



Tavia School of Ukrainian Dance

Handbook 2022-2023

Updated August 2022

A. Objective

To promote Ukrainian Culture and the art of Ukrainian folk dance through a performing ensemble and a Ukrainian dance school.

B. Goals

- ❖ To participate
- ❖ To have fun
- ❖ To strive towards a common goal - teamwork
- ❖ To form new and lasting friendships
- ❖ To learn about Ukrainian heritage and culture

C. History

The founder of the Tavria Ukrainian Folk Dance Ensemble was Marie Nychka. She owned and operated “Tavria”. Along with the ensemble, Marie owned and operated her own dance school known as the Boyan School of Dance. In the beginning an operational board was elected for Tavria and a constitution adopted along with the group being registered as a non-profit society. The Tavria organization of dancers and parents looked after all aspects of the group just as they do today.

When Marie moved away from Regina in 1990, the board of directors of Tavria Ukrainian Folk Dance Ensemble Inc. purchased all rights and assets of the Boyan School of Dance from Marie and renamed it the Tavria School of Ukrainian dance. The school is now part of the Tavria Ukrainian Folk Dance Ensemble Inc.

As the school enrolment grew, changes were made to the organization's operation, so that now all parents of dancers, either in the Ensemble or in the school, as well as the ensemble's dancers, have voting privileges at the Annual General Meeting. All parents of dancers and ensemble members 18 years of age and over are eligible to be a member of the board of directors in accordance with Tavria's bylaws.

Tavria has become one of the largest groups in Saskatchewan and has earned a solid reputation over the years. It is with teamwork and participation that Tavria has become what it is today.

Members

The membership of the organization is outlined in the by-laws. Parents of all dancers are voting members of the organization. A copy of Tavria's bylaws is posted on the Tavria website.

Accomplishments

Tavria Ukrainian Folk Dance Ensemble Inc and has accomplished many things during its history. The ensemble has had the privilege to dance in Vancouver at Expo 86 and the PNE in Toronto. They have headlined on a Holland American cruise ship on their way to Alaska. They have also travel twice to the east coast provinces, their most recent being in the summer 2004 to perform at the festival by the sea in St John's New Brunswick to Charlottetown Festival in PEI in a joint show with a Polish group in Halifax Nova Scotia they have also performed in joint shows with other dance groups from Alberta. The ensemble's biggest achievements have been to travel to Ukraine in the summer of 1996, 2000, 2006 and 2011.

The Tavria Ukrainian Folk Dance Ensemble also participates in different functions throughout the Ukrainian community and the Regina Community. They have put on their own Stage production, the "Magic and Mystique of Ukraine", a wonderful show put on at the Center of the Arts in Regina. Annual events include Mosaic, Kyiv Pavilion Rehearsal Night, Dragon Boat Races, Grey Cup 95, Saskatoon's "Ukraine Day in the Park", Malanka and we're proud to be part of ituna's celebration of the 10th anniversary of the independence of Ukraine, as well as the opening ceremonies of the 2005 Regina Canada Summer Games.

Throughout the dance year the Tavria School also has the honor to participate in different functions and perform throughout the Ukrainian community and the Regina Community. Such events include Mosaic, Kiev Pavilion Premier night, Mosaic, Senior Citizen Homes, Grey Cup Parade and Malanka.

Tavria - Razom 2 Tour. This tour featured 4 of Western Canada's oldest and most exciting Ukrainian dance ensembles coming together in the spirit of togetherness, "Razom". This tour also combined Tavria (Regina), Tryzub (Calgary), Yevshan (Saskatoon) and Rusalka (Winnipeg) in "Pryvit" a welcome dance and "Hopak", the breathtaking closing dance, both choreographed by the famous Pavloo Virsky.

Tavria encourages family attendance and participation especially during Ukrainian Community functions.

Ethnic backgrounds

Tavria welcomes people from all ethnic backgrounds. One does not have to be of Ukrainian heritage to be a member of our organization.

D. General Information

Role of the Board of Directors

The Board of Directors is elected at the Annual General Meeting of the Tavria membership which is held annually in November. The elected board is guided by the bylaws of the organization. The board works in the best interest of the Tavria Ukrainian Folk Dance Ensemble Inc. The board carries out the responsibility of the everyday functions of the organization along with the employees and volunteers of the organization.

