



JUMP HANDBOOK SPRING 2020

Revised 1/6/2020

About JUMP

Keshet Dance's JUMP (Just Unlimited Movement Possibilities) Program is specifically designed to meet the needs of dancers ages 6 to 18, preparing them for participation in Keshet's Pre-Professional Program. JUMP dancers choose their own flexible schedule, choosing to study contemporary dance, classical ballet, jazz, and/or hip hop in a nurturing class environment focused on proper alignment and technique. The program cultivates serious-minded individuals, equipping them with the technique, strength, consistency, refinement, artistry, knowledge, and professionalism that will be necessary to pursue pre-professional training.

Program Participation

Registration for the Spring Semester of JUMP will begin on January 6, 2020. JUMP students may enter the program at the beginning of the Fall or Spring semester. No audition is required.

Class Attendance

As part of JUMP, students participate in a minimum of three (3) classes weekly and must perform in the *Keshet Spring Concert*. Students are encouraged to take extra classes to increase their technical proficiency. Check the Pre-Professional Education Board frequently to see how many classes you have taken. *JUMP students must be at or above their required number of classes for the semester by tech week to perform in the Keshet Spring Concert.*

Illness and Injury

JUMP students who are sick and cannot participate in class should stay home and recover. Please call in all absences to your registered classes to Keshet (505-224-9808) or email the Pre-Professional Education Director. If an injury requires you to sit out of class, a doctor's note must be given to a teacher before the class. While injured, students are expected to attend and observe scheduled classes and rehearsals. Dancers observing a class should always remain quiet and attentive. A report detailing class notes must be shown to the teacher after each class in which a dancer sits out for a dancer to receive credit for having attended class.

Timeliness

It is essential that JUMP students arrive to class on time. Late arrival does not allow a student enough time to warm-up, may cause injuries, and disrupts class concentration. "On-time" to class means that the JUMP student is in the studio space prior to the start of class, preparing physically and mentally for class. Each student is expected to warm-up and focus before class begins. Simply being in the building does not mean that the student will be counted as on-time and present. Class time is very limited, and tardiness is unsafe and disrespectful. If a JUMP student arrives more than 5 minutes late to class, they will not be allowed to take class. Both the student and the parent are responsible for making sure that the student arrives on-time for class. The parent is also expected to pick up the student in a timely manner after class. If a parent picks up his or her student more than 15 minutes after the student's final class of the day, a \$5 late fee may be assessed. For every hour that passes after the first 15 minutes, another late fee will be assessed.

Dress Code: Required Class Attire

The purpose of Dress Code is to prepare JUMP students to train in a safe and pre-professional manner. In all technique classes, JUMP dancers are expected to be attired appropriately. No bootie shorts, low riders, gaucho pants, crop tops or bare midriffs are allowed. Students not adhering to the dress code will not be allowed to take class. All students must be fully dressed in more than leotard and tights when entering or exiting the building. Dancewear is not appropriate attire for the street and students must wear street clothing over their leotards and tights. Each teacher may specify specific dress code preferences. JUMP students are required to be in JUMP Dress Code for all classes. Please label your shoes and other personal items with your name.

Ballet	<p>Please wear:</p> <ul style="list-style-type: none">• Solid color leotard with pink tights OR black tights with a tight-fitting white shirt, tank top, or leotard• Ballet slippers with elastic or pointe shoes with elastics and ribbon are <u>required</u>; elastics must be hidden inside of shoes• Ballet skirt may be worn• All hair <u>must</u> be secured out of the face in a <u>neat</u> bun• Appropriate undergarments (sports bras, dance belt/supporter)
Contemporary and Jazz	<p>Please wear:</p> <ul style="list-style-type: none">• Solid color leotard with pink or black tights OR black tights with a tight-fitting white shirt, tank top, or leotard; Black leggings or tight dance pants may be worn• Contemporary: Bare feet are <u>required</u>, unless specified by instructor• Jazz: Jazz shoes are <u>required</u>• All hair <u>must</u> be secured out of the face• Appropriate undergarments (sports bras, dance belt/supporter)
Hip Hop	Rehearsal dance clothing is acceptable, but no street clothes. Pants and sneakers are preferred.
Rehearsal	No street clothes. Form fitting dance clothes, t-shirts, warm-ups, leotards, leggings, and bare feet are acceptable, but may be asked to be removed in the course of the rehearsal. Appropriate rehearsal clothing should correspond with the style of piece being rehearsed.
Performance	All tattoos must be covered for all performances. Glasses may be worn only if the choreographer allows it as part of the costume. No nail polish should be worn during performances. If a dancer dramatically changes their hair immediately before the performance without informing the Pre-Professional Education Director, the dancer may be removed from the production. Men must wear dance belts. Undergarments, including bras, must be skin-colored and neatly concealed. Dance belts and undergarments must be washed daily. These are standards in the field of professional dance.
Jewelry	No loose jewelry should be worn during classes, rehearsals, or performances. For performances, small piercings may be pancaked. However, if they are still visibly distracting to the audience or pose a risk of costume damage or injury to the dancer or others, choreographers may ask dancers to remove them.
Warm-Up Clothes	Instructor permission required. Any warm-up clothing must be form-fitting.
Recommended, Not Required	Undergarments matching the dancers' skin color; Medium-strength Theraband; foam roller

