

CPF *Canadian Parents for French*
New Brunswick



A practical guide to organizing a French Family Fun Fair

Researched and compiled by CPF Sussex Chapter

CPF FRENCH FUN FAIR

A Fun Fair is a day event held for all elementary students K - 5. It consists of games which students play by purchasing tickets, and win tokens which are redeemed for prizes. Older French immersion students run the games and the event is planned by parents, teachers and students. The community donates all prizes so the event is not expensive dollar-wise.

It does, however, demand a lot of person-hours to organize, and lots of bodies to operate. We have found it to be a great fund-raiser and a lot of fun, and it has become an annual event in our community.

It seems that many look forward to it each year. There is a lot of work involved, and you will need a strong committee.

If you have questions, feel free to call us. We would be interested in hearing what new and innovative ideas you and your committee comes up with.

Here is an outline of our planning exercise, and some practical suggestions that we have found helpful in putting the event together:

GETTING STARTED

The first item that needs to be decided is a chairperson for the Fun Fair Committee. We have sometimes used two, which we found very helpful as we have two elementary schools.

Start early!! Plan and have an organizational meeting usually sometime approx. 4 months before the Fun Fair date. We generally start in January as we have our fair in April, on a Saturday afternoon from 1-3pm.

LOCATION / DATE

Choose your location for the event. A gym has proven for us to be an ideal location. The community nature of the event and teacher involvement has made this very convenient. The date and time should be confirmed as quickly as possible. We suggest checking that no other major events are happening that same time that might be competition for your crowd, but sometimes other events cannot be avoided. We hold our event on a Saturday In the spring (before the weather turns too nice) as it is an indoor event! Some details to check on when you are confirming your location are:

- 1) Responsibilities & equipment / supplies for clean-up
- 2) Confirm what times you will need the school opened

Getting Started:

At your January or February meeting organize a committee and decide who will chair. Try and have one person from each elementary school on your committee if you can. You should have someone in charge of making the information sheet to be sent home to the parents and for information to be sent to the newspapers. You should have a couple of parents and your students you hire available for registration night. You can also have a couple of parents and someone who can speak French to interview students. Your FSL Supervisor or a teacher can help you with this. I have put in an example sheet of some questions you can ask. I like to ask them what things they have already thought of that they can do at the camp? This shows if they are organized and plan ahead. You should hire at least one university student and a grade 11 or 12 early immersion student.

Call the Human Resource center near you and ask them to send you an application form to apply for funding to hire a university student for the summer. They will put your name on a waiting list to send out the applications in February. It used to be that you would receive 90% of the funding up front but in 2000 they changed this and you had to have the funding to pay the students, then be reimbursed by Human Resources. One chapter said they could not possibly get the money and Human Resources provided the grant money before the camp started. Try this but if you need funding Provincial office has loaned the money to chapters in the past and repaid when the grant comes.

Your application should arrive before March to be filled out and returned by a certain date, last year it was March 10th.

In the application part you want the start date to be 2 weeks before the actual camp itself starts. This will give them time to plan and buy for the camp. Under number of jobs put 2, number of weeks put 16 (2x8), hrs week 40, total hours 640, rate per hour **\$5.75**, total wages **3520**, and other 387(if 11%). Total \$3907

Under Job Title, fill out two positions for camp counselors. They must have experience with children or in the French Immersion field of education at university. Must be energetic, trustworthy and self motivated. Must be able to plan and implement a program for camps where children will build their confidence in using their second language.

On the next page, are addresses and phone numbers to locate a Human Resource office near you.

- 3) availability to set up the gym the night before. We usually do a lot of setting up Friday afternoon and get some of the older classes to help with set-up and decorating. Confirm there is nothing going on in the gym that night!!
- 4) find out availability of tables, chairs, desks, etc.
- 5) tour facility confirm availability of washrooms, water, out-of bound areas, and who has a key (just in case) and who will open and lock-up
- 6) arrive 2+ hours early to do final touch-ups

PRIZES

The next item that can be started immediately is the canvassing for prizes. All our prizes for the games at the funfair are donated from local business. We make a list of all the businesses and stores in town divide them up and the committee and other volunteers canvass these places for donations. Some businesses will require a letter so we usually have a form letter and a few copies are given to each canvasser. (find a sample letter enclosed) A time to have this finished and a location to drop off the prizes should be established the prizes should all be in by 2-3 weeks before the fair. A lot of times the store will ask what we would like and we find the best items are smaller toys, bags of chips, Chocolate bars, cans of pop etc. Of course we do not turn down anything and if money is offered we use that to help with the expenses of the fair. Make sure you keep a list of all the donors and what they gave as it will help you the next year and also so everyone can be thanked. The day of the fair we have a poster with a list of all the donator's names and a Thank-you in the local paper after the fair.

