



Est. 2021

Children's Theatre of Southern Maryland, Inc.

# Volunteer Handbook

Revised by CTSMMD Board of Directors  
January 2024

*Note: PRINTED VERSIONS MAY BE OUT OF DATE. FOR AN UPDATED VERSION OF THIS HANDBOOK,  
VISIT [WWW.CTSMMD.ORG](http://WWW.CTSMMD.ORG)*

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*\*(Pages 18 - 20 are to be printed out, completed/signed, and returned to CTSMD)*

Dear Parent or Volunteer,

On behalf of the CTSMD Board of Directors, staff and members, we want to thank you for your interest and involvement with Children’s Theatre of Southern Maryland. Welcome!

Achieving the goal of providing Southern Maryland with dynamic theatre opportunities is a community-wide effort. Parent and community volunteers play a critical role in this endeavor. The success of CTSMD depends on you!

We ask that you read this resource carefully, and refer to it whenever questions arise. We also encourage you to talk with our executive board of directors if you have any additional questions about CTSMD or this document.

Thank you in advance for helping us to increase the quality of the artistic and performance opportunities available to our Southern Maryland youth. We look forward to working closely with you as we unite to serve the children of this wonderful community.

Sincerely,

Children’s Theatre of Southern Maryland

## STAFF DIRECTORY

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### **Purpose of Handbook and How to Use It**

Welcome to Children's Theatre of Southern Maryland! In this document we will share with you a little about the history, philosophy, policies, and expectations of our theatre.

This handbook has been organized by topic in order to help you find information easily. We ask that you read this resource carefully, and refer to it whenever questions

arise. We also encourage you to talk with our board of directors if you have additional questions about CTSMD or the contents of this document.

Thank you for supporting arts opportunities for local youth. We hope that you find working with CTSMD a positive and rewarding experience.

**Organization Description and History**

Children’s Theatre of Southern Maryland (CTSMD) is a 501(c)(3) tax-exempt organization located in Southern Maryland serving Calvert, St. Mary’s and Charles counties. We produce a series of performances each year ranging from Main Stage performances, camps, straight plays, show choirs, educational classes and intensives and community performance events.

You can find a detailed timeline of our organization and production history on our website: [ctsmd.org](http://ctsmd.org).

**OUR MISSION STATEMENT**

CTSMD seeks to empower young people ages 8-18 through educational, performance, and technical theatre opportunities. These opportunities encourage growth through acting, music, dance and other arts disciplines while entertaining audiences with high-quality productions. CTSMD will support productions and classes that showcase and educate local talent while enhancing the artistic experience for all who participate, whether on stage, behind the scenes, or in the audience. We seek to foster, promote, and increase the public knowledge and appreciation of the arts and cultural activities in Southern Maryland, while developing opportunities for children in theatre arts.

**Vision**

The strength of our community is measured, in part, by its ability to meet the needs of its young people. We believe that every child in Southern Maryland deserves access to education that nurtures theatrical talents and their enthusiasm for the arts. We envision a future where a comprehensive range of theatre arts made for and by children is a vital component in every community. We celebrate the creativity of the youth, volunteers, and staff that bring each production to life and we seek to mentor, support, and empower their voices.

**Inclusion**

CTSMD is working to make sure we are a welcoming space for peoples of all ability,

race and ethnicity, economic status, sexual orientation, and gender identity. Our program includes need-based financial aid, ADA compliant rehearsal and performance spaces, ASL interpreted performances, and a board and staff happy to work with families to meet participants' individual physical, learning, and social needs. If there are ways we can be more welcoming to your family, please let us know at [info@ctsmd.org](mailto:info@ctsmd.org).

## OUR CORE VALUES

### **ARTISTIC EXCELLENCE**

CTSMD is a nonprofit children's theatre organization dedicated to inspiring self-confidence, communication skills, and self-worth in all participants. We collaborate to create an atmosphere that empowers artists to do their finest work. Our rigorous standards reflect our commitment to excellence in every area of production. We hope to inspire the next generation of performers to not only strive for excellence, but to have fun doing it, while offering quality theatre produced by children for general audiences.

