

# Chairperson Checklist

*In order to streamline and simplify the 6th grade events, we are supplying this checklist for your use as a reference. Further assistance can be provided, just contact Dawn DePinto at [dmdepint@optonline.net](mailto:dmdepint@optonline.net).*

*You will be supplied with your sign-up sheet once Parent Teacher night is over. You must contact every person on the list when sending emails and planning your event.*

*Make a permission slip for the event, (you will find an example on the PTA website in 6th grade and forms). Please be sure to include the code of conduct.*

*Submit the final copy to me, Dawn DePinto at [dmdepint@optonline.net](mailto:dmdepint@optonline.net) for a check over and I will forward to Mrs. Casciano for final approval.*

*Please be sure to make your school visits before or after dismissal as per our new protocol adhering to security measures.*

*Once you have approval and it is initialed by Mrs. Casciano, copy enough forms (25) for each 6th grade class and put them in the teachers mailboxes (cubbies) in the main office. While you are in the main office label a box, (put a post it with your event name) on one of the bins in the colored drawer organizer on the left in the main office.*

*As your due date approaches, stop in and collect your permission slips and money (if there is a cost) and check off who has been paid and who will be picking-up the child (if other than a parent). It is suggested you write the check number next to each child or cash for good record keeping and keep all permission slips.*

*You must manage your event including any meetings and craft making, (same instructions apply for building usage) and please stay within your given budget. Please copy me on all correspondence relating to the event.*

*On the morning of date of the event, if it is right after dismissal, you must supply each 6th grade teacher with a copy of their classroom's list, in addition all of the lists need to be supplied to the well and the main office. Make 7 copies (see below SACC). If it is at night, make copies for the sign-in and out crew for that evening. EVERY child must be signed out by the designated person, they may not be texted by their parent to com to the parking lot. Keep the sign-up sheet for future use by the yearbook committee.*

*Just before dismissal, stop into the main office and retrieve a walkie-talkie to ensure communication with bus circle, SACC etc.*

*If anyone is going to SACC after the event, you must put a copy in Gina Cohen/ SACC 's mailbox as well. You may contact her on channel 4 on the walkie-talkie after school.*

**Our goal is always to make these events enjoyable and memorable for each 6th grader, so plan for fun!**