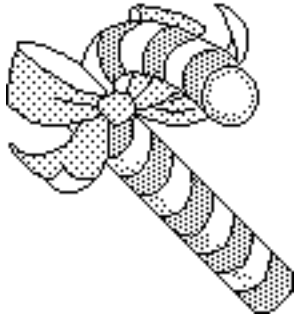


Candygrams



*Request and Explanation
to Administration*

*The SGA would like to
sponsor candygrams.*

*The week of December
___, students and staff
purchase a candygram*

*(10¢) to send to other students, staff, etc. here
at our school. At this point, all the person gets
is the actual message slip. The message slip is
on sale all week (December ___) before school,
during lunches and during the activity period.
On December ___, the messages with small
candy canes will be delivered to classes at the
end of the day.*

*This is really a fun service project as there are
very limited profits as compared to the amount
of time it takes to run this activity.*

PA ANNOUNCEMENT - After several days of sales

CANDYGRAMS ARE HERE !!!

Candygrams are on sale all this week before school, during activity period and lunches. Students and Staff may purchase a candygram to send to others here at our school. The message slips will be on sale all week for only 10¢. The delivery date is December ___. So remember, buy your candygram this week.

PA Announcement - a few days left for sales

Candygrams are almost gone !

Time is almost up...there are only two more days left to buy your candygram. Remember, they are only 10¢ on sale before school, during activity period, and during all lunches until Friday. All slips will need to be returned to the candygram box by Monday morning, so don't delay, buy your candygram today!!!

PA announcement - last day

This is it...the last day for buying candygrams !!!!

Today is the last day to buy your candygram. Remember, they are only 10¢ on sale before school, during activity period and at all lunches. All slips will need to be returned to the candygram box by Monday morning. After lunches, the candygram box is in the SGA room. So don't be left out, buy your candygram today, fill it in and return it to the candygram box by Monday morning !!!



PA Announcements

PA ANNOUNCEMENTS - Before the first days of sales

CANDYGRAMS ARE COMING !!!

The SGA is sponsoring the sale of Candygrams. Next week, December ___, students and staff may purchase a candygram to send to other students and staff here at our school. A candygram is a message slip with a small candy cane attached. The message slips will be on sale for only 10¢ before school, during activity period and at all lunches. On December ___, each student will receive a small bag with all of their messages (and one candy cane for each message). So remember, next week, December ___, be sure you bring extra dimes to school so you may send yourself or a friend a candygram!



KCrawford

These are samples of some of the forms that I use to make the organization of Candygrams easier for me and the student helpers.

KCrawford

TEACHER USE ONLY !!! PLEASE DO NOT FILL THIS IN

	MONDAY		TUESDAY		WEDNES		THURSDAY		FRIDAY	
starting amount										
amount returned										
amount sold										
X 10¢	X 10¢	X 10¢	X 10¢	X 10¢	X 10¢	X 10¢	X 10¢	X 10¢	X 10¢	X 10¢
amount of \$ expected										
actual amount of \$										
discrepancies										

Sellers
➔

Shift:	_____
Currency	\$ _____
Quarters	\$ _____
Dimes	\$ _____
Nickels	\$ _____
Pennies	\$ _____
TOTAL	\$ _____


TEACHER USE ONLY !!! PLEASE DO NOT FILL THIS IN

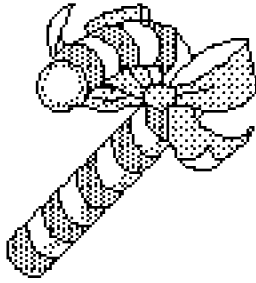
Candygrams 10¢

- Buy a candygram slip
- Print the first and last name of the person to whom you are sending it
- Print the ___ period teacher's name (lists are posted around around the school)
- Sign your name (you may send a candygram to yourself)
- Sort the completed slip into the Candygram box
- The Candygram will be delivered on Dec. _____

Candygram Sellers:

