

1. Cast List
2. Parent Welcome Letter
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Hobbs Municipal Schools and the 21st Century Community Learning Centers Program, Proudly Presents:
Windmill Theatre Company's production of: Shrek: The Musical JR

If you have been cast, please join our REMIND! Use code @hms-shrek in the app, or txt @hms-shrek to 81010

MAIN CAST LIST

SHREK (Friday) – Jacob Blackmon
SHREK (Saturday) – Nolan Ray
youngSHREK – Esten Gonzalez
mamaOGRE (Friday) – Claire Newey
mamaOGRE (Saturday) – Liz Honigmann
papaOGRE – Gabriel Garcia

FIONA (Friday) – Liz Honigmann
FIONA (Saturday) – Claire Newey
teenFIONA – Kaliee Studley
youngFIONA – Abigail Ramponi

DONKEY – Caleb Miller
FARQUAAD (Friday) – Damien McLeod
FARQUAAD (Saturday) – Josh Abney
DRAGON (Friday) – Sadie Velasquez
DRAGON (Saturday) – Joanne Lane

GINGY (Friday) – Joanna Cook
GINGY (Saturday) – Valerie Nunez
UGLY DUCKLING (Friday) – Airica Franklin
UGLY DUCKLING (Saturday) – Neena Hansen
PINOCCHIO – Taylor Holdridge
BIG BAD WOLF – Avery Coates
WICKED WITCH – Nathalia Avita
PETER PAN – Evan Villalobos
mamaBEAR – Zhooi Shorter
papaBEAR – Juan Flores
babyBEAR – Iverion Pellum
PIG-1 – Luke Rodenberry
PIG-2 – Angel Lara
PIG-3 – Marcus Perez

STORYTELLER-1 (Friday) – Ambree Espinoza
STORYTELLER-1 (Saturday) – Anasiah Jarmillo
STORYTELLER-2 (Friday) – Heaven James
STORYTELLER-2 (Saturday) – Jasmine Vargas
STORYTELLER-3 (Friday) – Arceli Urisote
STORYTELLER-3 (Saturday) – Nayomi Anchondo

CAPTAIN OF THE GUARDS – Josh Ramponi

PIED PIPER – Rene Federico

MAD HATTER – Grace Alverado
WHITE RABBIT – Adriana Rivera
LITTLE RED RIDING HOOD – Eliziana Gonzalez
HUMPTY DUMPTY – Grace Michel
FAIRY GODMOTHER – Evelyn Garcia
ELF – Briseida Salazar
HANSEL – Mason Windham
PUSS IN BOOTS – Hunter Rollins
PINK FAIRY – McKenzie Marin
BLUE FAIRY – Alicia Marin
TWEEDLEDEE – Miguel Gonzalez
TWEEDLEDUM – Natalya Gonzalez

BISHOP – Reyna Brewer
DWARF – Jacob White

KING HAROLD – Eduardo Sandoval
QUEEN LILLIAN – Sophia Zerlin

DULOC MASCOT – Destiny Franco



GROUP CAST LIST

DULOC GUARDS

Caden Streup, Josiah Matthews, Fabian Aubuchen,
Ethan Reist, Dennis Dunaway, Daniel Baeza

DULOC PERFORMERS (Friday)

Nolan Ray, Josh Abney

DULOC PERFORMERS (Saturday)

Jacob Blackmon, Damien McLeod

DULOC PERFORMERS (Both Nights)

Kimber Davis, Miley Silva, Abbie Tramell, Ella Newey,
Haylee Randall, Andrea Miramontes,
Noel Romero, Rene Federico

3 BLIND MICE

Amari Lewis, Madison Culver, Logen Lee

FAR FAR AWAY KNIGHTS / WEDDING GUESTS

Ruth Medoza, Lexee Black, Amrynn Shorter,
Cougar Henson, Zach Dimacio, Maximillian Otto

