

Dance-A-Thon Manual

Forest Hill Public School Toronto

What: K-6 Dance-A-Thon

When: February, annually.

Times:

Kindergarten – 10:30-11:15 a.m.

Grades 1-3 – 12:45-1:45 p.m.

Grades 4-6 – 2:00-3:00 p.m.

The date for the Dance-A-Thon is usually set at the second School Advisory Council (SAC) meeting in October and the date is chosen in consultation with the Dance-A-Thon Committee, Principal and Vice-Principal.

Note: This event has also been held in March (1-2 weeks before March Break). It was changed to February so it could be a friendship/Valentine's Theme.

2016 – may have been too close to Wish List ending. If possible, try to make Dance-A-Thon at least one month after Wish List.

Where: Forest Hill Public School Upper Gym (North Building)

Who: The Dance-A-Thon Committee organizes a dance for students Kindergarten-Grade 6. Approximately 6-8 student volunteers are needed (Grade 8) and 3-5 committee members are required in order for this event to run smoothly. Committee Members are needed to purchase items ahead of time and are needed the day of the event to set up snack tables, prize table, consult with DJ, call classes down, gather forms and count \$ and tally class totals and winners.

Student helpers are needed to help set up, serve snacks, hand out prizes, etc.

A parent or designated students on the Yearbook Committee are asked to come to take photos for the yearbook. This is co-ordinated by Donna.

Disc Jockey: Magen Boys High Energy Entertainment

Jessica Baker or Jenn Nagy, Magen Boys Reps

www.magenboys.com

phone: 905-761-0076

email: jessica@magenboys.com or jennifer@magenboys.com

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Other Providers (Snacks and Prizes):

Snacks:

- Costco (North York) - 100 Billy Bishop Way, 416-635-8175
- Loblaws (Forest Hill Market) - 396 St. Clair Ave. W. 416-651-5166
- Shoppers Drug Mart – 550 Eglinton Ave. W. 416-485-3093

Prizes:

- Incredible Novelties – 1705 Flint Rd. 416-663-9900
- Party Rock – 1919 Avenue Rd. 647-966-0019
- Party City – 39 Orfus Rd. 416-785-4035
- Claire’s Accessories (Yorkdale) – 3401 Dufferin St. 416-782-4452
- Dollarama

Why: For students and teachers to enjoy themselves, dance, win prizes and have fun and at the same time, raise money for the school and a sister school.

Prizes/Incentives:

Top 3 fundraisers K-3 choose prizes and are allowed to assist the DJ.

*2-3 Kindergarten kids can be chosen and top 3 kids Grades 1-3.

Top 3 fundraisers 4-6 choose prizes and are allowed to assist the DJ.

K-3 – Pizza Party awarded to the class who raises the most \$ and to the class who collects the most in donations. (May be the same class for both).

4-6 – Pizza Party awarded to the class who raises the most \$ and to the class who collects the most in donations. (May be the same class for both).

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How:

1. 6-8 weeks prior to the Dance-A-Thon

- Contact Magen Boys to book the date. They will forward a contract to be signed and paid ASAP (by personal credit card – reimbursed by Treasurer or by SAC cheque). Provide date and dance times to Magen Boys. (see APPENDIX A)
- Event chair contacts committee members to remind them of the event, date and delegates responsibilities.
- Event chair (or designate) starts to write weekly blurbs about the event in the weekly Friday e-mails.

2. 3-4 weeks prior to the Dance-A-Thon

- a) Prepare the Dance-A-Thon Pledge Form (see APPENDIX B) and have the office copy and distribute hard copy forms to all K-6 classes.
- b) Ask the Office Administrator/Secretary to e-mail all K-6 teachers asking them to please hand out the pledge forms to all students and to pump up the event. Reminders in student agendas and in parent correspondence would be helpful as well.
- c) Send Office Administrator/Secretary an electronic copy (pdf) of the pledge form and ask them to attach the pledge form to the Friday File e-mails each week leading up to the event. Or, ask them to scan a hard copy and attach the form to the weekly e-mails.
- d) Event chair (or designate) should ask the office to promote this event on the outdoor school sign. K-6 DANCE-A-THON
DATE OF EVENT – I.E. FEB. 14

3. 2 weeks prior to the Dance-A-Thon

- a) Event chair (or designate) should prepare a current flyer and post it around the school (mostly in the South Building).
In the North Building, post flyers on the east facing doors (near Principal and Vice-Principal's offices), outside of the office and outside of the library. (see APPENDIX C)
- b) Event chair (or designate) should write 2 announcements in the office daily

