

*DSA Thespian Officer Packet 2012-2013*

**I WANT TO BE A THESPIAN OFFICER AND A  
LEADER OF THE DSA THEATRE  
DEPARTMENT!**

**OFFICER  
PACKET**

**2012-2013**



**CHECK YES OR NO:**

	<b>YES</b>	<b>NO</b>
I AM AN OFFICIAL THESPIAN.	_____	_____
I FEEL THAT I HAVE LEADERSHIP QUALITIES.	_____	_____
I HAVE NEW IDEAS FOR THE TROUPE/DEPT.	_____	_____
I WANT TO BE ONE OF THE PEOPLE THAT REPRESENT WHAT DSA THEATRE IS ALL ABOUT	_____	_____
I CAN DEDICATE EXTRA TIME TO MAKING DSA THEATRE THE BEST IT CAN BE!	_____	_____

*"Get well your part, therein all honor lies."*

## *DSA Thespian Officer Packet 2012-2013*

*"You gain strength, courage and confidence by every experience in which you really stop to fear in the face. You must do the thing you think you cannot do." Eleanor Roosevelt*

### **Thespian Officer Elections:**

1) Complete this packet, email your questionnaire answers to Ms. Hann – including your paragraph for the ballot, and make sure your teacher recommendations have been turned into Ms. Hann ALL by March 2. YOU MUST ALSO FILM A SHORT (45 sec) SPEECH FOR THE CANDIDATE VIDEO AND GIVE IT TO MS. HANN on DVD—this should be about your “platform” as a candidate, why you are a good leader, new ideas you can implement in the troupe... by March 2 as well.

2) With the packet you need to include your resume including all Thespian activities and leadership roles you have had in your past. On your resume write the top three offices you are most interested in.

3) The following Officer positions are available for next year: President, Vice-President, Secretary, Treasurer, ADV Historian, INT Historian, Publicist, Outreach Officer, and Freshman Rep. All officers need dedicated, self-motivated students with a vision for what the Thespian troupe can be-- it is a student run organization so the troupe is only as strong as it's officers.

4) Being an officer means extra time commitments, meeting before school starts in August, lunch meetings every Monday, troupe/department activities and organization, and being a leader in all Theatre functions in the school year you are elected to serve.

5) The officer duties are:

FOR ALL OFFICES: Students will be a leader of Theatre functions and conduct themselves in a positive manner at all times. Officers will not spread rumors about the Theatre department, but will work to clear matters up and create a positive image of the Theatre department in and around the school community. They will strive to improve the troupe in any way they see fit, to be the student's voice in our department and try to include all levels of our major. Officers will have an excellent discipline record and keep their grades up. All offices represent DSA Theatre with pride and grace. They are leaders of correct behavior, audience etiquette, and go out of their way to help others. Officers will be at every Theatre department function and Thespian event.

1. PRESIDENT: The president leads the troupe with a vision for where the DSA Thespians should go for the year and is the first representative sent on behalf of the DSA Theatre department for any purpose. The President leads all meetings and functions and is the “go to person” for the troupe to hear concerns’ and praise. The President also organizes, alphabetizes, and collects the DSA Thespian Convention entry forms and verifies the rights for Individual Events. For the banquet, the President coordinates with the Vice President on the Highest Point Thespian Award and organizes the paper plate awards. They also perform a “welcome” at the beginning of the banquet. The president creates new notebooks for the new officers. The president must be flexible, levelheaded, and full of fresh ideas. The President also orders the Thespian cords (by March) for graduating seniors—organizing with seniors and the Treasurer to pay for the order. The President—opens and runs all meetings, creates an agenda for officer and troupe meetings, and meets one-on-one with the sponsor. The President will be responsible for updating the “President’s Blog” on the yolasite every Wednesday about troupe activities, department happenings, and words of wisdom. Will assign classes and teachers for all the workshops at the MS Theatre convention insuring all National qualifiers are in attendance. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. At state this officer will organize badges and packets for chaperone and meet them in the hotel lobby—welcome and explain the process. President will coordinate the Lettering and purchasing the pins and stars.

