

# Volunteer Information

You will be contacted the weekend before the week you signed up to volunteer to be reminded of your commitment. If you cannot volunteer for a day you signed up for, please do your utmost to find a replacement and let AnnMarie Campbell know either way if you were able to find one or not. If you have any questions regarding volunteering, please email AnnMarie Campbell at [Annmarie.campbell@hotmail.com](mailto:Annmarie.campbell@hotmail.com).

## Volunteer Positions still needed:

Thank you to our 3 werewolf parent volunteers who signed up for the crucial role of March volunteer! We currently do not have any of the 3 positions filled (3 each, 9 total vacant positions) for our vampire, overcast, and principle cast March parent positions. March volunteers are incredibly important to help our show run smoothly during our runthroughs and performances. If you'd love to support the musical in a big way but have yet to find your calling--this is your chance! If your child is in a werewolf role but you would be available to sign up as another group's leader, please do! We need parents who can be there for **each** of our runthroughs in March for the following dates. If you can do all but one or two of these dates, please reach out.

- Fri 3/9 (tentative date), 3:25-5:30pm
- Tues 3/13, 3:25-5:30
- Wed 3/14, 2:00-4:30
- Fri 3/16, 3:25-5:30
- Wed 3/21 2:00-5:30
- Thurs 3/22 3:25-5:30
- Be the back stage parent at one of the 3 shows on the 23rd and 24th.
  
- Hair and Makeup Manager: This person does not need to be a beautician. He/she will be responsible for organizing the team of hair and makeup volunteers. In addition to leading a team of 14-15 hair and makeup artists, the Hair and Makeup Manager will facilitate the process for setting up, sanitizing and taking inventory of products. This position requires large commitment from late February-March.
  
- Hair and Makeup Team: We need nine makeup artists, each will do makeup for five 4<sup>th</sup> and 5<sup>th</sup> graders. Another five makeup appliers will be responsible for touching up makeup for 1<sup>st</sup>-3<sup>rd</sup> graders. Makeup appliers do not need experience as you will only be requested to touch up any 1<sup>st</sup>-3<sup>rd</sup> grade cast member who does not arrive with enough make up already pre-applied. Must be available the week of March 19-24.

## **General Volunteer Information:**

### 1. Arrival and entering the gym

Please arrive 15 minutes before school gets out. Check in with AnnMarie in the lobby before being sent to your destination. Don't enter the gym or music room if class is in session. Please keep your cell phone usage to a minimum any time you volunteer so you can be the first eyes on anything going on that the leadership might not otherwise see.

## 2. Clipboards

AnnMarie will hand you your clipboard and explain any distinct responsibilities that you will need to perform that day. Your clipboard will have the names of the children you will be checking out that day and also some guidelines and ideas for things to do should you ever find yourself in charge of a group on break. A lead volunteer (usually AnnMarie) will have a master clipboard that has medical information and contact info should any emergency happen.

## 3. Chairs

If needed, please help set up chairs for the children to sit in during rehearsal that day. The chair racks are under the stage and accessed by flipping up the mat and opening the door under the stage.

## 4. During rehearsal

We have designed our rehearsal schedule in a way that should keep our cast engaged and active with both Carissa and/or Lori. Your role as a volunteer will be to make sure that there are always 2 adults in any room where children are (if at all possible) and to assist when children are being disruptive and need to be brought away from the main group. There will be some rehearsals where you find that you are simply there watching rehearsal much of the time and being the 2<sup>nd</sup> adult in the room. Please don't ever think that your attendance at "easy" rehearsals like this is not important, it truly is! We never know what to anticipate and we need to make sure that support is there for unforeseen instances where we need additional adult supervision and help. There will be other times that you might be asked to take a group aside for snacks or a break or be asked to sit with a disruptive student.

## 4. Sign Out

**All kids need to be signed out by a parent.** It is okay if a parent signs out more than one child (carpools rule!) but a child may not sign him/herself out or say his/her parent is waiting in the car. Please return the clipboards to either AnnMarie Campbell, Terri Kashi, Carissa Marsh, or Lori Burkman after all of your students have been signed out.

## Behavior

While we do not rely on our volunteers to enforce our disruptive behavior protocol, we do rely on our volunteers to make leadership (AnnMarie, Terri, Tricia, Carissa, Lori) aware of disruptive behavior so we can monitor it.

All children signed a behavior contract as part of our production. Bad behavior is defined as:

- Disrespect to teachers, volunteers, staff or other students
- Disrespectful language or gestures
- Littering, vandalism
- Tardiness (other than excused tardiness)

If disruptive behavior occurs, here is the appropriate protocol to follow:

1. Verbal warning stating unsavory behavior that must stop, then the volunteer adds the child's name to the "behavior list" kept by our lead volunteer to keep an eye on the student for the remainder of rehearsal.

2. Give a 2<sup>nd</sup> verbal warning and note that a 2<sup>nd</sup> warning was given on the behavior list. Remove the child from the group and assist them as they fill out a "time out" assignment of writing points 1-9 of the behavior contract for 5 minutes.

3. Give a 3rd verbal warning and note that a 3<sup>rd</sup> warning was given on the behavior list. The third warning requires that the child must sit on sidelines of rehearsal for the remainder of rehearsal and have parent meet with someone leadership at pickup.

We have a zero tolerance policy toward physical fighting. Should a physical fight break out between students, the children should be separated and both parents called immediately for pickup. There will then be a follow up meeting with the parents, someone from play leadership, and Mrs. White to discuss the incident.