Children’s Dance Theatre Creed
by Miss Anne Cannon

CDT Dancers are:
C ommitted to sharing dance
H olds high the beauty of childhood.
I magining with their magic eyes,
L ifting the hearts of others,
D reaming of all they can be.
R ising to the occasion,
E njoying each moment
N urturing their special selves
S houting for joy – look at us!

CDT Dance is:
D eveloping discipline with determination
A nswering the challenge to
N ever give up.
C onquering the fear of failure,
E nnobling the gifts of childhood.

CDT Theatre is:
T hrilling to experience
H arvesting the rewards of dedication
E nergizing the spirit
A llowing all to grow.
T hankful for the opportunity,
R ejoicing in the memories.
E nriching the lives of children.
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OVERVIEW

Children’s Dance Theatre General Information

Children’s Dance Theatre (CDT), the performing arm of the University of Utah Tanner Dance Program, was established in 1949 by Virginia Tanner. The company of 250 young dancers, ages 8 through 18, performs for more than 40,000 Utahns annually. Under Mary Ann Lee’s artistic direction since 1979, the organization continues to grow in size and programming, earning state, national, and international recognition. CDT is the second-oldest performing arts organization in Utah.

The goals of Children’s Dance Theatre are to allow children to experience the joy of moving and the discipline of dance, to nurture the creative process, and to share the results of this training with a broad population base. Technique is taught for the development of strength, flexibility, control, balance, and an awareness of the body’s potential. An equal emphasis is placed on creative problem-solving, balanced intellectual and physical development, and an appreciation of music, literature, and visual arts.

Every spring, CDT showcases an original work at the Capitol Theatre in Salt Lake City with matinees for school-age children and underserved populations. The company performs regularly with support from various private and public funding sources.

Students are required to participate in the Virginia Tanner Studio Program for at least one year before auditioning for CDT. All current first grade students are invited to attend a placement class in the spring where they are placed into regular studio classes, advanced studio classes, or CDT. Students 2nd grade and older who wish to audition for CDT must mention their interest to their teachers the year before they wish to audition. If there is room in the incoming CDT class, they will be invited to audition in the spring.

Mission

The mission of the Children’s Dance Theatre is to develop worthwhile, joyous, creative, and generous human beings through excellence in dance training, and by providing a nurturing and rich environment for the body, mind, and spirit of a child. In fulfilling this mission, the Children’s Dance Theatre will:

- Allow young people to experience the discipline of dance and the joy of moving.
- Develop responsible and resourceful individuals.
- Nurture the creative process in young people.
- Provide the best possible training for young people in creative and modern dance and share this training through performance.
- Allow young people the opportunity to participate in the artistic growth and social responsibilities of a performing dance company.

Accomplishments

Since its inception, the company has performed at major dance festivals around the world: dance and the Child international (daCi) conferences in Sweden, England, Finland, Canada, Brazil, the Netherlands, Jamaica, Denmark, Australia, and the United States, where CDT hosted the conference in 1991 and 2017; the White House Conference on Children; the International Conference and Dance Festival in Kuala Lumpur, Malaysia; and the Seattle World’s Fair. In 1998, CDT held an exchange with the Welsh dance company Rubicon.
CDT received the 1993 Governor’s Awards in the Arts. “Visions of Children,” the 1994 concert with Pete Seeger, was featured in an award-winning video produced by KUED. In 1998, Mary Ann Lee was honored with the Madeleine Award for Distinguished Service in the Arts and Humanities. Dancers from CDT and elementary school students who participate in the Tanner Dance Arts-in-Education Outreach Program performed in the Salt Lake 2002 Winter Olympic events, including the mascot launch, Cultural Olympiad performances, Opening and Closing Ceremonies, and Medals Plaza ceremonies. CDT continues to perform at the J.Q. Lawson Capitol Theatre and other venues throughout Utah each year.

