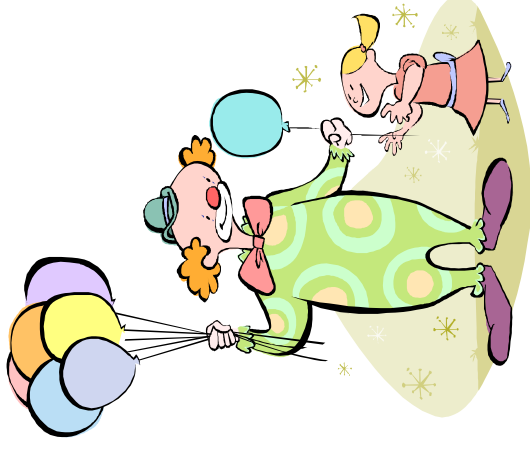


CHRIST THE KING CATHOLIC CHURCH

SPRING CARNIVAL

Chair Person & Volunteer Manual



CHRIST THE KING CATHOLIC CHURCH SPRING CARNIVAL

2112 S. Greenwood Ave.
Fort Smith, AR 72901

Phone: 479-783-7745
Fax: 479-783-7075
E-mail: ctkdev@christ-king.org
Contact Person: Karen Mills, Director of Development

Highlighting booth and job descriptions!

- *Games and booths for Children!*
- *Games for Adults!*
- *Food booths!*
- *Entertainment!*
- *Prizes!*

CHAIRPERSON RESPONSIBILITIES

Chairperson: The CTK Director of Development serves as the chairperson for the Carnival. As of 2006, there is an up-to-date step by step guide as to how the event is efficiently planned and implemented. Planning begins in September.

Co-Chair: Assists Chairperson with planning and implantation of event. Attends committee meetings. Serves as a team with Chairperson.

Children's Games Chairperson: Oversees children's area games. Inventories supplies and prizes. Oversees setup and takedown of booths. Works with booth chairperson's and scheduling. Manages the area during the Carnival with supplies, prizes and staffing.

Food Chairperson: Orders all food, beverage and paper goods for food/beverage booths. Stays in contact with food and beverage chairpersons to replenish supplies throughout the event.

Site and Operations: Works with booth chairs throughout planning and implementation. Assists setup and takedown crew on booth location. Assembles a volunteer crew to help with general maintenance and cleanliness. Makes sure that street and sanitation departments are contacted for "S" Street closure and trash pickups. Assists with security check at the end of each night during setup and event (making sure all booths are secure, doors are locked, lights turned off). Researches wireless communication system for chairpersons during event.

Volunteer Coordinator: Assists chairperson with scheduling of volunteers and makes sure that all booths are adequately staffed. Keeps a spreadsheet of times and names for each booth and reports to chairperson of any deficits or needs. Monitors booth staffing during event. Works at Volunteer check-in table during the event, which is located in the lobby of the parish center.

Silent Auction Chairperson: Organizes and solicits items from area businesses for the silent auction. Secures approximately 300 bid sheets. Responsible for setup and checkout of auction in the parish center. Contacts winning bidders the following Sunday to pay and collect their items. Writes thank you letters to donors. Assembles an auction committee to assist. Work begins in September.

Booth Chairpersons: Attends one Carnival Committee meeting at the first of May to report on status of staffing and supplies for booth. Responsible for scheduling /reminding volunteers to work booths. Conducts one meeting the week before the event with volunteers to inform them of how the game works and prizes to be distributed.

Bingo Chairperson: Assembles a team of volunteers to conduct the game of BINGO. The game has to be for donation ONLY in order to adhere to the non-profit gambling laws by the State of Arkansas. The donation jar is split 50/50 as the prize for each game. The game takes place in the parish center. All monies are turned in to parish business manager at the end of each night.

Bulk Mail/Tickets Chairperson: Recruits a team of volunteers to stuff envelopes and prepare bulk mailing in January. Arranges for tickets for event. Prepares donor and pre-ticket sales packets in April.

