



Proud Theater Manual

Table of Contents

History, Mission and Work of Proud Theater.....	5
Art and Soul Innovations and Proud Theater.....	6
Guiding Principles of Proud Theater.....	7
A Social Change Organization.....	8
How We Approach Change-Making.....	8
Our Work is Political (but we don't get tangled in politics).....	8
Intersectionality – Honoring Multiple Identities and Interconnected Struggles for Justice in Our Work. 8	
Education and Critical Examination.....	9
The People Powering Proud Theater!.....	10
Organizational Structure and Staffing.....	10
Hiring.....	11
Non-Discrimination Policy.....	11
Harassment Policy and Grievance Procedures.....	12
Anti-Harassment Policy.....	12
Reporting Harassment and Discrimination.....	13
Disciplinary Measures for Harassment and Discrimination.....	13
Documentation.....	13
Non-Retaliation.....	13
Employment Contract and At Will Employment Status.....	13
Compensation.....	14
Additional Volunteers – it takes a whole community!.....	14
Mentorship – A Cornerstone of Proud Theater.....	15
Why Mentorship?.....	15
Application and Hiring Process for Mentors.....	15
Mentor Duties.....	16
Commitment.....	17
Mentor Guidelines.....	18
Empowered Youth – Models of Youth Leadership.....	21
Day-to-Day Chapter Operations.....	22

When to Meet.....	22
Where to Meet.....	22
Finding Youth!.....	23
Eligibility for Participation.....	23
Age.....	23
Identity.....	23
Theater Experience.....	23
Financial Accessibility.....	24
Group Guidelines.....	24
Forms Required for Youth Participation.....	24
Calendar and Attendance.....	25
Food is important!.....	26
Money Matters.....	27
Fiscal Sponsorship.....	27
Financial Responsibilities.....	27
Proud Theater Chapter Financial Responsibilities:.....	27
Art and Soul Innovations Financial Responsibilities:.....	28
The Budget Calendar.....	28
Grant Reporting.....	29
Fundraising.....	29
Loss of fiscal sponsorship.....	29
Acknowledgement of Receipt of Proud Theater Manual.....	30
Appendix.....	31
Mentor/Volunteer Application.....	32
Artistic Director Job Description.....	35
Mentor Qualifications.....	35
Proud Theater Mentor Guidelines.....	37
Mentors are expected to:.....	37
Boundaries mentors must adhere to:.....	37
Youth Artistic Committee.....	39
Youth Directors.....	39
Youth Artistic Director.....	39

Youth Music Director.....	40
Youth Dance Director.....	41
Other Youth Director Positions.....	42
Guidelines for Participation in Proud Theater.....	43
To: Parents and Legal Guardians of Interested Proud Theater Youth.....	44
Proud Theater – 2013-2014 Season – Participant/Guardian Form.....	45
Proud Theater – 2013-2014 Season – Medical Release.....	46
Proud Theater – 2013-2014 Season – Media Release.....	47

History, Mission and Work of Proud Theater

Proud Theater was founded in 1999 by then 13-year-old youth activist Sol Kelley-Jones and local artist and activist Callen Harty as a way to foster self-expression and self-empowerment in lesbian, gay, bisexual, transgender, queer (LGBTQ), and allied youth, and youth from LGBTQ families, and to create change through the power of theater.

Nationally recognized for its innovative approach to youth leadership development and its unique artistic process, Proud Theater works with LGBTQ and allied youth to create original theatrical works out of their own experiences, develop their leadership and artistic skills, share their stories, and engage in youth-driven education and advocacy in the greater community. Throughout the year, Proud Theater youth perform and lead workshops at schools, community centers, and conferences, and present an end of the season show. Proud Theater performances are an important component in local efforts to promote LGBTQ visibility, and presentations in the schools have proven to be effective ways to challenge bias and reduce harassment.

From the beginning, the troupe has been youth-focused and youth-driven. Proud Theater doesn't impose an adult-centric "solution" and, instead, believes in the radical potential of creative interventions coming directly from youth. Youth voice is valued and uplifted at each step of our process, informing and shaping organizational practices and our activist and artistic vision. Proud Theater adult mentors don't lead the troupe, they serve as facilitators, guiding and helping Proud Theater youth to share their stories, create performances out of those stories, and to become leaders among their peers and in their communities. The work of Proud Theater builds upon the youths' innate resiliencies by providing them with community, peer support, and mentorship which in turn contributes to their positive engagement with school and their communities, and their overall health, self-esteem, and stability.

Proud Theater's work has continued to grow, and in 2011 the Proud Theater program reorganized under Art and Soul Innovations, a non-profit established by Brian Wild and core Proud Theater members to ensure Proud Theater's fiscal and organizational independence as the program began to expand beyond the Madison community. In 2011, Proud Theater welcomed its first new chapter, Proud Theater Wausau, where youth and adults are creating their own thriving chapter and bringing Proud Theater's unique blend of arts activism to Northern Wisconsin audiences. And then, in April of 2013, Proud Theater Milwaukee launched and began its own powerful community building and theater creation work.

The mission and unwavering commitment of Proud Theater continues to be "To change the world through the power of theater and the theater arts, and to make a positive difference in the lives of LGBTQ and allied youth through the tenets of art, heart, and activism!"

Art and Soul Innovations and Proud Theater

Art and Soul Innovations, Inc. is a 501(c)(3), non-profit organization that encourages artistic expression, personal development, and leadership in lesbian, gay, bisexual, transgender, queer/questioning and allied youth by supporting the youths' original works and by helping the youth to educate their peers and the community through the presentation of those works.

Art and Soul Innovations, Inc. was founded by Brian Wild in 2011 and it has become the fiscal sponsor for Proud Theater chapters, in support of Art and Soul Innovations' mission statement. Fiscal sponsorship of Proud Theater enables Proud Theater chapters to share a common administrative platform with a larger organization, thus increasing efficiency. Information about specifics of fiscal sponsorship, start up funds, grant funding, and the responsibilities of both Proud Theater chapters and Art and Soul Innovations in this fiscal relationship are outlined in the Money Matters section.

In addition to providing fiscal sponsorship and administrative support, Art and Soul Innovations' staff play an integral role in the start up of Proud Theater chapters. Staff will work to build the capacity of local leaders, support organizational structure and development, and ensure that chapter leaders get the support and training they need to begin their work. As the Proud Theater chapter develops, Art and Soul staff continue to partner with chapter leaders to nurture organizational development and increased autonomy, sustainability, and self-determination on the local level.

This manual outlines the expectations, responsibilities, and basic policies and procedures that chapters must follow in order to be part of the Proud Theater program, carry the Proud Theater name, and maintain fiscal sponsorship and support from Art and Soul Innovations. It also emphasizes the ways in which chapters have autonomy to be inventive and creative on their own and develop structures that work to build a thriving program on the local level. Art and Soul Innovations' goal is to empower youth and adult leaders to utilize the Proud Theater program's key components of youth development and empowerment and the collaborative theatrical processes as a vehicle for building capacity within local communities and creating transformational art.

Guiding Principles of Proud Theater

1. (These will be created with input from each chapter!)
- 2.
- 3.
- 4.
- 5.

A Social Change Organization

In this section:

- [How we approach change-making](#)
- [Our work is political \(but we don't get tangled in politics\)](#)
- [Intersectionality – honoring multiple identities and interconnected struggles for justice in our work](#)
- [Education and critical examination](#)

How We Approach Change-Making

Proud Theater works towards social change by fostering self-expression and self-empowerment in youth, and through performances to the greater community including religious groups, healthcare, mental health and social work professionals, educators, and students.

Our commitment to racial, economic, social, gender, and queer justice is embodied in all aspects of our programming from the way in which youth voice and perspective informs and shapes our work (the issues we tackle, the stories we tell, the art we create), to the collaborative, non-hierarchical, youth-driven way we run our organization.

We envision our change-making taking place both through our process – the intentional, empowering way in which we conduct our work and approach art-making and youth development, and through our product – the high quality original theater we produce and perform in order to educate, advocate, create dialog, and ignite change.

Our Work is Political (but we don't get tangled in politics)

At the core of Proud Theater's work is a belief in internal, community, and societal transformation and a commitment to using our creative process to challenge prejudice and bias, igniting the community to engage in dialog and to explore complex, controversial, politicized issues through our art. We approach our work with intention, care, and gentleness towards each other, resisting dogma and working to create change through providing platform for youths' voices and experiences that have been marginalized.

While our work is political, Proud Theater chapters will not endorse, fund, or publicly support any particular political party or candidate. Taking a stand about a social justice issue of importance, however, can be made by the chapter with direct input from youth and adult Proud Theater members and in a creative fashion that is in line with Proud Theater's mission.

Intersectionality – Honoring Multiple Identities and Interconnected Struggles for Justice in Our Work

From its founding, Proud Theater has held an unwavering commitment to honoring the complexity of young peoples' multiple identities. Proud Theater seeks to carve out creative space for the exploration of youths' diverse experiences in their own words, using our theatrical process to examine the intersections of multiple forms of oppression, multiple places of belonging (and not belonging), and a vision of justice that is inclusive, holistic, and expansive.

Proud Theater serves a racially, culturally, economically, and geographically diverse group of young people, and works to create a safe and affirming place for all our participants, particularly those who have faced marginalization because of racism, classism, homophobia and transphobia. As an organization we are inherently multi-issue as our youth participants (like our adult mentors) are living multi-issue lives and our work is creating original theater out of their stories.

