



Metcalfe Public School Council

2701 8th Line Road
Metcalfe, ON K0A 2P0
Tel: 613-821-2261 Fax: 613-821-7801

Procedures for the Jingle Bell Bazaar:

- The Jingle Bell Bazaar is usually held the first week of December. You should begin planning for this event no later than mid October.
- Contact the principal and decide on a date. Traditionally the bazaar is held on the first or second Thursday of December. Talk to the principal about a place where you can collect and sort donations as they come in – usually the wood shop. Make sure the principal books the gym for the night before the bazaar (for set up) as well as the day of the bazaar.
- Once you have set a date, the announcement newsletter needs to be copied and put into the teacher's mail boxes so they can send it out to all students announcing the event. The Volunteer Coordinator for council should have sent you a copy of the list of Bazaar volunteers by now, if not request it. Begin collecting large boxes and label them "Jingle Bell Bazaar Items". One box should be placed in each home room. Make sure you have a lot of boxes for sorting the items into. Collection boxes should remain in the home rooms.
- Your committee should be at least 4 people. There should be a chairman and 3 other people to help things run smoothly. The chair is in charge of overseeing all aspects of the Bazaar, liaison with the teachers and staff, organizing wrapping volunteers, organizing table volunteers and sorting the items sent in. One person should be in charge of the bake table, one person should be in charge of the raffle table and one person in charge of the luncheon.
- At the beginning of the school year the Volunteer coordinator sent out a request for volunteers. Contact all the volunteers for the bazaar and make sure they are still interested and are available. The person in charge of the bake table should call the volunteers for that area to confirm what they can do/bake. The person in charge of the raffle table should call those volunteers to see what they are offering for the table or else go in hunt of donated raffle items. The person in charge of the luncheon can organize according to how many people they get and food that is donated. Remember to tell your volunteers that are helping, that there is a luncheon in their honor that day. The committee should also help the chair sort as much as possible.
- When the items start coming in you should collect them from the class rooms at least once a week for the first 2 weeks. You can likely use a trolley from Mr. Marleau. Do not remove the boxes from the class rooms, use other boxes for collection. Then you should collect them twice a week, 2 weeks before the bazaar, to keep up. Take the items to the sorting area and sort according to the following: moms, dads, kids (Boys – Girls), books, games, and stuffed Animals. Any soiled or badly damaged items should be thrown out or given to good will. People should be sending in clean, gently used items that are



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suitable to be sold. Items can be put together into gift packages to make them more appealing. A pair of ear rings can be put with a necklace or another small item. For the other tables, items should be sold by themselves. Keep an eye on the Dad gifts as they are far and few between, we are always short. Put out an APB if more gift items are needed. Box the items as they are sorted and ready to sell.

- It may be necessary to send out a second reminder to parents about 2 weeks before the bazaar.
- The raffle table should have at least 10 items to raffle. Try not to get too many and remember that some of them should appeal to the kids as they are the ones buying the tickets. Tickets should be \$.25 cents each or 5 for \$1.00. You will need to copy the tickets and cut them out for the students to put their names and classrooms on. If you do not have the ticket hard copy, you can use plain paper. You will need a lot of pencils for this. Attach the pencils to the tables so you don't lose them during the day. Jars for the tickets are under the counter in the Owl's Nest and should be marked to correspond with the item being raffled. Make sure you have enough so that there is 1 per raffle item.
- Bazaar Bucks need to be photo copied and placed into the teacher's mail boxes for distribution as they see fit on the day of the event. These are fake dollars to be given to students that have forgotten or don't have their money on the day of the bazaar. No student goes without. Each bazaar buck is worth one item. So for 1 gift for dad they would need 1 buck. For 1 baked good they would need 1 buck etc...
- Ask if Mr. Pare's class would be interested in running the popcorn table again. We pay for the supplies and keep the proceeds. Make sure he lets us know what supplies are needed.
- The luncheon committee should be at the school the day of the bazaar by 9:00 am. Supplies for the luncheon are also in the Owl's Nest. Your volunteers for the tables should be at the school NO LATER THAN 8:15 am.
- Make sure you have enough wrapping paper, scissors, tags, gift bags, tape and supplies for the wrapping table. The items that were left over are in the Owl's Nest under the counter in boxes. You might want to ask the grade 1 and grade 2 teachers if their students would like to make Christmas art to decorate the walls for the bazaar. Or you can print off and copy colouring pages and have the students colour them and hand them back to council for decorations
- Ask the principal to set up a schedule for the classes to come to the gym. Encourage grade 7 and 8 students to buddy up with the JK/SK. Each student should bring gift labels already printed for their gifts.
- The Thursday night, Mr. Marleau will begin putting the tables in the gym at about 2:30. He usually gets students to help move the goods into the gym.



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First cover the tables with the plastic Christmas cloths that are in the Owl's Nest. Begin setting items on the tables but remember not to over load the tables as you will need to re stock them as the day goes on. Watch you don't run out of items during the day, hold some back for later use. Keep the remainder of the items in the boxes behind the tables for later use.

- You will need a float of \$200.00 to get you started the next day at the bazaar. The treasurer can organize this part of the bazaar.
- The day of the bazaar just keep your volunteers organized. Be prepared to walk around and make sure everyone is aware what they should be doing. Classes should be done by 2:00 to give you enough time to draw the names for the raffle items and to clean up. At the end of the day, any items left over are packed up and put into boxes. Mr. Marleau can store them in the DT room and the committee can go through them to see if anything is worth keeping. Anything left over can be thrown out or donated to good will.
- Remind each table to keep their floats separate and make sure they have float bins or boxes.
- At the end of the day 2 or more of the bazaar committee members should count the money and make a paper note of what table made what amount and what the total profit was excluding expenses. Once this is recorded, the treasurer should pick the money up and deposit it into the bank.