### **EDUCATION**

We are proud of our deep ties to the local community, and our presence in the lives of students. We offer educational and performance opportunities throughout the Tri-County area that will be unique to the community and reach an economically and ethnically diverse population. We are committed to full accessibility for everyone. In addition, we offer year-round educational and performance opportunities in a conservatory-type atmosphere, which is the first of its kind in the Southern Maryland area.

### **COMMUNITY**

Our role in the local theatre ecosystem is vital to the tri-county area of Charles, Calvert, and St. Mary's counties in Maryland. The people we meet before work and after a performance, the students who see a matinee, and the businesses and theatre companies around us, are all part of our family. CTSMD is an inclusive arts organization that believes in fostering the active participation of young people from diverse socio-economic and ethno-racial family backgrounds. CTSMD appreciates both the similarities and richness of differences among people and supports inclusion to advance social unity throughout the communities it serves.

### **DIVERSITY**

We are committed to an environment that fosters inclusion and that reflects our community. We respect varied backgrounds, and work and life experiences. We pursue programs that attract under-represented talent, and we celebrate our volunteers

throughout the tri-county area. Implementing a Diversity and Inclusion initiative is important to our organization as it enables CTSMD to:

- Grow volunteer/partner satisfaction within the organization and develop cultural competence by supporting and involving everyone in the initiative.
- Expand theatre awareness among the diverse and underserved communities in the Tri-County area by promoting productions, and developing programs and services geared towards these populations.
- Increase cast diversity by expanding auditions to communities, developing local and national partnerships with diverse organizations, and looking for talent outside the theater arena.
- Provide the theatre experience to pockets of people who may not otherwise have access to it.
- Contribute to the Tri-County efforts of making the area a more inclusive place.

### **RESPECT**

All great work is nurtured in an atmosphere of civility and mutual respect. Harmonious and collaborative rehearsal areas, production shops, and office spaces are our priority. We value physical safety and a supportive and fun work environment. CTSMD holds these values central to our mission:

- Beginning a child's lifelong relationship with theatre
- Accessibility — inclusiveness to all populations
- Development of curriculum-based productions, outreach programs, and workshops
- Enrichment of the spirit, body and mind of every individual

# VOLUNTEER OVERVIEW

Volunteers are a vital part of the success of Children's Theatre of Southern Maryland. The generous donation of your time given to CTSMMD makes it possible for us to produce the most elite community theater, and continue to hone the best possible performing arts education for each and every young artist.

Our volunteer opportunities allow you to exercise your passion for public service and the performing arts while providing support to the overall mission of the Children's Theatre of Southern Maryland. They also allow you to act as CTSMMD ambassadors in the Tri-County area.

## VOLUNTEER JOB DESCRIPTIONS & EXPECTATIONS

### GENERAL FRONT OF HOUSE VOLUNTEER INFORMATION

We take pride in the professional appearance of our volunteer staff. You should always present a well-groomed appearance. No denim or shorts are permitted as a front of house volunteer. A name tag on a lanyard will be provided and must be worn at all times. Service animals that are allowed in the theatre during a performance are required to wear their service vests. Volunteers ( and those assigned to work backstage) and patrons are not to go into the backstage area for *any* reason. If patrons request access to the stage or backstage areas, please direct them to the Front of House Management. Flash photography and audio/video recording are forbidden during all performances. Those who are warned and do not comply will be asked to leave the performance. Late comers will be seated at the discretion of the Front of House Manager. Late comers are not entitled to disrupt the show to take their assigned seats, nor are they entitled to refunds or ticket exchanges.

