

EVENT / ACTIVITY : Annual Easter Egg Hunt (please refer to Continuity Book for specifics)

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WHEN OCCURS: Spring, Saturday of Easter weekend, 11:00 am at Cherrydale School

MANPOWER NEEDED AND TIME COMMITMENT:

- 1) Egg Stuffing – 20 volunteers (combo Kiwanis and JBLM families) needed for 2 ½ hours to stuff 5000 eggs to be done on Saturday, a week before the event
- 2) Day of Event – 20 volunteers (Kiwanis, Key Club and JBLM) to act as site preparers (hiding eggs), parking guides, child ushers. (3 hours)

PROCEDURES:

- Obtaining candy – Jim Beaudoin, Executive Director has donated pallets of candy.
Puyallup Food Bank
110 23rd St SE
Puyallup, WA 98372
Candy donation may occur as early as February. Need storage place if received early.
If no large donation from the Food Bank, candy is collected from Kiwanians and Kiwanis Foundation funds can be used to purchase candy.
 - Plastic eggs obtained through Harley Moberg. Continuity Book has catalogue for Oriental Trading to order more plastic eggs, if needed. Hunt participants are encouraged to recycle plastic eggs after removing candy.
- Reserve Cherrydale School for Egg Hunt – Contact Ted Santos, Building Administrator, who will send the link to register the event by March 1. Refer to Continuity Book for further instructions. Copy of Kiwanis Liability Insurance must be sent with event registration.
- Be aware of Spring Break when scheduling the event.
- Event publicity -
 - Schools – Use flyer template in Continuity Book to create flyer for school distribution. School secretaries will assist with number of flyers needed and distribution instructions. See Continuity Book for specifics. Flyer must be district approved before sent to printers (Copy Wrights – Mark at 253-922-5156). Flyers delivered to school at least 2 weeks before the event.
 - Community Center – will post flyers and provide a sound system for the event. Coordinate with Town Administrator to advertise event on Reader Boards on Chamber

Creek Road and Union Street. Posters are also distributed to town businesses for posting.

- Egg Stuffing – done on the Saturday before the egg hunt. Refer to the Continuity Book for specifics on eggs needed by age group. Save small amount of candy for latecomers and set aside baskets for those who forget to bring their own.
- Jobs for Day of Hunt
 - Need three traffic volunteers for parking and traffic management.
 - School will provide 2 tables and 2 chairs and a trash can.
 - Public address system – test this before event begins.
 - Egg hiding – Volunteers report at 9:00 am for this. “Do Not Disturb” tape is used to cordon off areas by age group. See Continuity Book for egg hiding areas by age group. Keep extra eggs for late arrivals and spare baskets for those who forget their own.
 - Kid traffic management during egg hunt -see Continuity Book for details.
 - Encourage children to remove candy from plastic Easter eggs and recycle eggs for future hunts.
 - After the Egg Hunt is over, remove cordon tape, trash, and discard. Bring other Kiwanis items back to storage closet.
 - Submit receipts for purchases to the club treasurer for reimbursement
 - Send After Action report to club president and file copy in the Continuity Book. Include number of volunteers participating for club secretary.
 - Send thank you note to Jim Beaudoin at Puyallup Food Bank for donated candy.