



Volunteer Policy and Agreement for LGYT

Thank you for your interest in volunteering with our program! Please read the following statements and answer the questions below, sign and submit to begin volunteering!

Parent Volunteers are expected to exhibit positive attitude and behavior when interacting with all participants, staff, and other volunteers. We all share the same goal: to provide a safe and encouraging place for students to learn, grow and experience the joy of live theater. Per California Law AB 506, volunteers (18+) with a youth service organization are required to take "Volunteer" [mandated reporter training](#) and submit certification your producer. Our complete Safety and Protection of Minors Policy can be found at www.lgyt.net.

Criteria

- Volunteers are assigned positions based on committee preference and availability.
- If you are unable to fulfill the duties laid out by the Director, committee lead, Stage Manager, or Producer, you MUST alert the Producer immediately to be re-assigned. No changes will be made after 2 weeks.
- Participating families commit to a MINIMUM of 20 hours plus a MANDATORY 2 hours for LOAD IN prior to Tech week or for STRIKE after the closing performance.
- Families who opt to "buy out" are not required to fulfill any volunteer hours, but are still welcome to volunteer.
- Failure to complete mandated hours or will result in the cashing of your deposit check. Upon completion of hours your check will be returned or destroyed at your request.
- Any family member 16 or older may fulfill volunteer hours and receive credit for their family once they acknowledge the statements listed in this document.

Guidelines and Rules for Safety at Rehearsals and Performances

- The safety of our students is the highest priority and any behavior that goes against these rules will result in removal from your committee and will incur the aforementioned fees for not completing volunteer hours.
- Volunteers must have all contact info and emergency contact info on file before their first shift.
- Personal calls should be limited and taken outside to not disturb rehearsals. In general, volunteer time should not be used for personal needs.
- You are present to *assist* the creative staff as they request. You should not interfere with any aspect of any rehearsal or performance unless specifically requested by the Director, Assistants, Choreographer, Vocal Director, Stage Manager, or Producer.



Rules for all volunteers:

- Do not use rehearsal time to discuss personal needs or the progress of your performer with any member of the Artistic staff.
 - Do not advise or correct performers on blocking, choreography, lines, singing, or acting. Report any concerns to the Producer and your concerns will be relayed to the creative staff accordingly.
 - Volunteers are not permitted to enter or use student bathrooms (There is a separate staff bathroom for use by volunteers).
 - Backstage areas are OFF-LIMITS unless you are assigned a shift that day. You will receive a lanyard to wear during these shifts and should remain in your assigned area. (Green Room, Dressing Room, Backstage, Dance Room, etc.)
 - Do not allow anyone not on the work roster to enter any rehearsal or performance space.
 - **Volunteers may not, under any circumstance, be in any room alone with any student at any time for any reason. Follow 2-person protocol.**
 - You **MUST** ask a student's permission before doing anything that would require close physical proximity. If there is a need to fix a costume, adjust a mic, apply makeup, alter hair etc. you must receive explicit permission before doing so.
 - Outside communication on social media, electronic communication, giving of gifts, etc. is not allowed.
 - Keep for your reference and follow the LGYT Guidelines for Interacting with Minors included at the end of this agreement.
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- I agree to work at least the appropriate number of volunteer hours as described above. I understand that failure to complete these hours will result in a monetary penalty taken from the deposit check given at sign ups.
 - I will not ever be in a room alone with any student for any reason.
 - I understand that failure to comply with the above policies will result in the termination of my volunteer agreement and I will be charged the full amount for not completing my volunteer hours.
 - I have read the rules and guidelines and acknowledge that I am here to help give the students, staff, and other volunteers a safe, positive, and fulfilling experience.

Please sign and date below that you have read and understand these policies and return to your producer or email to your producer: encore@lgyt.net or reprise@lgyt.net

Signature _____ Dated: _____

Print Name _____



LGYT Guidelines for Interacting with Minors

All members of the LGYT community, contractors, and volunteers who interact with Minors while participating in a Program must abide by these guidelines.

Be Aware: Members of the LGYT community must be aware of their responsibilities that accompany their interactions with Minors, including their responsibilities under the State of California. Details can be found here: https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB506

Be Mindful of Boundaries: When interacting with Minors, members of the LGYT community should be aware of the vulnerability of Minors and themselves in such interactions, and be particularly aware of the importance of maintaining appropriate physical, emotional, and sexual boundaries in such interactions. Members of the LGYT community must not engage in any covert or overt sexual behaviors with Minors, including seductive speech, gestures, depictions, or physical contact that exploits, abuses, or harasses.

Physical Contact: Physical contact with Minors can be misconstrued both by the recipient and by those who observe it, and should occur only when nonsexual and otherwise appropriate, and never in private. Acceptable forms of physical contact with a Minor include high fives, handshakes, fist bumps, pats on the back or shoulder, and side hugs. Types of physical contact to be avoided include tickling, rough-housing, wrestling, piggyback rides, any type of massage, and any form of unwanted affection.

Discipline: Although at times limit-setting with Minors may be necessary for safety reasons, members of the LGYT community are **prohibited at all times** from physically disciplining a Minor. Similarly, speech, gestures, or other behaviors that are bullying, demeaning, belittling, hurtful, or meant to embarrass or that make gratuitous reference to the Minor's physical development or appearance are never appropriate.

One-on-One Interactions: One-on-one meetings with a Minor must be avoided. Best practice is the "two-adult-rule": requiring the presence of at least two mandated reporters or Responsible Adults whenever adults at the organization are in contact with or supervising children. At minimum, work in groups of 3 or more adults and children at all times.

Drug and Alcohol Use & Other Prohibited Items: The possession and/or use of illegal drugs and the use of tobacco products or alcohol is prohibited at all times during any LGYT programming. Members of the LGYT community are prohibited from providing a Minor with alcohol, drugs, tobacco products, inappropriate videos, pornography, or other such items.

Gifts: Members of the LGYT community should not accept gifts from or give gifts to Minors without the knowledge of their parents or guardians.

Communicating with Minors: Communication with Minors outside of programming is only allowed for the purpose of conducting LGYT business and should always include a parent or guardian. The key safety concept is transparency. The following steps will reduce the risk of private or otherwise inappropriate communication:

- Communication that is outside the role of the professional or volunteer relationship (teacher, coach, camp manager, director, etc.) is prohibited. Faculty, staff, and volunteers who use any form of electronic communications, including social media and text messaging, to communicate with Minors may only do so for activities involving LGYT business and, to the extent possible, should use an LGYT address. Any electronic communication with a minor must include the parent/guardian.
- Never photograph, film, or otherwise record a Minor without the prior written consent of the Minor's parent or guardian.