

## Bus Driver/ Crossing Guard Breakfast

Event involves preparing and delivering bagged breakfasts for all crossing guards and bus drivers who service NHE and Oakview (approx. 20-22 people.) This event takes place 4 times per year.

1. Coordinator (or co-coordinators) choose possible dates for events, then get them approved by PTA, schools. Usually breakfasts are offered approx. every 2 months from October through May. Speak to school administrators to find out number of breakfasts needed for each school.
2. Two weeks before each event the coordinator sends an email through the NHE OAKVIEW PTA Yahoo group. This email includes:

List of items needed

Date needed by

Where to drop off items

Any special instructions

The items typically requested are:

bagels,

cream cheese or cheese sticks

fruit

juice or water bottles

granola or cereal bars

muffins/sweet breads

napkins

paper bags (the workers love it when the kids decorate them)

(You can be creative and change/add items if you wish!)

3. Three to five days before the event send reminder emails to all who have volunteered items.
4. Day of the event (or afternoon before), pack all breakfasts and deliver to Oakview and NHE. If delivering the afternoon before, you must speak to school admin staff ahead of time to get it cleared. The bags usually need to be refrigerated. If you are dropping off breakfasts in the morning, you should arrive before the 1<sup>st</sup> bus gets to the school ( typically before 8:15).
5. Send a thank-you to all volunteers within a few days of the event.
6. Pat yourself on the back for a job well done!