



"Let's Party Like It's 1985"  
CELEBRATING OUR 40<sup>TH</sup> ANNIVERSARY  
13th Annual Summer Finale | June 22, 2025  
Nechita Center for the Arts | Orange Lutheran High School

**PARENT VOLUNTEER GUIDELINES AGREEMENT**

Parent volunteers are much appreciated and essential in order to run safe and organized performances. Before committing to help and signing up online, please thoroughly read this document so that we can be certain everyone is aware of what is expected of them as volunteers and so that we may properly coordinate our efforts to ensure that all areas are covered. It is also recommended that you carefully review the recital "Information for Parents" document.

[PLEASE SIGN UP ON THE NEW VOLUNTEER FORM BY MONDAY, JUNE 9](#)

[CLICK HERE >>>> https://forms.gle/XJJCoQcYWLH5svRW8](https://forms.gle/XJJCoQcYWLH5svRW8)

*By signing up to volunteer you certify that you have read and agree to the terms of the "Parent Volunteer Agreement" listed in this document.*

**KEY DETAILS TO NOTE:**

- Parent volunteers will ALWAYS be put in the same room as their dancer(s)
- Siblings will ALWAYS be put in the same room together unless a parent requests differently.
  - On the costume order form you can select if you want your dancer with their sibling
  - Sometimes students prefer to be with their class friends instead of their sibling
- Ideally we will have 6 parent helpers per 30 dancers in one room
- We will have one ALL BOYS room. We always need parent helpers for this so please consider volunteering if you have a boy performing in the recital.
- If you plan to stay backstage with your dancers(s) but do not intend to help the other students in the room, PLEASE DO NOT SIGN UP TO BE A VOLUNTEER.
  - Parents are always welcome to check on their child in the dressing room but we ask that parents do not remain in the room due to capacity rules
  - If you must stay with your child due to special circumstances please email [tammy.ocpaa@gmail.com](mailto:tammy.ocpaa@gmail.com)
- Parents may not hire a babysitter to be a dressing room volunteer. If you would like to have someone that you have hired to watch your child backstage they will not be able to help the other students in the class and you should not sign them up and take a volunteer spot. Please send an email to [tammy.ocpaa@gmail.com](mailto:tammy.ocpaa@gmail.com) if you need this arrangement.
- There will be 5 girls dressing rooms and 1 boys dressing room with spots for up to 6 volunteers and 30 students per room. More will be added if needed.

- We make every effort to put classes together and have at least one parent with a child in that class volunteering so they are aware of the costume, teacher and show order.
- Show order will be released the week of the performance and posted in each dressing room.
- There is one dressing room for BOYS only - including Company and OCPRO. All boys regardless of their class will be in that room. ONLY WOMEN may volunteer in all other dressing rooms for girls. Men and boys are not allowed in girls' dressing rooms.

## VOLUNTEER SCHEDULE

Volunteer arrival and departure times are ESTIMATED. Please try to follow the timelines below and plan to leave when the last student is checked out of your room.

### Sunday, June 22

- 8:45 AM - Dressing Room Volunteers Arrive
- 9:00-9:30 AM - Arrival time for dancer check in directly in dressing rooms
- 9:30 AM - Begin gathering dancers in hallways for teachers to take on stage for "Parade of Dancers"
- 9:30 AM - Theater Doors Open for ticketed attendees
- 10:00 AM – SHOWTIME: All classes/All ages/All students (approximately 2.5 hours)
  - Intermission: during intermission there still needs to be volunteers in the dressing rooms
  - Approximately 6-8 class performances before the "Closing Act" begin gathers dancers in the hallways for their last time on stage

### BREAK BETWEEN SHOWS - ALL STUDENTS MUST BE CHECKED OUT BY PARENTS

- 12:45 PM - Dressing Room Volunteers Arrive
- 1:00-1:30 PM - Arrival time for dancer check in directly in dressing rooms
- 1:30 PM - Begin gathering dancers in hallways for teachers to take on stage for "Parade of Dancers"
- 1:30 PM - Theater Doors Open for ticketed attendees
- 2:00 PM – SHOWTIME: All classes/All ages/All students (approximately 2.5 hours)
  - Intermission: during intermission there still needs to be volunteers in the dressing rooms
  - Approximately 6-8 class performances before the "Closing Act" begin gathers dancers in the hallways for their last time on stage

Parent and Me adults are assumed to be with the dancer in the dressing room and are not considered volunteers unless you sign up to help an older child in which case you will be expected to help all students in the room. If you are not planning on helping please do not take a spot. Parent and Me dancers may not be left in a dressing room without their dancing partner.

