

MEMORANDUM OF UNDERSTANDING

TO:
FROM: Raytown PTA Council
DATE:

This memo serves to inform all Raytown PTA Units that the following equipment has been purchased by the Raytown School District for all PTA Unit's use:

- Sno-Cone Machine
- Cotton Candy Machine
- Hot Dog Roaster/Bun Warmer
- Nacho Cheese Dispenser/Warmer
- Popcorn Machine

Machines will be loaned out on a first request basis. Two weeks notice is required and a \$25 deposit check must be made out to RPTAC upon approval of usage, and will be returned once the machine(s) are returned in good condition.

The district will deliver the machine(s) one day prior to the requested use date. Machines must be cleaned and ready for pickup, the day after use.

To ensure the proper ingredients are being used in the machines, the following ingredients must be purchased from Raytown PTA Council at minimal cost:

- ❖ Cotton candy floss/sugar
- ❖ Nacho cheese sauce
- ❖ Visit Council Website – raytownpta.com for price list and optional items available for purchase

If any equipment is broken, the PTA Unit will be responsible for needed repairs or the purchase another machine.

A food handlers permit is required for Units who prepare food (hotdogs, nachos etc) at PTA events and the permit holder must be onsite during food preparation. The permit may be obtained by taking a 1 hour class and a \$15.00 fee, which should be paid by the PTA Unit. Visit independencemo.org/foodsafety to register.

If you have any questions, please contact:
Chris Miller, Council 1st Vice President at cmiller@homesperience.com or
LaShonda Orkes, Council President at mrso2270@hotmail.com

PTA Council Signature: _____

PTA Unit President Signature: _____