

Chaperone/Volunteer Handbook 2012-2013

Christopher Johnson
Membership Service Chair

Elven Hickmon
Business Manager

TABLE OF CONTENTS

[Organizational Overview]

Welcome Note _____	3
Mission & Purpose _____	4
Narrative _____	5-7
Organizational Chart _____	8

[Chaperone/Volunteers]

Volunteer Screening Process _____	9
Volunteer Plan _____	10
Volunteer Guidelines _____	11-12
Committies _____	13
Confidentiality Statement _____	14

Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.

Dear Volunteer:

We are happy to welcome you to our Chaperone/Volunteer Program of PerformOUTKC. Volunteer Services provide many extra services that supplement the basic essential functions of the youth membership, artistic staff and board of directors. As a chaperone, you serve our membership in a useful, vital capacity.

The purpose of this handbook is to provide you with basic information about our Chaperone/Volunteer Program and Organization. I hope you will find your experience with PerformOUTKC both rewarding and meaningful.

Truly,

Christopher Johnson, Membership Services Chair
Elven Hickmon, Business Manager

Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.

Purpose Statement

- o To provide a safe place for the LGBTQA young people (14-20) of the Kansas City Metro Area to be themselves and develop a positive self image.*
- o To explore self-expression through the performing arts (Vocal and Instrumental Music, Dance, Theater, Writing and the Visual Arts).*
- o To share their life experiences and voices with the Kansas City Community through performance.*

Core Values

- o Self-expression*
- o Respect and gratitude*
- o Safety and support for being true to self*
- o Inclusiveness*
- o Courage*
- o Community Service*

Slogan

We Explore, Discover, Celebrate, Share

Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.

Organizational Narrative

PerformOUTKC was created for charitable and educational purposes to provide a service to the young people of the Kansas City Community. Too often our young people do not have an individual or organization that will allow them to just be themselves. With the rise in bullying and teen suicides, PerformOUTKC was created to reach out to these young people to help them navigate through the difficult challenges of adolescence. PerformOUTKC endeavors to let them know they are not alone and to give them an avenue to share those feelings with others in the Kansas City community.

PerformOUTKC began weekly artistic rehearsals in November of 2009. These rehearsals are facilitated by volunteer mentors and chaperones. We currently have a volunteer Artistic Director and Assistant Artist Director to mentor and coach the young people at these weekly rehearsals. Members of our board of directors participate as chaperones for the young people during these rehearsals, which are focused on allowing these young people to share and express themselves through the performing arts. The young artists come together to share their diverse talents ranging from dance, music, visual arts and the written word. We also have monthly guests from area youth services organizations to share resources that are available to young people in our area. Some of these organizations include the Kansas City Anti-Violence Project, Synergy, Pathways and more.

In the last 12 months PerformOUTKC has shared these voices with Kansas City through performances and/or sharing our mission at the following events.

- Women's Chorus of Kansas City - Rehearsal
- Heartland Men's Chorus - Rehearsal
- Kansas City Pride
- Kansas City Out Fest
- Kansas City Plaza Art Fair
- Passages KC
- Kansas City Chapter of PFLAG
- Mid American Freedom Band - Joint Holiday Concert
- Gay Straight Alliance - Candlelight vigil for teen suicide
- Gay and Lesbian Association of Choruses (GALA)

At this time we are diligently working in an outreach to additional community organizations such as churches and gay/straight alliances.

Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.

Organizational Narrative Con't

We have plans to participate in the following events over the next two years.

Youth Fringe Main Stage

Teen Fringe

Kansas City Aids Walk

Kansas City Pride Events

Kansas City Out Fest

Heartland Men's Chorus – 25th Anniversary Performance

GALA Festival 2012

We have a board of directors consisting of seven members who currently meet once a month. The board of directors is very active in ensuring that PerformOUTKC is a strong and viable organization for the young people of Kansas City. As you will see from the attached booklet, we have created plans for business growth, marketing and fundraising. Our fundraising plan includes events, planned giving campaigns, organization and corporate giving as well as earned income. Each board member is committed and passionate about the mission of PerformOUTKC.

The majority of our marketing has been through word of mouth or our performances. We do reach out to the community through a Facebook and Twitter account, YouTube Videos, monthly newsletters and our website www.performoutkc.org.

