

Richland Elementary Halloween Carnival



Room Parent Information Packet

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Richland Halloween Carnival Event and Booth Information

What is the Richland Halloween Carnival?

An annual tradition for the last 30 years, the Carnival is a community event and Richland's biggest fundraiser of the year. Each year about 2,000 people attend this event, and around \$15,000 is raised for the school!

The Carnival includes:

- Game Booths - winners get tickets to trade for prizes
- A Cake Walk - winners receive baked goods
- A Plant Walk - winners receive potted plants
- Food and beverage trucks
- Vendor booths
- Raffle drawings for prizes and gift baskets
- Performances by Richland students
- Performances and demonstrations by local music and dance groups
- A student Costume Contest and Parade

What are the Game Booths?

Each class at Richland will be assigned a Game Booth to manage on Carnival day. The carnival games are already created and all the supplies and materials needed to run it will be provided by the FOR Club. Each class's Room Parent takes on the responsibility for setting up the booth on Carnival Day and for gathering adults and students to volunteer in the booth.

With the exception of the Cake Walk and Plant Walk (which take place in the assigned teachers' classrooms), each Game Booth is located on the school blacktop near the grassy fields and upper playground. A Game Booth consists of a pop up canopy, a table and chair, and any necessary game components. Each game accepts pre-purchased game tickets only, no cash. A friendly booth decorating contest is held each year and the winning class gets extra recess for a day!

How do Game Booths work?

Each booth has its own unique game, but the basic instructions remain the same:

1. Game Booth tickets are sold for \$1 each at a separate ticket table.
2. Customers turn in the required number of tickets to play a booth's game
3. Players participate in the game and can win a prize ticket for achieving a goal
4. For most games, if a prize ticket is not won, the player receives a ticket to mine for candy in a separate booth.
5. Prize tickets are taken to a Prize Redemption Booth to trade for small toys and treasures.

Game Booth Setup and Breakdown:

Setup: begins at 8:00 am

- The Room Parent will set up the Game Booth and ensure everything is in place before the Carnival opens at 10:00.

Breakdown: begins at 4:00 pm

- The last booth volunteers will gather up the game components, tickets, booth sign, and decorations. They will return everything to the Staff Lounge. All volunteers will work together to fold up the pop up canopies, fold up the tables and chairs, and gather up trash.

Duties of Game Booth Volunteers:

Prior to the Carnival, each Room Parent will create and email out a volunteer signup sheet using the website SignUpGenius.com. Families then sign up to work a shift in the booth between 10:00 am - 4:00 pm. The Room Parent will email the SignUpGenius link to the Volunteer Coordinator, who will fill any empty shifts.

Each Booth table will have a Volunteer Shift Schedule taped to it. Each Game Booth must be attended at all times. Volunteers should not leave until they have been replaced by the next volunteer. It is important to note that all game tickets must be saved and turned in to the FOR Club team periodically through the day. (This is how we track the success of each game booth)

Booth volunteers will:

- Collect game tickets
- Help players participate in the game
- Hand out prize tickets **or** a ticket to mine for candy
- Ensure the booth game keeps running smoothly.

For any help, questions, or issues, volunteers can go to the Staff Lounge and find a FOR Club board member. They will be on site all day long to assist with any issues that may arise.

Game Booth Guidelines:

Play Fair: each game has a set of rules and guidelines to follow. Please ensure all players play by the rules! If a very young child struggles with the game, volunteers may offer a slightly easier option to assist them.

Game Prizes: each game player receives a prize ticket OR a ticket to mine for candy

Make it fun! Cheer for game players, encourage them, offer advice if they are struggling.

Comment/Suggestion Sheet:

Each Booth table will have a Volunteer Comment Sheet taped to it so booth volunteers can record their ideas, thoughts, suggestions, and any issues with the game to help with next year's Carnival. Any feedback given will be greatly appreciated!

Room Parent Responsibilities

We want to ensure all our Room Parents feel prepared and informed about their role at Carnival. Your role as Room Parent is so important to the smooth functioning and success of our biggest fundraiser of the year. Below is information regarding what exactly you are supposed to take care of as Room Parent for the Carnival. Please contact the FOR Club with any questions or concerns.

