



THE COMMITTEE TO PROMOTE
SQUARE DANCING

CLASS OPERATIONS MANUAL
ROOM 118
CAMDEN COMMUNITY CENTER
November 2009

This manual describes the CPSD class setup at the Camden Community Center, Room 118, 3369 Union Avenue, San Jose. In the event that the class is moved to a different location, the set up would change appropriately.

This manual is available to anyone who may need to know how to set up and administer the CPSD Square Dance Class.

SUPPLIES

The supplies consist of two plastic bins, an ice water jug, the club banner, a red & black bag and a handcart to carry it all on. One bin contains a hot water pot, drip pans for each pot, a supply of cups and paper towels. The other bin contains instant regular and decaf coffee, tea bags, hot chocolate, sugar, sugar substitute, creamer, toothpicks, pens, napkins, plates, forks, spoons, and knives.

The desk supplies are in a red and black bag and include a red folder with student and angel check lists, clip boards for the student and angel sign-in sheets, student and angel rosters, Student Information Sheets, lots of pens, business cards in a holder, sticky name badges and a felt pen, BOY/GIRL signs and assorted flyers.

Bring a snack like M&Ms or cookies to share. Students and angels often bring goodies. There may be M&Ms or other snacks from previous classes in the supplies bin.

The supplies are stored at Jackie & Karl's home. In the event that the supplies are not available on class night, the minimum supplies needed would be sign-in sheets for Students and Angels. These sign-in sheets are available to be printed from www.c-p-s-d.org, the CPSD website, in the CPSD Documents section. You will also need a few pens and water and cups.

ROOM 118

MULTI-PURPOSE ROOM

Room 118 faces the parking lot near the community center office.

The restrooms are outside to the left of the center office and are not locked.

INITIAL SET UP

The class starts at 6:30 and goes until 8:45. The room needs to be cleaned up and vacated by 9:00.

Arrive at the Camden Community Center between 5:45 and 6:00 PM and go to the office. Identify yourself as the set-up person for the CPSD Square Dance Class and ask one of the staff to unlock the doors.

The staff person will unlock the doors to Room 118 and prop open the back door to the kitchen.

You will need to use the rolling cart that is in Room 118 to carry the jug and coffee pot. Push the cart around the parking lot to the driveway in back of the Multipurpose Room where the back door to the kitchen is located. You must not go through the Multipurpose Room because there is a class in session.

Using the scoop on the wall beside the ice machine, fill the jug about 1/3 full of ice. If the scoop is not there, use the water jug lid. Run the water in one of the three adjacent sinks in the back of the kitchen until it is cold before you fill the jug. (The other sink is broken.) Fill the jug about 3/4 full so you can put the lid on tightly and not spill the water.

Fill the hot water pot about 1/3 full, letting the water run until it is hot before you fill the pot.

Turn off the kitchen lights and close the back door to the kitchen when you are finished getting the ice and water.

ROOM SET UP

FOOD & DRINK

Set up one long table for the caller at the end of the room that is farthest from the office and two half round tables on the wall next to the (nonworking) sink nearest the office. Use one half round table for drinks and the other for food. Put one long table along the wall near the door closest to the office for the sign-in sheets and flyers. If there are donated square dance clothes, put up a second long table next to the sign-in table.

Set up one chair for the caller, and about 24 - 30 chairs around the back and sides of the hall.

Set out the coffee and creamer and the coffee supplies, which are in two plastic boxes. Take the lids off and leave the supplies in the boxes. Extra supplies are in the bin. Put out 40 – 50 cups. Put a pen on the table so people can sign their cups.

Put snacks on the table with napkins, plates, spoons and forks as needed.

SIGN-IN TABLE

Sign-in sheets for students, on a clipboard, should be placed on the table closest to the door. The students must go to the office to pay before they sign in so that they can put the receipt number next to their name on the sign-in sheet.

Sign-in sheets for angels, also on a clipboard, should be placed half way down the table. Angels are plus level dancers who belong to a club. They do not pay but they do need to sign in. Put out the BOY/GIRL signs near the angel sign-in.

Put a supply of sticky name badges with a felt pen and a few pens near the sign-in sheets.

Arrange the business card holder extra pens, flyers, and any activity sign-up sheets on the table. Put pens near any sign-up sheets.

Hang the CPSD banner on the red box high on the wall behind the caller.

Open all of the Venetian blinds on the windows so people can see in.

DURING THE CLASS

Always make sure that the new dancers are in a square. If students come in after the tip has started be sure to pull angels out so the students get to dance as much as possible.

If you are not dancing, you can mark the students and angels off on the checklists that are in the red folder.

If new students, who dance well enough to join the class, come, ask them to fill out a half-page DANCER INFORMATION SHEET, which is in the red folder. New students may join the class if they are able to dance at our class level, whether they are students from another class or are returning dancers, The caller or his partner will decide if they are able to dance at the class level.

Make Announcements at some time during the early evening – before 8 PM so people don't leave before. Have Roger Square the floor and then be brief and enthusiastic!

After everyone has arrived, and before 8 PM, take the angel sign-in sheet to the office and have a staff member make a copy for our records. VERY IMPORTANT

You do not need to take the student sign-in sheet to the office because they have already signed in there when they paid.

CLEAN UP

After the last tip starts, about 8:25 - 30, empty and dry the hot water pot and the ice water jug. Throw away the trash and wipe off the tables and any spills on the floor.

Pack the supplies. Put all of the sign-in sheets into the red folder. Take all of the supplies off of the table.

Leave the tables and chairs where they are.

Help the caller load his equipment and shut off the lights.