

Happy Hoppers Square Dance Lessons Notebook

May 18, 2017

Vice President Duties

1. Club Standing Rules contain a description of the duties of the Vice President.
2. Lessons:
 - A. Schedule—set lesson schedule in early spring. Discuss with Jim Hattrick and Hopper board.
 - B. Publicity
 1. Update website with each upcoming lessons start date.
 2. Print business cards with lessons schedules.
 3. Access online Oregon Federation to update club lesson plans.
 4. Send a reminder email to club members and the lessons email list a few days before the start of each new session.
 5. Confirm dates with the manager of the Square Dance Center.
 6. Confer with Evergreen Council delegate to see if there will be any joint flyers or other publicity put out for all council clubs.
 - C. B-51 dances
 1. Confer with Jim Hattrick to determine if he has any planned. Discuss dates that will best fit with the Hopper lessons schedule.
 2. Promote the dances at lessons and within the club. Encourage new dancers to attend.
 3. Publish information in the website calendar, club newsletter, flyers, Facebook page, OFN.
 4. Keep an eye out for other B-51 dances in the area and help new dancers to attend.
 - D. Clothing Resale (see also separate sheet on Clothing Resale Help)
 1. Confer with board and sales helpers to determine resale dates. We generally have 2 each lesson year. A good time to have one is near the end of a lesson session, and before a B-51 dance (for instance, late October and late February).
 2. Before setting a date and set-up time, confirm with Linda Willey that she will be able to deliver the clothing that day, or someone else will be able to get the materials from her.

3. **Once you have scheduled a resale, let the Square Dance Center manager know so that the building is available to set up during the day.**
4. Let the people who generally run the resale know the date. At this time the primary people to notify would be: Jean Tolstrup, Joanne Oja, Emily Chase, Jackie Amundson, and Linda Willey. These people either have the racks, clothing, and sale materials stored at their homes, or are the people who know how to put the sale together and run it. You are free to ask anyone else you would like to have helping as well.
5. Give the date to the newsletter editor.
6. Announce the sale at Plus lesson a few weeks early so that people can begin to bring clothing that they would like to donate. When donations come in, various club members like Jean and Jackie are usually willing to take them home and store them until the day of the resale. Announce the sale at Basic lesson as the date gets closer.
7. We do not usually advertise the resale to other clubs. We seem to have sufficient sales with our own members and students.

E. Lesson Record Keeping and Materials

1. Keep track of the students and forward new student information to the Washington State insurance person.
2. Generate the lessons student sign in sheet and club roster sign in sheet for paid and angel dancers, and bring them to lessons on Monday nights.
Generate a blank form to append to the student sign in sheet in order to sign in new students.
3. Generate “Happy Hoppers Student” stick-on nametags for new students or for those who forgot to bring their nametags.
4. Generate the laminated badges for new students.

F. The Lesson Banner

1. The club has a pair of banners that are put up on the Square Dance Center sign to advertise the lessons. They usually go up one week before the starting date of each lesson session.
2. Configure the banners with the date of the upcoming lessons session. Attach to hooks with bungee cords or grommets.

G. First Night of each Lesson Session:

1. Generate student Registration cards.
2. Set up a New Dancers table with registration cards, pens, and temporary nametags.
3. As new students sign in, they are welcomed and directed to the New Dancers table to fill out registration cards and nametags.

H. Door and Kitchen help

1. Generate sign-up sheets for Door and Kitchen helpers at lessons. It is best to have the sign-up sheets ready at the Hopper picnic. You will have access to the most people, and it is nice to get the process started.
2. Aim for two couples each night. If Bev and Lew are present, there may not be much for the kitchen helpers to do, in which case they can be back-up for the door helpers or help out on the dance floor if needed.
3. Door and Kitchen Responsibilities are available on the website, and may also be sent out to helpers with a reminder email before the beginning of their service month.
4. Supply the Door and Kitchen Helper schedule to the newsletter editor.

I. Coordinating angels.

1. Angels assist the teacher to help lesson dancers learn the square dance skills. Angels fill in when a lesson dancer needs a partner.
2. Lesson manager monitors the sign-in sheet to identify the angels. When a lesson dancer or paying dancer arrives while the lesson is in progress, the lesson manager "taps out" an angel to give place to the new arrival.
3. Angel Guidelines are available on the website and should be pointed out to members on occasion.

J. The whiteboard is stored in the back room to the right of the stage. It can be used to post information about upcoming events, or to welcome new dancers, or as needed. The pens and erasers are kept in a bag on the top shelf of the upper Hoppers kitchen cupboard.

CLOTHING RESALE HELP

The following is an outline of what to consider when getting ready for the clothing resales. There is always plenty of Hopper help, so a lot of the items listed will be done by Hopper members who have been previously active in the resale.

