

Winterfaire 2011

Rules and Requirements. Read ALL of it. It's important. Failure to follow any of these rules may result in (but is not limited to) losing your permission to sell, additional club service hour requirements, halting of sales, and seizure of profits. (ALSO AVAILABLE ONLINE AT LHSSTUGOV.COM/CLUBS)

Request for Participation Due: November 22, 2011 by 11:59 PM
Date of Winterfaire: December 16, 2011

ATTENTION ALL Clubs (if you're not an club, please ignore this section)

In order to participate in Winterfaire, you must either

- 1) have completed service hours for this semester or
- 2) turn-in a Club Service Project Form to show dedication to a volunteer program (which may take place after Winterfaire).

Clubs that do not turn in their Club Service Project Forms for the initial approval before Tuesday, November 22, will not be approved for fundraising at Winterfaire. Please turn in the Club Service Project Form either before or at the same time as the participation request form so that your approval will not be delayed. (If you have already completed some service hours for this semester and I have it recorded, do not worry about this.)

1. **Turning in the form**

Each club/group must submit an entry on the online form linked on Club Website. All forms need to be submitted by November 22, 2011 by 11:59 PM. The online form will be taken down after the mentioned date*, and **NO LATE FORMS WILL BE ACCEPTED**. All submissions must go through the online form; email submissions will be disregarded. Requests are based on a **FIRST COME FIRST SERVE** basis, so entries should be submitted as soon as possible.

* Subject to change based on the number of submissions.

2. **Approval Notices**

Presidents/Leaders are expected to check the Google Doc (linked on the online form and on the Club Website) to see whether their foods have been approved. It is your responsibility to check and see if you have been approved. I will not allow any additional organizations to sell after November 22nd at 11:59 PM.

- The Google Doc is updated every night, so presidents/leaders should check back the next day. If your group/club is not listed on the page within 48 hours of submission, all of your foods may have already been requested by another club/group. If not, please contact Christie Cheung (all contact info is below).
- If a certain food has not been listed with your club/group, it is because that food has already been requested by another club/group before you.
- Regardless of whether or not you have ordered your food yet, you are not guaranteed an item until the food list has been finalized.
- Clubs/Groups are not allowed to sell any foods other than those that they are approved for by SBC. Selling any items or foods not approved by SBC will lead to a seizure of a percentage or total profits, depending on the severity of the offense.

3. **Choosing the food items**

Only **ONE** organization may sell a specific food! There is a limit of **three** food items sold per club/group. (Do not cram in more than one food item into one line on the form. For example, do not say

“milk and cookies” or “baked goods” or “Dim Sum” in one line because those are each considered as more than one item; however, “tapioca”, which includes all of the flavors, is fine.) A list of reserved food items will be available on the Google Doc, so that you can see which foods are already taken.

4. **Table arrangements**

A table map will be ready on the Club Bulletin Board (on the first floor next to the attendance office) and on the Club Website by Monday, December 12th, 2011. There will also be a backup table map for rainy weather. On the day of Winterfaire, check the Club Bulletin Board if you are unsure whether to follow the regular table map or the back up table map. Individual tables in the courtyard and in the arcade will be labeled with club names to help guide you.

5. **Set-up and Clean-up**

Student government members will arrange tables during registry. Please **DO NOT SET UP BEFORE REGISTRY IS OVER** because tables may not be properly labeled or set up yet. NO EXCEPTIONS. Each organization is responsible for their own set-up and clean-up. Club members are required to set-up during mods 6/7 and clean up their designated area by 19/20. If SBC sees that a club has not properly cleaned up their areas, we will seize their profits and they will not be allowed to sell at the next fundraising event.

6. **Tending Tables**

Students must not cut class to tend tables, so please schedule members to work booths accordingly. Tables should never be left unattended. SBC is not responsible for stolen tickets, supplies, or food.

7. **Selling/ Ticket System**

Selling will occur during mods 6-18. The currency is in Winterfaire tickets, which will be sold in the Meyer Library. Please price your items in multiples of \$0.50 since that is the value of one Winterfaire ticket. **Never accept cash. If any club/group is caught handling cash, their profits will be seized.**

- Establishing a club account with Lowell is **required**. If you do not have an account or an account request form in by Thursday, December 8th, 2011, you will NOT be allowed to sell. No exceptions. Forms to create accounts can be downloaded on the forms page of the club website (lhsstugov.com/clubs). It is the last page of the Club Policies Packet.
- Mark or hole-punch all the tickets you accept. (Do **NOT** rip them!)

8. **Turning in the tickets for money**

SBC will be accepting Winterfaire tickets ONLY during the first week back from winter break (January 3-6, 2012) in the SAO. Failure to turn in tickets on time will result in the money NOT being transferred to your club account.

- When turning in your tickets please...
 - i. Clearly and legibly include the name of your club/group, your school account number, the number of tickets, the amount of cash the tickets are worth, and the name of the organization president and his/her e-mail and reg.
 - ii. Stack the tickets in groups of 50, held by rubber bands.

9. **Supplies**

Each club/group is responsible for providing their own supplies such as napkins, utensils, containers, etc. Remember to be sanitary!

10. **Handling food**

Each club/group must maintain foods properly and supply their own heating/cooling device.

Everyone must wear gloves when handling food.

- For foods in need of refrigeration or freezing, please ask permission from the club/group sponsor to use teacher's lunchroom or other individual refrigerators.
- The use of an electrical outlet on campus may be permitted upon request (on the request form). If you do NOT request an outlet, using one will **NOT** be allowed. (If you are seen

using any other appliances you have not listed on your form, you may be penalized.) Plan ahead.

11. Any Changes?

If have any concerns, questions, or you change your mind about anything that you have submitted, you **MUST** let Christie Cheung know by December 6th. **NO EXCEPTIONS**. Contact information is listed below.

Thank you for spending your time reading this rule sheet and for your interest in Winterfaire participation!

Christie Cheung
SBC Club Coordinator

Box #63

christiewcheung@gmail.com

Club Website: <http://www.lhsstugov.com/clubs>