PerformOUTKC was created to provide a safe place for Kansas City Metro Youth ages 14 to 20 to identify and embrace their own self-identity. Our hope is that they will discover an environment that is welcoming and free of boundaries, a safe harbor for those who need a place to belong and be celebrated.

Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.

Some Facts about Suicide:

- Suicide is the third leading cause of death among 15 to 24-year-olds, accounting for over 12% of deaths in this age group; only accidents and homicide occur more frequently (National Adolescent Health Information 2006).
- Lesbian, gay, and bisexual youth are up to four times more likely to attempt suicide than their heterosexual peers (Massachusetts Youth Risk Survey 2007).
- Questioning youth who are less certain of their sexual orientation report even higher levels of substance abuse and depressed thoughts than their heterosexual or openly LGBT-identified peers (Poteat VP, Aragon SR, et al - *Journal of Consulting and Clinical Psychology* 2009)
- LGB youth who come from highly rejecting families are more than 8 times as likely to have attempted suicide than LGB peers who reported no or low levels of family rejection (Ryan C, Huebner D, et al - *Peds* 2009;123(1):346-352)

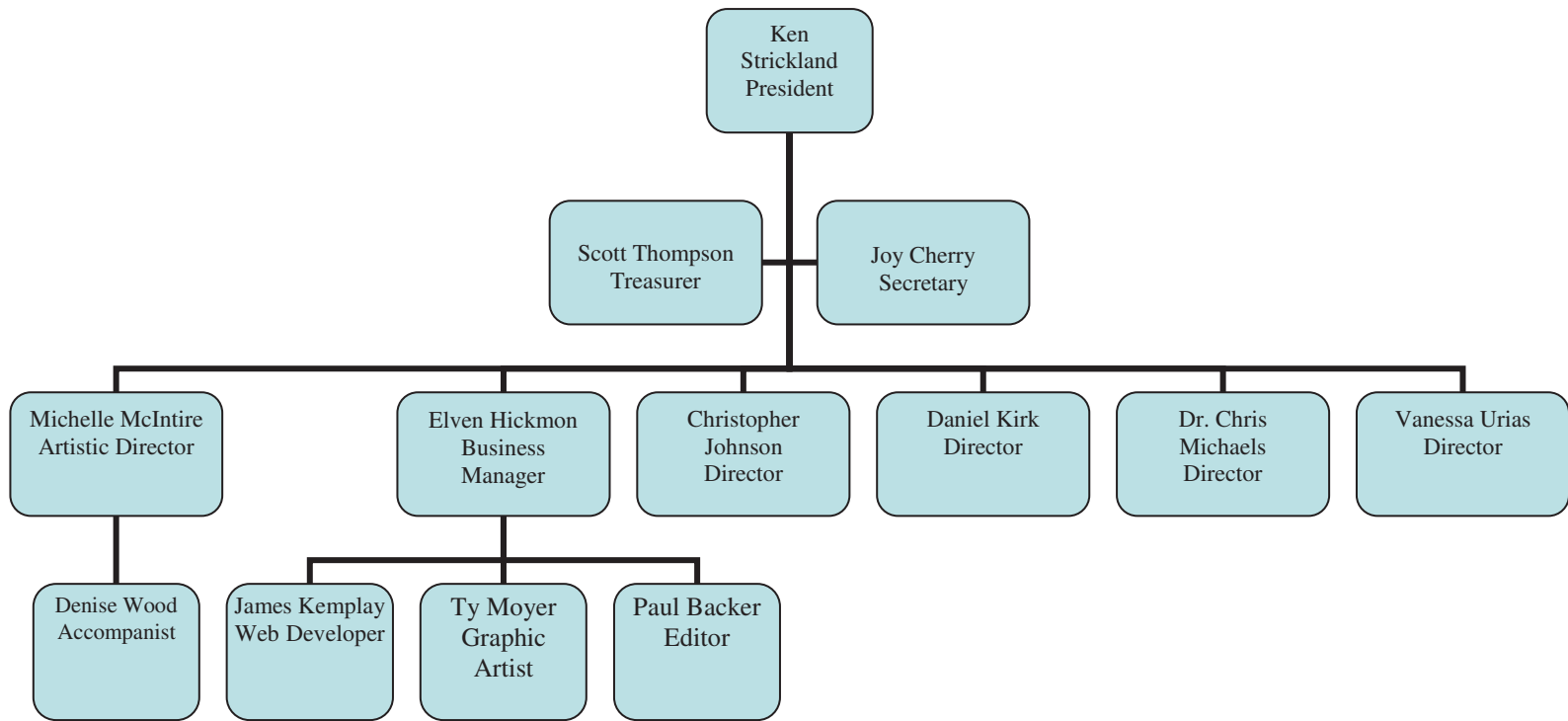
Additional Facts about Lesbian, Gay, Bisexual, and Transgender Youth

