



# RIVER CITY DANCERS

Club Handbook  
Revised 2012

# Table of Contents

<i>Requirements for Participation</i> .....	3
<i>Kitchen and Door Committee</i> .....	3
Regular Dances – Arrive at 6 p.m.....	3
Role of the Kitchen & Door Committee.....	3
Sign-up Sheet .....	3
Menu .....	3
Kitchen Duties .....	4
<i>Square Dance Class Committee</i> .....	6
<i>Visitation Committee</i> .....	7
<i>New Year’s Eve Dance</i> .....	8
<i>Mystery Trip</i> .....	9
<i>Beach Trip</i> .....	10
<i>Holiday Dinner</i> .....	11
<i>Summer Picnic Committee</i> .....	11
<i>Campout Committee</i> .....	12
<i>Conclusion</i> .....	13

## REQUIREMENTS FOR PARTICIPATION

- Attend the club dances and visitations when possible
- Keep dues payments current
- Get involved (volunteer for committees and work parties.)
- Volunteer for the Kitchen/Door committee a minimum of two/three times per calendar year.
- Smile and have fun!!!

## KITCHEN AND DOOR COMMITTEE

### REGULAR DANCES – ARRIVE AT 6 P.M.

Club Members are required to work at a minimum on two (2) Kitchen/Door committees during the club year. If for any reason a club member is unable to serve the night they are scheduled on the committee they need to:

- Find a member to take their place
- Notify the Vice-President and the couple signed up in the # 1 slot on the signup sheet.

Note: If you need to access the hall prior to 6 p.m. on the night of the dance for purposes of decorating for special dances, contact the Board Member who is responsible to open the building that night and request that they arrive prior to 6 p.m.

## ROLE OF THE KITCHEN & DOOR COMMITTEE

The Committee is charged with the special role of hospitality by welcoming all dancers as they arrive and providing refreshments during the 9 p.m. break. The Committee also extends a friendly farewell as the dancers depart throughout the evening.

## SIGN-UP SHEET

The Vice President will post a Kitchen & Door Committee sign-up sheet for dances to be held during the club year. Dancers who have been in the club more than one year are encouraged to sign up in slots #1 or #2, leaving slots #3 and #4 open for new dancers or those who have never served on the committee. This allows new committee members to learn from those who have served in years past.

The Couple who has signed up in the # 1 slot is responsible for coordinating the evening plans with the other committee members. If that couple needs assistance they should contact the Vice President couple.

## MENU

The Committee, led by couple # 1, should determine a menu for the evening to serve between 60 and 75 dancers. RCD dance breaks are not meant to be a meal but rather a medium sized snack served halfway through the evening. In recent years, club members have been conscious of dietary needs and healthy options for break foods. A balance between desserts and healthier options is encouraged.

The club budgets \$50 per dance for break expenses. Committee members may donate food items or if a reimbursement is requested, please give itemized receipts with reimbursement request to the treasurer.

## KITCHEN DUTIES

SET UP TABLES DOWNSTAIRS TO ACCOMMODATE 60 TO 75 DANCERS.

Table cloths are located in the RCD storage closet by the kitchen.

Tables should be set with:

- Wooden boxes containing cream, sugar, instant decaf coffee, tea, etc.
- Cups
- Napkins
- Eating utensils if needed

***Option: place items in stacks at each table rather than creating individual place settings. This allows for non-used objects to be picked up after the break and returned to the supply inventory for the next dance.***

The Committee may decorate tables if desired and in keeping within the \$50 break budget.

### COFFEE / BEVERAGES

Regular Coffee: use 100 cup coffee makers. Measure ground coffee in an 8 oz cup – use TWO cups of coffee per 50 cups of water.

Decaf Coffee: use smaller coffee pot.

Tea or hot chocolate: use smaller coffee pot for hot water. (Pot is marked WATER and is only used for this purpose.)

**WARNING:** The electric circuits are sensitive.

Preheat carafes for hot water and coffee to be set out at each table.

Set pitchers of cold water in the refrigerator to be set out at each table preceding the break.

