Spring Fest 2016
March 11th Deadline Fact Sheet

Activities

Description:
You are encouraged to be very creative when brainstorming ideas for activities during Spring Fest. The more interactive, educational, and original the idea, the better it is received by the attendees. There are a few important things to remember when planning activities:

- Student organizations interested in participating in Spring Fest must be in good standing with the Office of the Dean of Students and be sponsored by a University department.
- The primary purpose of activities at Spring Fest is to educate the youth and families who attend. Activities MUST have an educational component to them. Fundraising for student organizations is an added bonus.
- Student Organizations may not use Spring Fest as a venue to voice political views or values. Their message should be appropriate for the family audience that attends this event.
- Many Spring Fest guests like to collect stamps/stickers as a way of showing all the sites they visited. There is a place to collect these stamps on the back of the Spring Fest program. If you would like to participate in this, you must provide your own stamp/stickers.
- Anyone interested in raising money during an activity for Spring Fest must be registered as a participant by February 25th, 2016. Activities submitted after the deadline above will not be allowed to charge for participation. This includes your intent to sell food/drink items, though specific items don’t need to be reported until March 11th.
- If a student organization is coordinating an activity and/or raising money, they must be sure to complete an activities form. This ensures that the Office of Student Activities and Organizations knows that the activity is taking place, if funds are being raised, if risk management needs to be involved, etc. This form needs to be submitted to the Student Activities and Organizations Office (SCHL 250) no later than two weeks before the event; however, we encourage you to complete this process as soon as possible. The event planning form can be found at [http://www.purdue.edu/odos/sao/forms/documents/EPFform.doc](http://www.purdue.edu/odos/sao/forms/documents/EPFform.doc).
  - Funds raised without having submitted an Event Planning Form CANNOT be deposited into a BOSO account.
Along with the form, you need to submit a detailed description of your activity with your form.

Because the nature of this event is to interact with children, the Dean of Students Office requires that a list with ALL participating students be submitted with the event planning form. This list will be checked against a list of sexual offenders on campus to be sure they are not involved with Spring Fest activities.

University Policy guidelines must be followed when background checking non-University volunteers. Please visit this link for the University procedures on volunteers [http://www.purdue.edu/ethics/manual_on_volunteers.html](http://www.purdue.edu/ethics/manual_on_volunteers.html).

ALL volunteers that are not current faculty, staff, or students must be background checked. This includes retired faculty and staff and alumni. There are NO EXCEPTIONS. It is YOUR responsibility, not the Spring Fest organizer’s or the SAO office’s responsibility to check your volunteers. You may use the Excel spreadsheet “Volunteer Database” as a template to gather information for background checking volunteers.

When you submit your activities form at the ODS, expect to be interviewed about the details of your activity. This can take some time, so be prepared.

If the activity you choose has ANY component that would be considered a potential hazard or could cause injury, be sure to list this on your event planning form or event description. Risk Management reviews any “questionable” activities.

- Rented items are often required to provide their own certificate of insurance through risk management. This is most economical way to go, but often requires that the rental company run the equipment. If this is the case, the student organization that contracts with the rental company MUST RECEIVE ALL FUNDS generated from the activity. This is in line with the commercial exhibitor/vendor policy for Spring Fest.
  - Bounce houses are an example of this situation and additional waivers signed by parents/participants are required by Purdue.
Many activities will require you to have waivers signed by participants. Risk Management will help you with this process if it’s necessary.

**Examples include:**
- Rented bounce houses, mazes, dunk tanks, etc.
- Tree climbing, tractor rides, etc.
Fundraising

Description: Many student organizations choose to sell items at Spring Fest as their fundraiser. Below are some examples and guidelines to make your fundraising successful. Remember, in order to sell something, you must have an educational component to your activity as well.

Examples include:

- Food
- Drinks
- Midway-style games for prizes
- Pictures with famous alumni
- Face Painting
- T-shirts (official Spring Fest t-shirts are sold by the Ag Communicators of Tomorrow)
- Silent Auctions

Submission information:

- Anyone interested in raising money during Spring Fest must submit their activity or intent to sell food by March 11th. Ideas submitted after the deadline above will not be allowed to charge for participation.
- Specific items for sale and prices need to be reported on the March 4th form.
  - We try to be sure that similar items are selling for similar prices, so we may have to ask for price modifications shortly after all items have been submitted. Sizes, quantities, etc. will be taken into consideration when modifications are suggested. We also try to minimize the duplication of items being sold at Spring Fest.
- While Student organizations are permitted to sell, give away, or utilize name-brand products at Spring Fest, they are discouraged from exclusively promoting any one particular corporation.