The full Board composition shall consist of ten (10) members. At least two (2) board members shall be parents and/or performing members of the most senior group in the school or ensemble.

The board consists of the following positions: President, Vice president, Secretary, Treasurer, and six (6) members at large.

The Board of Directors hold meetings about once a month. The President, Treasurer and all other committees must report to the monthly board meetings. Board meetings focus on current goals and forward planning for the success of the organization. Policies and procedures are in place for bringing forward new ideas, addressing concerns and fundraising objectives.

Board of Directors and Committees

The attached Appendix “A” contains the current members of the Board of Directors and committee heads as of September of the current dance year. An updated list of the Board of Directors and committee heads will be circulated after the Annual General Meeting in October.

Attendance

If your child is unable to attend a lesson please inform your instructor following the guidelines communicated at the beginning of the season. Perfect attendance to dance practice is preferred as this is a courtesy to the instructor, creating class preparations, as well as to the other students in the class. There is a significant impact on the group and other dances when attendance is a concern. If a dancer misses a class leading up to a performance, then this may result in the dancer not being able to participate in a performance. This decision is made taking into consideration the best interest of the group and at the discretion of the instructor.

Dance Schedule

Please refer to Appendix “D” attached

Dance Fee Schedule

Please refer to Appendix “E” attached

School Pictures

School pictures will be taken yearly. One group and one individual photo is covered in the fees paid for the year.

Dress Code

Instructors recommend the following dance practice attire:

Girls:

- Bodysuits (black)
- dance tights or leotards (black)
- t-shirts or tank tops (black)

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- sports bra
 - sport shorts
 - sweatpants
 - sweatshirts black
 - socks
 - Dance slippers

Boys:

- T-shirts or tank tops (white)
- sports shorts
- sweats
- sweatshirts (white)
- socks
- dance slippers

Please note constrictive clothing such as blue jeans or long shirts are not allowed. Also not allowed is dangling jewelry, hats, stocking feet, or bare feet.

Long hair, for both boys and girls, must be put up, *preferably into a bun or braids*, not just a ponytail. Hair that is too short to be pulled back, but long enough to fall into the eyes, should be pinned back.

Medical Awareness

Should your child have a medical problem that we should be aware of please be sure to inform your child's instructor and the school administrator. Medical awareness includes but is not limited to: allergies (food or otherwise), asthma, hearing, seizures, epilepsy, sight challenges, etc.

Use and care of dance facility

Dance lessons are conducted in the studios located at 105 Hodsman Road in Regina, Saskatchewan. The studio phone number is 306-352-4596. Tavia studios are on lease on a yearly basis but it's our responsibility to clean and maintain the space.

Students should bring a water bottle to fill from the taps in the bathroom for their water breaks.

No specific change rooms are available. Dancers may change in the bathrooms. Dancers should not leave any personal items in the bathrooms. Running up and down the stairs is not permitted. Dirty footwear is not allowed into the studios. Please place outdoor footwear on the mats and shoe racks located just inside the studio door. There are hooks for hanging jackets located to the right of the doorway inside the studio. Before departing the studio all garbage is to be put in the garbage can. Cans and bottles are to be put in the recycling. All chairs should be straightened out.

Tavria studios are a non-smoking facility in accordance with the City of Regina's No Smoking Bylaw.

In Class Behavior & Expectations

At the Tavria School of Ukrainian Dance we believe every dancer has the right to a safe, enjoyable and rich cultural experience. Dancers are only in class for a short period each week; therefore, we expect and encourage each dancer to maintain a positive and appropriate level of conduct. One dancer's misbehavior should not interfere with the progress of the entire class. Our instructors are respectful of the right of each dancer to be treated in a fair manner. We will take a stepped approach to discipline depending on the level of misconduct.

Misbehaviors include, but are not limited to, repeated interrupting, inattention, distracting others intentionally, talking back to the instructor, refusal to cooperate with the instructor, leaving the studio without permission, pushing, roughhousing, and swearing.

Tavria Code of Conduct

This Code of Conduct applies to all members of the Tavria organization (dancers, instructors, parents, chaperones, etc.) whenever they are participating in Tavria activities or representing Tavria.

