

Member Handbook Attendance & Rehearsal Policies

Christopher Johnson
Membership Service Chair

Michelle Allen McIntire
Artistic Director

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

STAFF

Artistic Director
Accompanist
Business Manager

Michelle Allen McIntire
Denise Wood
Elven Hickmon

BOARD OF DIRECTORS

President
Treasurer
Secretary
Board Member
Board Member
Board Member

Ken Strickland
Scott Thompson
Joy Cherry
Patrick (Pat) Cooke
Christopher Johnson
Daniel Kirk

CHAPERONE/VOLUNTEERS

Chaperone
Chaperone
Chaperone
Chaperone
Chaperone

Stephan Car
Shana Karczewski
Janet McDaniel
Adam Schneider
Denise Tiller

ATTENDANCE

PerformOUTKC members are expected to attend every rehearsal and performance. Rehearsals are mandatory and in order to ensure the success and growth of PerformOUTKC, the following attendance policy is in place:

1) For an anticipated absence, members or parents must notify the artistic director and/or business manager by phone or email at least 24 hours prior to the absence. For an absence due to illness or emergency, members or parents should notify the artistic director and/or business manager* as soon as possible.

2) Only three (3) absences per concert cycle are allowed. If there are three or more absences within a concert cycle, the member will become eligible for (PEP) Performance Evaluation Period and could face possible dismissal from the group unless arrangements with the artistic director are made. The artistic director will decide whether the member is adequately prepared to continue in the group and able to perform in concerts.

3) Rehearsal retreats and performance in the winter and summer concerts are mandatory. Members must attend the 7 hour rehearsal retreats as long as possible in order to perform in a concert.

4) Please arrive for rehearsals on time! Rehearsal can only be successful when everyone does their part to be there from the start. Excessive tardiness can result in the member being dismissed from the group at the discretion of the artistic director.

6) Please pick up your member promptly. It is very important that each member is safely off of the premises within 20 minutes following a rehearsal. All members must wait inside the building until their transportation arrives. This is for the safety of everyone.

***Artistic Director and Business Manager's contact information can be found on page#4.**

BEHAVIOR

PerformOUTKC was created to provide a safe, inclusive atmosphere. Excellent conduct from members is expected at all times. Recurring behavior problems are not acceptable and will result in dismissal from the organization at the artistic director's discretion.

CELL PHONE POLICY

All cell phones in the rehearsal area **must** be turned off or placed on "silent" mode before rehearsal begins. **NO exceptions!** If you receive a call, in order to minimize any disruption, please leave the rehearsal area **before** you answer it.

COMMUNICATION

Most communication to members will be via the facebook group chat, google group and email. Please consult with the artistic director if you are not able to access email. You will need to update any changes of address, email or phone numbers by contacting the business manager. In emergency situations, all efforts will be made to reach parents/guardians with the contact information you have provided.

CONCERTS/PERFORMANCES

PerformOUTKC will perform a winter and summer concert as indicated by the artistic director. All members are required to participate. These concerts are open to the public. Family and friends are encouraged to attend. There could be additional concerts and outreach performances each concert cycle, particularly during the holiday season and summer months. Members and their parents will be notified of additional concerts as soon as possible by the artistic director and/or business manager.

MUSIC

The music for PerformOUTKC is chosen at the discretion of the artistic director. Each member is responsible for keeping his/her music safe and in good condition. Members are responsible for replacing lost or damaged music at his/her own expense and an invoice will be issued by the business manager. Music is to be marked in pencil ONLY. Please be sure to bring a pencil to each rehearsal. A music issuance form will need to be completed and signed before a member receives music for POKC.

PARENT VOLUNTEER OPPORTUNITIES

Parents play a huge role in PerformOUTKC. For parent volunteer opportunities see Elven Hickmon, Business Manager for chaperone job description and what abilities and interest they might have in joining a committee.

PARENTS' RESPONSIBILITIES

PerformOUTKC cannot function and succeed without the participation and dedication of our parents. Parents play a vital role! We appreciate all efforts of parents to do the following:

- 1) Make sure that your member(s) are at all rehearsals on time and with all the necessary items (music, water w/ lid, pencil, etc)
- 2) Inform the artistic director and business manager of anticipated absences as early as possible.
- 3) Pick up your member(s) promptly after all rehearsals or arrange with another parent for pick up.

PERFORMANCE POLICY

Members must be properly dressed (in their place and ready to perform at or before the "call time"). Hair needs to be kept out of the eyes. This applies to the ladies and the gentlemen. Bobby pins, pony tail holders, etc should be black or match the color of your hair so that they "disappear". Only clear nail polish may be worn or none at all. Only small, stud earrings may be worn. No bracelets, necklaces, anklets or watches are allowed. Good personal hygiene is a must. Do not use hairspray, perfume or cologne.

QUESTIONS AND CONCERNS

Members and parents often have questions and concerns and may be unsure how to address them:

1) Always feel free to email or call the artistic director, Michelle McIntire at mmcintire@performoutkc.org cell phone number is 816-809-6389 or business manager, Elven Hickmon at businessmgr@performoutkc.org cell phone number is 816-286-3413

2) Please wait until after a rehearsal to address questions or concerns with the director.

3) Addressing issues directly with the director helps to avoid miscommunication and gossip.

REHEARSALS

Rehearsals are held on Sundays. Members rehearse from 6:30 pm - 8:30 pm at Center for Spiritual Living (CSL) located at 39th & Southwest Traffic way in Kansas City, Missouri. In case of inclement weather, cancellations will be announced via facebook group chat and a confirmation email will be sent out by the Business Manager.

It is essential that members attend EVERY rehearsal as information is taught on a weekly basis. During rehearsals, posture, confidence, teamwork, responsibility, focus, controlling nerves and good self-esteem are also incorporated into rehearsals and performances.

Parents and other visitors are always welcome to sit in the back of the room quietly and enjoy the rehearsal. However, visits need to be cleared by the Business Manager.

RETREATS

Members are responsible for attendance at all quarterly rehearsal retreats scheduled by the Artistic Director. These retreats are usually held on Sundays from 130pm to 830pm. If a member is unable to attend part of or the entire retreat, the member must seek prior approval of the Artistic Director. Missing a full retreat without prior approval of the Artistic Director will count as one missed rehearsal.

Please note there is no cost to members to attend and participate in a retreat. Light snacks and dinner is provided by PerformOUTKC.

MEMBERSHIP ROSTER

A membership roster, including names, telephone numbers, home addresses, email addresses and birthdays of all members will be issue at the beginning of each concert cycle. This roster is to be used only for the convenience of members, staff and leadership and should be treated confidentially. This roster is not open for public consumption and should never be given to other organizations for any reason, including businesses without written permission of the Business Manager.

MEMBERSHIP PRIVACY

POKC publicly acknowledges that it's a LGBTQ identified organization. The organization recognizes and respects that some members chose not to be individually identified. POKC makes no personal judgments about his decision and will make all reasonable attempts to accommodate requests for confidentiality.