Ice cream social planning kit

A head start for your PTO or PTA board. Take what's useful and change the rest.

Timeline

2 to 3 weeks out

- [ ] Pick a date and a rain plan with the principal
- [ ] Decide whether it's free or a small charge
- [ ] Ask about freezer space at school
  If there isn't room, plan to pick up the ice cream on the day, with coolers and ice.
- [ ] Share the volunteer signup link
- [ ] Invite teachers and staff to say hello
- [ ] Send the invitation home and post it online
  A line that welcomes new families by name helps them feel expected.
- [ ] Plan dairy-free and allergy-friendly options

The final week

- [ ] Prepare the welcome table
  Name tags, a sign-up for the PTO's mailing list, and a short list of the year's events.
- [ ] Follow up on empty volunteer spots
- [ ] Buy bowls, spoons, napkins, and toppings
- [ ] Buy or pick up the ice cream
- [ ] Check the forecast and make the rain call

The social

- [ ] Set up the tables, coolers, and welcome table

After the social

- [ ] Thank volunteers and staff
- [ ] Add new sign-ups to the PTO mailing list
- [ ] Record receipts and reimburse helpers
- [ ] Write down what to change next year
  A few quick notes while it's fresh can save next year's board a lot of time.

Volunteer spots

A sample to adapt, for a school of 300–600 students. The online version at pineboard.app/templates resizes it for yours. Add, cut, or rename spots to suit your school.

Spot	When	People
Setup Crew Set up tables, coolers, and trash cans.	5:00 PM to 6:00 PM	4
Welcome Table Greet families, hand out name tags, and share what the PTO does.	5:45 PM to 7:00 PM	3

Spot	When	People
Ice Cream Scoopers Scoop ice cream and keep the line moving.	6:00 PM to 7:15 PM	6
Toppings Table Help with toppings and keep the table tidy.	6:00 PM to 7:15 PM	3
Cleanup Crew Pack up and leave the playground clean.	7:15 PM to 8:15 PM	5

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Ice cream treats	$200	
Toppings and sprinkles	$80	
Bowls, spoons, and napkins	$50	
Water and drinks	$40	
Name tags and welcome signs	$25	
Total	**$395**	

Shopping list

Warehouse club

- [ ] Ice cream tubs
- [ ] Dairy-free ice cream or sorbet
- [ ] Bowls and spoons
- [ ] Napkins
- [ ] Water

Grocery store

- [ ] Toppings and sprinkles
- [ ] Ice for coolers

Office supply store

- [ ] Name tags
- [ ] Markers
- [ ] Poster board for signs

Easy things to overlook

New families
A welcome table and a friendly face can be what makes a new family come back to the next event.

Freezer space
Ice cream doesn't wait. Knowing where it'll be kept, or picking it up on the day, saves a melted surprise.

Allergy-friendly options
A dairy-free choice, kept separate with its own scoop, means every child can join in.

Teachers saying hello
Families love a chance to meet teachers before the year gets busy.

Following up
Adding new sign-ups to the mailing list right away turns a fun evening into new volunteers.

Want it all in one place?
PineBoard can hold your tasks, volunteers, shopping, and budget together, and copies the plan to next year. Try it free for 60 days at pineboard.app.