



ALABAMA BALLET SCHOOL

*Supporting students. Strengthening community.
Enriching the Alabama Ballet School
experience.*

The Parent Guild is a parent community created to support the students, families, faculty, and mission of Alabama Ballet School — a way for families to come together in support of something larger: the growth, artistry, discipline, confidence, and connection of our students.

A PROGRAM-SUPPORT GUILD OF ALABAMA BALLET SCHOOL

Welcome to the Parent Guild

A Meaningful Way to Support the School

The Alabama Ballet School Parent Guild is a parent community created to support the students, families, faculty, and mission of Alabama Ballet School.

Through volunteer service, school-approved fundraising, community-building, and enrichment support, the Guild gives parents a meaningful way to contribute to the life of the school.

This is not simply a fundraising group. It is a way for families to come together in support of something larger: the growth, artistry, discipline, confidence, and connection of our students.

Families are an important part of every student's training journey. The Parent Guild offers parents and guardians a clear, welcoming, and organized way to support Alabama Ballet School while helping create additional opportunities for students and the broader school community.

Some parents may have time to volunteer. Some may have professional skills to share. Some may be able to support fundraising or community events. All forms of participation matter — the Guild is designed to make parent involvement constructive, mission-aligned, and helpful to the school.

Why the Parent Guild Matters

Enrichment Beyond the Studio

Exceptional training is built through daily discipline, strong instruction, artistic exposure, and a supportive community. The Guild helps strengthen that experience by supporting opportunities that may include:

- Guest faculty master classes
- Educational workshops
- Student enrichment experiences
- School community events
- Approved field trips or learning opportunities
- Volunteer support for school-approved activities
- Fundraising for approved student-centered priorities
- Parent connection and school spirit

The goal is to help create meaningful experiences that support both students and parents. The Guild does **not**:

- Influence casting, placement, scholarships, curriculum, faculty decisions, or student advancement
- Collect money through personal payment accounts
- Promise access, recognition, outcomes, or opportunities
- Represent personal opinions as school positions

This vision is the foundation that enables the Guild to operate with trust, professionalism, and confidence, maintain a strong reputation, and succeed for years to come.

How Parents Can Participate

Many Ways to Be Involved

The Parent Guild is designed to welcome different levels of participation. Parents may choose to support the Guild by:

- Volunteering at approved events
- Helping with hospitality or community-building efforts
- Supporting fundraising initiatives
- Sharing professional skills or resources
- Assisting with communications through approved channels
- Helping welcome new families
- Participating in planning conversations
- Making a financial contribution when able
- Considering future leadership opportunities

Participation is voluntary. No family is required to donate, volunteer, or serve in a leadership role. Guild participation does not affect a student's placement, casting, scholarship consideration, opportunities, or standing within Alabama Ballet School.

Next Steps

Help Build Something Meaningful

The Parent Guild begins with a simple belief: when parents come together, unified under one vision, they can strengthen the student experience in meaningful ways.

This is an opportunity to help build a parent community that supports both Alabama Ballet School students and parents, encourages connection among families, and expands enrichment opportunities over time.

Whether you have many hours to give or only a small amount of time, there is a place for thoughtful participation. Your involvement can help create a stronger, warmer, and more connected school community.

Learn more and get involved. Parents and guardians interested in learning more may:

- Attend a Parent Guild information meeting
- Complete a volunteer interest form
- Share areas of interest or availability
- Support approved Guild initiatives
- Participate in future community events
- Consider future leadership or committee opportunities

Additional information, meeting dates, and opportunities to participate will be shared through the following communication channels:

- Band app
- Email

The Guild is an opportunity to support student enrichment, strengthen parent connection, and contribute to the school community in a thoughtful and meaningful way. Together, we can help create experiences that support the growth, artistry, confidence, and joy of Alabama Ballet School students.



FUNDRAISING PLAN

A staged, sustainable roadmap — beginning with a disciplined inaugural year and expanding only as fundraising capacity and school readiness grow.

Phase 1 — Inaugural Year

Annual Fundraising Objective: \$9,000–\$12,000

ALLOCATION OF FUNDS

1 Guest Faculty Master Class — \$3,000

Students will benefit from a master class led by a renowned guest instructor, followed by a private Q&A session.

* Provides the Advanced Level of the Upper School with 1–2 master classes with a guest teacher, including accommodations.

2 Educational Classes — \$1,000 total

Students and parents will benefit from a seminar led by local experts in the field, followed by a private Q&A session — one focused on cross-training and one on nutrition.

* Provides each panel speaker with a small amount as appreciation for their time, plus materials, booklets, and light refreshments. The event is free for all; a signup sheet will be required so we can ensure enough refreshments and materials for everyone.

2 “Night at the Ballet” Movie Night Community Events

Students come to the ballet studio to eat dinner while watching curated videos showcasing ballet companies and artists from around the world.

* Provides materials (coloring pages for the Lower School and a 5-question worksheet for the Upper School), booklets with a synopsis and facts about the selected ballet, and dinner. The event is free for all, but a signup sheet will be required to ensure enough refreshments and materials. Dinner will be very casual — pizza, salad, or a boxed dinner.

2 Community Events — \$5,000 total

Students and parents can socialize and share a meal with the entire school community at the welcome and end-of-year parties.

* Provides beverages, food, and games for the children. Guests sign in, mingle, and take photos; students can play in one studio while parents converse in another.

2 Educational Community Seminars — \$500 total

Parents and students are invited to seminars with discussions focused on experiences, advice, and opinions from other parents, students, and former students — one focused on summer intensives and one on parents, featuring our own version of a “ballet help desk.”