No later than 8:45, the Committee should reconvene in the kitchen to set out coffee and cold water, and set out food.

Note: Kitchen towels are in a drawer by the sink.

### DOOR RESPONSIBILITIES

The board member who opened the hall will set out RCD supplies to be used for keeping attendance (both member and guests), collecting dance fees, selling Split-the-Pot tickets, and providing door prize tickets to guests. Two Committee members should be in charge of the greeters table. Convene at this area by 6:30 as guests begin arriving.

- Mark member attendance in the RCD attendance roster.
- Each guest is required to sign in on the guest registration roster for insurance purposes. The roster is in a separate notebook from the club roster.
- Collect admissions from all non-member guests - \$5 per person.
- Split-the-pot: This is a 50/50 raffle. One lucky winner will take home ½ of the money collected for the raffle. The remainder goes to the club. The Split-the-pot receptacle has instructions for selling tickets and prices. Money is to be kept separate from entry fee funds.

- Door prize tickets: Each guest will be given one door prize ticket. This ticket should be different color than the Split-the-pot tickets.

NOTE: Raffles and door prize tickets will be drawn during the break between 9 and 9:30 p.m.

Treasurer will pick up the Money Box at 8:45 to take downstairs.

#### ATTENDANCE COUNT

At 8:45 the treasurer and board member on duty will take a count of everyone on the floor. This number should match the attendance books that the Committee has kept. Also, if the Committee feels they need more food to accommodate the number of guests, a quick run to Safeway might be necessary.

#### BREAK DUTIES – 9 TO 9:30

- Place coffee and water carafes on the table – refill as needed
- Put out food
- Sell Split-the-Pot raffle tickets
- If food is left over after dancers have been served, offer seconds. Please do so quietly as to not disrupt the meeting held during the break.

#### POST BREAK DUTIES

The Committee should wash and put away all pots, carafes, dishes, etc, and return all supplies to cupboards. Place any needed inventory items on the “Needs List” in the supply area. Notify the Vice President couple of any needs as they are responsible for purchasing supplies.

Club members may help clear and put away the tables but are asked to return to the dance hall to continue the dance. It is ultimately the kitchen and door committees’ responsibility to do this.

Tablecloths should be cleaned **and dried** before they are folded and put into storage bins to prevent growth of mold and mildew.

- Replace the items used during the dance to the proper storage space.
- Utensils, napkins, and cups that have not been used should be put in the proper area in a neat manner.
- Committee members should take home washcloths and towels to clean and then return to the Hall.
- Committee should empty wastebaskets in both restrooms.
- Sweep the floor in the large open area and in the kitchen.

#### AFTER THE DANCE

Kitchen & Door Committee members need to remain after the dance has finished. The following post-dance items need to be completed:

- ***Wait until the dance is totally over and the Caller has led the “goodbye” circle to begin these last duties.***
- ***Thank guests and RCD members for attending the dance!***
- Dust mop the ballroom floor
- Return fans to storage area
- Return greeter table chairs to storage area
- Return candy, moneybox and other items to alcove closet
- Empty wastebasket
- Close open windows
- Vacuum foyer and stairs (vacuum is found in the coat room closet behind the sliding doors).
- Empty wastebaskets in both restrooms

- Garbage cans are located at the far end of the parking lot. All garbage should be taken out after activities.

#### **BOARD MEMBER ASSIGNED TO KEYS**

The assigned Board Member for that dance will take care of doing the final lock up; however, the Committee is asked to make sure they leave the building with the board member for safety reasons.

Turn down thermostats to 50 degrees – both upstairs and in basement.

#### **MISCELLANEOUS NOTES**

Toilet Paper: stored in the men's restroom. The key is in the MCC lock box in the office. Ask the Board Member on duty to assist.

Light bulbs: stored in the MCC office

Power outage: Main electrical panel is in the storage room next to the women's restroom

Ladders: stored in the room off the west side of ballroom

Decorations: stored in the stage closet. Note that there are many tubs with various themed decorations which may be used by club members.

