



# Grandparents'/Special Persons' Tea

~Save the Date~

The Grandparents'/Special Persons' Tea will be held on **March 22, 2012**. A special School Mass will be held at 9:45 a.m. and the Tea will begin at 10:30 a.m. This special event is sponsored by PASE and we feature a brunch as well as fun surprises as we continue to celebrate the 50<sup>th</sup> Anniversary of St. Edward the Confessor School.

Students from Kindergarten through 8<sup>th</sup> Grade are welcome to invite their Grandparents or Special Persons to join them for this celebration.

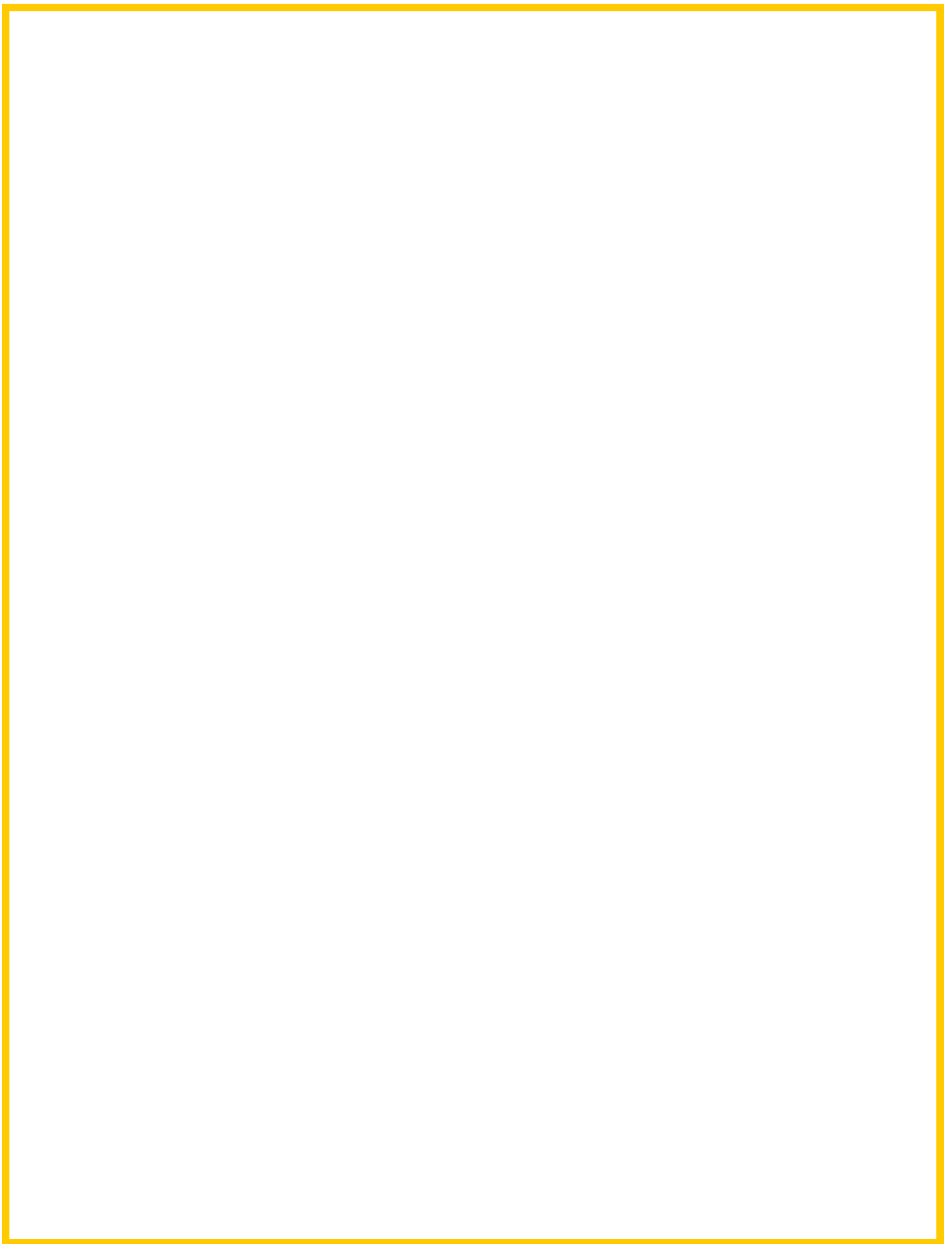
**Seating:** In an effort to accommodate the Students and their Guests, there will be assigned seating. Therefore, it is very important that we know the number of people attending and their names. Attached is a Response Form. Please complete this form and return it to the school office or e-mail it to Colleen Barbella at [colleentb@optonline.net](mailto:colleentb@optonline.net), **no later than March 8<sup>th</sup>**.

**Food/Drink Donations:** School families are requested to contribute to this event by offering their assistance and a donation. We appreciate and thank you for all your contributions. Attached is a list of requested items and a form we would like you to kindly complete and return to us.

**Volunteers:** Volunteers for this special event are needed to assist with setting up, serving, hosting and breaking down the event. If you would like to volunteer, kindly complete the volunteer section of the attached form and return it to us.

Thank you for making this a wonderful occasion for the Students and their Grandparents/Special Persons.

Chairpersons Lisa Griffith and Colleen Barbella





# Grandparents'/Special Persons' Tea

## Family Response Form

Please complete one form per family and return it to the office or by email to Colleen Barbella at [colleentb@optonline.net](mailto:colleentb@optonline.net), **no later than March 8th**. Families with siblings and cousins will be seated together if you include all of the children's names on one form.

**Name of School Family:** \_\_\_\_\_

**Child or Children's Name(s):**

\_\_\_\_\_/Grade \_\_\_\_\_  
\_\_\_\_\_/Grade \_\_\_\_\_  
\_\_\_\_\_/Grade \_\_\_\_\_  
\_\_\_\_\_/Grade \_\_\_\_\_

**Name(s) of Grandparent(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Name(s) of Special Person(s):**

\_\_\_\_\_  
\_\_\_\_\_

Please note, students who do not have a guest attending are welcome to sit with a fellow classmate and their family. **If you would like this accommodation, please indicate the name of the family or classmate you would like your child to sit with at the Tea:**

\_\_\_\_\_.

Thank you.

Chairpersons Lisa Griffith and Colleen Barbella



Donation(s) (item/quantity): \_\_\_\_\_  
\_\_\_\_\_

**Volunteers:** We are requesting volunteers to assist with setting up the day before and the day of the Tea, serving brunch, hosting at the Welcome Station and assisting with breaking down and cleaning up.

On March 21, 2012, we will begin setting up in the Gym at 3:00 p.m. and continue until 8:00 p.m. or later.

On March 22, 2012, we will meet to complete setting up at 8:30 a.m. Servers and hosts/hostesses will need to arrive at 10:00 a.m. The Tea will end at 11:45 at which time we will need assistance breaking down and cleaning up.

**If you are able to volunteer, please complete the following information:**

**Volunteer's Name:** \_\_\_\_\_

**Date(s) and time(s) you are available:** \_\_\_\_\_

**Special requests (i.e. host/hostess/server, etc.):** \_\_\_\_\_

We will distribute a volunteer list as a reminder because your help is needed. If your schedule changes please e-mail us ASAP so we can plan accordingly.

Table assignments will be given out the morning of the Tea at check-in at the Welcome Station in the Holy Family Room.

On March 22, 2012, the students will be dismissed at noon. After the Tea, students will return to their classroom for bus dismissal or pick up.

We appreciate and thank you all for your contributions and support.

Chairpersons Lisa Griffith and Colleen Barbella