

Guide to Surviving This Year's **Healthy Kids Carnival**



Photo credit: Terry Rouse

2010 Carnival: Shortly after this photo was taken, a thunderstorm forced the carnival inside. This led to lesson #1 – be flexible!

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INTRODUCTION



The Healthy Kids Carnival began in 2009 as a fundraiser for the Rainbow Mennonite CDF Freedom School® in Kansas City, Kansas. It was organized jointly by the parent committees and the Rosedale Healthy Kids Initiative. Over the six weeks of Freedom School, committee members met and planned a healthy carnival for the community, with snacks and activities that emphasized health. That year, the carnival netted \$1000 for Rainbow Mennonite CDF Freedom School®, and the Healthy Kids Carnival made the front page of the Kansas City Star newspaper. The carnival continued in 2010, and although it was rained out halfway through, it was still a successful event. This guide was created with the hope of continuing the carnival in years to come and building on its success.

LOGISTICS TEAM

Organizer's Notes

The Logistics Committee was added in 2010 to help oversee coordination of the carnival. It comprised of parents of Freedom School scholars, Heidi Holliday from the Healthy Kids Initiative and Rachel Hostetler from Rainbow Mennonite Church. Below is a list of things to consider when planning the Healthy Kids Carnival.

Aprons – Aprons are needed to collect tickets. We borrowed them from the Rosedale Development Association (RDA).

Community Policing – Invite the community police officers to attend.

Cones and caution tape – Needed to block off parking lot. Also borrowed from RDA.

Donations – It is important to track who makes donations to the carnival so they can later be sent a thank you note and receive recognition for their gift. Refer to the sample donation letter, log sheet for donations, and thank you letter in the notebook. When donations were requested from businesses, we learned many of them process these requests early in the year. One of the parents (Cheryl Bettis) was very helpful in finding donations from businesses for our carnival. She recommends that we apply for donations earlier in the year.

Extension cords – Needed for food booths, musical chairs, and bounce house. (The bounce house was plugged into an outlet in the church shed.)

Flyer – Flyers were distributed to parents, churches and businesses ahead of time to advertise the event. Copy of flyer is included in this notebook.

Layout – Closed Early St and the parking lot north of the park. All of the food booths were on Early St. The community resource tables, face painting, and dining tables were all in the parking lot. We used chalk to mark off the different sections ahead of time. Dining tables were in the shaded area. Activity booths were in the grassy lot north of the parking lot. The activities were designated by a sign taped to a folding chair.

Parent Committees – It is recommended that each parent committee (logistics, food, and activities) receive a form at the first meeting with guiding questions to assist them with the planning process. The desire is to support parents in taking the lead in organizing each of these committees.

At the first meeting, each committee asked parents to write down their contact information. Then copies were made, and it was given to committee members the next week. This enabled the parents to more easily communicate with other parents on their committee as they were planning the carnival.

Parking – Freedom School staff parked their cars in the empty lot at Stinson / Mill St, which is owned by Rainbow Mennonite Church.

Petition to close Early Street for special event – Requires signatures of at least 51% of the residents and/or businesses adjoining the street and \$10 permit fee. Copy of petition is included in notebook.

Pricing of food and activities – One of the tricky things is to balance making money and not charging too much. The meal tickets worked well and simplified buying food, but it was a hassle to buy food with tickets. In 2010, 4 tickets cost \$1 and when purchased ahead of time you could purchase 5 tickets for \$1. The pricing was such that it required 12 tickets to buy one tostada. It was only \$3, but it felt like a lot more because of all the tickets. Reducing the number of tickets required to purchase food is recommended.

Prizes – In 2010, we gave out the following prizes at the activity booths: temporary tattoos, stickers, bubbles, stuffed animals, basketballs, and school supplies (notebooks, pencils, folders, glue...). Candy was not allowed as a prize to keep with the theme of it being a healthy carnival. The project director assisted the activities committee in purchasing prizes.

Photography: Make sure all the scholars have photo releases signed. If they don't, let any media that comes to the event know who can be photographed. Also, decide on at least three photographers (volunteers, interns, etc) before the event.

Publicity – The Rosedale Healthy Kids Initiative handled publicity for the event. A copy of the press releases from 2009 and 2010 are included in this notebook, as well as a 2010 media contacts list.