## **SQUARE DANCE CLASS COMMITTEE**

#### **COMMITTEE MAKEUP**

The Committee should consist of a minimum of 3 couples, with one couple as chair. This committee will work under the direction of the Vice President.

#### **DUTIES & RESPONSIBILITIES**

In April planning will begin for classes in the fall. Coordinate with the caller and secretary to advertise and promote the upcoming class. Flyers will be mailed to area clubs and organizations in the area (churches, clubs, etc.).

Compile a list of students to whom an invitation can be mailed.

Plan demonstration dances to be held throughout the summer for promotion of lessons.

Attend all lessons you have been scheduled for (September through February) to help with the following:

- Greet the students
- Collect the lesson fees and prepare an accounting slip for same to be presented to the treasurer.
- Keep attendance records for all students and angels
- Open and close the hall.
- Make announcements as needed during the class.
- Arrange for refreshments for all classes
- Keep the students informed of the upcoming events that involve them.
- Provide a student list to the secretary for club and insurance use after the third lesson; (include name, address, and phone.)

Note: Class committee members should call those students who were absent during the last weeks class to encourage their attendance at the next lesson.

- Maintain communication with the Newsletter Editor to provide information for newsletter articles
- Plan and coordinate with the Caller all activities including:
  - A dance apparel style show (optional)
  - A “New Dancers” Jamboree
  - The club visitation to the class
  - The class visitation to the club.
  - The class graduation celebration.

Provide a detailed committee report to the Club President within 30 days after graduation. This report should include copies of the planning ideas, list of prospective dancers invited to lessons, flyers, advertisements, budget, events schedule, special events for class members, planning for jamborees, style show, “experienced square dance apparel” sale, and graduation celebration, etc. This information will be placed in the Class Committee Binder that is kept at the dance hall.

## **VISITATION COMMITTEE**

### **COMMITTEE MAKEUP**

The committee should consist of one or more couples.

### **DUTIES & RESPONSIBILITIES**

All visitations, except for festivals, are to be at mainstream clubs.

Quarterly, or at least one to two months in advance, decide the dates and clubs to visit. (Look for ads in OFN, club bulletin boards, and ask the PAC representatives.)

Call officer of the club you wish to visit, as listed in Oregon Federation Directory, and identify yourself. Request the following information:

- Who are the caller and cuer?
- What are the starting and ending times; are there pre-rounds?
- Mainstream level?
- Location of hall?
- Any special theme?
- Ask for contact person’s name to be notified of number of club members coming, date they will be visiting, etc.
- Club outfits are to be worn unless we are attending a theme dance.

Promote the visitation.

- Write information for Club newsletter within the deadline,
- Prepare a flyer and sign-up sheet for River City Dancers to sign up (it is best to have this sign-up sheet at two dances or events prior to the scheduled visitation.) The sign-up sheet should include all pertinent information.
- Announce visitation at RCD dances.

Call contact person for the club to be visited to give them the number of dancers planning to attend.

Special Festivals – traditionally club visitations:

January, Mid-Winter Festival

July, Summer Festival

At the Visitation:

- If feedback is desired, count the number of River City Dancers attending and turn it in to the Newsletter Editor or President.
- A Club officer or member of the visitation committee should thank the club and its President couple for the “Good time”, etc., during break.

At the end of the term prepare a report on how the visitations went. Include examples of fliers, sign-up sheets, number of visitations scheduled and where, and any other pertinent information. This report will be placed in the Visitation Committee binder that will be kept at the dance hall.

If the club’s mystery trip is to a dance event, it should be considered the visitation for that month.

To encourage visitations to a variety of clubs, not more than three (3) visitations per year should be to dances called or cued by RCD’s contracted caller or cuer.

## **NEW YEAR’S EVE DANCE**

### **COMMITTEE MAKEUP**

The President shall appoint Chairman and committee members for special dances. If members are interested in leading or working on an event please see President and/or previously assigned chair person.

