**Popcorn Friday Chairperson Job Aid**

**Popcorn Friday School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Dates:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Popcorn Event Schedule:**
**9:00-11:00am**: Set Up and Pop in MPR
**11:00-1:00pm:** Pop and Clean up in MPR
**2:15-2:45pm:** Pick up Bins and Store in School

**Overview:** The Popcorn Friday Chair is a volunteer role within the Maple Hills Elementary PTA responsible for leading and managing the Popcorn Friday event. This position involves coordinating with volunteers, ensuring compliance with school and PTA guidelines, managing the event's budget, and maintaining communication with various PTA committees and school staff.

**Key Responsibilities:**

1. **Volunteer Management:**
	* Recruit, schedule, and manage volunteers for Popcorn Friday events.
	* Ensure all volunteers understand they must be approved by the Issaquah School District before participating in school events. The application is available on the district’s website.
	* Confirm that all volunteers attend required trainings, including school or PTA-arranged sessions, and provide alternative access (e.g., links) for those unable to attend in person. Volunteers are expected to complete training promptly.
	* Verify that volunteers have a valid WA State Food Handlers Card, which is required for serving unpackaged food like popcorn to students. The card costs $10 and is valid for two years. Maintain a digital record of these certifications and remind volunteers to update as needed. Volunteers should provide a copy of their card via email to WaysandMeans@MapleHillsPTA.com, and the PTA will forward the information to the school.
	* Ensure that volunteers adhere to school and PTA conduct guidelines while interacting with students and staff, including maintaining professionalism, following school safety protocols, and demonstrating respectful behavior.
2. **Event Coordination:**
	* Oversee the setup and execution of Popcorn Friday, ensuring that all equipment is functioning properly and that popcorn is prepared and served safely.
	* Ensure that volunteers are properly trained on the procedures for popping and serving popcorn to students, emphasizing safety and hygiene standards.
	* Coordinate with the PTA Fundraising Chair and the Events Team to align Popcorn Friday with broader PTA activities and goals.
	* Partner with the Events Team for assistance with volunteer lists, MPR use forms, budget details, communications, order forms, and other logistical needs.
3. **Event Management & Budget:**
	* Partner with the Events Team, who can assist with volunteer lists, MPR use forms, budget details, communications, order forms, and more.
	* **Clarify Budget with PTA Treasurer:**
		+ Current Budget: Confirm the allocated budget for the event with the PTA Treasurer at treasurer@maplehillspta.com.
		+ Previous Year's Revenue: Request details on the amount raised at the event the previous year to set financial expectations.
	* **Expense Tracking:**
		+ Request cash for the cash box using the appropriate form from the Treasurer.
		+ Create an itemized budget to track all expected and actual expenses.
		+ Keep all receipts for purchases and reimbursements. Submit all receipts to the Treasurer with a reimbursement form.
	* **Revenue Tracking:**
		+ Track all sales from popcorn.
4. **Pre-Event Planning:**
	* **Volunteer Coordination:**
		+ Request the volunteer sign-up list from the Events Team.
		+ Identify and recruit volunteers for various tasks, such as popcorn preparation, serving, and cleanup. Partner with the Events Team to create a Sign-Up Genius for volunteer coordination, send it to existing volunteers, and work with the Communications Director to recruit additional volunteers as needed.
		+ Maintain regular communication with the volunteer team and assign specific responsibilities to each volunteer.
	* **Advertisements:**
		+ Coordinate with the Communications Director to create and distribute advertisements for Popcorn Friday events.
5. **Communication:**
	* Collaborate with the Communications Director to promote Popcorn Friday through PTA newsletters, social media, and other channels.
	* Work closely with the Events Team to receive an updated list of volunteers at the beginning of the school year and upon request. The Events Team will send a welcome email to all popcorn volunteers at the start of the year.
6. **Compliance and Safety:**
	* Ensure all activities comply with school district policies, PTA guidelines, and food safety regulations.
	* Emphasize proper conduct among volunteers while working in the school environment, including adhering to safety protocols, maintaining cleanliness, and demonstrating courteous behavior towards students and staff.