WEDDING GUESTS

Natalie Slate, Maxinee Hamilton, Destiny Franco

DRAGON BACK-UP SINGERS

Eternity Franklin, Etheny Gallegos, Airyanna Mora,
Zea Marin, Ka'Miah Morris

DRAGON PUPPETEERS

Heaven Mitchell, Jaylynn Slate, Marisol Ayala,
Liberty Cereceres, Shereania James, Rene Federico

TRAVEL SONG: LION KING CAMEO

Rafiki – Yasmin Mackey
Zazu – Cara Coltrane
Giraffes – Amree Moreno, Rylie Martin

(TAP) RATS

Ella Newey, Mia Newey, Kimber Davis,
Andrea Miramontes, Mia Valenzuela, Abbie Tramell,
Haylee Randall, Madison Jaco, Kacie Tramell, Miley Silva

FIRE DANCERS

Bailey Salaiz, Regan Pillard, Aurora Fuller, Kylie McEachern,
Jaizeli Valencia, Kali Hood, Rylie Mull, Kacie Tramell,
Madison Jaco, Mia Valenzuela, Mia Newey, Araceli Grandits

VILLAGERS / WEDDING GUESTS

Reika McGill, Dakota Hayes, Cara Coltrane,
Amree Moreno, Rylie Martin, Alonso Jurado, Trey Thomas

FORREST CRITTERS

21c Students from: Edison, Will Rogers, Boys & Girls Club

DANCING TREES

21c Students from: Southern Heights

LITTLE FABLES

21c Students from: College Lane, Mills

LITTLE FAIRYTALE CREATURES

21c Students from: Jefferson

SKELETONS

21c Students from: Taylor
(plus: Avery Parker, Sarahi Bella Villalobos)

PRISONERS

21c Students from: Coronado, Sanger

BACKING CHOIR

Choir Students from: Broadmoor
(plus: Alfredo Hernandez, Avery Mayes, Daniella Flores,
Edgar Diaz, Idaliz Diaz, Jatziry Salomon)

Dear Parent/Guardian,

Congratulations!!! Your child has been cast in *Shrek: The Musical JR*. Performing in a musical is an experience that young people will remember for the rest of their lives, and it is truly our pleasure to work with your child on this exciting project. We want everyone involved to understand both the benefits and responsibilities that go along with being in a musical, so we have detailed some of the basics here, and will elaborate in your student's contract.

First off, there are a number of great benefits to being in a musical, including:

Active Participation in the Arts: Participating in the arts provides young people with a chance to explore their creativity and imagination in a structured and safe environment. Musical theater is specifically remarkable because it is the only art form that combines all areas of the fine arts: acting, singing, dancing, and visual arts.

Improving Literacy Skills: From reading scripts to memorizing lines and learning to tell a story, young people continually improve their literacy skills while rehearsing and performing in a musical.

Becoming a Confident Public Speaker: It takes a lot of guts to stand up and sing or dance in front of your family, peers, and what may seem like the entire community. Experience with public speaking at a young age gives students confidence that will be important to them for the rest of their lives.

Gaining Critical Thinking & Problem Solving Skills: Putting on a musical is a group effort and every member of the team must work together to make it happen. Throughout the rehearsal process, the students will learn to solve challenges as they arise. Students will learn to trust and depend on themselves and their fellow cast mates.

As with any group activity, every participant has responsibilities. Please look over the following items to make sure that you and your child feel you can honor the commitment to being a part of a show.

Attendance: Attached to this letter is a basic rehearsal schedule for the show. Please look it over closely to make sure your child has no conflicts with the rehearsals or show dates. If there are conflicts, please let the production team know as soon as possible. Students are expected to attend all rehearsals they are called for unless prior approval has been given. Failure to do so can result in dismissal from the show.

Rehearsals: Rehearsals will typically last from 3:30-5:30 PM on Wednesday's and be held at *Houston Middle School*. Students should bring their scripts, a pencil, a snack, and wear appropriate shoes and clothes for movement. Also, please make sure you have arranged for your child to be picked up on time from each rehearsal. Special calls will be infrequent and occur on Saturdays or Sundays with set times as pre-arranged with parents.