### FRONT OF HOUSE MANAGER

Ensures the safety and enjoyment of all patrons, resolves patron issues, and ensures the house is ready on time for curtain. The Front of House Manager will conduct a briefing prior to every event to ensure volunteers are assigned roles and provided with specific event information, and coordinate an evacuation in the event of an emergency. They will manage any overflow seating based on usher and production team needs. The Front of House Manager will coordinate the initial curtain and intermission timing with the Stage Manager. They will also complete an incident report for any issues with patrons. Work with Volunteer Coordinator to staff Front of House



## DECORATING

Responsible for the transformation of the lobby by designing and implementing visually captivating decor that aligns with production themes. Coordinate with the production team and house manager to ensure the seamless integration of decorations to enhance the overall ambience to engage patrons. Develop headshot wall (headshots provided by photographer) and any promotional posters for upcoming CTSMMD events.

## TICKET TAKERS

Arrive one hour prior to showtime. The Ticket Takers will greet patrons enthusiastically with a smile, take tickets in exchange for playbills, and direct patrons into the theatre.

## USHERS

Arrive one hour prior to showtime. Ushers are to create a safe, friendly, and welcoming atmosphere for all patrons attending a performance, and direct or assist them to their assigned seats. Ushers will alert the Front of House Manager of any concerns or incidents. They will assist with cleanup of the house after each performance.

## CONCESSIONS

Those who volunteer to run concessions will work directly with the Front of House Manager. They are responsible for setup and break down of all snacks and beverages before and after each performance, including making sure all snacks and beverages are within freshness dates. All expired food will not be served or offered. Concessions volunteers will be given a cash box by either the Producer or Front of House Manager prior to opening the house. If bills or change are needed, they must go directly to the Front of House Manager to exchange the monies. The cash box must be returned to the Producer/Front of House Manager after every show. Concessions volunteers may also be responsible for any Cast "Shout-Outs" or other specialty sales like T-shirts or CTSMMD merchandise. All concessions or merchandise that has not been sold will be properly secured in the designated area after each show. All monies will be turned over to the Treasurer immediately at the close of the run. Front of House Manager is responsible for the return of all CTSMMD goods and property to the designated CTSMMD storage facility.

## MUSICIANS

Attend the minimum number of rehearsals as required by the Musical Director. They must also attend all dress rehearsals and performances. Musicians must be available for additional performances should an extension be posted. They must take reasonable care of musical materials provided and return promptly at completion of production. Musicians will wear all black for performances unless otherwise directed.

## STAGE CREW

The Stage Crew answers directly to the Stage Manager. Stage Crew should begin attending rehearsals at least one week before Tech week. They should read the script and be familiar with the play. They are responsible for helping the cast in scene changes and are required to wear ALL black.

## PROP COORDINATOR

The Prop Coordinator answers directly to the Director and/or Stage Manager to acquire, create, and manage props to be used in the show. They will be provided a script at the beginning of production and must attend any production meetings (unless told otherwise) to gain knowledge of the overall vision for the play. The Props Coordinator will be responsible for organizing props backstage for the ease of use by performers and/or stage crew. Work with Producer and Volunteer Coordinator to coordinate props volunteers.

## COSTUME COORDINATOR

The Costume Coordinator consults with the Director to determine the style and color pallet for the costumes. They will communicate with parents of performers and be clear about what might be provided, and what pieces may need to be purchased for the performer. In addition, each performer should be given a costume plot that shows what “the look” of their character should be. The Costume Coordinator must keep costumes looking their best, whether that be washing, ironing, or repairing costumes between shows. During a production, the Costume Coordinator may be needed to help with quick changes and/or the organization of costumes backstage and in dressing rooms. The costume Coordinator is responsible for the transportation of the industrial steamer and clothing racks to/from the performance venue to/from the CTSMD designated storage facility. The Costume Coordinator will be responsible for the transportation to/from performance venue to/from CTSMD designated storage facility and coordinating the return of any borrowed costumes to the rightful owner. Work with Producer and Volunteer Coordinator to coordinate Costume volunteers.

