

STUDENT AND PARENT HANDBOOK 2018/2019

FROM THE BOARD OF DIRECTORS

Dear Crested Butte Dance Families,

Welcome to the CB School of Dance (SOD)! We are the home of everything dance-related in Crested Butte, from pre-school ballet to semi-professional Company training to the Crested Butte Dance Collective--and everything in between. The mission of the Crested Butte School of Dance is to deepen the connection to ourselves, to each other, and to the world around us through dance. We are a community-based, educational organization dedicated to fostering creativity, self-expression and personal growth to people of all ages through professional dance instruction and performance opportunities.

There is so much to look forward to this upcoming year, especially with SOD and the Dance Collective joining forces as one dance organization. We have guest teachers, aerial classes, summer dance camps, the fall season show, the SOD winter performance, Move the Butte 2018 (both in February) and the spring showcase extravaganza, spanning two weekends of celebrating and showing off our youngest to oldest dancers. These locally directed and produced performances are pure energy, and exemplify our unique community's passion and love for dance.

We are excited to welcome you ALL to our stage, whether you are dancing on it or sitting in the audience. Thank you for choosing to be a part of our creative journey.

Sincerely,

Crested Butte School of Dance Board of Directors

FROM THE SCHOOL DIRECTOR

Hello wonderful dancing families of Crested Butte,

I am thrilled to welcome you to another season of dance, performance, love and joy! Let's have a blast, learn a lot, and push the edges of art and expression!

To help us achieve a super sweet flow, we have updated our Handbook. This is your guide! Use it! This Student Handbook has a lot of important information, and includes all of our new and existing policies. We encourage all of our dancers and their families to look through and familiarize yourselves with this document. It will help you to know what to expect from the Crested Butte School of Dance, and what we expect from you as well. Your enrollment at the Crested Butte School of Dance is your agreement that you accept the policies and procedures in this Handbook. Solid collaboration and teamwork as an entire studio is what will help us continue to fulfill our mission!

We value each and every one of our students, and we are honored that you have chosen to be a part of the Crested Butte dance family. The year ahead is sure to be filled with beauty, grace,

fun, and growth. It is especially exciting to see the growth and expansion with the SOD and the Dance Collective coming together as one! Incredible experiences will be brought to the lives of our dancers and our audiences! We are incredibly grateful to share this soul-filled art with our community.

With sincerity, smiles, and shimmies,

Adge Marz Lindsey

Executive & Artistic Director

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1. ABOUT SOD

- **Mission** – The mission of the Crested Butte School of Dance is to deepen the connection to ourselves, to each other, and to the world around us through dance. We are a community-based, educational organization dedicated to fostering creativity, self-expression, and personal growth to people of all ages through professional dance instruction and performance opportunities.
- **What We Value**– Community, creative expression, self esteem, connection, inclusivity, diversity, fostering the love and joy of dance, providing performance opportunities for all ages & abilities, affordability, musicality, and sustainability.

Crested Butte School of Dance is a registered nonprofit organization providing many opportunities to be involved in dance and the arts. We create a nurturing environment for our littlest stars and intensive instruction for serious students, making SOD the principal dance academy of Crested Butte.

Formed in 1983 by Heidi Duvall and Bobbie Reinhardt, the SOD has been involved in the Crested Butte performing arts community for more than 35 years. Our staff and dancers have participated in a variety of shows and have designed mentoring programs over the years. School of Dance is well-known for developing dancers of all ages and abilities in a nurturing and progressive way. We provide professional instruction and offer a planned curriculum for many dance genres including ballet, tap, jazz, hip-hop, lyrical, modern, aerial and contemporary. As a result, all of our students develop character, self-esteem, and a level of self-discipline that will provide a powerful edge in any future endeavor.

