

## 2023-24 Staff Appreciation Instructions

*It is your responsibility to shop, & drop-off the food at the school that you sign up for.*

**Budget - \$110 for Elementary Schools and \$160 for Middle School staff appreciation days.** Submit receipts to Ann Tilgner ([atilgner@salemalliance.org](mailto:atilgner@salemalliance.org)) to be reimbursed. You can email photos of receipts or physically drop them off in her box at church clearly labeled. Please label receipts with your name, "Staff Appreciation", name of school & date

### **Shopping**

- ❖ **Food:** We no longer need to provide individually packaged items so feel free to set out a spread if you want with different finger foods. Try to be mindful of having a variety of items (healthy, sweet, salty, etc.) Look at the spreadsheet to note allergies or sensitivities at the school you are serving at.
- ❖ **Decor:** The schools mentioned they love it when the table of food has some decorations. You can get balloons, little baskets, or extra signs of encouragement.
- ❖ Food and décor can be purchased from any combination of stores. Just be mindful of the budget per staff care day. Plan according to the number of staff in the google doc.

### **Sign of Encouragement**

- ❖ We want each of our schools to get an encouraging word from us. I can email you a card to print and take or I can print it up and get it to you before each staff care day. Feel free to contact me the week before on the best way to get that card to you.

### **Drop-off**

- ❖ Look at the google doc for your schools preferred drop off time. Most of the time you will be dropping off the day before so leave any set up instructions with the Community School Outreach Coordinator or the Office Manager.

### **Breakfast Food Ideas:**

- Fruit: bag of cutie oranges, a selection of smaller apples, bananas.
- Bagels (cream cheese packets), muffins, or pastries that can be picked up individually
- Healthy Aussie bites from Costco
- Cheese sticks
- Selection of chocolates (no nuts) individually wrapped.
- Poptarts, breakfast bars, oatmeal bowls
- You can be as creative as you like – they are blessed by variety, and appreciate anything!

*Let me know how I can best support you as we care for our neighborhood schools together!  
THANK YOU, THANK YOU , THANK YOU!!!!*

**Ashley Dalen - Pastor of Neighborhoods - [adalen@salemalliance.org](mailto:adalen@salemalliance.org)**