Based on fundraising results, the Guest Faculty Master Classes would be the lowest funding priority, since they directly benefit the smallest number of students in the school.

Phase 2 — Year 2

Annual Fundraising Objective: \$18,000–\$25,000

ALLOCATION OF FUNDS

○ 2 Guest Faculty Master Classes

Students will benefit from master classes led by renowned guest instructors, followed by a private Q&A session.

○ 2 Educational Master Classes

Students will explore subjects and skills beyond the ballet curriculum, such as stage makeup, ballet history, and acting.

○ 2 “Night at the Ballet” Movie Night Community Events

Students come to the ballet studio to eat dinner while watching curated videos showcasing ballet companies and artists from around the world.

○ 1 Pointe Shoe Fitting Day

Students come to the studio to be professionally fitted for pointe shoes and learn how pointe shoes should fit, how to sew them, and how to care for their feet when dancing on pointe.

○ 1 Community Event

Students and parents have the opportunity to socialize and break bread with the school community as a whole.

○ 1 Regional Same-Day Field Trip *

Students have the opportunity to take a field trip to see a professional ballet company in addition to Alabama Ballet.

Phase 3 — Year 3

Annual Fundraising Objective: \$30,000–\$40,000

ALLOCATION OF FUNDS

○ 3 Guest Faculty Master Classes

Students will benefit from master classes led by renowned guest instructors, followed by a private Q&A session.

○ 3 Educational Master Classes

Students will explore subjects and skills beyond the ballet curriculum, such as stage makeup, ballet history, and acting.

○ 3 “Night at the Ballet” Movie Night Community Events

Students come to the ballet studio to eat dinner while watching curated videos showcasing ballet companies and artists from around the world.

○ 2 Pointe Shoe Fitting Days

Students come to the studio to be professionally fitted for pointe shoes and learn how pointe shoes should fit, how to sew them, and how to care for their feet when dancing on pointe.

○ 2 Community Events

Students and parents have the opportunity to socialize and break bread with the school community as a whole.

○ 1 Regional Same-Day Field Trip *

Students have the opportunity to take a field trip to see a professional ballet company in addition to Alabama Ballet.

○ Professional Audition Video Session

Students have the opportunity to have their audition photos taken by the legendary, world-renowned Rosalie O'Connor.

Phase 4 — Year 4

Annual Fundraising Objective: \$40,000–\$50,000

ALLOCATION OF FUNDS

○ 4 Guest Faculty Master Classes

Students will benefit from master classes led by renowned guest instructors, followed by a private Q&A session.

○ 4 Educational Master Classes

Students will explore subjects and skills beyond the ballet curriculum, such as stage makeup, ballet history, and acting.

○ 4 “Night at the Ballet” Movie Night Community Events

Students come to the ballet studio to eat dinner while watching curated videos showcasing ballet companies and artists from around the world.

○ 2 Pointe Shoe Fitting Days

Students come to the studio to be professionally fitted for pointe shoes and learn how pointe shoes should fit, how to sew them, and how to care for their feet when dancing on pointe.

○ 2 Community Events

Students and parents have the opportunity to socialize and break bread with the school community as a whole.

○ 1 Regional Same-Day Field Trip *

Students have the opportunity to take a field trip to see a professional ballet company in addition to Alabama Ballet.

○ Professional Audition Video Session

Students have the opportunity to have their audition photos taken by the legendary, world-renowned Rosalie O'Connor.

○ Storybook Series Development

Move the annual Storybook Series production into a performance venue at the BJCC Theatre with newly created sets and costumes, continuing to develop toward collaborating with live musicians.

○ “New Works” Development

Introducing students to “New Works” — a performance opportunity focused on choreography. In the inaugural year, 2 guest artists will be selected to choreograph a new work on the students over a two-week period, culminating in a student performance of the new work.

Phase 5 — Year 5

Annual Fundraising Objective: \$55,000+

ALLOCATION OF FUNDS

4 Guest Faculty Master Classes

Students will benefit from master classes led by renowned guest instructors, followed by a private Q&A session.

4 Educational Master Classes

Students will explore subjects and skills beyond the ballet curriculum, such as stage makeup, ballet history, and acting.

4 “Night at the Ballet” Movie Night Community Events

Students come to the ballet studio to eat dinner while watching curated videos showcasing ballet companies and artists from around the world.

2 Pointe Shoe Fitting Days

Students come to the studio to be professionally fitted for pointe shoes and learn how pointe shoes should fit, how to sew them, and how to care for their feet when dancing on pointe.

2 Community Events

Students and parents have the opportunity to socialize and break bread with the school community as a whole.

1 Regional Same-Day Field Trip *

Students have the opportunity to take a field trip to see a professional ballet company in addition to Alabama Ballet.

Professional Audition Video Session

Students have the opportunity to have their audition photos taken by the legendary, world-renowned Rosalie O'Connor.

Storybook Series Development

Move the annual Storybook Series production into a performance venue at the BJCC Theatre with newly created sets and costumes, continuing to develop toward collaborating with live musicians.

“New Works” Development (Student-Led)

Introducing a student-led installation of “New Works.” In the inaugural year, 2–4 Alabama Ballet School students will be selected to choreograph a new work on their fellow students over a two-week period, culminating in a student performance of the new work.

** Field trip opportunities are intended to broaden students’ and parents’ exposure to ballet and repertory beyond what is offered each season at Alabama Ballet. Attendance at all available programs performed by Alabama Ballet is strongly encouraged and recommended. These field trip experiences allow students and families to engage with a wider range of choreography, companies, and artistic perspectives, helping deepen their understanding of the broader ballet world.*



GOVERNANCE

The framework that lets the Guild operate with trust, professionalism, and accountability, always within the limits set by Alabama Ballet leadership.