Room Parent Responsibilities and Timeline

1. Gather Booth Volunteers to work in your class Game Booth
 - o Sept 23-Oct 25
2. Ask your class families for donations of raffle basket items and drinks/candy
 - o Sept 23-Oct 23
3. Borrow a pop up canopy for your booth to use for Carnival day
 - o Ask for donor Sept 23-Oct 23
 - o Canopy on campus before Oct 24
4. Make a class sign for your game booth
 - o Sept 23 – Oct 24
5. Set up the game booth before the Carnival begins
 - o Oct 26: between 8-9:30 am
6. Decorate the booth canopy with fun Halloween décor and student artwork
 - o Gather supplies Sept 23-Oct 23
 - o Decorate Oct 26: between 8-9:30 am
7. Thank your classroom families for the time and/or supplies they donate to the booth
 - o Oct 27

Gather Booth Volunteers:

Ask your teacher to provide you with a list of the class parent/caregiver emails. Then, create a sign up form using the website SignUpGenius.com and email it to your class parents. (Instructions on how to create your SignUpGenius form are on page 7 of this packet.) This online form will have time slots that parents can sign up to work in the class booth between 10:00 am - 4:00 pm. The goal is to get at least 1 parent to sign up for each time slot. (Students are definitely welcome to help work the booth as long as there is an adult to supervise them).

Two weeks before Carnival begins, please email the link to your active SignUpGenius form to the FOR Club Volunteer Coordinator: forclubvolunteering@gmail.com. Any unfilled time slots will be filled by the Volunteer Coordinator, and she will print out the final list of time slot assignments and post it in your Game Booth on Carnival day. The FOR Club will ensure your booth is always staffed

with at least one volunteer so it can remain active during the entire Carnival. Students from Mission Hills High will also be volunteering to assist parents in the Game Booths.

Ask your class families for donations

It is a tradition for each classroom to put together a theme basket to be used in the Raffle. These should be turned in to their teacher by Wednesday, October 23.

Basket themes:

TK/Kinder: Starbucks/Coffee

First Grade: Retail gift cards/Entertainment

Second Grade: Gas Cards

Third Grade: Lotto/Scratchers

Fourth Grade: Grocery Stores

Fifth Grade: Restaurants

We also ask families to donate beverages and candy for the event. Please bring all donations to school and leave in a marked Carnival bucket near the flagpole on any school day between Oct 1-25. **Donors need to write their child's teacher on the donation. The class with the most donations will get a special surprise the week following Carnival!**

Donation Assignments:

TK/Kinder: Water

First Grade: Juice

Second Grade: Soda

Third, Fourth, and Fifth Grade: Candy

Borrow a Pop Up Canopy:

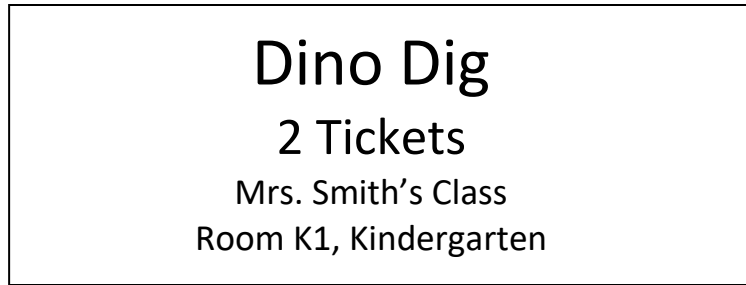
Every canopy used at Carnival is donated for that day's use by a Richland family. Please ask your class families if they can donate their pop up canopy for the day.

All canopies must be clearly marked with the name, class/grade, and phone number of the family who donated it. Canopies can be dropped off during school pickup at Richland Oct 21-25. Canopies can be taken home up as soon as Carnival ends on Saturday at 4:00. Any unclaimed canopies will be held safely on campus until picked up by their donors.

Make a class sign:

Using butcher paper or very large posterboards, each Room Parent will create a clear, eye-catching sign for their class Game Booth that includes the game name, number of tickets needed, teacher, and room number. Please ensure this sign is sturdy enough to withstand wind, have a reliable means of hanging it, and ensure it can be clearly read from a distance. The sign will be included in the booth decorating contest, so feel free to include drawings, stickers, collage, or paint.

Basic sign example:



Set up the Game Booth

Game Booth setup begins at 8:00 am on Saturday. You can arrive as early as 7:00 if that works for your schedule.

