

# FOOD ORDER LIST

Only the following items for the dinner line may be ordered through the Cove Manager, Rob Erickson. You must bring with you any other items you may wish to serve, such as mushrooms, olives, croutons, sheet cake, etc. Please have this order form in Rob's hands at least 15 days prior to your party. Rob needs time to order and receive all the items on your order. You can mail, email, or fax him your order to 310 510-9615. Contact Rob for any special request items.

## SALAD:

Lettuce:  Head  Romaine  Red  Spinach  None

Tomatoes:  Cherry  Regular  None

Red Onion:  Yes  No

## SIDES:

Baking Potatoes\_\_\_\_\_

Scalloped Potatoes\_\_\_\_\_

Corn on the Cob\_\_\_\_\_

Baked Beans\_\_\_\_\_

## BREAD:

Garlic Bread\_\_\_\_\_

Dinner Rolls\_\_\_\_\_

French Bread\_\_\_\_\_

Brown Thick Sliced Bread\_\_\_\_\_  
(not always available)

**DESSERT:** *ICE CREAM will now come from the Isthmus store, and requires a two week lead time, so if you want ice cream, PLEASE don't be late on your order!*

Vanilla Ice Cream  yes  no

## Miscellany:

Canned Heat\_\_\_\_\_

Sour Cream\_\_\_\_\_

Salad Dressings\_\_\_\_\_

Butter Pats\_\_\_\_\_

Cocktail Plates/Napkins\_\_\_\_\_

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OD's names: \_\_\_\_\_

Theme: \_\_\_\_\_

Party Date: \_\_\_\_\_ Adults \_\_\_\_\_ Kids \_\_\_\_\_

# Where Things Go . . .

## Galley Layout:

1) SALAD – Lettuce, spinach, etc. should be washed. Figure 8 servings per head of lettuce. Tomatoes, onions, and other ingredients added, then place various salad dressings nearby in canisters with ladles.

2 & 3) SIDE DISHES – Potatoes, corn on the cob, etc. The potatoes come whole and unwrapped, so it's necessary to wrap in foil (Rob has foil) before baking. If using corn, be sure to allow enough time for shucking and heating the water.

4) BREAD & BUTTER – Heat bread in the roll warmer drawers located in dry storage area. (See instructions in this package.) Butter pats – allow two per person.

5) FLATWARE & NAPKINS – Steak knives should be placed here too, in a canister. One setting plastic flatware is wrapped in a napkin and placed in a basket.

6) SIGN UP SHEET is here – One crew member checks off each person as they pass through the food line. Please keep an accurate account, as it is used for billing the members.

## Dining Room in Clubhouse Layout:

There are fourteen tables for dining and another long table for desserts. All dining tables measure 2'6" by 6 feet long. You may set them up any way you like. Above is a drawing of how they are set normally.

All decorations, plastic tablecloths, etc. are supplied by the O.D. You have an allowance for purchasing what you may need. Loads of supplies and previously used décor can be found in the storage container and, possibly, on the bottom shelf of the O.D. cabinet. Please don't use real candles, only the battery operated kind.

When setting up, place one salt and pepper shaker on each table.

On busy weekends, members and guests may want to eat around the hors d'oeuvre table. Try to have someone on your crew go around and suggest that dessert and coffee be consumed outside, in order to free up table space for other diners.



## *time lines for porch parties:*

2:00 - PREP – galley and clubhouse are closed to all but your crew.

5:30 – Ship's store help (2 or more) starts to open the store.

Take your group photo anytime about now. Start music.

6:00 – Porch and kid's area should be ready. All supplies in place (napkins, small plates, toothpicks) and bar set up. Junior OD places kid's appetizers.

6:30 – Cannon is shot off by Cove Manager. Somebody can blow conch shell, if desired. Hors d'oeuvres are brought out to the table by committee.

Junior OD serves dinner to the kids – 6:30 to 7:30. Assistant will do the grilling.

7:00 - B B Q ready for early diners. Ship's store closes.

7:15 – early diners start - food line is open – everything ready to serve.

7:30 – regular diners start. Most parties finish serving about 9PM, however, on major holidays it can go until ten.

8:00 – the “G” movie starts for the kids in Peppermint pavilion.

9:00 – the “PG” movie starts.

9:30 to 11:00 – the party is over. . clean up, then last one out turns off the lights.