2. VICE PRESIDENT: The vice president coordinates with President and acts as the President in their absence. The Vice

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President is in charge of the point cards and coordinating the official list of new inductees. Send in the Roster to National headquarters. The vice president plans the induction ceremony including: invitations to new inductees (and mails them three weeks in advance), creating the service, delegating who gets the candles, flowers, certificates, as well as the program for the inductees. The Vice President also organizes Stars for the awards banquet. The VP makes or orders the highest point thespian award. The VP must be very coordinated, open minded, and organized. The Vice President will keep the "Official Roster" on the webpage up-to-date. They will also connect with the Jr. Troupe and help them plan, organize, and run their induction ceremony. The VP will secure food donations for the Middle School Theatre Convention. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. At state this person will create the family groups that will meet before each show to connect.

3. SECRETARY: The secretary takes notes at all officer meetings and troupe meetings and **posts the minutes on the Thespian board/webpage every week**. The Secretary coordinates a Thespian Calendar on the Thespian board and webpage to keep the troupe informed. **The Secretary makes sure the building is secured for our use at least two weeks prior to the event – coordinating with Ms. Odom**. The Secretary must be full of ideas, punctual, and prepared for anything. The Secretary will organize the IE Workshops and post timed sign up sheets. The Secretary will also post ALL MINUTES of troupe meetings AND officer meetings on the [www.dsatheatre.org](http://www.dsatheatre.org) website every Wednesday evening. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. At state this officer will organize badges and packets for chaperone and meet them in the hotel lobby—welcome and explain the process.

4. TREASURER: The Treasurer handles all the money at Thespian functions. The Treasurer coordinates with the Vice President on new inductees, getting their \$25 dues from them before they are inducted. The Treasurer also collects/pays annual dues for the troupe. They will keep an organized log for the entire tenure of office. When awards or supplies are needed for the troupe, this person coordinates with DSA's Treasurer and follows proper order to request a check. The Treasurer orders Thespian pins and items from the ITS catalog (officer stoles). The Treasurer collects fees for convention, arranges/pays the hotel, and assists the President in filling out the convention forms. The Treasurer must have things planned out in advance, killer organization/responsibility skills and be trust worthy. The Treasurer must have a system for collecting money, giving receipts, and depositing money on a daily basis— no money should go home with the treasurer. Treasurer will post who has paid on the blog. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. At state this person will register us at the hotel and be responsible for passing out keys in lobby.

5. HISTORIAN Advanced—This officer documents the year and in charge of a monthly article on the website about department happenings, department birthdays, and taking photos/video of the Advanced Level and Main stage productions. This person creates the End of The Year Review Video with the other historian and is responsible for: Advanced, Main stage show, Senior Tribute and Thespians. This historian is in charge of the HIGH SCHOOL STUDENT SPOTLIGHT portion of the website. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer.

6. HISTORIAN Intermediate— This officer documents the year and in charge of a monthly article on the website about department happenings, bulletin board and taking photos/video of the Beginning and Intermediate levels. This person creates the End of The Year Review Video with the other historian and is responsible for: Intro, Intermediate, Main stage show, Shakespeare, and trips. This historian is in charge of the MIDDLE SCHOOL STUDENT SPOTLIGHT portion of the website. Will create and mail the "save the date" postcard about the middle theatre convention to all Denver metro 5-8 grade schools. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer.

7. PUBLICIST—This officer is responsible for making the troupe and school aware of all troupe meetings, events, and shows. This officer makes all the Thespian troupe announcements on the PA system in the morning. This officer also creates

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banners and signs to advertise meetings and events and plasters them throughout the school. This officer coordinates with main stage shows to create banners and display cases for main stage productions. This person is the MOUTH of our organization and on important troupe information days will go into the vocal, stagecraft, and dance majors to announce special things. The Publicist is also in charge of the email tree and communicates with the troupe reminding all of deadlines and meeting dates. Will be responsible for the calendar/upcoming event section on the blog. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer.

