



EDUCATIONAL<sup>SM</sup>  
THEATRE  
ASSOCIATION

---

# INDIANA CHAPTER

## **STATE THESPIAN OFFICER HANDBOOK**

UPDATED JULY 2019

## TABLE OF CONTENTS

WHO WE ARE	3
PURPOSE OF THE HANDBOOK	3
STO JOB DESCRIPTION	4
STO CODE OF CONDUCT	4
STO DUTIES	4
STO CALENDAR	5
STO APPLICATION GUIDELINES	5
APPLICATION PROCESS	6
LEADERSHIP CONFERENCE	6
REGIONAL CONFERENCES	7
STATE CONFERENCE	7
INTERNATIONAL THESPIANS FESTIVAL	7
STO COMMITTEES	8
STO REMOVAL PROCESS	8
SOCIAL MEDIA STRATEGY	8
SOCIAL MEDIA GUIDELINES	9
LIABILITY	10
FEES	11
PERMISSION FORM	12
HEALTH CARE CONSENT FORM	13

**Questions about this handbook should be directed to Caitlyn Spires at [cspires@indianathespians.org](mailto:cspires@indianathespians.org) and Grant Steckbeck at [gsteckbeck@indianathespians.org](mailto:gsteckbeck@indianathespians.org).**

### **Who We Are**

The Indiana Thespians is the state chapter level of the Educational Theatre Association (EdTA). The EdTA is the home of the International Thespian Society, the honor society for educational theatre. On the state level we strive to support educational theatre in all aspects.

### **Purpose of this Handbook**

The purpose of *This Handbook* is to provide a collective document for all of the activities that Indiana State Thespian Officers engage in. As our activities may change from year to year, this is a living document, and items may change at any time. However, we will clearly communicate changes to our members as they occur.

## **STO Job Description**

State Thespian Officers (STOs) serve as the student voice for Indiana Thespians. They are strong leaders in their troupes who positively impact Indiana Thespians for their peers across the state. They work hand in hand with the Adult Executive Board (AEB) to plan, implement, and serve during all conferences and events. They promote creativity, collaboration, respect, and artistry in everything they do. STOs travel throughout the state to various conferences, so STOs need to be reliable and flexible with their schedules.

## **STO Code of Conduct**

- STOs are model students. They display the utmost amount of respect for their peers, adults, and surrounding facilities. STOs should model appropriate behavior at all Thespian events.
- STOs are leaders and collaborators beyond their troupe's requirements. STOs work with their fellow Thespians and troupe directors on various projects with deadlines. STOs are expected to make all deadlines for their responsibilities. If they cannot, they are expected to communicate their impending late completion to the STO Advisors with ample amount of time for adjustments to be made.
- STOs are expected to be in good standing with their home Thespian troupe and school. A STO can be removed at any time based on behavior or failure to complete duties for their troupe or school. Indiana Thespians honors the individual school and Thespian troupe expectations and consequences.

## **STO Duties**

- STO members must attend all STO planning meetings, the Indiana Leadership Conference, Regional Conferences, and the State Conference. Attendance is mandatory. No more than one absence is excused in advance by the STO Advisors. Inconsistent attendance will be treated as a resignation.
- STO members must secure their own transportation to and from all of the STO events listed in the above duty. STO members must understand that these events occur all over the state of Indiana.
- STO members must actively solicit individual troupe involvement in Regional, State, and International Thespian activities. STO members

must address individual troupe concerns with the State Director(s) and STO Advisors.

- STO members must advise the Adult Executive Board (AEB) about student concerns and seek input in our State organization.
- Throughout their term, STOs will “take over” various Indiana Thespian social media accounts. STOs are expected to post important or relevant posts during their scheduled time to keep up Indiana Thespians’ digital presence.
- STO members must serve their term beginning at the Summer AEB/STO required meeting and conclude at the State Thespian Conference.

