

CAR WASH FUNDRAISER INFORMATION

PREPARATION:

1. Select day(s), time and location to hold the car wash.
2. Get permission to use location. If car wash is held at PCEC, contact Debra Munson (269-329-6759) to use the parking lot in front of Curious Kids. A few days before the car wash, you will also need to pick up the water faucet key to operate the faucets. (\$10 deposit)
3. Once the day(s) and location are set, put together your list of volunteers.
4. Send out a request to the families participating if they can create at least (4) four poster boards for the sign holders. The thicker the poster boards the better, especially if the weather is windy. Also, I recommend a couple of extra signs be made and attached to saw horses to direct drivers, once they're in the parking lot, to the washing area.
5. Gather the necessary car wash supplies:
 - a. Dying towels (may be provided by PNHS Soccer)
 - b. 2-3 Washing buckets (may be provided by PNHS Soccer)
 - c. Washing mitts, brushes, scrubbers, and large sponges (may be provided by PNHS Soccer)
 - d. Squeegee, extendable scrubber
 - e. Lots of liquid dish soap
 - f. At least 2 hoses and adjustable sprayers. One for washing and one for rinsing. (PCEC has two faucets, otherwise consider bringing a splitter.)
 - g. Two saw horses (recommended)
 - h. Cash box with plenty of change
 - i. Card table
6. NOTE: Notify volunteers to bring sun block and to wear appropriate clothing if this fundraiser is a school sponsored event and if held on school property

SETUP:

1. The host and volunteers should arrive at least a half hour before the car wash. (Don't forget the faucet key!)
2. Setup the stations.
 - a. The washing station (hook up washing hose and sprayer, fill washing buckets with soap and water, and lay out the sponges.)
 - b. The rinsing station (hook up rinsing hose, sprayer)
 - c. The drying station (lay out the containers of towels.) This station should be close to something, like a fence, so that damp towels can air dry.
 - d. Payment area (setup card table and cash box)
3. Setup the saw horses inside the parking lot to direct customers to car wash area.
4. Have the sign holders take their positions on the street to bring in customers.

CLOSEUP:

1. Have volunteers help pack everything away.
2. Count donated monies and deliver to group treasurer.
3. Clean and return supplies to PNHS Soccer.