

Saline County Back to School Fair

P.O. Box 5040

Salina, KS 67402-5040



June, 2017

Dear Community Partner:

On behalf of the Back to School Fair Committee and other local sponsors, we would like to invite your organization to participate in the sixteenth annual Saline County Back to School Fair. Through the support of community sponsors, this event will provide an opportunity to distribute free basic school supplies to 1,800 income-eligible Saline County K-12 students, free school and sports physicals, dental and depression screenings. **The Back to School Fair is scheduled for Friday, July 28 from 3:00 to 6:00 p.m. at the Lakewood Middle School.** The cost of each booth will be as follows: \$20/Non-Profit Organizations and \$35/Other Agencies and Service Providers.

In addition to providing free basic school supplies locally ordered to match school district needs, the Back to School Fair will also provide an excellent opportunity for community service agencies and organizations to provide information about activities for children/youth and family services that they offer. Over 30 exhibitors have set up booths at previous Back to School Fairs. Free refreshments are available.

Here is the information in a nutshell:

- Location: Lakewood Middle School, 1135 Lakewood Circle, Salina.
- Booths will be located in the Commons Area at Lakewood.
- Booths should include educational materials and are **strongly encouraged** to be interactive. If you would like to have any give-a-way items, we strongly encourage school supply type items.
- The Back to School Fair will be held **Friday afternoon, July 28** from 3-6 p.m.
- Booths **must** be set up by 2:45 p.m. They can be set up any time prior to this time on Friday.
- Each booth will have a table with a plastic tablecloth and two chairs.
- **Note:** Checks will not be deposited until after the registration deadline.

Attached to this email you will find the policies and procedures for the Back to School Fair, an application form, and a Back to School Fair Factsheet. All of the information for the Back To School Fair may also be downloaded from the Salina Area United Way webpage (<http://www.unitedwaysalina.org/>). The completed **application with payment must be returned to: Central Kansas Extension District, Attn: BTSF, P.O. Box 5040, Salina, KS 67402-5040. Make checks payable to "Greater Salina Community Foundation,"** and place Back to School Fair in the memo line.

Application deadline is **July 14, 2017**. Faxes will not be accepted. Payment must be included with application (payable to the Greater Salina Community Foundation but mailed to Central Kansas Extension District). If this deadline is prohibitive to get the application and get a check cut for the booth fee, please contact me and we will get something worked out.

We're looking forward to your participation in this annual community event that reaches over 3,500 Saline County students and families. If you should have questions concerning this event feel free to contact me at the phone number or email address listed below. Hope to see you at the Back to School Fair!

Sincerely,

Debra Wood
Exhibitor Chair
dwood@ksu.edu
309-5850

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Salina, KS 67402-5040



POLICIES AND PROCEDURES FOR EXHIBITORS

Friday, July 28

3:00 – 6:00 p.m.

Lakewood Middle School
1135 Lakewood Circle, Salina

OBJECTIVES OF FAIR

- 1) Provide free school supplies for income-eligible youth in Saline County
- 2) Educate public about services available for youth and families in Salina area
- 3) Provide a variety of free interactive hands-on activities and games for youth and families
- 4) Provide emphasis on the 40 Developmental Assets for youth
- 5) Promote Salina as a “Community That Cares” about its youth and families

ELIGIBILITY – All participating agencies, organizations and clubs should provide a booth that is consistent with the objectives listed above. Vendors are encouraged to provide some type of hands-on, interactive activity as part of their booth display. The Exhibitor Committee will review all applications and applicants will be notified of their acceptance for this event.

SELLING – No selling of products or services will be allowed; however, you may provide educational information about your products and services and the costs associated with them, as well as how persons can access programs and activities offered by your agency. Vendors are encouraged to provide brochures and written materials in English and Spanish.

GIVEAWAYS – We want booths to focus on the educational aspect of their service(s) and provide an interactive hands-on booth. If you wish, you may give out a small prize as part of an activity or game, but no door prizes please. If items are given out we strongly encourage school supply type items. **No registration or gathering of personal information for drawings of prizes will be allowed.** Thank you in advance for your cooperation!