Currently, School of Dance utilizes six studio locations in the Gunnison Valley, allowing us to serve almost 400 local dancers throughout Crested Butte and Gunnison. This is a reflection of the expansive, all-inclusive programming we offer. In 2012, the SOD Company was created to nurture our most dedicated dancers and in 2017 our programming expanded to offer a Boys Team for our most dedicated male dancers. In 2017, the SOD took on the fiscal sponsorship of the CB Dance Collective, and now the Collective is fully merged with the SOD. This dance community is incredibly strong and creative and continues to push the edge to create new opportunities for local artists of all ages. All of this growth is rooted in self-love and community connections- the basis of our teachings.

2. KEY TEAM MEMBERS AT SOD

- **Board of Directors**- As a nonprofit organization, the SOD is managed by a volunteer Board of Directors comprised of local volunteers. As SOD's governing body, the Board of Directors oversees administrative arms of the organization.
- **Artistic Director**- The Artistic Director oversees and facilitates all performances. The Artistic Director leads our team of instructors and dancers through the performing season, choreographing and maintaining high artistic standards for all dancers at SOD.

- **Executive Director-** The Executive Director (ED) leads the organization's staff and instructors. The work of the ED connects the community with the organization's mission. The Executive Director works with the Administrative Director and Board of Directors to facilitate success at the SOD.
- **Administrative Director-** The Administrative Director manages the administrative functions of the organization, including but not limited to fundraising and development, marketing and community outreach, and managing SOD locations.
- **Administrative Assistant-** The Administrative Assistant assists the ED and Administrative Director in day-to-day administrative tasks and manages the SOD Junior/Senior Company.
- **Production Directors** – Each SOD production has a designated staff member who manages the artistic aspects and quality of the performance. The Production Director is supported by instructors, technical and design staff, and the Executive Director.
- **Key Staff** – SOD is supported by highly qualified energetic staff. SOD is also grateful to have a large group of dedicated volunteers, without whom our success would not be possible.

3. PROGRAM DESCRIPTIONS

Dance Programs

- **Creative Movement (ages birth – 4 years)** For students who are not yet ready to be on their own in one of our preschool programs. Designed to introduce students (along with their parent or caregiver) to movement. Body basics, Braindance and movement fundamentals lead us on a dance adventure that builds movement skills, self-esteem, social/emotional growth and love of dance.
- **Creative Dance/Pre-Ballet (ages 3-5)** In these classes, students will learn some of the technical foundations of dance and will practice simple movement patterns, use basic ballet terminology, play dance games and dramatic games, all while fostering a love of movement. Tap will be taught throughout the longer sessions, while the performance focus is ballet. All dancers must be exactly 3 years of age by the first day of class to begin class at the Crested Butte School of Dance. No exceptions will be made.
- **Ballet/Tap Level Pre-K (ages 4-5) & Level K (ages 5-6)** Movement games and activities will continue to be part of each lesson (see Creative Dance description above). Ballet and tap technique will be more of the main core of the class including center barre work, beginning tap steps, and rhythms. Level Pre-K will not perform tap in the spring showcase.
- **Levels 1 and 2 Ballet/Tap (ages 6-8)** Ballet and tap technique will be the main core of the class including center barre work, intricate tap steps, and rhythms. Movement games and activities will continue to be part of each lesson until choreography for the spring showcase becomes the focus of the class.
- **Levels 3 and 4 Ballet/Jazz (ages 8-10)** The next step for children in their dance education, reinforcing the basic concepts learned in previous ballet classes and gradually ensures that students develop their muscles correctly and do not force turnout. Moving in time with music, as well as memorization of basic ballet and jazz terminology.

Class begins with a basic ballet barre, then moves to center work and with both ballet and jazz combinations and choreography.