- I. Parent Guild Charter
- II. Code of Conduct
- III. Operating Procedures

Parent Guild Charter

Name

The name of this body shall be the Alabama Ballet School Parent Guild (“the Guild”). The Guild may also be referred to informally as “the Guild,” provided that such shorthand does not alter the authority, purpose, or limitations stated in this Charter.

Purpose

The Guild exists to support Alabama Ballet School through organized parent engagement, volunteer coordination, community-building, and fundraising for school-approved priorities. The Guild’s purpose is to:

- support school-approved fundraising efforts for student enrichment, school events, master classes, approved access initiatives, and other approved opportunities
- increase positive parent engagement and volunteer participation
- support a strong, respectful, mission-aligned school community

Authority and Limitations

Section 1. Advisory and Support Role

The Guild is a school-affiliated support body only. It is not an independent governing body and does not possess decision-making authority over Alabama Ballet School operations.

The Guild may offer a parent perspective, help carry out approved initiatives, and assist with approved fundraising and volunteer efforts. Its role is advisory, collaborative, and supportive within the limits set by Alabama Ballet leadership.

Section 2. No Governance Authority

The Guild shall not:

- make or influence artistic decisions, including but not limited to casting, repertoire, faculty assignments, or student placement
- establish or change school policy, tuition, schedules, or disciplinary procedures
- direct or supervise school employees, faculty, or students
- speak publicly on behalf of Alabama Ballet or Alabama Ballet School unless expressly authorized
- maintain any authority separate from Alabama Ballet leadership

Section 3. Staff Liaison and School Oversight

The Guild operates under the oversight of Alabama Ballet leadership. The Guild Advisor shall serve as the Guild’s primary day-to-day liaison and principal point of coordination, providing coordinating support to help oversee communication, protocol, and follow-through as the Guild develops and begins operating. This role is intended to provide consistency, organization, and accountability while

helping ensure that Guild activities remain aligned with Alabama Ballet leadership's expectations, procedures, and artistic standards.

The Guild Advisor will work in coordination with Alabama Ballet Artistic Staff to help keep leadership informed of Guild plans, communications, timelines, operational needs, and areas requiring review or approval. This includes helping ensure that appropriate information is shared with Artistic Staff in a timely manner, established protocols are followed, and Guild officers and members understand when leadership input or approval is required. The Guild Advisor does not replace the authority of Alabama Ballet leadership, Artistic Staff, or organizational leadership; rather, the role exists to support clear communication, prevent gaps in follow-through, and serve as a consistent point of coordination between the Guild and Alabama Ballet Artistic Staff.

The Guild Advisor may:

- guide the Guild's work in alignment with school priorities;
- provide parents with context regarding ballet training, school programming, and fundraising priorities;
- review proposals, plans, and communications before they advance for approval;
- coordinate implementation with parent leadership and other designated school staff; and
- collaborate with the Director of Finance and Alabama Ballet staff to help ensure that financial transactions are handled accurately and appropriately.

Because the Guild supports school-affiliated fundraising and public-facing activities, final approval authority for matters involving finances, branding, institutional partnerships, school operations, or significant risk remains with Alabama Ballet leadership. All Guild initiatives, events, fundraising activities, sponsorship outreach, brand partnerships, and official communications are subject to review and approval through the school's designated process.

Organizational Relationship

The Guild is a program-support guild of Alabama Ballet School and is not a separate legal entity. Unless otherwise approved in writing by Alabama Ballet leadership, the Guild shall not:

- incorporate
- open or maintain a separate bank account
- apply for independent tax-exempt status
- enter into contracts in its own name

Scope of Support

The Guild may support school-approved initiatives in areas including:

- **Student Enrichment** — master classes, guest faculty, extra equipment, and similar student-facing enhancements approved by leadership
- **Access** — costume aid, if approved by school leadership, and Alabama Ballet leadership-approved brand or community partnerships that directly support student opportunities

- **Community Events** — parent socials, welcome events, and school spirit events
- **Program Support** — approved school events and school field trip support
- **Other Priorities** — any other school-approved priorities designated by Alabama Ballet leadership

The Guild may only raise funds for purposes approved in advance by Alabama Ballet leadership.

Membership

Section 1. Eligibility

Membership is open to parents or legal guardians of currently enrolled Alabama Ballet School students, subject to the expectations and standards in this Charter, the Guild Code of Conduct, and related Guild procedures.

Section 2. Categories

The Guild may include:

- **Leadership Officers** — approved parent members serving in officer roles
- **Active Guild Members** — parents or guardians who support the Guild through volunteer time, fundraising support, financial support, or a combination thereof, based on personal preference and availability
- **General Volunteers** — parents or guardians who assist with specific events or projects as needed

Support through financial contributions does not create governance authority, voting rights, or preferential treatment.

Section 3. Good Standing

To remain in good standing, members must:

- support the mission and authority limits of the Guild
- follow the Guild Code of Conduct and applicable school policies
- respect confidentiality where applicable
- avoid conduct that undermines the school, staff, students, or Guild operations

Good standing does not depend on a required financial contribution. Participation may take the form of volunteer service, fundraising support, financial contribution, or a combination thereof, subject to Guild needs and school approval. Membership may be suspended or ended by Alabama Ballet leadership, or by Guild leadership with Guild Advisor review, for conduct inconsistent with this Charter, the Code of Conduct, or related procedures.