- This Code applies to Individuals' conduct during the organization's business, activities, and events including, but not limited to, competitions/festivals, practices, auditions, dancecamps, travel associated with the organization's activities, the organization's office environment, and any meetings.

- This Code also applies to Individuals' conduct outside of the organization's business, activities, and events when such conduct adversely affects relationships within the organization and/or its Members (and its work and dance environment) and is detrimental to the image and reputation of the organization and/or its members. Such jurisdiction will be determined by the Tavria Board of Directors at its sole discretion.

Tavria strives to create an environment that is supportive of the efforts of all dancers to learn and excel in dance. All members have responsibilities within the Code of Conduct.

Responsibilities

1. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of the Tavria's members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individuals or the organization
 - iii. Consistently demonstrating the spirit of a positive learning environment, leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - b) Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:
 - a. Written or verbal abuse, threats, or outbursts. This includes behavior inside the studio, online and outside the physical space but involving members of Tavria Dance community.
 - b. The display of visual material which is offensive or which one ought to know is offensive
 - c. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - d. Leering or other suggestive or obscene gestures
 - e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect a member or the membership
 - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - g. Any form of hazing

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- h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - i. Unwelcome sexual flirtations, advances, requests, or invitations
 - j. Physical or sexual assault
 - k. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - l. Retaliation or threats of retaliation against an individual who reports harassment

2. In the event that a dancer has misbehaved or broken the *Code of Conduct*, the following steps will be taken

- a) In the first incident:
 - i) dancers will be informed of the concerning behavior. The instructor and dancer(s) will work together to resolve the issue and make a plan for moving forward. The incident will be documented, including expectations, on the Incident Report Form. Expectations are to be forwarded to the school administrator and filed at the school office. This documentation will be kept for the remainder of the school year.
- b) In the event of a second incident:
 - i) the dancer and parent(s)/guardian(s) will be informed of the concerning behaviour.
 - ii) the dancer may be given a suspension in which the dancer may be excluded from a class.
 - iii) The dancer, parent(s)/guardian(s) and instructor will then come to a resolution on how to resolve the problem and document the incident on the *Incident Report Form*. The *Incident Report Form* will be forwarded to the school administrator and filed at the school office. This documentation will be kept for the remainder of the year.
- c) In the event of a third incident:
 - i) the dancer and parent(s)/guardian(s) will be informed of the concerning behavior.

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- ii) The dancer may be given a suspension. If suspended, a dancer is prohibited from participating in an event or activity under Tavia School of Dance for a period not exceeding 3 months.
 - iii) The dancer, parent(s)/guardian(s) and instructor will then come to a resolution on how to resolve the problem and document the incident on the *Incident Report Form*. The *Incident Report Form* will be forwarded to the school administrator and filed at the school office. This documentation will be filed permanently.
 - iv) At the end of the suspension the dancer may be placed on probation for a period not exceeding one (1) calendar year setting out the nature of the incident, the discipline taken and the consequences of any future incidents.
- d) In the event of fourth incident:
- i) the dancer and parent(s)/guardian(s) will be informed of the incident.
 - ii) the dancer may be permanently dismissed from the Tavia School of Dance.
 - iii) the incident will be documented. Documentation is to be forwarded to the school administrator and filed at the school office. This documentation will remain permanently.

Appeal

1. Any dancer in which discipline is contemplated is entitled to a fair hearing before he or she is disciplined or before his or her dismissal from the Tavia School of Dance.
2. A dancer, who was notified that discipline or dismissal from the Tavia School of Dance is impending against them, may request a hearing, in writing, within seven days of being notified of the incident, to the president of the Tavia School of Dance. Such hearing will be conducted prior to discipline or dismissal being delivered.

3. The president, upon being notified pursuant to subsection (9) and (10) shall appoint 3 impartial board members as members of an appeal board to conduct the hearing.

Application to Court

4. Any dancer may not make an application to the court under Subsection 121 of the Non-Profit Corporations Act of Saskatchewan 1995 until the dancer has exhausted every procedure available under this bylaw.

Tavria School will make every effort to work with dancers and parents to find a solution to behavior problems whenever possible.

Evaluation of Dancers

The instructor evaluates each dancer in Tavria throughout the year. Children advance to the next level based on their dance ability, not by age, although age may be taken into consideration in certain circumstances. When assessing dance ability the following factors are considered: attitude in and out of class, attention in class, technique and teamwork.

