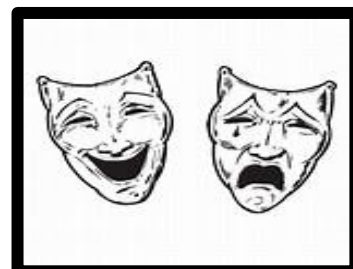




Theatre Department Parent Volunteer Opportunities

2020-2021 School Year



Welcome to the BAK MSOA Theatre Department Family

If you're a new parent, welcome to the BAK MSOA Theatre family. If you are a returning family, welcome back. Very quickly you will realize just how important our theatre parent volunteers are. As volunteers we help the teachers create the most out of every opportunity that they provide our children.

While this year is ever evolving and many things such as ITS Festivals and class performances may need to be virtual, there will be plenty of opportunities to volunteer. No matter how little or how much time you can contribute please consider getting involved.

Last year, we had a core group of parent volunteers, now 8th grade parents, that contributed a significant amount of time to the department and some new parents that joined the volunteer team. Next year we will all be leaving BAK MSOA for a new adventure in high school. Therefore, we are also looking for a few 6th or 7th grade parents who would be willing to potentially take over as Head Parent Coordinators and Committee Chairs for next year. This is a year that you can partner with all of us to learn the processes. If you are interested, please let Ms. Amico and me know of your interest.

Attached is a list of volunteer opportunities that the theatre department has each year. While some of them may look a little different this year, we want to know what you may interested in volunteering for. Please email us at baktheatre@gmail.com with what you are interested in. Make sure to include the following information in your email: your name, email, cell phone number, child's name and grade, what you would be interested in volunteering for and days/times available.

In order to keep our kids safe, please pay special attention to the following BAK Volunteer Policy

- All volunteers must be pre-authorized before coming on campus or volunteering in any capacity by a teacher, staff member, or volunteer coordinator. Please see additional requirements for being on campus on the BAK MSOA home page.
- Volunteers must sign-in with the Raptor computer system while on campus and check-in with the student services secretaries prior to reporting for assigned volunteer duties.
- Volunteers may not "roam" the campus before or after completing a volunteer assignment or attempt to locate their child in a classroom.
- The school does not allow non-BAK siblings to be on campus while parents are volunteering. This includes any volunteer meetings and after school events including performances.

Violation of these policies could prevent individuals from being allowed to volunteer.

There are endless opportunities to help around here – we look forward to working with you and your children!

Thank you,

Tina Estabrook

Theatre Parent Volunteer Coordinator



BAK MSOA Theatre Department Parent Volunteer Opportunities

Office and Data Entry

- Create, disseminate, and track permission slips and other documents
- Sign-up Genius

Publicity/Communication

- BAK Theatre Parent Facebook page; BAK MSOA Theatre website
- Idea generation and implementation to increase audience attendance at performances (create/hang fliers, post on social media, etc.)

Program

- Collect 8th grade bios
- Sell Ads
- Design Program

Costume Design

- Assist Mrs. Amico in costume shop

Stagecraft Workshop

- Assist Mr. Steadman with props

Hospitality

- Coordinate and feed students, teachers, and volunteers at all events (need parents on-site and to supply food)

Box Office

- Parents to train on box office and sell tickets through Seatyourself.biz and sell tickets in the lobby before shows

Concession Stand

- Set up and sell concessions in the lobby before performances

ITS

- Monthly Meetings - attendee meetings
- Mini-Fest – BAK ITS Festival to select team to represent BAK at District Festival (Sept)
- District 3 Festival (Nov) -chaperone
- State Festival (Feb) - chaperone
- ITS Awards & Induction Ceremony (May) – plan and attend

Field Trips

- Chaperones

New Student Auditions

- Assist with new student auditions (Jan and Feb)

Fundraiser

- Planning committee with multiple responsibilities (TBD -based on type of event)