

Dear Chaperone,

Thank you for volunteering to be the chaperone/mentor for your child’s Lemonade Day group! At this point, students have selected a date, time and location for their stand based on the availability of all the group members and you (as reported by your child).

Students are working on finalizing their budgets (an estimate of the cost to run the stand). Students are being told that anything that is consumed must be purchased (including water and ice). Anything that can be borrowed and returned in its original state (table, cooler, container, etc.) does not need to be included in their budget. The teachers will have poster board, trash bags and gloves available that the students can purchase with money from their loan. Since students need small quantities of these items, we’ve found this is the most cost effective way for them to purchase these materials.

Speaking of the loan…the students are working on their business plans and presentations for our loan board. Each team will make a presentation to a panel comprised of community members and school personnel to ask for a loan to start their business. This loan board will take place on Monday, May 15 from approximately 10:00-11:30 at Summa Western Reserve (You’re welcome to come watch if you’re available, but this is *not* necessary!). If the loan board approves the business plan, the team will receive an envelope with the cash amount of their loan request. The envelope will need to be picked up by you (or another designated adult) at the end of the day on **Monday, May 15 between 12:00 and 4:00** in the Richardson office *or* any time on **Tuesday, May 16 between 8:00 and 4:00**. If you are unable to pick up the envelope at that time, please e-mail Mrs. Bruce at cf\_bruce@cfalls.org to arrange another time. The envelope will include cash for students to use on the day of the sale to make change.

Each group will have to purchase their consumables and this will be done outside of school. The whole group may go together or representatives of the group may do the shopping. Students are encouraged to use coupons, sales and comparative shopping to reduce their costs and maximize profit. The money envelope will have a chart for students to use to record their purchases as well as a bag to keep all receipts (this is *very* important).

Before the sale, the lemonade should be made at home in sanitary conditions and transported to the site of the sale. Team members are to do the work and make decisions with support from the mentor. It is appropriate for you as the mentor to ask questions to encourage them to think things through, but please allow them to make the decisions!

On the day of the sale, **never leave the students unattended**. Please arrive early enough to be completely set up before your scheduled sale time. Stay the entire time. You will give given the cell number of a teacher(s) whom you may call if you have questions or concerns. The **students** should be responsible for running the stand including taking money, making change and serving the customer. When the sale is over, take down the stand and make sure everything is cleaned up**.**

The students will work together at school to count the money, repay their loan, share or donate a portion of their profit to a charity and divide the rest of their profit. Students will be encouraged to save some in a savings account and spend some to enjoy the fruits of their labor.

Thank you so much for volunteering your time to chaperone your group. Without our volunteers, this would not be possible. Please contact us with questions or concerns! When you pick up the money envelope, there will be additional detailed instructions inside.

Sincerely,

Mrs. Bruce, Mrs. Hartsoe, Mrs. Moore & Mrs. Pavia

4th Grade Teachers

Richardson Elementary

**Group Information**

Team Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_