

**So...
You Want To
Be An
Alabama
State
Thespian
Officer, Huh?**



**ALABAMA
THESPIANS**

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

Dear Prospective State Thespian Officers, Parents and Troupe Directors,

Please read this packet thoroughly. It contains important information that will guide you in making the decision about running for a State Student Office. If you decide being an STO is for you, it also contains the application pages necessary to declare yourself a candidate. Being elected to the State Thespian Board is a tremendous honor and a great responsibility. Student Officers must be at all required board meetings and are responsible for transportation to and from these meetings, which may not always be in their hometown.

Once you've read through the materials, please complete the necessary questionnaires and short answers. Take note of the pages that must be completed by your Troupe Director and parent/guardian. All pages that you complete should be mailed to the Alabama State Director, Connie Voight at 4915 Garth Road, Huntsville, AL 35802. All materials must be postmarked by January 31. **A student may not run for STO if there is any missing, or incomplete, information.**

After festival weekend, our strongest candidates will be invited to the Leadership Day Retreat the third weekend in March. To be considered for a STO, a student must complete this packet, attend and shadow the entire festival and, if invited, attend the Leadership Retreat.

Our meeting dates are listed in this book. Because we plan an entire festival in only 6 meetings, it is required that all STO are present at all of these meetings. (Illness and family emergencies aside, we expect full participation. Whether a parent, student or Troupe Director, if you have any questions about this process or organization, please contact Alabama Educational Theatre Association Director Connie Voight at cvoight@randolphschool.net or STO Liaison Lisa Newton at jamesormelissa@bellsouth.net.

Connie Voight (Randolph School) and Lisa Newton (Thomasville High)

A Note From the President

Being a State Student Officer is one of the greatest honors an Alabama Thespian can experience. I have the privilege to work with the most incredible people in Alabama and National theatre. The State Student Officers carry a large amount of responsibility and a lot is expected of us. The following qualities are necessary if you wish to function well on the board:

- Dedication
- Creativity
- Cooperation
- Respect
- Kindness
- Work ethic
- Friendliness

If elected as a State Thespian Officer, you will become a member of a family that welcomes all and shares a passion for theatre. I have served on the board for two years, and the people I have worked with have changed my life forever. I send you my best wishes, and no matter what, never forget that we are all bound together by a love for theatre. That's what it's all about.

Much love and best wishes,
Tanner King, ASTO President
2011-2012

Act well your part; there all the honor lies.

Some Frequently Asked Questions From Prospective State Thespian Officers...

What is a State Thespian Officer?

An Alabama State Thespian Officer (STO), is part of the leadership team that produces the Alabama Thespian Festival. This elite group of students pick the festival theme, plan the festival schedule and conduct leadership workshops. Other duties include ongoing outreach designed to inform Alabama junior and senior high schools about the benefits of membership in the Educational Theatre Association and to increase the participation of these schools in the International Thespian Society (ITS). Each student member serves for one year from the date of the Annual Leadership Workshop in March.

How are the STO elected?

First, a student must complete and submit all paperwork contained in this booklet. The student will be notified by email that the paperwork has been received and will be instructed to check in at the festival registration table upon arrival on the 1st day of festival. Candidates will be given a work schedule and will be expected to report to the STO table a few minutes prior to their shifts. After festival, all candidates will be notified as to whether or not they are a finalist. The finalists will be invited to the Leadership Retreat in March. Based on performance and contributions at this retreat, the STO is selected and candidates will be notified via email.

Where are the meetings, how do I get there, and where do I stay?

Transportation to and from meetings is the responsibility of the STO. Some students carpool, but you **must always be prepared to arrange for your own transportation**. Meetings will not always be in your hometown; there may be times when board members stay overnight in a hotel or in the home of another board member; always under adult supervision. **It's important that your parents are aware of this commitment.**

How will I get to experience the festival?

You will spend festival weekend shadowing the current STO. You will have time for workshops and events, but you should expect to be working a good portion of the weekend.

