



Sunset Mesa Parent Association (SMPA)

Officer Position: Hospitality



OBJECTIVE

- ✿ Provide a welcoming environment for families to participate in SMPA sponsored and other SMS events.

RESPONSIBILITIES

- ✿ Coordinate with the SMPA President to set the annual meeting and back to school socials schedule prior to the end of each school year.
- ✿ Coordinate with the SMS office to send emails to the parent community the week prior to SMPA events and a reminder the day before events.
- ✿ Hang SMPA banner on the North Campus fence the day of events.
- ✿ Provide South campus administration signs to post outside of the classrooms.
- ✿ Obtain refreshments (coffee and pastries) for each event. Coffee is purchased from Starbucks. Typically two coffee travelers and mini muffins or pastries for each event are served.
- ✿ Back to School Socials:
 - ✿ Separate socials are held for each campus. Socials are 2-hour events, typically held on a Saturday morning (to avoid afternoon heat and monsoon rains). North Domingo Baca park is a preferred park because of the ample space, shade, and access to restroom facilities.
 - ✿ Dates are chosen by the end of June and submitted to the office for publication in the school calendar.
 - ✿ SMPA provides water; families are invited to bring snacks to share.
 - ✿ SMPA will provide name tags for both the North and South Campus socials.

COMMUNITY SUPPORT

Parent volunteers are solicited at the end of the spring semester and/or summer to assist with set up at Back to School Socials.

FINANCIALS

- ✿ Receipts for coffee and pastries should be submitted to the Treasurer for reimbursement out of the SMPA general fund.
- ✿ SMPA provides water for back to school socials.
- ✿ Each family participating in a back to school social is asked to bring a snack to share.

IMPORTANT DATES

Back to School Coffee

- ✿ North Campus, 1st day of school in courtyard
- ✿ South Campus, 1st Friday of school at front entrance

Back to School Socials

- ✿ Obtain volunteers in May/June
- ✿ Socials are held on a Saturday in August prior to school start date

Meetings/Socials

- ✿ 1st General Meeting - September
- ✿ 2nd General Meeting - December
- ✿ 3rd General Meeting - January
- ✿ 4th General Meeting - April
- ✿ End of Year Social - May

CONTACT INFO

Coordinate with SMS Office (Sarah Cook and MaryHelen Jordan) to set up events and communicate with parents as needed.