Tanner Dance Program General Information
Confident that the use of wholesome creative activity would allow children, ages 1 ½ to 18, to develop alert minds, healthy bodies, and strong character, Virginia Tanner established the Tanner Dance Program in 1939. An important pioneer and visionary, she dreamed of bringing “a measure of beauty into the life of a child.”

The Tanner Dance Program is an arts affiliate of the College of Fine Arts at the University of Utah and is dedicated to the University’s mission of teaching, research, and service. Inherently, the organization nurtures an appreciation of dance, music, literature, theater, and visual arts.

The Tanner Dance Program remains committed to Virginia Tanner’s original mission – creating worthwhile human beings who contribute to their community. This unique vision of giving students the opportunity to share their own voices through the arts has grown, and today the program serves more than 40,000 people annually at the University of Utah and in our community through the organization’s programs and services.

Virginia Tanner Studio Program
The Virginia Tanner Studio Program continues to be a ground-breaking creative dance program, with more than 1,000 dancers in classes at the University of Utah studio and satellite locations in Bountiful, Brigham City, Ogden, Park City, and South Jordan. Classes are designed for dancers from age 1 ½ through adult. Every dancer is exposed to the creative process of dance, arts integration, and a commitment to excellence in an environment where dancers may explore and unveil their individual potential. Each year, studio dancers in Kindergarten through adult classes participate in a proscenium performance at Kingsbury Hall. The Virginia Tanner Studio program also provides excellence in ballet, jazz/hip hop, visual art, and music classes. In addition, the studio provides summer classes and camps with diverse dance experiences.

Contemporary Companies
In Motion, Momentum, and Tipping Point dance companies are for intermediate and advanced level junior high and high school dancers. The goals of these programs are to encourage students to become technically versatile movers, engaging and confident performers, inquisitive choreographers, and artistic community leaders. The curriculum emphasizes innovative movement exploration by building connections with professional guest artists, local dance companies, and university programs. Company members develop their artistic identities by choreographing their own work, directing student-led projects, and performing several times each year. Participation is by audition.

The Fine Arts Preschool
The Fine Arts Preschool provides children, age 3 ½ to 5, with rich opportunities to experience dance, music, drama, creative writing, literature, and visual arts. Hands-on involvement in three or four art forms daily helps
children grow through experience and find joyful ways to express themselves, nurturing development of the whole child.

**The French Immersion Program**
The French Immersion Program for ages 3-6 also provides opportunities to learn French with native-speaking teachers through activities like stories, songs, writing, math, science, cooking, painting drawing, dance, and physical exercise. Both programs meet five days a week throughout the school year at the studio.

**Dancers with Disabilities for Children and Adults**
Dancers with Disabilities programs are for children and adults who wish to experience the joy of moving and self-expression. These programs include dance classes and summer arts camps. Dance instruction includes appropriate technique exercises for the whole body, and dancers explore shape, space, rhythm, and movement quality.

Tanner Dance also hosts a daytime program titled LEADD (Learning and Engaging Though Arts Discipline and Development) where adults with disabilities learn music, dance, visual art, creative writing, and science from experienced instructors. Elevate Theater Company allow teens and adults with disabilities to learn, practice, and perform musical theater repertoire on Saturdays throughout the year, culminating in a spring performance.

**Arts-in-Education**
Tanner Dance supports more than 5,000 scholarship students in site-based, weekly creative dance classes along the Wasatch Front in the Side-By-Side Teacher Training Residency Program. This program, which is financially supported by the National Endowment for the Arts, provides in-depth, curriculum-based dance experiences that engage students and classroom teachers in quality dance instruction. Other Arts-in-Education services include lecture/demonstrations and school performances.

**Professional Development for Educators**
Tanner Dance’s Professional Development Program offers a variety of training and mentoring opportunities, as well as resources, to help educators develop new ways to stimulate learning in the arts, and make connections between the various art forms and other curriculum areas. The Professional Development Program provides a framework for educators to engage in teaching and learning activities that support the needs of their students while implementing the Utah State Fine Arts Core Curriculum and prevailing state and federal mandates.