Any questions about proper attire may be discussed with instructors or the Pre-Professional Education Director. Preparation and presentation of your physical instrument are the dancer's responsibility and part of your training. If you have questions and or alterations needed related to gender identity, please contact the Pre-Professional Education Director so that an appropriate alternative may be identified. When representing Keshet at special events such as galas, fundraisers, performances, etc., students should dress appropriately for the situation. Please ask the Pre-Professional Education Director if you are unsure if your dress will be appropriate for the event in question.

Pre-Professional Education Board

JUMP students and families must keep a watchful eye on the Pre-Professional Education Board (located in the hallway) and the Keshet Production Participation Board (located next to the Front Desk). Announcements will constantly be posted regarding JUMP attendance, Keshet Productions, schedule changes, new opportunities, and required events.

Belongings and Dressing Rooms

Always keep all your belongings with you. Please keep your belongings neat, in your dance bag and out of the middle of the Keshet hallway.

The purpose of JUMP students coming to Keshet is to dance. Cell phone use is not allowed in Keshet studios or rehearsals. Use of these devices should also be minimized between classes in order for students to maintain their focus and attention on their training. If participating in any Keshet Production, JUMP students will need to adhere to the cell phone rules of that production.

Keshet Center for the Arts Dressing Rooms may be used during performance times only, not during regular class sessions. When using the eastside Keshet Center for the Arts Dressing Rooms, it is your responsibility to keep the dressing rooms and backstage spaces clean. Keshet Center for the Arts is not only our home but should be a clean community space. Changing stalls are available on the west-side of the building.

Please be respectful of other people and their belongings at all times.

Leaving the Keshet Building

Before a JUMP student of any age leaves the Keshet Center for the Arts, they should sign out. Students under the age of 13 are not permitted to leave Keshet without being accompanied by a designated adult. Students between the ages of 13-18 who wish to leave the building on their own must have prior guardian permission and sign out before leaving. JUMP students who have signed in for a rehearsal or performance may not leave the Keshet premises before the conclusion of the rehearsal or the performance.

Medication Needs Information:

JUMP students often spend many long hours at Keshet and we understand that some dancers may require medication during these times. In order to ensure proper administration of medication to dancers under the age of 18 while at Keshet, an Authorization to Administer Medication Form must be completed and returned to either the Pre-Professional Education Director or Front Desk. Keshet will not distribute any medications (over the counter or prescription) without written permission from parents or guardians. JUMP students are encouraged to pack their own first-aid kit, complete with band aids and any medications they may need to keep in their dance bags.

Lost and Found

Lost and Found items brought to the Front Office will be held for a reasonable amount of time. Students are asked to mark all belongings with their names in permanent ink. Valuables and large sums of money should not be brought to Keshet. Keshet assumes no responsibility for loss or theft of dance clothing, pointe shoes, books, electronics, or other personal items that are left unattended at Keshet Center for the Arts building (including the lobby, studios, and dressing rooms).

Studio Space

JUMP students may request to use studio space at the Keshet Center for the Arts from the Pre-Professional Education Director. JUMP students may reserve up to ten (10) hours of studio space per semester for free. After those ten (10) hours are used, JUMP students may reserve studio space at a rate of \$10/hour. Students are responsible for the proper use of the space and any equipment in the space. If students use studio space without reserving it in advance or use the space in an irresponsible manner, they may lose the privilege of using space.