## HAIR/MAKEUP COORDINATOR

The Hair/Makeup Coordinator consults with the Director to determine the overall “look” the performers need for the show. They are responsible for communicating to the cast (or responsible adults) what individual makeup/hair products will be needed for the production. All wigs, wig heads and specialty makeup products will be the responsibility of the Hair/Makeup Coordinator unless individually owned by the performer. They will consult with The Volunteer Coordinator about storage/lock-up of these particular items. A hair/makeup plot should be provided to each cast member so they understand what “the look” should be. CTSMD will NOT provide makeup or hair products for performers. The Hair/Makeup Coordinator will be inclusive by providing tutorials, volunteers, product options and styling devices for all skin/hair types. The

Hair/Makeup Coordinator will be responsible for providing tutorials either in person or via Zoom to volunteers, parents and performers when required. Work with Producer and Volunteer Coordinator to coordinate Hair/Makeup volunteers.

#### STAGE MANAGER

Works directly with the Director and Producer for the management of the stage and backstage areas of the show; from auditions through strike. Responsibilities include, calling the show, managing the backstage crew, and acts as show liaison among the performers, Director and Producer. The Stage Manager is to have their own 3-ring binder for their working script, and is not to allow anyone other than the Director or Producer to have hands on that copy.

#### LIGHTING DESIGNER/COORDINATOR

Read the script and work with the Director to gain the artistic concept of the show. Responsibilities include, hang lights, focus and gel them, set up any special lighting required for the artistic design of the show. Programming the board or cue sheet, any projections and/or video, or spotlights needed for the show. Write the LX cues, program the light board, and attend Dress Rehearsal and ALL tech rehearsals. The Lighting Designer/Coordinator must be responsible for securing any equipment at the end of each rehearsal in conjunction with the responsible party locking up the space. They must strike all instruments at the end of the run, remove gels, and return instruments to storage or rental facility. Work with Producer and Volunteer Coordinator to coordinate lighting volunteers.

#### SOUND DESIGNER/COORDINATOR

Read the script and work with the Director to gain the artistic concept of the show. Responsibilities may include, hang stage mics and set up monitors where needed. Create any special effect sounds that are needed for the show. These may be played through the sound board or rigged to be triggered backstage by Stage Manager or crew. Write the sound cues, program the sound board, and attend Dress rehearsal and ALL tech rehearsals. Set up and teach the use of body mics for musicals. They should dispense mics to the cast before the show and collect them after each performance. Strike all cables, mics, speakers, and monitors at the end of the run, and return them to storage or rental facility. Work with Producer and Volunteer Coordinator to coordinate sound volunteers.

#### SET DESIGNER

Read the script and work with the Director to gain the artistic concept of the show. Responsibilities may include designing the set to fit the available space while maintaining sightline, ensuring that the construction is safe for the entire cast and crew, and communicating with the Director, the construction crew, and the Producer

on any materials needed or questions about “look” and construction. Will have regularly scheduled check-in meetings with the Director and Producer.

#### CONSTRUCTION HEAD & CREW

Construction crew volunteers are vetted by the Construction Head to assess their abilities. They are assigned tasks that the Construction Head feels they have the ability to accomplish to the satisfaction of the Set Designer. Crew is expected to use best safety practices when working on a set, this includes using eye and ear protection, setting up guards and safety devices correctly when using power tools, wearing closed toe shoes and appropriate clothing, and using ladders safely. The stage is a construction site when a set is being built. Is responsible for making sure the construction area is secure before leaving every evening.

#### PAINTERS

Painters work in conjunction with the Construction crew and the Set Designer. The Construction Head designates a “Lead Painter” and notifies them when parts of the set are ready for paint. The Lead Painter then calls people who have expressed interest in painting for that show. Painters are responsible for getting the look the Director has envisioned. This often requires special techniques. Open communication with the Set Designer and Director is crucial to accomplishing this.

#### COORDINATORS

CTSMD has created coordinator roles for crucial responsibilities for the organization. These volunteer positions are for one year and are further described in the Coordinator Handbook.