Will my Troupe Director be required to be on the Adult Board if I am a State Thespian Officer?

The ASTF runs on volunteer power. We depend on the involvement of Troupe Directors to function effectively. While we highly encourage your sponsor to help organize the festival in some way, we do not require troupe director involvement.

Do I have to be technologically inclined?

You **must** have access to the Internet and the ability to communicate via Facebook and email on a regular and consistent basis. You must have a Facebook page as well as a personal email address. A basic knowledge of simple word processing programs is essential.

Do I have to be an inducted Thespian?

Yes, all State Thespian Officer candidates must be inducted Thespians.

NOTE: Alabama State Thespian Officers represent the state of Alabama. Your actions and words represent the Alabama Educational Theatre Association. Only the best candidates will be accepted.

Alabama State Thespian Officer Job Descriptions

General Necessities/Duties for all STO:

- Come to ALL scheduled meetings. Because we only have 3 meetings, absence is not allowed.
- First weekend in February (Retreat-Friday/Saturday/Sunday)
- Saturday March 17 (Saturday Leadership workshop)
- Third weekend in September (Retreat-Friday/Saturday/Sunday)
- Lead the Alabama Thespians as a good role model and embody all that is expected of an up-standing Thespian.
- Have regular access to a computer and the internet. A microphone is a plus. In case weather forces us to cancel, we will SKYPE our meeting.
- Serve as a Goodwill Ambassador for the ITS.

Regional Representatives:

- Via personal contact, reach out to those schools in your region that do not have chartered Thespian Troupes. Provide information and possibly make personal visits. This may involve more transportation on your part.
- Coordinate with the Special Projects Chair and contact schools with thespian troupes personally inviting them to festival.
- Create the Shadow Schedule for upcoming festival.
- Assist STO Liason and Chapter Director as needed.

Historian:

- Must have a camera
- Take pictures at the festival, board meetings, etc.
- Create festival slide show.
- Maintain ALEdTA Scrapbook.

Secretary:

- Record minutes at STO Meetings, type them up, and send them to other board members in a timely fashion.
- Collect contact information for all board members and distribute a comprehensive list before the first meeting in May.
- Assist Webmaster and Chapter Director as needed.
- Distribute information to STO throughout the year.
- Update the STO Manual as needed.

Alabama State Thespian Officer Job Descriptions, cont.

Special Projects and Outreach Chair

- Spearhead the discussion for each year's special project/focus.
- Assist Chapter Director in planning and implementing any special projects.
- Work with the Regional Reps to develop an outreach plan for Troupe recruitment.
- Contact schools with festival information, and oversee the creation of said information.
- Organize festival information for Regional Reps.
- Devise a regional map that will allow easy access for current Regional Reps.
- Take the lead on the development of charitable activities.

Vice President:

- Develop and plan for the implementation of the Honor Troupe evaluation.
- Create a comprehensive list of workshops, utilizing a wide-variety of offerings. Research workshop presenters.
- Work within a budget to bring in artists and presenters.
- Take the lead on development and planning of Leadership Workshops for festival.

President:

- Oversee all actions of the State Thespian Officers.
- Act as a liaison between the State Thespian Officers and the Adult State Board
- Maintain contact with Broadway Cares/Equity Fights Aids.
- Assist Chapter Director with board communications.
- Take the lead on planning of Leadership Retreat
- Open the Alabama State Thespian Festival with a welcome speech.
- Lead STO in the following activities:
 - Festival evaluation
 - Pre-show announcements
 - Theme planning
 - Opening and Closing Ceremonies
 - Awards ceremonies

The Publications/Website Designer:

- Maintain website throughout the year
- Assist Chapter Director with postings and updates.
- Contributes to the festival program.
- Work to develop a festival shadow schedule with other members of the student board, .

I THINK I'D LIKE TO BE A STO!

WHAT DO I DO NOW?

