

6th Grade Activity Nights Abbe Leffel 3/07

6th Grade Activity Nights are held either after school from 3:30-5 pm or in the evening from 7:00-8:30 pm. They include a DJ in the auditorium, volleyball and DDR (Dance Dance Revolution) in the small gym, and basketball in the bigger gym. Food is served in Pod B, and they are not allowed to take food out of the room. Pod B is the small room to the left of the auditorium.

One of the assistant principals is assigned to the 6th grade and is your contact for the activity nights. Dr. Dransoff may also be the contact.

Students bring permission slips (given out the day of the event per Hadley policy), \$1, one can of food for donation, and school ID.

We did not decorate for themes. We did make costumes optional for our October Activity Night, and at least half the kids dressed up.

For the first event Dr. Dransoff gave a talk at the beginning to outline behavior expectations.

Activity Night chair should plan to arrive about 30 minutes prior to the event.

FLYERS: I made my flyers in Publisher, then e-mailed them as a jpg to the 6th Grade e-mail list. Flyers were posted a week in advance. We posted the flyers for the first event ourselves a week early. For the second event, Dr. D wanted the office to do the posting. They forgot and didn't put them up until I reminded them two days before the event.

If you want the event mentioned by the school office, give them a script. Include the date, time, activities planned, and tell the kids to bring a can of food, \$1, permission slip, and school IDs. They will read it over the intercom. Hadley doesn't usually send things home in backpacks because they seldom make it to the parents.

CHECK-IN: The first Activity Night was held directly after school, and the crush of kids arriving at the same time was overwhelming. For an after school event you need most of the chaperones to help check the kids in. Chaperones collect money, food and permission slips, check IDs, and then organize food donations. The school provides the boxes and then takes care of transporting to the food pantry.

For the evening events you have fewer kids, and there is a Hadley volunteer who likes to come manage the check in. For evening events we only needed 2 or 3 extra chaperones to assist with check-in.

SET-UP: The DJ will set up 2 hours in advance of the start time. The custodians will set up tables, DDR, Volleyball and basketball. Someone from Hadley will bring cold pop and cups. You may need to remind the assistant principal in the morning about the drinks. Chaperones assigned to food will set up in Pod B.

CHAPERONES: We had 8 chaperones for the first event, then increased the number to 14 for the last two events due to feedback from our first chaperones. Chaperones work in the large gym for basketball or the small gym for volleyball, patrol the hallways and bathrooms, work in the food Pod, or chaperone the dancing/DJ. I assigned 2 people to the basketball gym, 2 to volleyball, 3-4 to the hallways, 3 to the food, and 3 for the DJ.

Chaperones can always trade positions if they like.

Chaperones arrive 15 minutes before the event. They go to the Hadley office to pick up nametags and assignments. Chaperones help with check-in as stated above. Dr. Dransoff was also present at all the events.

After our first event our volunteers suggested we increase the number of chaperones because there were some issues of kids in the locker rooms and bathrooms. We asked a few dads to keep on eye out for the more secluded areas.

Pick-ups could also be an issue for the chaperones. Evening pick-up is 8:30, but some kids do not get picked up on-time - it could take another 30 minutes of more. We asked a few chaperoning dads to stay outside with the kids until they were picked up.

Another concern is kids trying to leave early. Dr. Dransoff said the policy is that we do not release students before the ending time unless they're picked up by an adult. For the after school event we had kids asking to walk home early, and I sent each kid to Dr. D for permission.

FOOD: The school provides 2 liter bottles of pop that are delivered to you at the event. You may need to remind them to bring them down about an hour before the event starts. We added 8 (approximately) $\frac{1}{2}$ gallon bottles of water and used them up almost every time. We also brought our own plates, cups and napkins as part of the snack donations. We brought large aluminum pans for the snacks and used cups to scoop the food. We did not let kids pour their own drinks as it just got too messy. You can order pizza to sell, but we did not do this. The first event (after school) we ran out of food. The second event (evening) we had too much, and donated extras to teacher's lounge. People can bring snacks during the day on Friday. There is a table in the hallway opposite the nurse's office for people to leave things.

Examples of food donations: Large barrel pretzels
8 bags of chips, popcorn etc
-1 large jug of Hi C
-2 gallons of water
2 Lg Costco Cookie Platters ---THIS IS ABOUT 100 COOKIES
Cookies
- napkins and plates and a couple more bags of snacky
stuff like cheese popcorn.
Cups and 2 gallons water
-
100 Twinkies and 80 Rice Krispie Treats
Cookies - 3 containers
4 tubs brownies
Gummy bears (large Costco bags - 2)

DJs: I booked all the DJs for our Activity Nights. I was told the DJs were booked the prior year, but this turned out not to be the case. We gave them lists of songs that are popular with the kids and they used "clean" radio versions of the music. We used both of the DJs listed below - Dave for the first one, Brian for the second two. Contracts for the DJs need to be signed by Dr. Dransoff or the 6th grade assistant principal. Checks are issued in several ways - PTA, Dr. Dransoff, or the Park District. Check with

your PTA contact and/or Dr. Dransoff about payment before the event so that you have a check ready that evening.

Dave, High Energy Productions - 279-4169

highenergydjs@comcast.net

Referred by the Park District (John Ivkovich, 327-4623)

Brian Hesler, Your DJ Pros - 918-9958

yourdjpros@gmail.com

(Experience with many Hadley parties.)

CLEAN-UP: Custodians clean up so that you can leave with the kids.