



2023 OCPAA Winter Recital - December 16-17, 2023 - 1:00 PM Each Day
Nechita Center for the Arts – Orange Lutheran High School
2222 Santiago Blvd, Orange, CA 92867

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 recital “Information for Parents” document.

HOW DOES IT WORK:

NEW THIS YEAR We will be asking parent volunteers to first sign up to help back stage in a specific room at each recital performance. This will allow each parent to speak with their friends and determine who will help at which performance.

Once the deadline is up for parent volunteers, a new sign up will go out **for all the parents to sign their child up for a specific dressing room - first come, first serve.** We hope this will allow parents more transparency in placing their child in rooms with specific siblings/friends and adult volunteers.

- Timeline:

- o Parent Volunteer Sign Up: Opens 10/11 - Closes 12/1
 - **PARENT ROOM VOLUNTEER SIGN UP LINK:**
<https://signup.com/go/fVUNkdg>
- o Student Dressing Room Sign Up: Opens 11/1 - Closes 12/1
 - STUDENT DRESSING ROOM SIGN UP LINK (coming soon)
- o There will be 6 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.

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

PLEASE SIGN UP ONLINE BY FRIDAY, DECEMBER 1

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.

Company/OCPRO will be in their own rooms. Please let us know ASAP if you want a student who takes recreational classes only to be with their company sibling.

Show order will be released the week of the performance and posted in each dressing room.

Please note that there is one dressing room for BOYS only. 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.

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.

Volunteer arrival and departure times are ESTIMATED. Please try to be there at least 30 minutes before the show starts and plan to leave when the last student is checked out.

Performance Dates and Times - MAKE SURE YOU ARE SIGNING UP FOR THE CORRECT SHOW.

- Participation in all shows for their class is MANDATORY for every dancer.
- SHOW #1 - Saturday, December 16th at 1:00 PM - 12:15-12:30 PM volunteer check in
- SHOW #2 - Sunday, December 17th at 1:00 PM - 12:15-12:30 PM volunteer check in

**OCPRO/COMPANY & RECREATIONAL CLASSES LISTED ON SAME SIGN UP
ALL RECREATIONAL CLASS DANCERS WILL BE PLACED IN DRESSING ROOMS #1-6
ALL COMPANY/OCPRO DANCERS WILL BE PLACED IN THEIR TEAM DRESSING ROOMS
ALL BOYS WILL BE IN THE BOYS DRESSING ROOMS**

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.

To volunteer in the boys' dressing room please sign up for "Boys' Dressing Room" - this is INCLUDING Company boys

Company: please sign up by your team listing and note that 2 teams will most likely be combined in one room. We can fine tune the volunteers after the sign up has closed.

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

PLEASE SIGN UP ONLINE BY FRIDAY, DECEMBER 1

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. Men (dads, brothers, uncles, etc) are never allowed in the girls’ dressing rooms. No Exceptions!!
- 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 side stage area”. Except to move the children from the room to stage, etc.

- 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, 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.

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!**