

Administration Manual for Azalea International Folk Fair of Valdosta, Georgia



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This booklet is written for two committees:

- (1) The board of directors** who were selected to take the governing role of the organization's management
- (2) The general members** entitled **Area Program Directors/Managers** who have fully participated in:
 - (a) The pre-AIFF workshop on the 4th Saturday of January
 - (b) The three- day festival in early March
(Thursday - Saturday and also the set-up on Wednesday)
 - (c) The final evaluation of the area project before end of March.

Last Revised on July 31, 2009 & Good through March 6, 2010

(I) Required Attendance: Pre-AIFF Workshop on January

Workshop (I):

Hands-On Activities Training & Audition for Show/Dance Demo
(In charge: Assistant Project Director, Randall Strother)

For **arts, crafts, games, toys, puzzles, magic... all hands-on activities**, students from Lowndes High School's Cultures in Action Club (CIA) will take charge. They play a most significant role in the success of tis hands-on project. They will attend the **PRE-AIFF WORKSHOP (I) on the 3rd Saturday of January**. Organization's Assistant Project Director, Randall Strother, will provide these helpers with all necessary training.

Workshop (I) Schedule

10:00 a.m. – 1:00 noon: Set up

1:00 p.m. – 4:00 p.m.: **Training Session**

(1) Arts & Crafts

(2) Games & Toys

(3) Puzzle & Magic

(4) AIFF area program directors who need presenters and performers will come to audition and give training. Chosen presenters and performers need to try on the costumes and present their first show on coming Saturday for AIFF annual workshop.

4:00 – 5:00 p.m.: **Appreciation Dinner** – We thank CIA's services.

(In charge: Project Director, Serena Huang)

Workshop (II):

Exhibition, Presentation, Show & Dance Demo

(In Charge: President, Inday Bauer)

For the **4th Saturday of January**, every area country - **all area program directors & members** - **is required** to attend this mandatory workshop.

- (1) AIFF Board of Directors and Project Director **need to** preview your exhibition in order to endorse your area projects' presentation.
- (2) We need to take pictures of you, your displays & your presentation to create stories for a Preview to be published by the Valdosta Daily Times in February.
- (3) This will be CIA's first performance of **wedding/fashion show and folk dance demonstration**.
- (4) The media will be invited to interview you and write stories about your involvement.

Workshop (II) Schedule

10:00 a.m. – 1:00 p.m.: Exhibition Set up

1:00 p.m. – 4:00 p.m.: (Inday Bauer has offered her support in managing this workshop and will contact you directly for more details. Please follow up with her plan.)

Preview Display Boards & Rehearsal for Presentation

Rehearsal for wedding and fashion show

Dance Demonstration

Pictures, pictures & pictures

2:00 p.m.: Group pictures

4:00 – 5:00 p.m.: Taste of Global Cuisines

(In charge: Project Director, Serena Huang)

Every area program director will need to bring a dish (in half size deep steam table pan) of your best ethnic cuisines for our global family members to taste – Such a special treat for a busy day!! **Please send your menu to the project director to make labels for your dish.**

(2) Your Program Expenses Compensation

Because of our high-standard guidelines and requirements, we are offering **a limited and pre-set fund** to each area project to help offset your expenses in **exhibitions, presentations, workshops, performances, booth decorations and volunteers' lunch between Thursday - Saturday.**

Because of the same degree of involvement among all area projects, the amount of compensation funded to each area project for 2010 is set at \$1,000. With this sponsorship awarded from the organization, every area project is required to contribute TWO dance teams to the World Culture Folk Dance Competition.

The area projects that are awarded with funding from the organization will need to keep an accounting record of all of your expenses. As a federally approved non-profit organization, we are required to open our accounting for auditing for every three years.

(3) Global Bazaar

Global Bazaar is open to area projects on Thursday's & Friday's school field trip programs and Saturday's festival **for area projects' fund-raising purposes.**

We DO NOT open the bazaar to any non-members of the project.