Leadership Structure

Section 1. Officers

The Guild shall have the following officers, unless Alabama Ballet leadership modifies the structure: Chair, Vice Chair, Volunteer Coordinator, Events Lead, and Fundraising Lead. Additional project-based roles may be created with Guild Advisor review and Alabama Ballet leadership approval as needed.

Section 2. Duties of Officers

Chair — The Chair shall:

- lead Guild meetings
- set meeting agendas in coordination with the Guild Advisor
- oversee Guild priorities and accountability
- serve as the primary parent leadership contact for Guild members
- help ensure the Guild operates within its approved scope
- act as the communication coordinator for all members within the Guild
- organize volunteer recruitment and sign-ups
- coordinate staffing for approved events and initiatives
- maintain volunteer rosters and assignments
- collaborate with the Guild Advisor to ensure payment and invoice consistency with the internal ledger and budget

Vice Chair — The Vice Chair shall:

- support the Chair
- assume Chair duties when the Chair is unavailable
- coordinate Guild workflow and committees as assigned
- record meeting minutes
- maintain Guild records in coordination with the Guild Advisor
- distribute agendas and approved minutes
- track decisions and action items
- prepare Guild communications for review and approval
- support consistent parent-facing messaging
- help ensure communications follow school guidance and branding
- act as secretary, overseeing the collection and disbursement of payments and invoices, and provide them to the Chair

Events Lead — The Events Lead shall:

- oversee planning and execution of school-approved Guild events
- coordinate event logistics with staff and volunteers
- organize and support post-event reporting
- adhere to the set budget
- submit all receipts and invoices to the Vice Chair as soon as reasonably possible

Fundraising Lead — The Fundraising Lead shall:

- coordinate approved fundraising initiatives
- track campaign progress and participation

- work with Alabama Ballet staff on approved donor, sponsor, and fundraising efforts
- ensure all donors and sponsors are adhering to protocol and using Cuebox
- report all payments and pledges of donations/sponsorships to the Vice Chair as soon as reasonably possible

Section 3. Terms

Officers shall serve two-year terms running from June 1 through May 31 of the following year, unless otherwise determined by Alabama Ballet leadership. Officers may serve consecutive terms if reappointed or reselected, but no officer should serve indefinitely without review. A recommended limit is two consecutive two-year terms in the same role unless school leadership approves an exception.

Section 4. Selection

For the Guild's first year, officers will be appointed by Alabama Ballet leadership. After the first year, officer candidates may be nominated through a process of election by the Guild members. Alabama Ballet retains the authority to review and decide on proposed officer candidates. Leadership selection shall prioritize reliability, judgment, discretion, follow-through, professionalism, and mission alignment.

Section 5. Removal and Vacancy

An officer may be removed for failure to perform duties, misconduct, repeated absence, conflict of interest, breach of confidentiality, or conduct inconsistent with this Charter, the Code of Conduct, or related procedures. Removal may occur by:

- resignation
- decision of Alabama Ballet leadership
- majority recommendation of the Guild leadership team, subject to Guild Advisor review and school approval

Vacancies may be filled through the same approved selection process used for the original role or by interim appointment, as determined by Alabama Ballet leadership.

Meetings

Section 1. Regular Meetings

The Guild shall meet on a regular schedule determined annually, with the expectation of monthly leadership meetings and quarterly general meetings or parent updates, as needed.

Section 2. Special Meetings

Special meetings may be called by the Chair or by the Guild Advisor as needed.

Section 3. Agenda and Minutes

Agendas should be prepared in advance. Minutes shall be recorded for leadership meetings and maintained as part of the Guild record.

Section 4. Quorum

A quorum for leadership voting shall consist of a simple majority of current officers, unless otherwise specified in Guild procedures.

Section 5. Participation

Meetings shall be conducted in an orderly, respectful, and efficient manner. The Guild Advisor may guide discussion so that meetings remain focused on approved Guild business while allowing room for constructive parent input.

Decision-Making

Section 1. Voting

When a vote is necessary, each voting officer shall have one vote. Decisions may be made by a simple majority of those present, provided a quorum exists.

Section 2. Staff Approval Requirement

No Guild vote overrides Alabama Ballet leadership. Guild decisions are recommendations unless and until approved when approval is required. The following always require staff review and approval before implementation:

- fundraisers
- events
- budgeted expenditures
- sponsorship or donor outreach in the school's name
- brand or community partnerships
- public communications or branded materials
- partnerships with outside vendors or businesses

Finances

Section 1. Financial Control

All Guild fundraising revenue, expenditures, reimbursements, and financial activity shall be handled through Alabama Ballet's approved financial systems and processes at the direction of the Director of Finance.

Section 2. No Independent Financial Accounts

The Guild shall not maintain independent bank accounts, payment accounts, debit cards, credit cards, or cash reserves unless expressly approved in writing by Alabama Ballet leadership.

Section 3. Restricted Financial Handling

Guild members shall not:

- collect funds through personal payment accounts

- deposit funds into personal accounts
- promise use of funds without approval
- commit Alabama Ballet to financial obligations without prior authorization

Under no circumstances will the Guild accept or use cash for payments or donations. All donors and sponsors must submit money through Cuebox.

Section 4. Financial Reporting

All updates regarding the status of Guild-related fundraising activity and approved use of funds will be made visible and transparent, when requested, to both Alabama Ballet leadership and all Guild members.

Section 5. Financial Handling

The financial management process will adhere to established procedures. The Guild Advisor is tasked with coordinating with Alabama Ballet leadership and staff to ensure that all necessary channels, accounts, and processes are established and communicated effectively to the Guild officers, and is responsible for verifying that the internal Guild ledger aligns with the records maintained by the Director of Finance.

