



# THE BLUE JAY SNACK BAR

Do you have a group that needs to raise money for a special project or event? Does your club need to purchase materials to get up and running? The Blue Jay Snack Bar can help!

The Blue Jay Snack Bar (BJSB) is a fundraising stand that has been created by the Blaine PTA to help centralize some of the fundraising efforts that go on at our school. The idea is to help support an ongoing way to raise money for the many (Blaine approved) clubs, groups and projects going on at school in a safe, easy and fun way. The BJSB is set up each Friday on the Blaine Schoolyard (close to Door #4) with treats for sale. Students, parents, staff & faculty are welcome to come by to purchase treats and support the funding of your group.

How can my group use the BJSB?

First, you need to sign up for a Friday time slot. You can sign up through the online volunteer spot by using this link:

Next, you need to get your team together to plan what you'd like to sell for the week. Order forms are available in the PTA mailbox. **Orders must be placed on the Monday before your scheduled sale day. Funds for the order are due the day of the sale.**

Lastly, your group will need to make arrangements to meet together on the day of your sale at 2:40 p.m. at the Blue Jay Snack Bar to get it set up. Don't worry! Step by step instructions will be waiting for you there!

The BJSB will be available for signups in the Fall (September-November) & Spring (Mid-March-the end of the school year) Sign up early & often! Groups can sign up for 1 or 2 Friday's per month. Let the fundraising begin!

The Blaine PTA

## FAQ

### **What do I need to have a successful sale?**

- When placing your order, make sure you don't order too much! Order what you know, or are confident you can sell.
- Make sure you have enough help! You should have 4-6 people to help out with set up, sales and clean-up to make it quick, easy & fun!
- Make sure to smile and treat people with kindness and respect. Even if they are your best friends in the world, be professional when you are at the table working.

### **What do I do with any leftover items?**

You have two options. You can either sell your leftover treats to the PTA at cost, or you can keep them for another sales day. If you plan to use the BJSB for frequent sales, you might want to have a space in doors to store your leftover goods. If you want to sell your leftover treats back to the PTA, please contact the BJSB coordinator.

### **What should I bring?**

Almost everything will be ready for you on the day of your sale. However you will need to be able to make change for your sales, so bring some smaller bills (\$1s and \$5s) to be able to do that.

### **What happens when it rains?**

No one can plan for the weather all the time. If your Friday time comes and the weather is not cooperating, we are super sorry!!! but, we will have to schedule you for the next open time slot.

### **When is the BJSB open?**

The BJSB is open on Friday's after school beginning at 3:00 p.m. and closing no later than 5:00 p.m. It will also be open when there are special school wide events such as BlaineFlix, Blainepazoola, Bend it like Blaine, etc.

The BJSB is open during the school year from September through the week before Thanksgiving break. It will reopen in mid-March depending on the weather so keep your eyes open for updates on when it will reopen.

**Do I have to buy my own snack food?**

Yes, and No. All items for the snack cart are purchased through the PTA, which you are responsible for paying for. No, you don't have to run out to purchase things on your own. You can use the provided order forms and pay for whatever you think your group will be able to sell. Order forms are available in the Blaine school office and must be completed on the Monday prior to your sales day.

**Can my club make treats at home to sell such as brownies, cookies, lemonade or other hot/cold drinks to sell?**

No. Sorry folks! Due to the CPS food policy in place, we can only sell pre-packaged peanut free items. The order form will be updated as new items (that fit this criteria) become available, but for now, you gotta stick with what is on the list.

**Our group is selling flowers and homemade crafts...can we use the snack cart?**

No. While we enjoy the creative enterprising of each group, the cart is for food sales only. You will have to find another space for these types of fundraisers.

**What do we do with the money when we are done?**

When you are finished with your sale time, if you have not paid for your snack order use the provided envelope to pay for your food items and bring the envelope to the school office (the invoice will be in the envelope, please leave it in there). The office staff will be able to store this safely onsite. You are responsible for your own profits, so please be sure to designate someone on your team to be responsible for getting your money where it needs to go.

**What else should we know?**

There are specific step-by-step instructions (for both set up and clean up) that are provided to anyone using the cart. The Blaine staff will be there to open the gate where the cart is stored for you during set up and will open it up again when you are finished. The cart is the only things that is stored outside, all other items are stored inside to ensure we comply with the city's fire code.