1. Go to the Staff Lounge (next to Room 20). The FOR Club board members will have all game components and prize tickets organized and ready for pickup by Room Parents. You will receive a map that indicates where your Game Booth is located on the blacktop
2. After picking up your game supplies, walk to the blacktop area and locate your class booth. It should already have a pop up canopy, table, and chair all set up. You will then hang your class sign, set up the game components, and get the table ready for collecting tickets and distributing candy and prize tickets. **All Game Booths must be ready to play at 9:30 am to ensure they are ready for Carnival to open at 10.**

If possible, please bring the below items for the setup and decorating of your class booth:

- Tape - duct, masking, scotch
- Scissors
- Zip ties, string
- Sharpie

Decorate the Game Booth Canopy

A fun and friendly booth decorating contest takes place each year, with the prize of **extra recess** going to the class whose booth looks the most festive and creative. Class parents are responsible for providing décor items such as a tablecloth, hanging decorations, banners, streamers, etc. You can ask class families to donate décor items.

You can ask your teacher if the students can make an art project in class to decorate their booth with. The kids love to see their artwork on Carnival day!

Thank Your Classroom Families

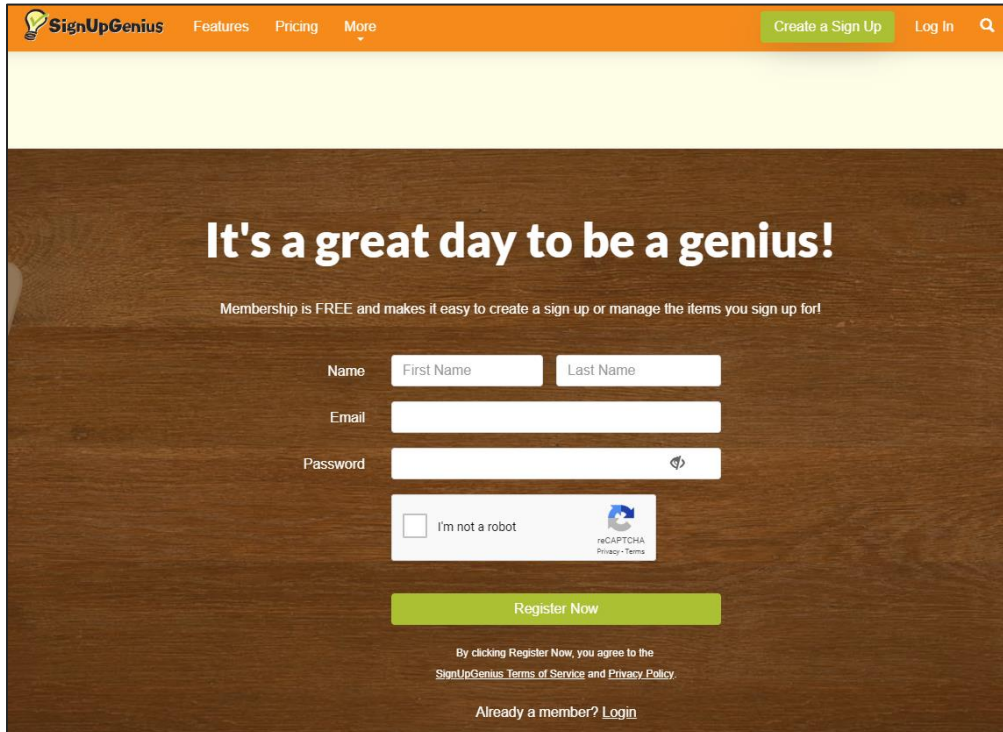
After Carnival ends, please send a thank you email or handwritten notes home with the students to let families know how much their participation and help were appreciated. Please follow up with the family who donated the pop up canopy to ensure they received it back.

SignUpGenius.com Instructions

This year, we are asking all Room Parents to please use the website www.SignUpGenius.com to schedule volunteers to work in their class booth on Carnival day. This site is an easy, free way to recruit, schedule, and organize volunteers. **Once your class SignUp page is set up, please share the link with the FOR Club Volunteer Coordinator so she can fill any empty time slots that remain.**

How to set up your SignUpGenius Account:

