

Operations Plan for the St. Mark Doughnut Social

December 4, 2014

Thank you for agreeing to host a Doughnut Social (DS). The secret to success is to keep things simple. The easier it is to run, the larger the number of groups that can support it. This basic plan has been developed by the Knights of Columbus after hosting many doughnut socials at both OLG and St. Mark. Please read this plan carefully. It works. Customization of this basic plan will increase the amount of resources needed to execute it.

Resources Needed:

Approximately **6 volunteers** will be needed at all times to run the DS. Volunteers are encouraged to work in shifts so no one group is overburdened.

If you suddenly are confronted with a lack of volunteers, the following people have agreed to help in an emergency:

Christine Spann 703-255-4747
Heather Barrett 703-281-4680
Ann Brinkmann 703-281-2322
Mariclaire Rourke 703-264-7788
Barbara Glover 703-255-9811
Ann Paniszczyn 703-281-4144
Erin Philippart 703-939-1305
Kevin Oliveira & Hey-Jin Kong, fishnose@verizon.net

Tim O'Connor (TOConnor@stmark.org) will coordinate the set-up of the Cassidy Activity Center. This set-up will be done by St. Mark staff. We will need 5 long tables to be set up along the wall of the Activity Center by the Kitchen. We need 14 circular tables and 3 long tables to be set up in the remaining area of the Activity Center. Two tables will be dedicated for children's activities. One table will be available to the Host Group for recruiting or advertising. Partitions will be set up on the stage area. St. Mark staff will take down the tables and chairs on the Monday after the DS. See Appendix I for the exact layout.

Two Donation baskets should be placed on the serving tables. Donations are optional, and the baskets should be so marked. All donations are to be returned to St. Mark staff on the Monday after the Doughnut Social. See appendix II for a printable donation template.

Bulletin Announcement

Three weeks before Doughnut Sunday, the host group should send an email to Bill Grossman (bgrossman@stmark.org) and the Bulletin staff (bulletin@stmark.org) to remind them to place an announcement in the St. Mark Bulletin. It is best for this announcement to run the week BEFORE the Doughnut Sunday.

Purchasing

On the Tuesday or Wednesday before Doughnut Sunday, the host group should order the doughnuts from Shoppers' Food Warehouse (see below about Winter Weather conditions). The contact number is (703) 978-1256; ask for the bakery department. You will need to give them the name and cell phone number of the person picking up the doughnuts. You need to be very careful to note that this is a separate event from the OLGCD DS if it is held on the first Sunday of the month.

<u>Doughnuts (dozens)</u>	25
Cake: Plain	2
Cake: Cinammon	2
Jelly (Raspberry, powdered)	4
Glazed	7
Chocolate	10

On the Friday or Saturday before the DS, the Host Group should purchase the drinks. In order to hold down costs, please buy these items from a warehouse store such as Costco, B.J.'s, or Sam's Club. Everything should be delivered to St. Mark and stored in the refrigerator on the left. The following quantities should be purchased to support the 8:15 am and 10 am Masses:

Orange Juice (3 qt bottles)	4
Apple Juice (gallons)	4
Milk 2% (gallons)	2
Half and Half (quarts)	2

On the Sunday of the Doughnut Social, one or two volunteers need to pick up the Doughnuts at Shoppers' Food Warehouse (9622 Main St. Fairfax, VA) at 7:00 am. It is off of Pickett Road. The person(s) picking up the doughnuts should go to the Bakery counter in the back. They will give them a hand truck (they call it a "U-Boat") with the doughnuts on it. They then take the hand truck to the checkout area and pay for the doughnuts (presumably with a credit card). Please return the hand truck to the bakery. Doughnuts should arrive at St. Mark by 7:30 am.

Winter Weather Contingencies

During the winter months, we must be mindful of potential storms that would make driving hazardous or impossible on the weekend. It makes no sense for a volunteer to be hurt in a car accident to serve a jelly doughnut after Mass! The safety of all involved must be the top priority.

If a storm is forecast for the weekend, a decision will have to be made on **Wednesday** (BEFORE THE DOUGHNUTS ARE ORDERED) whether (1) to go ahead with the DS; (2) scale back the DS; or (3) cancel the DS. If the storm is forecast to be a major event, the DS should be cancelled. If the storm is forecast to materially affect driving conditions (like a delayed opening of the Fairfax County Public School System), the doughnut order should be cut in half and the

focus should be on the 10 am Mass. Please discuss this with Bill Grossman and Tim O'Connor before proceeding.