- Sexual minority youth, or teens that identify themselves as gay, lesbian or bisexual, are bullied two to three times more than heterosexuals. (Nationwide Children's Hospital, Columbus, OH 2010)
- Lesbian, gay, and bisexual adolescents are 190 percent more likely to use drugs and alcohol than are heterosexual teens (Marshal MP, Friedman MS, et al - *Addiction* 2008).
- It is estimated that between 20 and 40 percent of all homeless youth identify as lesbian, gay, bisexual, and/or transgender (2006 National Gay & Lesbian Task Force: An Epidemic of Homelessness). 62% of homeless LGB youth will attempt suicide at least once—more than two times as many as their heterosexual peers (Van Leeuwen JM et al - *Child Welfare* 2005)

Kenneth M. Strickland
Founder & Board President

Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.



Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.

Chaperone/Volunteer Screening Process

A Qualified Applicant will:

1. Complete all required paperwork and documentation
2. Submit all required paperwork and documentation to Business Manager either by US postal mail or email.

The Organization Screening Consultant will:

1. Review all paperwork and documentation
2. Check references for each applicant
3. Initiate criminal record background checks for all applicants

If no questionable responses or questionable background checks are noted, the screening consultant will:

1. Notify applicant of approval
2. Add the name of applicant to official volunteer list and all paperwork and documentation will be monitored and maintained by Business Manager.

If a questionable response or background check is noted, either the President of the Board or Business Manager will contact the applicant to discuss the questionable responses or background information. Based on the conversation, the applicant may be:

1. Returned to the application process
2. Disapproved for volunteer ship

Chaperone/Volunteer Plan

A. Needs

1. Assistance needed at rehearsals to secure our members per our Bylaws. PerformOUTKC requires two adults to be present at all times with youth.
2. Be a support model and active listener to youth
3. Serve as an ambassador on behalf of the organization in the community
4. Volunteers will collaborate with artistic staff and business manager who are present, and take their cues whenever possible.

B. Goals

1. To relieve board members from attending weekly rehearsals
2. To provide clerical assistance to administrative personnel.
3. To secure better community support for the organization
4. To ensure youth safety by being present in the area and responsive in case of emergency or crisis.

C. Services to be Provided by Volunteers

1. Provide administrative help to members
2. Provide clerical assistance when needed
3. Provide staffing assistance of community events
4. Encourage and reinforce positive behavior, attitudes and ambitions.
5. Share a lifetime of experience
6. Be what a young person needs most: someone to listen
7. Be an enthusiastic greet with a ready smile

D. Recruitment and Selection of Volunteers

Before volunteers are recruited, staff and board members will follow a concrete screening and evaluation process. A volunteer packet (application, organization mission and purpose statement) needs to be completed before staff and board will begin the screening assessment.

There will be three categories of volunteer assistant that the organization will consider. (1) One-time volunteers to help with community events; (2) short-term volunteers to assist in administrative and clerical duties; (3) Long-term volunteers to assist at rehearsals, performances, community events, trips and a host of other duties.

E. Placement of Volunteers

The artistic staff and board of directors will have the responsibility of selecting the volunteers to be sued and to determine where they will be placed. The Artistic staff and Business Manager will do this by reviewing the volunteer packet and matching the needs of the organization with the interests of the volunteer.

F. Orientation of Volunteers

The orientation training program for volunteers will be a joint effort with Business Manager, a board member and either artistic director or assistant artistic director. Three basic topics will be covered in the training.

Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.

