



SUGGESTIONS FOR PLANNING YOUR SCHOOL'S PRIZE DAY PARTY

- Schedule the party at least 2-3 weeks after the end of your fundraiser with the principal and cafeteria manager or head coach for the gymnasium, allowing time for the orders to be collected, mailed and received for processing.
 - For catalog fundraisers, it normally takes about a week or 2 for the suppliers to input the orders into their computer system and provide the reports needed to determine which students qualify to attend the party and any other prizes associated with the fundraiser.
 - For in-hand fundraising program, make sure to forward King Fundraising your spreadsheet.
- Allow for an hour for the party, plus a 30 minute setup beforehand and 30 minute cleanup afterwards. It may take less time, but you want to be prepared in the event that your school has a high participation rate for the fundraiser. As the fundraising chairperson, we recommend you plan on being at the school in the morning to provide all necessary communications and organizing materials to teachers like wrist bands and student lists (see below for details).
- Week prior to the party (or at least a few days beforehand), provide the principal and teachers with a list of students who will be called out of class to attend the party and an itinerary of events for the party day
- Prepare a system for easily identifying which students qualify for the various prize levels. For example, colored wrist bands have been an easy way for most of my schools to simply call each group of students to participate in the prize day; pass out the wrist bands to the teachers to provide to the students the day of the party. Suggestions:
 - **Red wrist bands** – student qualifies to attend the party
 - **Blue wrist bands** – student qualifies to attend the party, receive 2 toppings, get photo taken with Mrs. Foxy, and take 1 turn at the treasure chest
 - **Yellow wrist bands** – student qualifies to for the above mentioned prizes plus the student receives a Crazy Hat to wear at the party and 2 turns at the treasure chest
 - **Green wrist bands** – student qualifies for all of the above mentioned prizes plus the student gets to participate in the sticky hand money grab and receives 3 turns at the treasure chest
- Recruit 4 to 5 parent volunteers or school personnel to help keep the party organized, activities running smoothly, and the party area clean.
- Prior to the party, explain to the volunteers the overall idea of the prize day and what roles you need them to fill before, during and after the party (i.e., “I need volunteers to help purchase supplies, setup/decorate the day of the party, help keep students organized and having fun, and clean up afterwards”).
- Day before the party, purchase ice cream, decorations, and any other party related items (i.e., music, party favors, etc.)

Example Party Itinerary

Time	Event	Comments
12pm	arrive at school to start decorating	Feel free to arrive earlier but at least be there an hour beforehand
12:05pm	meet with volunteers to explain the itinerary and assign roles/duties	
12:10pm	decorate the party space	Plan to purchase decorations the day before if not sooner
12:45pm	double check to make sure everything is ready	if using ice cream, decide whether to have the ice cream set out on the tables prior to students arriving or if you have enough parent volunteers to pass out ice cream once students are seated
12:55pm	call qualifying students to the party space	
1:05pm	have students take a seat and take a minute to welcome them and thank them for their hard work and explain how by helping they are receiving the party and other prizes.	Also take this time to congratulate the top selling students, top selling homeroom teachers and provide their prizes. This is also a good time to hand out Crazy Hats to those students who qualify to receive them, while the ice cream is being passed out
1:10pm	pass out ice cream if you haven't already	
1:15pm	dismiss students who only qualified for the ice cream party level and have all other students gather round Mrs. Foxy for taking a photo, followed by lining up for the treasure chest	
1:20pm	have your top sellers line up first, followed by students qualifying at the other prize levels (i.e., start with students getting 3 turns, then 2 turns, than 1 turn).	Students who only qualify for the ice cream party and not the treasure chest can be dismissed to return to class after they finish their ice cream. Provide teachers and principal with lists of qualifying students and an itinerary so they know where their students should be during this process
1:50pm	dismiss students to return to class except for those who have sold 50 items or more so they can do the Sticky Hand Money Grab	
2:00pm	Dismiss remaining students to return to class	
2:05pm	Thank your volunteers and start cleaning up	Send a quick note to the principal in case she is not present for the party, letting her know how things went and thanking her for allowing students to get out of class