If a JUMP student would like to request use of a studio, they need to think and plan ahead. Reserving a studio with a minimum of 24-hours of advanced notice is greatly appreciated. Studio space can be very difficult to come by, especially during the Makers Space Experience. Please keep these cohort dates in mind, listed on the JUMP Calendar, and work on planning ahead.

Expected Behavior and Disciplinary Actions

Students in JUMP are expected to lead by example as positive mentors and role models for others at Keshet. Respect and kindness is expected both in and out of the class and rehearsal setting. Abusive, profane, or disrespectful language is not acceptable at any time. Inappropriate behavior which is disrespectful and distracting from the purpose and goals of JUMP is not tolerated. If a student's behavior becomes inappropriate, they will be asked to leave the class rather than participate. If this behavior persists, the student will be put on JUMP probation and potentially removed from the program.

JUMP students are representatives of JUMP and Keshet both inside the studio and out. As such, any student whose actions tarnish the reputation of JUMP and Keshet, jeopardizes the safety, order, and discipline, or social cohesion of the community, regardless of where or when those actions occur, including on social media websites, may be subject to disciplinary actions.

Respect for the law as well as a genuine concern for the physical, psychological, and emotional well-being of all its students motivates Keshet policies in this crucial area. Major school infractions typically require thoughtful consideration of all issues; therefore, decisions regarding infractions may not be immediate.

If a student uses, possesses, or is under the influence of controlled substances, unauthorized prescription drugs, abuse of prescriptions drugs, illegal drugs, or alcohol, or possesses drug/alcohol paraphernalia at Keshet, in locations within sight of Keshet, during on or off-campus Keshet-sponsored activities or programs, or while representing Keshet in any capacity, the student may be suspended.

It is important to address actions that will be taken in the event that a student is not adhering to the expectations of JUMP. These expectations, outlined above, range from behavior to attendance to dress code. If a student consistently demonstrates low results or falls behind in any of the expectation areas at any time, the following disciplinary actions will occur in this order:

- Two verbal warnings will be given by a teacher and/or Keshet staff member
- A written warning will be emailed, to be acknowledged by the parent within one week.
- A personal conference will be called with the parent(s), teachers and student(s).
- The student will be put on temporary probation, which may consist of removal from a performing role in an upcoming production, and a zero-tolerance policy for absences and/or inappropriate behavior.
- The student will be removed from the program.

Depending on the severity of the situation, Keshet Dance reserves the right to remove a student from the JUMP program without completing steps 1-4.

Leaving the Pre-Professional Training Program

Programmatic

If a student chooses to leave the JUMP program at any time they should notify the Pre-Professional Education Director in advance. An exit conference is recommended.

Financial

If a student chooses to leave the JUMP program:

- Before the first day of classes, 100% of any tuition paid is fully refundable
- Within the first four weeks of classes, 60% of the tuition is fully refundable. If a family is paying a quarterly or monthly payment, 40% of the full tuition will still be owed to Keshet.*
- After the first four weeks of classes, no refunds are available and quarterly or monthly payments are still due to Keshet.*

JUMP tuition fees owed to Keshet from students who choose to leave the JUMP program are not applicable towards other Keshet programming. If a JUMP student chooses to leave the program after being awarded and accepting a Keshet scholarship, their remaining scholarship hours will be converted back to dollar amount (\$10 per hour multiplied by remaining scholarship hours) to be paid by the family at the time of leaving the program.

JUMP SPRING 2020 CONTACT INFORMATION

Sarah Gonzales
Pre-Professional Education Director
sarah@keshetarts.org

Shira Greenberg
Founder and Artistic Director, Keshet Dance
shira@keshetarts.org

Ana Lopes Arechiga
Community Education Director
JUMP Payments, Attendance
ana@keshetarts.org

Marissa Reynolds
Community Resource Manager
Volunteers
marissa@keshetarts.org



JUMP Information Checklist Spring 2020

Keshet Spring 2020 Classes begin on *Monday, January 6, 2020*. Registration fees and first payments are due on the first day of class. Your student will not be allowed to participate in class until all required documents and payments are made. The following forms may be downloaded at KeshetArts.org.

Information Documents: *Please be sure to have a copy of each one of the following documents.*

- JUMP Handbook Spring 2020
- JUMP Spring 2020 Calendar

Contracts and Agreements – *Required for All*

- JUMP Class Registration Form and Family Agreement* – Due Monday, January 6, 2020

Families applying for a Scholarship need to fill out and submit the following:

- JUMP Scholarship Application* – Due Monday, January 6, 2020



JUMP Spring 2020 Calendar

All dates are subject to change. Keep an eye on the Pre-Professional Education Call Board!