BOOTH RENTAL FEE – A fee will be charged to help defray the cost of providing the booths. We have eliminated the table skirting and curtains that divide the booths to help cut the costs of the booths. **Fees will be \$20/booth for non-profit organizations and \$35/booth for all other agencies/service providers.** The fee should be submitted with the registration form (payable to the Greater Salina Community Foundation and mailed to Central Kansas Extension).

If you have any special needs regarding your booth space, please request the desired arrangements on the registration form. Overall space, and multiple spaces, are limited on a first come, first serve basis.

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Please complete the following registration form to reserve booth space at the Back to School Fair, July 28, from 3 p.m. to 6 p.m. at Lakewood Middle School. Booth spaces are available for non-profit and for-profit youth agencies and services. In order to be able to reduce the booth fee, there will be no table skirt or curtains to divide the booth space. Each booth will have a table with a plastic tablecloth and two chairs.

Deadline for Exhibitors' Registration: *July 14, 2017*

Organization Name:
Contact Person:
Email:
Phone:

Booth Options	Number of Booths	Total
Non-Profit	@ \$20	
Profit	@ \$35	

What Will You Be Doing At Your Booth? _____

If You Need Extra Space For Your Interactive Booth, Please Request That Here: _____

Number of Outlets Needed: _____

Special Needs: _____

Booth fee must accompany application for reservation. Make checks payable to "Greater Salina Community Foundation," note Back to School Fair in the memo, and send to:

**Central Kansas Extension District,
Attn: BTSE, P.O. Box 5040, Salina, KS 67402-5040.
No faxes accepted.**

Deadline for Exhibitors' Registration:

July 14, 2017

**Note: Checks will not be deposited until
after the registration deadline**

Office Use Only:

Date Received: _____

Check No.: _____

Amount: _____



2017 Sixteenth Annual Saline County Back to School Fair Free Community Celebration Friday, July 28

Collaborative Partners:

American Family Insurance
American Red Cross
Big Brothers Big Sisters
Boy Scouts Coronado Council
Catholic Charities
Central Kansas Mental Health Center
Child Advocacy & Parenting Services (CAPS)
Girl Scouts of Heartland Kansas
K-State Research and Extension
OCCK, Inc.
Central Kansas Foundation
Salina Area United Way
Salina Catholic Schools
Salina Family Healthcare Center
Salina Family YMCA
Salina Housing Authority
Salina Parks and Recreation
Salina Police Department
Salina Public Library
Salina Regional Health Center
Saline County Health Department
Saline County Sheriff Dept
Department for Children and Families (DCF)
St. John's Military School
The Regional Prevention Center of North Central Kansas
USD 305, 306, 307

**Registration and School Supply Pick up Noon through 7:00 p.m.
Fair 3:00 p.m. to 6:00 p.m.
Lakewood Middle School, 1135 Lakewood Circle**

Sponsored by Saline County Healthy Community/Healthy Youth Initiative

- ◆ 30+ booths featuring information on children/youth activities and family services
- ◆ Distribution of free basic school supplies to 1,800 Saline County K-12 registered students eligible for free/reduced school lunches
- ◆ Free student health screenings
 - ✓ School and sports physicals conducted by health professionals
 - ✓ Dental screenings and cavity prevention vitamins applied by health professionals
 - ✓ Depression screenings conducted by Central Kansas Mental Health Center
- ◆ Free games and refreshments

School supplies registration:

- ◆ Lakewood Middle School, July 28, Noon – 7 p.m.
- ◆ Eligibility for school supplies based on free/reduced meal proof

Costs and Funding:

- ◆ Average cost of backpacks with supplies is \$20 each
- ◆ Funded by local donations from businesses, foundations, churches, service organizations and individuals

Donations:

- ◆ Tax deductible and accepted from individuals, organizations, churches, service clubs, corporations/businesses and foundations
- ◆ Fiscal Agent: Greater Salina Community Foundation
- ◆ Make checks payable to "Back to School Fair"
- ◆ Mail Donations to: Greater Salina Community Foundation, P.O. Box 2876, Salina, KS 67402-2876

Volunteers:

- ◆ Recruited and coordinated by the Volunteer Hub
- ◆ Over 150 volunteers involved with over 2,200 volunteer hours donated
- ◆ **Contact the Volunteer Hub to help, 785-827-1312**

Contact for more information:

- ◆ Brenda Gutierrez, Salina Area United Way, 827-1312
- ◆ Theresa Stevens, Community Volunteer, 577-3876