Before you proceed, talk to your Parents and your Troupe Director. Make sure you have their support, you'll need it! *BE SURE TO READ THE ENTIRE BOOKLET!*

1. Take some time to think about the questions put forth in this packet. Some of them require signatures and/or initialing by your parents and Troupe Director. Don't overlook this aspect. **Incomplete forms will not be accepted.**

2. Complete all the *candidate* forms (there are two forms your Troupe Director must complete and mail) and mail, **with a resume**, to:

Connie Voight, Chapter Director
4915 Garth Road
Huntsville, AL 35802

All forms must be postmarked by January 31.

3. Give your Troupe Director the appropriate forms and evaluations with a stamped, addressed envelope. Your TD will complete the forms and use your envelope to mail them to us at the above address. These forms are confidential and you will not be able to see them. Be sure to allow your TD enough time to thoughtfully complete the forms.

4. You will be required to attend the leadership workshops held during the festival. Times will be announced on the website by January.

5. If selected as a finalist, you will be invited to attend the ALEdTA Leadership Retreat the 17th of March. If invited, this is a must in order to be elected. All candidates will be notified by email if they are a finalist.

6. Go through this checklist to make sure you have not forgotten anything. Include this page with your application.

- My parents and I have read the entire booklet.
- My parents understand the commitment I am making.
- I've filled out my portion of the application and had my parent & TD initial and sign where needed.
- I've have included my resume and a completed copy of the health form.
- I've given my Troupe Director the TD forms, **with** a stamped envelope.

~~~For Your Troupe Director~~~

The Executive members of the ALEdTA would like to stress the commitment of endorsing a student for a STO. The student must have the support, and understanding of his/her parent(s). The student must be an integral part of your school's Thespian program. You, the Troupe Director, must be confident in this student's ability to lead, to commit and to attend the required meetings of the ALEdTA.

Troupe Director's Signature _____

STATE THESPIAN OFFICER APPLICATION

Please print legibly!

Name _____

Address _____ Zip _____

Home phone _____ cell phone _____

School _____ Troupe # _____

Grade _____ email _____

Troupe Director _____

Troupe Director email _____

I have read the Alabama State Thespian Officer Guidebook and I understand the commitment I am making by becoming a candidate for STO. *Please initial each statement and have your troupe director, and a parent/guardian, initial in the appropriate place.*

I understand that my attendance is required at all the meetings as listed in this guidebook.

Student Parent Troupe Director

I understand that I will be responsible for my own transportation to and from meetings.

Student Parent Troupe Director

I understand that I will be spending the night with the ALEdTA Board during retreats and festivals. This will be either in a hotel or a student board member's home. I will be under adult supervision at all times.

Student Parent Troupe Director

I understand that if elected, I will serve to the best of my ability, completing all assignments and working to represent the Alabama Educational Theatre Association as a model Thespian.

Student Parent Troupe Director

I understand that while at meetings it may be necessary for me to ride in an adult board member's car for various reasons including visiting festival sites and eating.

Student Parent Troupe Director

Signed Candidate _____

Signed Troupe Director _____

Signed Parent _____

FOR YOUR TROUPE DIRECTOR

Please mail under separate cover to Connie Voight, 4915 Garth Road, Huntsville, AL 35802

Please rate the STO candidate, and circle, from 1-5 on the following scale:

1=totally agree 2=mostly agree 3=somewhat agree 4=somewhat disagree 5=disagree NK=no knowledge

- 1 2 3 4 5 NK This student is self-motivated.
- 1 2 3 4 5 NK This student sees a project through to the end.
- 1 2 3 4 5 NK This student has excellent written and oral communication skills.
- 1 2 3 4 5 NK This student likes to be the center of attention.
- 1 2 3 4 5 NK This student works well in a group.
- 1 2 3 4 5 NK This student motivates others.
- 1 2 3 4 5 NK This student demonstrates strong leadership skills.
- 1 2 3 4 5 NK This student demonstrates above average responsibility.
