



Parent Handbook

Angels on Stage

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www.angelsonstage.org



BOARD of DIRECTORS

Tamela Rystrom, President

Alan Campbell, Finance

Jan Kasahara

Josh Anacker

Nidhi Chandra

Oscar Gutierrez

Nina Duncan, Executive Director

FOUNDER

DeAnna Pursai

Our Mission

Angels on Stage enhances the lives of children and young adults with special needs by breaking down stereotypes and empowering them to develop friendships, independence, confidence, self-esteem, and general life skills through the medium of professional performing arts.

Our Vision

Young people with special needs have performing arts opportunities to develop skills and friendships while changing the world's perception of their abilities.

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WELCOME

Welcome to Angels on Stage (AoS). The Board of Directors and staff are excited to kick off our season. We have many fun things planned for Season 11 and we're looking forward to spending time with each of your children.

Please take a few moments to read through this handbook, whether you're new to AoS or returning this season. It will answer many of your questions and provide a valuable reference guide throughout the season. We require every family to read through the handbook and share it with your Angel(s), and sign the acknowledgment page found on the last page of this handbook.

Please feel free to talk to us and ask questions anytime.

CONTACT INFORMATION

Phone Number (Leave Voicemail)	888-871-3331 – Messages are checked daily
Website Current season resources	www.angelsonstage.org http://www.angelsonstage.org/participants-page
Email	General info: communications@angelsonstage.org info@angelsonstage.org Buddy Coaches: buddycoach@angelsonstage.org Board of Directors: boardofdirectors@angelsonstage.org
Mailing Address	88 S Third Street #226 San Jose, CA 95113
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 Follow us on YouTube	http://www.youtube.com/AoSAngelsonstage
 Follow us on Instagram	@angelsonstage

ABOUT US

Philosophy: *Perception, not perfection.*

We know that there will be some performers who are going to have a day where they are doing their own thing and would rather chat with the adults in the hallway, dance by the speaker, or sit in the other room instead of participate in the group activities during practice time. At AoS, it's OK and, as we all get to know and become more comfortable with each other, our Angels will rise to the occasion and become comfortable and engaged. Our job is to enhance the public's perception and illuminate our Angels' abilities.

Background:

Local educator, DeAnna Pursai, founded Angels on Stage in 2007. She modeled the troupe after "The Jesters of the University of St. Francis College" in Ft. Wayne, Indiana, where she was a Buddy Coach to her sister, Angel, who happens to have Down syndrome. AoS strives to be an inclusive provider of musical theatre experiences for children with special needs and differing abilities. A program is in place to serve the needs of the participants in a manner that is positive for each Angel/participant, Buddy Coach, Leadership Council member, volunteer, and AoS family. The AoS programs use theatre as a medium for illuminating abilities.

What We Do Best:






AoS does much more than simply provide a theatrical experience for youth and young adults. AoS provides significant benefits, including increased social skills, self-confidence, language expression, movement, and theatrical musical ability. As for the community, AoS raises awareness of people with differing abilities while nurturing positive and constructive experiences through musical theater.



AoS integrates peer mentoring through our Buddy Coach program. Elementary to college age students volunteer for the program and provide leadership, friendship, and coaching for our Angels. They serve as role models and are actively involved in the weekly operation of the program during the season—teaching dance steps, providing direction and offering assistance.

AoS has a strong belief in "setting the Angels up for success." While AoS uses theatre as a medium for rich social interaction and personal development, the primary emphasis is not on the artistic production itself, but rather on the process, growth and relationships that happen in the creation of theatre arts. Every Angel is a star and every role, onstage or off, makes the AoS experience special. The culture and atmosphere that exists at AoS enables the Angels to be themselves, show their abilities and shine in a safe environment. We aim to enter the Angels' world and work at their level so that they can achieve the highest level of success.

AoS recruits and hires talented and skilled professionals that have experience working in theatre arts or special education. More than 50% of our staff have dual backgrounds of both theatre and special education, which enables our staff to take a special approach in the way we serve the Angels, support the program and help produce annual professional stage performances while enriching and developing life skills and education.

BOARD OF DIRECTORS

	<p>Tamela Rystrom, President Tammy is Children's Services Director of Operations at MillarRich. Formerly Executive Director of California Community Opportunities, she has been creating meaningful impact in communities for more than 20 years. Tamela began her career in Kansas, where she directed Community Living Opportunities. She is a parent of four. She and her husband spent years as foster parents and she has done extensive work to address the tragedy of domestic abuse and sexual abuse. She is a long-time supporter of AoS and is happy to be part of helping the organization grow.</p>
	<p>Alan Campbell, Finance Alan is a consulting CFO with more than 30 years of experience in finance, operations and business ownership. He has held executive-level positions in a variety of industries, including computer hardware and services, high-tech manufacturing, telecommunications, distribution, and insurance. In addition to his corporate leadership roles, Alan has founded, built and sold two successful start-up companies. Alan is excited to be a part of AoS.</p>
	<p>Jan Kasahara Jan has served extensively for Bay Area nonprofit organizations. A former CSAA Claims Adjuster, her board work includes Santa Clara County Kinship Adoptive and Foster Association (KAFPA) and Butter Paddle Store, which supports EMQ Families First/Uplift Family Services. Jan has been a Team Coach with Girls for Change, a nonprofit empowering girls and young women to make social change, and she is the founder of Silicon Valley Moms of Special Needs Kids, a support group for families. She's done significant fundraising, serving as Fundraising Chair for Morgan Autism Center's Gala event, including Angels on Stage. She lives in Los Gatos with her husband and two daughters, Mia and Madison, who has autism. She is excited to bring her experience and insight to the AoS Board.</p>
	<p>Josh Anacker Josh has been with AoS since the beginning in 2008. He has built many sets for AoS shows, and was a key member of the stage crew for years. In addition to his love for AoS, he loves the outdoors and has been a river guide and canoe instructor for more than a decade. He has spent many years in construction and general trade and was an industrial electrician for six years. He is currently the Maintenance Coordinator for Hartland Christian Camp in Badger, CA. Josh currently serves on the board of Fox Equine Rescue and Rehabilitation and, in addition to an earlier stint on the AoS board, served on another nonprofit board for ten years. Josh lives in Badger with his wife, Raquel (a former AoS staffer and ongoing supporter) and children, Evie and two-month old Henry. He is honored to serve AoS families, staff, and Angels!</p>
	<p>Nidhi Chandra Nidhi joined Angels on Stage as a buddy coach during her freshman year of high school, upon recommendation from her best friend, Meg, who had been a buddy coach the previous year. She fell in love with the program on the first day and rejoined the following year as a buddy coach, but this time for both cast A and cast B. Her junior year of high school, and third year in Angels on Stage, she was recruited to be a Buddy Coach Coordinator and Student Director, which she remained for her senior year, in addition to becoming an Assistant Education Specialist. She is currently at UC Berkeley and intends to double major in Psychology and Social Welfare, as well as minor in Disability Studies. She is honored to be a part of the Board and is excited to be involved in the growth of this amazing organization!</p>

