

Description of All Carnival Subcommittees 2009-2010

CARNIVAL TICKET SUBCOMMITTEE

This subcommittee is responsible for "stuffing" envelopes for ticket sales in preparation for pre-carnival ticket sales. This job can be done from home. Tickets and envelopes will be provided. Ticket sales will begin on Monday (e.g. May 11th), the week of the carnival and run through Friday, the day before the carnival (e.g. May 15th). Two or three individuals are needed for each day.

CARNIVAL VOLUNTEER SUBCOMMITTEE

Responsible for developing a flier to distribute to all students. Principal/PTO President/Carnival Chair must approve flier. The flier will be copied (enough for each student) and distributed in each teacher's box no later than the third week of April. Volunteers will be scheduled for staffing all carnival rides and games, baking for bake sale and cakewalk. Responsible for scheduling local teens and Bond Mill 5th graders. Other duties include on the day of the carnival working the volunteer raffle, signing student community service forms and making sure all rides/games are staffed. Room Parents will help to staff the rides/games that have been assigned for their classroom

CARNIVAL SPONSOR SUBCOMMITTEE

Responsible for developing letter to distribute to local businesses. Donation list will be divided among committee members. Committee members will contact businesses to ask them for donations. Pick your favorite vendor ask them for a donation. Point of contact at business will be recorded and a date for pick up of item or mailing of item will be scheduled. **Many committee members needed!!!**

CARNIVAL SILENT AUCTION SUBCOMMITTEE

Responsible for scheduling a meeting with basket committee to determine themes for each class basket. (Usually scheduled at the beginning of April). Each individual class will be responsible for collecting items for theme basket. Responsible for making a flier for each grade level. Basket committee is responsible for collecting and labeling cardboard boxes for each class. Committee

is responsible for seeking donations of large baskets. One week before donation due date, ask teachers to include this on homework assignment as a reminder.

CARNIVAL POSTER SUBCOMMITTEE

- Responsible for making a flier to advertise the carnival poster contest. The flier will be emailed to school principal/ PTO president/Carnival Chair for approval. Following approval the Poster flier will be copied (enough for each student), sent to the Website chair for inclusion on the website and the email mailing list and distributed in all teacher boxes no later than the third week of April.

Important dates: April 23rd/May 8th/May 13th/May17th (3 weeks before, 1 week before, Monday prior and the day of the carnival). Team is responsible for Poster Judging. Posters will need to be placed in the neighborhood and at the school. Once carnival is over the committee needs to get neighborhood signs removed..

CARNIVAL ADMINISTRATIVE SUBCOMMITTEE

Responsible for photocopying fliers for the class, preparing thank you letters to all carnival sponsors and donors. Envelopes/stamps/addresses provided. Time frame would be the following 2 weeks after the carnival ends:

CARNIVAL ENTERTAINMENT & MISC. SUBCOMMITTEE

- Chairperson is responsible for contacting any local free entertainment, inflating basketballs for the carnival, and other things as needed.