- **Level 5 Jazz (ages 10-11)** An advanced-beginner class that delves into the basics of jazz technique and brings it to a new level within their own scope of movement. Students will have the opportunity to explore a vast variety of styles such as classical, funk, theatre, lyrical, and more! Warm-up will involve technique exercises, cardio work, learning terminology as well as a mix between slow, controlled movement and fun, up-beat dancing. Choreography will be built upon all learned technique, current trends and student interest and expression.
- **Lyrical** Lyrical class combines elements of jazz, ballet, and contemporary. Dancers will explore a realm of musicality and movement that relates specifically to song content and the wave/feel of lyrics as well as rhythm. It is an intricate, technical, dynamic and emotional form of expression.
- **Modern/Contemporary** Dancers will have the opportunity to explore the traditional framework of ballet and jazz from a new perspective. Each class will include a warm-up, technique, and a combination. Emphasis will be placed on developing efficient alignment, increasing strength and flexibility, broadening the range of movement qualities, exploring new vocabularies and phrasing styles, and encouraging individual investigation and embodiment of movement material.
- **Jazz** Dancers delve into the basics of jazz technique and bring it to a new level within their own scope of movement. Students will have the opportunity to explore a vast variety of styles such as classical, funk, theatre, old school, and more! Warm-up will involve technique exercises, cardio work, learning terminology as well as a mix between slow, controlled movement and fun, up-beat dancing. Choreography will be built upon all learned technique, current trends, and student interest and expression.
- **Tap** You will be making music with your feet! Technique and rhythm come together to allow you to get funky! By exploring the basics involved in tap practices as well as unique rhythms and brain teasers, students will grow toward making clear sounds and simply dancing. This class will certainly be a mix between standard methodology and creative rhythmic journeys! Both rhythm and theater tap are offered at our studio.
- **Hip-Hop** Dancers will learn a variety of styles in the hip-hop tradition including popping, locking, and break dancing.
- **Musical Theatre** Elements of Broadway jazz, a bit of character, and basic ballet come together to create a fun, expressive dance environment. We will boogie to some famous tunes from wonderful theatre productions of all kinds. Find your inner flashy-dancer-self and have a blast!
- **Aerial** Dancers will take flight! Elements of dance combine with aerial apparatus including lyra, silks, sling, and trapeze. Dancers will learn safety and skills during these classes with offerings for all ages and abilities. Come fly with us!
- **African** This class will embrace a variety of movements, dances, and traditions from multiple countries of Africa. We will study and explore the differences and similarities of the rich cultural elements and meanings behind the moves as well as touch on a range of rhythms and their relation to dance with live drum choreography and stomp percussion. Fun and friendly, engaging and educational!
- **Belly Dance** Based on belly dance styles from around the world, this class will focus on basic belly dance technique, combinations, and choreography.

- **Partnering/Improv** This class explores off-balance weight exchange, acro-partnering skills, lifts, and improvised partnering and connection. Learn movements/tricks that can only be performed by a pair of dancers rather than a solo dancer. Experiment with being airborne in a safe learning environment.

Ballet Program

- **Level 5 Ballet (ages 10-11)** An advanced-beginner level class that solely focuses on ballet technique and performance. Students in this class will move into the traditional ballet class format with a full ballet barre followed by center work. Students will be introduced to performance quality movement, while correct placement and turnout will continue to be emphasized. This class lays the foundation for clean ballet technique. If a child has a dream of pointe this is where the training begins. All other classes (or if an experienced dancer wishes to challenge an age-level placement) require an evaluation by one of our instructors.
- **Level 6+ Ballet Intermediate (ages 12-18)** An intermediate level class that solely focuses on ballet technique. Students in this class will move into the traditional ballet class format with a full ballet barre followed by center work. Students will be introduced to performance quality movement, while correct placement and vocabulary will continue to be emphasized. This class continues to lay the foundation for clean ballet technique. If a child has a dream of pointe this is where the training continues. All other classes (or if an experienced dancer wishes to challenge an age-level placement) require an evaluation by one of our instructors.
- **Level 6+ Ballet Advanced (ages 12-18)** Previous ballet training is required. Ballet Level 6+ Advanced helps each student create the firm foundation needed to maintain and progress muscular strength that is critical for the next level. Core, body strength, arms (port de bras), correct turnout based on a student's anatomy and muscular development are emphasized at the barre. Center work is focused on the basics of adagio (slow controlled combination), pirouettes, more advanced turns across the floor, petit allégo, and grand allégo. Musicality and performance quality are emphasized as students are exposed to a variety of both classical and contemporary composers.
- **Pre-Pointe Conditioning (ages 12-18)** Previous ballet training is required. Pre-Pointe Conditioning helps each student create the firm foundation needed to maintain and progress muscular strength that is critical for the next level and pointe work. This class will introduce the basics of pointe work and strength. *Readiness for pointe work is determined by each student's strength and physical development, not by their age.*
- **Pointe Training (ages 12-18 teacher approval only)** A beginning/intermediate level pointe class. This class will introduce the basics of pointe work and strength. Class will begin with a basic barre to strengthen feet, ankles, and core. Once students become strong enough to move away from the barre, class will move to basic center work, combinations, and choreography. Readiness for pointe work is determined by each student's strength and physical development, not by their age.
- **Adult Ballet (ages 18+)** This special ballet class for adults only is your perfect workout! If you've taken ballet before, join us on perfecting your technique and working on new

