

2015 ECS Fall Festival Food/Game Donation FAQ

Sign Up

How do I sign up to donate food to the 2015 ECS Fall Festival?

Please log in to [ECS Online](#) and click [Services Sign Up](#). If you have difficulty to log in, please submit an [ECS Help Desk](#) ticket to the IT department. In the mean time, email GeneralAffairs@nvaecs.org or Fundraising@nvaecs.org to add your donation manually. Please include your name (as listed in the ECS system), your child's name and class.

How do I sign up to donate more than one food items?

The online system allows only one donation. However, you are more than **welcome** to donate more to the same class or to a different class (because of a second child). Please email your name (as listed in the ECS system), your child's name and class to GeneralAffairs@nvaecs.org or Fundraising@nvaecs.org.

How do I sign up to donate a game or activity?

Please email Fundraising@nvaecs.org with your idea and we will sign up for you. We also have a few ideas that you can use and some start-up equipments that you can borrow. Just get in touch with Fundraising.

Service Points

Why do I get 3 service points when I donate a food item?

3-service-points is a starting point. The final service points accrued will be adjusted up or down after Fall Festival so make sure you check-out with a fundraising staff before you leave the festival venue.

How are the service points calculated per food item?

Please decide your serving size and package accordingly and decide how many tokens (each values at \$0.50) you want to charge per serving.

- For sale of 50-99 tokens, you will receive 1 service point.
- For sale of 100-149 tokens, you will receive 2 service points.
- For sale of 150-199 tokens, you will receive 3 service points, etc.
- There is no upper limit to # of service points accrued per food item.

Do I get any service point if I stay to serve food that I donate?

Yes. You will receive one service point in addition to any service point accrued per food item. If you donate two food items and stay to serve them, you will only receive one additional point, unless another family member is recruited to serve. This part of the service point is by head count. Food stations will be arranged by class. You may be called to serve food items donated by other parents in your class, who are not able to stay to serve.

If two or more parents work together to produce and donate one food item, can we all get service points?

Yes. All of you should sign up at [ECS Online](#) and let Fundraising know your plan before the festival. Let fundraising know how to distribute service points, that is related to sale, at the check-out before leaving the festival venue. All of you who stay and serve will receive an additional point, as long as there is enough sale to justify it, i.e. every two "sale" service points warrants one "serve" service point.

How are service points calculated per donated game/activity?

Following the same scheme above for food items, one part is related to “sale” and another part if you stay to host the game/activity. We will try to recruit additional co-host for you so both of you can take turns and enjoy the festival.

On the Day of the Fall Festival

When should I arrive to set up my donated food?

To speed up venue setup, please do not enter the cafeteria until all tables have been arranged. Plan to arrive between 2:30 and 3:30 pm, depending on how elaborate the preparation is.

Do I need to check in?

- If you are staying to serve your donated food, proceed to the area assigned to your class. You don't need to check in (**this is different from previous years**).
- If you are **not** staying to serve, please check in with a Fundraising Staff and leave your donation and sale token receptacle to another parent volunteer in your class. If you are not able to find anyone, please make sure a Fundraising Staff is aware of the situation. Do not leave food unattended. You might not receive service points that are rightfully accrued.

Do I need to check out?

Yes! This is different from previous years! Please NOTE.

- Please make sure you have a token receptacle (Fundraising Staff can provide one) before any sale begins so all sale tokens can be collected. One receptacle per food item.
- At the end of the sale, separate sale tokens from voting tickets. Count how many sale tokens and voting tickets there are. Put them all back in the receptacle. Label the receptacle with name of food, name of donor, class, # of sale tokens and # of voting tickets.
- Check out with a Fundraising Staff with the labeled receptacle. Make sure all numbers are recorded correctly before you leave the festival venue.

What else do I need to bring?

- If you are **not** staying to serve your donated food, please package it into individual servings so other volunteers can easily help without needing additional items. (Please indicate how many tokens each serving should cost.)
- If you are staying to serve and you have not packaged your donated food into individual servings, you will need **serving utensils** and **serving containers** (plates/bowls/cups/bags etc.) and anything else (such as straws, picks etc.) to serve your food according to your plan.
- ECS will centralize the distribution of spoons, forks, chopsticks and napkins.
- Use of gas burners is prohibited for safety reason. You may need extension cord if you use an electric pan/cooker.

What else do I need to know?

- You are free to decorate your food station.
- Please set up your selling station carefully and keep it clean before, during and after the event.
- Do not sell food before 4 pm (except to ECS teachers).
- No cash transaction inside the cafeteria. Use tokens (value \$0.50 each).
- Food stations will be arranged by class. Take turns with neighbouring volunteers to enjoy the festival.
- Most important of all - **THANK YOU** for your supports to the event and any fund raised, big or small. We could not have done it without you!