

## OAP STATE MEET STUDENT HONOR CREW

The OAP Honor Crew was initiated in 1977 when the State Office invited Austin ISD high school theatre arts students to serve on the State Meet One-Act Play Contest production staff. For several years, we experimented with students from ten Austin area school districts. In 1982, this highly successful program was made available to students from all UIL member high schools and students from twenty-four districts were chosen in the first competitive process.

Please find enclosed the nomination form for an outstanding technical theatre student from your high school. You may nominate no more than *two* students who are **sophomores or juniors**. Freshman & Seniors are NOT eligible. Students selected will serve as members of the 88th State One-Act Play Contest production staff. The State Meet One-Act Play Contest is May 19-21 this year. Nominations should be based on academic and production excellence in your theatre arts program.

Since our motivation is extension teaching as well as recognition, special emphasis will be given to **junior** students. It is required that students be nominated by the high school principal or superintendent, be recommended by their UIL OAP director AND have one additional teacher (or adult) recommendation.

Students nominated must be academically capable and eligible. It will be necessary for those selected to be in Austin from Sunday late afternoon, May 18, through Wednesday evening, May 21. Exceptions will not be approved. The **school** must see that housing and transportation are provided.

A maximum of 50 honor crew members will be selected. Every effort will be made to select members from all regions and all conferences. Priority will be given to **junior students** who have served on UIL crews and have other background in technical theatre.

Students selected as Honor Members of the State Meet OAP staff will be involved in a learning experience otherwise available only to State Meet participants. They will be prepared for their responsibilities by the State Meet staff and crews. In order to provide the best learning experience, the students selected must be allowed to participate fully in production operations for the complete State Meet. **Students who cannot fully participate shall not be recommended.** Students certain to be involved in UIL State Meet activities should not be recommended and those selected prior to regional meets that become State Meet participants must be withdrawn. Extra students and sponsors **cannot** be accommodated.

Orientation for honor crew will begin at 4:30 pm, May 18. Preparation and production activities are scheduled from 6:30 am to 11:30 pm for each day of the State Meet. Student schedules will be set to allow for seeing some performances, but the schedule will be demanding. It is not always possible to accommodate schedules of those sponsors involved in other activities, especially judging debate.

This experience for outstanding theatre arts students has provided enrichment for the entire school program for those participating. The League has received few negative evaluations from students, teachers, or administrators involved in its 30+ year history. This invitation from the League to recognize outstanding technical theatre students as part of our State Meet production activities is issued after careful evaluation of past years and consultation with teachers and many administrators. All feel this recognition is a deserving addition to the Texas secondary theatre arts program.

Nominations for State Meet OAP Honor Crew must be postmarked no later than April 25. Final selection will be made and notification sent by FAX, e-mail or US mail to teachers and students by May 5. Telephone notification will be made where necessary. Students from schools qualifying for the State Meet OAP contest or other UIL events must be withdrawn from the Honor Crew by immediately notifying the State Drama Director. **Students or directors** withdrawing from the Honor Crew without just cause (illness, disaster, or acts of nature) will render students from their school ineligible for nomination for a period of not less than two years. **It is essential that administrators, teachers, parents, and students be committed prior to nomination.** Theatre directors will be assigned to participate as a member of the House Staff. Administrators are encouraged to allow teachers this opportunity to learn by being involved in State Meet OAP operations. **Theatre director participation is required** for student nomination and their name(s) on the application indicates agreement to participate.

Each school may nominate no more than two students. Two schools in the same district or adjacent school districts may join together to nominate students to facilitate housing and transportation.

Final selection of the Honor Crew will be made by the State Meet OAP senior staff in consultation with the State Theatre Director. Early applications will be carefully considered. Honor Crew members are seldom chosen from the same school two consecutive years.

***PLEASE REVIEW and attach a signed copy of this page to the application.***

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Signature of PRINCIPAL or SUPERINTENDENT ***required.***

**NOTE TRANSCRIPT REQUIREMENT ON APPLICATION.  
THIS TRANSCRIPT MUST INCLUDE GRADES FOR THE FALL SEMESTER.**

**HONOR CREW APPLICATION  
STATE MEET ONE-ACT PLAY CONTEST**

Conference \_\_\_\_\_

Important: \*No application will be accepted without parental and administrative approval. It will be necessary for crew members to miss school Monday, Tuesday and Wednesday to participate.

