

Miller Street Dance Academy

2021-2022 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-five 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 will get an award to celebrate their giving. **Deadline to turn in Service Society Point Slips: May 7, 2022.**

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: amber@millerstreetdanceacademy.com (Providence) or shae@millerstreetdanceacademy.com (Baxter) for approval.
2. Please email any pictures, logos or graphics you would like to use in your flyer in a png or jpeg format to: amber@millerstreetdanceacademy.com (Providence) or shae@millerstreetdanceacademy.com (Baxter)
3. You will receive confirmation of the approval of your service project, and a bin will be placed in the office. 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 amber@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. A space on the bulletin board for your flyer

Miller Street Dance Academy Service Society Project Application

Service Project Name: _____

Student Sponsor: _____

Beginning Date: _____

Ending Date: _____

Description of Project:

Items Collecting:

Special Instructions: _____

Submit form along with png or jpeg pictures and logos for flyer to:

Amber@millerstreetdanceacademy.com (Providence)

Shae@millerstreetdanceacademy.com (Baxter)

For Office Use:

Amber will create graphic in Canva with all above information (Social media size) and send in group email to:

For Office Use	Responsibilities	Initial	Date Completed
Amber - Both	Website, Newsletter		
Randi – Prov	Lobby TV		
Amber – Prov	Team Facebook, Email w/sponsor		
Amber – Both	Social Media/JR		
Shae – Bax	Lobby TV, PC Team, Email w/sponsor		
Shae – Bax	Office Flyer / Bins / Bulletin Board		
Ann-Marie Prov	Office Flyer / Bins / Bulletin Board		