Homework: Students will have some homework for the show, including memorizing lines and songs, rehearsing their dances, researching their character, etc. Work with your child to create a schedule so they have time to finish both their school homework and their homework from the musical.

Attitude: The rehearsal room and theater are safe spaces where young people can take positive risks and be themselves without the fear of being laughed at or alienated. This principle is essential to artistic growth and exploration. Participants are expected to respect these principles and are encouraged to remember it themselves when trying new things.

Volunteering: The most important thing you can do to help us with the musical is make sure your child commits to everything listed above. If you want to volunteer additional time or resources to the production, simply drop us a note with your name, and we will contact you when assistance is needed. We are still in the process of compiling a list of everything that needs to be done, but don't worry, when we have tasks that need to be done, we will let you know.

Finally, please remember that a musical is a living, breathing entity. Things don't always go exactly as planned, so changes to the plan will most likely be made throughout the rehearsal process. We promise to give you as much advance notice as possible on all changes that arise.

If you have questions or concerns at any time throughout the process, please feel free to contact Director *Ashley Bertschinger* at **720-409-6655** and I will be happy to help you.

Sincerely,

Ashley Bertschinger

Director - Shrek: The Musical JR
Windmill Theatre Company

A Letter from Director and Technical Director

Please sign up for 21st Century if you are not!

Regular rehearsals

At regular rehearsals will be setting the foundation for the show, working songs and dances, and then some... attendance of regular rehearsals is required of all cast members. A maximum of two rehearsals can be missed! Makeup dates need to be scheduled with director and can be on Saturday or Sunday. The director is not in charge of setting up make up dates it is student or parents responsibility. After two missed rehearsals with no make up student forfeits role to double or understudy.

Special rehearsals

Special rehearsals are mandatory for all cast members. Here we will be getting acquainted with the Tydings stage and set, making sure everything flows properly.

Show week rehearsals

These final rehearsals are where everything comes together. Here, we will put the final polish on everything, make sure that we are show ready leading up to our performances, participation will be mandatory for all cast and crew

Performances

Where all of our hard work comes to fruition, students will enter at the West Wing end of the 100 wing, near the choir room. Call is at 4:00pm so parents please drop off students on time. Doors will open for the aunties to enter at 6 PM

Remind

We will be using the Remind app for all communications. Download the app from the Apple store or Google play(Remind:School Communication- by remind 101). After creating an account, select join a class and use the code @hms-Shrek

Parent Volunteer form available in this packet!

Can call/ text: 720-409-6655

Email: windmilltheatrecompanyhobbs@gmail.com



Hobbs Municipal Schools and the 21st Century Community Learning Centers Program, are pleased to present:

Windmill Theatre Company's production of: Shrek: The Musical JR

Congratulations on being cast in Shrek: The Musical JR!

You have been selected to participate in our production, which means that it is time to get to work... You will receive the necessary materials for your character soon, and should begin learning your part immediately. Do not wait for your first rehearsal...

Take some time to go over the points below, join our REMIND Group, and review the rehearsal schedule (on the back).
Please let us know, as soon as possible, if you are unable to meet any of these requirements, or have conflicts with the rehearsal dates/times, so that we can begin making special accommodations or other arrangements.

Self-Study

Every cast member will be provided with ONLINE show materials (printed materials will be available at rehearsal). It is up to you to learn your lines and music on your own time. Rehearsals are not the place learn/memorize your part, it is the place to refine and perfect it... At Regular Rehearsals, we will work on blocking, dance choreography, musical numbers, acting technique and character development. If you do not know your lines, it will slow everyone down...

Regular Rehearsals

At Regular Rehearsal we will be setting the foundation for the show, working on the items listed above, and then some...

Attendance of Regular Rehearsals is required of all cast members. A maximum of two rehearsals can be missed!

Makeup Rehearsals will need to be scheduled with the director, taking place on a Saturday or Sunday.

The director is not responsible for scheduling makeup rehearsals, as it is the student's and/or parent's responsibility.

After two missed rehearsals with no makeup, the student may be required to forfeit their role.

Special Rehearsals

Special Rehearsals are MANDATORY for LISTED CAST MEMBERS.