8. FRESHMAN REP: This officer must be a freshman in the Intermediate level. This person organizes special pals between the middle school and high school students who want to participate. This person also organizes Secret Holiday Pals and comes into every level to hand out and collect the Holiday pal paperwork. The freshman rep connects the youngest level in high school with the Thespian officer board and is the communication between the middle school troupe and the high school troupe. **Once a month the Freshman Rep will coordinate a lunch meeting with the Jr. Troupe's officers to help them plan things.** Blog about Intermediate happens and successful SPUH spotlights. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. For MS State, will work with Outreach officer to host IE workshops.

9. OUTREACH OFFICER: This officer is responsible for communication with the community outside DSA. They will lead in planning and organizing the Middle School Theatre convention, they will be the person to schedule off campus venues for the Thespian Cabaret, and they continue the Shakespeare Teams that go to local elementary/middle schools in the spring to help coach DPS kids for the Shakespeare Festival. They will also interact with other thespian troupes and publicize local high school productions. Will send out the official invitation/registration to the MS theatre convention two months before convention. Blog about other schools theatre/community theatre and auditions/opportunities. Interview and spotlight interns. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. For MS State, will work with Freshman Rep officer to host IE workshops. Will write articles for the Denver Post's Standing O.

10. OTHER MAJOR REPRESENTITIVES: Communicates all thespians activities and ideas to the thespians in their major. Act as a go to person in order for their major to have a voice in the Thespian Troupe. To encourage the participation of their own major in thespian events. To post all information on their majors bulletin board. To help recruit fellow students into the light of Thespis.

*"The art of leadership is saying no, not yes. It is very easy to say yes." Tony Blair*

From our Constitution: ARTICLE III – Thespian Officers  
Officer Elections and Guidelines

1. Officers are to be members in good standing with the Thespian organization and be Theatre majors. Officers must maintain a GPA of 3.0. Senior officers must not graduate early.
2. Troupe #5869 shall elect officers once a year in the last full month of the school term and officers will be announced before the Theatre banquet and presented at banquet.
3. Elections will be based on:
  - a. Four teacher (not an administrator/counselor—but teachers that you've had in high school) recommendations
  - b. The popular vote
  - c. Ms. Hann and Mr. Becker vote. These will be in equal thirds. The popular vote will be counted by Ms. Hann and the senior officers.
4. Elections will also consist of a questionnaire (answers from the questionnaire will be used on the ballot) and students must submit a paragraph on email for the ballot on why they want to be elected.
5. Students must also submit a 45-second video political advertisement to be watched by the major.
6. Officers will be elected by the person with the most votes becomes the President (should be a senior), and the other

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eight highest scores will be “officers”. At the first officer meeting they will choose the best office for themselves.

7. If multiple interests in one position in the officer meeting exists, we will go to a popular vote election—where we take the “tie” to the general thespian troupe.

8. Ballots will be written and secret.

9. The officers shall serve for 1-year term from instillation at banquet to the following banquet.

10. The officer positions will be: President, Vice-President, Secretary, Treasurer, ADV Historian, INT Historian, Publicist, Outreach Officer, and Freshman Rep.

11. Officer meetings will be held once a week at lunch, an officer missing three unexcused meetings shall be replaced. Attendance will be taken by the Secretary and included in the minutes. Secretary will record EXCUSED absences in the minutes.

12. The following issues will be reasons for dismissal from a Officer position (these can be in any combination of three):

- a. Missing officer meetings
- b. GPA below a 3.0 for more than a quarter
- c. Failure to follow through on substantial tasks
- d. Failure to follow Thespian rules
- e. Failure to uphold the Thespian Officer Honor Code this includes not reporting misconduct at convention and not representing DSA Thespians in a positive manner.

