

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:
Lisa Challenger

Board Position and Year held:

6th Grade Social Dance Chair
Approximate Budget:

\$2,500

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

Month	Responsibilities (bullet format, add as many as needed)
July	Contact dance instructors and sign the contract- the PTO will pay the instructors directly. Please note we had 42 kids and 2 instructors- we really could have used a third instructor to keep the kids in line and provide more attention/instruction so keep that in mind when budgeting. We based our per child cost on how many students we had- about 95% of our grade signed up. Contact 6th Grade teachers and Principal regarding dates for the dances (in order to avoid holidays, other school activities on the same dates.)
August	Present printed invites (simple, done on home computer) to the students in class- we met with each class to get them excited about the dances and answer any questions (they were VERY concerned it was all going to be boy/girl partners so ensure them it is a lot of line dancing as well!) Also send out the invites via email to all 6th Grade parents for RSVP- probably half the kids actually brought the invite home. Coordinate payment to dance instructors with PTO. Ask for parent volunteers to assist at the dances, and provide snacks for each dance, we had 2 to 3 parents helping us at each dance. Dr. Sukenik will provide you with access to the building so you can arrive before the students to set up.
September	First Friday night dance (there will be 6, ours were spread out from September to December due to holidays, etc.) Both 6th Grade Social Chairs (myself and Mamtha Sharma) were present at each dance- but in years past the hosts have switched off. The custodian at SRS will ensure you get tables and garbage cans in the lobby- I contacted Ivy who put me in touch with the custodian. FYI we also asked for the gym to be split in two with the screen down- our class was only 45 kids so the first dance was full gym and was way too much room for the kids to spread out. Good to know that it is best to NOT put out the snacks or drinks before the dance- the kids that arrived early would run to the table to grab cookies! We kept everything under the table then halfway through the dance a couple parents would set up the snack tables.
October	Continue hosting Friday night dances- FYI you should make it clear to parents to NOT drop their child off prior to 15 minutes before the start time. The instructors arrive 15 minutes prior and so did we to greet the kids- however some parents started dropping their kids off an HOUR before and they would be waiting out in the cold!
November	Continue hosting dances- we coordinated a few “themes” and added some fun dances like we learned Thriller in October, a traditional Mexican dance in November for Dia de Los Muertos, and had a holiday themed dance in December.

December	Best to host your last dance before the end of the year, keeping the dances in close to proximity is best so the kids remember what they are learning week to week.
January	
February	
March	
April	
May	
June	

Key Contacts

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

Name	Email	Phone	Misc Notes
Christine Keyes, Program Coordinator with Dancing with Class	christine@dancingwithclass.org	312-804-0622	She will set up the contract and coordinate the instructors for you.
Corey Dreher, SRS Director of Buildings & Grounds	dreher@sunsetridge29.org	847-881-9418	Corey is who you need to contact regarding tables, garbage cans, lights on in gym, etc. I sent him an email reminder every Friday we had a dance (which I am sure was annoying but once we didn't get our tables and the gym doors were locked)
			Just a misc. note... the motivation for most kids to attend the dance was the punch- not kidding- they would sprint from the gym to the table to get the punch! I have punch bowls and some table props/chalk boards I used that I am happy to share! We had two punch bowls at each dance and also mini waters and

			they polished off everything!