We urge area project directors to take the leading role in communicating within your members the purpose and the use of the funding that is raised through this bazaar effort. We highly recommend this account's purpose and use to be well defined and agreed upon among all area members and must avoid any confusion in the future.

We intend to keep our program an adventure of cultural and educational experiences and prefer **to keep commercial activities to a minimum.** However, it will not only help students to remember our program if they can **bring home . . . a bit of the world, but also help to raise the organization's needed revenue.** Thus, we created the **Global Bazaar** to sell ethnic souvenirs that are native to your cultures and related to our creativities of arts, crafts, games, toys, puzzles & magic.

The organization **holds NO responsibility and liability** in each area project's investment decisions in the souvenirs sale. Area projects will take their own full financial responsibility in this investment.

(4) Super Save Card

The organization will offer the card at the printing cost of **\$2.00 (NON-REFUNDABLE)** to help with area project's fund-raising efforts. The \$2.00 cost must be paid at the time you pick up the cards, **NOT after!!** Please calculate carefully the number of cards to order. We only order a bundle of **500** cards and **WILL NOT** be able to order additional cards. Every card should be sold at \$6.00 and good through the last day of February in the following year.

(5) Lunch: Thursday – Saturday

For this year's festival, we are pleased to say that we are implementing an improved food management and delivery system that should significantly simplify the process. Instead of scattered food stations, a single, centrally-located booth will provide a wealth of inexpensive and delicious food items! Our menu this year consists of (1) spring rolls, (2) skewered barbecue chicken, (3) chicken fried rice, (4) Oriental fried chicken, (5) black pepper chicken, and (6) cheese wontons. All items are only \$1.00 each. In addition, a combo platter featuring all 6 items plus a soft drink is available for only \$6.00.

As a non-profit organization, we are almost completely dependent upon external funding from sources such as grants and generous donations. Given today's economy and the festival's ever-increasing size and scope, we regrettably will no longer be able to provide free lunches for volunteers, teachers, chaperones, and bus drivers. For your convenience, you may bring your own lunch or purchase lunch at the festival. As always, your hard work is greatly appreciated! The festival would be nothing without you!

Most of all, all organization members will put the educational exhibition and presentation as top priority and not involve with the food sale on Thursday and Friday.

Funding raised from this food sale will be reserved exclusively for two purposes of the organization:

(1) To fix the \$12,000 debt the organization bears from 2004 to 2009. Please read the organization's annual financial reports to know how the debt incurs.

(2) To sponsor the airfare expense for the International Exhibition for Young Inventor held annually around the world.

In September 2008, along with 38 members from around the world, the Azalea international Folk Fair of Valdosta, GA was initiated to represent U.S.A. to become the newest member for International Forum for Invention Promotion (IFIP). Our affiliation can be seen at www.youtube.com/youthinvention. All members of IFIP pledged to work together to present and honor outstanding inventions created by the youth from around the world in an annual setting entitled International Exhibition for Young Inventors (IEYI). Azalea International Folk Fair has actually proposed to host the 9th IEYI in the year of 2012 in Valdosta. However, the host must solicit a minimum of one million dollars (\$1,000,000) sponsorship to hold the event. During the meeting on September, 2008 in Taiwan, unfortunately, we had to withdraw our proposal. Iran was granted as the host country. The 6th annual IEYI in 2009 is planned to take place in Nigeria, the 7th annual in 2010 in Vietnam, and the 8th annual in 2011 in Thailand. In the next few years, we will still strive to have U.S.A. earn the privilege of hosting such a meaningful worldwide event in Georgia.

We will outsource this food sale to any restaurant that will pay **\$3,000** sponsorship to this sole food sale opportunity. The organization will need to help to solicit at least 1,000 combo plates to be purchased in these two days.... Which I think should not be a problem. FYI, Fuji Gourmet at the mall will be happy to take this partnership.

