

40TH PTSA HOLIDAY CRAFT SHOW

SATURDAY, NOVEMBER 5th, 2016

VOLUNTEERS NEEDED!

The 40th Annual Frost Holiday Craft Show is the only fundraiser sponsored by the PTSA and we need your help to make it a success! Students are needed to work **with** their parents. Volunteers attend the Craft Show for free. Please indicate where you would be able to provide assistance by checking one or more boxes below. **We will email/call to confirm scheduled times/jobs in October.** If you have any questions, please email Tracey Jakubowski at livoniafrostdraftshow@gmail.com. Thank you for your support!

CHECK X	VOLUNTEER DUTY	WHEN
	Craft Show Leadership Positions- Assist craft show coordinator by taking on leadership role in ___ Tickets/Raffle ___ Co-Craft Show ___ Publicity. Supervise ticket/raffle area. Work with Chair to learn and lead next year. Help make phone calls to confirm volunteers in Oct. Coordinate sign postings with city and schools, advertise event through social media, etc.	Saturday 11/5 and phone calls during early October
	Bake Sale Donations: MANY donations of baked goods needed for our bake sale. Items should be packaged in small quantities in disposable containers/baggies. Please refrain from baking items that require refrigeration. (You will receive a reminder)	Deliver to school Friday 11/4
	Raffle/Ticket Sales: Sell tickets and hand out raffle drawing cards. 2 hour shifts. Great job to work with your Frost student!	Saturday 11/5
	Hostess/Crafter Relief: Assist crafters needing a 5 minute break by sitting at their booth, assist in the office, and check restrooms for paper product needs. 2 hour shifts.	Saturday 11/5
	Kitchen: Prepares and sells lunch and/or snacks during the show. Students help take and deliver lunches to crafters. 2-4 hour shifts beginning at 9:00 am.	Saturday 11/5
	Bake Sale: Sell/Accept donations for our bake sale items working 2 hour shifts.	Saturday 11/5
	Traffic Control: Adults are needed to help direct parking lot traffic with the assistance of the Livonia Police Reserves. 2-3 hour shifts.	Saturday 11/5 9:30 am-12:00 pm
	Clean Up: Remove tape from floors, stack folding chairs, remove in- school signs, return equipment to PTSA closet, and pick up trash and pop cans.	Saturday 11/5 3:30-5:30pm
	Publicity: Mail out postcards, place flyers in local businesses and signs on school property and homeowners lawns (with permission). Send info to schools/PTAs for newsletters or email blasts. <input type="checkbox"/> YES! I am also interested in taking on a leadership role with Publicity!	On your own time Mid-October to 11/5
	Floor Marking: Volunteers needed to help measure and "tape" floors for booth assignments	Thursday 11/3 6:30-8 pm
	Friday Set-Up: Set up chairs, place booth numbers on chairs, hang signs, other light tasks that may be needed.	Friday 11/4 4:00-6 pm

Student volunteers must be accompanied by an adult.

Adult Volunteer Name:	Student Volunteer Name:
Email Address:	Phone:
Hours Available:	

**PLEASE RETURN THIS FORM ON SCHEDULE PICK-UP DAY
OR RETURN WITH YOUR STUDENT TO THE FROST OFFICE PTSA MAILBOX**