa Callahan

TGIF Chair/s: Sarah Hill & Laura Powell

### 2010-2011 Calendar of Events

Jul. 10: End of the Year Staff/Family Picnic	Jan. 29: Staff Christmas Beach Party
Sep. 3: Staff TGIF - After school	Mar. 4: Staff TGIF - After school
Sep. 7-10: Custodial Appreciation Week	Apr. 1: Staff TGIF - After school
Oct. 1: Staff TGIF - After school	May 2-6: Cafeteria Staff Appreciation Week
Nov. 5: Staff TGIF - Fall Social	May 6: Staff TGIF - After school
Nov. 29-Dec.3: Secret Santa	Jun. 1: Parent Volunteer Appreciation Luncheon
Dec. 3: Secret Santa Reveal Breakfast	
Dec. 3: Staff TGIF - After school	

**\*staff potluck luncheons will be monthly to coordinate with early release dates (dates pending)\***

# LAKE MYRA ELEMENTARY SCHOOL

## Hospitality Interest Form

Cash, please! ☺



Name \_\_\_\_\_

Home Address \_\_\_\_\_

Personal Phone Number (c) \_\_\_\_\_ (h) \_\_\_\_\_

Personal Email Account \_\_\_\_\_

Birthday (Month & Day) \_\_\_\_\_

If hospitalized, hospital of choice \_\_\_\_\_

This year are you working on your NBCT?  yes  no

This year are you planning for a:  birth/adoption  marriage

What is your favorite candy bar? \_\_\_\_\_

Please check the gift card you would most prefer to receive:

Starbucks  iTunes  Target  Surprise Me!

Is there anything else you would like Hospitality Committee to

know? \_\_\_\_\_  
\_\_\_\_\_

### For Hospitality Committee Use Only

\*Membership Dues\*

(If dues are paid & box is checked to the left, record benefit disbursements below)

paid on \_\_\_\_\_  received by \_\_\_\_\_  receipt issued by \_\_\_\_\_

1. (\$35) \_\_\_ (card) \_\_\_

7. (\$25) \_\_\_

13. Card \_\_\_ Candy Bar \_\_\_

2. (\$50) \_\_\_

8. (\$25) \_\_\_

3. (\$35) \_\_\_

19. (\$10) \_\_\_

4. (\$15) \_\_\_

10. (\$10) \_\_\_

5. (\$15) \_\_\_

11. (\$10) \_\_\_

6. (\$60) \_\_\_

12. (\$10) \_\_\_