	<p>Oscar (“Crazy Ivan”) Gutierrez began volunteering as the Light Board Operator for AoS in Season 4 Beauty and the Beast. Devoting his time at weekly rehearsals, he vastly increased his theatre experience and knowledge, and is currently Lighting Department Lead. In this role, he directs and trains spotlight operators, leads the tech crew in physical instrument adjustment and board programming, and increasingly partners with the Lighting Designer. An accomplished, finance professional in the semiconductor, storage and software industries, Oscar joined the AoS Board of Directors in 2017.</p>
	<p>Roseanne (Nina) Duncan, Executive Director/Shining Stars Director Nina is the acting Executive Director at California Community Opportunities (CCO) and has worked in the field of education and musical theatre for more than two decades. She holds a BA in Communication Studies and Special Education from San Jose State University. Nina is an active member of the special needs community and has served on the executive board of the Autism Project PTA and AoS. She was awarded the “Changing the World Together” 2012-2013 award from the College of Social Sciences San Jose State University and was the 2011 recipient of “Service above Self” award from SARC. Nina has served as stage /production manager for AoS for several seasons and also served in a variety of theatre support staff roles such as costume designer, entertainment coordinator and stage manager for other local special needs events including Day in the Sky, Take Flight for Kids and Magic Makers. Her passion comes from being a caregiver of two children with autism. She is looking forward to another sensational season with the AoS family and is honored and excited to be a part of the amazing AoS team that brings creativity, talent and magic to the Angels each week.</p>

AoS is seeking nominations for seats to the Board of Directors in the upcoming 2018 election, with particular interest in candidates who represent business, nonprofit, theatre and special needs communities to drive strategic direction and decisions. Individuals who want to strengthen, assist and expand AoS are encouraged to nominate themselves or others they know to be qualified candidates. The AoS Board of Directors Election Committee will review all nominations.

Please direct nominations and interview requests to boardofdirectors@angelsonstage.org. To be eligible for a position on the AoS Board of Directors, potential members must follow the nominating and voting guidelines.

The Board of Directors is held to a high standard to ensure the values, principles, mission and governance of the organization. They all sign a code of conduct when joining the board.

OUR STAFF



Roseanne (Nina) Duncan, Executive Director/Shining Stars Director Nina is the acting Executive Director at California Community Opportunities (CCO) and has worked in the field of education and musical theatre for more than two decades. She holds a BA in Communication Studies and Special Education from San Jose State University. An active member of the special needs community and has served on the executive board of the Autism Project PTA and AoS. She was awarded the “Changing the World Together” 2012-2013 award from the College of Social Sciences San Jose State University and was the 2011 recipient of “Service above Self” award from SARC. Nina has served as stage /production manager for AoS for several seasons and also served in a variety of theatre support staff roles such as costume designer, entertainment coordinator and stage manager for other local special needs events including Day in the Sky, Take Flight for Kids and Magic Makers. Her passion comes from being a caregiver of two children with autism. She is looking forward to another sensational season with the AoS family and is honored and excited to be a part of the amazing AoS team that brings creativity, talent and magic to the Angels each week.



Becky Maguire, Ed Support Specialist & Assistant Director of Productions Becky is the Director of College Terrace Children’s Center a Palo Alto Community Child Care program in Palo Alto. Becky holds an MA in Human Development from Pacific Oaks College, a BA in Child and Adolescent Development from San Jose State University and an AA in Early Childhood Education from Brigham Young University. Becky has been working with young children for over 25 years. Becky believes that children learn best through experiences. They need to see, feel, touch and live every moment. Becky works hard to make sure that children are given every opportunity to fully practice and explore new experiences. She also believes the value of play in a child’s life is worth more than anything else she can give them. Becky also has several years’ experience performing in community musical theatre productions, as well 28 years’ experience singing acapella 4 part harmony as a Sweet Adeline. Becky has performed with OKCity Chorus, Mountain Jubilee Chorus, Bay Area Showcase Chorus and you can currently find her singing every Tuesday night with the Mission Valley Chorus. Becky is so grateful that her family found Angels on Stage and she is looking forward to all the fun hours of collaboration with this amazing team and the angels they serve!



Brittany Justice and Danielle Gutierrez, Leadership Council Program Managers:

Brittany has been a special ed consultant and workshop instructor with AoS since Season 8. She is currently completing her Master’s Degree at San Jose State University and running her own LulaRoe business. She lives in San Jose with her husband, Jimmy, and their adorable and energetic toddler, Liam.



Danielle has been with AoS for many seasons. She graduated from San Jose State and is currently working on her Master’s degree. Danielle is the lead teacher at CCO. In her free time, she loves to volunteer in the special day class at Dartmouth middle school, as it is her dream to teach there. Some of her passions include kids, nature, singing, dancing, acting, being crafty, songwriting, and making people laugh.

	<p>Carol Gallegos, VP of Logistics: Carol met with DeAnna Pursai as Angels on Stage was just a thought. Having no theater background the first year, assisting with props was a safe start. She has held a seat on the board in the past and now is affectionately known as the "Prop Mama". Carol also serves as Office Manager at California Community Opportunities.</p>
	<p>Farah Culbertson VP of Programs, Shining Stars Program Manager: Farah is the oldest child of Deaf Adults (CODA) and has had to battle stereotypes and discrimination based on abilities her entire life. She learned about Angels on Stage when her nephew became an Angel, and she was overjoyed to see an organization taking Angels out of the boxes society tries to place them in, and "illuminating their abilities". Farah joined AoS to volunteer her services as a special ed consultant and ASL sign language interpreter for the both the Super Stars and Shining Stars productions. Farah was recruited as a staff member two years ago, and she is excited for another great season with AoS. Farah holds a BS in Psychology from San Jose State University where she graduated Summa Cum Laude.</p>
	<p>Amanda Scoggins VP of Special Education: A native of California, Amanda graduated from SJSU in 2011 with a BA in Child and Adolescent Development. Following her stint as a Family Teacher at CCO, she went to Kansas and served as an Extended Family Teacher, Home Coach, and Behavior Specialist while completing her MA in Applied Behavioral Science at the University of Kansas. She returned to California and worked as a Behavior Analyst in the Cupertino School District, and began working with Angels on Stage during Season 9. She is passionate about teaching others to provide dignity and respect in all interactions with each other. Currently a Professional Development Specialist with Kids Overcoming, LLC., Amanda was originally inspired to her work as sibling to her amazing brother, who happens to be an individual with physical disabilities. "As our parents taught us," she says, "We are all living with some sort of disability. It is to what degree others can see that is what varies. Besides that, we all struggle. So it's our duty to avoid putting limitations on what each other can do and instead focus on how to adapt to survive!"</p>
	<p>Jerri Jensen, VP of Communications: Jerri is Marketing and Development Manager at California Community Opportunities. She is an independent marketing and strategic development consultant for Bay Area non-profit organizations, and serves on the board Arbor Bay School in San Carlos, CA. She has been involved with Angels on Stage since Season 3, when her daughter, Claire, became an Angel.</p>
	<p>Kim Fukuyama, VP of Administration, Buddy Coach Program Manager: Kim began volunteering as a Buddy Coach since Season 3 of Angels on Stage. She has watched Angels blossom on stage and is always inspired to see new Angels experience the AoS magic. Kim is eager to work with the buddy coaches by helping them set the angels up for success. Currently, Kim works at De Anza College in the Educational Diagnostic Center which serves students with learning disabilities and tutors students with a variety of disabilities including ADD, autism, Asperger's and learning disabilities. She loves to volunteer at Parents Helping Parents in San Jose and co-facilitates their Learning Disabilities and ADD Support and Information Group. Kim is looking forward to another awe-inspiring season.</p>