	Mon.	Tues.	Wed.	Thurs.	Fri.
Before School					
Activity Period					
Lunch 6th					
Lunch 7th					
Lunch 8th					

<h2><i>Candygram</i></h2>		
To:	_____	
	<i>MUST HAVE FIRST & LAST NAME</i>	
of	___ Period Teacher	_____
From:	_____	

<h2>CANDYGRAMS</h2>	
<i>Please excuse this student about 5 minutes early so he/she may set up to sell candygrams.</i>	
_____ student	_____ time/lunch
_____ date(s)	
AUTHORIZATION _____	
<i>Please admit the above student t class 5 minutes late...he/she was returning the candygram supplies after selling them at lunch.</i>	

More samples of some of candygram forms...

Candygrams Year _____

PA Announcement:
Enlisting Helpers



	Monday	Tuesday	Wednes	Thursday	Friday
Before School	#	#	#	#	#
	\$	\$	\$	\$	\$
Activity Period	#	#	#	#	#
	\$	\$	\$	\$	\$
6th	#	#	#	#	#
	\$	\$	\$	\$	\$
7th	#	#	#	#	#
	\$	\$	\$	\$	\$
8th	#	#	#	#	#
	\$	\$	\$	\$	\$

Candygrams are coming - yes, believe it or not, candygrams are only 3 weeks away. Some of you may ask, "What are candygrams?" A candygram is a message slip with a small candy cane attached. The message slips will be on sale for only 10¢ December ____ before school, during activity period and at all lunches. On December ____, during Period ____, each student will receive a small bag with all of their messages (and one candy cane per message).

The SGA needs help. We needs at least 10 - 6th graders, 10 - 7th graders and 10 - 8th graders to help sell candygrams before school, during activity period and during all lunches. In addition, we needs at least 24 students to help sort the candygrams into individual student bags. If you are a responsible student and would be willing to help sell, sort or sell and sort, please stop by the SGA room as soon as possible to sign up. Remember, you can earn student service learning credits for this activity.

Thank you.

Daily Total	#	#	#	#	#
	\$	\$	\$	\$	\$
On-Going Total	#	#	#	#	#
	\$	\$	\$	\$	\$

Misc.Sales

Candygram Time !!!



TO: Period ____ Staff
FROM: The SGA
RE: **CANDYGRAM DELIVERIES**

CANDYGRAMS will be delivered to ____ period teachers ON _____. SGA representatives will assist you in handing them out. Each student in your class will have a bag with their name on it...All of their candygrams have been sorted and are in their bag.

WHAT TO DO IF:

RECIPIENTS ARE ABSENT? Keep candygram bags for those students until they return to school.

THE STUDENT IS NOT IN YOUR CLASS? If a different teacher's name is on the bag, then send the student's bag to the appropriate teacher. Otherwise, return the bag to the SGA Advisor and I will try to make sure it goes to the correct place.

Thanks for your help and **HAPPY HOLIDAYS**

SGA

KCrawford

Candygram Checklist ✓✓✓

FUNDRAISER and SERVICE PROJECT

_____ Administrative Approval
_____ Dates of Sale
_____ Date/Time of Delivery

KCrawford



- _____ prepare candygram slips
- _____ large Xerox box for each class
- _____ buy bags for all students/staff
- _____ label student bags
- _____ alphabetical list of students/class
- _____ publicity for newsletter, etc.
- _____ order candy canes
- _____ Xerox all handouts/publicity
- _____ prepare candygram box
- _____ prepare selling envelopes
- _____ prepare money deposit folders
- _____ prepare box for each class
- _____ enlist sellers
- _____ sellers meeting
- _____ put up small flyers
- _____ put up large banner
- _____ turn in PA announcements
- _____ put up name lists-cafeteria announcement for ___ classes
- _____ hand out seller passes
- _____ distribution directions
- _____ passes to delivery students
- _____ thank you notes to all staff
- _____ delivery of all candygrams
- _____ update handouts/ evaluation
- _____ put away all of the stuff !

HANDOUTS TO BE COPIED...

