

# *Stars Dance Team*

## **Manager Application Packet**

*2020-2021*

# Clements Stars Manager Guidelines

Thank you for your interest in being a Stars Manager! Below is the manager Job Description as it appears in the Stars Constitution:

## ARTICLE 23. MANAGERS:

### Section A:

Managers are non-performing team members. Since they are team members, they must uphold duties just as the CHS Stars Dance Team members must. Selection of Manager(s) will consist of:

- Application- [LINK HERE](#)
- Essay- uploaded into your application
- 2 Teacher Recommendation Letters- Teachers will complete this electronically. You will be responsible for sending the link to your teachers to complete. [LINK HERE](#)
- Behavior/Academic Score
- Interview with Directors

### Section B: Duties

- A. **MISSION:** To support the Directors with organization and record keeping.
- B. Abide by the Clements Stars Constitution, FBISD Dance Team Handbook/ Extra-Curricular Handbook, and FBISD Student Code of Conduct.
- C. Required to purchase certain attire and materials as needed and attend summer camp with the team as determined by the Directors.
- D. Be at rehearsals requested by the Directors. It may not be as often as the team; however, if/when the Directors need manager(s), they will be asked ahead of time.
- E. Keep track of distribution and collection of uniforms, costumes and accessories as assigned by the Directors.
- F. Maintain costumes closet inventory at the beginning and end of each school year.
- G. Maintain cleanliness and orderliness of costume closet at all times.
- H. Attend all football games and dance contests with the team. *Managers are extremely helpful during contest season and are relied upon to be there for the team & the Directors. They assist with costumes, accessories, sound equipment, props, etc.*
- I. Video record performances throughout the school year.
- J. Have First Aid items on hand at all times when off campus.
- K. Team trips are required when there is a competition/performance at our destination; if there happens to be a trip where the team is not performing, the trip can be optional at that point for managers. If there happens to be a preexisting conflict (for example, the manager is also in Choir) with the trip date(s), permission to not attend may be granted by the Directors at their discretion. Advance notice of this is required – as soon as you are aware of a conflict – notify the Directors.
- L. Most importantly – *keep the Directors organized!*

### *Other important things to note:*

- ✓ *Financial Obligations associated with being a Stars Manager*
  - An \*estimated\* \$250 covers required clothing/general team items and standard Booster Club membership fees.
- ✓ *If you are selected as a Stars Manager*
  - You and a parent/guardian must attend the New Team Booster Meeting on **Monday, 17 May 2021** at **7:15-8:00PM pm** via TEAMS.

**RESULTS:**

On Tuesday evening, 11 May 2021, you will be notified via email if you are selected to be a Stars Manager.

*In order to be considered for the role of Stars Manager, applicants must complete the following by Sunday, 2nd May 2021 by 7:00PM:*

1.	Application Form- <a href="#">LINK HERE</a>
2.	2 paragraphs titled "Why I Want to be a Stars Manager" <b>**You will upload this into your application**</b>
3.	Copy of most recent report card/progress report <i>*print from Skyward, uploaded into application*</i>
4.	2 Teacher Recommendations <i>*Link included in this packet, ask and send link to teachers to COMPLETE no later than 7:00 pm on Sunday, 2 May 2021</i>

Director Interviews will be held on **Wednesday, 5th May 2021 during ADVISORY 1:30-2:45PM** in 15 min increments in the Dance Room office. You will need to email both Ms. Barth & Mrs. Mitchell to set up your interview time.

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