



# Riverside School District 96

3340 S. Harlem Avenue - Riverside, IL 60546 | (708) 447-5007 | [www.district96.org](http://www.district96.org)

To: Mark Kuzniewski  
From: Donna McLachlan  
Administrative Assistant/HR  
Date: January 8, 2026  
Re: 2025-26 42<sup>nd</sup> Employee Recognition Event  
CC: Shannon Pride

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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 twenty years.

This year the venue has been reserved for Friday, May 1, 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, pasta station, 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 2024-25 we budgeted \$9,231.00 and spent a total of \$7,936.15 for the event. This included the food & beverage for 82 attendees at \$48.00 per person, programs, decorations, and gift cards.

I am proposing to hold this event again this year. Below is an Estimated Budget for the 2025-26 event. This year we will celebrate six retirees and twenty-one employees for their years of service.

## **42<sup>nd</sup> Annual Employee Recognition Event – 2025-26 Estimated Budget**

Based on 110 attendees \$48.00 per person

Riverside Golf Club	\$7,576.00
Programs	\$ 325.00
Decorations	\$ 300.00
Gift Cards	\$1,950.00
Total	\$10,151.00