#### VOLUNTEER COORDINATOR

The Volunteer Coordinator recruits, engages, and retains volunteers while working with the CTSMD staff to provide the support and tools that our volunteers need. The volunteers will work together with the Volunteer Coordinator in logging all hours and scheduling donated time. Any questions or concerns regarding volunteer scheduling, hours logged, or communication with educational institutions regarding service hours should be directed to the Volunteer Coordinator:

**Volunteer Coordinator 2024**

Valerie Anderson  
volunteer@ctsmd.org

## SAFEGUARDING POLICY

The Children's Theatre of Southern Maryland recognizes our duty of care under the current legislation regarding child safeguarding. We recognize that abuse or danger can take many forms, whether it be physical abuse, emotional abuse, sexual abuse, neglect, harm to oneself through drug use, suicide, or other self-abuse.

CTSMD is committed to practice which protects children from harm. All staff, Board members and volunteers accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

CTSMD believes that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately
- All members, leaders and employees of the group should be clear on how to respond appropriately

CTSMD will ensure that:

- All children will be treated equally and with respect and dignity. Participation with Children's Theatre of Southern Maryland shall be without regard to race, skin color, religious beliefs, weight, height, ability, sexual orientation, national origin, age, or gender
- The welfare of each child will always be put first
- Bullying will not be accepted or condoned
- All adults involved with CTSMD will provide a positive role model for dealing with other people
- Action will be taken to stop any inappropriate verbal or physical behavior
- It will keep up-to-date with health & safety legislation
- It will keep informed of changes in legislation and policies for the protection of children
- It will undertake relevant development and training
- It will hold a register of every child involved with CTSMD and will retain a contact name and number close at hand in case of emergencies.

Please see CTSMD's Policies and Procedures Handbook for more detailed information regarding our Safety Policy and Code of Conduct.

If you have further questions, please contact any member of the Children's Theatre of Southern Maryland's Board of Directors via the contact information listed above. As an organization working with young people, we vow to follow the child protection procedures agreed upon by local Social Services. It is our duty to refer to Social Services any incident that may undermine the welfare of the child.

### Responsibilities of CTSMD

At the outset of any production, rehearsal, class or camp day, CTSMD will:

- Undertake a risk assessment and monitor risk throughout the production/rehearsal/class/camp process
- Engage in effective recruitment of volunteers and other individuals with responsibility for children
- Ensure that children are appropriately supervised at all times
- Adhere to the company's policy for the adult/child ratio, and ensure that it is kept at 1:15
- Know how to get in touch with the local authorities and/or social services, in case a concern needs to be reported

### Parents/Approved Guardians

- All parents/approved guardians have the responsibility to collect (or arrange the collection of) their children after rehearsals, classes and performances
- It is NOT the responsibility of any member of CTSMD to take children other than their own home.

### Unsupervised Contact

- CTSMD will ensure that no adult has unsupervised contact with children
- There will always be two adults in the vicinity when working with children
- If unsupervised contact is unavoidable, steps will be taken to minimize risk

### Managing Sensitive Information

- Permission will be sought from the parents/guardians for use of photographic material featuring children for promotional or other purposes via release form.
- Children's Theatre of Southern Maryland's web-based materials and activities will be carefully monitored for inappropriate use.
- CTSMD will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information.

### Suspicion of Abuse or a Dangerous Situation

- If you see or suspect abuse of a child while volunteering for CTSMD, please make this known to the person with responsibility for Safeguarding (teaching artist/stage manager/event coordinator) immediately. (If you suspect that the person with responsibility for Safeguarding is the source of the problem, you

should make your concerns known to someone else in an official capacity on the CTSMD Staff/Board of Directors)

- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved
- If a serious allegation is made against any member of Children's Theatre of Southern Maryland (ie. Director, group leader, teaching artist, volunteer, etc.), that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal or classroom etc. and will not have unsupervised contact with any other children in the group