Here we will be getting acquainted with the Tydings Stage and Set, making sure everything 'flows' properly, and testing tech.

Show Week Rehearsals

These Final Rehearsals are where everything comes together. Here, we will put the final polish on everything, and make sure that we are 'Show Ready' leading up to our performances. Participation will be MANDATORY for ALL CAST AND CREW.

Performances

Where all of our hard work comes to fruition... Cast and Crew need to be in the door no later than the Call Time listed, ready to go... Students will enter at the west end of the 100 Wing, near the choir room. Doors will open for the audience to enter at 6pm.

- REMIND -

We will be using the REMIND App for all communications.

Download the app from the Apple Store or Google Play (Remind: School Communication – by remind101).

After creating an account, select 'Join a Class' and use the code @hms-shrek

For additional info/questions, call or text The Director – Ashley Bertschinger @ 720-409-6655

SHREK: The Musical JR – REHEARSAL SCHEDULE

REGULAR REHEARSALS

Most Wednesdays throughout the school year @ Houston Middle School - 3:30pm – 5:30pm

SPECIAL REHEARSALS @ TYDINGS

(!!! SOME REHEARSALS ARE DURING SPRING BREAK !!!)

Monday, March 23rd - 1pm-7pm – BBBW, IKIT, Morning, ITIGYB

SHREK, youngSHREK, mamaOGRE, papaOGRE, Villagers, FFA Knights, ALL FIONAS, PIED PIPER, Tap RATS

Tuesday, March 24th - 1pm-7pm – SoML, Freak Flag, Duloc

ALL Fairytale Creatures, CAPTAIN, Duloc Guards, Duloc Performers, DULOC MASCOT, FARQUAAD

Wednesday, March 25th - 1pm-7pm – Travel, Forever, TIHADCT, MaM

SHREK, FIONA, DONKEY, DRAGON, Dragon Back-Up Singers, Dragon Puppeteers, Fire Dancers, 3 Blind Mice

Thursday, March 26th - 1pm-7pm - Act I (+ Clean-Up)

ALL High School / Middle School / Named Cast

Friday, March 27th - 1pm-7pm - Act 2 w/ Believer & BOWS (+ Clean-Up)

ALL High School / Middle School / Named Cast

Saturday, March 28th - 1pm-7pm - FULL RUN

ALL High School / Middle School / Named Cast

March 30th – April 4th – Rehearsal Times/Location TBA

Monday, April 6th - 4pm-7pm (Lobby)

Select Cast / Scene Specific Rehearsals

Tuesday, April 7th - 2pm-7pm (+ Bussing)

FULL CAST - Act I

Wednesday, April 8th - 3pm-7pm (HS/MS Only)

Select Cast / Scene Specific Rehearsals

Thursday, April 9th - 2pm-7pm (+ Bussing)

FULL CAST - Act 2

SHOW WEEK REHEARSALS

FULL CAST – Full Run + Clean-Up

Monday, April 13th - 2pm-7pm @ Tydings Auditorium (+ Bussing)

FULL CAST – Full Show Run in Costume (+ Promo Pics)

Tuesday, April 14th - 2pm-7pm @ Tydings Auditorium (+ Bussing)

SELECT CAST – Tech Rehearsal / Cue-to-Cue

Wednesday, April 15th - 4pm-7pm @ Tydings Auditorium

FULL CAST - DRESS REHEARSAL

Thursday, April 16th - 2pm-7pm @ Tydings Auditorium (+ Bussing)

PERFORMANCES

Friday, April 17th @ 6:30pm (CALL TIME - 4:30pm)

Saturday, April 18th @ 6:30pm (CALL TIME - 4:30pm)