(6) Selling Food at Saturday's Festival & Folk Dance Compensation Obligation

Only the organization's members (Once again, members are defined as the area countries that are represented in the Folk Fair & fully participate in the pre-AIFF workshop on the 4th Saturday of January, the three- day festival (Thursday – Saturday and also the set-up on Wednesday) and the final evaluation of the area project before end of March) that further contribute dance teams to participate in the World Culture Dance Competition will be qualified to sell food on Saturday (**AND Saturday ONLY; NOT on Thursday and Friday**) which is expected to be very profitable.

The food sale is NOT open to non-organization members.

Valdosta's very own unique international folk dance competition has grown to be the main highlight of Azalea International. We are working extremely hard to recruit teams from all over America to come to Valdosta for the competition. We will award our members that participate in the dance competition with the opportunity to participate in very profitable food sales.

Without fulfilling the folk dance competition obligation, there will be a requirement of **\$250** sponsorship to sell food on Saturday.

The organization has established a file at the Valdosta-Lowndes County Health Department to obtain permits annually to sell food at festivals. However, it is the food vendors' responsibility to learn and comply with the rules and regulations, such as all food vendors need to wear gloves, hot foods are required to use warmers.... Please read their regulation manual.

(7) Survey Evaluations

When school teachers and cultural ambassadors (who are recruited from VSU College of Education to work as tour guides) arrive at the conference center, surveys will be passed out to them. Teachers' input provides us with valuable insights we can use when preparing future presentations. Azalea International is committed to providing a valuable cultural experience program for our school teachers and students. We value teachers' comments deeply and work hard to exceed their expectations. **Teachers' survey form is up to your approval and agreement.**

Please be well advised:

Every area project is "required" to earn **a score of 90 or higher** in order to continue to secure the grants we earned from state governments and many foundations, as the evaluation is one of the most important components of their awards decision-making.

Directors, all of the teachers have been most fair and respectful to us for the last four years, 2004 – 2009. We have the greatest faith in and respect for the teachers' feedback.

Please understand this policy well: Failure to meet this score expectation will result in our committed funding to area projects to be discounted. Please work to meet our standard.

(8) Complimentary Admission Ticket to Saturday's Festival

We have hired professional ticket controllers to handle admissions at Saturday's festival. These controllers will adhere to **strict rules**.

Under no circumstance will an attendee enter the conference center without a ticket!

For every area country involved in the Azalea International Folk Fair programs, we will provide **TWO Director's Passes** to area program directors and **ONE Director's Pass** to every helper and performer who is involved with exhibition, presentation & performance without having to pay the admission fee.

All other attendees will need to purchase admission tickets for the Folk Fair.

(9) We Urge your Assistance with the Promotion of this Meaningful Project

We need every area program director to share the responsibility of promoting the program and selling admission tickets.

Every director is required to hang **4 posters** at the most visible public places and will **need to provide a list of the places** to the project director before the Project Director releases the funding to compensate your program needs.

Please also hand out **25 flyers** to possible, interested spectators. Your friends, church members, neighbors, colleagues.... are all best potential spectators.

(10) Right after First Day's Field Trip Program on Thursday – Lunch & Meeting

All board members (area program directors are welcome too), please get together for the lunch and a quick review meeting right after students leave at 2:00 at the meeting room. There should be much for all members to share and to learn from the 1st day's activities that will help us to do extremely well (as there will always be room for improvement) on Friday.

Please report to the meeting room immediately after the students leave at 2:00 for lunch and meeting.

(11) Property of AIFF

All display boards, artifacts, costumes and props purchased or made through AIFF funding **are the sole property of the AIFF**. If a director leaves the program, the above materials will remain with the VACA unless other arrangements are made in advance. These materials will be used annually to support many multicultural study projects and cultural events in South Georgia and North Florida.

As such, we ask that you place the goals and needs of the Azalea International Folk Fair above your own.