Company/OCPRO Teams: there is NO SIGNUP for parent volunteers. You must coordinate directly with your team and team parent to confirm coverage of parent helpers for all shows. Each team will be assigned a specific dressing room at each show that will be their home base. Some teams will be sharing rooms.

You will be contacted by email prior to the performance with additional details and information on how to check in as well as the students you will be responsible for.

Questions? Please email: [tammy.ocpaa@gmail.com](mailto:tammy.ocpaa@gmail.com)

We know that this is a big commitment, but volunteers are the heart of the backstage operation! Your time and energy are so appreciated! Recitals are a celebration of the hard work the children have put in this year and are a wonderful learning and performance opportunity. With good preparation and positive and relaxed attitudes, hopefully we can create some fun, lasting memories for our dancers! THANK YOU!

## PARENT VOLUNTEER GUIDELINES

*By signing up to volunteer in the dressing rooms you are agreeing to these guidelines and responsibilities*

### 1. Parent Volunteer Responsibilities include:

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- a. Responsibility for the students assigned to them and/or the room they are covering.
- b. Hair and costume changes for dancers in multiple routines and for the closing act (parents may opt to run backstage and change their child directly)
- c. BEING AWARE OF SHOW ORDER AT ALL TIMES (posted in rooms and emailed)
- d. Taking children to the restroom – no child is allowed to go to the restroom without an adult chaperone.
- e. Keeping children calm and occupied
- f. Being aware of where your assigned children are at all times
- g. Ensuring overall safety and well-being of assigned children
- h. Getting children ready for handoff to teachers taking them onstage
- i. Dancers will be CHECKED IN and CHECKED OUT directly to their assigned dressing rooms so you must be ready to accept them and be aware of the person signing them in and out.
- j. Each room will have a roster of students assigned to it along with the dances they are in and parent contact info.

### 2. Only parents who have committed by signing up and agreed to this "Parent Volunteer Agreement" will be allowed in the dressing room areas.

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- a. All volunteers will have badges, which will allow them to enter the dressing room.
- b. Men (dads, brothers, uncles, etc) are never allowed in the girls' dressing rooms. No Exceptions!!
- c. Parents are free to check on their child if not working backstage for a short amount of time.
- d. There will be a separate boys dressing room.
- e. Parents may not hire a babysitter to be a dressing room volunteer. If you would like to have someone that you have hired to watch your child backstage they will not be able to help the other students in the class and you should not sign them up and take a volunteer spot. Please send an email to [tammy.ocpaa@gmail.com](mailto:tammy.ocpaa@gmail.com) if you need this arrangement.

### 3. At no time will any volunteers be allowed in the "backstage or side stage area". Except to move the children from the room to the stage, etc.

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- a. If you wish to observe your child, you will need to purchase a ticket and watch from the audience for the entirety of the show.
- b. Talk with the other parents in your class and work out a way to switch off watching one show and helping in the dressing room the other show.

### 4. By signing up online you acknowledge that you are volunteering to help ALL the children assigned to you, not just your own child. You must be willing to work as a team.

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### 5. If you commit to helping in the dressing room, you are expected to honor that commitment.

- a. The children, other parents and teachers will be counting on you!
- b. Please be sure that you can commit to helping the entire time.
- c. You must arrive 45-min to 1 hour prior to the show's start and not leave until the last child in your care has been checked out.

### 6. DRESSING ROOM RULES

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- a. Food and drinks are prohibited in the dressing rooms as well as the theater.
  - If children are very hungry they may be taken outside for a small snack break under your supervision.
  - PLEASE BE AWARE OF ALLERGIES
- b. Only water bottles will be allowed.
- c. No men, brothers, boys allowed in girl's dressing rooms
- d. Coloring on walls, floors, furniture, etc. CANNOT be tolerated. Markers will not be allowed in dressing rooms.
- e. There is no running or yelling allowed. The children are bound to be very excited, but remember that you are in charge. It is absolutely O.K. for you to remind all children of the rules.