Guidelines:
Raffles and games of chance are NOT permissible fundraisers (By Indiana Gaming Law)

All canned or bottled beverages must be Coca-Cola Products. This includes:
- Coke, Diet Coke, Sprite
- All bottled water must be Dasani brand
- Juices must be Minute Maid
- Milk, coffee, and powdered drink mixes do not apply to this rule

Commercial exhibitors and vendors are prohibited. The only exception to this is if the sponsoring department or student organization is receiving 100% of the sales made at Spring Fest and if the items being sold are appropriate for the venue/event. For example, it would be appropriate to sell t-shirts or hats with an educational message, but would not be appropriate to sell name-brand shoes or purses. If there is any question, it is up to the Spring Fest coordinators discretion.

Those exhibitors who would like to provide popcorn to their guests may do so with the following guidelines.
- If the amount of a serving is less than 3 ounces, popcorn may be given for free.
- If the amount of a serving is 3 ounces or more, popcorn may be sold for no less than $0.50.

Prices for common items 2016
- Hamburger $3.00
- Hot Dog $2.00
- Cheeseburger $3.50
- Chips $0.75
- Bottled Water $1.50
- Soda cans $1.00
- Soda bottles $1.50
- Coffee/Hot Chocolate $0.75

Scavenger Hunt Questions

Description: Scavenger Hunt questions are most often used as a way to prove to teachers that their students attended the event. Many teachers offer extra credit to those students who complete the questions, which can only be answered by attending Spring Fest. Therefore, answers to the questions should be something that can be found VISUALLY in your tent at Spring Fest.
Examples include:
- Attached to the front post of the Agricultural Economics tent there is a picture of a barn with a rooster. What color is the barn? A. Red; B. Blue; C. Green; D There is no barn (The answer is A)
- Which of the following topics is NOT studied in the Department of Foods and Nutrition in the College of Consumer and Family Sciences? A. osteoporosis; B. body composition; C. cardiovascular disease; D. nuclear energy (The answer is D)

Submission information:
Please submit two multiple choice questions by the above deadline. Since many of our exhibitors only participate on Saturday, two different quizzes will be made. One will have 1-2 questions from everyone, and the other will have 1-2 questions with only the exhibitors who will be present on Sunday. **Be sure to include the answer!** These will be posted online after Spring Fest.

Rentals and Services

**Deadline:** March 11\(^{th}\), 2015
It is suggested that all service and rental agreements you need to make are done by this date. (Electricians have requested that work orders for electricity come in the months of February and March)
This will ensure that the items are available for Spring Fest.

**Description:** Many exhibitors need university services or rental items to make their Spring Fest activities successful. Below is a list of common items/services:

Examples include:
- Electricity – Place a work order through your business office.
  - Note location of tent on campus.
  - Note location you would like to have power installed in relation to the tent (diagrams are very helpful). **Power can only be guaranteed to reach the tent at one location. If you need power to multiple locations, you must provide your own extension cords and power strips.**
  - Include a map with your electrical work order.
  - Note exactly what the power will be used for (popcorn machine, computer, lights, etc.)
  - Please be conservative with your power needs. We’ve reached the maximum capacity for power at this event, so please do not plan to add more power than in past years.
  - **If you are only there on Saturday, arrange for a Saturday evening or Sunday pick-up since your tent may be torn down on Sunday.**
• Trash Cans – Place a work order through your business office.
  o Please arrange to have at least two per tent/area. More if you have a large tent.
  o We will provide maintenance to have them emptied.
• Tables and Chairs – Can be ordered one of three ways:
  o Purdue Grounds Department (No Saturday or Sunday pickup) – (Work order through your business office.
  o Lafayette Tent and Awning (Saturday and Sunday pick-up) 742-4277 (They will bill you directly)
  o Midwest Party Rentals (Saturday and Sunday pick-up) 423-5543 (They will bill you directly)
  o If you order tables and chairs, you are responsible for them.
  o If you are a Saturday only exhibitor, you must arrange for a Saturday evening or Sunday pick-up before 7 am since your tent will be torn down Sunday morning.
• Helium tanks
  o Purdue General Stores (Sat PM or Sun AM pick up should be arranged ahead of time for Sat only exhibitors) – 494-9736 (work order through your business office)
  o Midwest Party Rentals (Saturday and Sunday pickup available with extra charge) – 423-5543 (they will bill you directly)
• Fencing
  o There are strict university policies on this. No orange temporary fence (snow fence) is allowed. Other arrangements can be made.
  o Purdue Grounds – (work order through your business office)
• Water – Place a work order through your business office.
  o Note location of tent on campus.
  o Note location you would like to have access to the water.
  o Note what the water will be used for.

Submission information:

It is your responsibility to contact each vendor (other than the tents), and all costs for rental, insurance, etc. are the responsibility of the department/college/student organization.