# EXPENSES FOR REIMBURSEMENT

All Porch Party OD's get reimbursed for funds spent. The amount depends on the number of attendees, as follows:

for Junior OD		for Senior OD	
less than 10 kids	- \$50.00	less than 50 adults	- \$150.00
11 to 25	75.00	51 to 150	200.00
26 plus	100.00	151 plus	350.00

Please fill out this form, include receipts for expenses incurred when your party is completed. Mail it to our FJYC Treasurer at P. O. Box 3876, Long Beach, CA 90803-0876. This will ensure that you will receive a check for your expenses.

Sr. OD's  
Name(s): \_\_\_\_\_

Party  
Date: \_\_\_\_\_

Receipts Total: \$ \_\_\_\_\_

Jr. OD's  
Name(s): \_\_\_\_\_

Receipts Total: \$ \_\_\_\_\_

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FOR BOARD USE ONLY – DO NOT WRITE IN THIS BOX

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# SPARKLER REPORT

## Guidelines . .

Please write your report as soon as possible after your event, so the details are still fresh in your memory. Your report should be a maximum of 300 words, or three or four paragraphs only. Include your party theme, any major highlights which occurred, and any other special activities with the Youth O.D. Of course, a huge thank you to your party committee!

Email this report in a word document, or typed in the body of an email to our editor, Ashley Prescott, to [fjycsparkler@gmail.com](mailto:fjycsparkler@gmail.com). Include from five to seven photos, emailed in a JPEG/PDF format, and have them saved in no less than 1mg file size.

Deadlines:

All articles will be due on the 15<sup>th</sup> of May, June, July, August and September. Any report not received by the deadline will be carried over to the following month's publication.

Any questions?

Contact Ashley Prescott

FJYC Sparkler Editor for 2014

# Ship's Store Guidelines

It is the responsibility for each party's Officer of the Day to designate at least two people on your crew to work the store. That means during the time the rest of your committee is serving appetizers, two will be selling merchandise for one hour only.

If no person on your crew is already familiar with our procedures, please recruit others who have done it before, or ask [Cindy Odegard](#), [Lesley Scheller](#), [Chuck](#) and/or [Sally Philips](#), [Diane Wilkinson](#), and [Tami Dowgiewicz](#). They are the ship's store team members for 2014.

- 1) Arrive at 5:30 to set-up: unlock all display cases. The combination code to open the storage cabinet is 1414. All keys are hanging on a nail on left side. Keys are all new this year – one key opens all cases, except for one.
- 2) Pull out all cases to be in the shape of a big "L", with the tall hat case at the corner. Hang some garments on the double doors – hangers and brackets are in the cabinet.
- 3) Pull out plastic bins full of decals, burgee, coasters, and place to be shown on a nearby table or top of a display case.
- 4) To make a sale, simply remove the price tag sticker and put it on the purchase form. If the sticker is missing, write the item's description and price on the form itself.
- 5) If paying by cash or check, the tax has already been added on the price tag. If the buyer is a guest, they pay by cash or check. Write on the sheet their member's name, and staple the cash or check to the sheet. If agreeable to all parties, they may charge on the member's account.

- 6) You sign the form where indicated "Sold By" and date it. The buyer signs it also. At the end of the hour, put all completed purchase forms in the manila envelope marked "To Be Billed" and leave it in the cabinet for the next chairperson to pick up. Make sure it is dated on the outside of said envelope, and log in all the people working. In the event that is a question about a sale, we may need to contact you.
  
- 7) Close the store at 7PM. Take down all garments hanging and carefully fold, place in upper shelf in cabinet. Lock all cases and cover them. Put keys back in the cabinet on the hook. Don't forget the sales envelope goes in the locked cabinet too!

IF YOU NEED HELP, JUST ASK SOMEONE ON THE PORCH.

Most back stock is kept in our storage shed. Some is in the bottom of the tall case. We (the aforementioned ship's store team members) will make sure it is replenished through-out the summer.

This is all the merchandise we have for the summer, although we can order more, if necessary. There are no special orders. If a return is necessary, ask Cindy Odegard or Lesley Scheller how to handle it. The more we sell, the more money we make for our Club!

Thanks so much for your help!

# Youth Officer of the Day

## Guidelines:

Because we are a family club, we try to focus and develop a valid youth activities program within our Cove. For those families with children, this is an excellent way to have fun and earn two points. We have realized that there is a growing population of youngsters who need to be organized in a safe manner during our adult porch parties. It is essential that there are enough youth OD's to adequately supervise the children. We recommend at least one couple for every 15 children.

For your event, on \_\_\_\_\_ we expect about \_\_\_\_\_ children.

You are not required to help with the adult party at all. Your job is to supervise and provide some sort of activity for the children during the porch party. You are not a babysitting service. Parents with younger kids should not leave them unattended. Should an issue arise, please inform the Youth Activities Directors, Larry and Val Miles.