- 1 2 3 4 5 NK This student displays a high degree of integrity.
- 1 2 3 4 5 NK This student makes friends easily.
- 1 2 3 4 5 NK This student has had successful leadership experiences.
- 1 2 3 4 5 NK This student is well-respected by his/her peers.
- 1 2 3 4 5 NK This student is well-respected by his/her teachers.
- 1 2 3 4 5 NK This student would have no problems attending meetings.
- 1 2 3 4 5 NK This student works well under pressure.
- 1 2 3 4 5 NK This student loves a challenge.
- 1 2 3 4 5 NK I recommend this student as a State Student Officer.
- 1 2 3 4 5 NK This student likes to try new things.
- 1 2 3 4 5 NK This student thrives on routine.

Candidate _____
School _____

FOR YOUR TROUPE DIRECTOR

Please mail under separate cover, with the rating page, to Connie Voight, 4915 Garth Road, Huntsville, AL 35802

Please tell us about the strengths this student possesses that would make him/her an ideal STO candidate.

Please tell us about any weaknesses this student may possess.

Why are you endorsing this student as a State Thespian Officer?

As you most likely read, we like for the Troupe Directors of our STO to be involved on some level with the planning and running of the festival. Will this be a problem for you?

Candidate _____
School _____

FOR YOUR PARENT/ GUARDIAN

STO Candidate: Include this page with your application

Each STO Candidate that is invited to attend the Leadership Saturday on March 17, 2012 is **required** to bring a parent or legal guardian to the meeting. This parent/legal guardian will be required to attend a short informational meeting before our activities begin. This brief session will begin at 10:00 a.m. The purpose of this meeting will be to introduce the adult members of the Alabama Educational Theatre Association and answer any questions they may have about the organization and/or the commitment of serving as an STO.

Parents, please answer the following questions. Your answers will be used to guide our presentation at Leadership Saturday.

1. What reservations, if any, do you have about your son/daughter serving as an STO?
2. Referring to page 4 of this manual, do you foresee any conflicts with the meeting schedule that would prevent your child from attending and participating in any meeting or the festival itself.
3. While the ALEdTA seeks out student leaders, we also value those students who have individual strengths in other areas. What do you see as your son/daughter's strongest attribute?
4. Is there anything else you would like to share with us, or that you think we need to know?

Please be sure to complete the health form, include a copy of your insurance card, and initial all parent portions of this manual.

My son/daughter _____
Has my permission to serve as an STO with the Alabama Educational Theatre Association for the 2012/2013 season.

Signed _____

Date _____

Candidate _____

School _____

STO Application p.4

FOR THE STATE THESPIAN OFFICER CANDIDATE

Please complete the following to the best of your ability.

What motivated you to pursue a position of leadership on the STO board?

What qualities do you think make a person a leader?

What are your strengths and weaknesses in terms of your leadership skills?

How do you plan on getting to and from our meetings?

Candidate _____
School _____

STO Application p.5

FOR THE STATE THESPIAN OFFICER CANDIDATE

Please complete the following to the best of your ability.

What value do you and your family find in having you serve a year-long term on the Alabama Educational Theatre Association Board?

Serving as a State Thespian Officer is a big commitment. Knowing you will have at least two out-of-town weekend retreats and work to do between meetings, how will you handle the responsibility?

What types, if any, of leadership positions do you hold now? What kind of responsibilities go along with these positions?

Candidate _____
School _____

FOR THE STATE THESPIAN OFFICER CANDIDATE

Please mail under separate cover to Connie Voight, 4915 Garth Road, Huntsville, AL 35802

Please rate, and circle, from 1-5 on the following scale:

1=totally agree 2=mostly agree 3=somewhat agree 4=somewhat disagree 5=disagree

- 1 2 3 4 5 I am self-motivated.
- 1 2 3 4 5 I always see a project through to the end.
- 1 2 3 4 5 I have excellent written and oral communication skills.
- 1 2 3 4 5 I like to be the center of attention.
- 1 2 3 4 5 I feel I work well in a group.
- 1 2 3 4 5 I feel that I motivate others.
