

ROLLER SKATING PARTY Job Description

1. As soon as you accept the job as Roller Skating Party Chair, contact the President to obtain the date for the party. It's always been the Friday in the fall that begins the fall break. In 2008, this was Friday, October 10.
2. Choose the location for the party. The only options are:
Fleetwood Roller Rink, Summit, IL – closer
Lombard Roller Rink, Lombard, IL – newer, brighter, better rental skates
3. Contact the Roller Rink chosen and reserve the date. Obtain a contract and have the PTO President sign it. Obtain a deposit check from the PTO Treasurer. Return the contract and check to the rink. Ideally, the rink should be reserved for the fall party before the previous school year ends.
4. Create a flyer to go home in backpacks (see file or website for example).
5. Send the information from the flyer to the PTO Webmaster to post on the website (see file or website for example). The first notice was posted on September 30 in 2008.
6. Send information for a reminder to the PTO Webmaster to post on the website (done on October 8 in 2008).
7. Confirm with the rink a few days in advance of the party. The rink will want the name of a contact person (the Chair of the event, unless the Chair is unable to attend).
8. Obtain a check for the balance due from the PTO Treasurer.
9. Attend the party (and try to be the first person there in case there are questions). If you are not able to attend, find a substitute, who will be at the party.
10. Update file & job description, as necessary.

After the 2008 party an online survey was conducted to obtain feedback regarding which roller rink was preferred. The results of that survey are in the Roller Skating Party job folder.