Meike Sillevs Smitt-Huizinga, Outreach Program Manager, Ed Program Specialist & Music Director: Meike is the owner of and teacher at Smiley Notes, offering Music Together classes in Willow Glen. Born and raised in the Netherlands, Meike holds a BA in Communications from the School for Economics and Management in Utrecht (The Netherlands), and an MA in Cultural Anthropology from SUNY Albany (NY). She started her working career in Direct Marketing. After her daughters were born, she gave up her job for an “expat wife” adventure in Penang, Malaysia. In 2006 the family moved to San Jose, where Meike started volunteering for Music For Minors. She found her calling in making music with young children, and soon ventured into her roles at Booksin, as well as Smiley Notes. Meike’s passion for children with special needs comes from her niece, Feline, who has Down Syndrome. Meike loves to play, sing, and dance with Feline whenever she visits The Netherlands. She is very excited to now share her passion for music and play with the Angels!



Pamela Espinoza, Super Stars Program Manager and Shining Stars Assistant Director: Pamela is passionate about working with children with special abilities. She holds a Bachelor of Science in Recreation Therapy from Cal State East Bay. She has taught swimming to children with special needs for more than eight years and manages the Special Abilities Learn to Swim Program at the Santa Clara Swim Club, which she also created. Her work with the Learn to Swim Program recently led her to the Paralympic Nationals with a visually impaired swimmer from her club. She also exercises her commitment to community as part of the local organizing committee, Valor Games Far West, which is an annual introductory level sporting competition for Veterans with disabilities. In her spare time she loves to salsa dance, cook, enjoy the outdoors with her dog, and explore new restaurants. She is thrilled to be able to spend time with the Angels this season.



Chris Duncan, Stage Manager, Tech Director, Set Designer Chris first discovered his love for the technical theater arts as a freshman in high school, twenty something years ago. He has served in a variety of positions, including lighting and sound design, scenic builder and stage management, all driven by his passion for the arts. Chris has been actively involved in AoS since the second season and can usually be found with the other Men In Black on side stage or hidden in the booth!



Marcie Turner, Education Program Specialist and Choreography Director Marcie has worked in the field of education for 21 years. A mother of two, including a daughter with Down syndrome, she is a strong advocate of education and for people with disabilities. Marcie was a founding member of the Bay Area DS Buddy Walk, and she serves as a parent mentor for parents who deliver children that are diagnosed with Down syndrome. She loves sharing her personal story of hope and happiness. Marcie is passionate about AoS and looks forward to spending time with the Angels, Buddies and Staff each week. She loves music and dance, and, as a professional DJ, she shares her talents at AoS events and other local non-profit dances, holiday parties, fundraisers and more. Marcie is honored to be a part of the AoS family and loves being a member of the staff who gets to work with these amazing Angels each week.

Student Directors: Alex Bemis, Anabella Culbertson, Brittany Justice, Gabrielle Salgado, Itamar (ET) Ramon, Karen Kim, Marieke Sillevs Smitt, Wien Sillevs Smitt, Zander Culbertson. This group of student directors range in experience from a former AoS participant/actor, buddy coach, volunteer, class president, event coordinator, spotlight operator and the list goes on and on. They truly care about the Angels are a great support during rehearsals, tech week and shows.

OUR APPROACH

Our AoS staff particularly enjoys helping your children discover that they are creative people. Many children come to AoS not knowing much about theatre at all, but that quickly changes. Our staff establishes close relationships with them in the workshops and rehearsals and beyond, in all aspects of the weekly program and stage performances.

Our staff takes a special approach in that they are serving the Angels and helping one another when working on our skills. There's a true team spirit that allows them to do their best work possible. The staff's goal is to "set everyone up for success," both your children and the overall team.

One of our important functions as AoS staff is to contribute to your children's performing arts experience by producing new approaches and creative adaptations that are beneficial in helping the Angels succeed.

We aim to bring in talented staff, work with them, support their efforts and evolve as necessary.

Our AoS staff brings a wealth of performing arts and special needs experience to the program.

- Years of performing arts and special education experience
 - 20+ years of experience in respective fields
- Professional theatre and education backgrounds
 - Actors and Actresses
 - Directors and Tech Crew
 - Special Education Aides, Volunteers, Teachers and Behavior Analysts
- Hands on experience and professional training in their discipline
 - Held volunteer or staff position in educational system or theatre
- Big hearts and countless hours committed to your children
 - Although some of our staff receive a nominal salary, they are looked upon as volunteers who are passionate about their jobs and willing to share their passion with your children

Each staff member believes and follows the AoS Way and lives by the **10 Rules of the Stage**

1. Believe you can change the life of a child with special needs.
2. See the ability in each child and illuminate that ability.
3. Share ideas with each other and trust your team.
4. Make a positive contribution every time you are working with the Angels, Leaders, staff or buddies.
5. Be creative and adaptive; think of different ways to approach people and situations.
6. When the curtain rises opening night, it is the Angels' show.
7. Know when to work alone and when we should work together.
8. Continue to think of ways to positively impact and improve AoS.
9. New ideas, new people and new changes are not bad; they are signs of growth.
10. Believe that together we can make a difference.

THE AOS WAY

We achieve our goals through teamwork and collaboration. TEAMWORK = SUCCESS FOR ALL

We have important goals and recognize that it is only through effective teamwork, collaboration and cooperation within our organization that we can achieve our goals and mission. AoS is committed to working as a team to fulfill the expectations of our Angels, families, staff, donors and supporters who depend on us. We believe that all people on the AoS team want to do a good job, give the Angels the best experience possible, support the staff and volunteers and provide supporters and donors with a professional production and quality program. We attract professional, fun, highly capable, diverse and innovative people. We recognize their efforts and contributions to the organization with various forms of gratitude and compensation. AoS team members contribute enthusiastically and share in the success that they make possible.

We provide an inclusive environment. INCLUSIVE = SENSE OF BELONGING

We approach each season with the belief that AoS is a welcoming, safe and inclusive place for not only the Angels, but the staff, volunteers, families and supporters, as well. At AoS we believe offering an inclusive environment allows children with special needs a place where they can freely express themselves and have fun. We also provide proper support and positive encouragement in a world in which they are often asked to conform. AoS provides a safe place where children can enjoy musical theatre with the right accommodations, warm acceptance and positive attention that continues to benefit them. We believe that by having the right model, capable and talented staff, proper tools and support we will create a successful inclusive environment.

