



## **Job Description: SPARCler REFRESHMENTS & SPEAKER GIFT**

Publication: Parent Volunteer Handbook 2025

Section: SPARC Page: 29

### **VOLUNTEER POSITION: SPARCler REFRESHMENTS & SPEAKER GIFT**

**TIME COMMITMENT:** This is recurring for each SPARCler, 3-4x each school year.  
A cumulative total for the year would be 12-16 hrs for the school year.

#### **REFRESHMENTS:**

- 1 hr. to shop for and buy refreshments about a week in advance of each of the 3-4 SPARCler events
- 1 hr. at each of the 3-4 SPARCler events to set up and clear any leftovers

#### **SPEAKER GIFT:**

- 1 hr. to shop for a card & write a personal, handwritten “thank you”
- 1 hr. to shop for and pickup a gift or giftcard

**DESCRIPTION:** Selection and purchase of the following about a week in advance

**REFRESHMENTS:** This can be as simple as ...

- Estimating attendance and purchasing, bringing to the SPARCler, setting up and clearing any leftovers.
- The simplest is to provide/purchase Cookies & small bottles of Water

**SPEAKER GIFT:** This can be as simple as ...

- “Thank You” card with a personal, handwritten message
- Giftcard to an eatery such as Bakehouse 46 in Plymouth or Starbucks which is everywhere. The Bakehouse is known for its unique cupcakes and also serves breakfast sandwiches, coffee and other sweets and beverages.



**GUIDELINES:** There are 3 or 4 SPARClers each year. Dates, Topics/Speakers should be determined a year in advance:

1. Mid to Late October
2. Mid to late January
3. Late February
4. Late March, April or May

Refreshments and gifts should be purchased or arranged about a week in advance.