“The motivating force behind my work is not only developing excellent dancers, but more importantly, developing young people who are useful, imaginative, worthwhile human beings.”
— Virginia Tanner ——
COMMITMENTS

Faculty and Staff Commitment
Faculty are professionally trained teachers, performers, and choreographers. They are passionate about their students and the art form of dance. They come to each class prepared to help each student realize their potential as a dancer and as an individual. They are available to students and parents for conferences and welcome the opportunity to communicate with parents. Often it is difficult to conference just before or after class, but parents or students may call the office and leave a message and the teacher will respond. If a problem arises, please contact your teacher early before the problem escalates. We want the studio to be a nurturing environment where students and parents are treated as whole individuals.

As a faculty, we do our best work when students attend class and rehearsals regularly and come with a positive attitude and a willingness to work hard. Dance is a rigorous discipline, and students who want to perform in the Children's Dance Theatre company need to make a commitment of time, positive attitude, and respect for teachers, musicians, staff, peers, and our parent community who make the company thrive. The musicians who accompany studio classes are gifted artists who contribute immensely to the quality of each class. Teachers, staff, and students need to show appreciation and respect for all studio personnel.

The Children’s Dance Theatre staff are professionals who make the company flourish. They teach your children, provide support for our programs and services, raise money, manage accounts, and communicate with the community and parents. They are committed to treating parents and the community with respect and courtesy and to communicating information in the clearest and most positive manner. The organization utilizes several methods to communicate with parents and families such as the CDT eNEWS through email and the Tanner Dance website.

Dancer Commitment
Children’s Dance Theatre members acknowledge that it is a privilege to be a member of the company. With this privilege comes responsibility. Dancers are expected to attend every class and rehearsal except in cases of illness, family emergency, or extenuating circumstances. If a dancer must miss a class, they or a parent must inform the teacher by email. If a dancer is absent, they may not be included in choreography that occurs during the absence. This is normal protocol for every professional performing dance company. Each teacher will clearly state this policy to students, and dancers are required to sign a dancer commitment form. If absences are a recurring problem, the teacher will conference with the student, parents, and company director, and the dancer may be asked to leave the company.

Children’s Dance Theatre members are selected for their skill as dancers and for their ability to work well and respect teachers, peers, and the CDT community. Dancers need to maintain a high level of excellence and a positive, hardworking attitude. If a dancer struggles in one of these areas the teacher will conference with the dancer, parents, and company director to resolve the difficulty.

Children’s Dance Theatre dancers are committed to learning the craft of dance and to growing technically, creatively, and as performers. Because they are training their bodies as instruments, dancers are expected to enroll and participate in the full year, including a week-long summer camp.
Because Children’s Dance Theatre is a performing company, all dancers commit to perform in the spring season at the Capitol Theatre. All company rehearsals and performances are required, including tours to Ogden and lecture demonstrations (lec dems) at local elementary schools.

The Tanner studio is a magical space. Dancers need to respect the building and all of the teaching materials and musical instruments in it. During classes and rehearsals, dancers are expected to clean up the dressing rooms and the foyer and to wait quietly between classes. There are up to six classes going on simultaneously and it is important for dancers to be respectful of other students and teachers. Please do not climb on the lobby furniture or slide down stair railings. This same respect must be shown at all of CDT’s performing venues.

**Parent Commitment**

A successful experience with CDT requires commitment from teachers, staff, dancers, and parents. We recognize that parents are crucial to helping dancers meet their commitments to the company. Children’s Dance Theatre functions with the assistance of volunteers. Each family is required to contribute 20 hours of volunteer time per year. A variety of volunteer opportunities are available. Because many volunteer opportunities require parents to work alone with students, at least one parent from each family is required to complete University risk management training and complete a background check every three years. *Every parent who will be volunteering with children must complete the background check and training.*

Children’s Dance Theatre also asks parents to deliver and pick up dancers from class, rehearsals, and tours in a timely fashion. We ask parents to pay tuition in a timely manner and respect other CDT deadlines. As a faculty and staff, we know that we cannot function well without the help of parents, and we thank you so very much for helping your dancers meet their obligations.