We offer support and show respect for individuals. RESPECT = INSPIRATIONAL SEASON

We expect AoS staff, board and volunteers to always show respect when working with Angels, colleagues, community and supporters. AoS team members at every level of the organization are expected to appreciate the worth and excellence of each Angel and team member in the organization. Respectful behavior must be an integral part of the organization, and passed on each season as new members join the team. To achieve this, all AoS team members, particularly board and staff members, must be leaders who demonstrate respect, actively support and respond appropriately to meet the community's needs.

We conduct ourselves professionally. PROFESSIONAL = QUALITY EXPERIENCE

We expect AoS team members to be professional in their dealings so they represent the organization appropriately and earn the respect, trust and loyalty of others in the process. As professionals, we need to take responsibility for ourselves and our work. Being professional is about seeing beyond our immediate needs. We think about the long term perception of our organization and ensure that it is professional. Our Angels, families, donors and supporters expect the AoS program and people to be of the highest quality and provide value. This will be achieved if we adhere to our professional standards.

We encourage creativity. CREATIVITY = CONTINUED GROWTH

We create an environment that supports diversity and creativity. We expect our team members to think creatively and to be flexible as we strive to achieve our overall goals and objectives. We understand we are all working towards agreed upon goals and objectives that are best for the organization, but we encourage creative paths and thinking to achieve those goals. AoS team members are willing to adapt to change and respond creatively to best support the Angels and each other. This is especially important in an arts and special needs organization.

GENERAL INFORMATION

LOST AND FOUND

Please **label** (write your child's name) on all sweatshirts, jackets, sweaters, umbrellas, and any other clothing items that have the potential to be lost. We do our best to find owners of lost items, but can only do so if it's labeled. Lost items are collected after rehearsal and can be retrieved in the registration area.

GO GREEN

Working from the inside out AoS wants to ensure a cleaner, more energy efficient future for the Bay Area, starting with our AoS programs. We are dedicated to reducing our carbon footprint and helping our board, staff and patrons practice green strategies on a regular basis. We hope to be one of the many performing arts organizations to publicly commit to this change.

Our goals include:

Program

- Encourage carpooling or alternative methods of transportation (walking, biking or public transportation)
- Track data and support through survey monkey at end of season
- Eliminate use of hard-copy flyers and handouts and replace with online environmentally friendly versions
- Encourage participants and volunteers to make greener choices
- Explore electronic options versus paper for sign in/ sign out during registration
- Use electronic data capture during marketing events / booths / expos
- Provide online versions of any communications whenever possible

Board

- Educate and encourage staff members to implement green practices in their everyday work environment
- Provide e-documents, reducing the need to print documents
- Provide electronic versions for review of staff meetings versus paper

Staff

- Educate and encourage staff members to implement green practices in their everyday work environment
- Provide staff e-documents versus handouts

Production

- Place recycle cans/bins at performances, encouraging patrons to recycle
- Re-use costume pieces or materials
- Re-use or adapt props and set pieces

WISH LIST

Parents have an opportunity to purchase or donate AoS wish list items. Wish lists will be shared via email or on our website for parents who choose to participate. There will be a designated area to drop donations.

OUR PROGRAMS

SUPER STARS PROGRAM

Super Stars, along with their peers in Shining Stars, are involved in interactive workshops that foster friendships and teach independence, confidence, self-esteem, communication, collaboration, and life skills in the context of performing arts experiences. This one and one-half hour, Saturday morning program kicks off with welcome activities, announcements, and group song and dance, followed by small-group work. Each week, participants engage in workshops to build life skills, then come together to work on their blocking, musical closing and farewell. Super Stars will offer an intimate performance of songs for families and friends at the end of the season.

Periodically throughout the season we have set aside days designed to bring Super Stars and Shining Stars together to collaborate and learn.

Workshops are carefully tailored to provide a rich social, emotional, and theatrical experience with individual potential and specific needs in mind. A highly adaptive and committed staff of special education and theater professionals design and deliver workshops and collaborate weekly to ensure optimum growth and appropriate levels of support for each participant.

Super Stars season:

- Saturdays, 9:00 am-10:30 am
- Auditions/Talent Showcase Saturday, October 13
- November 3-February 2 (There are no programs on the following days: Nov 24, Dec 22, Dec 29, and Jan 5).
- Super Stars rehearsal February 9 and February 16, 9:00 am-12:00 pm
- Super Stars Performance Day February 16 7pm

Super Stars Tech Day

In addition to a month of rehearsals devoted solely to their show in February, the Super Stars also have time to become accustomed to the stage, lights, and sounds of their production during their Tech Day. Super Stars Tech happens the morning of their final performance. Please help your Angel be well prepared for this big day by ensuring he/she has a good breakfast and arrives to Tech rehearsal in their costume basic, ready to practice.

During Tech rehearsal, your Angel(s) will be on stage and will practice their entrances and exits, use props, work on blocking, songs and dances. It might be helpful for you to explain to your child that this is part of the process of preparing for their show.

SHINING STARS PROGRAM

Angels in the Shining Stars Program take part in the weekly workshops and group activities, and spend time working toward a two-act professional production. Before focusing on the show's blocking, choreography, solo and group songs, and character work, participants get in small groups to learn skills in the workshops portion of the morning. All AoS staff work together to nurture and support Angels in reaching individual potential and collective success. Social, emotional, and interpersonal skills are developed in the context of working together toward a professional show.

Periodically throughout the season we have set aside days designed to bring Super Stars and Shining Stars together to collaborate and learn.

Later in the season, Angels shift to two-hour weekly rehearsals without small-group workshops. An intensive Tech Week just prior to the production dates requires four nights of rehearsals followed by three shows over two days.

Shining Stars season:

- Auditions Saturday, October 13
- Saturdays, 10:30 a.m.-12:45 p.m., November 3- February 2
(There are no programs on the following days: Nov 24, Dec 22, Dec 29, Jan 5, Feb 9, Feb 16).
- Saturdays, 9 a.m.-11 a.m., February 23, March 2, March 9, and
9a.m. - 12:00 p.m., March 23, and March 30, April 6, April 13, April 20
- Tech Week April 22- April 25, 5-8 p.m.
- Performances April 26 at 7 p.m.; April 27 and April 28 at 2 p.m.

SHINING STARS TECH WEEK

Ah, tech week.... If this is your first experience with theater, tech week may seem like a very BIG commitment. You might not know what to expect or have a clear understanding of what is expected of you and your Angel. If you're not aware, the final week of rehearsal before opening night is spent in the actual theatre, and it's called "Tech Week."

Tech week is the week where all the pieces come together. It is the week to run the show as many times as possible while adding in sets, lights, sound, props and costumes. We also practice all the backstage aspects of the show, getting your Angel from the dressing room to the stage, wearing body microphones, etc. It is the time when all the kinks are worked out. One way to think about this week is it is the time where all the artists (set designer, costume designers, technicians, etc.) join the Angels and look at what they've created for the show and figure out if it will work.

The move into the theatre can be quite an adrenaline rush. Everything happens so fast and the theatre is filled with all kinds of cool, new things. It is important that we keep the Angels safe, and that buddies and staff really help with ensuring the Angels are where they need to be during Tech Week. We want to make sure they have proper supervision and are actively participating in all aspects of the show.