SPRING 2020

January 6: JUMP and Keshet Spring Session Begins

January 13 – 18: Wacky Hair Week: Show off your craziest hair styles in class* (*hair must be out of your face)!

February 15: Little Dancer, Big Dancer Mentorship Breakfast Day (Not Required)

March 30 – April 3: Keshet Spring Break (No Keshet or JUMP Classes)

April 16: National Wear Your Pajamas Day: Wear your pajamas to class!

May 4 – 7: Keshet Spring Concert Tech and Dress Rehearsals (Required)

May 8 – 10: Keshet Spring Concert Performances (Required)



JUMP Registration Form and
Family Agreement
SPRING 2020

Student Name: _____

PERFORMANCE		This Spring, I will perform in the: <input type="checkbox"/> Keshet Spring Concert		
SELECT YOUR CLASS(ES)	JUMP AND KESHET COMMUNITY CLASS OPTIONS			
	CLASS NAME	DAY	TIME	AGE LIMITS
	Community Hip Hop 6-8 Class	Tuesday	4 – 5 pm	6+
	Community Jazz 6-8 Class	Tuesday	5 – 6 pm	6+
	Community Ballet 6-8 Class	Saturday	9 – 10 am	6+
	Community Contemporary 6-8 Class	Saturday	10 – 11 am	6+
	Community Contemporary 8-10 Class	Monday	4:30 – 5:30 pm	8+
	Community Ballet 8-10 Class	Monday	5:30 – 6:30 pm	8+
	Mixed Ability: Ballet & Contemporary	Tuesday	4:30 – 5:30 pm	8+
	Mixed Ability: Creative Movement	Thursday	4:30 – 5:30 pm	8+
	Community Ballet 8-10 Class	Saturday	9 – 10 am	8+
	Improvisation	Saturday	11:30 am – 1 pm	8+
	Community Hip Hop 9-12 Class	Tuesday	5:30 – 6:30 pm	9+
	Community Jazz 9-12 Class	Tuesday	6:30 – 7:30 pm	9+
	Community Hip Hop 9-12 Class	Saturday	10 – 11 am	9+
	Community Ballet 10-12 Class	Monday	4:30 – 5:45 pm	10+
	Community Contemporary 10-12 Class	Monday	5:45 – 7 pm	10+
	Community Teen Ballet Class	Monday	4:30 – 5:45 pm	13+
	Community Teen Contemporary Class	Monday	5:45 – 7 pm	13+
	Community Jazz 13+ Class	Monday	7 – 8 pm	13+
	Community Teen Hip Hop	Thursday	4:30 – 5:45 pm	13+
	Community Adult Hip Hop Class	Wednesday	6 – 7:30 pm	17+
	Community Adult Ballet I Class	Wednesday	6:30 – 8 pm	17+
	Community Adult Contemporary I Class	Thursday	6 – 7:30 pm	17+
	Community Adult Contemporary I Class	Saturday	10 – 11:30 am	17+
	Community Adult Ballet II Class	Monday	6:30 – 8 pm	17+
	Community Adult Contemporary II Class	Tuesday	6:30 – 8 pm	17+
	Community Adult Ballet II Class	Saturday	11:30 am – 1 pm	17+
	Community Adult Ballet III Class* <i>*Instructor Permission Required</i>	Wednesday	6 – 7:30 pm	17+

JUMP Registration

- _____ JUMP Package \$500 for Unlimited Spring 2020 Youth Community classes – Expires May 2, 2020
- _____ Applying for Scholarship – Completed JUMP Scholarship Application must accompany this form
- _____ Here's a donation to help someone who can't afford classes: \$2.00___\$5.00___Other___
- _____ Total Due

NO REFUNDS OR TRANSFERS for class registration fees or class packages. All class purchases are ONLY VALID for the session in which they were purchased and will expire the last day of youth classes.

JUMP Spring 2020 Family and Financial Agreement

Student Initial *Parent Initial*

I have read and understand everything in the JUMP Handbook and that JUMP is a semester-long commitment for the student and the family.

I am aware that my JUMP student is required to participate in the *Keshet Spring Concert*. This may require additional attendance at all appropriate rehearsals and performances.

I am aware that students not attending classes and/or rehearsals will result in removal from productions and/or the JUMP program.