CHRIST THE KING CATHOLIC CHURCH SPRING CARNIVAL

TABLE OF CONTENTS

*"You will be enriched in every way for your great generosity."
2 Corinthians 9:11*

Carnival Summary	3
Timeline	4
Booths	5
Booths	6
Chairperson Job Descriptions	7
Contact Information	8



B	I	N	G	O
●	22	3	10	8
4	7	2	12	18
1	17	Free Balls	5	50
2	●	19	4	120
11	9	30	4	525





FOOD BOOTHS

Hamburgers and Hotdogs: The Holy Name Society graciously roll in their big grills and cookers to serve the best burgers and hotdogs in town!

Egg rolls: Vietnamese Community Egg rolls, fried rice, wontons and sweet/sour sauce!

La Huerta Mexican Food: Hungry for Mexican food? Here's the booth then! Enjoy La Huerta's famous fajita nachos!

Pizza Booth: Serve Geno's Pizza by the Slice to hungry pizza eaters! One volunteer MAY have to make a pizza run in the event that pizza runs out too early. Need at least 3 volunteer workers per hour.

Soda Booth: Serving your favorite Coke flavors. Need 3 volunteers per hour. All volunteers must refrain from drinking DURING their shift.

Funnel Cake Booth: The Knights of Columbus bring their fryers and order their supplies that we reimburse after the event. Get one of a kind funnel cakes, fried Twinkies, and fried candy bars! Volunteers are needed to cook, sprinkle powdered sugar and serve the tasty treat!

Ice Cream Booth: Contact person is Tony Toth ice cream servers are needed for the event. 2 per hour.

Fruit slushies: serving a frozen non alcoholic fruit beverage.

Barbecue Dinner: Held every year in the parish center kitchen area. Enjoy a delicious meal of barbecue sandwiches, beans, potato salad and dessert. For a nominal fee.

Dessert booth: Volunteers bring individual portions of their favorite desserts. The altar society sells the treats to those with a sweet tooth.

Cake Booth: Parents and parishioners bring cakes, cookies and other assorted baked goods for participants to win while playing a game of skill.



REIMBURSEMENT PROCEDURES



A budget is set for each booth based on the previous year's revenue. ALL expenses are to be cleared with the chairperson **PRIOR** to spending. Once an expense is approved, the receipt must be accompanied by the CTK parish expense/reimbursement form and signed by the chairperson. The expense form and receipt is then submitted to the parish business manager, who serves as a checks and balance for the Carnival, and issues a check. Any receipts submitted after the budget has been met will be the responsibility of the spender. ALL receipts must be submitted by June 15th.

Summary

The annual spring carnival is THE parish fundraiser. Held on the 3rd weekend of May each year, the parking lot is transformed into a food festival and Carnival Midway that brings out the friends and neighbors of the CTK Community together for a weekend of family fun!

Some of the fun things to do and taste include Coca Cola ring toss, pie throw, bounce arounds (slide, rock climbing wall, obstacle course), ping pong fish, makeovers, dart throw, BINGO, LIVE music, funnel cakes, hamburgers, Mexican food, eggrolls, barbecue dinner, ice cream and a HUGE silent auction!

Groups of friends, school parents and parish organizations work together by coordinating and working the booths to make this event a success.

Chairpersons and booths are determined in September with volunteer signups. In this manual, a timeline, procedures, booth and volunteer descriptions are outlined.



TIMELINE



September: Volunteer Recruitment; determine booths; set budget for booths; determine layout of Midway; determine any new options; determine meeting dates and schedule on facilities management; book LIVE entertainment

October: Determine booth chairpersons; begin committee meetings to review procedures (notebook with forms provided); start auction solicitation; order inflatable slide, bungee run; obstacle course; t-shirt design contest

November: Begin food booth food counts; contact Holy Name Society; committee meeting; book entertainment (Live music)

December: Committee Updates; prepare requests for auction; request stuffed animal donations from school and church for Lollipop Tree booth prizes.