### **STO General Calendar**

- Spring STO/AEB Meeting (April-May)
  - This meeting may occur online through Google Hangouts.
- Summer STO Meeting (June-July)
- Leadership Conference (Friday-Saturday late July/early August)
- Regional Conferences (usually 5-7 Saturdays in late October, November, and early December)
- Winter STO Meeting (Mid-January)
- State Conference (Friday-Sunday in January)

### **STO Applicant Guidelines**

- Applicants do not need to be inducted Thespians in order to apply. If selected, they must be inducted by end of the current school year so they are Thespians when their term begins for the next school year.
- There is no set amount of “involvement” or “experience” or Thespian Points that a student needs to have in order to apply or be selected as a State Thespian Officer.
- The applicants must be in high school during the year they apply. No junior Thespians will be considered for their freshman year.
- The STO board does not have a minimum or maximum amount of students. Students are selected on their leadership abilities regardless of the total number.
- Schools can submit as many applicants as they wish. The best applicants will be selected regardless of what school they attend.
- STO candidates and selectors will meet together many times during the State Conference. Therefore, it is mandatory for applicants to attend the entire State Conference.

- STO members serve one term after being elected; however, STO members who begin on the board as juniors are allowed to apply to serve a second term their senior year. They will have to undergo the application/interview process, the same as new applicants, in order to secure a second term.

### **Application Process**

- Interested applicants are welcome to “shadow” the current STOs at Regional Conferences to get a better understanding of the position. All interested applicants need to make arrangements to shadow through the STO Co-Advisors via email.
- Applicants will submit a digital application through a Google Form process. This application includes general information, short answer responses, long answer responses, and video responses.
- The application also includes a Troupe Director Survey. Once the applicant submits their application, the Troupe Director Survey link is emailed to the applicant’s troupe director.
  - ◆ It is the applicant’s responsibility to ensure that their Troupe Director has been given enough time to fill out the survey. Indiana Thespians highly suggests applicants communicate their pending application so Troupe Directors can plan accordingly.
- Applicants may be narrowed down by the current STOs and the STO Advisors. After the winter STO meeting, the applicants will receive an email stating if they are moving forward in the selection process.
- STO Applicants will help the current STOs with various tasks at State Conference (example: duck selling), eat lunch as a whole group on Saturday, and complete a group activity Saturday afternoon.
- The new STOs are announced during Sunday’s Award Ceremony

### **Leadership Conference**

- STOs are expected to attend the entire Leadership Conference regardless of whether or not their troupe attends.
  - ◆ If a STO’s troupe is not attending, the STO will be under the supervision of the STO Advisors.
- STOs will create and teach workshops based on collaborative ideas from the group. These workshops are decided at the summer STO meeting.

## **Regional Conferences**

- STOs are allowed to miss 1 entire Regional from the weekends of Regional Conferences. STOs are allowed to leave half way through a Regional Conference if they are involved in a performance that evening at their high school.
- STOs are expected to arrive at the Regional Conference early so they can welcome the troupes as they arrive. STOs should spread themselves out between performances and during lunch to interact with other troupes.
- STOs begin each Regional with Indiana Thespian announcements and introducing the judges' biographies. STOs will also introduce each play with an introduction provided by the director.
  - ◆ The STOs are expected to review these passages so they confidently and accurately present them to the audience.
- The STOs award one actor in each show for the All-Star Award. This award is viewed as an aspect of the show that really stuck out to the STOs as oppose to who was the best performer. This can be a performer, backstage crew member, designer, etc.

## **State Conference**

- STOs are expected to attend all of State Conference.
- STOs are welcome to be in their school's contest play, perform in IEs, audition for scholarships, etc. STO weekend duties are planned around STOs' performance times.
- STOs are expected to attend the winter STO meeting prior to State Conference to help finalize plans and jobs.
- STOs create an Opening Ceremony skit that explains the rules and expectations for the delegates.
- STOs also introduce the judges' biographies and each play with an introduction provided by the director.
  - ◆ The STOs are expected to review these passages so they confidently and accurately present them to the audience.