Admission into the Ensemble is by audition. Dancers need to be a minimum of 15 years of age. Auditions are held once a year or by private audition.

Website

Tavria maintains our website at www.tavria.org. The website contains information about our organization and is updated frequently. Pictures and video clips are utilized for publicity and promotional purposes.

Privacy

Please refer to Tavria's Privacy Policy attached as Appendix "B" to this handbook.

Costumes

In the early fall the costume committee will hold information meetings for all parents. You will then be notified of the costume requirement for your child for the current dance year.

Footwear is the responsibility of the dancer/parents.

Tavria has rental costumes of various regions for all levels within the Tavria School of Dance and Tavria Ensemble. There are only a few pieces of costuming that dancers need to own. If required, you will be provided with guidelines on what items are needed.

Costume agreement:

The dancer/parent agrees to the following conditions:

1. The costume pieces are returned in the same condition as received.
2. That the costume pieces are treated with care and respect.
3. That any washable items such as cotton blouses and slips are laundered after each performance. Washing instructions are on the website.
4. Return costume on the plastic hangers as given out.
5. ***If the costumes are returned in a condition less than satisfactory of how they were rented out (damaged, missing pieces, stains), the damage deposit will be cashed and used to remedy the issue.***

Rental Fees & Deposits: \$30-35 per costume depending on the group and costume. Deposits can be made with a cheque we keep on file or a credit card can be kept on file using a Credit Card Authorization form from the office.

The rental agreement will come out electronically to be signed and all costume invoices will be sent out via Square as well. Payments can be made with credit card, E-transfer, cash or banked credits.

Hair and Makeup

When dancers are invited to perform we ask that they arrive dressed to dance and at the time the teacher requests prior to the performance time. When performing the following must be adhered to:

Ladies/Girls Hair: French braided in either one or two braids and tucked up at the nape of the neck, with no bangs hanging down. If the hair is too short to braid it has to be pinned or hairspray down. A hairnet must be worn to prevent the braids from falling down if they become loose.

Boys Hair: Neatly combed and must not bounce while dancing. If the hair is long it must be tied back in a ponytail and gelled down if necessary.

Makeup: Instructors will inform dancers of makeup expectations.

Jewelry: No jewelry of any sort is to be worn or a visible tattoo showing during any performance. Therefore avoid getting new piercings prior to any shows or the earlobes will have to be covered with Band-Aids. No Nail Polish. Polish will have to be removed if a dancer shows up wearing it to a performance.

Performances

During the dance year, Tavria regularly participates in many different performance opportunities in and around Regina. One of our more popular community service projects is to do mini concerts at senior homes throughout the city of Regina. The dancers from the school perform at these mini concerts at no cost. This is a wonderful opportunity for the children to practice dancing in front of a group as well as entertain the elders living in nursing homes. There are also community opportunities such as Spring From Racism Day, Pre-Mosaic performances, conventions, weddings, anniversaries, etc.

The older groups perform on a larger scale, which includes out of town, provincial and national opportunities. The vast majority of the performances pay an honorarium which is credited to the organization.

It should be noted that the dancers in the school typically have three annual performances; Christmas and Spring concerts as well as Mosaic. The school

does not usually perform during July and August but when opportunity arises special arrangements can be made.

If you know of any performance opportunities please inform our administrator or performance coordinator at the earliest convenience.

Tavria Festival

Every year Tavria hosts one of the largest and well-respected Ukrainian Dance Festival style competitions in Saskatchewan, giving Ukrainian dancers the ability to showcase their talents and culture. Schools from across Saskatchewan and our neighboring provinces and the United States participate in this annual three-day event.

Dancers perform for an adjudicator and are provided with a score. They are awarded gold, silver and bronze medals in various categories, as well as trophies. The dancers do not compete against each other for 1st, 2nd, 3rd, etc. All levels within the Tavria School except Sadochok & the first year beginner classes participate in the Tavria Festival.

The festival is held in March every year typically starting during the day on a Friday and concluding Sunday.

A festival of this magnitude involves many hours of volunteers. The festival is organized by a committee of parents and dancer volunteers who oversee various aspects of the festival such as registration, kitchen, boutique, security, sound and technical, backstage, and the adjudicators table.

