

Easter Egg Hunt
Eggs / Raffle Tickets / Bunny Suit / Publicity
Internal Service Project Summary

Date: Holy Saturday (the day before Easter)

Actual Time of Service Project: 11:45 AM – 2:00 PM.

Number of Volunteers Needed: 6 – 8

Contact Person at St. Raymonds: Sr. Dee 847 / 253-8600 (x151)

Responsibilities:

- Put the publicity in the bulletin
- Purchasing the plastic eggs, candy, and stickers - then stuffing
- Hiding the eggs the day of the event
- Handing out raffle tickets to each child at the event
- Have a volunteer wear the bunny costume during the event

Egg details:

- 100 dozen plastic eggs needed: Buy in advance if you want to find enough at one store!
 - 75 dozen primary colored eggs stuffed with candy for the 4-6 year olds and 7-9 year olds
 - 25 dozen pastel colored eggs stuffed with stickers for the 1-3 year olds. You can also purchase eggs already filled with candy from the Oriental Trading Company. This would eliminate having to stuff the eggs yourself. Prior groups have stuffed the eggs at a Moms Plus meeting – if you have a large enough group, it goes fairly fast. Only need to put one piece of candy (like a mini candy bar or Hershey kiss) in each egg.

Preparation Prior to the Event:

- Contact Roberta Nichols, parish bulletin editor (x121) to place an ad in the bulletin about the Easter egg hunt at least 3 weeks in advance of the event. (Roberta probably has it in her computer with clip art from last year.)
- Obtain tax form for not-for-profit organizations from Sr. Dee (or Roberta Nichols). Present this form to each store you make purchases. (At Wal-Mart you need to present the form at Customer Service and obtain a Tax Exempt ID card, prior to checking out.) In the past we've purchased plastic eggs, stickers and candy from Target, Wal-Mart, Costco or Sam's Club.
- Turn all of your receipts into Sr. Dee, including your name, address and phone number. You will then receive a reimbursement check from St. Raymonds. If you are buying most of your supplies at the same store and no one in your group wants to front the money, you can receive a check in advance from Roberta Nichols. You need to contact her about 2

weeks before you need the check and she will issue it to the specific vendor you choose and then you can fill in the amount at the register when you pay.

- Set up meeting time to stuff the plastic eggs with your Moms Plus Group.
- Ask Sr. Dee if she has raffle tickets or if you have to purchase them.
- Ask Sr. Dee for the Easter Bunny costume.
- Find a volunteer (under 6 feet tall) to wear the costume during the Easter Egg hunt (from about 12:30 – 1:30 PM).

Day of the Event:

- Maintenance ropes off three areas for 1 – 3 year olds, 4 – 6 year olds, and 7 – 9 year olds. Your group is not responsible for this.
- Group members need to “hide” the eggs throughout these areas. Really, all that is done is the eggs are laid on the lawn – very few are really “hidden” as there are not a lot of places to hide them in the roped off areas where the eggs need to be placed.
- Recommend keeping 10 eggs hidden in a basket on the side, in case someone doesn’t find an egg.
- The hunt takes place after the blessing of the Easter baskets in church, which began at 12:30. Prior to the start of the actual hunt, need to have 6-7 different people scattered around the courtyard to be sure each child receives one raffle ticket (they’re free!). The way it works is you give ½ the ticket to the child and keep the other ½ from which the numbers will be called. Be sure to have someone collect all the raffle tickets and combine them into one basket -- so all have a chance to win! Bring the basket of collected tickets up to the table where the drawing will take place. This is the one part of the project that does require a lot of volunteers – b/c there are a lot of kids all arriving at once that need to get tickets relatively quickly.
- The Easter Bunny roams around the courtyard, greeting children and posing for photos.
- All tickets will then be combined into one large basket from which Fr. Bernie will draw the winners. Sr. Dee found this basket, and already had it put on the table for the drawing.
- Two other Moms Plus groups provide the Easter baskets to be raffled and the helium balloons and Tootsie Pops to be distributed.
- After all the baskets are raffled, all should help clean up the courtyard.