### **DUTIES AND RESPONSIBILITIES**

- Establish an event preparation schedule, preliminary budget and issue copies to committee members and President.
- Contact the RCD Board to verify Callers and Cuers contracted for New Year’s Eve dance.
- Place ads in the OFN.
- Ask the Club PAC delegates to inform the PAC in order to get the dance in the PAC minutes (provide fliers to be distributed to other clubs at the PAC meetings).
- Check with the club Caller to verify guest Caller(s) to be advertised. Advertise as appropriate with fliers, ads, and media coverage.
- For advance ticket sales dances: Print sufficient number of tickets and maintain a list of how many are sold and by whom.
- Assign the following duties to subcommittees: ticket sales, food preparation, kitchen, clean up, door, and decorations.
- Food, kitchen, and clean-up committees: plan, buy, prepare and serve refreshments for the event, or arrange for catering, while maintaining a specific budget to feed the number of people expected at the dance.

Select decorations appropriate to the theme while maintaining a conservative budget. Committees are responsible for decorating of the dance hall, kitchen area, and tables. A variety of decorations for different themes are available in a closet off the stage. A club officer will know where these decorations are stored.

All bills are to be presented to the Treasurer for payment/reimbursement.

Provide a detailed committee report to the President which contains:

- A budget and financial statement
- Advertisements: copies of flyers, OFN advertisements, articles in the RCD newsletter
- Copies of tickets (if developed by committee)
- Theme and decoration ideas used
- Worksheets used for preparing for the dance (if available), and any other pertinent information.

#### POST EVENT FOLLOW UP:

Send thank you notes to caller, cuer, and committee chairs.

## MYSTERY TRIP

### COMMITTEE MAKEUP

The committee should consist of at least three couples.

### COMMITTEE RESPONSIBILITIES

Approximately eight months ahead: As a courtesy contact Club Caller and Cuer to coordinate dates that they are available to attend (not necessarily to call and cue.) Have a planning session (consider possible sites, transportation that might be needed, etc.) Consult with Board members on dates

Review event budget allocation and policies for advances/reimbursements with RCD President and Treasurer.

Seven months ahead: review sites and make selection. Review transportation requirements.

Three months ahead: Finalize budget, set an agenda, assign duties and responsibilities for activities, and notify Secretary to submit information to State Square Dance Insurance Chairman of date and location of the event.

Two months ahead: Start advertising and selling tickets at dances. Put a notice in RCD monthly newsletter and post a flyer on the bulletin board. Notify members of ticket purchase deadline.

One month ahead: Clarify each committee person's responsibility. Announce at the first monthly dance that tickets must be purchased by the second dance of the month. Make any specific announcements that must be made.

#### FOLLOW-UP:

- Thank you notes should be written to the Callers, the people who own or operate the facility that was used or any other people who may have helped. These should be signed by the committee members.
- Prepare a newsletter article for the RCD monthly newsletter.
- Order fun badges for all who attend (optional.)
- Provide a final report for the President. The following information should be in the final report:
- Financial statement
- copies of articles from newsletters
- copy of printed ticket
- poster
- insurance forms
- announcements made at dances prior to the special dance
- worksheets used by the committee for various aspects of planning such as contracting for bus services, travel via MAX, special entertainment, etc.

This report will be placed in the Mystery Trip Committee binder kept at the dance hall.

## **BEACH TRIP**

### **COMMITTEE MAKEUP**

The committee should consist of at least two couples.

### **DUTIES AND RESPONSIBILITIES:**

- Select a weekend in October (typically the fourth weekend). Winter rates will be in effect after October 1<sup>st</sup>.
- Review event budget allocation and policies for advances/reimbursements with RCD President and Treasurer
- Designate the facilities to be used. Look for a clean, quiet motel that can accommodate 60 to 70 people. A recreation room for eating, dancing, and table games should be available at no charge. Also, locate RV parks nearby for members using recreational vehicles.
- Room accommodations that will be needed are: single, double, and possibly suites.

### **Policy**

Club members and their children and friends may be invited (limited only by room space available.) Collect the first night's room rent as a deposit one month prior to the date of the outing. The second night will be paid directly to the motel by attendees when they check in. RCD pays one night's room rent for the Caller Couple and the Cuer Couple. Obtain a check from Treasurer to cover the costs for caller and cuer.)

