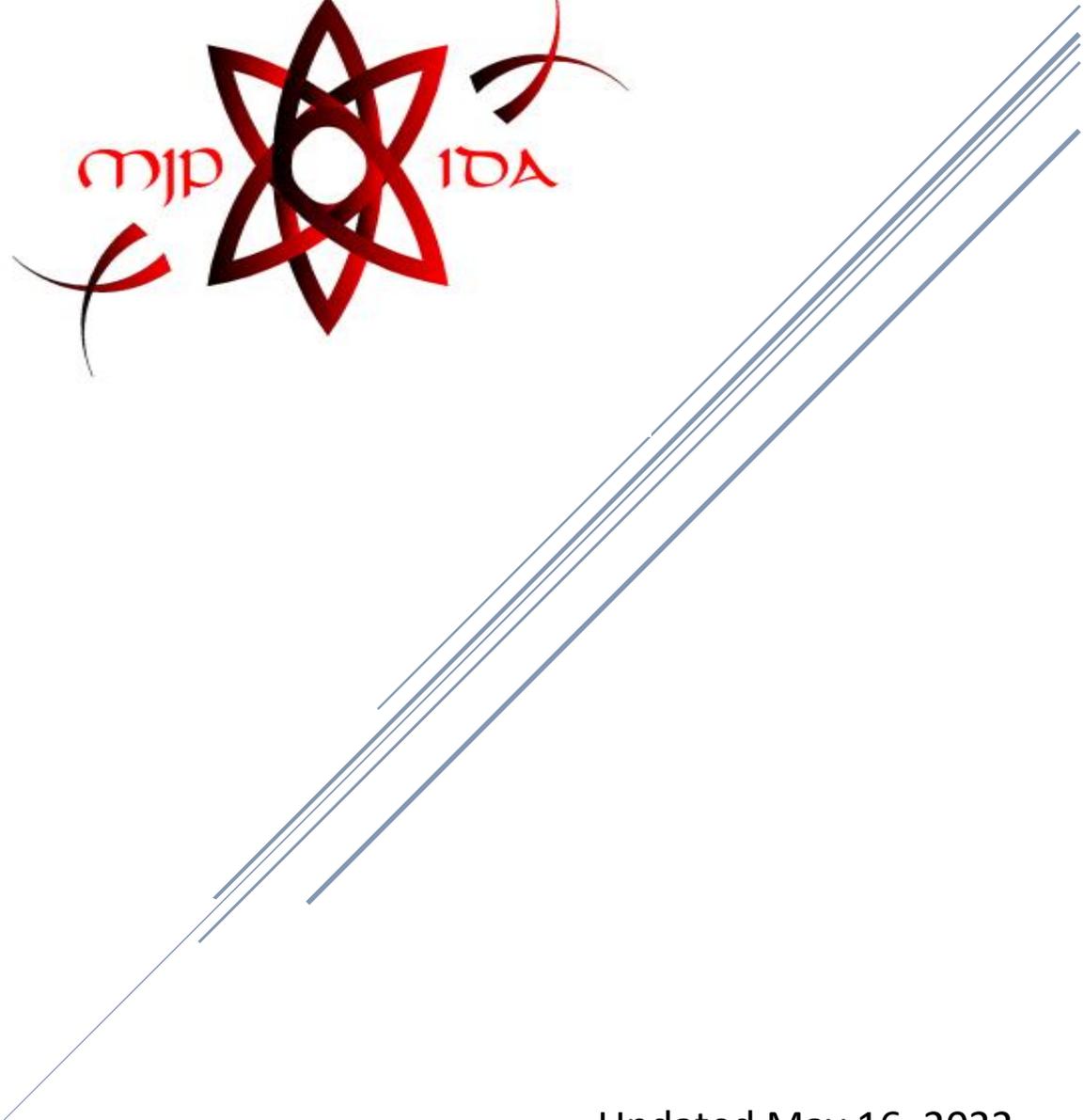


# MJPIDA PARENT HANDBOOK



Updated May 16, 2022



## MJP Irish Dance Association Handbook

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### *MJP Irish Dance Association (MJPIDA)*

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MJPIDA is a registered non-profit society formed (2008) to provide fundraising and performance opportunities and volunteer support for dancers of MJP Academy of Irish Dance.

The business of the society is conducted by an elected Board, under the overall direction of members who meet bi-monthly from September to June for the purpose of organizing fundraising opportunities and events for MJP dancers. MJPIDA exists and operates separately from MJP Academy of Irish Dance.

Parents/guardians of dancers and/or dancers who have reached age of majority may register for family membership.