Throughout Tech Week, your Angels will be on stage and will practice their entrances and exits, use props, work on blocking, songs and dances. The longest part of Tech Week is the first couple of days: the stop and start process can be a little confusing and boring for the Angels, but it is necessary. It might be helpful for you to explain to your child that this is part of the process of preparing for their show.

Our Tech Week is Monday – Thursday, from 5-8pm. It involves very long hours on for the Angels, and even longer hours for of the technical crew. In an effort to help you prepare, we've listed some helpful tips below.

Tips for prepping your Angel for Tech Week:

- Talk to your Angel's teacher and service providers ahead of time and let them know that your child will be participating in a production and will have rehearsal each night that week request homework early for that week and, if possible, work on it ahead of time
- Feed your Angel a meal prior to coming to practice, food is not allowed in the theatre
- Talk with your Angel about the new theatre and what they can expect (practice will be longer, there will be new lights, microphones, some props, costumes and sets they will work around, they may go into new rooms backstage), but also remind them that all the people who have been working with them this season will be there to support them (AoS staff and buddies)
- Try to make sure your Angel attends all the tech days, stay for as long as your Angel can handle

- Be patient and understanding as the team works with your Angel and tries to prepare them for the show; everyone is doing this to set the Angels up for success
- Make sure we all do little things for the Angels so that they are comfortable and happy, if that means bringing ear plugs, having sensory items available etc., so they can make a smooth transition to the theatre, please do so
- After each rehearsal, try to compliment and recognize your Angel for the time commitment they are making
- Ask questions! Don't be afraid to ask about things you don't understand, as this is a learning process and should be fun and educational

During Tech Week, you will finally see many weeks of hard work come together in the form of a show. Take time to congratulate your Angel and yourself for coming out every Saturday for the past five months. That is quite a commitment.

After Thursday night, the last day of tech, the show belongs to the Angels and the rest of the crew. I guarantee the audience will laugh and cry and sit in amazement at how talented and able our Angels are! Just so you know, at AoS we just try to make it as fun, productive and stress-free as possible...so take a deep breath, smile and enjoy the show!

***Side note:** I actually like Tech Week because it's a strong bonding time. It's a time when everything comes together and we actually really see the show we are going to have. We get to experience lots of laughter, spontaneity and fun stuff that keeps us on our toes. The intensity and camaraderie that comes from spending that much time together and working as a team to make something special is unforgettable. We have talented Angels, skilled staff, committed board members, supportive families and wonderful volunteers and that will make those days bright.*

It's hard work, but really bright!

Cheers to good humor and a successful production. Break a leg!

- Nina, Production Director

CASTING: For Super Stars and Shining Stars

Our Directors and core staff spend many hours meeting your Angels and giving each of them an opportunity to shine and show their ability. They are professionals who put careful thought and effort into placing each Angel into their role. During the casting process, the staff works together to identify a role for each child based on their stage of development as an actor and as a person. The idea is to provide your child an opportunity to contribute meaningfully to the production and to grow and enjoy the experience throughout the season. Other children's theatre troupes and traditional auditions tend to highlight the most polished and talented performers in a large group. We do things differently at AoS. If we were only seeking to produce the most polished production possible, we would cast that way – but AoS considers many other factors. Rather than relying on the most experienced, vocal and confident children for all leading roles in every production, the staff tries to identify opportunities that will inspire and spotlight other members of our ensemble and develop their abilities as a performer. Many Angels return to our program each year, and the staff is often aware of their particular skills and talents. In some cases, our former actors have had an opportunity to flourish in one or more leading roles in the past and may benefit this year from an ensemble experience. In other cases, the staff may feel that a particular child would benefit from the challenge of a more substantial role than he or she has performed in the past. Even a child who is participating in our program for the first time may be featured in a leading role if their experience and enthusiasm indicate a desire, willingness and readiness for such a responsibility.

- No roles are pre-cast. This happens after Talent/Audition Day and is a team decision.
- All children are expected to accept and embrace the role they are assigned.
- Once casting has been announced, it is final. The only time casting may be adjusted is if an actor withdraws from the cast due to some unforeseen circumstance.

We want your child to feel encouraged and supported as a performer. AoS believes in your child and we want to give each of them a chance to shine. You are a big part of that too: please be sure and express your excitement, support and positive encouragement to your child when they receive their role.

CREATIVE DIRECTION

Each family should acknowledge and understand that the productions will be heavily modified and adapted from the traditional versions that you may be familiar with due to the varying abilities of the participants in the programs as well as the creative team's interpretation of the shows. The costumes, sets and props will follow the director's vision of the shows and is ultimately left to the creative team's interpretation.

BUDDY COACH PROGRAM

A cornerstone of the AoS model, our Buddy Coach Program engages typically developing volunteer peers coach and support the Angels while expanding their own understanding of diversity and respect. This highly successful approach provides our participants with special needs an inclusion opportunity with typically developing peers as role models, friends, and supports (Angels and potential Angels are not eligible to apply for the Buddy Coach Program).

Buddies receive direct training in the moment as they work with the Angels, as well as formal trainings throughout the season. Trainings also serve as opportunities to get to know AoS staff and connect with each other in a less intense setting. Veteran Buddies in leadership roles within the organization serve as role models, inspiring newer Buddies in their work with the Angels.

LEADERSHIP COUNCIL

Participants 18 and above are eligible to be part of the Leadership Council. With guidance and training, these individuals provide support for weekly programs and season production, while modeling leadership qualities and potential opportunities for younger participants. Members of the Leadership Council are coached in public speaking and represent Angels on Stage at speaking engagements in the broader community. As former Angels on Stage, they offer an authentic and meaningful perspective on the vision and work of the organization and the benefits and skills they have acquired through their participation in AoS. Leadership Council members work alongside staff assisting in workshops and during productions. Participants, 18-21, can elect to participate in Leadership Council or Super Stars/Shining Stars, not both. If the participant is not selected for Leadership Council, he/she can elect to apply for Super Stars/Shining Stars. Once a participant has been selected for Leadership Council, he/she will no longer be eligible to apply for Super Stars/Shining Stars in future seasons.

RISING STARS COMMUNITY OUTREACH

AoS expands our reach into the wider Bay Area community through smaller workshops or "a-la-carte" opportunities delivered in partnership with community-based organizations. Working with these partner organizations, AoS designs customized experiences that address specific objectives, concerns, needs, and abilities.

The Illuminators are part of the Rising Stars outreach team that reaches out to the community through performance and awareness. This traveling troupe serves as ambassadors for AoS and, through short performances and public appearances, helps bring a mini version of the AoS experience to community members. This traveling troupe will rehearse and perform outside of the Shining and Super Stars program days.

FEEDBACK/QUESTIONS and END OF REHEARSAL PROCEDURES

Our core staff will meet directly after rehearsal and, thus, will not be available for parent questions or issues. Email communications@angelsonstage.org to ensure your questions are answered. If you need to convey information to the staff on a given Saturday, please share information with the Registration team, who will convey your message to the appropriate staff person. Our staff wants to maximize the rehearsal time they have with your children and are happy to address your feedback and concerns during their weekly staff meetings.