All parents within the Tavria organization, whether they are first-time dancers or have been with the organization for years, are expected to donate a few hours of their time over the three-day event. Under the direction of the Committee Member in charge of the specific areas of the festival, parents, as well as dancers who are old enough, can help to work in the kitchen, boutique, security, registration desk, engraving desk, backstage help, timekeeping, or at the adjudicator table. Work shifts are generally 4 hours in length and one shift per registered dancer is required. If a shift is not worked there is a fee of \$100 charged to the account.

Workshops/Summer Camps

Workshops are beneficial to dancers to help them develop their technical and artistic style. Tavria has hosted workshops in the summer for dancers across western Canada. There are also other dance workshops that are offered across Canada and the USA. We will share these opportunities as we become aware of them.

Throughout the year Tavria holds choreography workshops for some classes with the purpose to learn new dances. These workshops will be on a larger, more intense level so that a dance can be learned quickly and be retained by the dancers. These workshops will primarily be held on a weekend or over a two-night period or during the week in the summer. Information will be distributed well in advance to inform the dancers and parents.

Fundraising

At the Board of Directors meeting held January 18th 2004 the board adopted a credit system to track the fundraising income by dancers and certain levels within the organization that have the opportunity to travel for performances or to participate in out-of-town competition festivals. Tavria's fundraising policy is attached as Appendix "C" to this handbook.

Fundraising is an integral and necessary part of what keeps the organization afloat. Enrollment fees alone do not cover the cost of running this organization. In order to keep the cost of dancers fees low, Tavria must remain very active with their fundraisers throughout the entire year. Some of the annual fundraisers include: Malanka, perogy sales, Dance Festival, raffles, Mosaic passport sales and more. Other fundraisers are always appreciated. Please contact the fundraising coordinator if you have an idea or would like to lend a hand.

Your participation and fundraising is important and is needed. Please participate wherever possible. Fundraising events also do provide a wonderful opportunity to meet the other parents in the organization.

Fee Subsidy Program - Bingos

Bingos have been an important support to provide funds to Tavria. Funds raised through bingos significantly help offset overhead costs - Studio rent, power, instructor fees, stage rental, festival registration fees, etc that dance fees do not cover. Your required number of bingos is listed under "Appendix E Fee Schedule". You have from August 1st to July 31st to complete your required bingos, however we would like to ask that if you only have one bingo to work to try and work it before February 28th. If you do not wish to work bingos, there is an option to pay a higher dance fee. If bingos are not worked, the buy out fee will get charged to the dancers account and an invoice will be sent out.

If you have fulfilled your requirement for bingo for the current year you may do additional bingos and receive no less than \$40 credit to the dancers fundraising account. The bingo credit payout will be re-visited by the board of directors quarterly.

Scheduling of bingos will give priority to volunteers who have not yet fulfilled their requirements. If you have fulfilled your bingos please use the "Spare List" section of the signup sheet to signup.

This practice is not retroactive for those who have already exceeded their bingo requirements.

Bingos are held at Centennial Bingo Hall 2311 2nd Avenue Regina Saskatchewan. For Bingo information and sign up sheets please see the Tavria website.

Campfire Grill - Ongoing additional fundraising opportunity

Opportunities to work for Campfire Grill are available throughout the year. Funds raised will get credited into your family account and can be used to pay dance related expenses such as fee's, costume rentals, bus trips, etc. Rate of pay will be communicated at the time of the event. Any tips will go directly to Tavria.

Role of Parent

A partnership between the home and the school is the most effective support you can offer your child. Communication between the school and the home should continue throughout the year. If your child has experienced difficulty, please contact the instructor, school administrator or the president. We would appreciate it if parents go to instructors first, then administrators and then the president. Concerns are NOT the role of the parent reps.

Parents who are interested and willing to help as a school/parent rep, fundraising, etc are invited to contact any member of the board. Please consider playing a role in this important group in order to provide as wide as possible of opportunity representation of parent viewpoints to Tavria School of Ukrainian Dance.

Remember, our children are promoting Ukrainian culture through the beauty, fun and enjoyment of dance. As parents, let's support them in every possible positive way.