Chaperone/Volunteer Guidelines

(1) Responsibilities of the volunteer; (2) Guidelines for interacting with youth; (3) Guidelines in student relationships for volunteer

For the purposes of this document, "youth" refers only to members of the PerformOUTKC

- o ALWAYS speak to youth in a manner that is respectful. Avoid conversation or actions that could be construed as being threatening, demeaning or humiliating;
- o DO NOT supply alcohol or illegal drugs/substances to members of the PerformOUTKC, regardless of their age
- o DO NOT engage in sexually explicit conversations with or in the vicinity of youth;
- o DO NOT share sexually explicit, inappropriate or offensive materials;
- o DO NOT engage in inappropriate touching, including lengthy embraces, kisses on the mouth, touching the buttocks, chest, legs or genital areas. Hand shakes and "high fives" are the best options! A quick, polite hug is acceptable, but it's a good idea to ask first (e.g. "May I give you a hug?");
- o DO NOT make assumptions about a youth's gender or sexual orientation. You may wish to inquire politely how an individual would like to be addressed for the purposes of conversation (e.g. "What pronoun should I call you?" or "Should I refer to you as 'he' or 'she'?");
- o DO NOT go anywhere private (e.g. bathroom, bedroom, on a trip) with a youth unless another adult is present;

If you wish to share your own - or request a youth's - contact information (e.g. email, phone, mail), you must first SEEK PERMISSION to do so from the director of PerformOUTKC or an adult chaperone traveling with PerformOUTKC.

TRANSPORTATION

If you choose to transport youth(s) in your private vehicle, you assume responsibility for any accident that may occur. The organization to which you belong will not assume any responsibility or liability.

NUDITY

Avoid being nude or partially nude in the presence of a youth, and avoid being in the presence of a youth who is nude or partially nude. In the situation where a dressing room must be shared, please be discreet when changing. For instance, change quickly in a corner of the room rather than walking around for ten minutes in your underwear. Stay in your designated area of the dressing room. Do not stare at someone who is changing.

SEXUAL BEHAVIOIR

If a youth initiates contact with you that is sexual in nature, (verbal or physical) put an immediate stop to it and make sure that you have someone else with you every time that you have to interact with this youth. You are the adult and consensual, sexually suggestive contact is not allowed under any circumstances. Any complaints received will be investigated immediately.

Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.

CONFIDENTIALITY

Do not share any information you may have about a youth (e.g. "he's gay" or "she's MTF"), even if the information may seem harmless to you.

DISCLOSURE

If you observe anyone in violation of the guidelines listed here, or if you observe any other behaviors that may be considered questionable, please report the incident immediately to the leadership of your organization (e.g. board member, artistic director, executive director). This will help to protect everyone involved.

ADULT OR MINOR?

Although some singers in the _____ may be legal adults, they are still bound by these rules. Basically, treat these youth as if they were a relative (e.g. niece, nephew). Ask yourself: "Is this something I would say to my sister's kids?" Being aware of your actions will help to keep you from doing or saying something inappropriate. Think ahead. Think before you speak. Think before you act.

Committees

PerformOUTKC's board of directors is responsible for forming committees when necessary. Committee members must be drawn from the current members of the board itself, so having a talented and diverse board is an extremely important ingredient to the success of the organization.

It's important to note that although a board can delegate certain powers to a committee, it's the board at large that's ultimately responsible for the decisions it makes based on the work of a committee.

Board Development

Ensure effective board processes, structure and roles, including committee development, and board evaluation; sometimes includes role of nominating committees, such as keeping list of potential board members, orientation and training.

Finance

Oversees development of the budget, ensures accurate tracking/monitoring/accountability for funds; ensures adequate financial controls, reviews major grants programs and associated terms.

Fundraising/Development

Oversees development and implementation of the Fundraising plan(s), identifies and solicits funds from external sources of support.

Marketing/Advertising

Oversees development and implementation of the Marketing plan(s), including identifying target audience, their needs, how to meet those needs with products/services/programs and how to promote/sell the organization.

Membership

Creates and implements recruitment and retention programs to increase and maintain membership.

Program/Production Development

Developing, implementing and maintaining artistic programs that compliments the organization's mission, membership and ensures artistic integrity in all productions. *(Fixed committee for artistic staff and business manager)*

Social

Organizing and planning special activities for the benefit and enjoyment of PerformOUTKC's young members and occasional guests. Plan outings and various programs of interest.

Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.

PerformOUTKC

CONFIDENTIALITY STATEMENT

As a volunteer of PerformOUTKC understand that certain information I have access to as part of my volunteer ship is confidential. I shall not disclose, or make use of, or knowingly permit the use of, any confidential information, either directly or indirectly. I understand that confidential information cannot be disclosed verbally, in a written document, or by electronic means such as a computer disk, network file or email.

Mission Statement

PerformOUTKC provides a safe, inclusive atmosphere for youth of any and all identities, which fosters a positive identity development through excellence in music performance and creative expression.