

EVENT / ACTIVITY : 4th of July Parade Participation

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WHEN OCCURS: 4th of July, report time is 12:30 at Perkins Park

MANPOWER NEEDED AND TIME COMMITMENT:

- Prior to the Event –
 - Submit Application to Walk in the Parade to the Chamber of Commerce (30 min).
 - Give grandstand announcer info about the club. (30 min)
 - Get volunteers by announcing event at Thursday Kiwanis meetings each week in June.
 - Collect signs and banner to be carried by participants (20 min to? hours if new signs must be made)
 - Purchase candy and separate into bags to be carried by walkers (2.5 hours)
- Day of Event – Volunteers (as many as wish to join, prefer at least 10) to walk, carrying signs and tossing candy for the parade route for 2.5- 3 hours

PROCEDURES:

- Application to Submit Application to Walk in the Parade to the Chamber of Commerce (sponsor of the July 4th activities). The application and process for submission can be found on the Chamber's website – www.steilacoomchamber.com. Process for submission and approval verification is on the application. Application includes a place to list a description of the Kiwanis club to be read when club walks past the grandstand.
- Collect banner and signs –
 - Banner and signs are in the Kiwanis storeroom at the PDC. The banner is in a PVC tube. It requires a 9-10-foot pole to be carried. Pole is in the PDC or can be gotten from Harley Moberg
 - Signs – The signs list the various activities sponsored by the Kiwanis club. They are also stored in the PDC. They have been disassembled for easy storage with signs, sticks and screws all together.
 - If new or more signs are needed, recommend purchasing colored tri-fold board from Michael's (use coupons for good deals) and cut to size. One can make eight signs from a single trifold.
- Purchase and separate candy for children lining the parade route – Best buys can be made at Smartfoods (6208 Tacoma Mall Blvd.) Recommend purchasing @ 2500 pieces of candy. Suggested items include: Dumdum lollipops, mini Tootsie Rolls, bubble gum, and mini Sweet

Tarts and Nerds. Depending on weather, chocolate may melt, so want to avoid that. Separate into @ 15 bags for parade walkers to toss during the parade.

- Parade Process - Have all wear their red Kiwanis shirts in the parade. Assemble on Martin Street by Perkins Park according to assigned parade position. Distribute banner and signs to be carried and bags of candy to distribute.
- Post parade – collect banner and signs and return to the PDC.
 - Submit receipts to club treasurer for reimbursement
 - Submit volunteer hours to club secretary.