The AoS board meets monthly and you are welcome to address the board the first 15 minutes of any meeting.

BEHAVIOR EXPECTATIONS

AoS has the following expectations related to behavior:

- Everyone is entitled to respect
- Everyone has the right to feel safe
- Everyone will try his/her best as an individual and as a group
- Everyone will behave in a respectful and responsible manner
- Everyone will do his/her part to maintain the rehearsal and theatre space
- Everyone will work together to make AoS a safe place to experience theatre opportunities to grow and learn as individuals and as a group

At AoS, our staff and buddy coaches work together to model and teach appropriate behavior during our rehearsals and performances. Our staff aims to promote positive interactions, to be proactive in preventing behaviors and to respond constructively to inappropriate behaviors. Every AoS participant is required to respect the rights of others.

A Collaborative Approach

Your partnership is crucial to providing your Angel with supports necessary for her/him to learn, grow, play and shine in our programs. We take a proactive approach to addressing challenges, beginning with a careful review of each Angel's health and behavior history. Based on the information you provide us up front, and observations at Talent/Audition day and rehearsals, the Special Education team may reach out to you to collaborate and strategize about setting your Angel up for optimal success. We ask that you:

- Reach out to the team if there is information we should have to support your Angel that you weren't able to share via the online Emergency and Health History form. You can reach the Special Education team via email at communications@angelsonstage.org or by leaving a message for our VP of Special Education, Gavin Darby, at 888.871.3331.
- Respond to correspondence from the Special Education team in a timely manner to ensure that we are able to make quick programmatic changes to ensure the success of your Angel and keep the focus on learning and growth.
- If your Angel uses an Augmentative Communication System or other specific communication tool or device, please send it with your Angel and, if necessary, teach us to use it to ensure success.

- Let us know if there are changes in your Angel's personal life (at school, home, medically, etc.) that may impact how he/she participates at AoS. We understand that change can be particularly difficult for some of our Angels, and we want to do whatever we can to meet each individual where they are at any given time.

Special education is infused in every aspect of the AoS model. In addition to our VP of Special Education and other team members with training and experience in the field, we are fortunate to have a number of special educators on the team. These professionals represent a range of specialties, including physical, speech, and behavior specialists from schools and agencies throughout the Bay Area. These educators work hand-in-hand with AoS staff to develop strategies and approaches that will enhance Angels' experiences and set them up for success. There will be 1-3 special educators in each workshop throughout this season.

Inappropriate behavior:

If inappropriate behavior occurs, AoS staff will respond in the following manner:

- Your Angel will be given a fair opportunity to get back on track with reminders and an opportunity to problem-solve with a staff member, if necessary.
- If the behavior continues, your child may be asked to leave the activity and/or rehearsal for the day to "regroup" until he/she is ready to participate appropriately.
- Ongoing communication with parents/caregivers as partners in the process is critical to your Angel's success at AoS, therefore we will notify you if behavior issues arise.
- If determined necessary by staff, the parent/caregiver will be contacted to discuss an issue and develop a solution.
- Our goal is to ensure your child is learning the skills needed to participate successfully.

In the event that staff in collaboration with parents/caregivers determine that an Angel has needs for support that are beyond the scope of program staff or volunteers, continued participation in AoS will be discussed and decided on a case by case basis.

Repeated acts of aggression, such as, but not limited to, biting, kicking, scratching, hitting, punching, inappropriate sexual gestures, destruction of property, and profanity will not be tolerated. If a behavioral situation escalates into these types of aggressive acts, AoS reserves the right to call a parent/guardian to remove that Angel from the program on that day. If harmful behaviors continue beyond that day, AoS reserves the right to reassign your child's role or area of participation. In rare and extreme circumstances, we may remove a child from the program entirely if they continue to exhibit threatening, harmful, or inappropriate behaviors toward other Angels, volunteers or staff.

Angels requiring one-on-one or extensive supports

In rare cases, AoS may determine that our current program staff and volunteers cannot safely meet the needs of an Angel, and that continued participation must be supported by staff from an outside agency. In this instance:

- Parents will be responsible for securing outside staff with the skills and expertise to successfully support the Angel in the AoS environment.
- Parents are responsible for appropriate training and supervision of the outside staff supporting your Angel.
- Parents will be required to provide outside support staff for Angel at every practice, rehearsal, event, tech week and the show(s), unless otherwise agreed upon with Special Ed Staff.
- Parents will sign a waiver indicating that they assume responsibility for the actions of the outside support staff that they provide.

AoS reserves the right to remove participants, families, volunteers or community members from any AoS function/event if they are conducting themselves in a manner deemed unsafe or unreasonable. In the event that the staff find that the needs of an individual child requires more intervention than is manageable given our current staffing, the parent/caregiver will be contacted and continued participation in AoS will be discussed and decided on a case-by-case basis. It is everyone's responsibility to work with the staff in creating an environment that is safe, enriching, and stimulating for your Angel.

COMMUNICATION

The AoS community believes:

- There should be ongoing communication between families, AoS staff and board and our volunteers
- Both formal and informal forms of communication should be used
- Good communication among adults is essential and benefits our children
- Good communication provides a positive atmosphere and will help us improve and succeed
- Families, caregivers, board members and staff are together responsible for good communication.

Communication Guidelines:

To facilitate AoS Season 11 communication the following will be in place:

- Weekly emails are sent to each family with timely and important information
- Social networking sites, including Facebook and Twitter, will be used to communicate on a regular basis
- AoS website updates will be published throughout the season
- Announcements will be made during rehearsals
- Specific committee leads will hold meetings when necessary
- Season 11 Handbook will be made available online as reference

FACILITIES

We hold Saturday programs at California Community Opportunities and have tech and shows at The King's Academy.

ADDRESS

Saturday Programs

California Community Opportunities
22 Great Oaks Blvd., Suite 100
San Jose, CA 95119

Tech and Show

The King's Academy
562 N. Britton Avenue
Sunnyvale, CA 94085



THEATRE ETIQUETTE AND GUIDELINES

Part of AoS is learning appropriate behavior in the theatre. Many of our children become very excited, while some get nervous, on stage so it's best if you can help review these guidelines with them when we are getting ready to use the theatre. Theatre etiquette can be applied to any theatre you attend.

LIGHTS: For actors, the lights will be very bright on stage and you won't be able to see very far into the seating area. You can tell your child they don't need to look for you, other family members or friends, as it will be difficult to see. Reassure them that you will be able to see them. Also, it is good to let your child know that it will be dark backstage and on side stage, but there is no reason to be scared; AoS staff members and buddies will be with them at all times.

FOOD: Remember to let your child know there is no food or drink allowed in the theatre; it is best to eat before or after rehearsals. Pre-planning and snacks in the car will help during Tech Week.

TICKETS: For audience members, please be sure to purchase a ticket for the show you are planning to attend. We cannot permit you to enter the theatre for free if you do not have a ticket. Entering the show without purchasing a ticket is not fair to those audience members who have purchased tickets.