- _____ candygram slips
- _____ publicity to newsletter, etc.
- _____ checklist of teachers / rooms
- _____ list of students/class
- _____ small flyers
- _____ PA announcements
- _____ Announcements in class
- _____ more PA announcements
- _____ distribution directions
- _____ thank you note to all staff

INSTRUCTION TO SELLERS

Before your shift, leave class five minutes early. (You must have a signed pass from the SGA Advisor.) Go to the SGA room to get your lunch envelope and the candygram box.

Count the change in the cash box. It should add up to \$2.00 {dimes and nickels}.

DO NOT OPEN A PACKAGE OF SLIPS UNTIL NECESSARY. REMOVE THE STAPLE WHEN YOU DO, OTHERWISE, I WILL ASSUME THERE ARE 10 SLIPS IN EACH PACKAGE. I WILL COMPARE THE NUMBER OF SLIPS RETURNED AND THE AMOUNT OF MONEY YOU'VE COLLECTED, SO BE CAREFUL IN HANDLING THE SLIPS AND MONEY!!!

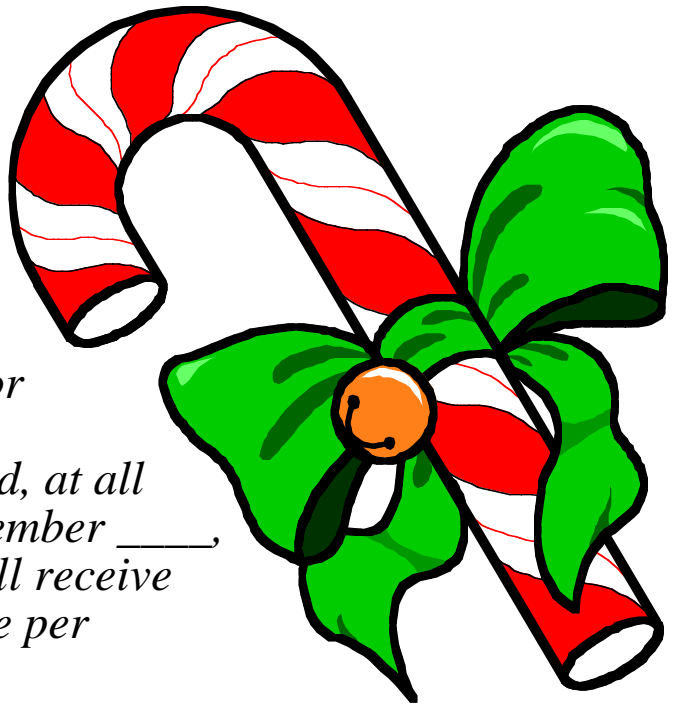
Five minutes before the end of your shift, "close shop." Put all unsold slips in the envelope along with all money collected...**LEAVE \$2.00 CHANGE IN THE CASH BOX !!!** Bring the envelope, cash box and the candygram box back to the SGA room.

Price of the candy canes is 10¢ each. They will be delivered Dec. ___ during ___ period.

Remind students to WRITE NAMES CLEARLY and to fill in the RECIPIENT'S ___ PERIOD TEACHER on the candygram., otherwise, it might not be delivered-we may run out of time if we have to look up students' schedules.

Candygrams

A candygram is a message slip with a small candy cane attached. The message slips will be on sale for only ____¢ December ____ - ____ before school, during activity period, at all lunches, and after school. On December ____, during Period ____, each student will receive their messages (and one candy cane per message).



Candygram

To: Sue Winstead
(must have first and last name)

Period 7 Teacher: Mrs. Harman

From: Karen Crauford

Message: Have a great holiday - thanks for being a great friend!



*Print 10
candygram
slips on a page!*



Hint - you may want to use a database design to allow teachers/team leaders/activity sponsors to buy for a large group of students and have them preprinted!

Note: by distributing candygrams in small bags for each student, there is no embarrassment for students who only receive one or two candygrams...the sponsor should make sure that every student receives at least one candygram...