**(Please type or print. This form should be duplicated for a second application.)**

Full Name (Mr.) (Miss) \_\_\_\_\_  
(*note name preference*) (first) (middle) (last)

Permanent Address \_\_\_\_\_  
(street) (city/state/zip)

E-mail Address \_\_\_\_\_  
Phone Number ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Scheduled date of graduation from high school (month/year) \_\_\_\_\_

Name of high school \_\_\_\_\_ Theatre Phone ( ) \_\_\_\_\_

Address of high school \_\_\_\_\_ FAX ( ) \_\_\_\_\_  
(street) (city/state/zip)

Class Rank \_\_\_\_\_ No. In Class \_\_\_\_\_ GPA \_\_\_\_\_ College Entrance/  
SAT or ACT Test Score \_\_\_\_\_

**A CURRENT TRANSCRIPT MUST ACCOMPANY APPLICATION.**  
Theatre director \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**(Recommendation letter from Theatre Director must accompany application, as well as director's projected schedule while at State Meet, including other UIL events at which the teacher's presence is required.)**

What crew would you prefer to work on? (*circle one or more*)    *Stage/props Crew    Electrics Crew    Host/ Caller*

What is your T-shirt size? *S   M   L   XL   XXL   XXXL   Stage Management   Sound Crew   Photography Crew   Theatrical Design*

1. List previous theatre activities (names of plays, roles played, technical work, honors received, etc. (Attach sheet if necessary.)

\_\_\_\_\_

\_\_\_\_\_

2. Please include a letter explaining why you would like to participate in this program and what you hope to gain from the experience.

3. List one teacher (or adult) reference (other than relatives or theatre teacher). **Reference letter must accompany application.**

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

(street) (city/state/zip)

PARENT OR GUARDIAN APPROVAL: I agree to State Meet OAP Honor Crew participation as per the information provided with this application.

\*Parent or Guardian Signature \_\_\_\_\_ E-mail: \_\_\_\_\_

(Please type or print parent or guardian name in full) \_\_\_\_\_

Address (street) \_\_\_\_\_

(city/state/zip) \_\_\_\_\_

Phone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

(Day) (Night)

**SCHOOL APPROVAL: Theatre director participation is required. The school administration agrees to State Meet OAP Honor Crew participation as per the information provided with this application. Our theatre director will accompany this student and shall participate as a member of the State Meet OAP Production Staff. I have read and fully understand the attached information sheet and unconditionally endorse the participation of this teacher and student(s) as members of the One-Act Play Honor Crew.**

\_\_\_\_\_  
(Signature of Principal or Superintendent is Required)

University of Texas at Austin  
**GENERAL GUIDELINES FOR ESTABLISHING VOLUNTEER RELATIONSHIPS**

(VOL-A1 / June 25, 2013)

**A University volunteer is an individual who**, without the expectation of compensation, performs services directly related to the business of the University. The purpose of these guidelines and the associated forms is to provide University departments with a process that will assist them in properly selecting volunteers, obtaining needed information, and assuring that both the volunteer and the University understand the parameters of the volunteer relationship. Under the Federal Fair Labor Standards Act, a current non-exempt employee cannot be both a paid employee and a non-paid volunteer while performing the same type of work for the same employer. Consult HR if you have questions regarding current University employee volunteers.

**To qualify as a University volunteer**, an individual must meet the minimum qualifications to perform the work assignment and be willing to abide by the University policies and regulations that govern their actions. Departments are responsible for establishing their own volunteer position descriptions and screening process. However, volunteers that are to be assigned to a security sensitive position are required to undergo a screening process, similar to a regular employee, to determine their qualifications and fitness for the assignment, including, but not limited to an interview, reference check and criminal background check. Depending upon the function, volunteers must also meet any necessary licensing and certification requirements.

**A University volunteer may not perform any work until** he or she has completed and signed the volunteer application and the volunteer assignment detailing the work to be performed and agreeing to the relationship of the volunteer to the University. A volunteer under the age of eighteen may not perform any work without the consent of their parent or legal guardian.

**Departments are responsible for providing their volunteers** with the necessary training and supervision to safely carry out their assigned volunteer activities. If the volunteer assignment includes working with machines or equipment, a volunteer cannot perform any work until successful completion of training has been documented. In addition, volunteers working with machines or equipment must be provided with appropriate personal protective equipment.

