**Welcome Back Social How To Guide**

Who: All students and families at Sunol Glen

What: A Family Social to help introduce new families to the school

When: Typically the first Saturday or Sunday *after* Labor Day; 2 hours in the afternoon

Where: School near the front playground/fields or in the quad

Timeline

June:

* Set Date and Time of the Event
* Send out "Save the Date" Flier

August (upon return to school):

* Fill out Facilities Use Form; be sure to request that the cafeteria and the restrooms by the field be unlocked
* Update flier from last year
* Copy and distribute flier in student's folders (see Planning an Event at School under the Volunteers tab on the Community Club website)
* Talk with Mr. Hoxie re: tables, trash cans, other supplies from the school that are needed
* Coordinate with Ms. Fischer re: who will be opening the bathrooms and/or cafeteria on the day of the event and be sure to speak directly with that person to confirm
* Ask Mr. Leo to put extra trash cans where your main event will be held
* Ask the SGCC Volunteer Coordinator to send out a Jooners requesting any needed volunteers for the event (e.g. set up, clean up, ice cream scoopers)
* Ask the SGCC President if an eblast can be sent out advertising the event
* Ask Ms. Fischer to put the event in the Eagle Flier
* If desired, ask if various school clubs/groups want to set up tables to provide information about their groups (e.g. 4H, Girl Scouts, Boy Scouts, Cub Scouts, Science Club, etc.). There are long tables or card tables that can be requested for their use if desired (usually in the staff room or cafeteria)
* If needed, SGCC has 2 pop up shades that are stored in the container
* If desired, Mr. Huang will often set up water rockets (hose must be added to your facility request) or Mr. Ball might arrange for volleyball

Day Before Event:

* Purchase supplies needed (ice cream, soda, cups, straws, spoons, napkins, tablecloths, etc.). Be sure to check the SGCC Container for cups and paper products before you purchase any.
* Ice cream can be stored in the white freezer in the kitchen - just be sure to label it.
* Soda or other chilled items can be stored in the walkin refrigerator in the kitchen - be sure to label it.
* Be sure other supplies are on hand (e.g. ice cream scoops, cups of warm water to rinse scoops in)
* Double check with the staff person who is unlocking things on the day of the event

Day of the Event:

* Coordinate set up:
	+ Set up serving tables
	+ Take the ice cream out of the freezer 1/2 hour before the event starts (so it's not too hard to scoop)
* Coordinate Servers
* Coordinate clean up
	+ take down of tables
	+ general clean up
	+ put unused paper products in the storage container
	+ put unused ice cream and soda back in the kitchen (let the Walk-A-Thon chair know if there are leftovers...they can be used for rewards for that event)
	+ close all doors so they can be locked by the staff person

After the Event:

* Update this guide as appropriate