**Kentucky Ballet Theatre Parents Association**

 **2015-16**

The Kentucky Ballet Theatre (“KBT”) Board of Directors invite you to participate in a Parents Association (“PA”) as a way to work together to further the success, development and visibility of KBT.

**Parents Association Definition**

An organized group of volunteer parents of the Kentucky Ballet Theatre Academy students, who believe in the non-profit's mission and vision in order to benefit the professional company, its academy and the communities in which all involved live and work.

**Goals and Objectives**

* Kentucky Ballet Theatre's goal of starting a Parents Association is to mobilize some of its best

advocates, KBT parents, to assist the organization overall, and to enhance the Professional Company, Academy, special events, productions and fundraising activities.

* The Parents Association is purely a volunteer group within the overall non-profit KBT oganizational structure.
* The PA will be coordinated by an active parent who will be selected as Chairperson by the KBT Board.
* The PA Chairperson will work in conjunction with the Academy Director, Executive Director and the KBT Board President or other Board designee, who will act as a liaison between the PA and the Board.

**Chairperson**

* The PA Chairperson shall be approved by the KBT Board of Directors on an annual basis.
* The Chairperson will work with the Board President/liaison to coordinate parent volunteers to assist with the existing KBT Committees.
* The Chairperson may appoint additional committees and work groups for independent projects, and to provide assistance with social or special events that benefit KBT areas of need.
* The Chairperson will schedule PA meetings and other activities at his/her discretion.
* The Chairperson shall have any KBT expenditures approved by the Board of Directors.
* Chairperson shall coordinate all communications. He or she can answer questions when necessary and forward information on to the Artistic Director, Academy Director, Executive Director or Board President.
* Items from the PA that need consideration by the Board of Directors shall be forwarded from the Chairperson to the Board President directly. Requests by parent members not following this procedure will not considered.

**Parent Association Reminders**

Occasionally, materials are needed by the Parents Association. Board President/liaison, Executive Director or Office Manager can provide the necessary documents to the Chairperson, who will then distribute them accordingly. (Season ticket forms, sponsorship materials)

By agreeing to work with or on the Parents Association volunteers recognize and accept that there shall no additional benefit for their child or family at any time.

The purpose of the Parents Association is not to function as a complaint department. Any issues regarding artistic differences or production roles are off limits for discussion by the PA.

Those individuals interested in volunteering in the Parents Association will be asked to read and sign this document signifying their understanding and acceptance of their role within the PA.

Parents of KBT Scholarship students are encouraged to volunteer with the PA.

**Kentucky Ballet Theatre Parents Association**

**Parent Volunteer Form 2015-2016**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (please print)

Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City Zip Code

 Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other contact information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any areas you are interested in or would like to volunteer for:

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Please return form to Adell in the KBT office.

Thank you for taking the time to fill out this form and more importantly for volunteering your time, talents and energy!

Leigh Ann Castellanos

Kentucky Ballet Theatre Parents Association Chair

**Committees**

The following are examples of current KBT Committees that are functioning at this time.

*Marketing Committee*

* Promotion development
* Poster hanging & postcard distributions
* Photography
* Social Media marketing
* Print materials

*Development Committee*

* Season ticket sales/ individual ticket sales
* Sponsorship
* Fundraising
* Donations

*Special Events Committee*

* Planning (ie: season kickoff party)
* Volunteer sign ups (ie: parade)
* New program development - academy and company
* Provide Refreshments
* Promotions enactment

. *Operations Committee*

* Theatre volunteer sign up
* Studio assistance (filing / organization/mailings)
* Studio decor
* EYP & Production needs (flowers etc.)
* Costume Assistance

*Boutiques*

-Assist coordinator in selling items the days of the performances

*Fundraisers*

-Kroger Community Rewards Program

-Other Fundraisers during the year

**There will be many volunteer opportunities for parents, including but not limited to;**

-Fundraising (Kroger program, Boutique at performances, International Dinner)

-KBT Apparel and Performance T-shirt Sales

-EYP (ie: Theatre sign-in, flowers)

-Performance/Rehearsal Supervision at Lexington Opera House

-KBT Office Administration (ie: Assisting Adell in the office with mailings, filing etc…..and help clean up common areas in the studio)

-Donations- monetary or items for productions and/or studio

-Marketing for Productions (distributing posters, post-cards)

-Costume Assistance during rehearsals/performances

-Parent Directory

-Teacher Appreciation Day

**Additional Notes:**

The KBT-PA Chair will use Sign-Up Genius to coordinate volunteers when applicable.

The KBT-PA Chair will create a Private Group on Facebook for Academy Parents to “join” for updates, reminders etc… that apply to the KBT Academy.

Intermediate A1-Advanced Parents are welcome to attend a meeting Monday Sept 28 at 5:30pm and Creative Movement-Beg C Parents, Wednesday Sept 30 at 5:30pm to discuss the newly formed KBT- Parents Association.