

Procedure Title: Draft Community Coffees Procedure

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Review Date:

Procedure Number: dev-b

Body of Origin: Development Committee

Review Authority: Development Committee

Procedure:

1. Choose date for community coffee, based on administrative, facility (building use calendar in office) and faculty schedules. 9:30 or 10 am works well to have time for coffee, and then tour school around grades snack time.
2. Recruit assistant (Enrollment Coordinator) who is comfortable talking about our school.
3. Call 20 to 30 community members (business, education and political leaders, faculty at local colleges and universities, HR/recruiting staff at local businesses, philanthropists, community organizers)
4. Invite community members to come for coffee and to learn more about our school and tour.
5. Call community leaders until have about 10 to 12 who say they will come.
6. Could also consider inviting prospective parents who are starting the coming year and seem like would be good fit with group.
7. Send written invitations to those who verbally committed to coming.
8. Confirm date and location with caretaker to have building looking its best. Assembly hall with rectangular tables set up for guests works well.
9. Confirm date and location with faculty (via Council chair) so faculty are prepared for visitors.
10. Prepare materials promoting school with Enrollment Coordinator and set up on a table. Have some ready to hand out.
11. Make nametags for guests and self (Ms. Mary Ellyn has stash of watercolor painted scrap paper.)
12. Prepare coffee equipment and supplies
 - a. Coffee, tea, sugar, half and half, baked goods
 - b. Nice dishes from someone's home or buy for school, table clothes, coffee pot, hot water pot.
13. Greet guests at door to school.
14. Serve coffee and talk about school with assistant for about 30 minutes, then tour school and say farewells.
15. Have paper on hand for notes as guests may have ideas about others who could be future community coffee guests, or other resources for the school.