

PAL Program Procedures - Pizza Friday's

Friday Lunch Periods:

1st Session – 10:45 A.M. to 11:20 A.M.

2nd Session – 12:20 P.M. to 12:55 P.M.

Volunteer Check-in Times:

- 1st Session – 10:30 A.M.
- 2nd Session – 11:50 A.M.

Please remember to sign-in at the office, retrieve your visitor badge, and be in the courtyard by your scheduled time.

2nd Session High School Junior Volunteers:

Junior volunteers should arrive in the courtyard @ 12:10 P.M. You will need to retrieve a pass from Mrs. Mailhot, Thursday or Friday morning.

Volunteer Tasks

When volunteers arrive in the courtyard, there should be 3 tables set-up for the pizzas. Supplies are stored in a cupboard at the back of Pilgrim Hall. Please help to set-up/arrange the tables as needed. Each table should be supplied w/ a table cloth, plates, napkins, gloves (for food handling), water bottles & juice pouches as directed by lead parent.

- Volunteers for 1st session may help with set-up before and tidying up after 1st session.
- Volunteers for 2nd session may help with tidying up before 2nd session, clean-up and putting away supplies after 2nd session.

Serving: For each table there will be one adult to collect money, and one to distribute the food. The procedure for distribution is simplified when students are in one line per table. We encourage the students to know what they would like before they arrive at the front of the line and have their money ready. Students pay the "cashier" for their food choice/s and then step to the side where the food is distributed.

Student Cost:

- Pizza – Pepperoni or Cheese (\$1.50/slice)
- Beverage – Water Bottle or Juice Pouch (\$0.50/each)

PAL Lead Parent Tasks:

On Friday, the lead parent will:

- co-ordinate with volunteers the set-up and distribution of pizza.
- maintain the cash box with a balance of \$50.00 in change (you will need \$30.00 in quarters) from the money collected each week. (If there is a change in the lead parent for a particular session/week, the PAL coordinator will make sure the cash box is passed onto the designated alternate.)
Cash box or weekly takings should not be left in the school office. Contact PAL coordinator with questions about cash box, money for deposit, etc.
- check inventory and contact PAL coordinator for replacement of any needed supplies.

Pizza Order:

The order for 1st & 2nd session is placed on Thursday evening (by Debbie Miller). The amount is charged to the ASAPC, debit card.

If you are designated to pick-up pizzas on a Friday, please make sure you are given the receipt and place it in the PAL cash box.

Pizza Pick-up Times:

- 1st Session – 10:30 A.M.
[by Carolyn Decker (602) 758-7182]
- 2nd Session – 11:45 A.M.
[by Darl Chryst (480) 201-1532]

Pizza Pick-up Location:

- Pizza Hut
- 702 N. 1st Street, Phoenix
- (602) 229-1113

Clean-up:

Please return unused supplies, tablecloths, posters, etc. to the PC PAL storage area, verify if additional supplies are needed. Remove trash (pizza boxes) to alley receptacles.