**Homecoming Fair 2016**

**Club/Booth Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday, August 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Booth Applications available.</td>
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<tr>
<td>Friday, September 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Booth Applications and $10 entrance fee is due by the end of lunch. $10 entrance fee can be either $10 cash or the signed club trust appropriation transfer form which is attached. Applications are due by the end of lunch.</td>
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<tr>
<td>Friday, September 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Booth selections will be confirmed at the Club President’s meeting at lunch in the Activities Office. Fair procedures will be received.</td>
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<td>Monday, September 26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Purchase Orders due for your booth. You may turn in your Purchase Order early for approval. Bring it to the Activities Office by 3pm. Student Council meets period 2, on Tuesdays and Thursdays. <strong>Do not purchase items until Purchase Order is approved.</strong></td>
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<tr>
<td>Friday, September 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Purchase Orders due for your booth. You may turn in your Purchase Order early for approval. Bring it to the Activities Office by 3pm. Student Council meets period 2, on Tuesdays and Thursdays. <strong>Do not purchase items until Purchase Order is approved.</strong></td>
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<tr>
<td><strong>FAIR DAY</strong></td>
<td>Purchase Orders due for your booth. You may turn in your Purchase Order early for approval. Bring it to the Activities Office by 3pm. Student Council meets period 2, on Tuesdays and Thursdays. <strong>Do not purchase items until Purchase Order is approved.</strong></td>
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<tr>
<td>Friday, September 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Pick up your passes (nametags) in the Activities Office at nutrition. You must show ID to be issued a pass for booth assembly and set up. You will only be issued your pass (nametag). Then you may pick up your booth or table in front of the Activities Office (Booths are first come, first served).</td>
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<tr>
<td>Friday, September 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Set up will begin with the two designated students. No substitutions may be made. The Activities Office will be closed so that the Student Council students can prepare for the day’s and night’s events. You must clean-up and leave NO trace of your booth. Booths must be returned to the Activities Office area.</td>
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<tr>
<td>After the Fair Friday, September 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Turn in your bundled tickets &amp; folder to the Banker.</td>
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<tr>
<td><strong>VERY IMPORTANT!</strong></td>
<td><strong>BOOTH DECORATING CONTEST</strong></td>
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<td></td>
<td>This is your chance to earn some extra money for your club! We will select a first, second, and third place club winner for the best-decorated booth that decorates to the theme or Wilson spirit.</td>
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</table>
|                        | **FIRST PLACE** = $75.00  
|                        | **SECOND PLACE** = $50.00  
|                        | **THIRD PLACE** = $25.00  |
|                        | **The winners of the booth-decorating contest will be announced at the end of the fair**          |
1. Only **two** students per club can be excused from classes on Friday, September 30th to set up each booth.

2. The Activities Office will **not be open** on Friday, September 30th to decorate booths. However, you may make signs in the Activities Office **any day** proceeding Friday, September 30th. Please touch base with Ms. Fekjar or Mrs. Stewart.

3. Your club must **provide all your supplies** and **arrange for electricity** if needed. You must use your **own extension cords**. Remember to get a long heavy duty three pronged extension cord. The Activities Office cannot provide supplies for you even in an emergency. Plan ahead.

4. All booths must bring **your own card tables**, or make arrangements with a teacher to use one of their tables. Any **significant damage** to the booth will result in a $50.00 fine.

5. You should pick up your Homecoming nametag starting at nutrition on Friday, September 30th in Activities.

6. You must show your ID to receive your nametag. You can only pick up your pass. You must wear your nametag at all times while setting up your club’s booth. **When you receive your nametag you will receive a number/ticket to receive a booth. We only have 45 booths available.**

7. The two designated students need to check out their booth from Ms. Fekjar in front of Activities at Nutrition Friday, September 30th beginning at 8:20am.

8. If you are “hiding”, “harboring” or in any way covering for students that are not released to set up your booth and do not have an official Homecoming nametag, your club may be fined $25.00 and not entered in the booth decorating contest. Keep undesignated students away until the fair begins.

9. Use tape only when attaching your decoration. Avoid staples as much as possible they tear up the stage crew’s hand when they are storing them away.