skills. If you've never taken before this is a perfect start for you! We will go at an easy tempo and differentiate for different learners.

Company/Junior Company Program & Boys Crew

- **Company/Junior Company & Boys Crew** Those in grades 7 - 12 are invited to audition. The Mission is to provide exceptional dance training, performance opportunities, and team building skills to a small group of dedicated dancers. By attending weekly technique classes and group rehearsals, local master classes, traveling to workshops and community performances, each member will be pushed to grow as an individual dancer as well as a team. The goal is to enhance confidence, technique, discipline, rhythm, self-esteem, and passion through the art of dance.

Attire

The SOD requires a basic base layer for all classes and specific shoes for each dance style. Please refer to the information below and purchase the required attire for class. You will be taken to Discount Dance where you can enter teacher number TP27624. Search under the correct student age group and the required attire can be added to your shopping cart.

PreK – Grade 2

Ballet/Tap-

Girls: [Pink leotard](#), [pink convertible tights](#), [pink leather full sole ballet shoes](#), [black tap shoes](#)

Boys: [Black leather full sole ballet shoes](#), [black tap shoes](#), black leggings, white t-shirt

Hip Hop– Clean sneakers, clothes that are easy to move in

Aerial– Tight fitting tops and bottoms that cover the backs of the knees and underarms, such as leggings and t-shirts or long sleeves shirts. It is very important that clothes do not have any zippers or buttons on them to protect the equipment and everyone's safety. Please refrain from wearing jewelry.

Grades 3 – 5

Ballet/Tap-

Girls: [Black leotard](#), [pink convertible tights](#), [pink leather full sole ballet shoe](#), [black tap shoes](#)

Boys: [Black leather full sole ballet shoes](#), [black tap shoes](#), black leggings, white t-shirt

Jazz- Ballet attire but wear any bootie short or leggings over leo & tights, [black jazz shoe](#)

Hip Hop– Clean sneakers, clothes that are easy to move in

Aerial- Tight fitting tops and bottoms that cover the backs of the knees and underarms, such as leggings and t-shirts or long sleeves shirts. It is very important that clothes do not have any zippers or buttons on them to protect the equipment and everyone's safety. Please refrain from wearing jewelry.

Grades 6+

Ballet/Tap

Girls: [Black leotard](#), pink split sole ballet shoes-[option 1](#), [option 2](#), [option 3](#), [black tap shoes](#), foot undies if desired, [tan \(light suntan\)](#) & [pink \(theatrical pink\) convertible tights](#).

Boys: [Black leather full sole ballet shoes](#), [black tap shoes](#), black leggings, white t-shirt

Jazz- Ballet attire but wear any bootie short or leggings over leo & tights, [black jazz shoe](#)

Lyrical, Contemporary, Partnering/Improv- tights and booty shorts or tight fitted leggings, leotard or close fitting top, barefeet.

