

# Candygrams



A candy gram is a message slip with a small candy cane attached. The message slips will be on sale for only \_\_\_\_¢ December \_\_\_\_ - \_\_\_\_ before school, during at all lunches, and after school. On December \_\_\_\_, during Period \_\_\_\_, each student will receive their messages and one candy cane per message.

## Candy grams

To: Mike Michaelson  
MUST HAVE FIRST & LAST NAME



7<sup>th</sup> Period Teacher Mrs. Harman

From: Karen Crawford

Message: Have a great holiday - thanks for being such a good friend!

*Print 10 candy gram slips on a page!*

*Hint - you may want to use a database design to allow teachers/team leaders/activity sponsors to buy for a large group of students and have them preprinted!*

**Note:** by distributing candygrams in small bags for each student, there is no embarrassment for students who only receive one or two candygrams....the sponsor should make sure that every student receives at least one candygram...

# Candygrams



## *Request and Explanation to Administration*

*The SGA would like to sponsor candygrams. The week of December \_\_\_\_, students and staff purchase a candy gram (10¢) to send to other students, staff, etc. here at our school. At this point, all the person gets is the actual message slip. The message slip is on sale all week (December \_\_\_\_ ) before school, during lunches and after school. On December \_\_\_\_, the messages with small candy canes will be delivered to classes at the end of the day.*

*This is really a fun spirit project as there are very limited profits as compared to the amount of time it takes to run this activity.*

## **PA ANNOUNCEMENT - After several days of sales**

**CANDY GRAMS ARE HERE !!!**

Candy grams are on sale all this week before school, at all lunches, and after school. Students and Staff may purchase a candy gram to send to others here at our school. The message slips will be on sale all week for only 10¢. The delivery date is December \_\_\_\_. So remember, buy your candy gram this week.

## **PA Announcement - a few days left for sales**

Candy grams are almost gone !

Time is almost up...there are only two more days left to buy your candy gram. Remember, they are only 10¢ on sale before school, at all lunches, and after school until Friday. All slips will need to be returned to the candy gram box by Monday morning, so don't delay, buy your candy gram today!!!

## **PA announcement - last day**

This is it...the last day for buying candy grams !!!!

Today is the last day to buy your candy gram. Remember, they are only 10¢ on sale before school, at all lunches, and after school. All slips will need to be returned to the candy gram box by Monday morning. After lunches, the candy gram box is in the SGA room. So don't be left out, buy your candy gram today, fill it in and return it to the candy gram box



# PA Announcement

## **PA ANNOUNCEMENTS - Before the first days of sales**

**CANDYGRAMS ARE COMING !!!**

The SGA is sponsoring the sale of Candy grams. Next week, December \_\_\_\_, students and staff may purchase a candy gram to send to other students and staff here at our school. A candy gram is a message slip with a small candy cane attached. The message slips will be on sale for only 10¢ before school, during activity period and at all lunches. On December \_\_\_\_, each student will receive a small bag with all of their messages (and one candy cane for each message). So remember, next week, December \_\_\_\_, be sure you bring extra dimes to school so you may send yourself or a friend a candy gram!



# Candy gram Checklist ✓✓✓

- ✓ prepare candy gram slips (10 per page)
- ✓ large box/shopping bag for each class
- ✓ buy small bags for all students/staff (small – not baggies!)
- ✓ label student bags (print from database: labels)
- ✓ alphabetical list of students by class for delivery)
- ✓ publicity for newsletter, etc.
- ✓ order candy canes (November)
- ✓ duplicate all handouts/publicity
- ✓ prepare candy gram box
- ✓ prepare selling envelopes
- ✓ prepare money deposit folders
- ✓ prepare box for each class
- ✓ enlist sellers
- ✓ sellers meeting
- ✓ put up small flyers
- ✓ put up large banner
- ✓ turn in PA announcements
- ✓ put up name lists-visible areas
- ✓ announcement for \_\_\_ classes
- ✓ hand out seller passes
- ✓ distribution directions
- ✓ passes to delivery students
- ✓ thank you notes to all staff
- ✓ delivery of all candy grams
- ✓ update handouts/evaluation
- ✓ put away all of the stuff !



HANDOUTS TO BE COPIED...	
_____	candygram slips
_____	publicity to newsletter, etc.
_____	checklist of teachers / rooms
_____	list of students/class
_____	small flyers
_____	PA announcements
_____	Announcements in class
_____	more PA announcements
_____	distribution directions
_____	thank you note to all staff

## Instructions to Sellers:

Before your shift, leave class five minutes early. You must have a signed pass from the SGA advisor. Go to the SGA room to get your lunch envelope and the candy gram box. Count the change in the cash box. It should add up to \$2.00 (dimes and nickels).

