

Spartan Lyrical Society Procedure High School Volunteers

Number: Procedure XX.

Version: 00

Title: High School Volunteers

Status: In Review, to be voted on at the December 2016 Board Meeting.

Description: This procedure describes the process for high school students to volunteer to assist SLS activities and events.

Relevant Bylaws: None.

Background Information: SLS welcomes high school volunteers for SLS events and activities. There is a need to keep the volunteer application process consistent and transparent. It must be understood that decisions on high school volunteering will be made keeping the best interests of the middle school students and productions in mind. We regret that we may not be able to successfully place every potential high school student volunteer.

Process Steps:

Assumptions:

- The student volunteer page of the website is kept up to date.
- A separate application is required for each SLS event / activity. Events / activities include but are not limited to:
 - Drama Camp
 - Fall Musical Revue
 - Spring Musical
 - Open Mic Night
- Members of the creative team (music director, director, choreographer, etc.) may nominate high school student volunteers; however these candidates still need to go through the volunteer application process. The event chair / producer (or designee) is ultimately responsible for accepting volunteers.
- In case of limited volunteer positions and/or too many applications, the decision to accept an applicant will be based on the needs of the event (i.e., it may not be a first come-first served situation).
- Depending on the position and the event, there may be a preference for volunteers who have experienced the high school drama/choral/improv program; however, all are encouraged to apply.
- Full time high school students require a signed Universal Student Volunteer Permission Slip (valid for the academic year), available on the forms page of the SLS website (spmssings.org). They do not need a background check.
- It is the high school student's responsibility to keep track of volunteer hours for ITS or NHS credit – any board member or the creative team staff member may vouch for hours served.

- Volunteers are not paid by SLS. We strive to make our volunteers feel appreciated by acknowledging their assistance in programs or announcements as well as sometimes offering a token gift card or certificate of appreciation.

Constraints:

- This process is intended for high school students only.
- Volunteers that are 18 or over and not in high school full-time should email spmsplay@gmail.com for further guidance.

STEP 0) Triggers –

(a) High school student is interested in volunteering for an SLS event / activity and self-directs to the volunteer page of the website OR,

(b) After consulting with the creative team and committee leads, the event chair communicates volunteer needs with the SPSHS Falcon Drama Boosters, Thespian Society Sponsor / President, and/ or Choral / Drama Teachers, and interested students are directed to the volunteer page of the website OR

(c) High school student reaches out to a board member or member of the creative team to volunteer and is directed to the volunteer page of the website (spmssings.org).

STEP 1) High school student reads the volunteer page of the website and clicks on the appropriate event / activity of interest.

STEP 2) High school student fills out the email form as directed.

STEP 3) The SLS Webmaster or President promptly forwards the email of interest to the event chair or producer.

STEP 4) Event chair or producer receives the email of volunteer interest. The event chair may further consult with the appropriate committee chair and/or the creative team.

STEP 5) Event chair or producer (or designee) contacts the high school student within 5 days and lets them know their email of interest was received and what the next steps might be (this will be dependent on the event and the volunteer interest itself). This response email should include information regarding:

- High school volunteer positions available
- Any special skills / abilities required
- Expectations in terms of dates / times – hours of effort required
- Any instructions in terms of attire / meals / parking instructions / parent pick up instructions
- Event chair contact information
- Reminder that parental permission is required (valid for the academic year)
- Any questions the chair may have including the high school student providing more information and/or references
- Date the high school student can expect a formal invitation to participate.

STEP 6) High school student responds to the event chair email with any information required. Failure to respond will cause the application to be placed on hold.

STEP 7) Event chair considers the needs of the event/ activity. The event chair either extends a formal invitation to participate via email or sends an expression of regret that a volunteer position cannot be offered at this time. Event chair provides a deadline for a reply.

STEP 8) High school volunteer either accepts the invitation to participate or declines. The student brings the signed Universal Student Volunteer Permission Slip (if not already on file) to the first meeting. A student who does not reply by the deadline is no longer under consideration for the volunteer position. The application process is complete.

Required Forms: Universal Student Volunteer Permission Slip (available on the forms page of SLS website: spmssings.org).

Amendments: Any board member can draft an amendment to this procedure, to be discussed and voted on by the board at a regular board meeting, according to the bylaws & procedures.