10. Please have a container in which you can safely keep your tickets or put in your assigned envelope. **DO NOT ACCEPT CASH.** DO NOT GIVE FREE SAMPLES TO FRIENDS. This will cut into your profit.

11. When cleaning up, all materials, booths, and supplies must be returned to their proper places. Any club leaving litter, booths, supplies, etc. will be fined $25.00. Be proud of Wilson and clean up.

12. Submit your envelope with completed form and bundled groups of tickets, 20 tickets ($10) to Mrs. Heggie, the banker on **Friday, September 30th** before you leave. This must be done or you will be fined 10% of your profit.

13. Submit all receipts to the banker to reimburse expenses. Put your name, club name and P.O. # on each receipt. Remember your purchase needs to be approved prior to purchasing any supplies for the fair.

14. Enjoy the day and we hope you all make some money.

**Ms. Fekjar and the Student Council**
Booth Application

Mandatory Club President’s meeting Friday, September 23\textsuperscript{rd} at lunch
Application Due on Friday, September 23\textsuperscript{rd} by the end of lunch

Club Name: ____________________________________________________________

Club President: ________________________________________________________

Club Sponsor Signature: ________________________________________________

List your choices that your club would like to sell or do at the Homecoming Fair.

1\textsuperscript{st} Choice ____________________________________ Selling Price________

2\textsuperscript{nd} Choice ____________________________________ Selling Price________

3\textsuperscript{rd} Choice ____________________________________ Selling Price________

Activity (if applicable) ____________________________ Price _____________

_____ YES! We want a booth.

_____ NO, WE DO NOT NEED A BOOTH! We have better plans.

Two clubs will be allowed to sell soda, pizza, and baked goods. We make every effort to allow only one club to sell other items. However, the Activities Director & committee will discern if there is a need to allow another group to sell the same item. A club selling food may not sell beverages and vice versa. If food is sold, all food handlers must wear plastic gloves. You must have all the equipment to keep hot food hot and cold food/drinks cold. This includes electrical heavy duty, three pronged extension cords.

Please remember that clubs do not have to sell food. A club may offer a game or activity instead of food items. Please indicate above if this is your choice.

Your application must be submitted by Friday, September 23\textsuperscript{rd} A representative from your club must be present for the selection process. If you are late, your application will be put back in the pile for reselection. We will adhere to these rules to be fair to all, so please do not ask for exception.

- $10 Cash
- $10 Transfer $10 from club trust
Club Members and Sponsors,

Please indicate below two (2) students who will be excused from class periods on Friday, September 30th, fair day. Only TWO members will be issued passes (name tags). No substitutions can be made. Anyone not wearing an official nametag will be swept into ACE. The booth set up, decorating, unloading, etc. must be done by these two designated students.

Plan ahead Bruins! The Activities Office does not supply extension cords, supplies, or any other last minute items. The Activities Office will not be available for last minute posters etc. on that day. Sign up ahead of time if you want to use the Activities Office for posters. Tables and booths must be returned to the appropriate places after the fair. If clean up is not completed, you will be assessed a $25 charge. Any significant damage to the booth will result in a $50 fine.

Tickets must be bundled in groups of 20 tickets ($10) and placed in the envelope provided by the banker. This envelope must be returned to the banker at the end of the day on Friday or you will be assessed to a 10% of your profits. Thank you for you attention to these matters.

Please turn this sheet in to the Activities Office no later than Friday, September 23rd!

Club Name__________________________ Sponsor: _______________________

Student #1_________________________ Student #2_________________________

Sponsor’s signature ______________________________ Signature must be here

BOOTH PICK UP IS AT NUTRITION ON FAIR DAY IN FRONT OF ACTIVITIES. YOU MUST HAVE A NUMBER FROM ACTIVITIES TO RECEIVE A BOOTH. THERE ARE ONLY 45 BOOTHS AVAILABLE.
CONTEST

Student Council is awarding three prizes for the most creative and spirited booth.

- 1\textsuperscript{st} $75.00
- 2\textsuperscript{nd} $50.00
- 3\textsuperscript{rd} $25.00

Good luck and show your school pride.