Appendices

Appendix "A"

2021 2022 board of directors

President Tannis Lowey-Chimilar

Vice President Marcia Selinger

Past President Nancy Lamb

Treasurer Will Yip

Secretary Jason Danyliw

Administrator and Bingo Manager Kim Smith

Campfire Grill Manager Deanna Williams

Festival Committee Chair

Members-at-large

Appendix B

Tavria Ukrainian Folk Dance Ensemble Privacy Policy

Personal Information Protection and Electronic Documents Act

The Personal Information Protection and Electronic Document Act (PIPEDA) governs the collection, use and disclosure of personal information by private sector and not-for-profit organizations in the course of commercial activities.

The Tavria Ukrainian Folk Dance Ensemble Inc (“Tavria”, “we”, “our”, “us”) respect your right to privacy. Tavria is committed to protecting the privacy of dancers personal information and adheres to all legislative requirements with respect to protecting privacy.

Personal information includes but is not limited to name, address, telephone number, email address, Saskatchewan health card information, pictures and video clips. We do not rent, sell or trade our registration list.

Purposes for the collection of personal information

During the course of the registration process we gather personal information for a variety of purposes directly related to the organization. We use personal information to keep you informed and up-to-date on activities of the organization including class changes, performance update, fundraising activities and volunteering. Pictures and video clips are utilized for publicity and promotional purposes.

Methods of collecting information

The Tavria website, email notices, surveys or emailing of the table or a newsletter would be some of the methods used to collect or send information to you.

Use of personal information

Your personal information is not shared or sold to third parties. If we intend to collect, use or disclose your personal information for any reason other than one of those described in the privacy policy, the purpose of that collection use or disclosure will usually be described to you in advance and you will be given an opportunity to refuse or to revoke your hands.

Storage and safeguarding of personal information

Personal information is stored in our database and in hard copy files. We will protect any personal information that you share with us. Only authorized personnel have access to this information. Health card numbers would only be used in the event of a medical emergency requiring attendance at a hospital or a Medi Center in the absence of a parent or Guardian.

Retention of personal information

Personal information will only be retained for as long as we are legally required to keep it.

Links

Our website includes links to other websites whose privacy policies we do not control. Once you leave our servers you can check where you are by looking at the URL and then location bar on your browser, use of any information you provide is governed by the privacy policy of the operator of the website you were visiting. That policy may differ from ours. If you cannot find the privacy policy of any of these websites via a link from the website's home page you should contact the website directly for more information. Tavria is not responsible for the privacy practices for the content of such websites.

Cookies

Cookies are small pieces of information that are stored by your browser on your computer's hard drive. Tavria uses cookies to track non-personal data such as how you reach our site, the browser you used and your screen resolution. Most web browsers automatically accept cookies, however, Tavria does not use them to store personal data.

If you have any information or concerns about these practices or the Tavria website you may contact us.

If you do not wish to be contacted by us for any or all of the above purposes please contact the Tavria administrator and we will accommodate your request. Please note that we will require 30 days to process any such request.

Further information on privacy and nonprofit organizations can be found on the website of the Privacy Commissioner of Canada.

Appendix C

Tavria Ukrainian Folk Dance Fundraising Policy

1. Fundraising endeavors will fall into two categories
 - a. credit system fundraising
 - b. “For the Good of the Organization” fundraising
2. The credit system fundraising means that fundraising will be utilized to offset only dancers’ expenses for travel to participate in performances and/or Festivals. Such expenses may include bus costs, accommodations, entrance fees, and instructors’ costs. In addition, a dancer can use fundraising credits for any activity or expense directly related to dance programming, dancewear, and training opportunities. Fundraising credits are to be used for activities or items that can be invoiced to Tavria directly.
3. For all fundraising, The “Fundraising Proposal Form” must be completed and presented to the board prior to the event. The “Fundraising Report Form” must be submitted to the board within 30 days of the event. If the forms are not submitted within the timeline, all credits will go directly to the “Good of the Organization”.
4. “For the good of the organization” fundraising means fundraising that will be utilized for the general operation of the organization. Such General operating expenses include, but not limited to:
 - a. Rent
 - b. Instructor wages
 - c. Utilities
 - d. Repair, maintenance and improvements to the facility
 - e. Costuming and props

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5. “For the good of the organization” fundraisers may include, but not limited to:
 - a. Bingos
 - b. Tavria Festival
 - c. Malanka
 - d. Any other fundraisers that may be deemed for the good of the organization from time to time.