All families and dancers, except for **TINY TOES**, are required to join and participate in the MJPIDA.

MJPIDA supports **all** MJP dancers and their families.

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### *Benefits of MJPIDA*

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1. Support and help for all from a group of knowledgeable dancers and parents. This becomes more important as dancers advance their skills and begin participating in performances and feiseanna.
2. Year-End Show, presented to parents, relatives, friends, and others at the end of the dance year. The show is sponsored and organized by MJPIDA.
3. Opportunities for dancers to perform throughout Calgary and the surrounding area
4. School costume rental program
5. School dance shoe rental program
6. Access to the Used Dance Items Exchange Program (includes but is not limited to wigs, bloomers, t-shirts, etc.)
7. Directory of parents and dancers for contact information available on request
8. Bi-monthly meetings to discuss and vote on issues related to support of dancers and the operation of MJPIDA
9. Subsidy of dance studio rental space reducing tuition fees and workshop fees for all dance students
10. Subsidize First Aid/CPR training for teachers and student teachers



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11. Organize fundraising opportunities; monies are used to purchase costumes, maintain costume inventories, subsidize studio/tuition costs, portable flooring, among other things.
12. Organize volunteers to help with activities and events throughout the year as required.

As with all youth sports and programming, MJPIDA needs your ongoing assistance and support throughout the year.

MJPIDA's Executive Committee sets its membership fees annually. For the current year, membership fees are set at \$20.00 per family.

MJPIDA membership payments should be submitted with dancer registration.

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### *Performances*

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MJP Irish Dancers are often asked to perform at events throughout and around Calgary. Performances always require the assistance of parents during the show as well as dancer transportation to and from the event.

Performances may involve group (figure) dances or individual solo dances.

Performance choreography is learned in class.

Dancers will be required to wear their MJP school costume or a solo dress (if they own one). We encourage all dancers in their 2<sup>nd</sup> year of Irish dance and above to participate in performances. They give the dancers the opportunity to perform in front of an audience and it is great for feis practice. **Participation earns required volunteer points.**

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### *St. Patrick's Day Shows*

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Around St. Patrick's Day (March 17), there is a higher demand for Irish Dance performances around the city. MJP dancers have many opportunities to perform in the weeks and days around St. Patrick's Day.

**The St. Patrick's Day Performances are for second year dancers and up only.**



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### *Year-End Show*

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At end of each dance year, MJPIDA sponsors a Year-End show. The show performance is presented to an audience as a demonstration and production of Irish Dance.

- Theatre costs are subsidized by MJPIDA. Subsidy reduces ticket cost for all audience members attending
- MJPIDA members set up at the dance venue, provide props, organize dancers backstage, look after front of house and tear down/clean up after the performance
- Parent participation is required for the year end show. Without them the show cannot go on. **Participation earns volunteer points.**

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### *School Dress Program*

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Each Irish Dance school has their own unique "school dress." MJPIDA purchases and maintains school dresses for use by dancers. These dresses are rented to dancers at the beginning of each dance year. Rental fees cover annual alterations, maintenance, and cleaning of dresses and costume pieces. Fitting appointments will be scheduled with the Costume Coordinator near the end of August and through September.

Please read the Costume Rental Agreement for full details of the program.

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### *Shoe Program and Used Dance Items*

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MJPIDA maintains a dance shoe rental program for dancers. Rental prices are based on shoe condition. At the beginning of the dance year shoes will be fitted and approved (by the teachers). A rental contract will be completed, deposit taken and a rental fee paid. Rentals fees will be in the range of \$40-\$100. This will allow parents to avoid the constant expense of new Irish dance shoes when dancers are young and rapidly growing out of their shoes. When shoes become too small, they can be exchanged within the current rental contract. Contact information for the Shoe Coordinator at [mjpshoes@hotmail.com](mailto:mjpshoes@hotmail.com).

There is also a very limited inventory of previously used MJP T-shirts/jackets, wigs, etc. sold on a consignment basis. The Shoe Coordinator also oversees this.



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### *MJPIDA Parent and Student Directory*

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Information supplied on the Membership Registration form is published in the MJPIDA Directory. The directory allows parents and dancers to connect to share information, ask questions, find car-pooling options to dance classes, performances, workshops, etc.

Personal information is not shared, distributed, or published outside MJPIDA. In accordance with Canadian Privacy Laws, MJPIDA asks your permission to publish your phone number. If you do not wish to have your contact information included in the directory, you must opt out on the registration form. Email addresses are required as this is our primary form of contact. If you choose not to allow your phone number for contact purposes, it is your responsibility to provide contact information when carpooling etc. is needed.