Shrek Schedule 2019-2020

	Locations/ Schools	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dance #'s/Acting Scenes
	Office Hours (CO)(Text)	1-3pm	Email/Phone	XXXXXX	Email/Phone	Email/Phone			
	Choreography						10am-12pm	10am-12pm	
	Blocking		5pm-9pm						
	Training Center Hours							1:00-4:30	
	Tydings							5:00-8:00	
	Special Call						1:00-3:00		Puppets/Highschool/Leads
1	Broadmoor			Choir					Storytellers
2	College Lane(Mills)				4:30-5:30				LittleFables(Travel Song,IAB)
3	Coronado(Sanger)	5:00-6:00							Prisoners(Forever,IAB)
4	Edison/ B&G					4:15-5:00			Forest Critters (Morning Person,IAB)
5	Heizer			3:30-5:30		5-6 Rat,DL,Fire Dancers only			Leads/Fairtale Creatures/Dancers
6	Highland			3:30-5:30		5-6 Rat,DL,Fire Dancers only			Leads/Fairtale Creatures/Dancers
7	Hobbs Freshman			3:30-5:30		5-6 Rat,DL,Fire Dancers only			Leads/Fairtale Creatures/Dancers
8	Hobbs High			3:30-5:30		5-6 Rat,DL,Fire Dancers only			Leads/Fairtale Creatures/Dancers
9	Houston			3:30-5:30		5-6 Rat,DL,Fire Dancers only			Leads/Fairtale Creatures/Dancers
10	Jefferson		3:15-4:15						LittleFairtaleCreatures(Story of my life,IAB)
11	Mills(Bused)				4:30-5:30				LittleFables(Travel Song,IAB)
12	Murray			Choir					Storytellers
13	Sanger(Bused)	5:00-6:00							Prisoners (Forever,IAB)
14	SOH					3:00-3:45			Dancing Trees(Travel Song,IAB,(MP))
15	Stone			Choir					Storytellers
16	Taylor	3:30-4:30							Skeletons (Forever, This is how,IAB)
17	Will Rogers/B&G					4:15-5:00			Forest Critters (Morning Person,IAB)



Shrek Jr. Broadway Show

Show Director: Ashley Bertschingeer 21st CCLC Director: Amanda White

Home School _____ Grade _____ Home Room Teacher _____

Child's Name _____

Primary Guardian _____

Address _____

Will your child be riding the bus? Yes _____ No _____

Medical & Allergy Information:

People allowed to pick up my child:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

I have read and agree to all the information provided to me by the after school staff:

Print Name _____

Parent/Guardian Signature _____



MEDICAL AUTHORIZATION FORM

Student's name (please print):

First _____ Middle _____ Last _____

Person to be contacted in case of emergency:

Name _____ Relationship _____

Phone _____

Alternate person to be contacted in emergency:

Name _____ Relationship _____

Phone _____

Please list below any health-related condition the director of the program should know about your child. (Reporting such conditions will not prevent your child from participating and will be kept confidential.)

Allergies/food (explain) _____

Allergic to any drug(s) (explain) _____

Diabetes _____

Heart Condition _____

Epilepsy _____

Convulsions _____

Emotional Upsets _____

Asthma _____

Other Conditions? _____

List below any medication being taken now (including aspirin):

Circle any medications that your child will be bringing to the program.

- 1. _____
2. _____
3. _____
4. _____
5. _____

Are there any activities in which the child should not participate?

Are there any physical restrictions?

I, being a person authorized by law to give such permission, do hereby give my permission for emergency medical treatment to be given to the student listed on this form. I understand that all reasonable attempts will be made to contact me as soon as possible after the condition necessitating treatment arises, and, if unable to reach me, all reasonable attempts to contact the alternate listed above will be made. I understand that all reasonable precautions will be taken for safety at all times. I further release 21st Century Community Learning Centers and all persons associated with this organization from any liability associated with any accident, injury or disease to the person who is the subject of this form.

Signature of Parent/Guardian _____

Date _____



PARENTAL PERMISSION FORM

Student's name (please print):

First _____ Middle _____ Last _____

The 21st Century Community Learning Centers (CCLC) program must provide documentation to the New Mexico Public Education Department and U.S. Department of Education concerning progress of the program. We may need to access attendance records, test scores, report cards, and/or transcripts. Additionally, we will distribute surveys to collect information in order to help improve program quality. All information will be strictly confidential. Please select one of the following choices for accessing this information for program quality enhancement purposes.

