

CANDLE DIPPING

Planned Number of Participants: 400

Classroom Coordinator:

Holiday Fair Contacts: Kimberly Martin (720) 231-7071

Children create hand-dipped or rolled beeswax candles.

Materials:

Blocks of beeswax for melting

Sheets of beeswax for rolling (150, cut into 8" squares)

Wick, cut into 8" lengths (300-500)

4 crock pots

4-6 large tumblers for cold water

1-2 pitchers for cold water

wooden spoons for stirring melted wax

Tongs to pull out candles

plastic sheeting and thick rolled paper to cover tables

duct tape / wide masking tape

tarps to cover floor

aloe vera gel (for burns)

sharpies

broom, dustpan, cleaning wipes, paper towels, sponge, cleaning spray,

laminated, bound activity instructions sheets: volunteer schedule for your activity, set-up and clean-up instructions

Pre-Fair Preparations

Class Coordinator will assist in recruiting other class parents to help set up classroom on Fri., Dec. 6th from 3-6P as well as organizing supplies::

1. Using hammer, break 5lb blocks into many smaller pieces. There are 8-10 blocks.

2. Cut 500 wicks - 8" each

Room Set-Up

Candle Dipping will be held in the High School Mathematics Room this year. This room will be ready to set-up by 3P on Friday, Dec. 6th. The goal is to have the room setup by 6P on Friday, Dec. 6th, such that the only thing to do Saturday morning is to plug in the crockpots. The Class Coordinator is responsible for leading volunteers in setting up the room between 3-6P on Friday, Dec. 6th.

1. Move teacher's desk and 2 chairs to front door to be used to check in children. Move all desks and chairs to one end of room (temporarily).
2. Put tarps (in art room across hall) on floor. Secure w/ wide masking tape.
3. Combine 4-6 desks into stations. Cover all tables in plastic sheeting then in heavy paper (in art room) and secure w/ wide masking tape.
4. Cover 4 chairs with garbage bag and secure with twine. These will be available for smaller children who need to be elevated while dipping. Put 4-6 chairs around one station which will be for rolling beeswax sheets.
5. At entrance check-in desk, place wicks under desk (these will be handed out when checking in). Put clipboard, instructions, sharpies, scissors, etc. on check-in desk.
6. Setup 1 crockpot on the each table - configure extension cords so that they are as out of the way as possible. Tape down cords with duct tape if necessary.
Place wax sheets on the station that has the chairs around it.
7. After chopping blocks of wax in to many, many small pieces, put blocks of beeswax into crockpots in preparation for melting, but DO NOT plug in or turn on (this will be done by Kimberly Martin early Saturday morning). Lay out wooden spoons, tongs and large tumblers.
8. Set out pitchers and fill with cold water from across room in art room. This will be used to replenish the water in the tumblers.
9. Once room set up is complete, check with Children's Activity chair to obtain sign for door indicating room is completely ready for the next day.

Instructions for room volunteers

Please arrive on-time for your shift!!!

Greeter - one volunteer to sit at entrance to check 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 activity bracelet. Silver can only have up to 3 marks. If the child is "out" of Children's Activities, they could be directed downstairs to the front lobby to purchase more Children's Activities bracelets.

Count the child on the tally sheet

Hand the child a wick.

Direct the child to another volunteer to explain the activity
Facilitating

Guide the child through making their candle.

Provide aloe for any wax burns.

Refresh the water in the tumblers with cold water.

Add more wax to melt as needed?

Stir wax as needed.

Assist in the retrieval of dropped candles.

MONITOR SIZE OF CANDLES MADE: SEE EXAMPLES!

Instructions for activity

1. For dipped candles, dip the wick into the wax, let drip back into the crockpot, dip into cold water. Repeat until candle is desired size. Limit the size of the candle.
2. For rolled candles (younger children), lay wax at one side, roll wax tightly and dip once or twice into hot wax to seal.

Clean Up Procedures

Children's Activities close at 2:30P, though there will certainly be some finishing their projects after that time, clean up can begin then. All Children's Activities rooms must be cleaned and back to their original configuration by 5P on Saturday, December 6th.

Unplug crockpots so that wax may cool. Leave on tables.

Empty tumblers and pitchers - put into bins w/ other supplies, leftover wicks, rolling wax - please

be organized about storing materials - they will be there next year.

Remove all paper, plastic and tape from tables, put into trash.

Remove trash bags and twine from all chairs, put into trash.

Wipe all tables/desks. Move desks off tarp.

Sweep tarps and floor and wipe down any areas that need it.

Remove tape from tarps and tarps from floor. Fold tarps.

Dispose of all trash in dumpster outside - big black trash bags will be made available for big trash collection.

Return classroom to original setup. Review room photo for more information about how the room was setup originally.

Any unclaimed candles can be put on HF display table in main lobby.