



OCPAA 2018 Holiday Recital
Saturday, December 15th and Sunday, December 16th, 2018
Friday, December 14th – Dress Rehearsal *to be confirmed*
Nechita Center for the Arts | Orange Lutheran High School

Parent Volunteer 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 the “Parent Volunteer Guidelines” 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 “Information for Parents” document.

By signing up to volunteer via signup.com you certify that you have read and agree to the terms of the “Parent Volunteer Guidelines” listed in this document.

PLEASE SIGNUP ONLINE FOR THE SHOWS YOU WANT TO VOLUNTEER AT VIA THIS LINK:

<http://signup.com/go/CGHnyhV>

PLEASE MAKE SURE TO LIST YOUR NAME, MOBILE #, EMAIL AND DANCER NAME(S)

We are looking for at least 2 parent volunteers per class. Please note that you will most likely be assigned students from other classes as well and that your class may be split between parent volunteers. Parents will always be with their own child. We can also put siblings together if you desire but this means that one of them will not be with the majority of their class. Several classes will be grouped together in one room with 4-5 total rooms. Dependent on the # of volunteers we may need to split classes between rooms. Volunteers are expected to help with all the students in their assigned room. Assignments are subject to change as needed for the overall safety and convenience of the students. Estimated time frame is 1 hour before the show starts to when the last student has been checked out. The 12:00 pm shows are expected to be 1.5 hours and the combined 2 hours. *If your child has more than one class you may sign up for multiple classes but please note you will be put where most needed. Please contact tammy.ocpaa@gmail.com if you would like a sibling to be with you but please do not sign up for the sibling’s class.

MOMMY AND ME classes are not listed since parents perform with the students and will be with them at all times backstage. You may sign up for siblings if applicable. BOYS are all in 1 Boys’ Dressing Room.

Performance Dates and Times

- We will have one “Little Star” Show, one “Big Talent” show and one COMBINED show
- Participation in both shows is MANDATORY for every dancer.
- A. Saturday, December 15th
 - SHOW #1 12:00 pm - Little Stars Ages 5 & under (all classes with age range of 5 and under)
- B. Sunday, December 16th
 - SHOW #2 12:00 pm – Big Talent Ages 6 & Up (all classes with age range of 6-18)
 - SHOW #3 4:30 pm – COMBINED Show – ALL CLASSES – ALL AGES

PLEASE SIGN UP ONLINE BY FRIDAY, DECEMBER 7

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 THANK YOU!

Parent Volunteer Guidelines

By signing up to volunteer in the dressing rooms on signup.com you are agreeing to these guidelines and responsibilities

1. Parent Volunteer Responsibilities include:

- a. Responsibility for the students assigned to them and/or the room they are covering.
- b. Possibly hair and costume changes for dancers in multiple routines and for the closing act
- 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. Limited to 30-40 volunteers per show

3. Only parents who have committed by signing up on the signup.com page and agreed to this “Parent Volunteer Agreement” will be allowed in the dressing room areas.

- a. All volunteers will have badges, which will allow them to enter the dressing room.
- b. No men (fathers, brothers, uncles, etc.) are allowed in the girls’ dressing rooms. We understand if the father or male guardian is the only adult responsible at the time of the shows but we must ask that they wait outside the dressing room and we will bring the child to him if there are any immediate issues where a guardian must be present. An OCPAA staff member will be available to assist you.
- c. You are free to check on your child if not working backstage for a short amount of time.
- d. There will be a separate boys dressing room.

4. At no time will any volunteers be allowed in the “backstage or sidestage area”.

- 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.

5. 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.

6. 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.

7. DRESSING ROOM RULES

- 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.
- b. Only water bottles will be allowed.
- c. No men allowed.
- 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.

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!**