Money Handling/Key to Kitchen

The week before the DS, a member of the Host Group should stop by the Office and pick up a key to the kitchen and a money bag for the DS donations from Bill Grossman or another member of the St. Mark staff. Ask them to show at least one volunteer how to deposit the money bag in the parish safe. All donations should be put in the money bag at the end of the DS and deposited in the safe.

IMPORTANT: DO NOT USE THE CASH TO PAY FOR YOUR EXPENSES. ST. MARK WILL REIMBURSE YOU BY CHECK FOR YOUR EXPENSES.

Set-Up

All volunteers handling food or beverages MUST wear plastic gloves.

All supplies can be found in the pantry. Extra supplies are stored in the room off of the left "bar" where the light switches are located.

At 7:30 am, volunteers start the coffee pots: 100 cups of regular coffee and 65 cups of decaf. Hot water for tea can be made in the single-pot machine. Instructions on the amount of coffee needed are posted in the kitchen. Note that the coffee urns must be plugged into outlets with sufficient voltage! Once the coffee has brewed it is important to remove the trays with the grounds; this prevents the coffee from continuing to brew and becoming bitter.

Volunteers will then prepare the serving tables. A coffee/tea table will be set up with cups, stirrers, Half & Half, sugar, and sweeteners. Juice will be poured into cups and placed on one table. The Doughnuts will be placed on paper plates and moved to the serving tables. Chocolate doughnuts should be kept in their boxes in the refrigerator until they are ready to be served. They melt otherwise! Napkins should be placed in very prominent positions.

Most people prefer a full doughnut (and the order is based on that observation). However, some doughnuts should be cut in half for the parishioners who don't want a whole doughnut. Leave a few plastic knives and forks on the table for people who want to cut their own/kids' doughnuts.

Table cloths should be put on all of the tables in the Activity Center.

Trash cans should be checked to ensure they have plastic bags inside. It helps to distribute the trash cans so some are near the entrance to the Activity Center and some are near the stage area.

Volunteers need to anticipate a spill of some kind. A mop and bucket should be at the ready for this purpose.

Tables

In order to ensure a smooth flow of people into the Activity Center, it is critical that the doughnuts, juices, and coffee be arranged on the tables in a particular order. The coffee and tea should be at the FAR stage end of the Activity Center because it takes time for people to pour their coffee and add sugar, Half-Half, etc. In the middle of the tables, set up the juice and milk: pre-pour 2 trays of each type of juice/milk. Finally, the doughnuts are on the ENTRANCE bar side of the Activity center. It's best to sort the doughnuts by their type and popularity (from least popular to most popular): plain, cinnamon, jelly, glazed, and then chocolate. Otherwise you will sell out of chocolate right away.

Serving

Everything should be ready by 9:00 am (for the 8:15 am Mass) and 11:00 am for the (10 am Mass).

At least 3 volunteers should stand behind the serving tables and ensure that there is always an adequate supply of doughnuts and juice available. Another 2 or 3 volunteers should be in the kitchen "reloading" trays of doughnuts. Doughnuts go very quickly and will need to be resupplied several times after each mass.

2 volunteers assist with activities at the children's tables. A printable template to be placed on the Children's tables is reproduced in Appendix III.

Between masses, tables should be wiped off, and the supplies on the serving tables replenished.

Clean-Up

St. Mark staff will handle the heavy-duty cleaning on Monday. Nonetheless, the Host Group should:

Wipe off all of the tables and put away the table cloths.

Police the Activity Center and empty the trash cans.

Move the coffee urns/pots to the kitchen and wash with soap and water.

Store the leftover paper goods, etc. in the pantry.

Put the left-over juice/milk in the refrigerator.

Leftover doughnuts (in excess of one dozen for the SM staff) should be packed up and delivered to any of the following organizations:

The Vienna Volunteer Fire Department

The Vienna Police Department

The Lamb Center (3220 Old Lee Highway, Fairfax. 703-691-3178).