We also added the event to online calendars, such as the Pitch and the Kansas City Star. In addition, we advertised on Facebook, Twitter, and the websites for Rainbow Mennonite, RDA, and the Rosedale Healthy Kids Initiative.

Raffle – In 2010, raffle prizes included tickets to the Royals, T-Bones, Zoo, Great Wolf Lodge, QuickTrip, and Walmart. (Walmart was very popular with the kids.) 3 raffle tickets cost \$5 and 1 raffle ticket cost \$2. One idea is to make the raffle cheaper so more kids could participate. Rainbow purchased 4 plastic containers to be used for the raffle.

Rain Back-Up Plan – It is worth considering a plan for rainy weather on the day of the carnival (a thunderstorm rolling through or it could rain all day long). In 2010, a thunderstorm rolled in midway through the carnival despite our wishful thinking. Everybody moved inside the church, and we continued to sell food and raffle tickets in the Fellowship Hall.

Recycling Bins – In 2010, we reserved recycling containers through Livable Neighborhoods (913-573-8737). They have recycling containers available for neighborhood events free of charge. They are large – one fits in the backseat of a car. So whoever picks them up needs to have a large car or truck. But when a parent attempted to pick up the bins, whoever she spoke with mistakenly directed her to the Recycling Center. I'm not sure what happened. The Livable Neighborhood office is located in the southeast corner on the bottom level of the old Indian Springs Mall. They recommend you call to let them know when you are coming and then when you arrive say that you have come to pick up the **“Portable Recycling Containers for a special event.”**

Rosedale Ridge – Rainbow purchased tickets and donated them to kids participating in the summer program at Rosedale Ridge. We wanted to invite persons from this community to participate and not worry about the cost. On the day of the carnival, Robert also gave tickets to people who were unable to purchase tickets.

Signs – A very nice laminated sign saying “Healthy Kids Carnival” is being stored at RCC. Signs were also made to explain pricing for food, activities, and raffle prizes.

Sound system – A sound system will likely be needed for the event. Rainbow Mennonite Church or Rosedale Congregational Church should have one available.

Tables and Chairs – Tables and folding chairs (about 30 chairs) were used from Rainbow. The round dining tables / tablecloths came from Rosedale Congregational Church. The four tables for the community resource tables and most of the folding chairs came from RDA. **Make sure all of the tables and chairs are labeled ahead of time so it is clear who they belong to.**

Tickets – We purchased ticket rolls at Office Depot in 2010. There should be some in storage at Rainbow Mennonite Church.

Ticket Booth – Located next to the doors on the east side of Rainbow Mennonite Church. This was the only booth that handled money. Raffle tickets and tickets for the activities and food were purchased here. As people purchased tickets, the ticket booth accumulated a lot of cash which did not all fit in the money bag. In the future, it is recommended that someone periodically move some of the cash to a safe place inside Rainbow. A community policing officer (Amy Allen) was present at this booth in both 2009 and 2010, and it is recommended they continue to be contacted for added safety.

Timing – In 2009, the carnival was outside 3-8pm, while the kids performed inside between 5:30-7 pm for the Freedom School Finale. This happened during the last week of Freedom School. This was not ideal for parents and FS staff, who wanted to see the children perform inside and were not available to help with the carnival outside during that time frame.

In 2010, the carnival took place in the 5th week of Freedom School. It lasted from 3-7pm, but a thunderstorm rolled in around 5pm and forced us to move everything inside. We continued to sell food inside. We had a smaller crowd 3-5pm and then it felt like the carnival was starting to pick up around 5pm, the time we had to move inside. There was no Freedom School Finale, but the kids did sing “Something Inside So Strong” outside.

One recommendation is to have the carnival between 5-7pm and then have the Freedom School kids perform inside 7-9pm. We believe that more parents will come to the carnival if they know their child will be performing.

Trash Bins – We used trash bins in the park and from the church.

LOGISTICS TEAM QUESTIONS

Who is your team's parent chair?

Is there a theme for freedom school this year? How does it fit with the Healthy Kids Carnival?

When will the carnival be, and how long should it last?

How will the carnival be set up this year? Where will the food and activities booths be located?

What is the rain plan for the carnival?

How will donations be requested? Will each "team" find their own?

Who will contact community resources to set up at the carnival?

See worksheet on next page for specific tasks.