## **International Thespian Festival**

- Attending the International Thespian Festival is not required to be a STO, but it is highly encouraged.
- Indiana Thespians will attempt to assist in funding, registration, and/or travel for incoming STOs, but that will be decided on a year by year basis.

## **STO Committees**

- STOs will be put into various committees in order to complete all the tasks need for events and conferences. Examples of committees are collecting judges' biographies and play introductions for each Regional, creating workshops, organizing the T-shirt contest, etc.
- Committees help ensure that all tasks are divided equally and based on individual STO's strengths.

## **STO Removal Process**

- If a STO fails to comply with any of the aforementioned expectations and code of conduct, the following procedures will take place based on a 3 Chances model.
  - ◆ STO receives a formal warning from the STO Advisors in hopes to rectify the situation and move forward with positive results.
  - ◆ STO and Troupe Director receive a formal warning stating that the problem has not resolved or a new one has surfaced.
  - ◆ STO is removed from the board. The now former STO is welcome to attend any and all Indiana Thespian Conferences, but is not considered a member of its leadership team.

## **Social Media Strategy**

*Purpose:* The purpose of social media for the Indiana Thespians is to promote educational theatre by:

1. Promoting the activities of the Indiana Thespians and the Educational Theatre Association
2. Promoting the activities of Active Troupes
3. Promoting the activities of theatre businesses and organizations whose work dovetails with those of the Indiana Thespians

*Goals:* The goals of the Indiana Thespians social media are to:

1. Increase our followers on each platform each year
2. Interact with those who follow Indiana Thespians on each platform

In order to accomplish these goals, the Indiana Thespians will engage in the following:

1. The State Thespians Officers, in coordination with the STO Advisors and the Co-Chapter Directors, will devise a plan to coordinate posting.
2. Concepts for posting:



- a. Reasons to Attend Regionals
- b. Reasons to Attend State
- c. Reasons to compile the Honor Troupe Application
- d. Reasons to become an STO

## Social Media Guidelines for Using Indiana Thespians Accounts

### Hashtags

The following hashtags should always be used in each post (this may need to be limited on Twitter due to character limits)

#INThespians

#schooltheatre

#EdTA

### Hashtag Needs

- Leadership Retreat: #INLeadership19 (for 2019, change the numbers for each year)
- Regionals: #INRegionals19 (for 2019, change the numbers for each year)
- State: #INThesCon19
- Internationals: “#ThesFest” followed by the year

### Tagging

We should always work to tag the following organizations when possible

	Facebook	Twitter	Instagram
EdTA	@schooltheatre	@schooltheatre	schooltheatre
International Thespian Officers	@InternationalThespianOfficers		ITO
International Thespian Society	@ThespianSociety	@thespians1	thespiansociety

Use these general guidelines when posting information on our social media:

1. Remember that it is public, so keep it clean.
2. Remember that it is public, so check spelling.
3. Use the hashtags.
4. Posting a few times a week, even in slower times (such as not when conferences are coming up) will help keep people aware of who we are and that we are still out there.
5. Posting appropriate theatre-related items is acceptable.

### Following Other Feeds on Social Media

It can be beneficial to follow other feeds on social media, as re-posting their content that is relevant for our audience can definitely be beneficial, but we don't want our feeds to be cluttered with information that is irrelevant to us. Here are examples of who we should be following. Feel free to add them as you notice we are not following them.

1. Individual Troupes
2. Other states
3. The International Thespian Officers
4. The International Thespian Society
5. The Educational Theatre Association

Do not follow individuals unless they are well known in the field (actors, technicians). But beware, some of them don't censor themselves very well. So use caution when re-posting!

