**Fillmore PTO Teacher Appreciation Week May 1-5, 2017**

*The Week Prior*
Created a flyer announcing all of the fun things to look for during teacher app week and inviting staff to come to lunch on Wed and stop in to teacher’s lounge on Friday. Teachers/Staff without a mailbox were notified to take their gifts from the basket in the district office on Monday and Thursday. Bonnie sent as an email to the entire staff.

Put announcement on Northern Allegany Parent Group and PTO Facebook pages for donations of gum, microwave popcorn, and baked goods. Put a tote outside of district office to collect donations.

*Monday, May 1*
Collected 160 packs of “Extra” gum and labeled “Thank you for giving a little extra.” Stuffed mailboxes Monday morning. The secretaries were helpful in letting us know if there were more than one staff member in a classroom as we stuffed. 20 were delivered to the bus garage, about a dozen taken to cafeteria staff, one to Jr. (the crossing guard), handed secretaries one as well (district office and high school office). Remaining were placed in basket in district office. We purchased $55.97 in gum after donations came in.

*Tuesday, May 2*
Administration gave staff Fillmore Eagles cups

 *Wednesday, May 3*Hosted a baked potato bar lunch. Shop-n Save donated 90 potatoes (50 lb. box). We had about 10 potatoes left after lunch. The potatoes were washed and wrapped in foil. Two volunteers baked them the morning of and placed in two roasters to keep warm. The potatoes took about 1 ½-2 hours to bake at 400 degrees. One crockpot of chili was donated along with chives. We purchased 4 lbs. shredded cheddar cheese, 12 steamable bags broccoli (kept warm in crockpot), 1 lb. butter, 4 tubs sour cream (need at least one more), 4 bags bacon bits, 1 large jar of salsa, 100 heavy duty bowls, forks, foil, and 4 table covers. We spent $68.39 on the lunch.

 *Thursday, May 4*
Collected 160 bags of microwavable popcorn and labeled “You make us pop with appreciation.” Stuffed mailboxes Thursday morning as we did Monday morning. We purchased $21.00 in popcorn after donations.

 *Friday, May 5*
Set up table outside of district office on Thursday to collect baked goods (cookies, brownies, bars, rice krispy treats). 6 trays of baked goods were assembled on Friday morning and left on table in teacher’s lounge with milk that was donated. About a dozen bakers volunteered to bake. A tray of goodies was dropped off in at the bus garage and a container was left over for the night cleaning staff in the teacher’s lounge.

Total cost for the week: $145.36