**CDT PERFORMANCES**

**Lecture Demonstrations**

CDT performs five to eight lec dems per year. Lec dems are two back-to-back performances presented to an entire elementary school and are generally scheduled on Friday mornings. The rehearsal for the lec dems will be held the Tuesday before each performance (6:15-8:30 p.m.). Prior to the lec dem, a CDT faculty member presents a professional development workshop at the school to prepare the faculty. The faculty then prepares the students for this interactive performance. Parents are asked to volunteer to drive a carpool of students to and from the school in exchange for volunteer hours. CDT dancers 2nd-8th grade are required to participate in at least one lecture demonstration each school year and must register for their chosen lec dem by November 5. Following that date, dancers will be assigned to one of the lec dems that still needs dancers.

**Spring Concert**

Children’s Dance Theatre offers school matinee performances of the spring concert at the Capitol Theatre. Traditionally these performances are during Concert Week on Thursday at 10:00 a.m. and 12:30 p.m. and Friday at 10:00 a.m. These performances are free to the schools thanks to the generosity of CDT’s partners. Please note there is no public seating at these performances. Teachers interested in having their students attend the spring concert are required to register for the spring concert Professional Development Workshop. Teachers who register for and attend the workshop will be given priority reservations for their students. CDT presents two
public performances of the spring concert on Friday evening and Saturday afternoon. Tickets for these performances go on sale about a month before the concert, and are available through ArtTix.

**Concert Tours**
Children’s Dance Theatre takes the spring concert “on tour” by invitation from a presenting organization. These concert tours usually include a school matinee performance and a public performance. When CDT is on tour, schools in the surrounding districts are notified of the opportunity to attend a school matinee. Please note there is often no public seating at the school matinee performances. When there is a public performance, families will receive information about how tickets may be purchased.

**Other Performances**
As other performance opportunities arise, information will be sent in the CDT eNEWS and sent home with the dancers. Please do not commit CDT, your dancer’s class, or groups of CDT dancers to a performance without prior approval from the studio. We will strive to accommodate performance requests.

**Performance Sponsors**
The above CDT performance opportunities are made possible through funding provided by several granting organizations, as well as the donations provided by individuals, corporations, and foundations. The granting organizations include:
- Lawrence T. and Janet T. Dee Foundation
- National Endowment for the Arts
- R. Harold Burton Foundation
- Salt Lake City Arts Council
- Salt Lake County Zoo, Arts, & Parks Program
- Utah Division of Arts and Museums
- Utah State Legislative funding through the Utah State Office of Education Professional Outreach Program in the Schools (POPS)
- George S. and Dolores Dore Eccles Foundation

**ANNUAL EVENTS**
There are a number of annual events that take place throughout the year. Here is a brief description of some of them:

**Dancer Meeting**
The CDT Dancer Meeting takes place the week prior to the beginning of the fall session. It is designed to help dancers become familiar with company history, company member responsibilities, and the legacy of dance that they share. This is a time when new dancers are introduced to the company, as well as an opportunity for all dancers to get to know each other. This is a mandatory meeting for all CDT dancers.

**Parent Meeting**
This is a great way to get the year off to a good start. At this meeting, parents will have an opportunity to get caught up on the latest CDT information and meet their dancer’s faculty member and other CDT parents.

**Holiday Party + Gift Exchange**
This is a time for all CDT dancers to come together to share dances, food, and fun. This activity will be held the Monday after classes end for the fall session in December. Each dancer brings a winter-themed wrapped ornament to exchange with a classmate.

**Concert Week**
This is the week that CDT is in the Capitol Theatre preparing for the Spring Concert. Dancers will be in the theater Monday through Saturday, and attendance is mandatory. Detailed information about the week will be provided in the concert packet.

**Cast Reception**
Immediately following the Saturday matinee performance of the Spring Concert, dancers gather to celebrate the successful completion of another spring concert season.

