

Craft Fair Application

Please fill out neat and complete

Print student name _____ Grade _____

Parent email _____ Parent phone _____

Individual ___ or Group ___ who are you sharing your table with? _____

(NOTE: Maximum 3 students per table. Every student MUST submit their own application)

DESCRIPTION(s) CRAFT or FOOD ITEM (use additional paper if necessary and attach to application):

1: _____

2: _____

PARENT: I have read the MA PTO Craft Fair application, check list, and general guidelines. I approve my student to participate in the craft fair.

Print Parent Name: _____

Parent Signature: _____ Date _____

STUDENT: I have read the MA PTO Craft Fair application, check list and general guidelines. I have completed the application, obtained the required signatures, and will abide by the guidelines.

Student Signature: _____ Date _____

ELEMENTARY TEACHER: The student above is excused from class to participate in the MA PTO Craft Fair.

Print Teacher Name: _____

Teacher Signature: _____ Date _____

MIDDLE SCHOOL TEACHERS: The student is excused to participate in the MA PTO Craft Fair.

Period	Teacher Name Print	Teacher Initials	Student Excused ? (✓)	
			Yes	No
1				
2				
3				
4				
5				
6				
7				



Monument Academy

2018 HOLIDAY STUDENT CRAFT FAIR

WHO: ALL MA STUDENT ENTREPRENEURS IN GRADES 3 – 8 ONLY

WHEN: FRIDAY, DECEMBER 14TH 8:00AM - 12:15PM IN THE MA GYM

APPLICATIONS DUE: NOVEMBER 15TH AT FRONT OFFICE

QUESTIONS: CHRISTY BROOKS RCMABROOKS@ME.COM

Want to make money? Want an opportunity to highlight your creative crafts or cooking ability? Want to have fun? Then the MA Holiday Craft Fair is the answer! Sell your **handmade** crafts and/or edible treats at the fair. You choose what to sell (it has to be handmade), you price it and then you sell it. Simple! Your buyers will be MA students, staff, and family. The craft fair a perfect time for buyers who are looking for Christmas gifts for their family, friends, and teachers (hint). Basically, anyone and everyone on their holiday gift list.

Applications will be available at the MA Front Office and on the PTO page of the MA website on October 22. Space is limited. Only 56 tables will be available to the first individual or group applicants who submit a completed application AND are approved by the Craft Fair committee.

CHECK LIST

BEFORE Application Submission

- BOTH student and parent/guardian must read the **entire** application packet, especially the craft fair guidelines.
- FILL OUT application **neatly** with **all** information requested.
- TEACHER SIGNATURE(S) required. One teacher signature for elementary students OR all period teacher signatures for middle school students.
- SIGN in the space provided for the student AND the parent/guardian.
- SUBMIT the completed application to the front office: DEADLINE is **Nov 15th. Applications will not be accepted late!**

AFTER Application Submission

- WAIT while your application is reviewed by the Craft Fair committee. Not all completed applications will be approved and assigned a table space. An application may not be approved because it is an inappropriate craft, multiple applicants have submitted the same type of item to sell, submission of an incomplete application, or craft is not handmade.
- RESPOND to any requests for additional information from the MA PTO Craft Fair Committee as soon as possible. If you delay, it will hold up your application approval.
- WATCH your email for notification of your application's approval or denial by November 16th.
- START making your craft(s).

GENERAL GUIDELINES

1. All items for sale must be handmade. No resale items will be allowed, including store bought candy or drinks. **No stress balls (flour filled balloons), slime, excessively messy or inappropriate crafts are to be sold.** No taking of orders for future sales or samples of food items.

2. The Craft Fair committee may decline any crafts that are not allowed to be sold or do not match the students original description on the application.
3. Crafters must:
 - **Supply your own table: maximum size 2' x 6'** (smaller is ok). MA will provide two (2) chairs at each table. **If your table is longer than 6', you will not be allowed to set up at the craft fair!**
 - Have your own cash box with change/cash for your buyers.
 - Price your items either individually or clearly display a price with a **maximum of \$15.**
 - Provide an ingredient list for any food item to be sold.
 - Package all food products individually for sale.
4. Tables must be manned at all times. One parent is welcome to assist their young crafter.
5. Set Up: You must deliver and set up your own table during the designated set up times. Do not leave any crafts overnight!!!
6. Shopping times: Elementary and middle school students will be scheduled and coordinated with the teachers. Shopping will take place from 8:00 a.m.–12:15 p.m. on Friday, December 14th.
7. No eating or drinking of any food or drink sales items in the gym (with the exception of MA staff).
8. If the student sells out of all their inventory, they must return to class after checking out with the craft fair team.
9. **Students must check out with the craft fair team before leaving the gym to ensure that their space is clean. If you do not adequately clean your space, there will be a consequence which may include loss of privilege of participating in future craft fairs!**
10. You **CANNOT** unload your car in front of the school after 7:15am Friday morning! It interferes with car line. You have a few options. You can park in a parking spot (not the reserved spots) and unload your car using the crosswalk. You can unload your things **before** 7:15am Friday morning in front of the school. **If you disturb carline, it may result in the loss of privilege of participating in future craft fairs!**
11. The same thing applies when you are finished and are loading up after the craft fair. You **CANNOT** load your car in front of the school until 12:45pm after carline. Your options are to carry your things to your parked car (in a parking spot, not the reserved spots) using the crosswalk or wait until 12:45pm. **If you disturb carline, it may result in the loss of privilege of participating in future craft fairs!**

IMPORTANT DATES

- | | |
|---------|--|
| Oct. 22 | Craft applications will be available at MA front office, MAPTO page on the MA website, the Lynx news, and the MAPTO Facebook page. |
| Nov 15 | Deadline to submit completed applications |
| Nov 16 | Applicants will be notified if application was APPROVED or NOT APPROVED |
| Dec 14 | Set up tables and items starting at 7:00am |
| Dec 14 | Craft Fair selling hours 8:00 a.m. – 12:15 p.m. |
| Dec 14 | Clean up your table area; check out with craft committee member 12:15 p.m. – 12:45 p.m. |
| Dec 14 | Table removal and exit building AFTER 12:45 p.m. (after carline) – 1:15 p.m. |