The Chair and Guild Advisor must ensure that all transactions are accurately recorded in the internal ledger. The Vice Chair is responsible for overseeing that all transactions occur as planned and that receipts and invoices are collected and delivered to the Chair promptly. The Fundraising Lead will ensure that the fundraising team adheres to established protocols and operates efficiently. The Events Lead is responsible for verifying that the events team follows correct procedures and operates in a timely manner.

Communications and Representation

Section 1. Internal and External Communications

Guild communications representing the school or Guild in an official capacity must be reviewed and approved through the designated school process. All communications will go through the Band app and/or email.

Section 2. Branding and Public Statements

Guild members may not use Alabama Ballet or Alabama Ballet School branding, logos, mailing lists, donor lists, or communication channels except as approved. The Guild Advisor will be responsible for coordinating with Alabama Ballet leadership and officers to ensure all is in compliance, including marketing and PR.

Section 3. Parent Conduct in Representation

Guild members shall not present personal opinions as school positions and shall not imply authority beyond their assigned role.

Conduct and Conflicts of Interest

Section 1. Code of Conduct

All officers, members, and volunteers are expected to follow the Alabama Ballet School Parent Guild Code of Conduct, which is adopted as a companion governance document to this Charter.

Section 2. No Preferential Treatment

Participation in the Guild shall not provide or appear to provide any advantage regarding student placement, opportunities, faculty access, or school decision-making.

Section 3. Conflict of Interest

Any member with a personal, financial, or business interest related to a Guild decision shall disclose that interest promptly. The Guild Advisor, Guild leadership, and/or Alabama Ballet leadership may require recusal from related discussion, recommendation, or vote.

Records and Documentation

The Guild shall maintain appropriate records consistent with the Operating Procedures, including, as applicable: current officer roster and leadership contact list; meeting agendas and approved minutes; annual goals, plans, and calendars; initiative proposal forms and related approval records; event or initiative closeout summaries; approved communication drafts or templates and related routing records, as maintained by the school; volunteer agreements or acknowledgments; officer interest or nomination forms and member interest forms; conflict of interest disclosures; officer transition materials; and other operating records required by Alabama Ballet leadership.

Code of Conduct

Document Purpose

This Code of Conduct sets the behavioral expectations for all officers, active members, and volunteers serving through the Alabama Ballet School Parent Guild ("the Guild"). It works alongside the Charter and Operating Procedures. If any part of this Code conflicts with Alabama Ballet leadership direction, school policy, or the Charter, Alabama Ballet leadership controls.

1. Who Must Follow This Code

This Code applies to Guild officers, active Guild members, general volunteers serving in approved Guild roles or activities, and any parent or guardian acting in an official Guild capacity.

2. Core Standard

Guild participation is an opportunity to support Alabama Ballet School in a constructive, respectful, organized, and mission-aligned way. Parents are encouraged to bring energy, ideas, generosity, and initiative. At the same time, all Guild participation must remain within approved roles, approved plans, and school-directed boundaries.

3. Professional and Respectful Conduct

Guild participants are expected to:

- treat school leadership, faculty, staff, students, families, and fellow volunteers with professionalism, respect, and courtesy
- help maintain a positive school environment
- communicate respectfully, even when raising questions or concerns
- work collaboratively and follow approved direction
- contribute in ways that strengthen trust, clarity, and follow-through

4. Representation and Boundaries

Guild participants may not:

- present personal views as Alabama Ballet or Alabama Ballet School positions
- imply authority beyond their assigned role
- use Guild participation to direct staff, faculty, students, or other parents outside of the Guild
- make promises, approvals, or commitments on behalf of the school without authorization

5. Confidentiality and Discretion

Guild participants may learn limited internal planning information, family information, fundraising information, or operational context through their service. That access must be handled with discretion. Participants must not:

- share confidential or sensitive information casually or publicly, including but not limited to financial, donor, contact, or operational information
- use Guild access to gather or distribute private family or student information
- discuss internal planning, conflicts, or unfinished decisions in a way that creates confusion or harm

6. No Preferential Treatment

Participation in the Guild does not create any advantage regarding:

- casting
- student placement
- performance opportunities
- faculty access
- school decisions
- fundraising recognition beyond what is formally approved

Guild roles may not be used for personal leverage, social pressure, or perceived influence.

7. Communications Guidelines

Guild participants must:

- use approved communication channels for official Guild communications
- route official messaging through the designated review process
- avoid launching initiatives, promotions, fundraising, or sponsor outreach without approval
- avoid using unofficial group chats, social media, or word-of-mouth as substitutes for official approval or official school communication

8. Volunteer Conduct

Volunteers are expected to:

- arrive prepared and on time when assigned
- stay within the responsibilities of the role they accepted
- ask for clarification when unsure
- support a coordinated team effort rather than creating parallel plans
- follow school supervision, safety, and event procedures

9. Conflict of Interest

Any participant with a personal, family, financial, or business interest related to a Guild matter must disclose that interest promptly. Disclosure may require recusal from discussion, recommendation, planning, or voting.

10. Behavior That Is Not Acceptable

The following are inconsistent with Guild service:

- gossip
- intimidation
- favoritism
- public undermining of staff or school leadership
- repeated disregard of approved process
- confidentiality breaches
- misuse of Guild role, access, data, or relationships
- conduct that disrupts events, planning, or the school community

11. Questions and Concerns

Questions, concerns, or disagreements should be raised through the appropriate Guild or school channel in a constructive way. Guild participation should help surface useful parent perspectives, not create side channels of confusion or pressure.

