

Disco

TIME & DATE: On a Friday Night at the end of Term 2. Junior Disco 4:15pm – 5:30pm
Senior Disco 6:15pm – 7:30pm

VENUE: The Shenton Park Community Centre Main Hall 240 Onslow Rd Shenton Park

ORGANISED BY: The Year 3 and Year 5 parents

The P&C Event Coordinator will advise the date at the start of Term 1. The P&C Event Coordinator will book and pay for the venue hire and DJ.

USEFUL TEMPLATES: [Consent Form](#)

OVERVIEW

The disco is a fully supervised event for all year 1 – 6 students. Children are dropped off at the venue to enjoy dancing, games and pizza and supervision is provided by the organizing parents. The disco is split into two sessions, the junior disco for year 1 -3 students and the senior disco for year 4 – 6. The disco is both a social and fundraising event. The cost is \$10 per child.

VENUE & DJ:

The disco is held at The Shenton Park Community Centre Main Hall and is booked and paid for by the Event Coordinator. Sometimes the fee is waived by the City of Subiaco, the Event Coordinator will arrange this. A \$400 bond is required but is returned to the P&C after the event. The Event coordinator will also book the DJ and pass details on to the organizing parents at the beginning of Term 1.

PIZZA & WATER:

In previous years organizing parents have found it easier if one person does the pizza ordering for both junior and senior disco. Domino's Pizza has been the selected provider for the past couple of years. Please ensure you consider allergies and dietary requirements of all children attending (Halal, no pork, vegetarian and gluten free). When parents complete the attendance form, ask them to provide details of any allergies or dietary requirements. Water should also be provided for the children through out the night. Plastic cups and water tanks from the supermarkets can be purchased.

THEME:

If you like you can choose a theme and decorate the venue. Previous themes have been:

2018 Emoji, 2017 New York Hip Hop, 2016 Crazy Hair, 2015 Hawaiian, 2014 Sports, 2013 Fabulous Flouro and Footy Fever and 2012 it was an Olympics theme.

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SET UP / CLEAN UP:

The venue is booked from 2pm -9:00pm to allow plenty of time for set up and clean up. Please check with the venue contact provided by the Event Coordinator for clean up requirements and what bins are available to us. You can also use council bags from Subiaco council to insert flattened down pizza boxes. If there aren't enough bins rubbish can be taken to Subiaco Primary School skip bin. Our School Registrar has the key to the skip bin and can provide to you on the morning of the disco. Please arrange this beforehand so that Allison Swan (School Registrar) is aware. The skip bin is located near the Upper Primary School. Both Yr 3 and Yr 5 parents will have to dispose of rubbish separately and thus share the key to the skip bin.

DISCO CONSENT FORM:

The Disco form should include cut-off date for payment. Cost to attend disco is \$10. This is easier to manage than handling money on the night. The form must include a statement outlining that no child will be released from the disco unless collected by parent or guardian, and that the School Disco is a P&C event and we do not take any responsibility for accidents. It is very important to include that if any child is not behaving appropriately the parent or guardian will be called to collect them. There is a template at the top of this page that you may want to use. There will need to be a separate form for the Junior and Senior School.

OTHER INFORMATION:

Public liability insurance – The Event Coordinator will forward details to the venue. You will need a team of helpers on the night so please call for volunteers. Also advertise the disco with posters and contact Jo in the library to add to the news-feed.

FINANCE RECORD KEEPING PROCEDURES :

Please read the excerpts below from the P&C fundraising and banking procedures document relevant to the disco.

Banking of Takings

Cash Takings (including cheques)

Count and bag cash takings and place in a calico bag in the school safe. Plastic cash bags and calico bag are located near the safe. Try to avoid taking cash home.

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If this is not possible, for example if it is a night event and the school safe is not accessible, use appropriate precautions to handle the cash safely. Advise a second person on the amount being taken home and return the cash to the school safe at the next possible time.

For all cash (and cheque) takings, a **BANKING DEPOSIT FORM** must be completed and placed in the calico bag with the cash in the safe. This form is attached and you will also find this form in the P&C Tray in the supply room in the lower hall. The banking of the takings from fundraising events will only be done by the treasurer. Nominate one parent volunteer to handle the cash and this person will be given the safe code from the Event Coordinator. This safe code must not be shared and will be changed after every event.

Claiming a Reimbursement for Expenses Incurred

If parents wish to claim back any expenses incurred during their fundraising activities the **REIMBURSEMENT REQUEST FORM** attached must be used. The form must be correctly filled in and a scanned or photographed copy of the receipt must be attached. Email both to the Event Coordinator. Hard copies of the form and receipts will not be accepted. A confirmation email will be sent when the reimbursement has been made.