We strongly believe in the interconnections between all struggles for justice, and through our art and our activism we seek to offer complex, honest narratives from youths' own experience that explore these intersections.

Education and Critical Examination

Moreover, in Proud Theater's commitment to expanding our circumference of understanding, chapters are expected to continue to deepen their cultural competency through on-going educational opportunities, workshops, trainings, presentations, and guest speakers for adult mentors and youth participants. The Proud Theater process lends itself to this kind of exploration as youth and adults continue to learn from and with each other, examining race, class, gender, sexuality, ability and cultural and ethnic diversity. Art and Soul Innovations can serve as a resource for locating needed training and educational opportunities.

It is expected that all Proud Theater chapters will be committed to critically examining their own practices and ensuring that they are inclusive, accessible, actively anti-racist, and an organization embodying the kind of equity and justice they seek to create. Each chapter is expected to evaluate their programming at least once a year, soliciting feedback from youth and adults involved in the programming and the community they serve. Art and Soul Innovations' staff will offer models for undergoing such evaluations. Likewise, Art and Soul Innovations' staff will work with chapter leaders, if they need assistance in implementing programmatic changes based on the feedback.

The People Powering Proud Theater!

In this section:

- [Organizational structure and staffing](#)
- [Hiring](#)
- [Non-discrimination policy](#)
- [Harassment policy and grievance procedures](#)
- [Employment contract and at-will employment status](#)
- [Compensation](#)
- [Additional volunteers – it takes a whole community!](#)

Organizational Structure and Staffing

Proud Theater believes in challenging hierarchical power structures at all steps of our process and operating out of collaborative models of leadership and decision making. Further, Proud Theater believes in the creativity and inventiveness of its people and honors the various leadership/organizational structures that can be created on a local chapter level to embody these core values and be a productive, well organized, thriving chapter. The position of adult mentor, however, is a necessary component in any chapter and an integral part of the structure and process of Proud Theater.

When starting up a chapter, staff from Art and Soul Innovations will support the local chapter in developing an interim organizational structure that will meet the local needs. This may mean identifying an Artistic Director or Program Coordinator, helping mentors to divide up roles and responsibilities, or developing a different structure that is appropriate locally. As a chapter becomes more developed, the organizational structure may change and evolve and will take on greater autonomy.

Historically, Proud Theater chapters have been run collaboratively by a group of adult mentors making up a Leadership Team who each take on different responsibilities and roles on the artistic, youth support and development, education, organizational, and financial fronts in cooperation with an Artistic Director who is responsible for the overall artistic vision of the group and chapter coordination. Again, chapters can create their own structures that may or may not include an Artistic Director, but the responsibilities of an Artistic Director must be delineated to a staff/mentor or split between several staff/mentors making up a Leadership Team. For example, a chapter may choose to have both a Program Director and Artistic Director that share these responsibilities or they could fully be the responsibility of one of those roles.

➡ See the [Mentorship](#) section for more information about the role and responsibilities of mentors. Refer to the Appendix for sample [job descriptions of the Artistic Director](#) and [qualifications for mentors](#) that should be used as foundational qualifications for any staff position in a Proud Theater chapter working with youth.

Hiring

Each established chapter is responsible for their own hiring of volunteer and non-volunteer staff and mentor positions. During chapter start up, support can come from Art and Soul Innovations' staff to help begin the hiring process, but ultimately it will be the responsibility of the local chapter to make local staffing and mentor decisions.

It is important to remember that the more qualified and diverse your mentors and staff are (in terms of gender, age, race, experience, and skill sets), the stronger the chapter will be.

During the hiring process, it is required that each chapter actively involves youth voice. It is essential for the hiring of mentors and other staff and volunteers working directly with youth participants that youth are conducting part of the interview process themselves.

Likewise, priority needs to be placed on recruiting, hiring, and retaining a staff, mentor and volunteer pool that is racially and culturally diverse and representative of members of the LGBTQ community.

➡ For positions working directly with young people, candidates must go through a background check to ensure that they do not pose a safety threat for youth. Detailed information on the hiring procedure for adult mentors can be found in the [Mentorship](#) section.

Non-Discrimination Policy

Proud Theater does not and shall not discriminate on the basis of race, color, religious affiliation or beliefs, sex, gender identity, gender presentation and expression, age, national origin, ancestry, citizenship, cultural identity, marital status, pregnancy and or parental status, family orientation, physical/body appearance, sexual orientation, mental, physical, and/or learning disability, military status, linguistic/language difference, HIV status, socio-economics, medical condition, past conviction and/or incarceration status* in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive, welcoming, and safe environment for all members of our staff, volunteers, community partners, and all youth and communities we serve.

Proud Theater is an equal opportunity employer and seeks to recruit, hire, train, and promote at all levels the most qualified applicants. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religious affiliation or beliefs, sex, gender identity, gender presentation and expression, age, national origin, ancestry, citizenship, cultural identity, marital status, pregnancy and or parental status, family orientation, physical/body appearance, sexual orientation, mental, physical, and/or learning disability, military status, linguistic/language difference, HIV status, socio-economics, medical condition, past conviction and/or incarceration status*. Proud Theater will make employment decisions on the basis of individual qualifications as related to the requirements of a particular job position.

➡ While Proud Theater does not discriminate on the basis of past conviction and/or incarceration status, a background check is required for any potential staff or volunteer working directly with young people or with finances. For more information regarding violations not allowed for working with young people, refer to the [Mentorship](#) section.

Harassment Policy and Grievance Procedures

Chapters are responsible for distributing the Harassment and Grievance policy to new staff and volunteers and educating all staff and volunteers about behavioral expectations, appropriate interventions, procedures for reporting, and accountability. During chapter start-up, Art and Soul Innovations will be available for consultation regarding the harassment policy and will support leadership staff/mentors in reviewing and honing the grievance policy to ensure that the leadership structure of the chapter is reflected in the policy and the Leadership Team is prepared to handle and respond to any complaints of harassment, discrimination, and/or retaliation.

Anti-Harassment Policy

Proud Theater is committed to providing an environment free from harassment for our volunteers, staff, youth participants, and community partners and to nurturing an inclusive organizational setting where all parties are treated with dignity and respect. Bigotry and intolerance is unacceptable within Proud Theater and harassment carried out by anyone affiliated with Proud Theater in the context of their role is a direct violation of this policy. This includes (but is not limited to) any form of harassment based on an individual's real or perceived race, color, religious affiliation or beliefs, sex, gender identity, gender presentation and expression, age, national origin, ancestry, citizenship, cultural identity, marital status, pregnancy and or parental status, family orientation, physical/body appearance, sexual orientation, mental, physical, and/or learning disability, military status, linguistic/language difference, HIV status, socio-economics, medical condition, past conviction and/or incarceration status.

In addition to other forms of harassment, Proud Theater does not tolerate sexual harassment. Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures.

Use of Proud Theater or Art and Soul Innovation's computer or any technology device, or personal device during Proud Theater time, for the purpose of viewing, displaying, or disseminating materials that are sexual in nature or hateful/bigoted also constitutes harassing behavior.

All volunteers and staff are expected to intervene immediately if they witness harassment or discrimination and report the concern promptly. No person will be adversely affected in volunteer status or employment with our organization as a result of bringing complaints of harassment to light.

Reporting Harassment and Discrimination

If any volunteer or staff member feels that they have been harassed or discriminated against, or have witnessed harassment or discrimination, they are expected to immediately report the matter to a member of the chapter's Leadership Team. If the allegations are against a member of the Leadership Team, and the complainant feels comfortable bringing the concerns to another member of the leadership team, they should do so. If not, however, they may contact staff at Art and Soul Innovations and make the report directly to an Art and Soul staff member. If the individual's complaint is about a staff member at Art and Soul or there is a conflict of interest at any level of the reporting process, they may contact a member of the Art and Soul Innovations Board of Directors and make the report directly to them.

Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of harassment and or discrimination will be handled in as discreet and confidential a manner as is possible under the circumstances.

Disciplinary Measures for Harassment and Discrimination

Any volunteer, staff member, and/or employee engaging in harassing or discriminatory behavior will be held accountable for their actions and subject to disciplinary action, including the possible termination of employment or removal from their volunteer position. Not every instance of harassing or discriminatory behavior will warrant termination, but some may.

Documentation

The Proud Theater chapter's Leadership Team is responsible for properly documenting any harassment or discrimination complaint (whether substantiated or not) and detailing the steps that were taken to address the situation, including any investigation, discipline, mediation and/or education. Further, each chapter must save a copy for their files and notify staff at Art and Soul, sending a copy to them.

Non-Retaliation

No employee or volunteer will suffer retaliation for making a good-faith report regarding incidents of perceived harassment or discrimination towards themselves or others. If an individual feels that they may have been the subject of retaliation due to their report, that individual is expected and urged to report the matter immediately to staff at Art and Soul Innovations.

Employment Contract and At Will Employment Status

In the event that an individual is hired by a Proud Theater chapter, an employment contract must be drawn up between the employee and Proud Theater, in coordination with Art and Soul Innovations, detailing the specific job responsibilities, duties, expectations and any benefits and/or compensation the employee will receive.

Any individual employed by a Proud Theater chapter is an at-will employee and the employee's contract may be terminated by Proud Theater or by the employee at any time without prior

notice for any reason except one that is discriminatory or retaliatory and/or violates the non-discrimination policy of Proud Theater.