BACKSTAGE ACCESS: For the safety of our Angels, parents will not be permitted backstage unless it has been approved by our safety lead and proper ID has been provided. The backstage crew and staff have been working with your children all season and will provide adequate support during Tech Week and the performances. In the event of an emergency, you will be notified based on the emergency contact information we have on file.

PHOTOGRAPHY/VIDEO: Flash photography is prohibited during any AoS performances because the flash makes it difficult for the Angels to see on stage and puts them at significant risk on stage. AoS engages with professional photographers who document all shows and many rehearsals and events throughout the season and AoS makes all images available to families.

Videotaping is prohibited during all AoS performances due to copyright laws. Because we purchase the rights to use the material in our shows, and agree to very strict terms of that usage, non-approved videotaping of our shows can put the organization at significant legal risk. We appreciate your cooperation on this.

POLICIES AND PROCEDURES

PROGRAM WITHDRAWAL POLICY

Withdrawal prior to talent/audition day is eligible for a full refund minus the \$25 non-refundable processing fee. A withdrawal requested 30 days after talent/audition day is eligible for a refund of 50% of fees, less the \$25 non-refundable processing fee. **In order to withdraw from the program:** Written notice that your child will be withdrawing from the program must be given to the Registration Coordinator or submitted via email to communications@angelsonstage.org by 30 days after the talent/audition day to be eligible for any refund. All materials, CDs, scripts, t-shirts, etc. must be returned to AoS in good condition ("good condition" to be determined by AoS; you may be charged to replace materials that are not in acceptable condition). If a withdrawal is received 30 days or more after talent/audition day is not eligible for any refund or reduction.

REGISTRATION POLICY

The safety of our Angels is our #1 priority. You will need to check your child in and out at each AoS rehearsal and show. We require that when a child is brought to AoS, or picked up for any reason, a parent

or caregiver must hand your child over to a member of the registration team, who will sign them in for the day. In the event of an emergency, this procedure will allow our safety officer to determine which children are on the site at any given time. Once your child is signed in, please ensure they pick up and wear their name badge. Additionally, we have volunteers stationed at our exits to ensure children remain safe. Please respect them and follow their guidance. They are critical to upholding our safety plan and to keeping all Angels safe at all times.

BADGE/ID POLICY

A safe environment requires the identification of every person who comes to our rehearsal site. Everyone, including parents, visitors, volunteers and participants must first come to registration and sign in. Any person going to areas other than the registration area must sign in and wear a badge. Your cooperation is appreciated.

LATE PICK UP POLICY

It is important that you pick up your child promptly at the end of Saturday workshops. Our staff participates in important planning and preparation meetings immediately following our program time with the Angels, which must be done in a very short period. If you know you will be a few minutes late for reasons out of your control, please contact the AoS onsite number at 650-440-2665 and contact a family member or friend who is authorized to pick up your child on time. If an Angel is picked up more than 15 minutes late, AoS will charge \$25 for childcare per late pick up. Please read weekly communications emails from AoS to ensure you are aware of the correct pick up time each week.

PROCEDURES FOR PARTICIPANT ILLNESS/SICK POLICY

If an Angel becomes ill at an AoS event, we will contact the parent/guardian. If an Angel is sent home with a temperature of 99.5 degrees or greater, our procedure is to have the Angel stay at home until he/she is fever-free for a minimum of 24 hours. If your Angel complains of not feeling well prior to leaving home, we would appreciate your cooperation by taking the time to check the complaint before sending him/her to an AoS event. Inform AoS at communications@angelsonstage.org if your child is diagnosed as having any communicable illness/condition (i.e., chicken pox, lice, strep throat, pink eye, measles etc.). We will notify the families of other children in the program about the possible exposure. Should your Angel be running a fever or have symptoms of an illness, please keep him/her home.

MANDATORY VOLUNTEER REQUIREMENT POLICY:

15 volunteer hours required per family in the Super Stars Program

25 volunteer hours required per family in the Shining Stars Program

There's great energy in Angels on Stage because of our fantastic volunteers. Every season it takes many active volunteers to be successful. Getting involved also means that AoS will continue to prosper and grow, and the Angels will be the ultimate benefactors.

There is no better way to learn more about an organization and its people than by getting involved. Given the varied backgrounds and areas of expertise represented by AoS families, you can help us be more successful. Volunteering is not only the perfect opportunity to share a skill or learn something new, it is a requirement for AoS participation.

Through networking, you'll meet new people, expand your skills and learn from some wonderful people in your community – which could open the door to more or new opportunities for you.

Angels on Stage requires that each Angel family provide a minimum of 15 mandatory volunteer hours in the Super Stars Program, and minimum of 25 mandatory volunteer hours in the Shining Star Program. These hours can be completed in a wide variety of ways throughout the entire season, on site, as well as at home. Our volunteer coordinator is stationed near the check-in area each week to explain volunteer opportunities

and to get you signed up. Volunteer opportunities will also be available for review and sign up on our Volunteer site: www.aos.ivolunteer.com. You may also reach our volunteer coordinator via email at volunteers@angelsonstage.org.

Volunteer Hours Buy-Out Option: Families may opt out of their volunteer requirement by paying \$125 for the Super Stars Program or \$200 for the Shining Stars Program.

Unmet Volunteer Hours: If the mandatory volunteer hours required for the program your Angel is enrolled in (15 Super Stars, 25 Shining Stars) are not fulfilled by the end of the season, you will be required to pay AoS a substantial fee prior to acceptance into any future AoS program.

MANDATORY SPONSOR AN ANGEL/FIRSTGIVING POLICY:

Angels on Stage relies heavily on fundraising efforts to continue to deliver our high level of programming. We require families to raise a minimum of \$100 per Angel. To support this effort, we use the FirstGiving platform, which makes it easy to reach out to family and friends, locally and beyond, to support your fundraising efforts on behalf of your Angel.

Sponsor an Angel funds represent a significant chunk of our yearly budget and, therefore, participation is required. Failure to raise a minimum of \$100 in the Sponsor an Angel campaign may result in placing a future registration application at the bottom of the waiting list.

WAITLIST PROCEDURE POLICY:

Slots fill up quickly each season during registration for participation in the Super Stars and Shining Stars Programs—often within minutes. When one of these programs becomes full, you may be placed on a waiting list for the program you originally selected. To hold your spot on the waiting list, you must enroll your child in a program that has open spots remaining, if available.

For example: If you select the Shining Stars Program, and your registration is received after the Shining Stars Program becomes full, you will be placed on a waiting list for the Shining Stars Program, if you wish. **In order to hold your spot on the waiting list, you must begin the season in the Super Stars Program. You will move into the Shining Stars Program should a spot become available, based on the order in which registration forms were received.**

CHOOSING THE RIGHT PROGRAM POLICY:

At Angels on Stage, we believe that everyone has abilities and strengths. We focus on abilities, not limitations, and we use strategies, tools, and modifications to ensure that every Angel is set up to successfully embrace their unique abilities and share them with the world. All AoS programs are designed to be flexible and available to anyone, regardless of type or degree of disability. Our Super Stars and Shining Stars programs differ from each other only in the length of time and degree of intensity involved in participating, and AoS staff may discuss with families alternative placement if we feel your Angel is missing out on learning due to the length of the day, or some other reason that prevents them from accessing the program. We ask that you work with us as partners to ensure your child has the best possible experience in Angels on Stage.