Hip Hop– Clean sneakers, clothes that are easy to move in

Belly Dance– Close fitting shirt or crop top, jazz pants, hip scarf

African- Comfortable easy to move in attire, barefoot or optional shoes of choice (please no street shoes), skirts and wraps always recommended.

Aerial-Tight fitting tops and bottoms that cover the backs of the knees and underarms, such as leggings and t-shirts or long sleeves shirts. It is very important that clothes do not have any zippers or buttons on them to protect the equipment and everyone's safety. Please refrain from wearing jewelry.

HAIR

Please wear hair back, off of the face and out of your way unless your teacher allows otherwise. Ballet Dancers should wear hair up and in a bun.

4. ENROLLMENT/PLACEMENT

- **Placement into classes** is done based on the dancer's ability rather than solely based on age. Age is used as a guideline to make an initial judgement regarding where the dancer should begin, and then ability is assessed throughout the year to ensure correct placement.

- **Assessments** are based on student and teacher-set goals and constructive feedback is given to all students. It is common and expected that dancers will spend multiple years in each level in order to gain necessary strength, mastery, and experience before moving to the next level.
- Parents should expect students to spend more than one year in any given level. Again, this is common and not an indication of failure. Dancers' successes and mastery of skills usually requires students to spend more than one year working on a syllabus.
- Placement in levels is up to the complete discretion of SOD teaching staff. We work hard to place each student in the most appropriate level to challenge them but also to maintain healthy progress and accomplishment. There will be circumstances when students advance more quickly due to physical growth and other factors that are sometimes beyond a student's control.

5. STUDIO & PERFORMANCE ETIQUETTE/RULES

Dancers are expected to display a positive attitude and to foster a sense of community at SOD. This means being kind to other dancers, refraining from talking negatively about fellow dancers, acting as role models and leaders in dance classes, and projecting a positive image of SOD's students in the outside community and on social media. Please be kind to each other, dancers and parents alike, to allow all members of the SOD family to have a positive experience.

A key part of studying dance technique is learning discipline and mastering etiquette. Please observe the following:

- Students must be **ready to dance** at the start of class. Please plan for a few extra minutes for changing and other preparations so the student is ready to enter the classroom on time.
- Students must **wear appropriate clothing** for the dance style in which they participate. Required attire can be purchased at [Discount Dance Supply](#).
- Students' **hair** must be pulled back and off their face at all times unless instructed otherwise by the student's dance teacher.
- Students may **not talk** with or **disrupt** other students during class. Unacceptable behavior may result in dismissal from class and a phone call to parents. Continued misbehavior could result in student suspension or dismissal. See the Disciplinary Procedure section.
- Students may not **enter class late or leave class early** without permission from the instructor. Injuries can be caused by insufficient warm-up, and interruptions are distracting to the other students in class. If a student is more than ten minutes late, the student must receive permission from the instructor in order to participate in class.
- We suggest students wear **street clothes** over dance clothes when outside the building. All dance shoes are not to be worn outside.
- Students must be picked up from class **on time**.
- **NO food, drink, chewing gum, or CELL PHONES** are allowed in any dance space. Students may bring a water bottle into class. Any spills must be wiped up immediately for the safety of the dancers.

- All students, parents, siblings and other guests must **conduct** themselves in a quiet, safe and courteous manner at all times, refraining from loud and boisterous behavior in the waiting areas or running around in empty studios. Young children must not be left unattended, or play in the studios.
- We will have scheduled class observation time depending on student needs and location restrictions. In many cases family and friends are able to **view classes** from outside the studio during the last 10 minutes of each class.
- Parents are not allowed in the studios for any reason without permission from the instructor.
- SOD has a zero-tolerance policy for student use of drugs or alcohol prior to or during classes or performances. Underage students found to be consuming illegal drugs or alcohol prior to any class or performance shall be suspended from SOD programs for a period of time determined by SOD. Underage students found to have consumed illegal drugs or alcohol immediately prior to a performance shall not be permitted to perform in the scheduled dance performance.
- Parents and students shall behave in a respectful and courteous manner at all times. Parents or students who continually act disrespectfully to instructors, other students, or the Board of Directors may be prohibited from attending SOD functions or participating in any SOD programs, classes, or activities.
- Parents and volunteers assisting with SOD performances and/or dress rehearsals shall adhere to the expectations of such a role as outlined by SOD. This includes maintaining positive interactions with students and other volunteers, and refraining from consuming alcohol or any other drugs prior to or during the volunteering period. Parents or volunteers who do not abide by the above shall be asked to leave the premises. SOD will have final discretion in all matters.