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### *Communication and Information*

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All communication from MJPIDA is through email. Please ensure you have supplied a current and valid email address on the registration form. If your contact information, address, cell, or home phone changes, please fill out a new registration form with updated information and give to the Class Angel or the Administrative Assistant at class, or send to [mjpida2007@hotmail.com](mailto:mjpida2007@hotmail.com) by email.

Visit the MJP Academy of Irish Dance website and subscribe to the Google calendar for current activities, schedules, and other information.

<http://www.mjpacademy.com>



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### *MJPIDA Meetings*

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Meetings are held bi-monthly from September to June and are open to all member parents and dancers. Meetings are in-person, and a Zoom link is provided for those unable to attend in person. Meetings are democratic and operate using Robert's Rules of Order. Each member family has 1 vote for any motion requiring a vote.

Meetings are chaired and operated by the MJPIDA Executive, consisting of:

- President
- Vice President
- Secretary
- Treasurer
- Costume Coordinator
- Year End Show Coordinator
- Fundraising Coordinator

A meeting agenda is circulated to all members before each meeting. Minutes of meeting are taken and circulated to members after the meeting. Past meeting minutes are available upon request to any Executive Member. **We ask that you please bring a copy of the agenda and/or minutes with you in efforts to help reduce the printing costs to MJPIDA and to be more environmentally friendly.**

MJP Irish Dance Association Calgary is an Incorporated Society. Bylaws are available upon request. MJPIDA's fiscal year runs from September 1 to August 31.

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### *Volunteer Points*

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MJPIDA requires all families to participate in our volunteer program. We need assistance from all members of MJPIDA with various activities throughout the year. To ensure participation by all members, a volunteer point system is in place.

**Volunteer Points are very easy to earn. We do prefer your assistance and participation, however there is an opt out option if you are unable to fulfill your volunteer requirements.**

A \$300 BOND cheque (post-dated for June 30 of the following year) is required with your registration at the beginning of the dance year (September). This cheque will be returned at the end of the dance season after confirmation that the family's volunteer obligations have been fulfilled.



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If you choose to opt out of your volunteer responsibilities a \$300 PAYMENT is required at the beginning of the dance season.

### Earning Points

1. Volunteer Points are re-set to 0 at the beginning of every dance year (September 1). Points are not cumulative year over year.
2. Points are earned per family based on the dance/competition level of the dancer. If a family has multiple dancers, point requirements will be based only on the most advanced dancer. All dancers and parents in a family may contribute towards the family point total.
3. Each dance performance earns points. Parent participation at a performance earns points. Points are given per performance. Ex: If a dancer and his/her parent attend/assist at 4 performances in one day, the total points earned will be 60 points. (\*\*This does NOT include dancing at feiseanna!)
4. If your dancer changes dance levels at a competition during the year, the point requirement does not change from the level set in September at registration.

The following chart indicates required point levels, based on the highest competitive dance level of any dancer in your family:

\*\*\* Dancers under 6 are not required to earn volunteer points.

\*\*\*If you have more than one dancer in your home, you are collecting points for the highest level dancer.

First Year Dancers (6yrs-8yrs)	10 Points
Non-Competitive Dancers (8yrs+)	50 Points
Competitive Dancers (8yrs+)	100 Points

Families will keep track of their own points and submit at least 1 Volunteer Point Record sheet to the Volunteer Point Coordinator before the end of the dance year. Families who have fulfilled their volunteer obligations will have their BOND cheques returned before the end of the fiscal year.

The Volunteer Point Record sheet is available in your registration package.



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Serving as a member of the MJPIDA executive for a year	75 Points
Costume Coordinator	75 Points
Serving as a committee coordinator for a year: fundraising, ceili, year-end show, communications officer, newsletter etc.	50 Points
Volunteering on a committee for a year	25 Points
Volunteering and assisting at a Feis	15 Points
Serving as Class Angel for the year	15 Points
Volunteer and assist at Year-End Performance: backstage, lighting, lining up dancers, etc.	15 Points
Assist with flooring installation and removal at a performance. Points are earned per performance.	10 Points
Parent assisting at dance performances: changing/tying shoes, operating music, lining up dancers, etc.	10 Points
Dancer performing at Year-End Show or other performances. Points are earned per performance	5 Points
Participating in a fundraising event	10 Points
Attending an MJPIDA meeting	10 Points
Various incentives or informal volunteer opportunities throughout the year discussed and assigned by MJPIDA	TBA

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### *Volunteer Position Job Descriptions*

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## CLASS ANGELS

Class angels are the liaison between parents and MJP teachers. If you need to speak to your child's teacher, please speak to the class angel or the administrative assistant/secretary. The teachers have limited class time with your children and are unable to answer questions during class.

