

# The Children's Theatre Company

*Building Character Onstage*

**TOTAL 3 PAGES**  
**CHAPTER COORDINATOR (Director)**  
**APPLICATION / DATA**

Please fill out all fields (use tab keys to move through each field) and email to [mehrjoun@aol.com](mailto:mehrjoun@aol.com) or fax to 212-633-6629.

FIRST NAME:	
LAST NAME:	
Address line 1:	
Address line 2:	
Daytime Tel:	
Evening Tel:	
Cell:	
Email:	
Website / URL (if any):	
Why do you wish to start a Children's Theatre Chapter? <i>Please explain....</i>	
Do you have performance space? Rehearsal space?	
Will you be the sole coordinator or working with a sponsoring organization / committee?	
Do you have teaching experience, or experience with the arts? <i>Please explain....</i>	
Do you have any teaching artists committed to your chapter? <i>Please explain....</i>	
Do you have any children's class teachers committed to your chapter? <i>Please explain....</i>	
Can you commit to coordinating this chapter for the next two months? <i>Please explain....</i>	
Can you commit to this chapter for one year? Do you have another person in mind? <i>Please explain....</i>	
How often do you plan on meeting with your organizing / sponsoring committee, planning group, LSA or church? <i>Please explain....</i>	
Are you willing to attend a conference-call for CTC Chapter Coordinators once a month? <i>Please explain....</i>	
What other special resources, connections, affiliations, or related experience do you have which will help you build a strong CTC chapter? <i>Please explain....</i>	

**CHAPTER ASSISTANT COORDINATOR (Co-director)**  
**APPLICATION / DATA**

FIRST NAME:	
LAST NAME:	
Address line 1:	
Address line 2:	
Daytime Tel:	
Evening Tel:	
Cell:	
Email:	
Website / URL (if any):	
What special resources, connections, affiliations, or related experience do you have which will help you build a strong CTC chapter? <i>Please explain....</i>	

Art . Dance . Drama . Music . Writing  
 53 East 11<sup>th</sup> Street, New York, NY 10003  
 Tel: 212.633.6629 Fax: 212.633.6603  
[www.childrenstheatrecompany.org](http://www.childrenstheatrecompany.org)

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By checking each item, **you agree that you have read, agree and understand the following:**

q \_\_\_\_\_ (initial here)

A Chapter Coordinator / Director is the representative of a Children's Theatre Company in a given area, called a "Chapter". She / he is responsible for all administrative duties pertaining to the chapter. These duties include finding volunteers, establishing relationships with facilities that will allow for the children and artists to meet, and will oversee the best effort to commitment to the mission and vision of the Children's Theatre Company.

q \_\_\_\_\_ (initial here)

It is the policy and mission of the Children's Theatre Company to provide spiritual, character and ethical education through the arts to children of all backgrounds, in all neighborhoods, from all ethnicities, languages, races and religions.

q \_\_\_\_\_ (initial here)

Chapter Coordinators must understand and agree to follow the Children's Theatre Company mission / vision and financial policies as outlined. These are received with your application and Starter-kit manuals.

q \_\_\_\_\_ (initial here)

You will work with an existing non-profit charity, church or school and submit requested documents.

q \_\_\_\_\_ (initial here)

The Children's Theatre Company of New York is not responsible for financial management of your chapter. Each chapter is financially independent and solely responsible for its fiscal management.

q \_\_\_\_\_ (initial here)

Based on available resources, the way your chapter is run may differ from the CTC -NYC flagship chapter.

q \_\_\_\_\_ (initial here)

The Children's Theatre Company of New York will sign a trademark agreement, giving use of its name (*based on your city, ie Children's Theatre of Fairfield / CTC- Fairfield*) and its logo (*see CD-R*) at no charge- as long as its mission statement is adhered to.

q \_\_\_\_\_ (initial here)

