

# CHILDREN'S SHOPPE

**Planned Number of Participants: 350**

**Classroom Coordinator:**

Holiday Fair Contacts: 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, bound activity instructions sheets: volunteer schedule for your activity, set-up and clean-up instructions

## Room Set-Up

The Children's Shoppe will be held in the 7th grade classroom. This room will be ready to set-up by 3P on Friday, Dec. 6th. The Class Coordinator, along with 2 other parent volunteers, and the 7<sup>th</sup> grade students are responsible for setting up the room between 3-6P on Friday, Dec. 6<sup>th</sup>. The goal is to have the room setup by 6P on Friday, Dec. 6<sup>th</sup>.

Start thinking creatively and have fun!

- 1) All but 4 chairs are stacked with desks behind wall where student hooks are.
- 2) Arrange desks around the room in a nice flow - either circular or U-shaped- to encourage children to enter room from East door and leave through West door. Cover with table cloths, set up 'tree' in middle of room. See photo.
- 3) Designate two desks and chairs to be the two separate gift wrapping stations by West door.
- 4) Designate one desk and chair to be the cashier station-also by West door.
- 5) Report to the POD (outside by ball court) and carry all supplies up to 7th grade classroom. This will take more than one trip.

6) Arrange items nicely and price the items for sale.

If the items have not been priced so this could be taken into consideration when grouping items. You may want to have a \$1 table and a \$2 table and a \$3 table. The highest price is \$3 and this should be reserved for only a few items that truly deserve it. Alternatively, you can price items individually with stickers provided. A combo of these two ways could happen also.

Since these are all donated and for the children of all ages to be able to buy, please price them to sale.

7) Once the room has been set up completely, please find CA chair and to get the okay to hang the sign over the door.

## **Instructions for room volunteers**

### **Please arrive on-time for your shift!!!**

Greeter - one volunteer to stand at entrance to check child and advise parents to wait outside for the child.

Check the child's activity bracelet. BLUE bracelets are for unlimited activity access. SILVER bracelets are for 3 activity access. Mark bracelet with Sharpie. If silver bracelet has 3 marks on it and they want to do the activity, they could be directed downstairs to the front lobby to purchase more children's activities bracelets.

Count the child on the tally sheet

Facilitate passing child to a 7th grader, instructing the student to introduce him/herself.

Notice how many people are in the room so we can decide on the best occupancy of this popular activity.

If the room seems really full, implement the process of 1 child out, 1 child in.

Write any thoughts on paper provided by front door.

## **Clean Up Procedures**

Children's Activities close at 2:30P, though there will certainly be some finishing 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 7th.

Return all chairs and desks to to 7th grade classroom. See Photo.

Sweep.

Using provided rags, remove any scuff marks from floor.

Pick up trash. Dispose all trash in dumpsters outside - large trash bags will be made available.