

Sunset Ridge/Middlefork School PTO Board Report

Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!

Submitted by:
Megan Waite

Board Position and Year held:
Fun Fair Co-Chair 2015-2016

Approximate Budget:
Break Even

Key Responsibilities: Please list key responsibilities, for your position, in its corresponding month:

Month	Responsibilities (bullet format, add as many as needed)
July	
August	Check with the President and Dr. Greene to see if a date has been selected the previous June if not find a date and Book Fun Fair with Nada Becker at the Park District.
September	
October	
November	<p>Contact Rob Broms at Record A Hit to schedule a meeting. Make Sure that the insurance details are lined up-As a district we would like to have at least 3Million of insurance. In 2016 we had to pay an additional 650.00 to get more insurance. Record a Hit only included 1 Million. I have spoken with Mitch at Clowning Around and he offers 4 Million. For the 2017 Fair Tom Beerhide wants us to make sure Rob includes more insurance or we will have to look to another vendor.</p> <p>Send email to prior Chair Heads and volunteers seeking Chair Head volunteers. Email Police, Fire and local churches notifying them of the date of the Fair.</p>
December	Continue to send requests seeking Chair Heads.
January	<p>Meet with Record A Hit to choose the rides and carnival games. Finalize all Chair Heads for the Fair.</p>
February	<p>Discuss with the Underwriter the timing of sending donation request letters. Update the Maps to incorporate the updated rides and games. Update the Attractions document with new rides and games. Update all flyers for stuffed animals, bingo prizes and redemption prizes. Schedule and invite all Chair Heads to a kick-off party/meeting. Define all Chair Head budgets with the Exec. Board.</p>

	Send a blurb and flyers to be included in Eagle-Dolphin Digest & Weekly News.
March	Host the Chair Head kick-off party/meeting. Post the flyers in the schools and Park District & send home in the backpacks. Set-up Sign Up Genius for volunteer sign-ups for the day of the Fair.
April	Insurance: You need to make sure each ride has been inspected and the inspections have been emailed to Tom Beerhide. Sign Up Genius volunteer sign-ups go live. Send email to Police, Fire, Dr. Greene, SRS & MF Custodians, Safety Head, Park District and Record A Hit to schedule a Safety Meeting and a walk-thru of the site. Check in with the Park District about ording the ice with Tinley Ice-they have may events from Memorial Day to July 4 th and have often let us pay only a portion of the ice order. Order Dumpsters with Waste Management-This also was done with the Park District in 2016. Finalize the water order with Hinckley Springs. Order police and crossing guards with Maureen French. Schedule meeting with Signage Chair Head to go over all signs.
May	Start selling tickets at school events. Have Signage Chair drop off Village Banner to the Public Works (firestation). Order the dumpster and portapotties. Ensure that the Safety Chair has received the Health Permit from the Village.
June	Email parking passes to Chair Heads. Email with Final Plans, Maps, Timesheets and Parking Passes to volunteers. Send Thank You notes to all Chair Heads. Make sure Signage Chair picks up the banner from the Village.

Key Contacts

List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

Name	Email	Phone	Misc Notes
Nada Becker Park District	nbecker@northfieldparks.org		Book the Fair thru her and schedule the walk-thru with her.
Rob Broms Record A Hit	rbroms@recordahit.com		Fair rides and games
Maureen French Police Dept.	mfrench@northfieldil.org		Schedule police & crossing guards
Claude Casaletto Deputy Police Chief	cmcasaletto@northfieldil.org		Notify re date of Fair, schedule walk-thru & safety meeting.

Tim Burke Fire Chief	tburke@northfield11.org		
Tinley Ice		708 532-3077	60 x 10lb bags of ice + icebox acct is "District 29 PTO"
Hinckley Springs	tmcnamara@water.com		1000 bottles at \$0.15 each
Melissa Galinda at Waste Management		630 652-9213	10 yard dumpster, 1 handicap portapotty, 2 sinks