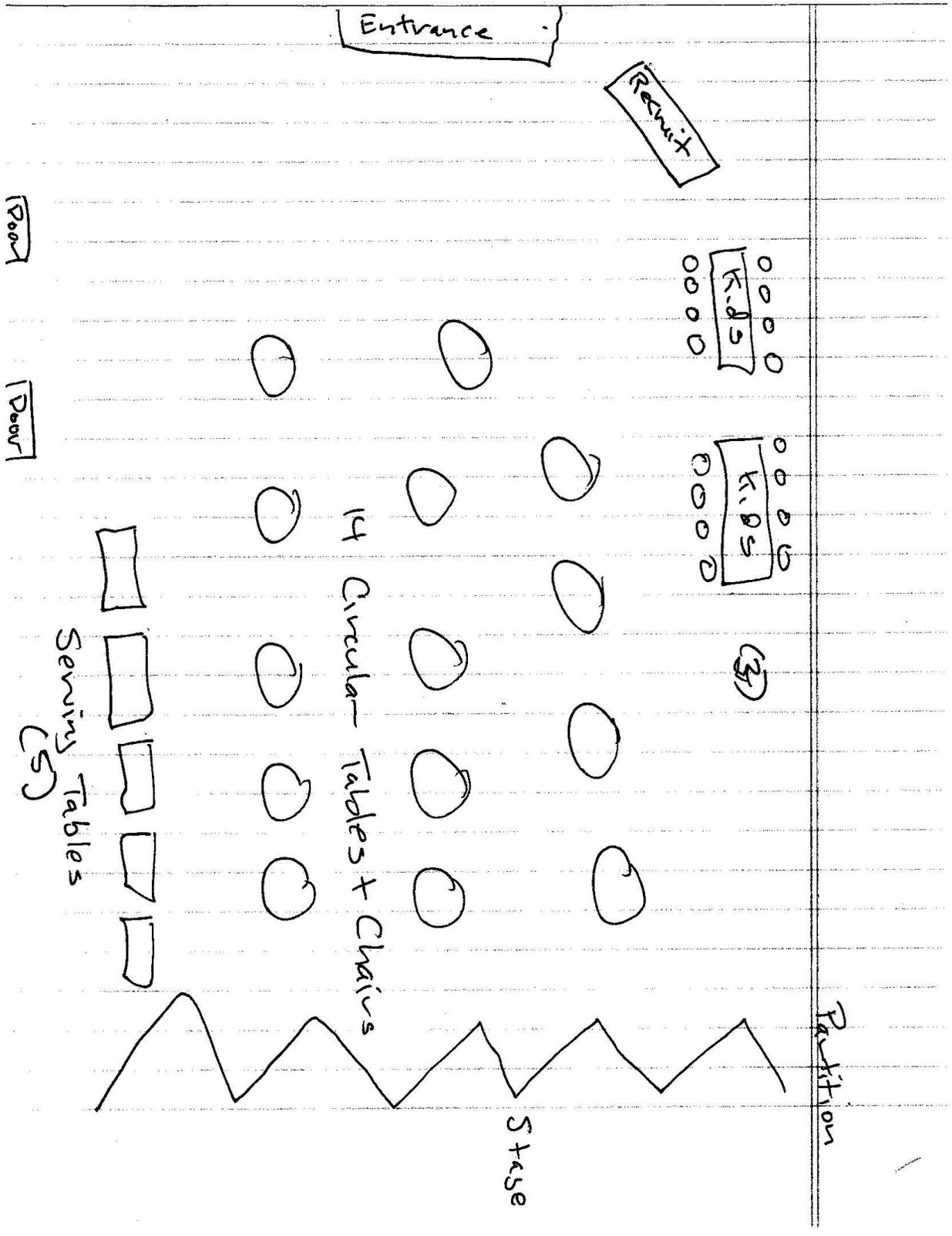
They are located at Fairfax Circle but are not open on Sunday. The delivery must be made on Monday.)

Monday

On the Monday after the Doughnut Social, someone from the Host Group should return the key to the kitchen and submit copies of the receipts to Bill Grossman or Kathy Althoff at St. Mark. St. Mark will send you a check in 1-3 weeks.

It would also be helpful, if the host group would send us a short email noting how much was consumed and any issues that arose. Please email Sandy Struckmeyer at struckmeyer@cox.net. He will update this plan as needed.

APPENDIX I



APPENDIX II

**OPTIONAL
DONATIONS**

(To help defray St. Mark's costs)

APPENDIX III



Children's Activities