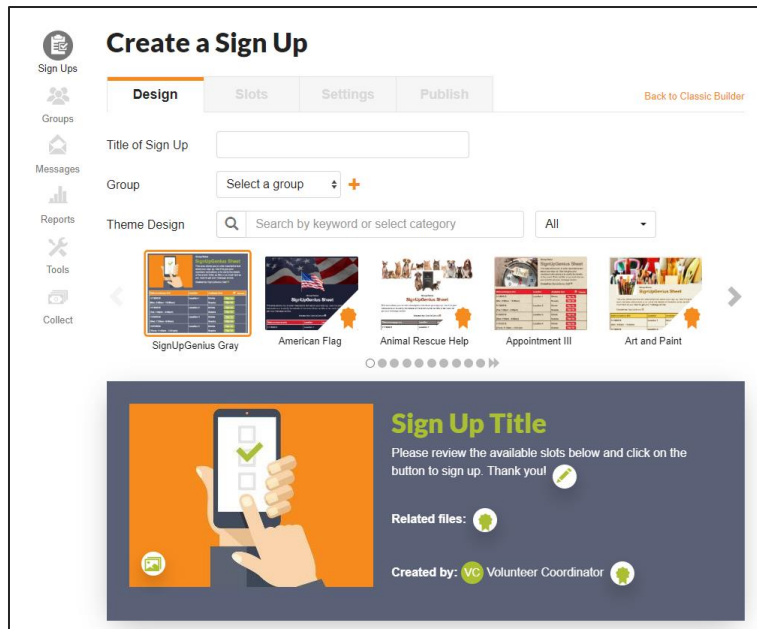
1. Go to the main website and click “Log In”. You can either create your account using Facebook or your email and a password. <https://www.signupgenius.com/register#/registration>



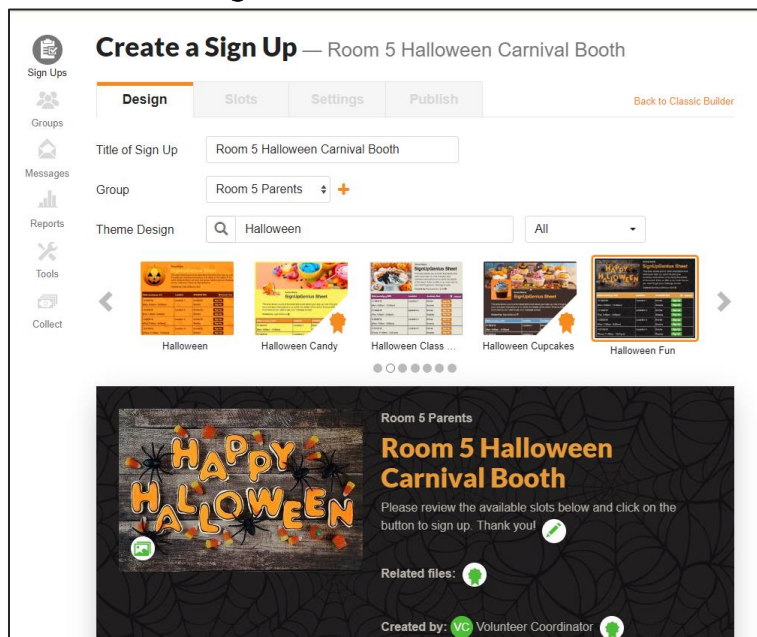
2. Follow the instructions to verify your email address and you will be all ready to go!

How to create your Class Booth Signup Sheet:

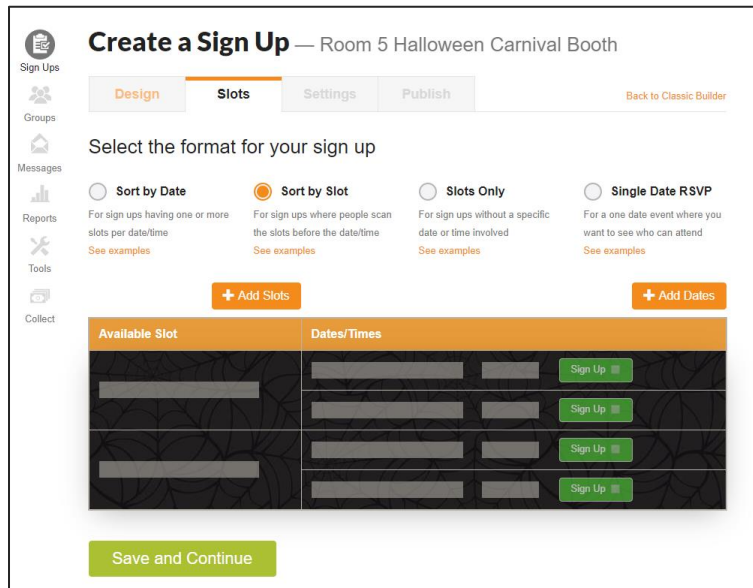
1. Click on the “Create a Sign Up” button on the top right of the screen
2. The next screen will display a preview of your Sign Up with blank fields to enter the information you want to include.



