

Easter Egg Hunt – Balloons and Suckers Internal Service Project Summary Sheet

Date – the day before Easter (usually starts around 12 noon or 1pm)

Advance Preparation: About a week before the event, purchase your supplies which are 400 balloons (choose various colors), 2 large spools of ribbon (500 yards each), and the rental of a helium tank. In the past, we have used Card & Party Warehouse at 260 East Golf Road in Arlington Heights. Their number is 847-427-8700. However, Party City also sells the same thing – any party supply store can be used. The helium tank should cost around \$60-70 to rent. With the balloons and ribbons, total will probably cost around \$100- 120 for these supplies. In the past, we have purchased 500 balloons but we have had up to 100 left over the past couple of years so 400 might be a better number. You also need to purchase suckers (usually get the Tootsie Pops which can be purchased in bulk) but this is usually done separately – like at Costco and this will cost another \$75 or so. Recommend purchasing 800 suckers. We won't use them all but you should give the leftovers to Mary Catherine Nelson because she will use them for her religious ed programs.

The morning of the Easter Egg Hunt, you will need to pick up the helium tank. It is very heavy. You will need a van and someone to help load and unload the tank. The group members working the event should meet at St. Raymond to work together to blow up the balloons with the tank, tie them to ribbons etc. You should meet around 9am so you are finished by noon when the Egg Hunt usually starts. It is recommend you have as many people as possible because the more you have, the quicker this will get done. In the past, Mary Catherine has offered up teen volunteers to help for service project hours. She may call you and offer this up. 10-12 people total is recommended. If you work in the gym, you can store the balloons on the stage or in the gym teacher's office which is right outside the gymnasium. You can also usually work in the cafeteria. It is a good idea to bring some baskets or bags to put the suckers in. When the event begins, you just stand in various places outside (where the Egg Hunt is taking place) and the children will come up to you for a balloon and sucker.

If someone in your group is willing, you can just pay for all the supplies yourself and then put your receipt in Sister's Dee's mailbox and she can handle the reimbursement for you from St. Raymond. If you do want a check to cover the supplies in advance, you will need to contact Roberta Nichols and tell her the name of the vendor you are using to purchase. If you give her a week's notice, she can give you a check made out to the vendor and all you have to do is fill in the amount.

Remember that St. Raymond is tax-exempt. You can pick up a photo-copy of a form at St. Raymond PMC that you can show to the cashier so you are not charged sales tax. This is from the Illinois Department of Revenue and shows that we are tax-exempt. The parish has a Costco card that you can borrow if you want to buy anything there.

After the event, you have to return the tank.