Teacher Appreciation Week planning kit

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

Timeline

10 to 8 weeks out

- [ ] Pick the dates with your principal
- [ ] Set the budget

6 weeks out

- [ ] Choose a theme or idea for each day
- [ ] Ask staff about favorites and allergies
  A short survey makes gifts and food easier to choose.
- [ ] Share the volunteer signup link

4 to 5 weeks out

- [ ] Plan the breakfast and lunch
- [ ] Ask local businesses about donations
- [ ] Tell families how they can help
  Notes from students, donations, or signing up for a spot.

2 to 3 weeks out

- [ ] Book any catering
- [ ] Follow up on empty volunteer spots
- [ ] Check that every staff member is included
  Office staff, custodians, aides, cafeteria staff, and bus drivers.
- [ ] Order gifts

The final week

- [ ] Send a reminder to families
- [ ] Buy everything on the shopping list
- [ ] Print signs and allergen labels
- [ ] Decorate the staff room

The first day

- [ ] Set up the welcome breakfast

After the week

- [ ] Collect student notes and deliver them
- [ ] Thank your volunteers and donors
- [ ] 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. Add, cut, or rename spots to suit your school.

Spot	When	People
Staff Room Decorators Decorate the staff room and hang thank-you signs.	Day before 3:30 PM to 5:00 PM	4
Breakfast Setup Set out breakfast and tidy up afterward.	7:00 AM to 9:00 AM	3
Lunch Servers Set up lunch so staff can enjoy a real break.	Day 3 10:30 AM to 1:30 PM	4
Treat Cart Bring treats to classrooms and offices.	Day 4 1:00 PM to 2:30 PM	2
Note Collectors Gather student notes and deliver them to staff.	Day 5 8:00 AM to 9:30 AM	2

Sample budget

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

Item	Example	Our budget
Staff lunch	$300	
Small gifts	$200	
Welcome breakfast	$150	
Treat cart	$75	
Decorations	$50	
Total	**$775**	

Shopping list

Warehouse club

- [ ] Coffee, juice, and water
- [ ] Breakfast pastries and fruit
- [ ] Plates, cups, and napkins
- [ ] Treats for the cart

Party or dollar store

- [ ] Banners and balloons
- [ ] Tablecloths
- [ ] Small gift bags

Office supply store

- [ ] Thank-you cards
- [ ] Poster board and markers
- [ ] Tape and labels

Easy things to overlook

Every staff member
Office staff, custodians, aides, cafeteria staff, and bus drivers all do a lot for your students.

Food allergies and diets
A short survey beforehand, and labels on the day, help everyone feel included.

School gift rules
Some schools or districts limit staff gifts, so it can be worth checking first.

Part-time schedules
Repeating a treat later in the week means no one misses out.

Coverage during lunch
Staff can only enjoy lunch if they can get away, so it may help to plan with your principal.

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.