**CDT TRADITIONS**

**Big/Little Brother/Sister**
It is a CDT tradition that each company member is paired up as a big/little brother/sister during performances. This goes back to the earliest travels and performances of Children’s Dance Theatre. Big sisters and brothers will be assigned to younger dancers to provide assistance, support, and encouragement. For each major performance or tour dancers will be assigned a new brother or sister. This provides an opportunity for our dancers to become acquainted with many different people in the company. Please be gracious in accepting the brother or sister you receive for each event and take the best of care, for these are friendships you will treasure forever. Older dancers serve as role models to their younger brothers and sisters. If you have any questions about the big/little brother/sister tradition, please ask your teacher.

In the theater, older dancers make certain that younger dancers:
- Have the correct costume, undergarment, and hairstyle
- Know how to get onto the stage and back to the dressing room
- Are supported, encouraged, and included in all company activities

On tour, older dancers make certain that younger dancers:
- Know what they need to bring for the tour
- Sit with them on the bus
- Become familiar with the theatre as stated above
- Know where they are at all times

It is customary that small token gifts are exchanged. These gifts can be notes or small items no more than $5. Please, no food gifts.

**Circle**
The ritual of creating a circle by joining hands to share collective energy just prior to a performance allows each member of the company to quietly focus on the upcoming performance. Virginia Tanner began this tradition in
the earliest years of the company and it continues today. During this time, whoever is directing the performance gives last minute instructions to the dancers and reminds them to honestly, beautifully, and joyously share the amazing gift of dance with each member of the audience. Dancers then stand silently to prepare for the performance they are about to give. Symbolically, the energy of the circle reminds each dancer of the incredible opportunity and privilege it is to dance before an audience and reassures each one that they are supported by the entire company of dancers. Taking this quiet moment to focus before a performance is a traditional performance technique.

![Children standing in a circle](image)

**SCHOLARSHIP INFORMATION**

Children’s Dance Theatre is in the fortunate position of being able to offer a limited number of scholarships. Scholarship programs are supported through gifts from individuals and foundations. The board is committed to creating a scholarship endowment account, so that this gift of dance may continue for many years.

A family may apply for a scholarship for their dancer by completing the Scholarship Application form available in the office or online at tannerdance.utah.edu. Please note that applications are typically due in the spring. Deadlines can be found on the application form. Scholarship applications are reviewed and decisions made by the Scholarship Committee. This committee carefully reviews all applications from a humanistic perspective.

In compliance with University of Utah policies and procedures, the Scholarship Committee sets criteria for the granting of scholarships. Stipulations that have previously been in place include:

- Providing scholarships for a set number of dancers per family.
- Scholarship money may then be distributed per the family’s stipulations to the dancers in that family.
- Scholarships are granted to dancers from kindergarten through high school.
• A completed scholarship application must be submitted by the deadline to be considered.
• Scholarships are need-based. Families who are applying for a scholarship must provide a copy of their latest tax return or a signed IRS form 4506. Scholarships are for tuition only.
• Scholarships for CDT dancers are for summer, fall, and spring sessions.
• The scholarship committee will not accept applications from families that have an outstanding tuition balance.
• Families who do not apply for a full year session scholarship may apply for a summer session scholarship.
• Dancers and their families are responsible for any other costs accrued (such as photos, flowers, boutique purchases, tour costs, etc.).
• CDT scholarship families are still obligated to fulfill their volunteer commitment of 20 hours per year, per family.

**VIDEOGRAPHY & PHOTOGRAPHY POLICY**

Children’s Dance Theatre does not allow the use of any photo, video, or audio recording equipment during performances or rehearsals. All works being performed by CDT are owned by Children’s Dance Theatre. Choreography, music, costumes, narration, sets, etc. are all part of these works. Only authorized personnel are permitted to take audio, video, or photos. Recording is only done for review, critique, and archival purposes. This is standard practice for all professional dance companies. Anyone who enters the theater or a performance venue with a camera or recording device will be asked to put it away.