### Disclosure of Abuse or a Dangerous Situation

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action
- Listen carefully to what has been said and allow the child to tell you at their own pace
- Don't ask questions that suggest a particular answer
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for Safeguarding (teaching artist/stage manager/event coordinator). Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help
- Reassure the child that "they did the right thing" in telling someone
- Tell the child what you are going to do next
- Speak immediately to the person with responsibility for Safeguarding (teaching artist/stage manager/event coordinator). It is that person's responsibility to liaise with the relevant authorities, whether that be social services or the police
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

### Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken (ie. suspension of an individual, reasons why the matter was not referred to a statutory agency, and the name of the person reporting and to whom it was reported)

- The record will be stored securely and shared only with those who need to know about the incident or allegation

### Rights & Confidentiality

- If a complaint is made against a Staff member or volunteer of CTSMD, he or she will be made aware of this
- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality. Remember also that any possible criminal investigation could be compromised through inappropriate information being released

### Accidents

- To avoid accidents, children will be advised of "house rules" regarding health and safety and will be notified of areas that are off-limits.
- Children will be advised of the clothing and footwear appropriate to the work that will be undertaken
- If a child is injured while in the care of CTSMD, a designated first-aider will administer first aid and the injury will be recorded in the group's accident book. This record will be countersigned by the person with responsibility for Safeguarding (teaching artist/stage manager/event coordinator).
- If a child joins CTSMD with an obvious physical injury, a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for Safeguarding (teaching artist/stage manager/event coordinator). This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the production/class/rehearsal.

### Health & Safety

- All staff and volunteers must be aware of a safety/fire procedure. Fire extinguishers will be available and regularly checked.
- Children with infectious illnesses will not be permitted to attend classes/rehearsals/camp.
- There shall be no smoking or vaping anywhere in or around the CTSMD facilities/property.
- Absolutely no alcoholic beverages will be brought into Children's Theatre of Southern Maryland's space other than those that are legally approved by the company for sale at performances or special events. Should anyone be discovered doing so, they will be asked to leave the premises and brought to review of the staff and board of directors.
- A responsible adult should make sure that the premises are open in good time and that children are collected at the end of classes, rehearsals and productions



- One person should never be left alone to lock up premises after meetings. Two responsible adults should make sure that all children have left the building.
- Attendance should be taken at the beginning of every class, rehearsal or performance. Any unexcused absences should be reported to the producer or instructor.
- Any unexcused absence should result in a phone call to parents as a welfare check.
- An emergency contact form for each student/performer/participant should be in hand for every CTSMMD class/performance/function.
- Any arrangement for carpooling needs to be documented by email to class instructor, producer or coordinator.
- Volunteers are to abide by general safety standards when in or around Children's Theatre of Southern Maryland. When interacting with others, the best safety practices should be adhered to. Reckless behavior will not be tolerated and actions will be brought to the attention of the staff and board of directors for consideration.
- All volunteers are required to participate in a physical walk-through of the building/theatre to ensure a complete understanding of the space. Emergency evacuation instructions along with fire extinguisher locations and instructions will also be included.
- CTSMMD values the participation of children and youth as cast and crew members. In order to foster a safe environment, background checks are to be conducted on all employees and volunteers participating with children. It is the responsibility of the secretary to maintain an up-to-date spreadsheet of all background checks.

## Communication

Children's Theatre of Southern Maryland believes that communication is key in the collaborative volunteer experiences that continue to bring opportunities to the community and growth of the organization. Individual volunteers are asked to treat each other with respect. It takes a multitude of individuals with many different beliefs and backgrounds to come together and build a production or conduct a studio that offers classes. Volunteers are asked to keep an open mind, discuss issues within the pertinent group of volunteers and use the communication channels before allowing a problem to escalate. When necessary, contact the volunteer coordinator for resolution.

## Insurance

Children's Theatre of Southern Maryland has a fully comprehensive insurance policy which also includes public liability. You may view this policy upon request.