- I give my permission for the 21st CCLC program to access my child's grade/assessment and attendance data through my child's school.
- I DO NOT give the 21st CCL program my permission to access my child's grade/assessment and attendance data through my child's school.

Sometimes there may be activities during which your child uses the internet for tutoring and/or other academic activities. Students will always be monitored and supervised when they are on the internet. Please select one of the following choices:

- I give my permission for my child to access the internet.
- I DO NOT give my permission for my child to access the internet.

During the program, photographs or video recordings may be made of students performing various activities. These might be used in the newspaper, a flyer/brochure, and/or our web sites for promotion of the program. Please select one of the following choices:

- I give permission to use my child's photos/videos in the manners described above.
- I DO NOT give permission to use my child's photos/videos in the manners described above.

Parent or Guardian's Name (Please print):

Parent or Guardian's Signature: _____ Date: _____

Shrek Transportation Permission Slip

Dear Parents,

Our students will be going to Tydings Auditorium for rehearsal on the follow dates:



My Child _____ has my permission to be transported to the Tydings Auditorium. I understand I will be responsible to pick up my child from the Tydings Auditorium on the dates listed above.

Parent Name: _____

Parent Phone Number: _____

Please fill out and return this page as soon as possible

Thank you!

Hobbs Municipal Schools 21st CCLC Program

VOLUNTEER APPLICATION

In accordance with the community service's criteria of the State of New Mexico Department of Children Youth and Families, the following data is required to become a volunteer with the Hobbs Municipal Schools 21st CCLC Program.

(PLEASE PRINT)

GENERAL INFORMATION					
Last Name	Maiden Name if Applicable	First Name	Middle Initial	Date of Birth	Ethnicity
Address		City	State	Zip Code	
Telephone	Message Phone	Fax	Email Address		
Social Security Number		Drivers License Number	State/Expiration Date		
Employer Name		Occupation	Employment Length		
Employer Address		City	State	Zip Code	
Have you lived in the state of New Mexico for the last five (5) years?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

EMERGENCY CONTACT INFORMATION				
Last Name	First Name		Middle Initial	Relationship
Address		City	State	Zip Code
Telephone	Message Phone	Fax	Email Address	

PERSONAL/CHARACTER REFERENCES (Do not include family members)				
Name	Phone Number	Best Time to Call	Relationship	Date Checked
1.				
2.				
3.				

BACKGROUND INFORMATION
<p>Have you ever been arrested, charged or convicted of a sex-related crime involving violence or threat of violence? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please specify:</p>
<p>Have you ever been arrested, charged or convicted of a crime involving criminal activity in drugs or any intoxicants (e.g. alcohol, controlled substances, etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please specify:</p>

Have you ever been arrested, charged or convicted of a crime for which there has not yet been an acquittal or dismissal? Yes No
If yes, please specify:

Do you have any physical problems or limitations that would affect your ability to complete your duties as a volunteer? Yes No
If yes, please specify:

Have you ever received treatment for alcohol or substance abuse? Yes No
If yes, please specify:

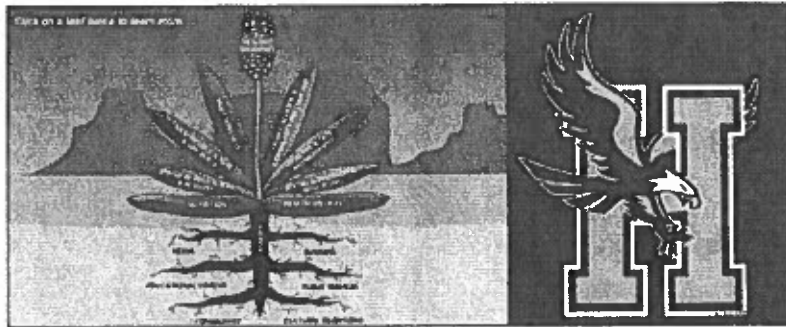
Have you ever been treated or hospitalized for a mental health disorder? Yes No
If yes, please specify:

How did you learn about the Hobbs Municipal Schools 21st CCLC Program?

