

HOSTING A PCC BREAKFAST

V1.0-2006

Introduction:

The Pennsylvania Cave Conservancy (PCC) holds a breakfast, usually of the pancake type, on the Sunday morning of the weekend of the MAR field meet event, prior to the PCC Business Meeting.

MAR field meets are held two (2) times a year, one in the Spring and one in the Fall and are each followed up by a PCC Business Meeting.

Considering that the PCC Breakfasts are held during the Spring and/or Fall MAR field events, the first step in hosting a PCC Breakfast is to notify the hosting grotto for that particular MAR event and ascertain and confirm that the PCC wishes to hold a breakfast at that field meet.

Why Host?

Hosting a PCC Breakfast is an excellent way for you to volunteer and become actively involved with the PCC!

Pre-Planning:

The majority of organizing the breakfast falls under "Pre-Planning".

Carefully make an estimate of the number of cavers you expect to participate and feed at the PCC Breakfast. This estimate is the "key" to the success of the breakfast; maximize profits, and minimize "left-over" cooked food.

A good start is to ascertain from the MAR field meet organizers the "pre-registration" number for the MAR event, which typically is approximately one-third of the final attendance. There is NO exact science or formula to determine exactly how many to prepare for. However, previous PCC breakfast sales show that there is some correlation with pre-registration and other factors. Other factors to consider are, whether it is a Spring or Fall MAR (attendance varies, Fall MARs are typically smaller), and whether it's a special event besides the MAR meet (Anniversaries usually attract more attendees), etc.

Publicity:

The PCC Breakfast can be publicized along with the MAR Field Meet announcement through means of the MAR Breakdown, MAR web site, the PCC web site, and the MAR listserv. Send pertinent PCC Breakfast information to the MAR Breakdown editor and MAR web site and PCC web site administrators for posting.

Breakfast Helpers:

Prior to the event the breakfast organizers should recruit volunteers willing to help out with the preparing and serving of the breakfast, and other necessary duties if needed. Communicate with helpers regarding confirmation of their acceptance to volunteer, time to meet on Sunday morning, and various job duties. Several volunteers will be needed depending on what food items are being served. Generally, a total of around 6-8 people, including the organizers, work great. You should make sure that there is enough people to cover all aspects of food preparation and serving without everybody being over-worked. This should be fun for all!

Site Facilities:

Prior to the MAR event and the breakfast, check on the site facilities for the following items:

- Running Water -or some form of potable water, such as a water tank, are necessary and a must for food preparation and clean up. Any water needed for actual consumption, such as pancake batter mixing, should be bottled potable water
- Pavilion or covered facility -Not necessary but makes the breakfast easier, especially if inclement weather is forecasted.
- Tables - Food Preparation and Serving Area, and Eating Area.
- Electricity -for any Coffee Pots or appliances needing electricity.

Note: The PCC owns a large propane griddle, tabletop grill, and propane tanks, for food preparation.

Tickets:

Tickets for the PCC Breakfast are typically made available at the MAR Field Meet registration table during the event to participants. A very large roll of tickets, previously purchased, is kept in the PCC Breakfast storage bin and should last for some time.

It is STRONGLY recommended that the breakfast organizers ascertain what “*color*” of tickets are being used at the MAR Field Meet registration table, as several different colored tickets are available for various items, such as MAR Saturday evening dinner, 50/50, raffle, etc.) The current roll of PCC Breakfast tickets are White, however as long as all the organizers involved are clear on what color ticket is for what, everything should be fine.

Typically in the past, PCC Breakfast tickets have been sold for around \$5.00 for an adult and \$3.00 for children (usually defined as under 6 years of age). Provide a reasonable number of tickets at the registration table and post a Breakfast Announcement Sign with starting time.

Several tickets can also be sold at the time of the Breakfast on Sunday to those who may have missed them at the registration table or for “what-ever reason”, so have another sign posted at the area where the breakfast is being held with price, and have tickets and change available.