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- announcement book to pump up the event. This will be read by student office helpers. (see **APPENDIX D**)
- c) Event chair should co-ordinate with the person in charge of purchasing prizes to start purchasing them. List of sample prizes on page 7.
All items can be stored in the Principal's office.
4. 1 week prior to the Dance-A-Thon
- a) Event chair (or designate) should write 2-3 announcements in the office daily announcement book (or assign students to read them) to pump up the event. (see **APPENDIX D**)
 - b) Event chair (or designate) should either go visit all K-6 classes for 1 minute each to promote the event, hand out additional hard copies of pledge forms to students who may have forgotten to take them home. And/or...
 - c) Ask the Office Administrator/Secretary to e-mail all K-6 teachers reminding them to please promote the event in student agendas and send reminders on weekly blogs/e-mails to parents. Remind teachers what we are raising money for (this changes year to year).
 - d) Event chair should co-ordinate with the person in charge of purchasing snacks (cereal), water, cups and cutlery to start purchasing these items. Sample Shopping list on page 7.
All items can be stored in the mini kitchen across from the Principal's office.
 - e) Contact the Dance-A-Thon committee/volunteers and ensure there are 3-5 available the day of the event (a list of interested SAC members was taken at the June SAC meeting, in the prior school year, and confirmed at the fall/October meeting. This list of interested SAC volunteers should be available in the SAC minutes).
Remind the office to co-ordinate 6-8 student (Grade 8) helpers. 3-4 can help with each separate age group (K, 1-3, 4-6).
 - f) E-mail the volunteers/committee members the responsibilities and items for purchase required to run this event.
 - g) Contact the treasurer or co-treasurer and remind them to please attend the morning of the event to help count the \$ and designate personal and class winners.

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5. 1 day prior to the Dance-A-Thon

- a) Event chair (or designate) should ask the Office Administrator/Secretary to do one final blast to all K-6 parents reminding them about the event that will take place the next day. A final copy of the pledge form can be attached with this final reminder. The same e-blast can invite any parents who would like to come and watch/assist with the dance-A-Thon to please feel free to come and join in the fun. (see **APPENDIX E**)
- b) The volunteer/committee member who is purchasing milk (8 bags – 24 mini bags total) should be reminded to purchase the bags.
- c) The Magen Boys contact should be e-mailed to confirm the set-up time for the following day.

6. The day of the Dance-A-Thon

- a) 9:00/9:15 a.m. – DJ set-up in upper gym
- b) 9:15 a.m. – Treasurer and helper start counting and organizing \$ and recording donations and totals on class lists

Treasurer(s) Note: Pay back people who laid out \$, keep out some \$ to tip DJ team (\$25 for person doing music, \$25-\$30 for the dancer, \$40-\$50 for the MC), additional \$ will be owed to the person who arranges the class pizza parties (they can be reimbursed)

Once each class list has had individual donations (i.e. what each student who collected donations raised) and class totals recorded (i.e. total amount raised by the class - \$435.00 raised) and how many students donated (i.e. 7 out of 29 students), copy each class list 3 x . Treasurer keeps the originals. Then...

- Put one copy in each teachers box for them to see/reflect on (give each teacher only their class totals)
 - The second copy should be given to the Principal for him/her to see how classes did
 - The third copy should be given to the event chair in the gym to be used to call out winners
- c) 9:00/9:15 a.m. – Volunteers/Committee Members should set up the gym
 - 1 table near the back wall (left/south side) for prizes
 - 1 bench along the back wall for prizes not being handed out at that time
 - 1 table towards the back/center for the DJ
 - 3-4 tables along the left/south wall for the cereal station and water station