### **Activities**

Games, pinocle or cribbage tournament, or whatever is preferred. Friday night is a "free" time, as some members don't arrive until late or until Saturday. Saturday can include planned activities and free time with an evening meal at a time set by the committee. This can be potluck or delivered food, or dine out. During the planning stage check with the club Caller and Cuer to make arrangements for dancing on Saturday night if facilities permit.

### **Advertising**

Put information in the club newsletter regarding place, date, etc., (during the summer months) so members can mark their calendars and they are aware of the fact that their deposit has to be paid by the month prior to the outing.

### **Report**

Provide a final report for the President. Information to be included: important dates and timelines; examples of flyers; sign-up sheets; motel and R.V. rate information; activities that were planned; meals that were planned; important dates and timelines, etc. This report will be placed in the Beach Trip Committee binder that will be kept at the dance hall.

## **HOLIDAY DINNER**

### **COMMITTEE MAKE-UP:**

The committee should be made up of at least one couple.

### **RESPONSIBILITIES AND DUTIES:**

The Holiday Dinner has typically been held on the first or second Saturday of December. Check with the Caller and Cuer as the date is being set to try to coordinate with their schedules. Also, check the lesson schedule so the dates do not conflict. The class members should be invited to attend the Holiday Dinner, so it could be on the same evening as classes in place of class if agreed to by the Class Committee and the Caller.

Review event budget allocation and policies for advances/reimbursements with RCD President and Treasurer

Arrangements for the facility should be made by August 1st. Facility must be large enough to accommodate 70 – 80 people (as the club grows, larger facilities will be needed.) Past facilities have been: The Elks Club, Sayers Old Country Kitchen, and the Red Lion banquet rooms.

Those attending should pay in advance. RCD pays for the Caller Couple's and Cuer Couple's meals.

Most restaurants request a final count be reported within a week or 10 days before the dinner. Confirm final costs with restaurant and make sure the Treasurer or other officer with signature authority has a club check to pay the final bill at the event.

Advertise beginning in October in the club Newsletter including the following information: Name and address of restaurant, menu and prices, date, time, if there is a gift exchange state the price limit.

Suggested dress for this dinner is traditionally "holiday festive".

Provide a report of the activity to the President. Include budget, name of restaurant, menu ideas, any related activities, articles in newsletter and announcements used.

## **SUMMER PICNIC COMMITTEE**

### **COMMITTEE MAKEUP:**

The Committee should be made up of at least 3 couples.

### **RESPONSIBILITIES AND DUTIES:**

The Summer Picnic is typically held the fourth Saturday in August. As a courtesy, check with the Board, Caller, and Cuer, and try to coordinate a date with their availability.

Review event budget allocation and policies for advances/reimbursements with RCD President and Treasurer.

Reserve the picnic area. (For example: McIver Park allows reservations to be made in January of the year of the picnic.) Forms will need to be requested for the McIver Park area. Occasionally, club members will host the picnic. It is best to have a covered eating area with electricity and water.

Advertise the picnic information in the club newsletter. Include place, address, directions, entry fee if applicable, potluck information, list of items to bring (games, chairs, place settings, serving utensils, etc.), encourage bringing family and friends, and any other special information the club members will need.

The committee should decide and plan activities for the picnic (e.g., card games, children's games, and dance (if Caller/Cuer wish to call/cue). Also, the start and end time should be established.

Circulate a sign-up sheet at least 3 dances prior to the picnic.

The following can be used from RCD supplies: Coffee, tea, plates, napkins, table covers, etc. Review needs with Vice-President to make sure adequate supplies are available for event and dances.

Prepare signs to direct picnic attendees the day of the picnic.

The following items (from the dance hall) might be helpful: sign making equipment/ paper, stapler, masking tape, thumbtacks, and hammer, extension cords, coffee maker, sugar, cream, etc.

Provide a final report for the President. The report should include: planning schedule; place picnic held and the arrangements for the area; map to the area; any extra fees involved (State parks charge a small fee per car); activities and games planned; menu plans; budget; and any other pertinent information. This report will be placed in the Summer Picnic Committee binder kept at the dance hall.

