



A How-To Guide for the Big Sunday Lemonade Stand Project

Welcome to *The 5th Annual When Life Gives You Lemons Make Lemonade Stand Project*. Each year, volunteer hosts — many of them children — set up lemonade stands across Southern California during Big Sunday weekend and sell lemonade to benefit local children's charities, like Shane's Inspiration. The Big Sunday lemonade stands are set up at the end of driveways, in schools, in parks, at farmer's markets, in malls and at other locations far and wide. Last year, 1,000 volunteers worked at 74 lemonade stands throughout Southern California and raised nearly \$8,000 for charity.

If you'd like to host a Big Sunday lemonade stand to benefit Shane's Inspiration, follow these easy steps:

- 1. Choose a date, time and location for your lemonade stand.** You may host a lemonade stand at any time during Big Sunday weekend — Saturday, May 14 or Sunday, May 15. The only requirement is that the stand be open for a minimum of two hours on either day. You choose the location and time that works best for you. For some locations, you may need to seek permission to set up a stand.
- 2. Register with us to host a Big Sunday lemonade stand.** Go to www.bigsunday.org and click on the yellow banner in the middle with the picture of the pitcher of lemonade. Fill out the Host Registration Form online. Click the "submit" button at the bottom. After you submit your application form, you'll receive a confirmation notice from Big Sunday letting you know that we've received it. Then, once your stand has been approved, you'll receive an email from your Lemonade Stand Coordinator, Sandy Phillips, which will include a link to the Big Sunday Lemonade Stand Page. There you will find everything you need to run a successful lemonade stand, including a How-to-Guide, important documents and downloadable signage.
- 3. Find volunteers to work at your lemonade stand.** Your family, friends, co-workers, scout troops, neighbors and members of your religious organization all make great lemonade-stand volunteers — and children especially love this project.
- 4. Make your own very cool lemonade stand.** This is the fun part! Your lemonade stand can be as simple as a small card table decorated with Big Sunday signs, flowers and balloons, or as elaborate as an old-fashioned wooden stand made by hand. Have fun and be creative. Big Sunday will provide the lemonade, cups and more.
- 5. Make sure you have signs to publicize your lemonade stand.** You'll want some signs to advertise your lemonade stand and let people know that you're raising money for a specific charity. Some signage will be included in your lemonade-stand kit. Then just for fun, ask some kids to help you make homemade signs, too.

6. Spread the word about your Big Sunday lemonade stand. You can email your family and friends and invite them to your lemonade stand. Or make flyers letting everyone know where and when you'll be selling lemonade and for which charity you'll be raising money. Then pass the flyers out at your kid's school, your office and/or your house of worship.

7. Make sure you have waiver forms at your lemonade stand. All Big Sunday volunteers must sign a waiver. You will find a waiver in your lemonade-stand kit or online. Please make enough copies to give to each of your volunteers.

Frequently asked questions about hosting a Big Sunday Lemonade Stand:

- **Where do I get supplies for my lemonade stand?** Everyone gets a lemonade-stand kit, which comes with two-liter sealed bottles of lemonade (you'll tell us the estimated number of customers you're expecting when you fill out the registration form, and we'll give you the appropriate amount of lemonade), paper cups, a donation can, Big Sunday T-shirts for your volunteers, a large Big Sunday lemonade stand sign, an acrylic sign holder, brochures from your chosen charity and an instruction manual.
- **Where do I pick up my Lemonade-Stand Kit?** You can pick up your lemonade-stand kit at one of two locations; you'll let us know your preference when you fill out the registration form. We'll email you the time and proper address one week before your pick-up date.
- **How much do I charge for a cup of lemonade?** Each cup of lemonade sells for 50 cents. However, we welcome donations to your designated charity! If your customers want to make a donation, they can write a check directly to the charity. Please put all checks in a separate envelope with your name and stand number written on the front. We'll make sure the money gets to them.
- **Can I put ice in my lemonade?** No. The health department does not allow us to put ice in the lemonade. We suggest you cool your lemonade in the refrigerator the night before and store it in an ice chest at your lemonade stand.
- **What if I run out of lemonade?** You can go to the store and buy more lemonade, but the bottles must be sealed. We are not allowed to mix our own lemonade. We recommend two-liter bottles of Minute Maid or Tropicana lemonade, which can be found at most grocery stores. One, two-liter bottle pours roughly 10 cups of lemonade.
- **How do I turn in the money I've collected at my lemonade stand?** All of your lemonade stand money must be turned into the Big Sunday office by **5 p.m., Tuesday, May 17**. The office will be open for returns from 9 a.m. to 5 p.m. on Saturday and Sunday during Big Sunday weekend, and on Tuesday from 10 a.m. to 5 p.m.
- **What else do I need to return to Big Sunday besides all the money I've raised?** Please return your waivers and your donation cans, large sign and acrylic sign holder. That way we can reuse them each year.
- **What if I have more questions?** Email Sandy Phillips at SandyP@bigsunday.org or Marci Moran at marci@shanesinspiration.org. One of them will be happy to help you.



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*The vision of Shane's Inspiration is to foster a bias-free world for children with disabilities.
Our mission is to create inclusive playgrounds and programs that unite children of all abilities.*