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- 1-2 benches towards the back of the gym to separate the cereal eating area and dancing area (no cereal can be eaten in dancing area)
 - 2-3 garbage cans in cereal eating area
- d) 10:00 a.m. – make sure everything is set up and ready to go
- e) 10:15 a.m. – get the Kindergarten totals for individual winners (highest fundraisers) so they can be announced during their timeslot
-ask for the rest of the totals as soon as they are ready
- f) 10:25 a.m. – ask the office to remind the Kindergarten classes to come down
- g) 10:30-11:15 – Kindergarten dance time (they may eat their cereal at the beginning or the end of their time slot – this is up to the teachers)
*See page 2 for prizes/incentives
- announce prize winners
- g) 12:45-1:45 – Grades 1-3 dance time (office can do a reminder call)
- Kids come in and line up for cereal station
 - Dance/Announce individual and class prize winners
 - At the end of the timeslot, ask all kids to pick up 1 piece of garbage
- h) 2:00-3:00 – Grades 4-6 dance time (office can do a reminder call)
- Kids come in and line up for cereal station
 - Dance/Announce individual and class prize winners
 - At the end of the timeslot, ask all kids to pick up 1 piece of garbage
- i) 2:45 p.m. – ask student helpers to start cleaning up
- take empty/broken down cereal boxes to recycling area
 - dismantle tables and lean against the east wall
 - put any extra milk/water in the staffroom fridge
 - put any extra cereal in the staffroom
 - take any extra cups, spoons and prizes down to the SAC storage room
 - take the empty milk jugs/pourers and scissors to the SAC storage room
 - take any spirit wear that was not given out to the SAC storage room
 - BY 3:00/3:05 – THE GYM SHOULD BE TIDIED
 - Student helpers can go back to class
- j) 3:10 p.m. – Dance-A-Thon Volunteers/Committee Members do a final check of the gym

7. The day after the Dance-A-Thon

- a) A wrap up notice can be done (optional) to lost top winners, class winners, to thank helpers, etc. This can be sent with the Friday File. (see **APPENDIX F**)

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Warnings/Helpful Hints:

- do not let extra (non-approved students help)
- no cereal can be eaten in dancing area
- watch that the student helpers are not taking prizes
- unhelpful students must go back to class
- Kindergarten timeslot – most or all lights can be left on
- Grade 1-3 timeslot – dim some lights
- Grades 4-6 timeslot – after cereal is served – most or all lights can be turned off
- *Make sure power to DJ is not cut off
- each student only gets 1 cup of cereal
- make sure the caretakers come to clean/replace garbages and leave you extra bags just in case garbages are too full
- have a broom/dustpan and paper towel available in case of any spills
- don't just hand out prizes to the kids dancing in the front – look for all types of kids – shy kids in the back or kids who are not the best dancers deserve prizes too
- 1 glow stick per student
- have student helpers break down cereal boxes as cereal is used
- HAVE FUN and don't forget to thank all volunteers!!!!

Items for purchase by volunteers/committee members - Each numbered item below should be assigned to a separate volunteer/committee member to purchase. 1-2 (or more people) can be assigned items to purchase. Before e-mailing volunteers, check the SAC storage room for existing supplies, so as not to purchase duplicates. *All receipts should be submitted to the SAC Treasurer for reimbursement.*

1. **Volunteer 1: Snacks + Serving Items**

- 8 jumbo bottles of water (with handles) (from Loblaws)
- 20 boxes of cereal (nut free) (Family Size) (from Loblaws) – if purchasing jumbo boxes from Costco, adjust amounts
- 2 sleeves of large red cups (for cereal) – older kids
- 1-2 bags of clear plastic water cups (for cereal) – younger kids and for water
- 2 boxes of Dixie Cups (for water)
- 1 box of club pack spoons (around 300 spoons) – for cereal (some kids have dry cereal and don't need spoons)

(Spend between \$200-\$250 maximum)

2. **Volunteer 2: Prizes**

Prizes can vary from year to year. Have a variety of smaller and medium size prizes. No need to spend more than \$5.00 on a prize. Purchase 7-10 - \$10.00 items to give away to the individual prize winners. Try to bargain shop if you can. Sample prizes may include:

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Girls:

Fuzzy socks, Knee High Socks, Head Bands, etc.

Boys:

Mini Sports games (Party Rock), Sports Items, etc.

Generic:

*Glow sticks (must have) – necklaces/bracelets (purchase more bracelets) (Incredible Novelties or Party City),
Mini Pillows, FHPS Spirit Wear, Sunglasses, etc.

Avoid: Items that are too small, items that are weapons (i.e. water guns) and items that kids can use to hurt others (i.e. mini sticks). No need to purchase food item give aways.

(Spend between \$400-\$500 maximum)

3. Volunteer 3: Milk – purchase the night before or early the morning of

24 bags of milk total (8 bags x 3) – purchase 1% milk

Store in the staffroom fridge or outside of the upper gym outside entry door (South facing)

4. Volunteer 4: Additional items – these are in SAC stock room but check ahead to make sure they do not need to be re-purchased/replenished

2-3 milk jugs/pourers

Scissors to cut the milk bags

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APPENDIX A

(Sample contract from February 2016)



30 Rivermede Rd Unit 2
 Concord Ont, L4K 3N3
 p:905-761-0076
 f:905-761-0772

Contract

Event Location: Forest Hill School
Start Time: 10:00 am
End Time: 3:00 pm

Client/Organization Forest Hill Public School	Booking Contact Stacey Silverstein	Telephone (416) 393-9335	Event Date 2/17/2016 (Wed)	Event # E04558
Email ssilverstein@rogers.com		Party Name Forest Hill Public Sch	Event Type School Dance	Guests

Please Sign and Return Copy with Deposit Amount Specified.