FJYC provides reimbursement for expenses, based on the number of kids attending, as follows:

less than 10 kids - \$50.

11 to 25 kids - \$75.

26 plus kids - \$100.

Remember to keep your receipts. You will be emailed the proper reimbursement form, then you can send it to our treasurer after your event.

Have fun with this and thanks in advance, for your help!

Lesley Scheller, OD Chair

## Helpful hints: before the party

Check the weather as your head count will change if the weather is bad.

Find out the party theme and try to coordinate costumes and décor.

Plan kid friendly appetizers and dessert. Ask your OD if the kids will be allowed in the clubhouse later for ice cream, cake, etc. The Club provides hamburgers, hot dogs and cheese, condiments, sodas, etc. If you prefer to serve something different, contact Rob at least 15 days before your party, so he can order it. Or you can bring it. Get any dinner menu changes okayed by your O D.

Plan fun games, activities, a contest, a piñata, etc. Use google for fresh ideas - some ideas are: scavenger hunt for candy, cookie decorating, volleyball, bocce ball, bingo, frisbee tossing, art projects, etc. There are many craft supplies from previous parties in storage boxes inside the Peppermint Pavilion, and in the locked corner cabinet. Feel free to use any of this. Ask Larry and Val Miles for help if necessary.

Have someone take pictures for our Sparkler. They should be emailed to editor Ashley Prescott at [fjycsparkler@gmail.com](mailto:fjycsparkler@gmail.com), soon after your party.

Plan at least two movies (DVD's) to be shown after playtime. One rated "G" and the other "PG". Lots of DVD's are in the cabinet with the TV.

### day of the party:

Post a signup sheet asking if any appropriately aged teenagers wish to be hired to babysit that night and get their cell phone numbers. Some members may choose to call them. Remember you are not a babysitter! You may also post a sign with the movie title, if you wish. Signs could be placed on the signup table in our clubhouse.

**Time Schedule** – everyone meets at 2PM to decorate and prepare appetizers. Lettuce, tomato, cheese and onions are prepared now. Your team returns in time for the group photo – usually around 5:30 or 6PM. Appetizers should be ready to serve at 6:15PM.

Dinner will coincide with the adult's cocktail party 6:30 to 7:30. Play the games, then start the first movie ("G") at about 8:00, followed by the "PG" movie.

The Assistant will set up the barbeque and the food.

If possible, split the kids into two groups, have the older kids play their games while the younger set eat, then switch. Just try to keep them occupied during adult's cocktail hour.

Keep your OD informed of how things are going, and ask for extra help if you need it.

Try to keep the children away from the water, pier and climbing the rocks. Please notify the parent of any child who engages in a dangerous activity.

The kids may not take food into the Peppermint Pavilion. Help with dessert by escorting them to the dessert table in the clubhouse, or provide your own dessert to be served in their own space.

Help the Assistant in cleaning up the eating area and picnic tables, when finished. Remind the kids that FJYC is a VOLUNTEER club and they must help by keeping their space neat. They can stack benches and box up their toys.

# other things to know

## Setting up on the porch –

There are two tables put together, each measures 4 by 6 feet. An electrical outlet is in the center. You may hang décor on the pergola.

Rob, or his assistant, will place plastic cups, a full ice chest, and all mixers out on the counter by 5:30 or 6PM. You (as OD) will put the olives, lemons and limes out at this time.

## BBQ area –

Make sure stainless counter is clean. Hang BBQ utensils on the BBQ. Rob will load and light. Fire should be ready for cooking at 7PM. Take seasonings, condiments, big cutting boards, sharp knives and disposable plates out.

## Range – suggested oven temps

potatoes – 375; baking & re-heating – 325 to 350; grill 300 to 375 degrees

Burners: low for simmer and high for boiling.

Preheat burners – for corn water it takes 2 hours. Plan cooking time in afternoon for baked potatoes – hold in warming drawers. This will leave oven available for appetizers. Plan hors d'oeuvres so as to use the entire stove (grill, burners and ovens), rather than crowding just one.

## Warmer oven in dry storage area –

This appliance is used to keep warm bread, potatoes and appetizers, etc.

Check to make sure drawer pans are clean. Turn thermostat (on lower part) from 140 to 160 degrees for most foods. Set each drawer moisture control as desired. After use, turn off and leave open to cool. Wipe clean with a damp cloth. Remove drawer pans and wash, rinse with mild bleach solution. Re-assemble and leave closed.

## Final clean-up –

Cleanup goes on throughout the day and night – (it is never ending!)