**Volunteers are not considered employees** for any purpose. Volunteers are University Affiliate (affiliated worker) positions in HRMS. They are not eligible for retirement, health benefits, or workers' compensation as a result of their volunteer status. Although a volunteer does not have the same health benefits and liability protections as a regular employee, there are State and Federal laws that provide volunteers with limited protections from exposure to personal liability while performing duties within the scope of their assignment. In order to assure that volunteers benefit from these protections from personal liability, it is important for departments to specify the scope of their job duties in a written position description at the time of their assignment.

**Volunteers serve at the pleasure** of the University. Accordingly, a volunteer assignment can be terminated at the discretion of the University at any time, without notice or cause or recourse.

University of Texas at Austin  
VOLUNTEER APPLICATION

(VOL-B1 // June 25, 2013)

Volunteer Applicant Last Name	First	Middle	
Home Address: Street	City	State	Zip Code
Home Phone	Mobile Phone	Email	
Drivers License # State Issued	Highest Education Completed/Training/Licenses		
Current Employer	Position		
Have you ever worked for the University of Texas ? If yes, dates of employment, department and job title.			
Have you ever been convicted of a crime other than minor traffic violations? If yes, please explain.			
Emergency Contact Name	Relationship	Phone(s)	

REFERENCES:			
Name:	Relationship	Name:	Relationship
Address:	Phone	Address:	Phone

I understand and agree that I am volunteering solely for personal purposes and without any promise or expectation of compensation, fees, benefits or future employment with the university. I further understand and agree that my volunteer service may be terminated at any time without cause or recourse.

I understand and agree to abide by the rules, policies and procedures of the University of Texas at Austin and all applicable State and Federal laws. Further, I will familiarize myself with such laws, rules, and policies, including conduct, confidentiality, conflicts of interest, ethical behavior, equal opportunity, compliance and safety.

In consideration of my participation as a volunteer, I hereby release and agree to indemnify and hold harmless the University of Texas and its officers, employees and agents from any liability for any loss, cost, or damage to me or my property arising out of or in connection with my activities or performance of my volunteer work. I agree that all information, property and materials received and/or created by me in connection with performance of my volunteer work are property of the University and I will return them promptly upon request or termination of my service.

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that the University of Texas is a government agency and that this application is a government document and that making false statements on a government document is a violation of law. I hereby give the University permission to inquire into my education, references, driving record, employment, and volunteer history.

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Signature of Volunteer Date



University of Texas at Austin  
**VOLUNTEER (MINOR) CONSENT OF PARENT OR LEGAL GUARDIAN**  
 (Required for Volunteers Under 18 Years of Age)

(VOL-B3 // June 25, 2013)

Volunteer Last Name	First	Middle	
Home Address: Street	City	State	Zip Code
Date of Birth	Drivers License # State Issued		
Honor Crew			
Volunteer Position/Job Title:			
Assist with event operations during the UIL Academic State			
Meet under the direction of the UIL Academic Director.			
Summary of Volunteer Position/Job Duties:			

I certify that I am the parent/guardian with legal responsibility for the above named volunteer. I have read the volunteer assignment position description above and I hereby grant my permission for him/her to participate as an unpaid volunteer for the University of Texas at Austin. I affirm that I understand that he/she must abide by all University policies and regulations and that he/she will serve at the pleasure of the University. I further hereby consent and agree to his/her release as provided in the volunteer application, and for myself, my heirs, assigns, and next of kin, I hereby release and agree to indemnify and hold harmless the University from any and all liabilities arising out of or incident to my minor child's involvement as a Volunteer, to the fullest extent permitted by law.

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Signature of Parent or Guardian Date

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Print Parent or Guardian Last Name First Middle

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Home Address: Street City State Zip Code

University of Texas at Austin  
VOLUNTEER PHOTO RELEASE

(VOL-D3 // June 25, 2013)

Volunteer Last Name	First	Middle	
Home Address: Street	City	State	Zip Code

**Photo Release**

In consideration of and as a condition of the volunteer opportunity offered to me by the University of Texas at Austin, I, the above named volunteer, hereby grant the University of Texas at Austin permission to publish and use without obligation in print, electronic or video format, for educational, public relations, publicity and promotional purposes for the use and benefit of the University, any photograph, likeness or image of myself either alone or with others and any stories, illustrations and accounts in which I appear in connection with my volunteer service. I understand and agree that I am to receive no compensation of any kind, monetary or otherwise, on account of or arising from the production, publication, recording, rebroadcasting, or other use of such material.

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Signature of Volunteer Date

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Witness Signature (Volunteer Supervisor): Date