**Thespian Officer Application**

**Due at 8 am, Friday, April 12th**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year in School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years in Thespians \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferences:**

* **President** *(Director)*
* **Vice President** *(Asst. Dir.)*
* **Historian** *(Dramaturg)*
* **Secretary** *(Stage Manager)*
* **Treasurer** *(Producer)*
* **Webmaster** *(Marketing)*

**Please prepare a two to three minute speech to present to the thespian troupe that answers the following questions:**

What is your background and experience in theatre? What are some of the highlights of your experience here at CVHS?

*What are some reason(s) why you would make a good board member:*

a. Previous theatre/Thespian experience

b. Leadership experience

c. Special skills or abilities

d. Other

*How you plan to make the Thespians & Theatre program better?*

*What are your ideas for growing the CVHS Theatre Department?*

*What would you do to help unite our troupe and work with all our troupe members?*

Position Descriptions

**President**:

* In-charge of all Thespian activities (mandatory attendance)
* Submits meeting agendas & runs majority of meetings
* Collaborates with & delegates tasks to other officers
* Plans beginning & ending of year board retreats
* Promotes interaction with other thespian troupes

**Vice-President**:

* Assists the president and takes over in Pres’ absence
* Keeps track of troupe member participation
* Plans bonding events (troupe bbqs, outside shows, movie nights, etc.)
* Supervises design of spirit packs & thespian apparel
* Generates lists of shows for group attendance (2-3 a year)

**Secretary**:

* Creates records for board & troupe meetings including attendance
* Communicates with troupe members about all thespian events
* Sends out email & text updates for events & meetings
* Fills out troupe record forms
* Manages thespian bulletin board
* Plans announcements before meetings
* Plan theatre kick-off event for start of year

**Historian:**

      Attends all thespian events, takes photos, and collects momentos

     Sets up a place to store mementos and photos online for use at end of year

(build slide show)

      Creates a format for display of photos & memories (at school - Green Room?)

      Keeps track of troupe members in attendance (included in photos) and memories

      Updates/manages certain troupe social media including Instagram and Facebook page

     Coordinates with thespian advisors to update webpage with current events

     Works with play production team leads to collect pictures and mementos from school productions, including headshots, rehearsal photos, and production pics

     Collect photos and memories for each graduating senior (slideshow) for presentation at Thespian awards

**Treasurer**:

      Works with Thespian advisor to collect money, dues, and health forms for events such as field trips, conferences (Colorado State Thespian Conference), t-shirts, etc.

      Keeps track of receipt book for funds collected

      Helps to reconcile troupe sign-up for ThesCon, including fees paid

      Develops ideas for Thespian and theatre fundraisers, then helps to organize all the events

& reports income for those fundraisers

      Helps create scholarships for students interested in attending Thespian events such

as plays and conferences

**Publicity Manager:**

* Promotes thespian troupe within student body
* Provides information for community & media regarding theatre season & events
* Updates/manages thespian social media

**ALL OFFICERS must attend all events and meetings and be dedicated to promoting the theatre program at CVHS.**

**Please submit this application form, along with two recommendation forms (1 current board member & signed by the board member who currently hold the position you are running for, 1 teacher to Mr. Scott by the due date).**

**Officer Recommendation Form – Board Member**

Thespian Troupe Officers 2019-2020

**Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any board member can fill out this recommendation form for you, but you need the signature of the board member who currently holds your position to make sure you know what that position entails.**

*I certify that I have talked to this troupe member about my current position and answered any questions they have.*

**Current Board Member Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Member Filling Out the Rest of the Recommendation:**

Please **rate** this student on the following skills by circling the number that best fits his/her possession of each characteristic, with 1 stating they do not possess the skill, and 5 stating they excel at the skill.

**Dependability: 1 2 3 4 5**

**Ability to work with others: 1 2 3 4 5**

**Self-motivation: 1 2 3 4 5**

**Organization: 1 2 3 4 5**

**Time management: 1 2 3 4 5**

Please **Circle**:

Would you recommend this student for a position of leadership? **Yes No**

Please **write** anything else you would like to say about this student:

Thank you for taking the time to complete this recommendation! Please return this form to the student sealed (envelope or tape) or send it to Mr. Scott’s room (600) by 8 am, **Friday, April 12th, 2019.**

**Officer Recommendation Form - Teacher**

Thespian Troupe Officers 2019-2020

**Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How do you know this student?** (Please circle one)

From current class Extracurricular Activity

From previous class Advisement/Other

Please **rate** this student on the following skills by circling the number that best fits his/her possession of each characteristic, with 1 stating they do not possess the skill, and 5 stating they excel at the skill.

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**Ability to work with others: 1 2 3 4 5**

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