Service Items			
Service Items	Price	Qty	Tot
DJ Package School Events	\$300.00	1	\$300.00
<ul style="list-style-type: none"> • 1 DJ • Standard Sound Equipment • Complete Music Library • Consultation Prior To The Event • 1 MBE Dancer 			

Subtotal: \$300.00
HST: \$39.00
Total: \$339.00
Deposit: \$0.00

Trucking & Labor may be applied based on production. HST#872783618.
 WE ACCEPT CASH, CHEQUE, E TRANSFER, VISA AND MASTERCARD.
 NOTE THERE WILL BE A 3% SERVICE CHARGE APPLIED FOR CREDIT CARD PAYMENTS.
 Final Payment is due prior to the event date.

CLIENT:
 Forest Hill Public School

Name:

Signature:

MAGEN BOYS ENTERTAINMENT LIMITED Per:
Jessica Baker

Name:

Signature:

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APPENDIX B

Sample pledge form is in "FHPS Dance-A-Thon Pledge Form.pdf"

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APPENDIX C

(Sample promotional flyer from 2016)

**FHPS
DANCE-A-
THON**

Featuring.....



**WEDNESDAY
FEB. 17TH**

Don't forget to get pledges!!!!

THE DANCE-A-THON IS FOR KINDERGARTEN TO GRADE 6 STUDENTS.

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KINDERGARTEN STUDENTS WILL DANCE FROM 10:30-11:15 AM.

GRADES 1- GRADE 3 WILL DANCE FROM 12:45-1:45.

GRADES FOUR TO SIX WILL DANCE FROM 2:00-3:00.

APPENDIX D

(Sample announcement)

Dance-a-Thon Announcement

(play Music for 10 seconds)

This is an announcement for all Kindergarten to
Grade 6 classes.

Our 5th annual Dance-a-Thon will be taking place
next Tuesday!

Magen Boys DJ will be here and there will be lots of
food, fun and prizes.

Don't forget to collect donations!

Top Classes that raise the most money and receive
the most individual donations will receive pizza
parties.

Top fundraisers will be rewarded with a special prize.

We will be donating a portion of the funds raised to a
less fortunate school and we will also be using the

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money raised to buy some new basketball nets for
outside!

APPENDIX E

(Sample e-blast from the office – 1 day prior to the event)

A reminder that tomorrow, Wednesday, February 17th is our
Kindergarten to Grade 6 Dance-A-Thon

Magen Boys DJ, Prizes, Snacks and much more

Parents are welcome to come and assist

Please submit donations with the attached Pledge Form



Kindergarten students will dance from 10:30-11:15 a.m.

Grades 1-3 will dance from 12:45-1:45 p.m.

Grades 4-6 will dance from 2:00-3:00 p.m.



See you there!

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APPENDIX F

(Sample wrap up notice to be sent home by e-mail the Friday of the event)

Grades K-6 Dance-a-Thon Update!



Congratulations to all of the students in Grades K-6 who raised over \$3,800.00 in the Dance-a-Thon!!! All of these funds will be put towards purchasing an additional Smart Board for the school!

This FIRST ANNUAL Dance-a-Thon was a WIN-WIN situation because the students had fun...and helped raise money for additional Technology for the school!

The DJ was incredible and the students all loved the prizes and special CEREAL station that was set up!

Top Fundraisers:

Grades K-3:

Alicia Max, Jonah Tal, Adam Wekerle, Ashton Wekerle

Grades 4-6:

Seagram Hull, Raquel Wekerle, Alex Ezzat

The above students were called up on stage, given recognition prizes and were able to help DJ!!!!!!

Class Prize Winners:

Grades K-3:

Most Money Raised and Greatest Participation:

Ms. Teperman's Class! (They won both portions!)

Grades 4-6:

Most Money Raised: Ms. Mendelson's Class

Greatest Participation: Ms. Pearlman's Class

TOP CLASSES WILL RECEIVE A PIZZA PARTY!!!! THANKS TO ALL OF THE VOLUNTEERS!!!!!!