**DRESS CODE POLICIES**

**Dress for Class**

Dancers need to wear clothing that allows the instructor to properly see alignment in order to prevent injuries and incorrect habits. Typically, creative dance attire for girls is a leotard and leggings or dance pants, and attire for boys is a close-fitting t-shirt with dance pants or athletic shorts. If you have a non-binary or gender fluid dancer, please have them choose the attire with which they feel the most comfortable. Dancers should be able to move freely without restriction. Please no bare midriffs. All hair should be pulled back and secured. Classes will dance in bare feet.

**Rehearsal Blacks**

For all company rehearsals, meetings, and performances, dancers are required to wear their uniform CDT rehearsal blacks. This means a black leotard or tight-fitting black t-shirt, and black leggings or pants. Please label your rehearsal blacks with your name.

**Hair**

Hair must be pulled back off of the face for class, rehearsals, and performances. When it is not, it is difficult for the dancer to see and is a distraction. For performances, it is important to see all of a dancer’s face to eliminate shadows on faces due to stage lighting; therefore, we require dancers to pull bangs back. Teachers will inform
dancers of specific hairstyle requirements for performances. Please refrain from drastic and/or colored hairstyles during concert rehearsals and performances.

Dance Bag

For every performance, dancers should bring a dance bag that contains:
• A skin-colored spaghetti strap/camisole-style leotard to wear under costumes
• A water bottle labeled with your name
• Make-up for stage (foundation, eye shadow, eye liner, mascara, lipstick, blush), as well as a wash cloth or tissues for make-up removal, etc.
• Personal hair items: hair brush, comb, non-shiny barrettes, clips, or bobby pins, elastics, hairnets, and hair spray/gel
• Deodorant
• Travel/personal sized first aid kit (Band-Aids, etc.)
• Flesh-colored toe tape is encouraged for older dancers
• Pocket/personal size Kleenex/tissue packets
• Wet Ones/Wet Wipes

Other Reminders

• Put your name in ALL your clothing including rehearsal blacks and undergarments; an undergarment is what you wear under your costume.
• For performances, please be sure all straps can be concealed. Do not wear a sport/racer-back bra or leotard.
• Do not pull your tights over your heels. It stretches them out and it is dangerous. Please make sure your dance pants are not too long.
• BATHE AND WEAR DEODORANT. Costumes are not laundered after every performance.
• Remove all nail polish (from fingers and toes), jewelry, and watches for all performances.
• Do not get your ears pierced between January and concert time. You will not be able to wear earrings during performances.
• Please leave all expensive clothing, shoes, jewelry, money, and other valuables at home.
• No electronic devices such as iPods, MP3 players, handheld games, etc.
• Cell phones must be turned off and left in your dance bag during all rehearsals and performances.
• The University of Utah Children’s Dance Theatre is not responsible for lost or damaged items.

PERFORMANCE VOCABULARY

Big/little brother/sister: a CDT tradition that pairs older dancers with younger dancers to provide support, encouragement, and assistance in the theater or while on tour

Call: the time dancers are required to be at rehearsal/theater for check-in, make-up, costumes, and rehearsal

Camisole leotard: usually skin-colored (if different, the color needed will be in costume information), with thin straps and no legs

Cast Party: a celebration after the final performance of the CDT Spring Concert
**Circle:** a special CDT tradition in which the whole company gathers just before a performance begins to quietly focus all their energy on the performance

**Dress Rehearsal:** run through of an entire performance with costumes and lighting

**Footless Tights:** tights which cover the lower half of the body to the ankles and have no feet

**Full Run Through:** run through of entire show from beginning to end

**Lec Dem:** an in-school performance, short for lecture/demonstration

**Lighting/Tech Rehearsal:** rehearsal on stage to set all the lighting and special effects

**Monitors:** parent volunteers who help the dancers during and after rehearsals/performances, on and off stage, and in the dressing. Dancers must respect all monitors and follow their directions.