1. Determine the dates for the 2 resales. It helps to set the dates after getting the lesson schedule and jamboree dates set. Generally, one is in the fall shortly before the first Hopper sponsored new dancer jamboree. The second is in the spring just before a new dancer jamboree.
 2. Check with Linda and Leonard Willey to be sure they will be available to bring the clothing and hangers on the chosen dates. All of these things are stored at their house. (You will want to remind them again each time a resale date gets close.)
 3. Notify the Clark County Square Dance Center manager about the dates. This is necessary because we set up for the sale on the morning of the sale. Sometimes the hall is rented during the day, and we would not be able to set up.
 4. Notify Hopper members about the date of each resale. It usually works best to send the notification about a month before the selected date. That gives members a chance to look through their clothing to see if they have anything to donate to the sale. (Generally several people have clothing that has been donated to the club throughout the year stored at their homes. They will need to know when to bring the clothing.)
 5. Talk to the following people who either store or loan the racks used in the resale: Bev and Lew Poland, Randy and Jackie Amundson, Joanne and Don Oja, Rex and Jean Tolstrup. There may also be some others.
 6. Remind the treasurer that you will need \$50 for a set up for the cash box.
 7. The following items will be needed for the resale:
 - a. Cash box
 - b. T pins and straight pins
 - c. Clothes pins
 - d. Calculator
 - e. Pens
 - f. Bags for purchased items
 - g. Tablet to record sales of consignment goods—if any are in the resale
 - h. Post it notes
 - i. Extra garbage bags for bagging up left over goods—if needed
 - j. Small wastepaper basket
 - k. Stapler
 - l. Scotch tape
 - m. Twine/string for securing hangers at the end of the sale
 - n. Clothing racks (See #5 above)
- ** At this time, you will not need to worry about bringing any of this because the people who have done the sale in the past just automatically gather up what is needed and bring it to the morning set up.
8. We usually start setting up at about 10:00 in the morning. The following people have been doing the set up for years: Jackie, Joanne, Emily, Jean, and Linda. Other people frequently come to help. Jackie and Emily are very good at displaying things on the walls.
 9. Just ask and you will get lots of help. You actually do not have to worry about doing any of this other than setting the date and taking care of notifying people. This may sound more complicated than it actually is. It usually goes very smoothly.

Suggested time line for lesson tasks

August

Have sign-up sheets for door/kitchen at picnic. Verify that banners have all numbers needed.

September

See that banner is hung in front of CCSDC.

Determine date for clothing resale and coordinate with CCSDC manager for daytime use.

October

See that banner is hung in front of CCSDC.

November

See that banner is hung in front of CCSDC.

December

See that banner is hung in front of CCSDC.

January

See that banner is hung in front of CCSDC.

Determine date for clothing resale and coordinate with CCSDC manager for daytime use.

February

See that banner is hung in front of CCSDC.

March

See that banner is hung in front of CCSDC.

Present proposed lesson schedule to Hopper Board.

Promote the HH anniversary dance to MS & Plus students.

April

See that banner is hung in front of CCSDC.

Prepare handout of suggested MS & Plus dance schedule covering May through August for students.

May

June

July

Monthly

Keep lessons information updated in newsletter, website, facebook page, OFN and WA Federation.

Send lessons reminder email to members and dancers email list.

Happy Hoppers Square Dance Club



Responsibility of Door & Kitchen Hosts during lessons

DOOR DUTY RESPONSIBILITY

1. Arrive around 6:00 P.M. and complete setup by 6:15 P.M. for door donations. Coordinating and accepting door donations.
2. There will be two sign in sheets at the check-in table:
 - a. List of people taking lessons (Make sure students sign their name and indicate the level of lessons and write "pd" next to their name. Angels who are not Happy Hopper Members will also be listed on here. See that these Angels also sign in.)
 - b. Happy Hopper member roster (Members initial next to their name in the "Paid" column who are paying for brushing up their skills, or "Angel" column otherwise.)
3. Verify door receipts with treasurer before the end of lessons.
4. After the funds are verified, you are free to leave. However your assistance in helping to clean the hall after the lessons will be appreciated. Straighten tables, chairs, and empty garbage in restrooms. Help dustmop the dance floor following the Mainstream session of lessons.

KITCHEN DUTY RESPONSIBILITY

1. Arrive by 6:15 P. M.
2. Organize refreshments and keep refreshments table filled and clean.
3. Clean kitchen, clean coffee pots and put them away.
Sweep/mop floor in kitchen following the lessons.
4. After the Mainstream lesson has started, clear tables of coffee cups and plates, wipe off tables and straighten chairs at conclusion of the lessons.
5. Empty the garbage into the dumpster.
6. Dustmop the dance floor following the Mainstream session of lessons.
7. Make sure all the windows are closed and locked.