Staff Council

Information about

KOFFEE & KUDOS

What is Koffee and Kudos?

Koffee and Kudo's originated from a Staff Council ad hoc committee in the Spring of 2009*. It is intended as an all staff mix-n-mingle, to boost morale and for networking. This started as two gatherings each semester, to not overwhelm staff and departments with too many events, but now due to its popularity we are booking one per month. Each gathering is sponsored and hosted by a different area within the University. As this gathering is intended as a mix-n-mingle during staff breaks, please refrain from any presentations and/or speeches that limit staff interaction or ability to leave when necessary.

WHO IS IN CHARGE OF THE KOFFEE & KUDO'S SCHEDULE?

Staff Council Office x5905

STAC@csuchico.edu or stac@csuchico.edu

Call or email to find out what months are still available

Have a gathering for about 1 ½ hours to allow ALL STAFF to pop in on their break.
Show thanks for what staff members do for our campus community.
Get staff out of the office to meet new people and make connections.
Get a free cup of coffee and a treat.
Possibly win a prize.

Menu Ideas

Plan to have approximate 350+ people throughout the 1.5 hours. Coffee is the first to go so be sure you have LOTS ready to serve!

- COFFEE, COFFEE, COFFEE 4 Large containers of coffee. (Approx. 250 – 8 oz cups of coffee)
- 1 Large Container of Decaf
- 1 Large Container of something cold (ice tea, lemonade, iced coffee)
- Cups, creamers, sugars, etc.
- 30 dozen donuts or other goodies, plus fruit or other item

OTHER IDEAS:

AM – donuts, cookies, fruit, cheese, and muffins

PM – cookies, popcorn, finger snacks, and fruit

WHAT TO DO FOR PLANNING

- This does come out of your budget so be sure to check with your college/department to see if you have an account that would allow this kind of event and get approval first.
- Contact STAC to see what months are available.
- Decide on a place & time then reserve your room or area through facilities reservations.
- One or two months before the event, create a flyer and send to STAC@csuchico.edu (in jpeg format). This will be sent to "All Staff" weekly and be reported at Staff Council meetings.
- You will be responsible for advertising on the Campus Calendar and Announcements weekly.t