12. Accountability

Failure to follow this Code may result in one or more of the following, depending on the situation: coaching or clarification; reassignment of duties; removal from a project or event role; suspension from Guild participation; or removal from leadership or volunteer service. Alabama Ballet leadership retains final discretion regarding continued participation in Guild roles.

13. Acknowledgment

All officers, active members, and volunteers are asked to acknowledge this Code of Conduct as part of onboarding, annual service, or event participation.

Printed Name: _____

Signature: _____

Date: _____

Operating Procedures

Document Purpose

These Operating Procedures define how the Guild carries out approved work in a consistent, organized, and accountable way. They are intended to support the Charter, create clear and repeatable systems, define responsibilities and approval pathways, and support strong communication, continuity, and parent participation within approved boundaries. If any part of these procedures conflicts with the Charter or Alabama Ballet leadership direction, the Charter and school leadership control.

1. Oversight and Authority

1.1 Guild Advisor

The Guild operates under the oversight of the Guild Advisor, who serves as the Guild's day-to-day liaison and primary coordination point. The Guild Advisor is responsible for:

- guiding the Guild's priorities
- helping parents understand the school and ballet context, timing, and needs
- reviewing proposals, communications, and plans before they advance
- ensuring alignment with school operations
- coordinating and communicating with Alabama Ballet leadership when higher approval is required

1.2 Alabama Ballet Leadership Approval

Final approval authority remains with Alabama Ballet leadership. For purposes of Guild oversight, the Director of Operations is treated as part of Alabama Ballet school leadership. Depending on the matter, final review may involve the Artistic Director, Executive Director, Director of Operations, or another designated representative. The following require final approval before execution:

- fundraising campaigns
- sponsorship outreach in the school's name
- brand or community partnerships
- event budgets
- vendor commitments
- public-facing messaging
- any activity involving school liability, student transportation, or significant operational impact

1.3 No Independent Authority

No officer, member, or volunteer may approve spending independently; promise funds, benefits, sponsorships, or school access without approval; represent a project as approved before approval is granted; or commit Alabama Ballet to a vendor, contract, or partnership without approval.

2. Guild Structure

2.1 Officer Roles

The officer team currently consists of the Chair, Vice Chair, Volunteer Coordinator, Events Lead, and Fundraising Lead.

2.2 Participation Categories

Parents or guardians may participate as a leadership officer, an active Guild member, or a general volunteer. Participation may include giving time, fundraising support, financial support, or a combination of these based on preference and availability.

Each appointed Guild Officer is expected to provide leadership in both fundraising and volunteer service. During each term of office, each officer shall personally contribute or secure contributions totaling at least \$1,000 in support of the Guild's fundraising goals, in addition to fulfilling required volunteer service hours. If an officer does not meet the \$1,000 minimum through fundraising efforts, the officer shall be responsible for making a personal contribution in the amount of the remaining balance by the last day of their serving term.

2.3 Voting Rights

Only officers have voting rights on internal Guild matters unless Alabama Ballet leadership approves otherwise. Active members and general volunteers may serve on project teams, attend general meetings, offer input when invited, participate in fundraising and volunteer efforts, and vote on officer elections. They do not automatically gain voting authority, governance influence, or leadership access.

3. Officer Selection and Terms

3.1 Year 1 Selection

For the first year of the Guild, officers are appointed by Alabama Ballet leadership.

3.2 Future Officer Selection

After the initial year, officer candidates can be nominated through the approved nomination process. Active Guild members interested in participating can nominate candidates for each officer role. Nominations should be submitted to the current Vice Chair by March 1 of the current term/year. Each Guild member is permitted to vote for one candidate per officer role by April 1 of the current term/year, with votes collected by the Guild Advisor. Officer roles will be announced by May 1. Candidates may be reviewed for fit, reliability, discretion, conduct, and follow-through; final appointment authority remains with Alabama Ballet leadership.

3.3 Terms

Officers serve two-year terms running from June 1 through May 31 unless otherwise determined by Alabama Ballet leadership. A recommended limit is two consecutive two-year terms in the same role unless Alabama Ballet leadership approves an exception.

3.4 Eligibility

To be considered for an officer role after Year 1, a candidate should be a parent or legal guardian of a currently enrolled Alabama Ballet School student; be in good standing with the Guild and school; have demonstrated meaningful participation in Guild activities, volunteer support, fundraising support, or both; disclose any relevant conflicts of interest; and agree to the expectations and responsibilities of the role before consideration. Leadership selection should prioritize reliability, judgment, discretion, follow-through, professionalism, and mission alignment.

3.5 Vacancies

If an officer resigns, becomes inactive, or is removed, Alabama Ballet leadership may appoint an interim replacement, leave the role vacant temporarily, or reopen nominations for the remainder of the term.

4. Meetings

4.1 Meeting Types

The Guild may hold monthly officer meetings; quarterly general meetings or parent updates, as needed; working meetings for approved initiatives; and special meetings called by the Chair or Guild Advisor.

4.2 Agendas

The Chair and Guild Advisor should coordinate agendas in advance. Agendas should identify decisions needed, updates, upcoming deadlines, and items requiring approval, preparation, or follow-up.

4.3 Minutes

The Vice Chair should maintain accurate minutes for leadership meetings. Approved minutes should capture date and attendees, major discussion topics, decisions made, action items, and items deferred for additional review. Minutes must be maintained in an electronic format and saved on a shareable drive.

4.4 Participation Standards

Meetings should be organized, respectful, and productive. The Guild Advisor may help guide discussion so that the parent perspective is welcomed while the meeting remains focused on approved Guild business.