Compensation

Proud Theater began as an all-volunteer run project and, for nearly 15 years, grew into an award-winning, nationally recognized program sustained solely on volunteer power. It can be done! Proud Theater honors the professional nature of our artistic and youth development work and, philosophically, believes that the work is worthy in and of itself whether it is performed by volunteers or paid staff. Nonetheless, each chapter is welcome to pursue additional funding for staff if they wish, and is encouraged to develop a staffing compensation model that works for their community's needs and resources. Examples of this include, but are not limited to, volunteer-powering the chapter, providing stipends for staff/mentor positions, directly employing staff, fee for services, or a combination.

➡ Refer to the Money Matters section for more information and guidelines about pursuing financial resources for each chapter and the fiscal relationship with Art and Soul Innovations.

Additional Volunteers – it takes a whole community!

In addition to volunteers serving as mentors and staff, volunteers are intrinsic to the program operations of Proud Theater chapters. Each chapter is responsible for recruiting and retaining local volunteers and is encouraged to locate volunteers to help with everything from securing food donations for rehearsals, to organizing fundraisers, to making costumes.

It is strongly encouraged that even one-time volunteers “interview” with one of the Proud Theater staff or mentors prior to volunteering to ensure that they will be a good match for the organization and their talents are being utilized. If the volunteer will in anyway be working with youth (example: a guest speaker or presenter), an interview is required.

➡ Remember, volunteers who are not serving in a mentoring or staff position, and who have not gone through a formal youth and adult lead interview and background screening, are not allowed to be alone with youth participants.

Reaching out for volunteers can come through direct recruitment via a job/volunteer Web site for your community, a notice sent out using e-mail list serves for like-minded organizations, announcements in social media, word of mouth, or by the increased visibility of your chapter at community events and through your performances. Great volunteers come from a variety of places including from youth participants' own families, LGBTQ and allied community members, local universities and community colleges, and from the pool of former Proud Theater members.

Finally, each chapter is expected to find ways to honor their volunteers and recognize their efforts – all contributions are important and make a difference! This could look like a thank you letter, a volunteer appreciation potluck or dinner, or formal recognition at a public event.

Mentorship – A Cornerstone of Proud Theater

In this section:

- [Why mentorship?](#)
- [Application and hiring process for mentors](#)
- [Mentor duties](#)
- [Commitment](#)
- [Mentor guidelines](#)

Why Mentorship?

Historically, there has been a divide between LGBTQ adults and LGBTQ youth due to societal stigma, homophobia and transphobia. From our founding, Proud Theater has sought to bridge this gap by building a mentoring structure that works to build healthy, collaborative, and life-affirming partnerships between LGBTQ and allied young people and LGBTQ and allied adults who serve in a mentoring role. Mentors in Proud Theater are expected to actively commit to working within a collaborative, non-hierarchical structure where power is shared, and adult mentors and youth are seen as creative partners within a youth-driven process. In order to be a mentor it takes a dynamic combination of discipline, ability to engage with youth, an understanding of their developmental and emotional needs, knowledge and passion for theater and performing arts, willingness to give of yourself, ability to handle crises, and a passion for queer justice.

Application and Hiring Process for Mentors

To become a mentor at Proud Theater a potential candidate must first express interest, or be recruited by a current mentor or Proud Theater staff. Former Proud Theater participants who are now adults may apply to be mentors but must have, at minimum, one year between the time they participated in Proud Theater as a youth and their application to be a mentor although it is recommended that a longer duration of time pass prior to their consideration in order to establish healthy boundaries with the group. Next, the candidate will be asked to fill out an application that asks some basic questions about their experience as a way to pre-screen potential volunteers and conduct a background check. A [sample form for prospective volunteers](#) developed by Proud Theater Madison can be found in the Appendix.

Proud Theater does not allow anyone to volunteer or work closely with youth who may in any way be unsafe for them. Prospective mentors and volunteers who will be working with youth are required to go through a background check prior to being “hired.” While Proud Theater does not discriminate based on one’s unrelated past conviction and/or incarceration status, candidates will be immediately disqualified as a volunteer, mentor or staff if they have a history that includes being a perpetrator of sexual or physical abuse, introducing youth to drugs or alcohol, or engaging in behaviors that may be harmful to young people.

After reviewing the candidate’s application, if existing Proud Theater mentors and staff decide a candidate might be a good fit, the candidate will be invited to participate in a two-part interview process. First, they will interview with the existing adult mentors. If the candidate makes it

through the adult interview without major concerns, they will then interview with several of the youth leaders in the group. In Proud Theater Madison, members of the Youth Artistic Committee conduct this interview but the interview panel could instead be made up youth from the group who volunteer to be interviewers. The important thing is that youth are an integral part of the process and have a say in who works with the group.

After the interviews, the youth and adults discuss the candidate together. If either the adult mentors or the youth interviewers have concerns, or feel that the applicant would not be a good fit as a mentor, then the candidate will not become an adult mentor. The candidate may be able to volunteer in other capacities, depending on their qualifications, but they will be eliminated from directly working with the youth in a mentoring capacity. It is a policy of Proud Theater that if a youth interviewing the candidate is uncomfortable with and/or concerned about the adult, it is reason enough for the candidate to not become a mentor.

If the candidate is recommended by both youth and adult interviewers, they go through a formal background check. Once the background check is passed, the candidate is invited to become a mentor. All mentors are expected to adhere to the "Proud Theater Mentor Guidelines," outlining the policies and procedures of the group along with the specific roles and responsibilities of a mentor. Significant emphasis is placed on building and maintaining appropriate boundaries while developing positive and healthy mentoring relationships with the youth participants and committing to the vision and mission of Proud Theater in its unique power structure and unwavering commitment to challenging and dismantling all systems of oppression. Prior to working with youth, new mentors must sign, and agree to adhere to, this document. New mentors then go through training in the Proud Theater process, spend time shadowing existing mentors, and are mentored themselves as they develop their own mentoring practice with the group.

➡ Refer to the Appendix for Qualifications for Mentors that should be used as foundational qualifications for any mentor or staff position in a Proud Theater chapter working with youth.

Mentor Duties

Mentors play a facilitative role in the creation process with youth, supporting them as they: share their stories, engage in improvisation and theatrical exploration of their stories, develop scripts through collaborative and independent writing, and create theatrical works out of these stories. Mentors work with each youth to nurture their artistic development, hone their theatrical and leadership skills, and create a platform for their personal and community voices. Depending on the needs and staffing decisions within a Proud Theater chapter, mentors may divide up specific roles and responsibilities based on their expertise and skills. For example, a mentor with experience in budgeting may serve in the role of Financial Coordinator and work both with day-to-day money matters for the chapter and take the lead on local fundraising; a mentor serving in the role of Education Coordinator may arrange guest speakers and training for the group, in addition to coordinating Proud Theater performances at schools; a Youth Outreach Coordinator may serve as the main support contact for youth, families, and service providers and be responsible for following up with youth needs/crises outside of Proud Theater. When serving in a specific staffing role, mentors take on additional responsibilities within and

outside of rehearsal time and will have specific job duties for this role defined by the local chapter. However, the following list includes some of the general mentor duties:

- Facilitate the "Proud Theater process" through small group discussions, story sharing, and creation sessions
- Teach various aspects of theater, performing arts and lead theatrical writing and performance exercises
- Chaperone at performances, Proud Theater and community events
- Help write up scripts in collaboration with youth participants
- Coordinate and pick up food for rehearsal sessions
- Direct pieces to get them ready for performance (this often requires rehearsals outside of the regularly scheduled meeting times)
- Communicate by phone, e-mail, Facebook, etc. with youth and other mentors
- Meet weekly with the Youth Artistic Committee and youth leaders
- Handle conflict, crises, and youth issues when they arise
- Meet with parents, family members, and other adults involved in youths' lives
- Assist with local fundraising and events
- Attend meetings as required (planning meetings with other mentors, Art and Soul Board meetings or committee meetings, meetings with other Proud Theater chapters, or community groups, etc.)
- Attend all required trainings and actively participate in continuing education opportunities to expand the breadth and depth of one's social justice consciousness, knowledge about LGBTQ issues and the realities facing young people, and to further develop ones artistic and mentoring practice with youth.

Commitment

Mentors are expected to be consistent in their commitment by attending each Proud Theater session and additional rehearsals, mentor meetings, trainings, and performances as scheduled. The weekly time commitment will vary depending on the schedule of the chapter and is roughly 5-10 hours per week – when meeting on a weekly basis. The hours increase when there are additional rehearsals, special events, meetings, or if the mentor is taking on additional responsibilities within the group, serving in a staffing role, or working on a special project. Likewise, during the intensive rehearsal process leading up to community performances, the time commitment may increase dramatically for both mentors and youth participants.

Aside from the time commitment there is an even larger commitment, and that is the commitment to the youth of Proud Theater. As an adult mentor you are their lifeline in many ways. You are there to support them, guide them to the truth in their stories, you are there when they need someone to talk to about a problem, and you are there as they grow into their self-identity.

Mentor Guidelines

Mentors are expected to follow the basic guidelines outlined in the "Proud Theater Mentor Guidelines" document below, and demonstrate compliance with all Proud Theater policy and procedures along with additional expectations defined by local chapters. Along with other staff, volunteers, and youth participants, mentors are also expected to adhere to the "Group Guidelines" developed by youth and adults within each chapter outlining expectations for respectful participation (see more information about Group Guidelines in the [Day-to-Day Operations](#) section as well as a sample [Group Guidelines](#) contract in the Appendix.)

