



American Indian Cancer Foundation®

POWWOW FOR HOPE

## **Fundraising Team Booth Rules & Guidelines**

Location: Minneapolis American Indian Center (MAIC), 1530 E Franklin Ave, Minneapolis, MN 55404

**Applications must be received no later than August 6, 2021**

We truly appreciate your support, dedication and commitment to the American Indian Cancer Foundation (AICAF). Fundraising Team (FT) Leaders are to review the following rules and guidelines and share with team members. Please complete the Fundraising Team Booth Application & Checklist to reserve your booth at the Powwow for Hope.

### **Fundraising Team Tables/Booths:**

- Each FT must meet fundraising requirements and complete the Fundraising Team Booth Application & Checklist to reserve a table.
- One table/booth (4- or 6-ft.) is offered to each FT based on availability.
- Table cloths, decorations and table stands are permitted. Floor displays must be pre-approved and set up behind the main walking aisles.
- The FTs are responsible for set-up, tear down, and cleaning of their area. Any items left behind will be thrown away.
- Two chairs are available per table/booth. Additional chairs can be requested, but are not guaranteed.
- There are limited electrical outlets at MAIC. Please bring your own power strip(s) and extension cord(s). Cords must be covered and taped to the floor to prevent tripping hazards.
- We will do our best to give you your desired location, but requests are not guaranteed.

### **Set up time:**

- All FTs may check in at 10:00am for set-up.
- At check-in, FTs will be given their booth location.

### **Disclaimer:**

AICAF is not responsible for any lost, misplaced, or stolen articles/products. Any merchandise left behind is at the sole risk of the vendor. Fundraising Teams will be held responsible for any destruction or loss of MAIC or AICAF property including chairs, tables, walls, floors, and/or cutting of floor covering and will be charged accordingly.

### **Our expectations:**



Fundraising Teams will conduct business in a respectable manner; No profane language or disrespectful behavior at any time during the Powwow. All FTs will follow any additional on-site rules set forth by MAIC.

#### **AICAF Healthy Food Policy:**

AICAF supports healthy eating at the workplace and at AICAF-sponsored community events. In doing so, AICAF maintains a healthy food policy that includes:

- Choosing indigenous and local (when available) food producers, suppliers, vendors, and products as a first choice when purchasing or serving food.
- Following the recommended portion sizes, according to current authoritative nutritional guidelines.
- Choosing healthier choices over less-healthy choices, and for instance, when contracting with food vendors, AICAF will require suppliers to provide nutritional options such as fruits and vegetables, whole grain products, low-fat dairy products, lean meats, fish, and foods low in salt, sugar, and saturated fats.
- Avoiding sugar-sweetened beverages (including sodas, sports drinks and waters that contain calories along with any juices that are not 100% juice)

#### **FOOD AT FUNDRAISING TEAM BOOTHS:**

**Healthy food guidelines must be followed, no exceptions.** If you will have **FOOD** at your table/booth, you must apply and obtain a food license from Hennepin County Public Health Department. Review and complete the attached Fundraising Team Booth Food License Application & Information for rules and guidelines.

#### *Noted guidelines:*

- No homemade, home canned products. Food cannot be prepared on-site.
- Food must be commercially-made or prepared in a licensed kitchen facility.
- No license is required for service of non-dairy beverages, but still must be approved by the AICAF team.
- Kitchen prep area at MAIC may be available for use. Please inquire at check-in.
- Crockpots with temperature dial settings (# degrees) are **acceptable**.
- Crockpots with “high”, “medium”, and “low” settings are **not acceptable**.

**Below is a list of suggested healthy food items:**

#### **Hot Foods:**

- ✓ Broth based soups heated in a digital crock pot (wild rice, vegetable)
- ✓ Shredded lean BBQ meat with whole wheat slider buns
- ✓ Tamales



- ✓ Wrap sandwiches made with 6 inch whole wheat flour tortillas. Fillings could include, fresh tomatoes, spinach, peppers and a variety of lean meats such as chicken breast, tuna and turkey
- ✓ Chili with lean meats
- ✓ Bison burgers with whole wheat buns

**Packaged Snacks:**

- ✓ String cheese
- ✓ Apple sauce
- ✓ Veggie tray with dip
- ✓ Fruit cups
- ✓ Whole fruit
- ✓ Baked chips
- ✓ Annie's brand snacks
- ✓ Angie's Boom Chicka Pop Popcorn
- ✓ Corazona's Oatmeal Squares
- ✓ Sabra Hummus with Pretzels

**Other Snacks:**

- ✓ Graham crackers w/ peanut butter or Nutella
- ✓ Smoothies made with frozen fruit, Greek yogurt and a splash of orange juice
- ✓ Fresh individual veggie packs with low fat salad dressing or hummus for a dip. Veggie ideas such as cut up broccoli, cauliflower, snap peas, cucumbers and carrot sticks
- ✓ Fresh fruit such as apples, mandarins, bananas and grapes
- ✓ Yogurt parfait - layering a low fat Greek vanilla yogurt with mandarin oranges, strawberries or blueberries and a sprinkle of low fat granola on top
- ✓ Whole grain crackers and low fat string cheese
- ✓ Single serve dark leafy green salads with low fat salad dressing or vinaigrette on the side. Additional protein packed topping ideas could include shelled edamame, low fat cheese and assorted nuts such as walnuts, almonds and sunflower seeds

**Beverage Ideas (No glass bottles!):**

- ✓ Water
- ✓ 100% fruit juice
- ✓ Ice tea such as Lipton Pure Leaf unsweetened
- ✓ Low fat milk or milk alternatives such as Almond milk or soy milk
- ✓ V8 fruit/veggie mix juice boxes
- ✓ Tazo tea unsweetened