Here are some additional resources:

**Social Service Organizations:**

**Calvert County**

Office of Child Support / 200 Duke Street / Prince Frederick, MD 20678  
Customer Service: 1-800-332-6347

**St. Mary's County**

Bureau of Child Support / 23110 Leonard Hall Dr / P.O. Box 509 / Leonardtown,  
MD 20650  
Child Support Walk-In Hours: Mon-Fri, 8:00am – 4:30pm  
Customer Service: 1-800-332-6347

**Charles County**

Office of Child Support / 200 Kent Avenue / LaPlata, MD 20646  
Customer Service: 1-800-332-6347

**The Childhelp National Child Abuse Hotline**

1-800-422-4453

**Suicide Hotline / Maryland Crisis Hotline**

Call 2-1-1 and choose “Option 1”

Or...

Text 898-211

**Substance Abuse and Mental Health Services Administration**

SAMHSA's National Helpline for treatment referral and information service:  
1-800-662-HELP (4357)



Volunteer Name \_\_\_\_\_

## The Children's Theatre of Southern Maryland, Inc.

### **VOLUNTEER AGREEMENT**

I have entered into my relationship with the Children's Theatre of Southern Maryland (CTSMD) voluntarily and acknowledge that there is no specified length of service or financial compensation. Accordingly, either CTSMD or I can terminate the relationship at will, with or without cause, and at any time, so long as there is no violation of applicable federal or state law.

I acknowledge that the Volunteer Handbook has been made available to me and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. Since the information and policies described in the handbook are subject to change, I acknowledge that revisions may occur and that I will be notified of changes through official notices. I understand that revised information may supersede, modify or eliminate existing policies.

### **MEDIA RELEASE**

I consent and agree that CTSMD, its employees, or agents have the right to take photographs, video, or digital recordings of me and to use these in any and all media, now or hereafter known, and exclusively for the purpose of promoting CTSMD, its shows and volunteers. I further consent that my name and identity may be revealed therein, or by descriptive text or commentary. I hereby release to CTSMD, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

### **RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

In consideration of participation in CTSMD activities, I hereby agree to release and discharge from liability arising from negligence (CTSMD), its Board of Directors, staff, other volunteers and all other persons or entities acting for them (hereinafter

collectively referred to as “Releases”), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows (*please initial next to each section*):

1. \_\_\_\_\_ I acknowledge that activities at CTSMD may involve known and unanticipated risks which could result in physical or emotional injury, permanent disability, death or property damage. Risks include but are not limited to slips, falls, or injuries from costumes or stage sets that might result in medical conditions or damaged property. I understand such risks simply cannot be eliminated despite the use of safety equipment, without jeopardizing the essential qualities of the activity.

2. \_\_\_\_\_ I expressly accept and assume all of the risks inherent in CTSMD activities or that might have been caused by the negligence of the Releases. My participation in this activity is purely voluntary and I elect to participate despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.

3. \_\_\_\_\_ I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releases from any and all claims, demands, or causes of action which are in any way connected with my participation at CTSMD or my use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct. Should Releases or anyone acting on their behalf be required to incur attorney’s fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.

4. \_\_\_\_\_ I represent that I have adequate insurance to cover any injury or damage I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further state that I have no medical or physical condition which could interfere with my safety at CTSMD, or else I am willing to assume and bear the costs of all risks that may be created, directly or indirectly by any such condition.

5. \_\_\_\_\_ I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect. By signing this document, I agree that if I am hurt or my property is damaged during my participation at CTSMD, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

I have had sufficient time to read this document and should I choose to do so, consult with legal counsel prior to signing. I understand that participation might not be made available to me if I were to choose not to sign this release. I have read and understood this document and I agree to be bound by its terms. (If the participant is a minor under the age of 18, the parent or guardian agrees on behalf of the minor.)

VOLUNTEER NAME (printed)

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BEST CONTACT PHONE

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PARENT/GUARDIAN NAME (printed)

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*(If volunteer is a minor)*

TODAY'S DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ADDRESS (Street)

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(City, State, Zip)

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VOLUNTEER or PARENT/GUARDIAN SIGNATURE

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For CTSMD Office Use Only:

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_