In the event that a mentor violates these expectations, action must be taken to hold them accountable, and, depending on the severity of the violation, a mentor may be removed from their position. Chapters are expected to develop their own structures of accountability when there is an infraction or non-compliance from a mentor. Art and Soul Innovations can serve as a resource for creating this procedure and for identifying appropriate follow-up action. In the event that a mentor engages in illegal activity with a youth, or has a violation of a sexual or violent nature, they will immediately be dismissed from their position at Proud Theater and Art and Soul Innovations must be notified.

➡ A copy of the [Proud Theater Mentor Guidelines](#) seen below, but with formatting ready for a mentor's signature, can be found in the Appendix.

Proud Theater Mentor Guidelines

Mentors are facilitators and mediators – We are here to serve, not be served!

Mentors are expected to:

- Foster age appropriate self-expression and self-empowerment for youth participants.
- Nurture an inclusive, safe, respectful and affirming environment for all participants.
- Mediate conflict as a compassionate, non-judgemental voice of reason, not as a friend or therapist.
- Approach differences of opinion, perspective, or experience with curiosity, openness and a willingness to learn.
- Take responsibility for actions or behaviors that are not mentor-ly (such as yelling, arriving late). Acknowledge the mistake to those you affected, apologize and state how you could have handled the situation appropriately and will do so in the future.
- Interrupt "isms" (such as classism, racism, sexism), stereotypes, bias or prejudice, when they surface, immediately naming the hurtful language/action/assumption, holding youth accountable for their words/actions, educating rather than shaming, and conducting follow up with affected youth and the group as a whole, as needed.
- Utilize, and model, creative conflict resolution strategies with youth and fellow mentors and communicate non-violently and with respect.
- Be aware of power dynamics within the group and work to foster youths' voices rather than speaking for, or over, youth.

- Support and nurture youth, working to develop their own inner resources and agency rather than creating dependency.
- Encourage and affirm the participation, contributions, and growth of each youth.
- Stay educated and informed about current racial, social, economic, LGBTQ, educational, and gender justice issues, community activism, events, happenings and concerns.
- Remain consistent in commitment to the rehearsal and performance schedules and model accountability.
- Act as a leader and a professional, understanding your power and responsibility as a role model.

Mentorships are not friendships. Maintaining strong boundaries, without asserting authoritative power over youth, keeps both youth and mentors safe and fosters an environment of respect.

Boundaries mentors must adhere to:

- Mentors will not engage in romantic, flirtatious, and/or sexual relations with youth.
- Mentors will under no circumstances use verbal or physical violence towards youth or adults.
- Mentors will not discuss present use of alcohol or drugs or past glorified use of drugs or alcohol with the youth.
- When at a Proud Theater meeting, community event, or when representing Proud Theater publicly, mentors will not use nor be under the influence of drugs or alcohol.
- Mentors will not use tobacco products in the presence of youth.
- If a mentor is connected to youth on any social networking/media site, it's their responsibility to limit access to "adult" and inappropriate content on their pages including but not limited to: drugs, alcohol, sex, violence, inappropriate language, and "isms".
- "Hanging out" needs to happen in the context of Proud Theater. It's not acceptable for mentors to attend events or parties with youth that are not Proud Theater sponsored or approved.
- Mentors are expected to check in with each other on issues or concerns regarding youth, especially in regards to youth contacts outside of sponsored Proud Theater rehearsals and events. When mentors have contact with youth or are following up about a youth concern outside of structured rehearsal times, they are expected to document their contact.*
- Mentors will likely be involved with youth issues and conflict that may feel personal, it is inappropriate however to hold grudges against youth.
- Mentors will actively work to de-escalate and mediate conflict and drama between the youth rather than becoming a participant in the drama themselves.
- Mentors will respect the confidentiality of youth by not discussing youth issues with anyone other than fellow mentors in the group.

- Mentors will not disclose information shared by youth within the group with a young person's family or other professionals without consent from the youth unless there is reason to believe there is eminent harm to the youth or others. In this case, the individual will be notified that this information will be shared with the appropriate sources (family, support professionals, etc.) and mentors will consult each other, or a designated youth support position within the chapter, to determine an appropriate course of action.



Each chapter will develop their own expectations for documenting mentors' outside of rehearsal contact with youth.

Empowered Youth – Models of Youth Leadership

Proud Theater is dedicated to the creation and development of youth leaders within the organization and believes that all youth have the potential to be leaders. Further, Proud Theater is committed to challenging top-down power relations and nurturing cooperative and collaborative leadership between youth and adults. Likewise, Proud Theater aims to honor and nurture youths' agency by having youth participants take as much responsibility for their actions and art as possible and exercise their voice at all steps of the process including decision making.

Each chapter has the autonomy to create their own unique structures for uplifting youth leadership within their organization but is encouraged to develop a formal body for representation of youths' voices. Chapters are welcome to use and/or adapt any of the existing models that have been honed, and highly successful within Proud Theater Madison outlined below:

- **Youth Artistic Committee (YAC)** – a body of youth representatives elected each year by their peers to represent youth voices and concerns and keep open lines of communication between youth and adult mentors/staff, and;
- **Youth Directors** (who also serve as part of the YAC) – selected through an application and interview process by mentors/adult artistic staff based on the youth's leadership within the group, demonstrated commitment, and their vision and desire to more intensively hone and develop their artistic and leadership skills.



For more information about the roles and responsibilities for Youth Artistic Committee and Youth Directors including sample job descriptions used by Proud Theater Madison, refer to the Appendix.

Day-to-Day Chapter Operations

In this section:

- [When to meet](#)
- [Where to meet](#)
- [Finding youth!](#)
- [Eligibility for participation](#)
- [Financial accessibility](#)
- [Group guidelines](#)
- [Forms required for youth participation](#)
- [Calendar and attendance](#)
- [Food is important!](#)

When to Meet

Proud Theater chapters are expected to meet on a weekly basis throughout the school year to maintain group cohesion, development, and growth but are welcome to meet more regularly if desired. Each chapter has the power to shape their schedule as they see fit and work with youth participants and adult mentors/staff to develop a schedule that works best for all involved – typically a weekday evening or weekend time. Chapters are encouraged to keep the time and location of their weekly rehearsals consistent in order to build structure and stability for the group.

Proud Theater recognizes the importance of youth participating fully in their educational and school programming and will not schedule rehearsals or group meetings during school hours. All performances and events (e.g. a performance at a school) occurring during school hours will be optional and will require family/guardian consent before a youth may participate. Likewise, mentors and staff need to be mindful of youths' academic schedules and workloads when scheduling performance and additional rehearsals in order to support youth in maintaining a healthy balance between their school, home, and Proud Theater commitments.

Where to Meet

Each chapter is responsible for locating a safe, conveniently located rehearsal space that is accessible, youth-friendly and an LGBTQ positive environment. If your community has public transportation systems, the location should be accessible via public transportation. Potential

sites could include a community center, an opening and affirming place of worship, a meeting room in a public library, a space on a university or community college campus, or a shared location with like-minded non-profit partners. Typically, Proud Theater chapters have been able to locate community space to meet in for free or at a reduced cost. It is recommended that even when space is donated, the chapter create a Memorandum of Understanding with the supporting agency in order to ensure that both parties have clear expectations and understandings of the space-use agreement. Chapters are required to create a Memorandum of Understanding for any location that requires a payment.

Finding Youth!

Outreach for youth participants can happen in a variety of ways throughout the year including a press release about Proud Theater, outreach to schools in your area, social workers, other student support staff, youth service agencies, and information to LGBTQ arts-based and social justice organizations in your community. Public performances, presentations, and presence at community events is another great way to increase visibility and share information through announcements, fliers, and tabling about how youth can get involved and community members can support your work.

It is helpful to have a main contact person within your chapter for interested youth whether this is the artistic director, a program director/coordinator, or a designated mentor who will serve as a point person for interested youth or professionals who may be referring youth to the program. This contact person will need to be able to answer any questions youth, families, or providers may have. Finally, remember that the main resource for drawing in youth is youth themselves. Having an empowered, excited, and invested group of young people and a quality, supportive, creative program is the best tool for recruiting and retaining youth.

Eligibility for Participation

All youth are welcome regardless of racial, cultural, and gender identity, gender presentation and expression, sex, religious affiliation or beliefs, political orientation, national origin, ancestry, citizenship, documentation and/or immigration status, pregnancy or parental status, family orientation, physical/body appearance, personal or family legal status, physical, mental, emotional and/or learning abilities, sexual orientation, educational and socio economic background, HIV status, medical condition, and language. Below are other eligibility requirements.

Age

Proud Theater is open to all youth ages 13-18 or 19 if still in high school programming. Occasionally, exceptions have been made for 12-year-olds who demonstrate great need for the program and an appropriate level of maturity. These exceptions must be made on a case-by-case basis in consultation with the specific youth, their family, and support people in their life. When making these decisions it is important to weigh the needs of the individual youth and how their participation will affect the dynamic of the whole group.

Identity

While Proud Theater is an LGBTQ-themed theater group, youth do not, at any point during the process, need to identify their gender identity, sexual orientation, or family identity in order to participate. At Proud Theater, we also recognize that self-identity is not necessarily fixed and honor the fluidity and agency young people have to move within their identities and define - on their own - how their identities are communicated to the world and through their work in Proud Theater.

Theater Experience

No prior theater experience is required for youth participation and youth must not be asked to audition in order to join. Proud Theater believes in the innate ability within all people to be creative and resists the traditional theater narrative that some are talented and some are not. Instead we believe that all youth have the ability to be effective, powerful communicators through art. As a theater and performing arts organization we view theater as not only a powerful tool for healing and community transformation, but also as an exciting and vital art. Mentors and staff are expected to work with young people to develop and hone their theater and performing arts skills, learn new techniques, and create high quality theater.

