



Dear Parents,

The Kowloon Junior School Parent Teacher Association (KJSPTA) is a non-profit organization and seeks your support for our Annual School Fair on **17 March 2018 (Saturday)**.

This is the 5th School Fair that will be held at this new site and we are already working hard to make this an exciting and enjoyable event. The fair is an excellent occasion where children, parents, families and staff come together for a day of fun and entertainment whilst raising funds to help develop and enhance the students' learning environment.

This year we aim to raise funds to develop a Secret Garden for our school community as an ongoing platform where teachers, parents and children can work together to learn more about and engage with our environment and surroundings.

A big **Thank You** to all the parents who have supported this annual event over the past years. We are grateful for your help and it is only through your support that these events become memorable ones.

We are looking for sponsorships in the form of cash or raffle prizes. If you would like to donate something, kindly please fill in the attached form. We also accept old books, CDs and DVDs in good condition, new toys, stationery items, household appliances and book vouchers. Please kindly pass your donations to the PTA administrators and they will ensure your items are re-sold at either a counter or during the live auction at the fair.

Names of companies or individuals donating to the School Fair 2018 will be listed on the KJS Fair website. Major sponsors, both in cash or kind, will be featured in the School Fair souvenir programme (A5 size booklet) which will be distributed to all families and visitors at the fair.

For the School Fair to be another astounding success we also need volunteers. We would appreciate your help **PRIOR** to and **DURING** the fair, in the following areas: counting raffle tickets, sorting prizes and donations, selling donated items such as CDs, DVDs, toys and books, and helping at the games stalls to collect cash coupons. Please sign up on the volunteer form if you can spare some of your time on the day. We need all hands on deck and **any amount of help will be appreciated.**

Should you have any queries regarding the donations or volunteers, please feel free to contact **Ms. Candy So** or **Ms. Naomi Chow**, PTA Administrators at email: pta@kjs.edu.hk.

If you are interested in sponsoring, donating or volunteering for the School Fair, please complete and return the form attached on **or before 30 November 2017.**

We look forward to hearing from you soon and thank you once again for your support.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Saloni'.

Saloni Melwani
Chair

Please complete and send the form to KJS Parent Teacher Association Limited via email:
pta@kjs.edu.hk or through your child's class teacher

Kowloon Junior School School Fair
17th March 2018

PARENT/ FAMILY SPONSORSHIP FORM

I am pleased to support the Kowloon Junior School Annual School Fair by sponsoring
(Please tick appropriate):

- ☐ A cash/cheque donation of _____ (please fill in the amount).
- ☐ Donating the following item(s) for auction _____ (please state the item/s and value).
- ☐ Donating small stationery items / gifts as prizes for games.
- ☐ Donating new toys / toy samples.
- For cash donations, please send to the PTA office in an envelope addressed to **Ms Candy So or Ms Naomi Chow**, PTA Administrators.
- For cheque donations, please make the cheque payable to **Kowloon Junior School P.T.A. Ltd.** and send to the PTA office.
- If you are donating gifts, please indicate your child's name, class and the value of the gift and put the information on the item. Please deliver the gift to the PTA Office from 8:00 a.m. to 11:00am, 1:30 to 2:30 pm on Monday to Friday. Thank you.

Name of Parent: _____ Contact Phone #: _____

E-mail address: _____

Name of Child: _____ Class: _____

Please complete the form and send it to KJS Parent Teacher Association Limited (KJSPTA) via email: pta@kjs.edu.hk or hand in to the PTA shop ON or BEFORE 15th February 2018.

**Kowloon Junior School Fair
17th March 2018**

VOLUNTEER HELPER SIGNUP FORM

I would like to assist with the following tasks for the School Fair (Please tick appropriate):

BEFORE FAIR DAY

- ☐ Volunteer to sort prizes before the Fair
- ☐ Volunteer to count raffle tickets before the Fair (during school hours from 26 February 2018 onwards).

Please indicate the date and time slot(s) when you are able to help:

- ☐ Date: _____
- ☐ 9:30-10:30 ☐ 10:30-11:30 ☐ 11:30-12:30
- ☐ 12:30-13:00

ON FAIR DAY

- ☐ Prepare food for sale at the “International Food Fair by Parents” or to lead a food stall
Please indicate the national food you would like to prepare:
☐ Chinese ☐ Indian ☐ Japanese ☐ Korean ☐ Filipino ☐ Western
- ☐ Volunteer to help at the “International Food Fair by Parents”
Please indicate the national group you would like to join:
☐ Chinese ☐ Indian ☐ Japanese ☐ Korean ☐ Filipino ☐ Western
- ☐ Volunteer to help on game stalls, counting coupons, selling old books and DVDs and CDs at the Fair.

Please indicate the time slot(s) when you are able to help:

- ☐ 11:30-12:30 ☐ 12:30-13:30 ☐ 13:30-14:30 ☐ 14:30-15:30
- ☐ 15:30-16:30 ☐ 16:30-17:00

Name of parent: _____

(In capital letters please. Your name will be listed on the School Fair booklet as a volunteer)

Name and class of child: _____

Email: _____ Contact phone #: _____