6. CLASS ATTENDANCE

Dancers are encouraged to maintain consistent dance class attendance. It is critical that dancers train their bodies if they have performance goals. Dancers must practice consistent attendance to dance classes to prepare their bodies for the rigorous demands of rehearsal and performance.

- **Absence Notification** – If you or your student plans to miss a class, please contact the SOD office by email to notify the Administrative Director, (annie@dancecrestedbutte.org) that you will be absent.
- **Make-Up Classes** – Missed classes may be made within the semester in which they were missed. Make-up class options are listed on the class schedule and should be in a similar level and dance style as the missed class.
- Note that attendance is critical to any student's progress and growth. Missing classes on a regular basis will slow a student's progress and may jeopardize advancement.

7. PAYMENT POLICIES/SCHOLARSHIPS

- Tuition Payment is due at the time of enrollment or a payment plan may be set up with the Administrative Director.

- Need-based scholarships are available twice during the September-May dance sessions- once for the winter session and once for the spring session. Applicants must fill out an application and be available for an interview. If you are interested in scholarship applications, please visit our website: dancecrestedbutte.org
- Delinquent accounts will be given notice once an account is 30 days late. If the account is not brought current through a payment plan or other arrangements, SOD may terminate a student's enrollment and/or participation in any SOD activities including dance classes and/or performances.

8. DISCIPLINARY PROCEDURES

We hope that dancing at SOD can be a positive experience for all dancers and parents. However, if a dancer or parent fails to meet expectations as outlined herein, SOD may employ the following disciplinary procedures. **Please note that these disciplinary procedures are offered for general guidance, but may be accelerated if, in the sole discretion of the Board or SOD staff, circumstances warrant such acceleration.**

- First, the student or parent will receive a **verbal warning** regarding the negative behavior. This could be from any teacher or staff member at SOD.
- If a verbal warning is not effective and negative behavior continues, a **second warning will be issued in writing**. Such warning may be via email and could come from any teacher or staff member at SOD.
- If verbal and written warnings have been issued and negative behavior continues, an **in-person meeting** with students and/or parent(s) and any teacher or staff member at SOD may be required.
- If negative behavior continues after the disciplinary procedures above have been followed, SOD reserves the right to dismiss the student from dance classes or performance participation at its sole discretion.

9. COMMUNICATION

We invite you to visit the SOD website at dancecrestedbutte.org. The website offers a wide variety of information including class information, audition dates, and performance information. In addition, updates and information are sent through periodic (often weekly) emails. Key SOD staff have email addresses that are listed at the end of this document.

If you would like to reach out to a specific instructor, please email Adge at adge@dancecrestedbutte.org. In emails to the Executive Director, please include the instructor you would like to speak with and the specific subject you would like to discuss. The Executive Director will then reach out to the instructor and connect the two of you.

Please **refrain from attempting to contact any instructor** directly.

10. PERFORMANCE OPPORTUNITIES

As part of our mission, SOD provides our dancers with many performance opportunities throughout the season. Performance information is communicated through the SOD website, posted at the studio, and through email. It is an honor to participate in production opportunities, as well as a commitment. Accordingly, you will be expected to be available for all rehearsals and the full week prior to the performance. If you or your student choose to audition for any performance opportunity, you do so with the understanding that casting is at the sole discretion of SOD staff.