 6. Any fundraiser that is proposed to fall under the credit system must be presented to and received prior approval by the board.

 7. Any fundraiser for the good of the organization, 5% of the net profits may be credited toward the organizer of the fundraiser. This must be pre-approved by the board prior to the fundraiser.

 8. An individual (or family) can propose a fundraiser for a specific event or group. This proposal must be presented and approved by the board. For example:
 - A pizza sale for Tavrianka 1 to participate in an activity while on the bus trip.
 - A fundraiser for The Academy to offset the cost of additional props for choreography.

 9. Credit system fundraising will be apportioned for each individual fundraiser, based upon the dancer's level of participation in that particular fundraiser, ie: amount of products sold, number of tickets sold, number of shift works, etc.

10. All fundraising credits earned by the dancer under credit system fundraising will be carried forward to the dancer's credit from year to year, until the dancer is no longer a member of the organization. At that time, the dancer's credits will be frozen and held by the organization as a credit to the dancer until the beginning of the next year. If the dancer returns to dancing at that time, their credits will be reactivated. If a dancer leaves the organization, and there are credits in the account, but a sibling remains, all credits remain with the family. If the entire family leaves, then Tavria holds the credits for one year. If they do return within the year, the credits are returned to the family. If the family doesn't return and if the family is clear of all their volunteer bonds, have returned costumes, and one (1) year has passed since the last family member danced with Tavria, the following can happen with their banked credits:

- credits can be transferred to another family
- credits can go to Tavria (no cash value)
- credits can go into an Angel Account

Appendix "D"

Tavria Ukrainian Folk Dance Ensemble Inc. Tentative Class Schedule

	Monday	Tuesday	Wednesday	Thursday
Upstairs		Sadochok Yellow 5:30-6:15 (class is full)	Sadochok Blue 5:30-6:15 (class is full)	Sadochok Green 5:30-6:15
Downstairs	Tavrianka 1 5:00-7:30 Tavria Academy 7:30-10:00	Intermediates 5:00-7:00 Tavrianka 2 7:00-10:00	Beginner 2 5:30-6:45 Junior 6:45-8:15	Intro to Ukrainian Dance 5:30-6:00 Beginner 1 6:15-7:15 Adults 8:30-9:30

NOTE: There will always be classes on a Monday when it falls on a long weekend, unless otherwise specified.

Appendix “E”

Tavria Ukrainian Folk Dance Ensemble Fee Schedule

Group	Yearly Fee	Monthly Payment	3 Payments (Sept, Dec, Mar)	Required Bingos (Family Max 15)	Bingo Buyout Option (can be paid out monthly)
Sadochok	\$405.00	\$45.00	\$135.00	1	\$100.00
Beginner 1	\$495.00	\$55.00	\$165.00	2	\$200.00
Beginner 2	\$540.00	\$60.00	\$180.00	2	\$200.00
Junior	\$585.00	\$65.00	\$195.00	3	\$300.00
Intermediate	\$720.00	\$80.00	\$240.00	5	\$500.00
T1	\$810.00	\$90.00	\$270.00	5	\$500.00
T2	\$900.00	\$100.00	\$300.00	5	\$500.00
Tavria Academy (including T2 fees)	\$1260/9 months, \$1680/12 months	\$140.00	\$420.00	6	\$600.00
Adults	\$450.00	\$50.00	\$150.00	0	
				Family Max of 15	

Not every month looks the same as far as time spent in the studio, at performances, choreography workshops, etc. For this reason, class fees are set on a yearly expense with the option to make monthly payments and not charged on a month by monthly basis.

Invoices will be sent out via Square invoicing. Payment options are credit card, E-transfer, cheque or credits. You may pay by credit card directly from the invoice or you can come to the office and the administrator can process it in the office.

Fees will not be adjusted for missing rehearsals for other activities or extended holidays. The fee structure is based on the opportunity to fully attend all rehearsals and performances.

If a dancer leaves the organization the board will review the fee payment plan and/or refund. This will be reviewed within 30 days of a dancer withdrawing from Tavria.

At any time, the board will discuss any concerns with the fee structure and work with families to ensure full understanding of the requirements for participation.