Financial Accessibility

The Proud Theater program must be free and open to all participants with no fees or ongoing cost for youth to ensure accessibility and no financial barriers to participation. Families who are able to monetarily support the program, however, are encouraged to financially invest in the program to ensure sustainability and its continued accessibility. Giving can come in various forms including in-kind or financial support with food or other program and operational costs and a weekly/monthly/yearly donation to the chapter to support the programming.

Group Guidelines

Each chapter is expected to develop a document outlining their group's guidelines of respectful, positive conduct for youth and adults to abide by while participating in Proud Theater. The document is most useful when it is created with input from youth and adult members of the group in order to ensure that it feels relevant and reflective of their needs, concerns, and expectations for themselves, and their fellow members. After the contract is created, reviewed, and discussed, each youth and adult participant will be required to sign it, agreeing to the guidelines, in order to participate in Proud Theater. It is recommended to use the guidelines as a "working document" where additions and edits can be made each year as needed by the new group of youth and adults.



For an example of a group guideline document please refer to [Guidelines for Participation](#), developed by Proud Theater Madison, located in the Appendix.

Forms Required for Youth Participation

Each chapter must develop, and have youth and their guardians sign, three basic forms prior to participating in the Proud Theater season: the "[Permission to Participate](#)," "[Medical Release](#),"

and “[Media Release](#)” forms. Youth may attend a few Proud Theater sessions prior to completing the forms to check out the group, but before they can be a member and a full participant in the season, they must have the forms completed. We recommend that your chapter set a clear deadline for the completion of these forms.

➡ [Sample forms](#) developed by Proud Theater Madison can be found in the Appendix. Chapters are welcome to use these forms as a template. If a chapter decides to make their own forms, it is important to make these gender inclusive (for example using gender neutral language of “my youth” vs. binary terms like “son/daughter”) and inclusive of various family forms (using language of “guardian” vs. or in addition to “parent”).

It can be helpful to also have a generic form about Proud Theater that does not explicitly name the LGBT nature of our work that may be used upon request for youth who are not “out” or where such language would be an immediate trigger for their families. If a youth requests the generic form, an adult mentor needs to discuss this choice with the youth and dialog with them about their plan for talking about Proud Theater with their families. Further, mentors are expected to talk with the youth about the likelihood that their family will learn about the nature of the group, a safety plan (if needed) when this discovery occurs and strategies for supporting the youth and their family during that time. It is recommended that mentors encourage and work with youth to develop a proactive and intentional strategy for disclosing information about Proud Theater’s LGBTQ focus with their families.

➡ In addition to the three basic required forms, a separate permission slip must be created for each field trip or additional performance/event that Proud Theater takes youth to, outside of scheduled Proud Theater rehearsal time. A participant’s guardian must give written and/or documented verbal permission to Proud Theater adult mentors/staff before a youth may attend.

Calendar and Attendance

Each chapter will need to develop its own calendar and attendance expectations for youth participants. Typically, the Proud Theater season has closely aligned with the Wisconsin school year beginning in September and ending in late May or early June. Summer programming or workshop series have historically been a separate commitment and mentors and youth participating during the school year season may choose to participate in a summer season, but it has not been an expectation. Together as a local chapter you may decide what your season will look like in order to best meet the needs of your community.

Proud Theater does not operate as a drop-in group but, instead, as a theater troupe where the collaborative process necessitates a level of group cohesion that requires commitment to the group. While standards for attendance can vary between chapters, it is crucial to decide on what your group’s expectations are and a structure for nurturing respectful accountability. It is important to find a balance between 1) being a welcoming, open group, setting high expectations of participants and encouraging youth to take themselves, the group, and their art and activism seriously, and 2) recognizing the barriers many youth face (transportation, family and personal crisis, lack of support) that may hinder their attendance while 3) working with youth to address these challenges. It can be helpful once your chapter is more established to

set a cut off time during the year after which new members may not join for the rest of the season in order to build consistency and community within your chapter.

Along with other information about the chapter and the participant forms and guidelines, it is essential to share the calendar your chapter develops for the Proud Theater season, detailing the rehearsal schedule, performances and special pre-planned events, with youth and their families. This calendar must also be shared with Art and Soul Innovations' staff.

Each Proud Theater chapter is also expected to keep an up-to-date contact list for their youth participants and a weekly attendance sheet to track who is attending and how many youth are participating on a weekly basis for grant purposes. Likewise, chapters may be asked to keep track of demographic information about participants for grant purposes as requested by Art and Soul Innovations.

Food is important!

Young people need to eat! Young people like to eat! Food builds community! Food builds concentration and nourishes! Rehearsals and meeting times are likely to occur in the after school, evening and weekend times and in an effort to make rehearsals accessible (and enjoyable) for young people it is important to provide a healthy snack or meal.

Working with Art and Soul Innovations, new chapters will be supported with a small start-up food budget, but it is highly encouraged to locate food donations in your community to supplement these funds. Likewise, there may be youth within your chapter who have families that are able/willing to provide food items and/or money for food.

When making food choices for your chapter, it is encouraged to provide items that are healthy, nutritious, and offer options for youth with dietary restrictions, allergies, and those who are vegetarian/vegan. Whenever possible, chapters are encouraged to purchase food from local sources and local businesses so that your money goes right back into your community!

Money Matters

In this section:

- [Fiscal sponsorship](#)
- [Financial responsibilities](#)
- [Budget calendar](#)
- [Grant reporting](#)
- [Fundraising](#)
- [Loss of fiscal sponsorship](#)

Fiscal Sponsorship

Fiscal sponsorship refers to the practice of [non-profit organizations](#) offering their [legal](#) and [tax-exempt](#) status to groups engaged in activities related to the organization's missions. Art and Soul Innovations' fiscal sponsorship of Proud Theater enables Proud Theater chapters to share a common administrative platform with a larger organization, thus increasing efficiency. In addition to legal status, Art and Soul Innovation provides start up funding, [fundraising](#) assistance, and financial management, including support with budget management, year-end reporting, and filing of federal and state taxes. This spares chapters the necessity of developing these resources and allows them to focus on programmatic activities. A fee-based contractual arrangement exists between Art and Soul Innovations and each Proud Theater chapter with a five percent administrative service charge for each chapter paid to Art and Soul Innovations for their services.

Financial Responsibilities

The process of managing each Proud Theater's finances is based on a team approach. Art and Soul has responsibilities to each chapter and each chapter has responsibilities to Art and Soul. Below is a list which describes each party's responsibilities in creating a positive relationship.

Proud Theater Chapter Financial Responsibilities:

- Designate a Proud Theater chapter Financial Coordinator, who has a basic understanding of business and accounting. This position will serve as the main contact for the Art and Soul Innovations Business Manager/Treasurer.
- Provide Financial Coordinator contact information to Art and Soul Business Manager/Treasurer and maintain communication as needed.
- Coordinator assists Art and Soul Business Manager/Treasurer in creation of chapter's annual budget.
- Coordinator is responsible for dispersing funds on behalf of chapter and collecting, recording, and submitting contributions through established procedures.*
- Coordinator is responsible for developing their chapter's Memorandum of Understanding for any rehearsal or performance location the chapter will use that requires a payment.

- Provide monthly spreadsheet of contributions with copies of donations to Business Manager/Treasurer (e.g. copies of checks)*
- Provide monthly spreadsheet of expenses with supporting receipts to Business Manager/Treasurer*
- Provide completed attendance sheets monthly to Business Manager/Treasurer
- Coordinator is responsible for ensuring thank you notes are sent to contributors
- Coordinator is responsible for working with Art and Soul Innovations' grant writer and providing financial information when requested

➔ Art and Soul Innovations' Business Manager/Treasurer will share detailed processes for revenue and expense tracking with each chapter's Financial Coordinator during their training at chapter start-up.

Art and Soul Innovations Financial Responsibilities:

- Help locate and provide provisional seed funds to assist in start up of Proud Theater chapter when possible
- Work with chapter Financial Coordinator by providing financial oversight of chapter income and expenses
- Set up separate bank account for chapter's use, to provide reporting of finance activity of chapter, and foster financial accountability
- File federal and state tax returns which includes chapter financial activities
- Provide guidance on fundraising resources available – example: grants
- Assist chapter Financial Coordinator in preparing chapter budget and provide chapter with annual budget and year end reports which will assist chapter with managing income and expenses

The Budget Calendar

The following is a budget calendar for the typical budget process for Art & Soul Innovations and Proud Theater programs. The fiscal year coincides with the calendar year. When reviewing this list, understand that it is a model intended to provide a basic understanding of the steps taken to approve the budget. Preparing and passing a budget is one of the most important roles of Art and Soul Innovations (in collaboration with Proud Theater chapters), as it is how it identifies services that the organization will provide, as well as the level of funding allocated for each service.

Mid- August: Chapters prepare budget proposal (including revenue and expenses)

August: Art and Soul Treasurer sets up budget worksheets

September: Chapters review their budget proposal with Art and Soul Treasurer

October: Individual chapter budgets submitted to Art and Soul Board for review and changes

Early-November: Budgets sent back to chapters for review of changes and feedback

Mid-November: Art and Soul Board adopts budget at Board meeting

Early-December: Art and Soul Treasurer submits approved budgets to each chapter

Grant Reporting

Staff at Art and Soul Innovations will work with each Proud Theater chapter to develop specific reporting expectations for their activities, including programmatic goals and expectations, youth served, group demographics, weekly attendance. Likewise, Art and Soul Innovations and the Proud Theater chapter will develop a timeline for when grant reports must be submitted by the chapter to Art and Soul staff in order to be in compliance. Failure to meet reporting requirements in an accurate, thorough, and timely manner may result in the loss of fiscal sponsorship.