- **School Performances** – All students enrolled in SOD classes that are performance-based will be offered the opportunity to participate in the PreK-Grade 12 Fall Showcase, Grades 6-12 February Performance, and Grade PreK- Grade 12 Spring Performances. Performance opportunity is dependent upon class attendance and completed tuition payments.
- **Company/Junior Company & Boys Crew Productions** – SOD offers a pre-professional company level that allows dancers grades 7 - 12 to explore and continue to develop their love for dance. The SOD Company is composed of advanced-level dancers committed to rigorous dance training. Company members are by audition only. Company members sign a contract and are expected to meet all behavioral and class expectations outlined therein.
- **Dance Collective Fall Production** - is a unique opportunity for a local artist to bring their vision to life. The Fall Production may be written, produced, and directed by a local dancer/performer and may even involve live music and other forms of art. The very goal is to support the creative venture of an artist in our community while giving more opportunity to learn and perform to anyone interested in connecting through dance!
- **Move the Butte** – is a Dance Collective performance program that allows adult participants to learn and perform techniques and choreography in all styles of dance including jazz, lyrical, aerial, ballet, musical theatre, tap, hip-hop, modern and MORE! Participants have the opportunity to be a part of a team and family of dancers that have a passion for dance and performing and are able to spread that passion through the community. There are many performing and choreography opportunities offered to anyone who commits to being in Move the Butte.

11. SOD IS A NON-PROFIT - WHAT THAT MEANS FOR YOU

- SOD is a 501(c) (3) nonprofit organization, meaning that the organization is not profit driven but is instead mission focused.
- The work our dancers do in the studio contributes to the enrichment of the community by providing high quality performances for both dancers and audiences.
- Because our mission involves community involvement, dancers have many opportunities to collaborate with other local arts organizations.
- We have scholarship programs available to qualified candidates.
- Our history in Crested Butte provides a tradition of excellent dance education and production experience to all involved.

- We depend on volunteers and value the opportunity for many to participate and contribute to the arts in Crested Butte.
- We rely on grant funding and our sponsorship campaign to fund and better Crested Butte's access and exposure to dance.

12. COMMUNITY OUTREACH/FUNDRAISING

- **Tuition is not tax deductible: Although SOD is a non-profit entity**, your tuition is not tax deductible. However, any gifts (cash or in-kind) *are* tax deductible! If you are interested in more information about donating to SOD or have a business that would be interested in supporting SOD, please email annie@dancecrestedbutte.org
- **Fundraising:** Because your tuition does not cover the full cost of our operations, SOD will periodically hold fundraising events to underwrite scholarships, help cover faculty compensation, and finance studio improvements. Please consider how you can participate in keeping SOD the highest quality dance programming in Crested Butte.

13. CONCERN PROCEDURE

Staff members strive to be as easily-accessible and responsive as possible. However, as most SOD staff have additional outside employment, please remain patient as we thoughtfully return your email questions and concerns within 48 hours.

- If you or your student have any questions or concerns contact Annie Tunkey, Administrative Director, at annie@dancecrestedbutte.org. All issues around dance classes, finances, student progress, or student placement will be addressed and properly directed toward appropriate staff.
- **Production:** Productions are managed by the Artistic Director (Adge Lindsey) or individual guest directors of those productions.
- **Company:** If you have concerns about company, please contact the Company Administrator, Jesse Buchanan, myballetteacher@gmail.com
- **Other:** If you continue to have unresolved concerns, please contact the Executive Director, Adge Lindsey at adge@dancecrestedbutte.org, who will assist in setting a meeting with appropriate staff.
- **Board of Directors:** If all of the foregoing channels have been exhausted and you truly feel that your concerns have not been addressed, you may contact the President of the [Board of Directors](#), Shannon Mujica, directly to discuss your concerns.

15. CONTACT INFORMATION AND HOURS

Executive & Artistic Director adge@dancecrestedbutte.org

Adge Lindsey

Administrative Director annie@dancecrestedbutte.org

Annie Tunkey

Administrative Assistant myballetteacher@gmail.com

Jesse Buchanan

Hours for contact are 9 am to 3 pm M-F.