

**Planned Number of Participants: 100**

**Classroom Coordinator:** Anita Lupp

**Kindermarket Contacts:** Courtney Slinko – 847-208-3593

Ausra Montvydaite – 630-885-9977

**Children will have an option to create an Orange-Clove Pomander, a Wood Bead Snowman Ornament and/or a Rudolf Jingle Bell Stick. All three of these crafts will need a little assistance from volunteers, parents or guardians and are good for little folks. The tone of the room is so the youngest of fair goers can create their craft in a peaceful, not rushed, environment. Please manage the noise of the room.**

**Materials:**

**Orange-Clove Pomanders**

- Naval Oranges
- Cloves
- Wooden Toothpicks (pointy)
- Ribbon
- Paper Towel
- Clear decorative bags

**Wooden Snowman Ornaments**

- 1in unfinished wood beads
- Red/white bakers twine
- Natural colored twine
- Black fine tip permanent marker
- Orange fine tip permanent marker
- Scotch tape
- Clear decorative bags

**Rudolf Jingle Bell Sticks**

- 8mm self adhesive googly eyes
- Craft sticks
- Red Jingle Bells
- Brown Chenille Craft Stems/pipe cleaners (2 per stick)
- Glue stick (in case googly eyes are not sticky enough)

**OTHER MATERIALS**

- Plastic table cloths to cover tables/desks
- Scissors
- Masking tape
- Sharpie
- Broom, dustpan, cleaning wipes, paper towels, sponge, cleaning spray
- Laminated and bound activity instructions sheet
  - Volunteer schedule for your activity
  - Set-up and clean-up instructions

## **PRE-KINDERMARKET PREPARATIONS**

1. Class Coordinator will assist in communications, details and recruiting class parents to help fill volunteer shifts. This includes set up, organizing supplies, clean up. Ideally, Class Coordinator manages set-up but others can take on that roll. Following are tasks that will be filled by parents via Kindermarket Sign Up Genius – if supply prep is needed.
  - Purchase craft supplies/make 50 craft kits for Orange-Clove Pomander Balls
    - Each craft kit includes – ¼ cup of cloves, 2 – 18 in ribbons, 1 toothpick, 1 orange in a decorative see-through bag (orange does not have to go in bag)
  - Purchase craft supplies/make 50 craft kits for Wooden Snowman Ornaments
    - Each craft kit includes – 3 wooden beads, 1 – 12in natural twine, 1 – 6in red/white twine in a decorative see-through bag.
  - Purchase craft supplies/make 50 craft kits for Rudolph Jingle Bell Sticks
    - Each craft kit includes – 2 self-adhesive googly eyes, 1 craft stick, 1 red jingle bell, 2 chenille stems in a decorative see-through bag.
- All craft supply bags need to be brought to school ready to go by Friday, December 6<sup>th</sup>!

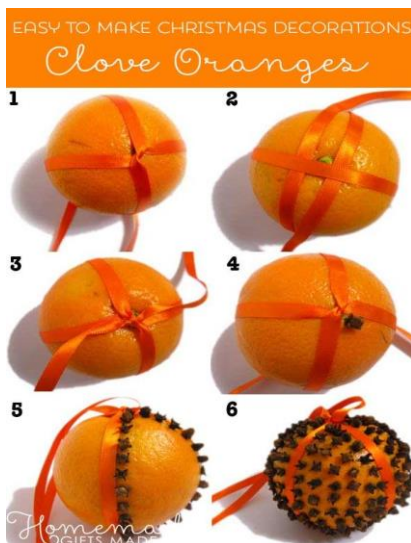
## **ROOM SET-UP**

The Elves Craft Shoppe will be held in the Music (Purple) Room. This room will be ready to set-up by 3:30pm with the goal to finish by 5:30pm on Friday, December 6<sup>th</sup>. The Class Coordinator is responsible for leading volunteers in the set-up of the room.

1. Bring the 3 long tables from the 7<sup>th</sup> grade room into the Music Room to use as the craft tables. Please put a piece of masking tape on each table labeled “7<sup>th</sup> Grade Room”.
2. Cover the tables with plastic table cloths.
3. Move the brown desk in the corner to the entrance to use as a check-in station.
4. Place the 50 craft bags for each craft in their own Trader Joe’s bag with a picture of the craft on top of the desk.
5. Place a 2 pairs of safety scissors, 1 black & 1 orange fine tip marker and 1 role of scotch tape on each craft table. Please label all equipment with masking tape and the room it came from.
6. Display Instruction Sheets on all 3 craft tables.
7. Place a clipboard with volunteer instructions at the check-in station along with pens, etc.
8. Once the room is completely set-up, please find Courtney Slinko for the sign to hang on the door, indicating that the room is set up.

## **INSTRUCTIONS FOR ACTIVITIES**

### **Orange-Clove Pomanders:**



- Tie the ribbon around the orange (use one or two ribbons, as you like).
- Poke a row of holes in the orange with a toothpick and push the cloves into the pre-made holes. You may not find this necessary, but if you are crafting with small children, the cloves hurt their fingers without the pre-made holes.
- Insert cloves into the holes. They don't need to be close together, because the orange will shrink as it dries.

## Wooden Snowman Ornament:



- Start by cutting a length of twine and knotting at the top. Gather the two ends and wrap tape around them if desired. This will help you when threading on the wood beads. It is not required but definitely recommended.



- Thread the end through three of your wood beads then remove the tape.
- Tie the ends together a few times and trim away any excess twine.



- Use your markers to add a snowman face to your ornament.



- Tie the red/white bakers twine around the snowman's neck.

## Rudolph Jingle Bell Sticks:

Refer to pictures for instructions:



1. Sunny Day Family for Pre-K Pages



2.



3.



4.

## INSTRUCTIONS FOR ROOM VOLUNTEERS

- **PLEASE ARRIVE ON-TIME FOR YOUR SHIFT!**
- Greeter – one volunteer needs to stand at the entrance to check each child in by asking what grade the child is in.
  - **If the child is in Early Childhood or younger, the parents must stay with the child during this activity.**
  - **Please advise the parents.**
- Ask the child which craft they would like to do, and collect the appropriate amount of tickets.
- Keep track of each child with a tally mark on a sheet of paper.
- Facilitate the activities and provide support.
- Watch over the children as well as the room to ensure safety.
- Notice how many people are in the room and the number of children participating in the activity so we can decide on the best occupancy number for the room.
  - If the room seems really full, implement the process of 1 child out, 1 child in.
- Write down any thoughts or suggestions on improving this activity for the following year.
- **The last volunteer for this activity will need to bring their ticket pouch to the front office and hand deliver it to administrator Marianne.**

## CLEAN-UP PROCEDURES

Children's Activities close at 5:00pm and the clean-up process can begin then. All Children's Activities areas must be cleaned and back to their original configuration by 7:00pm on Saturday, December 7<sup>th</sup>.

- Return all equipment to its proper location.
- Sweep/vacuum.
- Pick-up trash. Dispose of all trash bags in the dumpster outside the school.