LOGISTICS TEAM WORKSHEET

TASK	NAME	NOTES
Aprons		
Community Policing		
Cones and caution tape		
Donations		
Extension cords		
Flyer		
Layout in 2010		
Parent Committees		
Parking		
Petition to close Early Street for special event		
Pricing of food and activities		
Prizes		
Photography		
Publicity		
Raffle		
Rain Back-Up Plan		
Recycling Bins		
Rosedale Ridge		
Signs		
Soundsystem		
Tables and Chairs		
Tickets		
Ticket Booth		
Timing		
Trash Bins		

FOOD TEAM

Organizer's Notes

The key purpose of the Food Team for the Carnival is to make sure that the food served is healthy and appealing to the scholars and the community. Included below are the food lists from the last two years. Some ingredients are donated by the Rosedale community gardeners.

2009 Food

- Barbecued lean chicken
- French green bean stirfry
- Tostadas
- Roasted veggie kabobs
- Yogurt and granola parfait
- Water

2010 Food

- Beans/rice/sausage
- Tostadas
- Stirfry
- Corn
- Beans and Rice
- Fruit Cups
- Strawberry Shortcake
- Fruit water
- Water

FOOD TEAM QUESTIONS

Who is your team's parent chair?

What healthy foods will be offered?

What supplies will you need for each food option?

How many tickets will each food option "cost"? Will there be a meal ticket?

Who will make the signs for the food, and the meal tickets, if any?

Who will cook the food? What ingredients do you need? Where will you get those ingredients?

Where and when will the food be prepared, and where will it be stored before the event?

Who will serve the food? Will there be shifts? How long will the shifts be?

How many tables and chairs will you need?

How many plates, napkins, cups, silverware, etc will you need? (NOT Styrofoam) Who will be responsible for buying these supplies?

Who will be responsible for set up and clean up of the food tables?

Where will the leftover food (if any) be donated? (FYI: Synergy Services Youth Resiliency Center, 816-505-4799, takes donations of food late at night!)

ACTIVITIES TEAM

Organizer's Notes

The key purpose of the Activities Team for the Carnival is to make sure the activities offered are healthy/physically active and appealing to the scholars and the community. Included below are the activities lists from the last two years.

In 2010, one Bounce House was borrowed from Rosedale Church of God Holiness and the other was rented from jump4funkansas@gmail.com

2009 Activities

2010 Activities

Basketball Game
Ring Toss
Face Painting
Musical Chairs & Un-Cake Walk
Sack Races
Jump Rope
Spoon w/ Egg Races (limes were used as a substitute)
Karoke
Hula Hoops
Bean Bag Toss
Bounce House 1
Bounce House 2
Raffle

ACTIVITY TEAM QUESTIONS

Who is your team's parent chair?

What will the healthy activities be?

How many activity booths will there be?

How many tickets will each activity "cost"?

What will the prizes be? (not candy!)

Where will you get the prizes? (donations, etc.)

Who will run the activities? Will they be run in shifts? How long will the shifts be?

What supplies are needed for each activity? Who will find the supplies for each activity?

Who will be responsible for set up and clean up of the activities?

COMMUNITY

RESOURCES

Every year we contact local community resources for booths at the Carnival. The list of resources from the previous two years is below.

2009 Community resources:

- Bridging the Gap (Walking School Bus program)
- Environmental Protection Agency
- Kansas City, Kansas Public Library (Argentine Branch)
- Rosedale Development Association
- Rosedale Healthy Kids Initiative
- United Way of Wyandotte County

2010 Community resources:

- Bridging the Gap (Walking School Bus program)
- Healthy Hawks (KU Med Center)
- Rosedale Development Association
- Rosedale Farmers Market
- Rosedale Healthy Kids Initiative

DONATIONS



Many of the food and prize donations were from local businesses, such as Apple Market and Costco. Letters to sports teams, waterparks, etc. were sent out early in the season to get tickets before the event.

Donations were requested for raffle prizes, school supplies (prizes), and food.

Log Sheet for Donations Received

Date Received	Name of Business/Organization	Description of Donation	Thank you Note

VOLUNTEERS

Each team should make sure the shifts needed at the carnival are covered by as many parents as possible. If additional volunteers are needed, we recommend asking at Rainbow Mennonite Church and other churches around the area. Volunteer requests can also be made through the United Way of Wyandotte County, Rosedale Healthy Kids Initiative and RDA and websites such as www.volunteermatch.org

If parents have not made it to the organizing meetings, we recommend that they are asked to take a shift at the carnival.