Fundraising

Each Proud Theater chapter has the right and responsibility to take the lead on local fundraising efforts. As the local chapter grows and develops, sustainability and longevity will depend on the chapter's ability to effectively raise and leverage funds. Art and Soul Innovations' staff will support chapters in their fundraising efforts, offering training, ideas, and guidance as needed.

Additionally, chapters are welcome to pursue grant opportunities on their own but must consult with Art and Soul Innovations' Grant Writing/Development staff prior to applying. Art and Soul Innovations wants chapters to be successful and when possible, may recommend specific grants that apply to a local program or additional opportunities for seeking financial support.

Loss of fiscal sponsorship

In the event that a Proud Theater chapter fails to comply with the policies and procedures documented herein or violates any of their financial responsibilities and ethical stewardship of funds, the chapter is at risk of losing their fiscal relationship with Art and Soul Innovations and the name "Proud Theater." While every effort will be made by Art and Soul to support chapters in understanding the policies, procedures and their financial responsibilities, and in developing healthy and dynamic chapters aligned with the principles and policies that carry the "Proud Theater" name, Proud Theater chapters are ultimately responsible for their own compliance and violations of policy may result in the loss of fiscal sponsorship. Proud Theater chapters will be notified if they are at risk of losing their fiscal sponsorship and will have the opportunity to answer to the concerns, take corrective action when possible, and enter into dialog with Art and Soul Innovations. If a chapter feels wrongly accused, that the allegations are prejudiced in any way, or believe that a violation of policy was carried out by an individual not by their chapter as a whole, they may take their concerns and grievances directly to the Art and Soul Innovations Board of Directors.

Acknowledgement of Receipt of Proud Theater Manual

I, _____, acknowledge that I have received the Proud Theater Manual detailing the policies and procedures of the organization, have thoroughly read and understand the contents, and agree to abide by the expectations, policies, and procedures documented herein and to uphold the standards and ethics of Proud Theater. I understand that my failure to abide by Proud Theater policies, procedures, and expectations may result in the loss of my position and/or relationship with Proud Theater.

Signed _____ (volunteer/staff signature),
on _____ (date).

Appendix

In the Appendix:

- [Mentor / Volunteer Application](#)
- [Artistic Director Job Description](#)
- [Mentor Qualifications](#)
- [Proud Theater Mentor Guidelines](#)
- Roles, Responsibilities, and Job Descriptions
 - [Youth Artistic Committee](#)
 - [Youth Directors](#)
- [Guidelines for Participation in Proud Theater](#)
- [Letter to parents and guardians of interested youth](#)
- Participant Forms
 - [Permission Form](#)
 - [Medical Release](#)
 - [Media Release](#)

Mentor/Volunteer Application



Please submit completed and signed applications to _____.

Contact Information

Name	
Permanent Mailing Address	
City State ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Background

Have you worked with youth before? Yes No

If 'Yes', for how long and in what capacity? _____

What, if any, is your experience working with LGBT youth and youth from diverse racial, cultural, and socioeconomic backgrounds?

Please tell us a little bit about yourself – what experience and education do you have that you feel would be a good fit for Proud Theater?

Interests

Tell us in which areas you are interested in helping Proud Theater (*For each, check all that apply*):

Youth Mentoring (*Interview process required*)

Performance Assistance

Props Costumes Stage Management Light Design Sound Design

Video Design Technical Operator (Sound, Lights, Video) Poster/Program

Sales Table Ushering Other _____

Technical Support

Web Page support/development Server Development/Support

External Support

Fundraising Public Relations/Press Releases Volunteer Coordination

Grant Writing Budget/Financial Assistance Community Performance Coordinator

Mentor/Volunteer Demographic Information (optional)

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender identity, sexual orientation, citizenship status, age, or disability. *This information is for reporting purposes only and is not used in any way in the volunteer screening and selection process.*

Racial/ethnic identity: _____

Gender Identity: _____

Sexual Orientation: _____

Additional Information

In an effort to ensure the safety of Proud Theater members, staff and volunteers we conduct criminal background checks on all new mentors/volunteers. Please complete the following questions.

Do you currently use illegal drugs?	Yes	No
Have you ever been convicted of a criminal offense?	Yes	No
Have you ever been convicted of child abuse and/or neglect?	Yes	No
Has your driver's license been suspended or revoked?	Yes	No

If you answered 'Yes' to any question, please explain:

Authorization, Agreement & Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a mentor or volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I specifically authorize Proud Theater to investigate all statements in this application including conducting a criminal background check. I further agree to release and hold harmless Proud Theater, institutions and references listed above, and law enforcement agencies from all liability and damage that may result from furnishing this information to Proud Theater.

Name (printed)	
Social Security Number	
Date of Birth	
Permanent Mailing Address	
Signature	
Date	

For Your Reference:

1. We are unable to accept individuals looking to complete court-ordered community service hours.
2. Incomplete applications cannot be processed.
3. We conduct criminal background searches on all potential volunteers.

4. All applications are kept confidential.

Thank you for your interest in mentoring/volunteering for Proud Theater!!

Artistic Director Job Description

This is a sample job description for an Artistic Director from Proud Theater-Madison:

The Artistic Director of a Proud Theater chapter is responsible for the overall artistic vision of that organization. This includes the theatrical, poetic, dance, or musical pieces chosen for use within community performances. The Artistic Director is expected to serve as a public face of Proud Theater, and oversee fundraising projects, events and joint ventures with other community organizations.

The Artistic Director will also be responsible for coordinating the staffing of a Proud Theater chapter, working with other staff/mentors, youth directors and any other volunteer, organizational, business, or theatrical staff needed at any given time.

In addition to other job duties, the Artistic Director is also expected to serve as a mentor in the group, fostering youth leadership development and working with youth to create quality artistic pieces based on their life experiences and their stories – in their words.

Qualifications: In addition to having all the qualifications of a mentor (see “Mentor Qualifications”) and a strong background in youth leadership development and empowerment, particularly with LGBTQ youth, the Artistic Director should also have a solid artistic background and knowledge of theatrical production, and performance and script development.

Mentor Qualifications

These are the basic qualifications for mentors that should be used as foundational qualifications for any staff position in a Proud Theater chapter working with youth. Additional job qualifications may be added for specific staff/mentor roles (e.g. experience with budgeting for a Financial Coordinator, experience in technical theater for a Tech Director).

- *Theater and Performing Arts Experience.* Strong candidates will have theatrical and/or performing arts experience. Having experience in working in collaborative, original, or experimental theater, and writing for the theater is particularly useful. Proud Theater pieces are created out of the youth’s own stories, so a mentor needs to know how those stories can be transformed into living theatrical pieces. In addition the youth are oftentimes inexperienced in theater so the mentors act as theater, writing and performing arts instructors and teach the basics of the stage, acting, writing, and directing. There have been excellent mentors who have had limited theatrical experience, but have a creative orientation and have been open to learning these theatrical skills.

- *Experience working with diverse populations of youth.* Previous experience working with youth, particularly LGBTQ youth, and youth from diverse racial, cultural and socio-economic backgrounds is highly valuable.
- *Experience in youth development and support work.* A mentor with professional and educational background in youth support in the realm of counseling, social work, and mental health services, those with youth leadership development experience, and those with strong knowledge of community resources and a track record of connecting youth and families to community services, are vital as part of the mentoring team.
- *Commitment to the LGBTQ Community.* While a mentor does not have to be queer-identified (in fact, we don't require any of our adults or youth to self-identify) they have to be committed to LGBTQ youth and to queer issues. Likewise, mentors are expected to bring with them a commitment to social justice that includes a multi-issue, racial, economic, and gender justice consciousness.
- *Willingness to Let the Youth Lead and Let Go of Ego.* Mentors must possess the ability to provide space and platform for the primacy of youth voices, youth stories, and youth leadership. Mentoring is not about telling youth what to do or trying to give them life lessons based upon your experiences. It is about listening to their stories and guiding them toward creative expression of those stories. Mentors must be skilled at asking the questions and letting youth find their own answers.
- *Collaborative Spirit.* Theater is the most collaborative of art forms and collaboration is paramount to Proud Theater's process. Mentors must be able to work in collaboration with other adults, youth, youth leaders, youths' families, community members, service providers, and other organizations.
- *Compassion, Empathy, and Emotional Intelligence.* Mentors must have the emotional capacity to be present, respectful, and engaged with young people while they are sharing their stories. Rather than trying to "fix" the situations, become emotionally un-done, or see themselves as adult agents of change, mentors must work with compassion, empathy, and skill to create a non-judgmental environment where young people can explore their (often painful) experience and find healing and transformation through the process.
- *Listening.* Mentors should be skilled at open, active listening.
- *Ability to creatively solve conflict.* Proud Theater believes in restorative justice principles that hold both youth and adults accountable for their actions in non-punitive ways. Within the group, mentors work to mediate conflict and constructively and creatively problem-solve with youth in order to develop their conflict resolution skills and non-violent communication strategies.
- *Organization.* Mentors must have organizational and time management skills.

Proud Theater Mentor Guidelines

Mentors are facilitators and mediators – We are here to serve not be served!

