



Riverside School District 96

3340 S. Harlem Avenue - Riverside, IL 60546 | (708) 447-5007 | www.district96.org

To: Jim Fitton
From: Donna McLachlan
Administrative Assistant/HR
Date: January 8, 2025
Re: 2024-25 41st Employee Recognition Event

Annually, in May, District 96 staff members come together to acknowledge their colleagues for their years of service and celebrate the contributions and achievements of staff members retiring. This event has been held at the Riverside Golf Club for nineteen years.

This year the venue has been reserved for Friday, May 9, 2025. Employees are invited as guests of the Board of Education. Retirees are able to bring one guest at no charge. Employees are able to bring a guest at the charge of \$48.00 per guest.

Last year the event included a buffet with hot and cold hors d'oeuvres, slider bar, coffee service and a cash bar. The REC supplied cake for dessert.

Following the buffet, a short program recognized staff members for their years of service and honored staff members who are retiring.

In 2023-24 we budgeted \$9,024.00 and spent a total of \$7,500.64 for the event. This included the food & beverage for 85 attendees at \$47.00 per person, programs, decorations, and gift cards.

I am proposing to hold this event again this year. Below is an Estimated Budget for the 2024-25 event. This year we will celebrate five retirees and thirty-three employees for their years of service.

41st Annual Employee Recognition Event – 2024-25 Estimated Budget

Based on 110 attendees \$48.00 per person

Riverside Golf Club	\$6,456.00
Programs	\$ 325.00
Decorations	\$ 300.00
Gift Cards	<u>\$2,150.00</u>
Total	\$9,231.00