

Greetings volunteers!

We are seeking assistance for the following:

Production Assistance:

The following performances require backstage, box office, production technicians, or reception assistance. Performance times are listed below.

The 'call' time required for assistance will vary with each event, and will be scheduled as needed.

- Theatre on the Run, **January 2018 performances**, 3700 S Four Mile Run Dr., Arlington–
Jan 8, 2018 @ 1 - 8 pm Load-In/Tech Rehearsal
Performances: Jan 13, Jan 20, Jan 27 @ 3 pm and 7:30 pm and Jan 18 @ 10:30 am

Event Coordination:

Assist with the Annual Gala in June 2018, or represent Jane Franklin Dance at networking events for non-profits through the Arlington Chamber of Commerce, summer camp fairs, and other community events. Enroll as a volunteer and you will be contacted.

After School Projects: The following after school projects need assistants for Winter 2018

- At Jefferson Houston PreK-8 School, (Tuesday) 2:55 – 3:55 pm weekly, 1501 Cameron St, Alexandria, VA 22314. Please visit <http://www.acps.k12.va.us/getinvolved/volunteer/> in order to secure your annual ACPS volunteer pass PRIOR to your participation.
- Carlin Springs Elementary School (Wednesday) 2:45 – 4:15 weekly, 5995 5th Rd S, Arlington, VA 22204

Day & Mini Camps, 3700 S Four Mile Run Drive, Arlington: The following Camps need volunteers 9 am – 3 pm M – F and from 3-5 PM for Ext Day. <http://www.janefranklin.com/camps>

- Day Camps: Jan 26, Mar 2, Apr 9
- Mini Camps: Dec 27 – 29, 2017
- Spring Break: Mar 26 - 30

You will need to wear loose clothing and be prepared to move and participate with children for the after school projects and for Camps. Please wear flexible sole shoes or sneakers.

Attached you will find a media waiver which we ask you to sign and return to us. If you are under the age of 18, you will not be able to participate without a parent signature.

Additionally, there is an Emergency Contact Form in case of an emergency among the staff. Please fill out and return to us via mail or scan via email and send to janefranklindance@gmail.com.

Jane Franklin Dance is a 501(c) 3 non-profit organization. We cannot offer monetary compensation for this opportunity. We provide a reference letter of community service and certificate of successful completion at your request. If you have questions email us at janefranklindance@gmail.com prior to the start date or by phone, please call: 703- 933-1111.

Thank you and we look forward to working with you.

3700 S Four Mile Run Drive
Arlington VA 22206

www.janefranklin.com
703.933.1111





Directions to 3700 S. Four Mile Run Drive (Studio Location)

From Washington DC or Maryland:

Take 395 South

- * Take Exit 7 – Shirlington / Glebe Road and remain in the left lane of the exit – overhead sign is marked “Shirlington”.
- * After passing below overpass, bear to the right to exit into Shirlington.
- * At the end of the exit at the traffic light turn right onto Shirlington Rd.
- * Go 1/2 block and turn left at first traffic light onto Four Mile Run Drive – the Weenie Beenie will be on your left.
- * Continue on Four Mile Run Drive 1/10 of a mile and the 3700 building will be on your left at the corner of Nelson Street and South Four Mile Run Drive. Enter from the small parking lot at the back of the building.

From Southern Virginia:

* Take 395 North

* Take Exit 6 – Shirlington / Quaker Lane.

* Bear left over highway, move immediately into right lane and continue straight through first traffic light.

* At second traffic light turn left onto Four Mile Run Drive – the Weenie Beenie will be on your left.

* Continue on Four Mile Run Drive 1/10 of a mile and the 3700 building will be on your left at the corner of Nelson Street and South Four Mile Run Drive. Enter from the small parking lot at the back of the building.

The camp will take place in these rooms in the 3700 S Four Mile Run Drive building: Dance studio #129 – Room #154 – Studio 174. Weather permitting; some breaks may be taken out of doors. There is a park about a block away adjacent to Nelson Street.

WAIVER AND RELEASE OF LIABILITY/ MEDIA AND PHOTOGRAPHY PERMISSION



As a volunteer at Jane Franklin Dance, I am aware that I (or my child) am volunteering for camps, after-school classes or productions at my own risk. I agree that I will not hold Jane Franklin Dance, the organization and its staff, or the instructors liable for any injuries sustained while assisting. If I (or my child) have any particular injury or concern, I will inform the Jane Franklin Dance prior to the volunteer duty and I (or my child) will exercise caution. I acknowledge that I am aware of and agree to adhere to the Jane Franklin Dance Policies for Adult (or Youth) Classes as a participant or as a member of the technical crew for any production. I also agree that Jane Franklin Dance is in no way responsible for the safekeeping of my personal belongings while I volunteer.

In consideration of my participation, **I hereby release and covenant not-to-sue** Jane Franklin Dance, and any of their employees, dancers, directors or otherwise, **from any part and all present and future claims resulting from participation in camps or productions by Jane Franklin Dance or others listed** for property damage, personal injury, or wrongful death, arising as a result of my engaging in or receiving instruction however the same may occur. **I hereby voluntarily waive any and all claims**, both present and future, that may be made by me, my family estate, heirs, or assigns.

Further, I am aware that technical crew and volunteer activities may involve vigorous activity and may pose a risk of injury. I understand that physical activities always involve certain risks, including but not limited to serious injury to virtually all bones, joints, muscles, and internal organs. The risk of harm may be limited by all of the safety equipment and trained professionals, but never eliminated. I understand that participation involves activities incidental to movement and related activities including conditioning, stretching, and lifting which may leave me vulnerable to the reckless actions of other participants who may not have complete control over their actions. I am voluntarily participating in this activity with knowledge of the risks involved and hereby agree to accept any and all inherent risks of property damage, personal injury, or death.

I further agree to indemnify and hold harmless Jane Franklin Dance and all others listed for any and all claims arising as a result of my engaging in performances, rehearsals, demonstrations, workshops or special events with Jane Franklin Dance or any activities incidental thereto, whenever, wherever, or however the same may occur. *Also, I give my permission for video and stills taken by the official videographer and photographer during this event to be used for promotional purposes.*

I have read this form and fully understand that by signing this form, I am giving up legal rights and or remedies, which may be available to me for the ordinary negligence of Jane Franklin Dance or any person listed above.

Volunteer's Name _____ Date _____

Parent Signature if under 18 years of age _____

Volunteer Emergency Contact Information



Name of Volunteer _____

Dates Selected to Volunteer: _____

Age _____

Parent's Name (if under 18) _____

Phone number/Parent(s) Phone Number (if under 18) _____

Other Person(s) Authorized to Pick Up Volunteer (if under 18) _____

Physical Limitations _____

Emergency Contact #1:

Emergency Contact (in case parent cannot be reached) _____

Emergency Contact's Relation to Volunteer _____

Emergency Contact's Phone Number _____

Emergency Contact #2:

Emergency Contact (in case parent cannot be reached) _____

Emergency Contact's Relation to Volunteer _____

Emergency Contact's Phone Number _____

For Camps & After School: Experience working with children

For Productions: Box office or technical production experience