Mentors are expected to:

- Foster age appropriate self-expression and self-empowerment for youth participants.
- Nurture an inclusive, safe, respectful and affirming environment for all participants.
- Mediate conflict as a compassionate, non-judgemental voice of reason, not as a friend or therapist.
- Approach difference of opinion, perspective, or experience with curiosity, openness and a willingness to learn.
- Take responsibility for actions or behaviours that are not mentor-ly (such as yelling, arriving late). Acknowledge the mistake to those you affected, apologize and state how you could have handled the situation appropriately and will do so in the future.
- Interrupt “isms” (such as classism, racism, sexism), stereotypes, bias or prejudice, when they surface, immediately naming the hurtful language/action/assumption, holding youth accountable for their words/actions, educating rather than shaming, and conducting follow up with affected youth and the group as a whole, as needed.
- Utilize, and model, creative conflict resolution strategies with youth and fellow mentors and communicate non-violently and with respect.
- Be aware of power dynamics within the group and work to foster youths' voices rather than speaking for, or over, youth.
- Support and nurture youth, working to develop their own inner resources and agency rather than creating dependency.
- Encourage and affirm the participation, contributions, and growth of each youth.
- Stay educated and informed about current racial, social, economic, LGBTQ, educational, and gender justice issues, community activism, events, happenings and concerns.
- Remain consistent in commitment to the rehearsal and performance schedules and model accountability.
- Act as a leader and a professional, understanding your power and responsibility as a role model.

Mentorships are not friendships. Maintaining strong boundaries, without asserting authoritative power over youth, keeps both youth and mentors safe and fosters an environment of respect.

Boundaries mentors must adhere to:

- Mentors will not engage in romantic, flirtatious, and/or sexual relations with youth.
- Mentors will under no circumstances use verbal or physical violence towards youth or adults.

- Mentors will not discuss present use of alcohol or drugs or past glorified use of drugs or alcohol with the youth.
- When at a Proud Theater meeting, community event, or when representing Proud Theater publicly, mentors will not use nor be under the influence of drugs or alcohol.
- Mentors will not use tobacco products in the presence of youth.
- If a mentor is connected to youth on any social networking/media site, it's their responsibility to limit access to "adult" and inappropriate content on their pages including but not limited to: drugs, alcohol, sex, violence, inappropriate language, and "isms".
- "Hanging out" needs to happen in the context of Proud Theater. It's not acceptable for mentors to attend events or parties with youth that are not Proud Theater sponsored or approved.
- Mentors are expected to check in with each other on issues or concerns regarding youth, especially in regards to youth contacts outside of sponsored Proud Theater rehearsals and events. When mentors have contact with youth or are following up about a youth concern outside of structured rehearsal times, they are expected to document their contact.*
- Mentors will likely be involved with youth issues and conflict that may feel personal, it is inappropriate however to hold grudges against youth.
- Mentors will actively work to de-escalate and mediate conflict and drama between the youth rather than becoming a participant in the drama themselves.
- Mentors will respect the confidentiality of youth by not discussing youth issues with anyone other than fellow mentors in the group.
- Mentors will not disclose information shared by youth within the group with a young person's family or other professionals without consent from the youth unless there is reason to believe there is eminent harm to the youth or others. In this case, the individual will be notified that this information will be shared with the appropriate sources (family, support professionals, etc.) and mentors will consult each other, or a designated youth support position within the Chapter, to determine an appropriate course of action.



Each chapter will develop their own expectations for documenting mentors outside of rehearsal contact with youth.

I _____ (mentor's name) have read thoroughly and agree to abide by the Mentor Guidelines and expectations outlined above along with all Proud Theater policies. I understand that my failure to abide by Proud Theater policies and the Mentor Guidelines may result in the loss of my mentor position.

_____ (mentor signature),

on _____ (date).

Youth Artistic Committee

The following are descriptions of the roles and responsibilities of the Youth Artistic Committee and Youth Directors utilized in the youth leadership structure within Proud Theater Madison

The Youth Artistic Committee (YAC) shall consist of no fewer than 2 youth and no more than 5 youth at the discretion of the adult leaders of any given Proud Theater chapter. The YAC positions are elected by their peers in an annual election, and are expected to act as ambassadors of youth needs, concerns and desires to the adult mentors of Proud Theater.

Responsibilities of a YAC position include, but are not limited to:

- Support the mission and structure of Proud Theater including all rules, guidelines and policies defined by Proud Theater
- Help run warm-ups and keep the youth focused on rehearsal tasks
- Stay after set rehearsals for a period of 15 minutes to a half hour for a meeting that will include mentors, the Artistic Director, and all Youth Directors.
 - The meeting will include upcoming events
 - The meeting will include feedback from the youth as presented by the YAC regarding youth questions, concerns and desires
 - The meeting will include opportunities to discuss policies and procedures
- Work with the adult mentors and the Youth Directors to fully implement community performances
- Deliver news, updates, concerns and questions back to the youth of Proud Theater.

Youth Directors

Youth Artistic Director

The Youth Artistic Director - is one of several Youth Director positions chosen by the Proud Theater chapter's Artistic Director and artistic staff. The Youth Artistic Director will work closely with the Artistic Director throughout the rehearsal season and display exceptional dedication to Proud Theater and to the mission of Proud Theater. Responsibilities of the Youth Artistic Director may include, but are not limited to:

- Support the mission and structure of Proud Theater including all rules, guidelines and policies defined by the organization.
- Help run warm-ups and keep the youth focused on rehearsal tasks.
- Work within a group of youth in the role of mentor to create an original theatrical piece from start to finish, following the normal guidelines established by Proud Theater in regards to the creation, work-shopping and presentation of the piece.
 - A *theatrical piece* is defined as a short play in a prose format which contains 2 or more participants.

- The piece will be scripted and presented to the Artistic Director when in its final format
- The piece will be directed by the Youth Artistic Director.
- The piece will be technically designed by the Youth Artistic Director.
- The piece will be premiered at a community performance/end-of-the-season show
- Work with other youth directors to create a mini-musical, theatrical, or dance piece that contains dance and/or movement.
 - The piece will be scripted and presented to the Artistic Director when in a final format
 - The piece will be directed by the Youth Artistic Director in coordination with the Youth Music Director.
 - The piece will be technically designed by the Youth Artistic Director in coordination with the Youth Music Director
- The piece will be premiered at a community performance/end-of-the-season show
- Work closely with the Artistic Director to discuss all script submissions from the youth of Proud Theater, make suggestions and help finalize all scripts to be used for all performances.
- Be involved in aspects of the production of the end-of-the-season show and/or public performances

Youth Music Director

The Youth Music Director is one of several Youth Director Positions, and is chosen by the Proud Theater chapter's Music Director. The Youth Music Director will work closely with the Music Director throughout the rehearsal season and display exceptional dedication to Proud Theater and to the mission of Proud Theater.

Responsibilities of the Youth Music Director may include, but are not limited to:

- Support the mission and structure of Proud Theater including all rules, guidelines and policies defined by Proud Theater.
- Help run warm-ups and keep the youth focused on rehearsal tasks as outlined by the Artistic Director.
- Work with a person or within a group of youth in the role of mentor to create an original musical piece from scratch, following the normal guidelines established by Proud Theater in regards to the creation, work-shopping and presentation of the piece.
 - A *musical piece* is defined as a musical number or song and may be done acapella or with original instrumentation (live or recorded).
 - The piece will be presented to the Music Director when in a final format
 - The piece will be directed by the Youth Music Director
 - The piece will be technically designed by the Youth Music Director.

- The piece will be premiered at a community performance/end-of-the-season show
- Work with other youth directors to create a mini-musical, theatrical, or dance piece that contains dance and/or movement.
 - The piece will be scripted and presented to the Artistic Director when in a final format.
 - The Music piece will be directed by the Youth Music Director;
 - The piece will be technically designed by the Youth Artistic Director
 - The piece will be premiered at a community performance/end-of-the-season show
- Work with the Music Director closely to discuss all music ideas presented by the youth of Proud Theater, make suggestions about and help finalize all musical numbers to be used in performances.
- Be involved in aspects of the production of the end-of-the-season show and/or public performances as assigned by the Music Director.

Youth Dance Director

The Youth Dance Director is one of several youth director positions, and is chosen by the Proud Theater chapter's Dance Director. The Youth Dance Director will work closely with the Dance Director throughout the rehearsal season and display exceptional dedication to Proud Theater and to the mission of Proud Theater.

Responsibilities of the Youth Dance Director may include, but are not limited to:

- Support the mission and structure of Proud Theater including all rules, guidelines and policies defined by Proud Theater.
- Help run warm-ups and keep the youth focused on rehearsal tasks as outlined by the Artistic Director.
- Work with a person or within a group of youth in the role of mentor to create an original dance piece from scratch, following the normal guidelines established by Proud Theater in regards to the creation, work-shopping and presentation of the piece.
 - A *dance piece* is defined as a piece primarily composed of movement and may be done with or without accompaniment.
 - The piece will be presented to the Dance Director when in a final format.
 - The piece will be directed by the Youth Dance Director.
 - The piece will be technically designed by the Youth Dance Director.
 - The piece will be premiered at a community performance/end-of-the-season show

- Work with other youth directors to create a mini-musical, theatrical, or dance piece that contains dance and/or movement.
 - The piece will be scripted and presented to the Artistic Director when in a final format.
 - The Dance/movement piece will be directed by the Youth Dance Director;
 - The piece will be technically designed by the Youth Artistic Director
 - The piece will be premiered at a community performance/end-of-the-season show.
- Work with the Dance Director closely to discuss all Dance/Movement ideas presented by the youth of Proud Theater, make suggestions about and help finalize all dance numbers to be used in performances.
- Be involved in aspects of the production of the end-of-the-season show and/or public performances as assigned by the Dance Director.