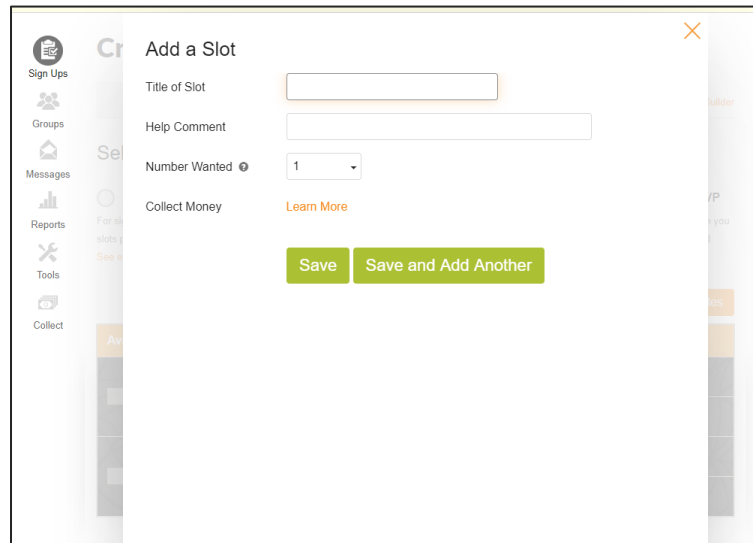
- Title of Sign Up:** “Room # Halloween Carnival Booth”
- Group:** click the + sign and make a group name “Room # Families”
- Theme design:** search for “Halloween” and select any design that does not have an orange ribbon in the bottom right corner (these designs are only for the paid version of this website. There are plenty of free designs to choose from)
- Click “Save and Continue” to go to the next screen.



3. Select the format for your Sign Up:
 - a. Click “Sort By Slot”



- b. Click “Add Slots”



Title of slot: “Game Booth Volunteer”

Help Comment: “Volunteers will run our class game booth at Carnival by collecting tickets, helping people play the game, and handing out either prize tickets or candy to players. Students may work in the booth as long as an adult is supervising them at all times.”

Number wanted: 1

Collect money: *ignore this field*

Click “Save”

c. Click “Add Dates/Times”, then “Add Time Slots”

Add Dates/Times

Add From Calendar **Add Recurring Days** **Add Time Slots**

Days Of The Event: 10/26/2019 to 10/26/2019

Including These Days: Sun Mon Tue Wed Thu Fri **Sat**

Time Range: 10:00 AM to 04:00 PM

Time Slot Increment: Every 60 Minutes

Location Name (Optional): Richland Elementary School

Assign these dates/times to: All available slots

Add 6 Time Slots

Days of the Event: “10/26/2019 to 10/26/2019”

Time Range: “10:00 AM to 4:00 PM”

Time Slot Increment: “Every 60 Minutes”

Location Name: Richland Elementary School

Assign these dates/times to: “All available Slots”

Click “Add 6 time slots” to save and continue

Create a Sign Up — Room 5 Halloween Carnival Booth

Design **Slots** **Settings** **Publish** [Back to Classic Builder](#)

Sort by Slot [+ Add Slots](#) [+ Add Dates](#)

Available Slot	Dates/Times	Location
Game Booth Volunteer (1)	10/26/2019 (Sat. 10:00 am - 11:00 am)	Richland Elementary School
	10/26/2019 (Sat. 11:00 am - 12:00 pm)	Richland Elementary School
	10/26/2019 (Sat. 12:00 pm - 1:00 pm)	Richland Elementary School
	10/26/2019 (Sat. 1:00 pm - 2:00 pm)	Richland Elementary School
	10/26/2019 (Sat. 2:00 pm - 3:00 pm)	Richland Elementary School
	10/26/2019 (Sat. 3:00 pm - 4:00 pm)	Richland Elementary School

NOTE: Dates are in mm/dd/yyyy. Times are shown in PDT. To modify, update your [settings](#).

Save and Continue

d. Click "Settings"

Create a Sign Up — Room 5 Halloween Carnival Booth

Design Slots **Settings** Publish [Back to Classic Builder](#)

Ask Participants For:

- Name Required
- Email Required
- Comment Optional

+ More

Note: Only name and comment are seen by participants.