5. Initiative Proposal and Approval Process

5.1 Proposal Requirement

Any fundraiser, event, partnership effort, sponsorship outreach, volunteer initiative, or field trip support effort must be submitted through the approved Initiative Proposal Form before review and approval.

5.2 Proposal Review

The Guild Advisor is the primary first reviewer for proposals and may request clarification or revision, determine whether the proposal fits the approved scope, determine whether additional review is required, and route the proposal for leadership approval when necessary.

5.3 No Early Launches

No proposal may be treated as approved until the designated approval process is complete. This includes announcing the initiative, recruiting participants publicly, soliciting sponsors or donations, spending money, reserving vendors, using school branding, or representing the initiative as school-endorsed.

5.4 Approval Outcomes

Proposal outcomes may include: approved; approved with conditions; returned for revision; tabled; or not approved.

6. Fundraising Procedures

6.1 Fundraising Scope

The Guild may support school-approved fundraising in areas such as student enrichment; access initiatives approved by leadership; community events with a fundraising component related to Alabama Ballet School; approved school support priorities; and other approved school priorities.

6.2 Fundraising Standards

Every fundraiser should be mission-aligned, realistic, appropriately scaled to the expected return, operationally manageable, and appropriate for the school's brand and family community.

6.3 Fundraising Lead Duties

The Fundraising Lead will coordinate approved campaigns, maintain campaign timelines, track volunteer tasks, report campaign progress to the officer team and Guild Advisor, and coordinate with the Chair and Guild Advisor to ensure that all protocols and financial transactions adhere to protocol. The Fundraising Lead does not control the money.

6.4 Sponsorship and Brand Partnerships

Any outreach to businesses, sponsors, or brands must be pre-approved. No parent may independently solicit sponsorship in the school's name, promise branding exposure, promise exclusivity, negotiate a deal, or offer student access, performance access, or school visibility without approval.

6.5 Donor and Sponsor Records

All donor, sponsor, and partnership information gathered through Guild activity belongs to Alabama Ballet, not individual parents. All donor and sponsor records must be housed in Alabama Ballet's operating system, Cuebox.

7. Financial Procedures

7.1 Money Flow

All Guild-related funds must flow through Alabama Ballet's approved systems.

7.2 Prohibited Financial Activity

Parents may not collect money through personal Venmo, PayPal, Zelle, cash apps, or personal checks payable to themselves; reimburse themselves without approval; hold cash reserves; purchase items expecting guaranteed repayment; or promise that funds will be used for a specific purpose unless approved.

7.3 Expense Requests

Any expense request must be submitted through the approved school process and should include purpose, amount, vendor, timing, and approval status.

7.4 Financial Visibility

Guild officers may receive summary updates on campaign performance and approved fund use as determined by Alabama Ballet leadership. They are not entitled to unrestricted access to internal financial records.

8. Event Procedures

8.1 Event Categories

Guild-supported events may include welcome events, parent socials, spirit events, approved school support events, field trip support (if approved), and fundraising events approved by leadership.

8.2 Events Lead Duties

The Events Lead will coordinate event planning, manage timelines and volunteer assignments, work with the Guild Advisor on school logistics, and help ensure event plans stay within approved scope.

8.3 Event Planning Requirements

Each event should define purpose; date and location; audience; volunteer plan; budget or expense estimate; communications plan; risk considerations; and approval status.

8.4 Event Closeout

Within a reasonable time after completion, the lead person should submit a closeout summary including initiative name, completion date, lead person, attendance or participation numbers, amount raised (if applicable), actual expenses (if applicable), volunteer turnout, what worked well, what could be improved, issues or operational concerns, a recommendation to repeat/revise/retire the initiative, and follow-up actions needed. The closeout should also assess whether the initiative was worth repeating relative to the time, effort, and resources required.

8.5 Field Trip Support

Guild support for school field trips may include approved fundraising support, approved volunteer support, or both, depending on the nature of the trip and the needs identified by school leadership.

Any field trip support must be requested or approved in advance by school leadership; stay within clearly defined roles; follow all school supervision, liability, and operational requirements; and avoid unauthorized decision-making or alteration of trip plans. Guild members and volunteers may not independently make transportation decisions, negotiate with venues in the school's name without approval, determine student participation, or commit funds or services without approval.

9. Communications Procedures

9.1 Approval Requirement

All official Guild communications must be reviewed through the designated school approval process before distribution.

9.2 Approved Communication Channels

Official Guild communications may only be distributed through school-approved channels, which may include the Band app; school email; approved newsletters; the official school website or event pages; approved registration or ticketing platforms; approved printed flyers or materials; approved parent information meetings; and an approved Guild contact email address or form, if established.

9.3 Internal Coordination Channels

Guild officers and approved project leads may use limited internal communication channels, such as the Band app or email threads, for internal coordination only. These may not be treated as official public communication channels for Guild announcements, fundraising promotions, or school-wide information unless expressly approved.

9.4 Unofficial Channels

Informal parent communication channels, including unofficial group chats, parent-run social media pages, or word-of-mouth networks, shall not be treated as official sources of Guild or school information. Guild business may not rely on unofficial channels for approvals, fundraising launches, or public-facing announcements.

10. Volunteers

10.1 Volunteer Recruitment

Volunteer needs should be defined clearly by task, time commitment, and deadline.

10.2 Volunteer Assignments

The Volunteer Coordinator will maintain volunteer sign-up records, place and organize volunteers where they are most useful, help distribute opportunities broadly across the parent community, and communicate expectations clearly.

10.3 Volunteer Standards

Volunteers must act professionally, follow instructions, respect staff authority, stay within assigned roles, and avoid creating side plans during events or fundraising efforts.