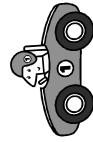
January: Bulk mailing for Carnival sponsorships; mailing for auction requests; deliver requests to area businesses; work on prize list; prepare volunteer signup sheets; begin “advertising” in bulletin and Courier; prepare ad copy for radio PSA’s; committee meeting; order t-shirts and souvenir cups

February: Prepare update of sponsors and obtain logos after payment is received; Continue bulletin and Courier “ads”; committee meeting; begin Excel spreadsheet for auction items; order bidsheets; determine signage for booths; request items for Country Store from school and parish organizations; call IC to reserve dunk booth; Arrange for security (3 officers each night 5:30—1 AM)

March: Inventory sponsorship banners and order any NEW sponsor/booth banners; Inventory tickets and order additional tickets; Order prizes for booths; Volunteer signup forms for Parent/Teacher conferences; committee meeting; send “ad” copy to radio stations; begin ticket presale (ticket bundles); Inventory games in basement; order fish and supplies for ping pong fish

April: Assemble sponsor packets for mailing; Update meeting for booth chairs; Sort prizes for booths; prepare spreadsheet for booth volunteers; prepare notices for volunteers; signups after mass; Committee meetings (2); Other requests (sanitation department, cleaning of parish center; set up and take down, delivery of truck, street department); sign placement

May: Committee meetings (2); Week of Carnival: Monday: auction set-up; Wednesday and Thursday: setup beginning at 6 PM; Friday: distribute prizes to booths; deliveries for food/beverages/auction; Inventory prizes and supplies after Friday night; takedown Sat. and Sunday



GAME BOOTHS

All shifts are in one hour increments from 6—11 on Friday and Saturday night. Volunteer time *can* be counted for assisting with mailings, pre-carnival work, auction, set up and take down. Most games require 2 people volunteers per hour.

Inflatable Slide: LOTS of fun!!! 25 foot slide with volunteers to take tickets and supervise/assist children.

Bungee Run: (Inflatable competitive game) Volunteers to assist/supervise participants and one to take tickets.

Obstacle Course: Either a dinosaur or airplane inflatable where younger children run through a semi-maze. Volunteers needed to supervise children and take tickets.

Inflatable Bounce Around: Approximately 10 children jump in the bounce around at a time. Age groups are rotated in 10 minute intervals. Volunteers take tickets and supervise the number and age group.

Basketball Throw: How many baskets can you make?! 2 basketballs/2 basketball goals with a free throw type competition. Volunteers take tickets and count the number of throws for each player in a 30 second time frame.

Baseball Throw: A FUN dunk tank! 6th grade Student Council representatives take turns being dunked in the booth. Volunteers take tickets and supervise the dunker and baseball thrower.

Pie in the Face: CTK teachers take a turn behind a wooden face cutout with pies being thrown in their faces! Volunteers fill the pie tin with whip cream and take tickets.

Putt Putt Golf: A mini putt golf course is set up and players try to putt the golf ball into the hole. Volunteers take tickets and give prizes.

Country Store: Win a bag of groceries! Spin the wheel, if the marker stops on your number you WIN a bag of groceries!

Coca-Cola Ring Toss: 2 liter coca cola bottles are stacked in a pyramid as the players toss rings. If the ring lands around the neck of the soda, the player WINS the soda! Volunteers take tickets, run the game and give the soda prize.

Fish Pond: Players hold a bamboo fish pole over a curtain. The “fish” bites and the player “catches” a bag of prizes! Volunteers take tickets and place the “catch” on the fishing pole.

Makeover Booth: The TARE students make you over! Hair paint, nail polish, temporary tattoos. .the works! Adult volunteers supervise the “do’s” and take tickets.

Ping Pong Fish: WIN your own goldfish! Small bowls of water contain those lovely little goldfish. Toss your ping pong ball into the bowl and the fish is YOURS! Volunteers take tickets and bag the winning fish.

Race Track: Race remote control cars around the track! Volunteers take tickets and pass out prizes.

Bowling: Simply stated. . .roll the ball to knock over the pins. Make a strike and win a prize. Volunteers take tickets and give prizes.

Lollipop Tree: Pick the colored lollipop and WIN a stuffed animal! Volunteers take tickets and give the prize.