13. How to replace a dismissed officer:

1. The remaining officers will have the option to shuffle positions before bringing in a new officer. With the exception of President – the Vice president will step into the President role. All other officer positions would be open to shuffle.
2. To bring in a new officer, interested troupe members will submit a “Letter of Interest” to the current officer board. The current officers will choose two candidates to replace the officer. Then they will take these two candidates to the troupe and they will have a popular vote.

14. The Officer Honor Code

- ⇒ I will attend all Thespian meetings and functions.
- ⇒ I will be honest and up front and carry myself with integrity and professionalism.
- ⇒ I will be a leader and set the example to the troupe.
- ⇒ I will be a go to person for people in the troupe. I am there when we get praise or criticism. I will provide a support system for the entire troupe.
- ⇒ I am here for the troupe. To serve our members for the success of the troupe and the individual.
- ⇒ I follow the same rules as everyone else, I will do what my sponsor and fellow officers expect of me, I will care for everyone I represent and make decisions for the greater good of the department rather than myself.
- ⇒ I am there to provide opportunities.
- ⇒ I will make the Thespian troupe a priority in my life for this year.
- ⇒ I will be respectful of myself, my peers, and my elders.
- ⇒ I will foster a connection with the younger students.
- ⇒ I will be a positive representation of DSA in the community.
- ⇒ I will own my choices and support the decisions of the board. And I will to work to present a unified front.
- ⇒ I will strive to make the right choices even when not popular. I will encourage my peers to do the same.

***I will hold myself and my fellow officers accountable to following this honor code.***

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Officer Questionnaire—to be submitted to Ms. Hann on email. shawn\_hann@dpsk12.org

**Name/Grade/Top three choices of officers**

- 1) Why do you want to be an officer?
- 2) What traits do you possess that would help you be a leader of DSA Theatre?
- 3) What areas will you need to work on to make you a better officer?
- 4) In the past what do you feel has helped the Thespian Troupe/department the most?
- 5) In the past what do you feel has kept the organization from getting better? What would you do to solve this situation?
- 6) Do you have specific ideas for the troupe/department for next year?
- 7) What are your goals for next year's department?

**AND a paragraph for the ballot on WHY you want to be elected/why people should vote for you (without identifying you).**

### *DSA Theatre Officer*

## *Student/Parent Consent Form*

*I have read the entire officer packet and understand the process of application. I further agree to abide by all the department and troupe rules and to uphold the pride, respect, and dignity of our department in all my endeavors as leader.*

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Student Signature

*I, as parent or guardian, have read the officer packet and understand the commitment that is required by the Theatre officers. I support my student, and understand the amount of work that he/she will be required to offer.*

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Parent Signature

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Give these forms to four TEACHERS

Teachers: Please fill this form out and return it to SHAWN HANN's mailbox here at DSA--**do not hand it back to the student.** **Handing this form directly to the student has impacted the results of the election in the past.** THANK YOU!

*This recommendation is part of a total score students receive to become a Thespian Officer and a department leader for next year. Your score is important as it is the only one that is not part of the "popular vote". It reads honestly to the responsibility/leadership/ respect quotation of the vote. Please answer truthfully. Thank you for your help in this matter.*

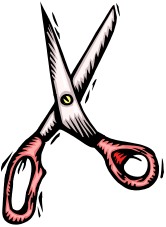
Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Please give this student a score of 1 to 5 (5 is best) in each of the following categories:

\_\_\_\_\_ Respect \_\_\_\_\_ Responsibility \_\_\_\_\_ Attitude \_\_\_\_\_ Leadership \_\_\_\_\_ Overall score

Total out of 25 points possible

\_\_\_\_\_



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Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Please give this student a score of 1 to 5 (5 is best) in each of the following categories:

\_\_\_\_\_ Respect \_\_\_\_\_ Responsibility \_\_\_\_\_ Attitude \_\_\_\_\_ Leadership \_\_\_\_\_ Overall score

Total out of 25 points possible \_\_\_\_\_

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Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Please give this student a score of 1 to 5 (5 is best) in each of the following categories:

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Total out of 25 points possible \_\_\_\_\_

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