Other Youth Director Positions

Other youth director positions may be created if there is a need or if it works to honor the commitment and hard work of a particularly dedicated youth who may not fit into the other youth director positions. The idea of all youth director positions is to provide artistic platform for youth leaders who have shown extraordinary dedication to Proud Theater and to the other youth of the group and provide a space for them to develop specialized artistic and leadership skills with more focused mentorship.

These positions, including the specific positions previously outlined, are not required annually, and should only be given to youth who have are qualified for the position. Examples of additional/alternative positions could include Youth Writing Director, Youth Technical Director, etc.

Guidelines for Participation in Proud Theater

- Stay positive, negativity stops creativity
- Don't yuck my yum
- "Ouch"= No hard feelings, but my feelings were hurt
- Everyone can lead, regardless of _____ (age, experience, etc.)
- Everyone should respectfully disagree
- Don't contradict identity/Respect people's self-identification
- Try to talk face-to-face about issues
- No one has to identify
- Gossiping is bad
- Asking for help is good (especially from adults and the YAC)
- Everyone has the right to be listened to
- Everyone has the duty to listen to others
- Everyone should be open to communication
- When in conflict, talk about the action and how it makes you feel
- Keep personal drama outside of the group (keep drama on the stage)
- No cell phones (silence them), because it's rude to get calls during rehearsals
- Be open to questions
- Don't presume you know someone else's life (no assumptions)
- Bring your whole self to the group
- No ism's! (Racism, sexism, classism, ageism, heterosexism, etc)
- Assume good intentions
- Only give constructive criticisms
- There is a freedom of expression/freedom to draw back (but come back later)
- No rudeness/cattiness/cliques
- Think about what you say before you say it
- Be inclusive
- Don't shoot down ideas/stories
- Everything is confidential
- Have Fun!

I _____ (print name) promise to follow the above rules to the best of my ability, and I understand that not following these guidelines may jeopardize my participation in Proud Theater.

_____ (signature)

_____ (date)

To: Parents and Legal Guardians of Interested Proud Theater Youth

From:

DATE:

RE: Proud Theater Season

Greetings to all Parents/Legal Guardians of youth interested in participating in Proud Theater!!

Proud Theater - an award-winning, exciting and innovative youth theater program designed to foster self-expression and self-empowerment for Madison-area youth – is opening its doors to youth ages 13 to 18 who are interested in changing the world through the power of theater. Proud Theater was founded in 1999 by Sol Kelley-Jones and Callen Harty and is a project of Art and Soul Innovations, Inc. Proud theater is open to any youth who identify as gay, lesbian, bisexual, transgender, or queer/questioning (GLBTQ), or who are the children of GLBTQ parents, or allies of the LGBTQ community at large.

The youth gather every _____ at _____ throughout the school year at _____ to improvise, create, and perform theatrical pieces, poetry, dance and music that reflect the realities of their young lives. They then share their work at performances throughout the year in the larger community – and end the year with a cumulative production. This year, Proud Theater will close the _____ season with their final production on _____. The rehearsal calendar for the rest of the season has been delivered to your youth.

Food is served at scheduled rehearsals. Transportation to and from all Proud Theater rehearsals and events is the responsibility of the youth involved. Special events that require mass transportation will have an individual permission form and sent home with your youth several weeks in advance of the event.

As the parent or legal Guardian of a youth interested in participating this season, please take a few moments to fill out the attached forms and have your youth return them to us no later than two weeks after joining the group so that they may participate in Proud Theater activities. All information provided will be confidential and not shared with anyone other than the adult mentors of Proud Theater. The attached forms are:

- Participant Permission form
- Medical Release Form
- Media Release form

If you have any questions or concerns, please feel free to contact us at 608-222-9086, or by writing to info@proudtheater.org or visit our website at www.proudtheater.org.

We look forward to working with your youth this year, and are excited about the upcoming season!!

<p>What: Proud Theater _____ Season</p> <p>When: _____</p> <p>Where: _____</p> <p>More info: Call _____ or write to _____</p>

Proud Theater –Participant/Guardian Form

To be completed by parent(s)/legal guardians of all participants under 18 years of age or by participants themselves if 18 years of age or older. All information is kept confidential.

Participant Name: _____ **Age:** _____

School: _____ **Grade:** _____

Address: _____

City: State: ZIP: _____

Home Phone (if applicable): _____ **Cell (if applicable):** _____

E-mail (print clearly): _____

Guardian 1 Name: _____ (if under 18)

Permanent Address: _____

Daytime Phone: _____

Evening Phone: _____

Guardian 2 name: _____ (if applicable)

Permanent Address: _____

Daytime Phone: _____

Evening Phone: _____

Participant/Guardian Permission: My signature indicates that I give permission for my youth to attend and participate in Proud Theater activities and performances. I certify that the attached Medical Release/Emergency Information is correct to the best of my knowledge.

Participant signature/date: _____

Guardian 1 signature/date: _____

Guardian 2 signature/date: _____

Yes, I want to help out with Proud Theater during the upcoming season!

Name: _____

E-mail Address (Print clearly): _____

Interests: Food for rehearsals/Events Rides to and from Events Donations

Other _____

Proud Theater – Medical Release

Medical Release/Emergency Information and Hold Harmless Agreement

To be completed by parent(s)/legal guardians of all participants under 18 years of age or by participants themselves if 18 years of age or older. All medical information is kept confidential and will not be shared with anyone other than the Adult Mentors of Proud Theater in the event of an emergency.

Name of Participant: _____

Age: _____ Date of Birth: _____

The following medical information about this youth participant is for the purpose of obtaining immediate medical attention if necessary.

Regular Medication required (insulin, antihistamine, etc.): _____

Allergies (food, drug, insects, etc): _____

Activities Prohibited by physical limitations: _____

Tetanus shot in the last 10 years? (*Please circle*) Yes No

Other: _____

Is participant currently under a doctor's care? (*list name/phone*) _____

If insured list insurer, policy number and Preferred Hospital: _____

Special Dietary Needs: _____

This certifies that the above-named participant is physically able to participate in activities with the exception of those listed, and that immediate medical attention may be obtained if necessary. By signing below I agree to indemnify and hold harmless and forever release Proud Theater and its directors, Adult Mentors and volunteers against and from any and all claims and damages, suits and proceedings, medical expense of every type, all or part thereof which arise out of or relate to any activities of the participant of Proud Theater, including but not limited to acts or omissions of Proud Theater.

In the event of an emergency, I hereby authorize the Adult Mentors of Proud Theater to engage a licensed doctor to render medical services which may, in the sole discretion of the doctor, be necessary; I further authorize said representatives to take the participant to the hospital if it should seem necessary and agree that I will pay all doctor, hospital and related bills.

Date: _____ Legal Guardian (print): _____

Participant: _____ Legal Guardian (print): _____

Address: _____ Legal Guardian (print): _____

PRIMARY CONTACT IN CASE OF EMERGENCY: _____

Phone (work, home, cell – List all & times to call): _____

Signatures of Participant or Parent(s)/Guardians: _____

Proud Theater – Media Release

Proud Theater is a chance for your youth to develop theater and music-related skills, make new friends and be involved in a community of young people working to make a difference in the world through the power of theater arts.

Because both Proud Theater and the press need release papers allowing the use of your youth's voice, image, comments or ideas, the following has been developed to serve all of these needs in one simple form. Please provide your personal information below and read/sign the Media Release section at the bottom, verifying that you consent to the use of your and/or your young person's image, voice, comments and/or ideas by Proud Theater and approved media outlets.

Name: _____ E-mail: _____

Address: _____ DOB (mm/dd/yy): _____

City/State/ZIP: _____ Phone: _____

Media Agreement

Terms Used:

"Footage" – refers to all video, audio or written material of Participant.

"Guardian" – refers to the legal parent(s) or guardian(s) of the Participant, under the age of 18

"Participant" – refers to the person in question

"Press" – refers to Proud Theater and each of the Proud Theater approved media, advertisers, and sponsors

"Zie" – term used as a non-gender specific or gender-neutral pronoun

This release is made on _____ (date), by _____ (participant) and _____ (*Guardian, if under 18*) in favor of Proud Theater and Press, in conjunction with the 2013-2014 Proud Theater season.

Participant hereby represents that she/he/zie is _____ (participant) and has the legal right to sign this Release granting Proud Theater and all Press permission as further provided herein.

If under 18 years of age:

Parent/Guardian hereby represents that she/he/zie is the legal guardian of _____ (participant) and has the legal right to sign this Release.

Participant/Guardian hereby grants Press the irrevocable, unconditional and unrestricted right to photograph, record, videotape and/or interview participant and to use, publish, broadcast, and publicly display participant's name, voice, likeness, biographical information, and any or all of the footage in any of Press' programming, publications, or the promotion thereof. In addition, Parent/Guardian agrees that the right granted hereunder shall include the perpetual, worldwide right of Press and its parent, subsidiaries, and affiliated companies to edit, telecast, cablecast, rerun, record, publish, reproduce, use, syndicate, license, print and/or distribute for any purpose, in any manner and in any medium or forum – whether now known or hereafter devised – the Footage, or any portion thereof without payment or consideration.

Participant Printed Name: _____

Participant Signature: _____ Date _____

Guardian Printed Name: _____

Guardian Signature _____ Date _____