

Watch D.O.G.S. Checklist and Report

(There is a Watch DOGS binder and CD with everything you need for the Program)

What: Volunteer program/opportunity for Dad's.

When: Occurs at end of September/Beginning of October – early in year as possible

Planning: May-end of the current school year:

1. Form a committee and select a Chairperson
2. Pick a 'Pizza Party with Dads' kick-off date working with Mr. Authier
3. Order the Elementary Renewal kit from the Watch DOGS Store. You should receive an email from them and there is usually a discount for ordering early. Cost in 2013, \$185 w/tax
4. Ordering Information:
 - a. Website: www.fathers.com/watchdogs
 - b. Login: MI1081
 - c. Password: batesjeni (case sensitive)
 - d. Contact person as of 11/2013 was Denise Griffiths
Phone: 888-540-3647 or 479-751-3535
Email: dgriffith@fathers.com
Fax: 479-751-3563

Once school starts:

1. Promote the event: 2-weeks before event, send invitation home with each student announcing the Pizza Party, date and have parents RSVP.
2. Update information at ; www.teambates.weebly.com, the Team Bates Facebook page and send an email to teambatespto@gmail.com
3. Contact Classic Pizza to let them know you will be placing a large order-this ensures they can order the extra ingredients for the night. They will also give you a discount.
4. Reserve the cafeteria through the **Community Education Dept.**
5. Include that you need the cafeteria, and 3 long white tables and 1 small table.
6. You will also need a microphone and computer to play the DVD or stream the video presentation. Mr. Authier usually sets this part up.
7. Send a Sign-up Genius asking for:
 - a. 2-3 people to set up cafeteria
 - b. 2 people to serve pop
 - c. 3-4 people to serve Pizza
 - d. 5- people to supervise kids on the playground.
 - e. 2- people for clean-up

One or two days before Pizza Party

1. Tally number of attendees.
2. Call Classic Pizza with your order. Have them cut the Pizza into 8 pieces, figure 2 pieces per person.
Ask if you can use the warming bags for the evening, and then return them later that evening.
3. Purchase enough paper plates, napkins and cups for number of attendees.
4. Purchase pop: Sprite for kids, Cola for adults. Use large Bates Thermos/Cooler for water.
5. 2013 numbers: 125 attendees
 - a. Pizza: 32 pizzas \$230 w/tip
 - b. 16 2-liters of pop (\$16, used balance on gift card donated from Meijer)

Day of Pizza Party

1. Set up tables in cafeteria (white tables for serving, cafeteria tables for eating, one small white table with the pencils, stickers, etc. that come in the renewal kit.)
2. Bring spatulas from home to serve pizza-also food servers should use serving gloves. We usually have a supply in the storage boxes, if not buy a box.
3. Hang the 'Sign-up Calendar' in the cafeteria.
4. Put the 'Sign-up stickers' on each table along with some pens.
5. Start pouring pop and water into cups.
6. Put pizza on plates once guests start arriving.

NOTE: The entire event should take 1-hour. 30 minutes to eat, then kids go on playground while Dad's watch video, hear a short presentation and then sign up to volunteer.

Within 2-days of Pizza Party

1. Create a Sign-up genius for Watch Dogs.
2. Using the Wall Calendar information, and the Administrator function on Sign-up Genius, add the Dad's names to the Sign-up.
3. Add Dad's names and e-mails to the Team Bates email list (teambatespto@gmail.com)
4. Once all dates & names have been entered, send the Sign-up to volunteers through the Team Bates email.

5. Post the Sign-up Genius link to the Team Bates website, so Dads who couldn't make the pizza party can still sign up.

Expenses 2013

1. Renewal kit: \$185
2. Pizza: 32 pizzas \$230 w/tip
3. 16 2-liters of pop (\$16, used balance on gift card donated from Meijer)
4. Plates, napkins, cups and serving gloves obtained from storage, left over from past Team Bates events.