Food Purchasing:

Once a number of anticipated breakfast eaters have been determined, use this number to than determine “how much” of each food item will be needed. Prior to running out and purchasing the necessary items, one should take inventory of “left-over” items from previous breakfast events that can be used. Food items and necessary preparation and serving items can be obtained from many sources. The writers of these “Hosting Guidelines” has used wholesale places, such as Sam’s Club, BJ’s, and Costco warehouses to economically and efficiently host several profit-making breakfast’s for the PCC.

Typical Breakfast Items Needed:

- Pancake Mix (“Just-add-water” mixes work best, ex. Krustez Brand)
- Frozen Blueberries, Raspberries, etc.
- Chocolate Chips
- Sausage (Pre-Cooked Links work best)
- Fruit Cocktail (No. 10 Can)
- Water (Several gallons for Pancake Mix)
- Fruit (Bananas, Oranges, Apples, etc.)
- Syrup
- Cooking Oil (Canola)
- Orange Juice (Several gallons)
- Butter
- Margarine
- Paper Supplies (Cups, Bowls, Napkins, Towels)
- Eating Utensils (Forks, Spoons, Knives)
- Warming/Serving Trays (3-4 Trays)
- Sterno Fuel (Warmers for Serving Trays)
- Foil
- Dish Detergent and Towels
- Coffee Pots* -see note below

Note: Many items above, such as Foil, Dish Detergent, Drying Towels, Hot Pads, Can Opener, etc. are kept in the PCC Breakfast storage bin(s).

Typical Breakfast Items Served:

Pancakes (Plain, Blueberry, Chocolate Chip, Raspberries, etc.)

Sausage, Bacon

Fruit Cocktail

Fruit (Oranges, Apples, Bananas)

Butter, Margarine, Syrup

Orange Juice

Coffee, Sugar, & Creamers* -see note below

* Historically, these items are usually supplied by the hosting grotto or committee hosting the MAR Field Event. Please beware of this and confirm if whether or not the MAR organizers are providing these items, as there has been occasions in the past where there have been no Coffee for cavers!

Food Preparation:

In anticipation for a particular starting time, usually between 8:00 and 9:00 AM, the organizers should start preparing the food in enough time prior to the starting time to allow making enough food to be ready. Example: If one is making pancakes and sausage (typical), for the start time of 8:00 AM, and which pancakes and sausage need to be cooked, an early meeting time, in which volunteers begin to gather, of 6:00 AM is not unreasonable.

When determining a breakfast start time, please consider the start time for the PCC Business Meeting, which proceeds immediately after the PCC Breakfast, usually 9:30 or 10:00 AM. Generally, 1 hour to 1-1/2 hours is given from start of breakfast to start of meeting.

After the Event:

Ticket Sales. The price for a PCC Breakfast ticket does not indicate that the money goes directly to the PCC, as the PCC is a non-profit organization. However, the money generated from ticket sales does go directly to the individuals who organized the PCC Breakfast and typically, a portion of, or all of the money is donated to the PCC. Any money that is graciously donated to the PCC should be handed over to the PCC Treasurer as soon as possible after the breakfast as the donation amount is reported in the PCC Meeting held immediately after the breakfast.

Any cookware, utensils, serving pans, etc. should be properly washed on-site and stored for future use. Any small breakfast preparation items (mixing bowls, utensils, towels, etc.) that have been formerly donated to the PCC are kept in a large plastic storage bin. In preparation for the months that occur between the MAR field meets/PCC breakfasts, the griddle and table grill need to be cleaned and prepared for storage. The griddle-heating surface should be properly lathered with a generous amount of grease-based product, such as a form of cooking oil, and towed off. Disconnect all propane tanks from the griddle and grill, make sure all propane tanks are CLOSED, and check for tank capacity (full or empty?).

Prior to Sunday's departure from the MAR field meet site, transportation and storage accommodations must be determined for all PCC Breakfast items, including the storage bin, griddle, table grill, and propane tanks. Typically, the items are transported and stored at the previous breakfast organizers residence, the next proposed MAR field meet location, or any other location willing to manage the items.

Guidelines developed by Christopher Catherman et. al., V1.0-2006