

Family Participation Program Policies

1. **IT IS COMPLETELY UP TO YOU TO ARRANGE AND FULFILL YOUR OBLIGATIONS AS A VOLUNTEER.** No one from SYT will contact you to schedule your volunteer time. To arrange volunteer assignments find one or more volunteer areas that interest you and e-mail the contact person listed. You will then work out the details -- your schedule, duties, and how many hours you'll earn -- with your team leader. [If you don't hear back from us right away, keep trying, or try another volunteer area.]
2. Anyone in your family -- parents, your young actor, siblings, even friends of the family -- may put in volunteer hours and have them count toward the quota needed for the \$100 credit. Just make sure that your volunteer timesheet indicates which actor's account to award the hours to.
3. There are dozens of areas in which we need volunteers. That said, there is no guarantee that you will be able to volunteer in your "favorite" areas. SYT's production staff is typically hard at work on several productions during the course of each semester. As a volunteer, it's very possible that you will end up working on a show other than the one your child is participating in. That's great - every bit of assistance helps SYT to meet its goals.
4. **There are no "partial" discounts granted for "partial" volunteer credits. Anything less than twelve hours earns no credit, while twelve or more hours will earn exactly \$100 credit.**
5. Call early in the semester: there is no guarantee that there will be any volunteer opportunities left at all should you delay too long in making your arrangements to volunteer. Don't get shut out!
6. In order to count toward your total, **your volunteer hours must be documented via an official SYT volunteer timesheet**, which will be signed by both you and your supervisor and submitted **by YOU** to the SYT office. [Please make a COPY of your timesheets before sending them in.]
7. Volunteer tasks generally earn one hour of credit per actual hour worked.
8. Each Semester's volunteer hours should be complete and turned in no later than one week after the last Mainstage performance. *Anyone who has benefited from the volunteer discount, but who has not fulfilled their twelve hour commitment by that time, will be charged \$100, per the details of the signed volunteer agreement.*
9. Volunteer hours cannot be "banked" from one production to the next. Each semester starts the process anew.
10. This handout is the only notice or set of instructions you will receive relative to your volunteering. You will not receive any further notices, warnings, or reminders. **PLEASE REMEMBER THAT IS UP TO YOU TO REMEMBER YOUR COMMITMENT AND MAKE THE NECESSARY ARRANGEMENTS TO MEET IT!**

*******Special Reward*******

Every block of ten hours earned beyond the twelve hour minimum earns a voucher for **two free tickets** to any Solano Youth Theatre or Solano College Theatre show over the coming year.