Class Angels take attendance, distribute, and collect forms and fundraising orders, answer questions, etc. at each studio location.

Class Angels are the face of the dance school. We ask that you make it a good one!  
**Being a Class Angel earns required volunteer points.**

## FUNDRAISING COORDINATOR

The Fundraising Coordinator is responsible for:

1. Organizing fundraising events
2. Organizing delivery and pick-up dates of fundraising items around workshop dates
3. Organizing volunteers for various fundraising needs



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4. Organizing fundraising communication to be delivered to the MJP community
5. Collecting \$ and giving to Treasurer to deposit
6. Providing a fundraising update at MJPIDA meetings

Any new fundraising ideas must be passed through the Executive. We have chosen high grossing events to help limit how many events we need to hold through the year.

### **YEAR END SHOW COORDINATOR**

The Year End Show Coordinator can be a single person position or can be a shared position between two people. He/She/They are responsible for:

1. Organizing the printing and selling of tickets (electronic/paper)
2. Organizing volunteers for front and back of house
3. Arranging for videographer and following up with orders
4. Purchasing items for concession, table clothes and other odds and ends as needed
5. Assisting with venue arrangements as necessary

### **CEILI COORDINATOR**

The Ceili Coordinator can be a single person position or can be a shared position between two people. He/She/They are responsible for:

1. Coordinating a venue
2. Organizing the potluck
3. Coordinating volunteers
4. Organizing volunteer job list
5. Purchasing any necessary items for the event
6. Coordinating decorations etc.
7. Printing and selling tickets
8. Organizing an event schedule

### **VOLUNTEER POINTS COORDINATOR**

The volunteer coordinator is responsible for:

1. Collecting and recording family volunteer points on the membership spreadsheet (this must be updated by end of January and end of June)
2. Communicate with families about volunteer opportunities as needed
3. Tally the points to determine if families meet their points requirements



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4. Responsible for keeping volunteer BOND cheques, and returning to families at the end of the year OR submitting BOND cheques to the Treasurer for deposit (if volunteer responsibilities unfulfilled)

### COSTUME COORDINATOR

1. Manages the MJPIDA Rental Costume Inventory (kept at the rented storage locker space)
  - Tiny Toes skirts and shawls
  - Beginner Competitive skirts and shawls
  - Team Competitive skirts, pinnies, and shawls
  - Queen of Hearts skirts, jackets, and shawls
  - Grey Dragon school dresses/skirts
  - Updating the Costume Inventory spreadsheet
  - Providing Miss Joelle with the information on what the dancers currently have or what is being ordered (or needs to be ordered)
  - Responsible for having all returned costume pieces appropriately cleaned/repared after the Year End Show.
2. Manage the Costume Rental contracts (rental payments and BOND cheques) for all costume pieces.
3. Be available for costume fitting sessions (measuring and fitting).
4. Costume Distribution
5. Be available at the Year End show to collect all costumes. Assess any damage to costumes and retain deposit funds accordingly.
6. Communicate with the Treasurer:
  - Submitting rental cheques for deposit
  - Answer questions regarding rentals, bonds, and/or contracts
  - Additional amounts owing if a costume is upgraded
  - Monies and/or BOND cheques to be deposited
  - Copying the Treasurer on emails to the seamstress(es)
7. Communicate with the parents
8. Ability to carry-out minor sewing/seamstress work is desirable, but not essential
  - Sewing on snaps
  - Labelling
  - Repairing gems
  - Ongoing maintenance of costumes
  - Minor alterations



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### *MJPIDA Contact List*

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<b>Position</b>	<b>Contact</b>	<b>Contact email</b>
MJP Academy Director, Head Teacher	Joelle Sheppard, T.C.R.G., A.D.C.R.G.	<a href="mailto:mjpacademy@hotmail.com">mjpacademy@hotmail.com</a>
Administrative Assistant	Rae Bailey	<a href="mailto:Mjp.askme@hotmail.com">Mjp.askme@hotmail.com</a>
MJPIDA Communication	Rae Bailey	<a href="mailto:Mjpida2007@gmail.com">Mjpida2007@gmail.com</a>
Costume Coordinator	Kelly Krebs-Jones	<a href="mailto:Mjp.dress@gmail.com">Mjp.dress@gmail.com</a>