Freedom School Interns should also be approached as potential volunteers.

APPENDIX

- Sample flyers
- Sample press release
- Media contacts list
- Sample meal ticket
- Activities guide
- Street Closure Permit



Healthy Kids Carnival sample flier.pub

Healthy Kids Carnival

Tuesday, July 20, 3 - 7 p.m.

Whitmore Park

1400 block of Southwest Blvd., Kansas City, KS

A celebration of healthy eating and active living benefitting

Rainbow Mennonite CDF

Freedom SchoolSM

- Activities & games
- Food & drinks
- Raffle prizes



For more information, call

913-645-7826 or 913-236-6337 or email: info@healthykidsinitiative.org



Healthy Kids Initiative

In case of inclement weather, the carnival will be held at:

Rainbow Mennonite Church,
1444 Southwest Boulevard, KCK

*Sponsored by the parent committees of Rainbow
Mennonite CDF Freedom SchoolSM and the Roseale
Ministerial Alliance Healthy Kids Initiative.*

Healthy Kids Carnaval

Martes, 20 de julio, 3 – 7 p.m.
Whitmore Park

1400 block de Southwest Blvd., Kansas City, KS

Una celebración de la vida sana para el beneficio de la

Rainbow Mennonite CDF

Freedom SchoolSM

- Actividades y juegos
- Comida y bebidas
- Premios de la rifa



Para más información, favor de llamar
913-645-7826 or 913-236-6337 o email: info@healthykidsinitiative.org



Healthy Kids Initiative

*En caso de lluvia, mudaremos a
Rainbow Mennonite Church,
1444 Southwest Boulevard, KCK*

*Patrocinado por los comités de padres de Rainbow
Mennonite CDF Freedom SchoolSM y la Roseale Min-
isterial Alliance Healthy Kids Initiative.*

SAMPLE PRESS RELEASE

FOR IMMEDIATE RELEASE

For more information, contact:

Healthy Kids Initiative

Wendy Wilson, 913-677-5097

Jane Heide, 913-645-7826

Healthy Kids Carnival Emphasizes Active Living and Healthy Eating

Local parents and Healthy Kids Initiative volunteers organize an alternative healthy carnival to benefit Rainbow Mennonite CDF Freedom School.

Kansas City, Kansas: July 15, 2010 – The parent committees of Rainbow Mennonite CDF Freedom School and the Rosedale Ministerial Alliance Healthy Kids Initiative will sponsor the second annual “Healthy Kids Carnival” as a benefit for Rainbow Mennonite CDF Freedom SchoolSM on Tuesday, July 20 from 3:00-7:00 p.m. at Whitmore Park.

Rainbow Mennonite CDF Freedom SchoolSM is one of 12 Children’s Defense Fund Freedom SchoolSM sites in Kansas City, and serves area K-8th Grade youth in a six week summer enrichment program that focuses on literacy, positive attitudes toward learning, and the development of the youth leaders who make a difference. This year’s national theme is “Building Healthy Communities,” and the carnival will build off of the curriculum they have been following all summer.

Instead of fried foods and candy, the Healthy Kids Carnival will feature healthy foods such as frozen fruit cups, vegetable stir-fry, grilled corn on the cob, and new spins on old classics like tostadas with vegetables and barbecued lean meat. Activities and games at the carnival will emphasize active living, and encourage the youth to make healthier lifestyle choices.

The Healthy Kids Initiative is a faith based advocacy effort to reduce childhood obesity and was formed as a partnership between Rosedale Development Association, the Rosedale Ministerial Alliance, KC Healthy Kids, and the University of Kansas Medical Center. They are funded in part through a grant from the Robert Wood Johnson Foundation. The Healthy Kids Carnival is part of a community wide effort focusing on reversing the trend of childhood obesity by advocating for increased access to healthy foods and promoting physical activity.

Whitmore Park is located in the 1400 block of SW Blvd. in Kansas City, Kansas. In case of inclement weather, the event will be moved to Rainbow Mennonite Church, 1444 SW Blvd., Kansas City, Kansas.

