



## New-Dancer Graduate Program

### 1. GENERAL

- 1.1. This operating procedure (OP) establishes guidelines for the New-Dancer Graduate Program for Square Dance Minnesota, Inc. (SDM) and its associate organizations (under its Federal group exemption).

### 2. REFERENCES

- 2.1. SDM OP 17-01, "Standards of Conduct," January 29, 2017.

### 3. SUPERSESION

- 3.1. SDM OP 17-11, "New Dancer Program," March 17, 2017.

### 4. RESPONSIBILITIES AND PROCEDURES

#### 4.1. General

SDM established a New-Dancer Graduate Program to recognize recent graduates and to encourage them to improve their dance skills by dancing with SDM and its associate organizations.

#### 4.2. Requirement

SDM new-dancer graduate must have completed all the calls in the Basic and Mainstream Programs.

#### 4.3. Recognition

Booklet of coupons that allow the new-dancer graduate free admission to a SDM festival or a participating associate organization dance. (SDM and associate organizations may reserve the right to refuse coupons at special dances.)

Certificate and dangle for using the number of coupons specified below prior to their expiration date.

Level I – Five coupons.

Level II – Ten coupons.

Level III – Fifteen coupons.

Level IV – All of the coupons.

#### **4.4. New-Dancer Graduate Responsibilities**

Complete the Basic and Mainstream Programs.

Sign and present the appropriate coupon for payment.

Do not give the coupons to anyone else.

Use SDM Form 027, “New-Dancer Graduate” or one of your own design (that includes the required information). Obtain the signature of an organization official or caller/cuer for each event to be considered.

Submit the completed SDM Form 027 to the Education Director. Completed forms should be submitted after using and obtaining signatures at each level of award.

#### **4.5. Associate Organization Responsibilities**

Opt out of this program by informing the Marketing Director that your organization does not want to participate.

Ensure that your new-dancer graduates have completed the Basic and Mainstream Programs.

Contact the Marketing Director to obtain the coupon booklets to present to your new-dancer graduates upon graduation.

Honor the coupon upon presentation by a new-dancer graduate and sign the presented form. (SDM and associate organizations may reserve the right to refuse coupons at special dances.)

#### **4.6. SDM Responsibilities**

Print coupon booklets

Provide the associate organizations with the requested coupon booklets.

Maintain records that reflect the new-dancer graduate names and when the coupon booklets were sent or given to the associate organization representative.

The Education Director will review the submitted SDM Form 027 to ensure that all requirements are met.

Present the appropriate certificate and dangle at a SDM festival or associate organization event.

Maintain records that reflect the forms received, certificate and dangle earned, and when the certificate and dangle were presented.

## **5. OP MANAGEMENT**

- 5.1. This OP may be amended by a majority vote of the board directors. The maintenance of this OP is the responsibility of the Education Director, who will answer questions and make any required changes.