Please describe your experience with school age children (e.g. parenting, coaching, teaching, counseling, volunteering, etc.)

Please tell us about your strengths and/or special talents.

Please Explain why you want to volunteer.



Thank you for your interest in our Volunteer Program! After you have completed the volunteer application, we will contact you to conduct the volunteer interview and FBI fingerprints.

Eligibility Policy

It is the policy of the HMS 21st CCLC Volunteer Program that each participant must meet the defined eligibility criteria.

HMS 21st CCLC Volunteer Program:

Be at least 18 years of age.

Be willing to adhere to all HMS 21st CCLC Volunteer Program policies and procedures.

Agree to a one-year commitment to the program.

Commit to spending the scheduled time of service designated by the assigned 21st CCLC Site Coordinator.

Be willing to communicate with the 21st CCLC Site Coordinator weekly.

Complete the screening procedure.

Agree to attend any appropriate trainings as required.

Be willing to communicate regularly with the 21st CCLC Site Coordinator.

Have a clean criminal history.

Have never been accused, arrested, charged, or convicted of child abuse or molestation.

Not be a user of illicit drugs.

Not use alcohol or controlled substances in an excessive or inappropriate manner.

Not be currently in treatment for substance abuse. If a substance abuse problem has occurred in the past the applicant must have completed a non-addictive period of at least five years.

Not currently be under treatment for a mental disorder or have been hospitalized for a mental disorder in the past three years.

Not have falsified information during the course of the screening process.

**21ST CCLC VOLUNTEER AGREEMENT WITH
THE HOBBS MUNICIPAL SCHOOLS**

The willingness of persons to provide volunteer services to the Hobbs Municipal Schools (the "School District") is supported and appreciated by the School District. Parents and community members are encouraged to act as volunteers in assisting the School District with its educational mission within the legal frame work in which School District operates.

The undersigned volunteer (Volunteer) acknowledges and agrees that the following obligations or restrictions will apply to Volunteer as a result of the School District's acceptance of Volunteer's offer to provide volunteer services to the School District:

1. Volunteer will comply with all policies and procedures of the School District, including but not limited to, policies requiring an individual to undergo criminal background checks, to maintain the confidentiality of student records as required by the Family Education Rights and Privacy Act (FERPA), to comply with the School District's policies on computer use, Drug Free Work Place Act, and sexual harassment. You can find the HMS Employee Handbook at this link: http://www.hobbsschools.net/UserFiles/Servers/Server_6/File/Personnel/2016-2017/Handbooks/2016-2017%20Classified%20Handbook.pdf
2. Volunteer is not an employee of the School District and shall not accrue any rights to compensation, leave or other benefits of employment.
3. Volunteer agrees he or she will provide services subject to the direction and supervision of School District employees.
4. Volunteer agrees he or she will follow the Volunteer Checklist on the second page of this form.
5. Volunteer agrees that the School District may at any time, in its sole discretion, terminate Volunteer's services to the School District.
6. Volunteer has no expectation of compensation for volunteered services.
7. If Volunteer is an employee of the School District in another capacity, Volunteer agrees that:
 - a. He/She chooses to volunteer solely at his/her option for civic, charitable or humanitarian reasons and states he/she has not been coerced or forced to volunteer his/her services;
 - b. He/She has no expectation of compensation by the School District; and
 - c. Volunteer services are not the same type of services for which the individual is employed to perform for the School District.

The School District reserves the right to remove an employee from a volunteer assignment at any time without explanation or reasons.

VOLUNTEER

Print Name: _____

Signature: _____

Date: _____

HOBBS MUNICIPAL SCHOOLS

Print Name/Title: _____

Signature: _____

Date: _____

Volunteer Checklist

- 1. Sign in (always)**
- 2. Meet and introduce yourself to the site coordinator and staff. Become familiar with your 21st CCLC Site**
- 3. Please interact with the kids. Let them know who you are, and what you DO!**
- 4. Follow a designated schedule**
- 5. Check out/ Sign out (always)**