For additional information on the Healthy Kids Carnival or the Healthy Kids Initiative, contact Wendy Wilson or Jane Heide, co-directors of the Healthy Kids Initiative.

Contact:

Healthy Kids Initiative

Wendy Wilson, 913-677-5097

Jane Heide, 913-645-7826

info@healthykidsinitiative.org

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2010 KANSAS CITY MEDIA LIST

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Porter	Director	(816) 358-5360	(816) 358-7987 (913) 514-	N/A
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Patrick	News Director	(816) 514-3000	(816) 356-7107	kpatrick@710kcmo.com

SAMPLE MEAL TICKET

HEALTHY KIDS CARNIVAL

\$5 MEAL TICKET

*Choose 1 of each column
(Elija uno de cada columna.)*

Entree	Side 1	Side 2	Drink
Red beans & rice with sausage	Cornbread	Fruit cup	Water
Tostada	Beans and rice	Cantaloupe	Fruit water
BBQ Chicken	Grilled corn on the cob	Watermelon	
French beans stir fry with rice			

HEALTHY KIDS CARNIVAL ACTIVITY GUIDE

Some kind of prize is given to kids at all the activities, whether they “win” or “lose.” “Winners” will receive a bigger prize.

A note for those running the games: Be creative. Don’t feel tied down by the instructions below. If you’d like to implement a twist to the game, go ahead and do it. If you need to adjust the game for bigger/smaller kids, by all means, adjust the game. Above all, do your best to engage the kids and let them have fun.

Ring Toss: Two tickets

Materials: 40 Clear plastic bottles of similar size with labels ripped off left over from Freedom School. Water and food coloring provided by Allison. Rings – Provided by Rosedale Congregational Church.

Set Up: 6 bottles left with clear water. 8 bottles left a red color, or any color that makes it look like all-natural fruit juice. 12 bottles with water colored yellow or orange to look like Gatorade. 14 bottles colored black or dark brown to look like dark soda. These numbers can be altered according to the desires of the administrator of the game or according to the number of plastic bottles one can find.

Game Play: Explain to the contestant that you need four points to win. Holding up each bottle as you describe it say that water is worth 5 points (automatic win), the 100% fruit juice is worth 3 points, the Gatorade is worth 1 point and the soda is worth 0 points. Ask the contestant why he/she thinks soda isn’t worth anything or why water is worth so much (basically, water is healthy, soda is not).

Basketball Shoot: Two tickets

Materials: basketball. Chalk or cone or some marking device.

Set Up – mark a shooting line with chalk in front of the lowered basketball hoop about five paces from the rim. Mark another line 8 paces from the rim.

Game Play and set up: Have kids 5th grade and below shoot from five paces out and kids above 5th grade shoot from 8 paces out. Give each kid three shots. Making one shot makes them a winner.

Face painting: in 2010 Freedom School interns did the face painting

Materials: Cups with water for brushes. Brushes. Paint palate.

Musical Chairs/ “Cake” Walk: Four tickets

Materials: 10 chairs. Boom box. In 2010 a parent, Gonzalo Aguilera, brought the music and stereo. Freedom School also usually has a play list of Freedom School songs that can be used.

Game Play/Set Up: Set Up one less chair than the number of participants you have (you do not have to wait for their to be eleven participants). Play music for about a minute and have the kids walk around

the chairs. When you stop the music the children must sit in a chair, the child that is left without a chair is eliminated, but still gets a small prize. Continue this process until there is only one child left. In 2010 this child would receive a prize of about 8-10 dollar value.

If the administrator chooses, instead of musical chairs, he/she can play cake walk.

Cake Walk: Number the chairs or use chalk to write numbers on the ground in a circle. When the music place the kids walk/dance around the circle and when the music stops they stay on the number they were on when the music stopped. Draw out of a hat a number. The child on that number wins a prize.

Sack Races: Two tickets

Materials: Pillowcases, two cones or two chairs to mark the races course.

Game Play: Set cones or chairs about 30 feet apart. Wait for two contestants to arrive. Have the kids step into the pillowcases and have them race to the second cone/chair and back. Both win a prize. If you have multiple kids waiting to play, you can organize a relay race, if you'd like.

Spoon with Egg Races: Two tickets

Materials: Two spoons. 6 hard-boiled eggs or limes. Two cones or chairs to mark the race course.