As Chapter Coordinator, you are the main contact for the chapter. Although it can seem difficult at times, it is so important to return messages promptly, especially to prospective volunteers.

q \_\_\_\_\_ (initial here)

Chapter Coordinators must have email.

q \_\_\_\_\_ (initial here)

Chapter Coordinators must be over 21 years of age or older.

q \_\_\_\_\_ (initial here)

Nominal meal & transportation fees are highly recommended but not obligatory. CTC NYC offers a \$20 per session fee to all teaching artists. CTC NYC is a 100% volunteer-based organization (*no paid employees*).

q \_\_\_\_\_ (initial here)

Children's Theatre Company requires a \$350 for the Chapter Starter Kit (*which includes: Administrative, Promotional and Production Manuals, Press Reel DVD, CD R of all documents, Choral Double CD, Choral Orchestral CD, Musical Vocal Tutorial / Orchestral CD, Sheet music, Songbooks, 6 Musical Scripts [with no additional licensing fees], Letterhead, Business Cards, Company Logo*) and other materials to support, as you start your chapter.

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To allow us to assess your needs and aide you in a more relevant way, **please submit a brief statement and answer as many of the questions that apply?** Rest assured that we are prepared to share with you all the necessary steps and techniques to achieve each of the below items...

### A business plan (*written outline*) of your proposal that describes:

1. Why do you **want to become a CTC chapter?**
2. How do you plan to organize your rehearsal days? (*on Saturdays when church-goers can join? Or on a Sunday afternoon?*)
3. Your plan for **getting kids; artists; volunteers; interns**
4. How **many kids you hope to serve** each season / year?
5. The **demographics of the population** you plan to develop in the future? (*ie race, religion, age, socio-economic*)
6. What **other programs you plan to develop** in the future (*ie: Study Circles, Devotional Gatherings, Parenting, Service Projects*)?
7. **Sources** of funding? (*or will you be making the program available at a 'suggested tuition' / donation or pledge?*)
8. **Tentative budget**
9. A **list of your Committee**, Board of Directors, an LSA or Artists and Co-directors that states their names, professional affiliations and contact information (**very important**).
10. **Three letters of professional reference** that provide complete contact information (*postal address, phone number and email address*)
11. **A brief description of the interests, goals, and qualifications of your staff and volunteers**
12. A written statement covering the purpose and history of your organization, including mission statement and goals;
13. A written statement **describing current programs offered by your organization**. Do you currently have any children's classes? Will CTC **be a complement to the spiritual education course** that you have in place?
14. **Brochure or newsletter** from your organization;
15. You may want to consider finding an existing organization (*ie YMCA, Boys' and Girls' Club*) to "sponsor" your program. If you are not affiliating with an **existing non-profit organization**, church or charity that already has an insurance policy, you will need to get your own liability insurance.

Please indicate the **number of teachers you currently have available to teach:**

TEACHING ARTISTS / TEACHER ASSESSMENT	1-3	4-6	7-9	10+
Number who can commit to Saturdays for one hour ( <i>recommended day</i> )				
Have at least one year of experience working with children ages 4-7 yrs old?				
Have at least one year of experience working with children ages 8-10 yrs old?				
Have at least one year of experience working with children ages 11-14 yrs old?				
Have at least one year of experience working with youth ages 14-18 yrs old?				
Have at least four years experience as a professional actor / director/ dancer or an MFA?				
Have at least four years experience as a professional actor/ director / dancer of a BA?				
Have experience as a visual artist: ceramic, clay, paper mache, multi-disciplinary? <i>Please be specific.</i>				
Have experience with physical theater?				
Have experience with ethical, spiritual & character education curriculum and concepts?				
Have experience creating lesson plans?				
Have experience collaborating with elementary schools?				

Signature of Chapter Coordinator / Director

Printed Name

Date

Email to: [mehrjoun@aol.com](mailto:mehrjoun@aol.com) or fax to: 212-633-6603

<b>OFFICE USE ONLY:</b>	

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