

# Miller Street Dance Academy

## 2018-2019 Service Society Guidelines

### Providence and Baxter Studios

“We make a living by what we get, we make a life by what we give.”- Winston Churchill

For over twenty years, Miller Street Dance Academy has been a leader in dance education and community service. We feel that a mixture of strong dance technique, good grades and service to our community will build high self-esteem among our dancers.

**Here is how it works:** The studio will display flyers for all of our current projects (turn in all flyers/posters you'd like posted in the studio for approval along with this form). These projects will have bins/envelopes located in the office to collect all of the donated items. Each will have a label posting items that are being collected. These items are things that we often have in our homes. For example: canned goods, coats, toiletries, etc. Be sure to check each bin because there are always several projects going on at the same time.

**Each time you contribute:** When you have items to donate, drop them off in the office and an office staff member will fill out a service society slip for you. With each item you donate, you will be awarded points. Before you know it, these points will add up! At the end of the year the dancer with the most points gets an award to celebrate their giving. Deadline to turn in Service Society Point Slips: Baxter=May 10, Prov=May 24.

**Hosting a project:** To host a project, please complete the following steps:

1. Fill out the application included with these guidelines and turn it into the office. **Please apply no later than 2 weeks prior to the start of your project. This allows us to properly prepare and promote your project.** The form is also available online under the service society tab of the webpage and can be emailed to: [missbrittani@millerstreetdanceacademy.com](mailto:missbrittani@millerstreetdanceacademy.com) (Providence) or [shae@millerstreetdanceacademy.com](mailto:shae@millerstreetdanceacademy.com) (Baxter) for approval.  
*Once your project is approved, please complete the following:*
2. Email : [missbrittani@millerstreetdanceacademy.com](mailto:missbrittani@millerstreetdanceacademy.com) (Providence) or [shae@millerstreetdanceacademy.com](mailto:shae@millerstreetdanceacademy.com) (Baxter) a flyer to be posted on the website and social media outlets. Also bring three printed, color flyers to post in the studio. Flyers should be 8 ½ “ x 11” in size.
3. A bin/envelope will be placed in the office, or you can provide a bin/envelope specific to your project. Each time you come to the studio, check your bin and take items collected home. This ensures that all items get to you and keeps your bin from overflowing.
4. Tell all your friends about the project!
5. When your project is complete, please pick up the remaining donations and any other items specific to your project.
6. Please email any photos of your project to: [missbrittani@millerstreetdanceacademy.com](mailto:missbrittani@millerstreetdanceacademy.com) (Providence and Baxter). We'd love to use these on our website and social media!
7. **Please understand the office staff is not responsible for any loss or damage to items for sale on the counter.**

**We will provide the following:** Once we receive your application and it has been approved, the studio will provide the following:

1. A bin/envelope in the office for collections
2. Information on the website, newsletter and Facebook and a link to the flyer
3. Information about your project in a studio newsletter emailed to all students

# Miller Street Dance Academy Service Society Project Application

Service Project Name: \_\_\_\_\_

Student Sponsor: \_\_\_\_\_

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

Ending Date: (Maximum length 4 weeks) \_\_\_\_\_

Description of Project:

\_\_\_\_\_

\_\_\_\_\_

Items Collecting:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Instructions: \_\_\_\_\_

<b>For Office Use</b>		Contact: Miss Shae shae@millerstreetdanceacademy.com			Contact: Miss Brittani missbrittani@millerstreetdanceacademy.com
<b>Initial</b>	<b>Date</b>	<b>Baxter</b>	<b>Initial</b>	<b>Date</b>	<b>Providence</b>
		Application in Shae's box			Application in Brittani's box
		Flyer emailed to Shae			Flyer emailed to Brittani
		Posted to Website			Posted to Website
		Added to newsletter			Added to newsletter
		Posted on Facebook			Posted on Facebook
		Emailed to Company			Emailed to Team
		Bin/Envelope in office			Bin in office
		Flyer on bulletin board			Flyer on bulletin board
		Project sponsor emailed			Project sponsor emailed