Game Play/Set up: Set up the cones/chairs about 30 feet apart. When two kids have come to play set an egg/lime on their spoons. If the egg/lime falls out of their spoon they have to stop and balance it back on their spoon. Have them race to the second cone and back. Both win prizes.

Hula Hoops: Two tickets

Materials: five hula hoops.

Game Play/Set up: From Allison Edwards: *The hula hoop game basically became an "everybody gets a prize" game. If two friends came up at the same time, I'd see who could hula hoop the longest, best of three efforts. It really depended on if the kids were good at hula hooping or not. The kids who could hula hoop forever just got to play with them and then got a prize at the end; the kids who weren't good at it competed against one another and the one who could keep it up the longest "won"*

Jump Rope: Two tickets

Materials: 5 Jump Ropes. In 2010 Mirela Struga provided the jump ropes. Freedom School also should have some jump ropes

Game play: See "Hula Hoop Game Play." Run the Jump Rope game in the same way except with jump ropes instead of hula hoops.

Bean Bag Toss: Two Tickets

Materials: Bean Bags. Box with holes to aim bean-bags at. Cone to mark throwing line. In 2010 a parent bought the bean bag game. It was Rachele Pecina who ran the game, so it was likely her who bought it.

Set up/game play: have the child stand at the cone. Let them toss the bean-bags toward the box one at a time. Depending on the number of bean-bags you have, determine the number of “makes” a child needs to win.

Bounce Houses: ??? Tickets

In 2010, one Bounce House was borrowed from Rosedale Church of God Holiness and the other was rented from jump4funkansas@gmail.com. Parental/volunteer supervision is needed for these, as well as extension cords. Rainbow Mennonite has allowed us to use electricity from their shed.

Raffle: 3 Raffle Tickets for \$5, 1 Raffle Ticket for \$2

In 2010, raffle prizes included tickets to the Royals, T-Bones, Zoo, Great Wolf Lodge, QuickTrip, and Walmart. (Walmart was very popular with the kids.) 3 raffle tickets cost \$5 and 1 raffle ticket cost \$2. One idea is to make the raffle cheaper so more kids could participate. Rainbow purchased 4 plastic containers to be used for the raffle.

STREET CLOSURE PERMIT



UNIFIED GOVERNMENT OF WYANDOTTE COUNTY & KANSAS CITY, KANSAS TRAFFIC ENGINEERING DEPARTMENT

ONE McDOWELL PLAZA

701 NORTH 7TH STREET, 66101

(913) 573-5770
FAX (913) 573-5727

RE: Block Party/Special Event Permit Procedures

In keeping with the Public Works Department's policy on street closings for block parties, it is necessary that you secure the signatures of no less than 51% of the residents and/or businesses adjoining the street on which the block party is to be held. However, obtaining as many signatures as possible assures the Department that the majority is in favor of the block party. Certain streets are not available for block parties due to the traffic volumes using the street or the critical nature of that street to traffic flow within a neighborhood.

Enclosed is a copy of the petition form to be used in securing the signatures. Please circulate the petition, and specify the requested street(s) to be closed, the closing date and time period. The only restriction on the hours for the block party is that the street must be cleaned and reopened to traffic by 10:00 p.m.

Forward the completed petition to the Traffic Engineering Division, Room 717, 701 N 7th Street, Kansas City, KS 66101. Please provide the name of the person to be indicated on the permit, their home address and daytime telephone number. Please include with the petition a check or money order made out to "Unified Government Treasurer" for the \$10.00 permit fee.

After the request has been processed and approved, the permit will be mailed to the person identified on the permit along with the receipt for the paid permit fee. If preferred, the permit may be picked up and the fee paid at that time.

Barricades for the block party will be provided but the organizers of the party will be responsible for setting up and taking down the barricades. The barricades will be delivered to the address noted on the permit, which will also include the delivery and pickup dates.

The following restrictions will be indicated on the permit: 1) no alcoholic beverages will be allowed in public view since consumption in public is prohibited by law, and 2) emergency vehicles must be able to access the street. No fixed objects will be allowed in the street.

Please allow approximately two (2) weeks for processing and approval of your request. If you have any questions concerning the process, please feel free to contact this office.

Sincerely,

Traffic Engineering

Attachment