- 1 2 3 4 5 I have had many leadership opportunities.
- 1 2 3 4 5 My teachers say that I am a very responsible student.
- 1 2 3 4 5 Integrity and honesty are very important to me.
- 1 2 3 4 5 I usually don't have any problems making friends.
- 1 2 3 4 5 I like being challenged.
- 1 2 3 4 5 I am not afraid of hard work.
- 1 2 3 4 5 I would have no problems attending meetings.
- 1 2 3 4 5 I feel I work well under pressure.
- 1 2 3 4 5 I have a variety of skills that could be beneficial to Alabama Thespians.
- 1 2 3 4 5 I like to try new things.
- 1 2 3 4 5 I love structure!

Candidate
School

STO Application p.7

FOR THE STATE THESPIAN OFFICER CANDIDATE

Please complete the following to the best of your ability.

Attach a photo of yourself to this page and use the remainder of the space to tell us anything else about yourself that you think would aid us in making our selection.

Candidate _____
School _____

Health Form - Approval to Treat

March 1, 2012-February 28, 2013

A health form must be completed for each student and adult delegate. *If you approve treatment* in the event it would become necessary, return this page - completed and signed by each delegate - with your registration materials. While the health center will not treat adults, this form must be on file for both adults and students. Medications will be charged to the student. If you substitute a delegate, you must supply a new completed health form.

TYPE OR PRINT LEGIBLY; USE BLACK INK ONLY. PRINT NAME EXACTLY AS IT APPEARS ON REGISTRATION FORM

Delegate information

Delegate's first name (as on registration form) _____ Last Name _____

Thespian Troupe # _____ High School _____ Delegate's birthdate _____

Home Address _____ Home Phone Number _____

Parent/Guardian/Next of Kin _____ Phone Number _____

Name of Sponsor or Chaperone Attending 2008 Alabama Thespian Festival

Should it be necessary to assign the patient to an area hospital, your parent/guardian will be notified.

PLEASE PROVIDE THE FOLLOWING CONCERNING SAID DELEGATE:

Allergic reactions to _____

Medications presently being taken _____

Any past illnesses or other information that would be useful in the event medical treatment is necessary: _____

Payment will be made by: (Parents/guardian, student or insurance company) _____

Family Physician

Name

A.C./Phone Number

Address

City/State/Zip

Health Insurance Company

Name

Policy Number

Address

City/State/Zip

CONSENT TO TREATMENT

The undersigned hereby releases and agrees to hold harmless the Alabama Educational Theatre Association, the International Thespian Society, the Educational Theatre Association, the Shelby County Board of Education, Pelham High School, and all respective agents, employees and representatives of the aforementioned entities from any and all claims, demands, actions and causes of action as a result of the delegate listed above participating in the Alabama Thespian Festival 2008, Pelham High School, Pelham, AL. The undersigned further agrees to be responsible for him/herself while traveling to and from said Festival including any expenses incurred by the delegate, caused by the delegate and/or any personal injuries which may occur to the delegate. The undersigned agrees to abide by the Festival's security rules and regulations with the understanding that should any problems occur with the delegate during Festival weekend, the delegate will be returned home and parents, guardian or next kin of the delegate will be financially responsible for all necessary costs incurred. The undersigned also realizes that Festival registration fees cannot be refunded after January 31, 2008. The undersigned further understands that should a major medical problem arise, s/he will be notified by telephone. In the event that s/he cannot be reached, s/he hereby gives consent to such medical treatment as deemed necessary, including e-ray examination and anesthesia to be rendered by a licensed physician or physicians.

The undersigned hereby grants to the Alabama Thespian Festival permission to make photographs of the delegate at said Festival for use in coverage of the event, advertising, and for any lawful purpose without compensation to the delegate. The undersigned certifies that s/he has read and fully understands this authorization.

See alabamathespians.com for Festival security rules and regulations.

Signature of above-named delegate

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Signature of parent/guardian/next of kin