**Music Rehearsal:** a rehearsal with dancers and all the musicians

**Rehearsal blacks:** a black leotard or tight-fitting black t-shirt, and black leggings or pants

**Spacing Rehearsal:** rehearsal on stage to space the dance

**Undergarment:** the article of clothing the dancer is to wear under their costume. Please check the costume information that is distributed on notes or in the concert packets for specific requirements.

**Unitard:** this is a one-piece outfit with footless tights attached to the body suit

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**STAGE VOCABULARY**

The stage is labeled from the performers’ point of view, facing the audience.

**Upstage:** is behind the performer as they are facing the audience

**Downstage:** is in front of the performer as they are facing the audience

**Stage Right:** is to the performer’s right as they are facing the audience

**Stage Left:** is to the performer’s left as they are facing the audience

**Backdrop and Scrim:** the fabric hanging at the back of the stage; Please do not touch them.

**Crossover:** the area behind the scrim to cross over to the other side of the stage. Please walk; do not run across.

**Front of the House:** where the audience sits
**Light Line:** the line where the stage lights end. If you dance outside these lines you will not be seen.

**Lobby:** entrance to the theater

**Pit:** area in front of the stage where the musicians sit

**Props:** things you dance with i.e. ribbons, etc. Each dancer is responsible for putting their props away. Props are not toys.

**Prop Table:** table located back stage for props

**Sight Line:** lines taped offstage and in the wings to show dancers where to stand so the audience won’t see them when not dancing. Please stand behind them. If you can see the audience, they can see you.

**Spike Marks:** little tape marks on the stage to indicate special areas, such as center stage, special lights

**Sound Monitor:** speakers in the dressing rooms so you will know what is happening on onstage. Dancers also receive directives over these sound monitors.

**Stage Crew:** all the people involved with the lighting and technical aspects of the performance

**Stage Manager:** the person in charge of calling the show. This person gives direction to the stage crew, lighting technicians, calls the dancers to the stage for their performances, etc.

**Wings:** the black curtains hanging on the sides of the stage; Please do not touch them.

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**CDT PARENT VOLUNTEER COMMITMENT**

**Need for Volunteers**
Children’s Dance Theatre would not be able to afford to offer the community its programs and services without parent involvement. All CDT families are required to contribute a minimum of 20 hours of volunteer service each year.

**Volunteer Opportunities**
There are a variety of ways for families to meet the 20-hour requirement. A list of volunteer opportunities throughout the year are provided below. In addition, the office will regularly send out volunteer requests via the CDT eNEWS. However, if you have other suggestions or ideas for a volunteer project, please contact the office to discuss your idea. While the studio recognizes that the Concert is a wonderful time to fulfill the required hours, the organization encourages families to respond to the other volunteer opportunities available. The faculty and staff count on the helping hands of parents to respond to the organization’s requests for volunteers that are sent throughout the year.

**Parent Volunteer Requirement & Guidelines**
1. 20 hours are required per family, regardless of the number of CDT dancers in the family. High School dancers may help to fulfill their family’s hours by volunteering during summer camps.
2. All hours must be completed AND recorded by May 31.
3. Only those hours submitted for projects approved by Tanner Dance will count towards the 20 hour requirement.
4. The office will follow up with you toward the end of the year to ensure you are completing your 20-hour requirement.
5. Volunteers are required to complete University online Youth Protection training and undergo a background check every three years.

**Volunteer Reporting**

Volunteer hours are recorded in Track It Forward and this information is used when applying for and reporting on grants and various donations. These accumulated hours are evidence of strong support for CDT and are considered an in-kind donation to Children’s Dance Theatre. Please remember only those hours submitted by May 31 will count towards the annual volunteer requirement. The office asks that you submit your hours in a timely manner by reporting them as the hours are completed rather than waiting to report them at the end of the year. If parents utilize caregivers to complete the volunteer requirement, please submit the parent’s name rather than the person actually completing the work.

In an effort to make reporting easier for CDT families, you may submit your volunteer hours online through an account in Track It Forward. Instructions in regards to the system can be found below.