Preferences

General Settings Notifications Restrictions Integrations

- Allow people to "swap" slots with each other
- Remove ads on this sign up [Learn More](#)
- Remove the SignUpGenius branding from all sign up pages. Enterprise [Learn More](#)

Save and Continue

Ask Participants for: Name – required, Email – required, Comment - optional
Preferences: *select the options you prefer as the administrator of this signup
Click "Save and Continue"

e. Publish: check the preview screen and make any necessary changes. You can publish immediately or save this draft and work on it later.

Create a Sign Up — Room 5 Halloween Carnival Booth

Design Slots Settings **Publish** [Back to Classic Builder](#)

Ready to Publish?

That's a genius sign up. Volunteer! Publish it to see options to invite participants, or save a draft to finish later.

Publish Save Draft

Sign Up Preview Participant Form Preview

Room 5 Parents
Room 5 Halloween Carnival Booth

Please review the available slots below and click on the button to sign up. Thank you!

Date: 10/26/2019 (Sat)

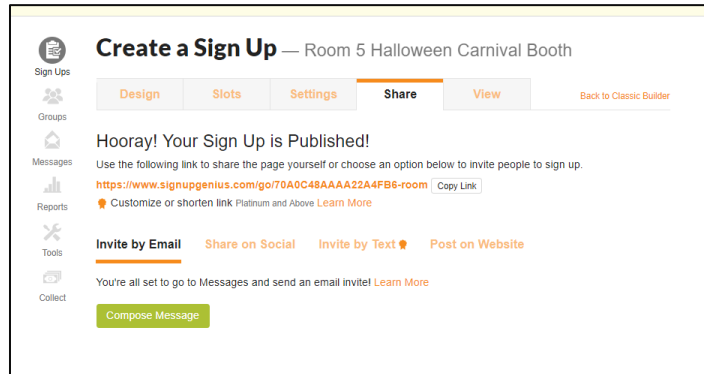
Location: Richard Elementary School
510 Borden Blvd, San Marcos, CA 92069

Created by: Volunteer Coordinator

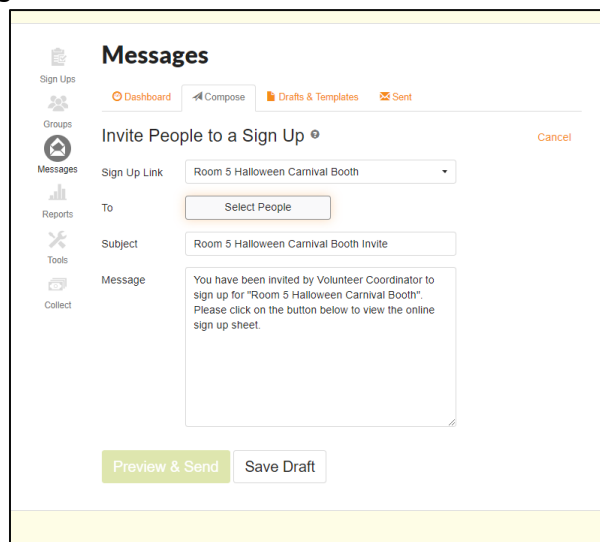
Available Slot	Date (mm/dd/yyyy)	Time (PST)	
Game Booth Volunteer <small>Volunteers will run our class game booth at Central by collecting tickets, helping people play the game, and handling out either prize tickets or candy for prizes. Students help work in the booth as long as no adults is supervising them at all times.</small>	10/26/2019 (Sat)	10:00am - 11:00am	Sign Up
		11:00am - 12:00pm	Sign Up
		12:00pm - 1:00pm	Sign Up
		1:00pm - 2:00pm	Sign Up
		2:00pm - 3:00pm	Sign Up
		3:00pm - 4:00pm	Sign Up

f. **Invite class families to sign up:**

- i. **Option 1:** Use your personal email. Copy and paste the link to the live Sign Up and include this in your email to the class families.



- i. **Option 2:** Use the messenger on SignUpGenius to invite families. Simply enter every email address separated by commas or spaces and compose your message.



Once your SignUp is live, please email the link to the FOR Club Volunteer Coordinator: forclubvolunteering@gmail.com
She will check each class page the week before Carnival and fill any vacant spots with volunteers.

Thank you so much for being a Richland Room Parent!
We appreciate all your hard work and hope you and your class have a great time at the Halloween Carnival.