

6th Grade Social Dance

Here is the basic checklist of what you need to do:

- 1) Pick the 4 Friday dates: Watch out for MICCA (definitely check-in with the 2 music directors), school play, holidays and sports (school and town/travel leagues). In past years many of the boys were doing lax at the same time, which made it difficult. If you do the classes in March I think you can avoid this. Once you think you have 4 dates, clear them with Claire Wilcox. Remember that the dates do not have to be consecutive. Also, the class has traditionally been held from 5:30-6:45 (so the bus leaves school at 5, and returns @ 7:15), but Ellen's is flexible.
- 2) Book the dance studio and the bus. Ellen's will send a contract, which you will return with a deposit. The balance is due at the first session. The Bus Co. will bill you at the end of the classes.
- 3) Email Claire Wilcox and Bev Woolard with final dates and times, so they have them and can put them on the school calendar, and in the Buzz (even if it's only a brief notice and you haven't yet chosen dates or price - get the word out there!)
- 4) Talk to the class treasurer about funds, and give them dates when checks will be needed. There should be plenty of money in the account from the Spaghetti Supper.
- 5) Figure out the cost per student. This can be a little tricky, but count on less than 50% of the class participating. If the cost for dance remains \$95 each for up to 50 kids, and the buses run about \$150 per day, you can figure it out. It's ok to make a little money on this, since it's hard to know upfront how many will sign up. We made money, but it's a good class event even if it costs the class a little to run.
- 6) Talk to Dr. ^{Wickham} ~~Mehaffey~~ about scholarships. Since this is not a school or CSA event (it's a 6th grade class event), no one is in charge of scholarships. There is a note on the registration form that asks people in need to contact Dr. Mehaffey. If there was a need, she would then discreetly let you know, and the class would cover that child's expenses. We didn't have this come up, so not sure how it would work in reality; hopefully it would be invisible and seamless.
- 7) Put a notice in the Mosquito, and ask them if they want to send a photographer to one of the classes (they do every year). Also send an email to parents of your child's friends asking them to start talking it up - moms of boys particularly!
- 8) Update the registration form. When picking the registration deadline, keep in mind that people will call to sign up until the day-of! I made the cut-off a week before, but in reality I let people in up until the end. Be careful though - you don't want to go over the number of approved people on the bus, which would necessitate a second bus and much added expense! Believe there are 47-person and 51-person buses. Remember that there are 4 chaperones per week who also must ride the bus.

9) You can either print the registration form and send it home in backpacks and/or put it in the Buzz/CSA newflash/CSA website. I also emailed it to my contacts -- just to remind them and make it easier.

10) Collect forms and payment. Make a deposit slip and give checks to Class Treasurer. I kept a spreadsheet, and then used that for the bus list (for chaperones to check off) AND for the deposit slip.

11) Email a reminder to parents about class -- meeting/return time, clothing/shoes to wear, bus rules, etc.. Also use this to ask for chaperones. You will need 4 per week to ride the bus with the kids. Once you have the chaperone schedule, email a reminder or two to them.

12) Also email the chaperones with times, and what they need to do -- pretty straightforward, tho they DO need to have a folder with all of the registration forms with them on the bus (in case there's an emergency).

13) Pay the school and bus company, and figure out profit/loss.

Think that's it. It's really not bad -- I've just given lots of detail. Have fun!