The faculty and staff wish to express our appreciation for the volunteer service provided by each CDT family. Many families exceed the 20 hour requirement and we appreciate all that you do to bring dance into the lives of children. For more information about the volunteer requirements and opportunities, please contact us at 801-581-7374 or tannerdance@utah.edu.
In any browser, go to www.trackitforward.com and select “Sign In” at the top right of the page. Then, sign in using the username and password you have previously created. Parents who are new to CDT will receive an invitation to create an account in Track It Forward from the email do-not-respond@trackitforward.com a day or two following the New Parent Meeting. If you do not receive an invitation, check your spam and then email tannerdance@utah.edu to have the office re-send it. If you are not new to CDT but have never logged into Track It Forward before, email tannerdance@utah.edu to ask the office to send you an invitation.

If you can’t remember your name or password, click on the highlighted link on the login page. It will ask for your email and send you a link to rest your password.
The first page you encounter after logging in allows you to edit your profile, change your password, and view your total hours logged for the year. If you’d like to get back to this page after logging hours, you may select “Account” at the top right of the page.

Select “Log Hours” to record hours or “Event Sign-Ups” view volunteer opportunities.

To log hours, select number of hours, the date you volunteered those hours, the volunteer activity you completed, any food and supplies you contributed (if applicable), and any other notes you’d like to share with Tanner Dance. The 20-hour CDT volunteer requirement renews September 1 of each year, so the hours you have previously entered will go back to 0 on that day. Upcoming opportunities are also sent out in the CDT eNEWS with a link to specific Event Sign-Ups.
Look on the calendar to find any upcoming events, and then click the link.

Click on the “+” signs to learn more about each opportunity. The highlighted numbers show how many volunteers have already signed up for the event over how many total volunteers are needed. If it shows only one number, it means that an unlimited number of volunteers can sign-up for the event. Sign up using the orange “Sign Up” buttons. If you signed up for one slot and would like to sign up for a second (if it, for example, involves donating food or supplies), click on the green “Confirmed” button and it will allow you to sign up again. Once you sign-up, Track It Forward will send you confirmation emails immediately after signing up, two days before the event is scheduled to take place, and after the event has finished to remind you to record those hours.

To log out of your account, select the “Account” link at the top right of the page and then select “Sign Out”.

Feel free to reach out with questions!

tannerdance@utah.edu or 801-581-7374
Below are volunteer opportunities scheduled during the 2022-2023 school year. Additional opportunities will arise throughout the year and will be communicated via the CDT eNEWS. Track It Forward will contain sign-ups for these opportunities as they get closer to the event. Each opportunity is worth one volunteer hour for one hour of time spent on the activity, unless otherwise specified. Activities that take less than an hour may be rounded up to one hour. Food and supplies donations are one hour per item.

**September**
Monitor entire day of Ogden performance; ride the bus with students.

**October**
Drive a lec dem carpool

**November**
Help decorate studio for holidays
Help secure silent auction donations for In Accord Performances
Drive a lec dem carpool

**December**
Contribute food for the CDT Holiday Party
Help with set-up/clean-up/serving food for the CDT Holiday Party
Clean up holiday decorations over the break
Assist with cleaning/organization projects over the break

**January**
Drive a lec dem carpool
Assist in costume shop

**February**
Assist in costume shop

**March**
Assist in costume shop
Monitor concert company rehearsals at the studio
Assist loading in props and sets to Capitol Theatre
Monitor concert company rehearsals at the Capitol Theatre
Monitor traffic for Capitol Theatre drop-off/pick-up
Donate food to the Wednesday Senior Reception
Donate food to the Thursday faculty luncheon
Help set-up/take-down faculty luncheon
Help set-up boutique and flower sales
Provide food for the Saturday alumni brunch
Provide food for the Saturday cast party
Help load out props and sets from the Capitol Theatre

**April**
Contribute gift cards and small gift packages for Faculty Appreciation Week ($15 minimum)
# CDT Teachers 2022-2023

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2A</td>
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