GAMES

The next item that can be worked on ahead of time is the collection of games. If this is your first fair this will take more time as you will then have them ready for next year. Each year or every two years you will want to try and add some new games and you will know which ones are popular etc. We usually set up 20 games around the gym. The games should be fairly simple. Some suggestions are:

| | |
|---------------|---------------------|
| Bean bag toss | Velcro ball toss |
| Basketball | mini golf |
| Ring toss | penny in the bottle |
| Toy dart gun | bowling |

You can find many of these games at the dollar stores and ideas in books. You might even ask the classrooms to come up with a game and the best wins a prize.

Each game should have a list of instructions and what has to be done to win, i.e. 3 tries to get a basket and win a ticket. These instructions should be in French as the students running each game will be an older immersion student.

FOOD TABLE

At each Fair we also have a food table with drink that the students can buy with their winnings. All the food is donated by students and we get the large juice barrel from Macdonald's (or a similar set-up) Supplies needed for this table are napkins, cups, plastic wrap, and plastic bags.

RUMMAGE SALE TABLE

Students are asked to bring in small used toys for this table and the winners are able to use their winnings to buy these items

PRIZE TABLE

All prizes need to be sorted before the fair as to how many tickets each will cost. We usually have items that cost 1, **2,3,5** or 8,tickets it all depends on the kind of prizes you will collect. We sort them into bags or boxes so they can be easily put out on the tables. The tables are put in a large square and signs are placed on the edge of the table indicating how many tickets they cost. The prizes are not all put out at once so those later students have some chose too. We usually add some every 20—30 minutes.

TICKETS

There are two kinds of tickets:

The A tickets .bought at the door to play games

The B tickets .given to the game winner that are redeems for prizes.

The game playing A tickets are sold at the door for 25 cents are the rolls of numbered tickets bought at a stationer. These can be used each year. Each game costs 1 ticket, 2 sweets and a drink costs 1 ticket.

The B tickets are given to each student when they win a game. These tickets are made up of a large piece of Bristol board that we cut into small pieces. We use a different color each year. The players then redeem these tickets at the prize table or rummage table.

In order that the tickets at the door and the tickets at the games do not run out, we suggest that a volunteer must go around and pick up tickets given at the prize table and the games and replenish the door tickets and the winning tickets at the games.

DECORATIONS

We decorate the gym in a fair style with streamers balloons posters etc and also put up our CPF banner. To get the students involved 2-3 weeks before the fair we give each elementary immersion class a large piece of Bristol Board and ask them to make a poster for the fair which we pick up when we go to decorate. We try not to spend too much money or time with decorating.

GYM SETUP

We ask for help to set-up from the older elementary immersion students and teachers.

We try to do as much setting up and decorating as possible the afternoon before the fair. We use a small table or desk for each game with two chairs. Each desk also has 2 containers for the tickets and a list of instructions for the games. The game is set up either on the wall, on a desk or table, or on the floor. A poster stating the game name in French should be put on the wall. On one wall of the gym, we set up a large table for the food table with the drink at one end and the sweets set out along the rest of the table. In the middle of the gym we make a large square with tables for the prizes and one side for the rummage sale. Tickets for the games are sold outside the gym door if possible with tables on each side and 2 adults at each table. They need to have change at these tables. We also put a list on each table showing how many tickets you get for 1 2 4 6 10 etc. dollars. It just makes it easier when it is very busy.

STUDENT HANDOUTS

2-3 weeks before the fair each elementary immersion student will receive a notice telling about the fair and what they need to bring or do. This notice should be returned to the teacher in 1 week and then picked up by the fun fair committee. (Find enclosed an example notice). All items are picked up at the school the day before the fair or dropped off a half-hour before the fair

starts. 2 - 3 days before the event, all parents who have agreed to send something or volunteer should be called and reminded when and where they are needed. (some inevitably forget!)

ADVERTISING

The committee makes small posters that are distributed to each class and all the elementary students are invited. (find a sample poster enclosed) We ask that of the week of the fair it be put on the school announcements. We ask all the teachers to encourage their students to come as well as themselves. We also advertise in the local paper, cable and radio.