## CAMPOUT COMMITTEE

### COMMITTEE MAKEUP:

The committee may consist of many couples: Campout Coordinator, Motel Room Coordinator, R.V. and Tent Coordinator, Packet Coordinator, Committee Pin Coordinator, Pot Luck Coordinator, Campfire Activities Coordinator, Friday & Saturday Day Activities Coordinator, Sat. Continental Breakfast Coordinator, Sat. Dinner Coordinator, Sound System and Lights Coordinator, Sunday Breakfast Coordinator, Clean-up Committee (all committee members.) Committee members may take on multiple roles.

The Campout is typically held the last weekend in July. Confirm dates with Board, and as a courtesy, check with the Caller and Cuer to coordinate a date with their availability.

If Caller Couple and Cuer Couple attend, they do not pay the Club registration fee. They are responsible for lodging or RV accommodation costs directly with the resort.

**Club Registration Fee & Budget:** Attendees are charged a registration fee that pays for Saturday and Sunday Breakfasts and Saturday Dinner. All other meals are the attendee's responsibility. Each attendee pays the resort for his/her lodging or RV accommodations. Review event budget allocation and policies for advances/reimbursements with RCD President and Treasurer

### DUTIES AND RESPONSIBILITIES:

**Campout Coordinator:** Conduct planning meetings and share all minutes with the committee members. Set the date for the campout and inform the Club Members through newsletter articles and announcements at the dances. Prepare the sign-up sheets and have them available at all dances several months prior to the campout. Work with all committee members to ensure all areas are covered in a timely manner. Work with the staff at the site that has been chosen for the campout to ensure all details have been discussed and agreed upon. Provide a final report for the Board.

**Motel Room Coordinator:** Sign up campers and begin to assign motel rooms in the spring (availability will need to be verified with site personnel.) Give packets to the campers when they pay their registration fee. Club members should be given first option for facilities.

**R.V./Tent Coordinator:** Sign up campers and begin to assign camp sites in the spring (availability will need to be verified with site personnel.) Give packets to the campers when they pay their registration fee.

**Packet Coordinator:** Gather materials needed for packets. Suggestions might be: maps of the camp ground site, maps of the surrounding area, brochures about points of interest in the area, tentative schedule, etc.

**Meal Coordinators:** The meals will need to be planned according to expected attendance. Each meal coordinator will work closely with the Campout Coordinator to be sure all details are covered. The Meal Coordinators should coordinate their buying so that duplicate items are not purchased. Many of the supplies can be used from the Club supplies. Confirm needs with Vice-President to make sure adequate supplies are available for event and club dances.

**Sound & Light System Coordinators:** This committee needs to work closely with the Caller and Cuer to provide the sound and lighting if there is going to be square and round dancing.

**Friday and Saturday Day Activities Coordinators:** It is best to have a coordinator for activities within the camp site and one for activities outside the camp site. They should prepare sign-up sheets and posters that will explain the activities.

The clean-up is done by all Campout Committee Members on Sunday. Attendees usually pitch in as well. The camp site should be left as clean as when the club arrived. The leftover food will be taken care of by the various meal committee members. The equipment that needs to be returned to the Milwaukie Community Club needs to be loaded in the proper vehicle and returned. The tables and equipment that belong to the Campground need to be returned to their original places. All litter should be picked up and placed in the appropriate containers.

**Setting future campout dates:** The campout should be scheduled for the last weekend in July. If the date needs to be changed due to campground unavailability, the Board, Caller and Cuer should be notified immediately.

**Setting dancing activity for the campout:** The Committee Chairperson and the Club Caller and Cuer decide if dancing is an option. If so, our Club Caller and Cuer will be the first to be asked to call and cue. It would be at our Club's Caller/Cuer discretion to invite any other caller or cuer to join them for the evening dance.

## CONCLUSION

This handbook is intended to provide answers to many of the questions that may arise in a committee relationship. Information in this handbook is subject to change and should periodically be reviewed and updated.

To suggest edits or additions, please notify a Board Member. Club member suggestions are welcome.

Revised May 2012