Though it is extremely rare, AoS staff may insist upon a move to another program, based on an Angel's inability to access the program they are in. In this case, the staff decision to move the Angel to another program is not up for further discussion.

TOILETING POLICY:

Parents should handle all bathroom needs for children needing toileting assistance. Parents may be asked or reminded to toilet their child at the Saturday morning check-in. If a need were to arise for a diaper change or assisted toileting during an AoS event, we will attempt to notify the parent or guardian to come tend to their child. Staff and buddies can escort your child to the restroom but cannot enter the restroom with your child to assist. A limited number of authorized staff members may assist an Angel in the restroom if absolutely necessary

NO HOLD POLICY:

AoS observes a “no hold” policy with all Angels. We will not carry Angels or hold them on laps, and we model and teach to a respect of personal boundaries.

OPEN DOOR POLICY:

Staff, volunteers and parents should avoid being alone with an Angel (with the exception of your own child). To prevent this occurrence always have two adults or more present with Angels or with any child under the age of 18, during all AoS events. When this is not possible, have activities take place in an open room, well lit, with open doors and easily accessible.

BACKSTAGE POLICY: Board, Staff, Crew, Angels and Buddy Coaches only

Parents will not be permitted backstage during tech week and shows unless you are serving in a volunteer role in the backstage area. For the safety of our angels and crew we must limit the number of people backstage. Our backstage manager and volunteer coordinator will ensure we have proper safety and supervision coverage. It is important to respect the registration table and safety volunteers who will check in and check out your Angel.

MICROPHONES: Unfortunately, AoS currently has a limited number of body microphones. We may ask your Angel to wear one, but we want ensure that your Angel can tolerate wearing one. So we will ask any Angel wearing a microphone to participate in mic check and see if they can handle wearing one for lengthy periods of time.

CASH COLLECTION AND GIFTING POLICY:

AoS allows the AoS community (volunteers and family members) to pool money together and entrust one person or small group to buy a gift for an AoS related event. This means the AoS community is entrusting an agent to act on their behalf for the stated purpose. The agent’s failure to act within the limits of the relationship – in this case, failure to purchase a gift as directed or give to those identified-can result in liability. Before undertaking any cash or checks, approval for the activity must be received from the AoS Board of Directors. Once approval is granted, the agent should contact the AoS Communication Manager to review any emails or flyers asking for gift cash collection and receive approval. The AoS Communication Manager will then direct the agent on how to contact the community. The agent will need to demonstrate how the money will be accounted for by identifying: 1) who will receive the gift 2) suggested donation 3) what the gift will be and 4) when the gift will be presented.

PARENT SUPPORT & INVOLVEMENT

Since both parents and AoS staff are deeply interested in the Angel and his/her well-being and progress, parent support is important and strongly recommended. We are a team and AoS feels our staff and parents are partners in setting your Angel up for success.

WHAT PARENTS CAN DO

You can help set your child up for success by listening to Cds given to your Angel and help them read their script so they can learn the words and music. Everyone will have a chance to learn and practice different songs and movements during rehearsal. It can be fun to have your Angel show you the moves they learned at rehearsal and practice with them at home by visiting the youtube channel at

<http://www.youtube.com/AoSAngelsonstage> . You can also access material at the participants page, <http://www.angelsonstage.org/participants-page>

Rehearsal time gives the staff and buddy coaches a needed opportunity to gain the trust and respect of the Angels. We appreciate your assistance in allowing us this time to help illuminate your Angel's abilities.

EASY WAYS YOU CAN SUPPORT AoS (DONATING)

Donating to AoS expands the opportunities for children with special needs to celebrate their abilities through theatre arts experiences. In order to sustain the quality AoS experience, we rely on financial support from families and their networks, as well as corporate and community organizations to underwrite scholarships for families in need, and to cover extensive costs of workshops, programs, and annual productions that are not covered by registration fees. Please consider approaching your employer, community groups, local businesses, and corporations who might like to fund transformational community impact through grants, sponsorships, and/or product contributions. All donations are tax-deductible.

AoS donation programs include:

FirstGiving Campaign – Set up an online FirstGiving page to share the news about how Angels on Stage is helping to illuminate your Angel's abilities.

Giving Tuesday – Giving Tuesday is a global day dedicated to giving. Please share with family and friends and consider giving on giving Tuesday, November 27, 2018

Amazon Smile - Please consider choosing Angels on Stage for Amazon Smiles, which donates 0.5% of all eligible purchases. Find out more and sign up here <https://smile.amazon.com/>

Corporate Giving - Please consider Angels on Stage when contributing to your workplace giving programs. AoS is a non-profit 501(c)(3) and often qualifies for matched donations.

General Donation - You can donate by credit card via PayPal, or mail in a check or money order to our mailing address: 88 S Third Street #226 San Jose, CA 95113

Wish List – Throughout the season and, particularly as Tech Week draws near, we will ask for support to gather many specific items, including concession items for the shows, which, with your help, become another important source of revenue for AoS. Please help us be ready for a great show by contributing items you may have or can purchase for us.

Feed Your Buddies – Our Buddy Coaches are a core component of the programming our Angels receive. Buddy Coaches participate in a monthly training session that helps set them up for success in their work with the Angels. Providing the funds to sponsor a Buddy breakfast or lunch helps make it easier for more Buddies to take part in these important sessions.

Feed Your Crew – The amazing people who work tech week and the shows dedicate many countless hours to set your angels up for success. They often come from their day jobs and are at the theatre as early as 3pm to prepare the stage and theatre for rehearsal, most of the crew does not leave until 11pm every night. Donating a meal for one evening of Tech Week is a great way to give back to the community who works so hard for your angels.

For more information visit: www.angelsonstage.org/donate.html

AoS Handbook Acknowledgement

PLEASE INITIAL FOR EACH POLICY

_____ I have read and understand the **PROGRAM WITHDRAWAL POLICY (on page 21)**

_____ I have read and understand the **REGISTRATION POLICY (on pages 21-22)**

_____ I have read and understand the **LATE PICK UP POLICY (on page 22)**

_____ I have read and understand the **PROCEDURES FOR PARTICIPANT ILLNESS/SICK POLICY (on page 22)**

_____ I have read and understand the **MANDATORY VOLUNTEER REQUIREMENT POLICY (on pages 22-23)**

_____ I have read and understand the **MANDATORY SPONSOR AN ANGEL POLICY (on page 23)**

_____ I have read and understand the **WAITLIST PROCEDURE POLICY (on page 23)**

_____ I have read and understand the **CHOOSING THE RIGHT PROGRAM POLICY (on page 23)**

Please read and discuss all the above information with your Angel and your family, sign the agreement and return this page to the registration table by our first day of Saturday workshops. You may also scan your signed copy and email it to communications@angelsonstage.org. If you or your Angel have any questions, please contact us at 888-871-3331.

As a family, we have read and understand the information contained in this handbook.

Print Name

Print Angel Name

Parent/Guardian Signature

Date