### **Liability**

- STOs, their parents/legal guardians, and their Troupe Director understand that all STOs are required to provide their own transportation to and from all Thespian Conferences. Indiana Thespians hold no liability in regard to damage and/or injury to self and/or personal vehicle.
- STOs are welcome to ride with their troupes on school buses to conferences when possible.
- STOs and parents/legal guardians are to sign a permission slip for STOs to travel in the STO Advisors' personal vehicles when possible.
  - ◆ STO Advisors do their best to assist with travel by car pooling when possible.
  - ◆ Parents/Legal guardians are welcome to decline the offer.

- STOs and parents/legal guardians are to sign a permission slip for STOs to stay in hotels with the supervision of the STO Advisors when possible
  - ❖ This has been done for the Southern Regional in order for the STOs to avoid driving for long periods in the early morning and/or late evening.
  - ❖ Please note the STOs are rooming with other STOs in student only rooms. The Co-Advisors and other AEB members will be in separate adult only rooms.
  - ❖ Parents/Legal guardians are welcome to decline the offer.
- Incidents of unsafe weather will be taken into consideration for STO travel. In the event that the roads are not deemed safe for young drivers, the STOs will not be required to attend that particular Thespian event. Those decisions will be made by the STO Advisors at that time.

### **Fees**

- As a thank you for all of their work, STOs do not pay for their registrations for the Leadership, Regional, or State Conferences. Indiana Thespians will try to assist with the International Thespian Festival fees, but that will be determined on a year by year basis depending on available funds.
- Any travel or lodging costs accrued through the STOs and their troupes should be handled as troupe business.
  - ❖ Example: Travel and hotel at State Conference is not covered by Indiana Thespians. The Troupe Director will decide how much the STO needs to pay for that portion of the weekend.

## **Indiana Thespians State Thespian Officers Travel and Hotel Permission Slip**

\_\_\_\_\_ I give permission for \_\_\_\_\_ to be transported by either Caitlyn Spires or Grant Steckbeck for various Indiana Thespian Events and Conferences. I also give permission for my student to stay in a hotel supervised by Caitlyn Spires

and Grant Steckbeck if/when lodging is deemed necessary for an Indiana Thespian Event or Conference.

\_\_\_\_\_ I do not give permission for \_\_\_\_\_ to ride with Caitlyn Spires or Grant Steckbeck or stay in a hotel. Any transportation or lodging needs will be provided by the family.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Emergency Contact Number

If you have any questions, please do not hesitate to ask. Our personal cell phone numbers are listed below. Please save these numbers for all future Thespian activities.

**Ms. Caitlyn Spires**  
Indiana Thespians STO Co-Advisor  
C: 219-794-4032

**Mr. Grant Steckbeck**  
Indiana Thespians STO Co-Advisor  
C: 317-695-4236



## Health Care Consent Form

**Please Note:** Indiana Thespians, the Educational Theatre Association, nor the host venue are liable for any medical costs associated with any injury or accident.

*Parents/legal guardians will fill out an Indiana Thespians Health Form that will be shared with all the adults who will supervise the STOs throughout the school year. This will serve as a reference in the event of a medical emergency.*

*Type or print LEGIBLY.*

**DELEGATE INFORMATION:**

STO Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State IN ZIP: \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Alternate Phone Number to use in case of emergency: \_\_\_\_\_

***Should it be necessary to transport delegate to a local hospital, the parent/guardian will be notified by phone.***

**HEALTH CARE INFORMATION:**

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Reason for taking medication or other information that would be useful in the event medical treatment is necessary:

\_\_\_\_\_

**PAYMENT INFORMATION (CIRCLE ONE):** Parent. Student. Insurance Company

Family Physician	Health Insurance Information
Name	Insurance Company Name
Phone Number with area code	Policy Number
Address	Address
City, State, ZIP	City, State, ZIP

The undersigned parent or guardian understands that should a major medical problem arise, she or he will be notified by telephone. In the event that she or he cannot be reached, she or he hereby gives consent to such medical treatment as deemed necessary, including x-ray examination and anesthesia to be rendered by a licensed physician(s). The undersigned certifies that she/he has read and fully understands this authorization.

---

Signature of above-named State Thespian Officer

---

Signature of Parent/Guardian