**DO NOT OPEN A PACKAGE OF SLIPS UNTIL NECESSARY. REMOVE THE STAPLE WHEN YOU DO, OTHERWISE, I WILL ASSUME THERE ARE 10 SLIPS IN EACH PACKAGE. I WILL COMPARE THE NUMBER OF SLIPS RETURNED AND THE AMOUNT OF MONEY YOU'VE COLLECTED, SO BE CAREFUL IN HANDLING THE SLIPS AND MONEY!!!**

Five minutes before the end of your shift, "close shop." Put all unsold slips in the envelope along with all money collected...**LEAVE \$2.00 CHANGE IN THE CASH BOX !!!** Bring the envelope, cash box and the candy gram box back to the SGA room.

Price of the candy canes is 10¢ each. They will be delivered Dec. \_\_\_ during \_\_\_ period.

**Remind students to WRITE NAMES CLEARLY and to fill in the RECIPIENT'S \_\_\_ PERIOD TEACHER on the candy gram**, otherwise, it might not be delivered (we may run out of time if we have to look up students' schedules).

These are samples of some of the forms that I use to make the organization of Candy grams easier for the student helpers and me.

(Tape to envelopes with packs of message slips)

<b>SHIFT:</b>	
Currency	\$ _____
Quarters	\$ _____
Dimes	\$ _____
Nickels	\$ _____
Pennies	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**TEACHER USE ONLY !!! PLEASE DO NOT FILL THIS IN**

Sellers ➔					
	MONDAY	TUESDAY	WEDNES	THURSDAY	FRIDAY
starting amount					
amount returned					
amount sold					
X 10¢	X 10¢	X 10¢	X 10¢	X 10¢	X 10¢
amount of \$ expected					
actual amount of \$					
discrepancies					

Candy grams 10¢

- Buy a candy gram slip
- Print the first and last name of the person to whom you are sending it
- Print the \_\_\_\_\_ period teacher's name (lists are posted around the building)
- Sign your name (you may send candy grams to yourself)
- Sort the completed slip into the candy gram box
- Candy grams will be delivered on December

**TEACHER USE ONLY !!! PLEASE DO NOT FILL THIS IN**

<b>Candy gram</b>					
<b>Sellers:</b>					
	Mon	Tues	Wed	Thurs	Fri
Before School					
Lunch A					
Lunch B					
Lunch C					

Candy grams



Please excuse this student about 5 minutes early so he/she may set up to sell candy grams.

\_\_\_\_\_ Student \_\_\_\_\_ time/lunch

\_\_\_\_\_ date(s)

Authorization: \_\_\_\_\_

*Please admit the above student to class 5 minutes late. He/she was returning the candy gram supplies after selling them at lunch.*

Candy grams



To: \_\_\_\_\_  
MUST HAVE FIRST & LAST NAME

of \_\_\_\_\_ Period Teacher \_\_\_\_\_

From: \_\_\_\_\_

Message: \_\_\_\_\_

More samples of candy gram forms...

Candygrams Year \_\_\_\_\_

	Monday	Tuesday	Wednes	Thursday	Friday
Before School	#	#	#	#	#
	\$	\$	\$	\$	\$
Activity Period	#	#	#	#	#
	\$	\$	\$	\$	\$
6th	#	#	#	#	#
	\$	\$	\$	\$	\$
7th	#	#	#	#	#
	\$	\$	\$	\$	\$
8th	#	#	#	#	#
	\$	\$	\$	\$	\$

Daily Total	#	#	#	#	#
	\$	\$	\$	\$	\$
On-Going Total	#	#	#	#	#
	\$	\$	\$	\$	\$

Misc.Sales

**Candygram Time !!!**

TO: Period \_\_\_\_ Staff  
 FROM: The SGA  
 RE: **CANDYGRAM DELIVERIES**

CANDYGRAMS will be delivered to \_\_\_\_ period teachers ON \_\_\_\_\_. SGA representatives will assist you in handing them out. Each student in your class will have a bag with their name on it...All of their candygrams have been sorted and are in their bag.

**WHAT TO DO IF:**

**RECIPIENTS ARE ABSENT?** Keep candygram bags for those students until they return to school.

**THE STUDENT IS NOT IN YOUR CLASS?** If a different teacher's name is on the bag, then send the student's bag to the appropriate teacher. Otherwise, return the bag to the SGA Advisor and I will try to make sure it goes to the correct place.

Thanks for your help and **HAPPY HOLIDAYS**

**SGA**

**PA Announcement: Enlisting Helpers**

Candy grams are coming - yes, believe it or not, candy grams are only 3 weeks away. Some of you may ask, "What are candy grams?" A candy gram is a message slip with a small candy cane attached. The message slips will be on sale for only 10¢ December \_\_\_\_ before school, at all lunches, and after school. On December \_\_\_\_, during Period \_\_\_\_, each student will receive a small bag with all of their messages (and one candy cane per message).

The SGA needs help. We needs at least 10 students from each grade to help sell candy grams before school, during activity period and during all lunches. In addition, we needs at least 24 students to help sort the candy grams into individual student bags. If you are a responsible student and would be willing to help sell, sort or sell and sort, please stop by the SGA room as soon as possible to sign up. Remember, you can earn student service learning credits for this activity.

Thank you.

