

Planned Number of Participants: 350

Classroom Coordinator:

Holiday Fair Contacts: Matt Woodhull – 630-272-2926

Kimberly Martin – 720-231-7071

7TH grade students assist children in shopping for gifts without parents in attendance. The child leaves with the gifts wrapped.

Materials:

- Donated gift items
- Wrapping paper
- Gift bags
- Boxes
- Ribbon
- Tape
- Pens
- Scissors
- Stickers
- Shopping bags
- Broom, dustpan, cleaning wipes, paper towels, sponge, cleaning spray
- Laminated and bound activity instructions sheet:
 - Volunteer schedule for your activity
 - Set-up and clean-up instructions

PRE-FAIR PREPARATIONS

1. Class coordinator will assist in recruiting other class parents to help set-up the classroom on Friday, December 5th from 3pm to 6pm as well as organizing class supplies.

ROOM SET-UP

The Children's Shoppe will be held in the Library room. This room will be ready to set-up by 3pm with the goal to finish by 6pm on Friday, December 5th with the help of 3 parent volunteers and 7th grade students. The Class Coordinator is responsible for leading volunteers in the set-up of the room.

1. Arrange tables/desks around the room for a nice flow pattern (circular or U-shaped) to encourage children to enter the room from one door and leave through another.
2. Cover the tables/desks with table cloths
3. Set up a "tree" in the middle of the room. See photo.

4. Designate two desks and chairs to be the two separate gift wrapping stations.
5. Bring in the gifts and supplies and arrange items nicely.
6. Price the items for sale.
 - a. The highest priced item is \$3, so you could divide the room by \$1 items, \$2 items, and \$3 items.
 - b. You may also price the items individually if you wish or a combo of both options as well.
7. Once the room is completely set-up, please find the Children's Activity Chair and ask for the sign to hang on the door, indicating that the room is set-up.

INSTRUCTIONS FOR ROOM VOLUNTEERS

- **PLEASE ARRIVE ON-TIME FOR YOUR SHIFT!**
- Greeter – one volunteer needs to stand at the entrance to check each child in.
- Check the child's activity bracelet.
 - BLUE bracelets are unlimited activity passes and the child can be let in with no further action.
 - SILVER bracelets are 3-activity passes. Place a single sharpie line mark on the child's silver activity bracelet. Silver bracelets can only have up to 3 sharpie marks. If the child is out of passes for activities, they may be directed to the front desk in the main lobby to purchase more children's activity bracelets.
- Keep track of each child with a tally mark on a sheet of paper.
- Facilitate passing a child to a 7th grade helper, instructing the 7th grader to introduce him/herself.
- Notice how many people are in the room and the number of children participating in the activity so we can decide on the best occupancy number for the room.
 - If the room seems really full, implement the process of 1 child out, 1 child in.
- Write down any thoughts or suggestions on improving this activity for the following year.

CLEAN-UP PROCEDURES

Children's Activities close at 2:45pm, though there will certainly be some finishing their projects after that time, the clean-up process can begin then. All Children's Activities rooms must be cleaned and back to their original configuration by 5pm on Saturday, December 6th.

- Sweep/vacuum
- Pick-up trash. Dispose of all trash bags in the dumpster outside the school.
 - Large trash bags are available in the front office.
- Return the classroom to the original set-up.
 - A photo of the original set-up will be provided.