

Saline County Back to School Fair

P.O. Box 5040

Salina, KS 67402-5040



June, 2017

Dear Community Partner:

On behalf of the Back to School Fair Committee and other local sponsors, we would like to invite your organization to participate in the sixteenth annual Saline County Back to School Fair. Through the support of community sponsors, this event will provide an opportunity to distribute free basic school supplies to 1,800 income-eligible Saline County K-12 students, free school and sports physicals, dental and depression screenings. **The Back to School Fair is scheduled for Friday, July 28 from 3:00 to 6:00 p.m. at the Lakewood Middle School.** The cost of each booth will be as follows: \$20/Non-Profit Organizations and \$35/Other Agencies and Service Providers.

In addition to providing free basic school supplies locally ordered to match school district needs, the Back to School Fair will also provide an excellent opportunity for community service agencies and organizations to provide information about activities for children/youth and family services that they offer. Over 30 exhibitors have set up booths at previous Back to School Fairs. Free refreshments are available.

Here is the information in a nutshell:

- Location: Lakewood Middle School, 1135 Lakewood Circle, Salina.
- Booths will be located in the Commons Area at Lakewood.
- Booths should include educational materials and are **strongly encouraged** to be interactive. If you would like to have any give-a-way items, we strongly encourage school supply type items.
- The Back to School Fair will be held **Friday afternoon, July 28** from 3-6 p.m.
- Booths **must** be set up by 2:45 p.m. They can be set up any time prior to this time on Friday.
- Each booth will have a table with a plastic tablecloth and two chairs.
- **Note:** Checks will not be deposited until after the registration deadline.

Attached to this email you will find the policies and procedures for the Back to School Fair, an application form, and a Back to School Fair Factsheet. All of the information for the Back To School Fair may also be downloaded from the Salina Area United Way webpage (<http://www.unitedwaysalina.org/>). The completed **application with payment must be returned to: Central Kansas Extension District, Attn: BTSF, P.O. Box 5040, Salina, KS 67402-5040. Make checks payable to "Greater Salina Community Foundation,"** and place Back to School Fair in the memo line.

Application deadline is **July 14, 2017**. Faxes will not be accepted. Payment must be included with application (payable to the Greater Salina Community Foundation but mailed to Central Kansas Extension District). If this deadline is prohibitive to get the application and get a check cut for the booth fee, please contact me and we will get something worked out.

We're looking forward to your participation in this annual community event that reaches over 3,500 Saline County students and families. If you should have questions concerning this event feel free to contact me at the phone number or email address listed below. Hope to see you at the Back to School Fair!

Sincerely,

Debra Wood
Exhibitor Chair
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309-5850