10.4 Volunteer Agreement Requirement

All volunteers must complete the approved Volunteer Agreement / Acknowledgment Form before serving in an assigned role.

11. Conflicts of Interest

11.1 Disclosure

Any member with a personal, family, financial, or business interest related to a Guild action must disclose that interest.

11.2 Recusal

The Guild Advisor or Alabama Ballet leadership may require the member to step out of discussion, recommendation, voting, vendor selection, or partnership planning due to a conflict of interest.

11.3 Disclosure Timing

Conflict of interest disclosure forms should be completed annually by officers and as needed for members involved in sponsorships, partnerships, vendor decisions, or spending recommendations.

12. Conduct and Culture

12.1 Code of Conduct

All officers, members, and volunteers are expected to follow the Alabama Ballet School Parent Guild Code of Conduct.

12.2 Constructive Participation

The Guild should be a place where parents feel welcomed to contribute, ask thoughtful questions, and support the school in meaningful ways. That participation must remain respectful, mission-aligned, and consistent with the approved process.

12.3 Concerns and Redirection

Questions or concerns should be raised constructively through the appropriate Guild channel — either a scheduled Guild meeting or via the Band app. When needed, Guild leadership or the Guild Advisor may redirect conduct, limit participation on a specific initiative, or recommend additional review.

13. Records and Document Retention

The Vice Chair, in coordination with the Guild Advisor and any designated school record owner, should maintain or route the following records as applicable: officer roster and leadership contact list; meeting agendas; approved minutes; initiative proposal forms; approval records; event closeout summaries; annual goals, plans, and calendars; approved communication templates or routed drafts, as maintained by the school; volunteer agreements or acknowledgments; officer nomination forms and member interest forms; conflict of interest disclosures; officer transition materials; and other operating records required by Alabama Ballet leadership. Records should be stored in the location

designated by Alabama Ballet leadership, which determines the official storage location, access permissions, retention expectations, and record owner for each category.

14. Onboarding and Transition

14.1 Officer Onboarding

New officers should receive onboarding that includes Charter review, Operating Procedures review, Code of Conduct acknowledgment, current annual goals and calendar, current roster and communication pathways, active project status, and a form and approval workflow overview.

14.2 Officer Transition

Outgoing officers should provide orderly transition materials that may include active project notes, pending deadlines, vendor or sponsor context (if approved for transfer), file locations, and recommendations for the incoming officer.

15. Annual Planning Cycle

At the beginning of each Guild year (June 1 through May 31), the Guild Officers and Guild Advisor should establish annual priorities, approved fundraising focus areas, an event calendar, staffing needs, communication cadence, and success measures. At the end of each Guild year, the Guild should review what was completed, what raised money, what strengthened parent engagement, which roles worked well, which systems need revision, and whether leadership transitions or adjustments are needed.

16. Form and Template Control

The current approved versions of Guild forms and templates should be maintained in one designated Alabama Ballet record location. Where practical, each official form or template should identify its document title, version number, effective date, record owner, and official storage location or system.

17. Amendments

These procedures may be revised by Guild leadership with approval from Alabama Ballet leadership. Procedural changes may be made more easily than Charter changes, but they still require review, approval, and recordkeeping.

Appendix — Fundraising Goals

What the Guild Is Fundraising For

The purpose of this document is to define what the Guild is fundraising for and to propose the school-facing opportunities that Guild fundraising could responsibly support at Alabama Ballet School. This roadmap moves in phases to ensure sustainability: it begins with a disciplined Year 1 launch, builds consistency in Year 2, creates a more recognizable annual enrichment model by Year 3, and only then expands into a more mature Year 4 and Year 5 vision.

The Guild should be fundraising for four clear categories of school opportunity:

1. Artistic Enrichment

Opportunities that strengthen the artistic training environment for students.

Includes: guest faculty classes spanning ballet, contemporary, and character; Q&A sessions with visiting artists.

2. Student Readiness & Professional Preparation

Opportunities that help students become more prepared, informed, and confident.

Includes: educational master classes such as acting, stage makeup, hair, pointe shoes, ballet history, and resumes; audition photo sessions; pointe shoe fitting support.

3. Student Experience & Community

Opportunities that make Alabama Ballet School feel more connected, joyful, and memorable.

Includes: Night at the Ballet; post-Nutcracker party; end-of-year event; welcome event; other approved community-building student events.

4. Access & Opportunity

Opportunities that broaden student exposure and add experiences that would otherwise be harder to offer.

Includes: field trip subsidies; leadership-approved future opportunities; long-term pilot opportunities such as New Works, once the school is ready; continuing to invest in building up the Storybook Ballet Series.

Planning Assumptions by Opportunity

These are the recommended working planning ranges to use in the five-phase roadmap.

OPPORTUNITY	PLANNING RANGE (PER INSTANCE)
Guest Faculty Master-Class Visit	\$2,000–\$2,750
Educational Master-Class Visit	\$1,200–\$1,800
Night at the Ballet	\$500
Pointe Shoe Fitting Day	\$800–\$1,500
Rosalie O'Connor Audition Photos Day	\$3,000–\$5,500
Community Event (Post-Show Party or End-of-Year)	\$1,500–\$2,500
Regional Same-Day Field Trip Subsidy	\$2,500–\$5,000
Overnight / Destination Field Trip Subsidy	\$8,000–\$15,000+
New Works Planning / Pilot Reserve	\$3,000–\$8,000
Storybook Ballet Series Investment	\$3,000–\$8,000
Educational Community Seminar	\$250 each