**Equipment and Supply Management:**

1. **Popcorn Popper:**
	* **Maintenance and Operation:** Ensure the popcorn popper is in good working condition. Perform regular maintenance checks, clean the popper after each use, and ensure all parts are functioning properly. Provide volunteers with instructions on how to safely operate and clean the machine.
	* **Location Requirement:** **The Popcorn maker needs to be OUTSIDE, just on the other side where there is still a covered roof.** This is a principal-requested requirement, and it must be followed to respect school policies and safety guidelines.
	* **Weather Contingency:** If the weather is extremely bad (beyond chilly or damp conditions), the popcorn maker can be placed just inside the doorway. **However, the door MUST be propped open to prevent triggering the fire alarm, which can lead to a cascade of disruptions and paperwork for the school staff.**
	* **Volunteer Training:** Train all volunteers on the location requirement, emphasizing the need to have the popcorn maker outside and planning ahead to wear layers on colder Popcorn Friday days. If this setup presents an issue, communicate any concerns promptly to ensure they can be addressed.
2. **Popcorn:**
	* **Inventory Management:** Keep an accurate inventory of popcorn supplies. Monitor stock levels and reorder popcorn as needed to avoid shortages. The goal is to always have enough supplies on hand for each Popcorn Friday event.
	* **Purchasing:** Purchase popcorn kernels and any necessary seasoning or oil through approved vendors. Ensure that all popcorn ingredients meet food safety standards and are properly stored to maintain freshness.
3. **Popcorn Bags:**
	* **Inventory Management:** Maintain a stock of popcorn bags that are appropriate for serving to students. Track the usage of bags and reorder as needed to ensure a sufficient supply for each event.
	* **Ordering:** Order popcorn bags through approved vendors, and ensure they meet any branding or design preferences set by the PTA.
4. **Supply Storage and Accessibility:**
	* **Storage Location:** Store all popcorn supplies (kernels, oil, bags) in a clean, dry, and secure location within the school. Supplies should be easily accessible to volunteers on Popcorn Friday but properly organized to avoid clutter or loss.
	* **Labeling and Organization:** Clearly label storage containers and shelves to help volunteers quickly locate and return supplies. Implement an organizational system that is easy to follow and maintain.
5. **Supply Replenishment:**
	* **Reordering Process:** Establish a process for reordering supplies. Coordinate with the PTA Treasurer for funding approval and submit receipts for purchases for reimbursement. Regularly review inventory levels and plan ahead for larger orders if multiple events are scheduled close together.
6. **Budget and Expense Tracking:**
	* **Budget Adherence:** Ensure all equipment and supply purchases remain within the budget allocated by the PTA Treasurer. Maintain a record of all expenses related to equipment maintenance, supply purchases, and any repairs needed for the popcorn popper.
	* **Expense Submission:** Submit all receipts to the Treasurer along with the appropriate reimbursement form. Keep copies of all documentation for your records.
7. **Safety and Hygiene:**
	* **Equipment Safety:** Regularly inspect the popcorn popper for any signs of wear or malfunction. Ensure volunteers are trained on safe operation and handling of the equipment to prevent accidents or injuries.
	* **Food Safety:** Store popcorn and related supplies in food-safe containers, and keep the area clean to avoid contamination. Follow food safety guidelines when handling, preparing, and serving popcorn to students.

**Qualifications:**

* Strong organizational skills and attention to detail.
* Ability to manage and motivate a team of volunteers.
* Excellent communication skills, both verbal and written.
* Familiarity with food handling requirements, including possessing a valid WA State Food Handlers Card.
* Budget management experience is a plus.
* Commitment to maintaining a positive, supportive environment for students and volunteers.

**Time Commitment:**

* This role requires a regular time commitment, including coordinating with volunteers, managing event logistics, and attending necessary trainings and meetings.

**Reports To:**

* PTA Events Team and Fundraising Chair.

By taking on the role of Popcorn Friday Chair, you will play a vital part in creating a fun and engaging experience for the students of Maple Hills Elementary while supporting the PTA’s community-building and fundraising efforts.