STUDENT VOLUNTEERS

To run our games we ask the older immersion students to help. We need 1-2 students per game, depending on the set-up time. We ask for grades 9-12 and our FSL supervisor asks the teachers to get the volunteers and let us know how many we have so we know we have enough. Sometimes their teachers will give them extra marks for attending so we keep a sign-up sheet. The students are then asked to come 30-40 minutes before the fair to learn about the games, we have a volunteer or teacher explain the game in French. The students are asked to speak to the players in French as much as possible. Every 20-30 minutes during the fair the students are asked to switch games.

PARENT VOLUNTEERS

For the day of the fair, several parents are needed to help out in various areas Although the committee can do some it is good to get as many parents involved as possible.

2 people for food table

4 people for the prize table

4 people selling tickets at the door

1 person to collect tickets to keep the games and door tickets replenished.

1 person to watch for any problem with the games and rotate the students to a different game every 20-30 minutes

A schedule is made up, and the Committee Chairperson should have a copy with them at all times.

Others to help in areas which get busy etc.

We also set up an information table with CPF material and our membership person to staff it..

JUST IN CASE

Scissors

Tape

String

Masking tape

Tacks

Table cloths for food table

Knife (some will bring squares un-cut)

Whistle (to announce rotation to next game)

Extra plastic bags for the students prizes

Aprons to identify working volunteers

GOOD LUCK and HAVE A GREAT FAIR



**Come One, Come All
To the greatest
CPF FUN FAIR .
April 12th, 1-3 pm
SES Intermediate Gym
For grades K to 5
Games! Food!
Flea Market!
Prizes! Prizes!**

No Admission Fee
Game Tickets
\$0,25 each

CPF Sussex Chapter
P.O. Box # 4400
Sussex, N.B.
E4E-5L5

March 12, 1998

Dear

Canadian Parents for French is a non-profit, volunteer organization interested in the improvement of French second language learning opportunities for young people. We recognize, and support English and French as Canada's two official languages, and believe that young Canadians should have opportunities to become bilingual in the languages. Our primary focus is to create and promote opportunities for young Canadians to learn and use French as a second language.

The CPF Sussex Chapter will be holding our annual Family Fun Fair on April 18, 1998. Children and parents from Sussex Elementary and Sussex Corner Elementary Schools will participate in an afternoon of games in a carnival atmosphere, with small prizes awarded.

Local merchants and businesses donate the majority of prizes. We ask you to consider making a donation to our Family Fun Fair this year.

Thank you for considering our request. Looking forward to hearing from you. Sincerely,

Beth E. Cormier 433-2233
Blanche Walker 433-6065
CPF Family Fun Fair Organizers



Saturday, April 18 1 - 3 PM

Sussex Corner Elementary School Gym (**note** new location)

The day, time and place is set. Don't miss out - mark your calendar today for the most FUNTASTIC event to happen this year!! There will be games, with hundreds of prizes. Games are for kindergarten to grade 5 age children. Tickets for activities cost .25 each. There will also be a food table, and mini flea market with a variety of games, books, Puzzles and small toys.

The success of this event depends on your support.

Proceeds go directly to the school and/or your child's classroom.

Please complete the form below, and have your child return it to the school by April 8th, 1998.

For further information, please contact Blanche Walker (433-6065) or Beth Cormier (433-2233)

Please complete form **below** and return to your child's teacher before **April 8th**

- o Yes our family we be attending the French Family Fun Fair on April 13th**
- o Yes I/We are willing to help on April 18th**
 - o during the Fair for 1 or 2 hours**
 - o by helping clean up after the Fair (especially Dads)**
- o Yes I/We can donate Rice Krispie Squares, Fudge, or Cookies (wrapped in packages of two) for the food table to be taken to school on Friday April 17th or brought along early to the Fair**
- o Yes I/We can donate a small toy, game, book, or puzzle for the mini-flea market (taken to the school Friday April 17th or brought early to the Fair on April 13th)**
- o Yes I/We are interested in hearing about other ways I can support second language learning opportunities through Canadian Parents for French**
- At this time, we wish to thank all the parents who will be volunteering their time and/or donating goodies to this event (or have in past years). Last year, the Fair was**

**a great success and that is only made possible by your participation and generosity.
We are hoping that with your help, the 1998 French Fun Fair will go just as well.**

Your Name (please print)

Phone #