I am aware that my student is expected to arrive to and be picked up from class on time. If my student arrives more than 5 minutes late, they will not be allowed to take class.

I am aware of the JUMP Dress Code and understand that non-compliance will result in the student not being allowed to participate in class.

I understand the Programmatic and Financial implications of leaving the JUMP program. After the first four (4) weeks of classes, no refunds are available and quarterly or monthly payments are still due to Keshet.*

I understand and agree to everything written above.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

JUMP Student Name: _____

JUMP Student Signature: _____ Date: _____

To be completed during front desk shift. Initial when completed.	___ IAR Reviewed & Attached ___ Scholarship App. Received ___ Scholarship Payment Stub to Applicant ___ Scholarship Purchased in MB ___ Student Registered in M/B ___ Advance Registration in MB
	ADMINISTRATION USE ONLY
	___ Accepted ___ Audited in MB and Altru ___ Scholarship Recorded



JUMP Scholarship Application: Spring 2020, January 6 – May 2, 2020

- Keshet offers unlimited, non-competitive scholarships to students under 18 years old attending community classes
- No one will be turned away due to financial barriers
- Scholarships are awarded based on need

All information below should be filled out by parent/guardian:

Student Name: _____ Phone: _____

Student Date of Birth: _____ Email: _____

Parent Name: _____ Phone: _____ Email: _____

Student Ethnicity: <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Latino <input type="checkbox"/> White <input type="checkbox"/> Native American	Yearly Household Income: <input type="checkbox"/> \$0 - \$12,490 <input type="checkbox"/> \$12,491 - \$16,910 <input type="checkbox"/> \$16,911 - \$21,330 <input type="checkbox"/> \$21,331 - 25,750 <input type="checkbox"/> \$25,751 - 29,600 <input type="checkbox"/> \$29,601 - 36,800 <input type="checkbox"/> \$36,801 - 42,050 <input type="checkbox"/> \$42,051 - 47,300 <input type="checkbox"/> \$47,301 - 52,550 <input type="checkbox"/> \$52,551 and above	Household Size: Number of people in household: _____	Employment Works outside of home PT _____ Works outside of home FT _____ Works at home _____ Does not work _____	Parent 1 _____	Parent 2 _____
Parent Marital Status <input type="checkbox"/> Single – never married <input type="checkbox"/> Single – widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Married/Partners <input type="checkbox"/> Re-married/Partners			Education Some high school _____ Completed high school _____ Some college _____ Completed college _____ Graduate school and above _____		

Any special circumstances we should know about?

Classes and Payments:

How many classes will your student take **per week** (please circle an option): **3 4 5 6 7 8+**

Please Note: The Spring 2020 Session is 4 months long. Tuition is due the first week of each month. The 1st payment is *due with this application*. A \$3 late fee is applied to payments not received by the 15th of the month.

What amount are you able to pay for **JUMP per month?** Please circle an option:

1 Payment of \$500	Payments of \$125 for 4 Months	\$100 for 4 Months + 4 Volunteer Hours (1 hour per month for 4 months)	\$62.50 for 4 Months + 8 Volunteer Hours (2 hours per month for 4 months)	\$25 for 4 Months + 12 Volunteer Hours (3 hours per month for 4 months)
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If none of these payment options work for your family, please contact Sarah (sarah@keshetarts.org).

Scholarship Agreements – Please INITIAL after reading each line

- _____ I understand that in exchange for my scholarship _____ volunteer hours are due by May 2, 2020.
- _____ I agree to fulfill my volunteer hours and make required payments on time.
- _____ I understand that once student takes the first class after the granting of this scholarship, I am expected to fulfill the terms of the scholarship agreement (payments & volunteer hours) regardless of how many classes student attends.
- _____ Failure to complete the terms of the scholarship agreement (payments &/or volunteer hours) will make my student Ineligible for future enrollment and/or scholarship awards until all outstanding terms are met.
- _____ If my circumstances change at any time during the course of this session and I need to adjust my scholarship terms, I understand that I can meet with a Keshet staff member and make adjustments (i.e. if you find the monthly payment is too much for your household to handle, we can make adjustments, but we just need you to let us know)

I have read, understand, and agree to these scholarship terms, the monthly payment selected, and the expected volunteer hours to be completed.

Parent/Guardian Signature _____

Printed Name _____ Date _____

Adminuse only, updated 6.11.2020

Total Value of Scholarship: \$ _____ Vol Hrs Due _____

Processing: MB _____ Excel Payments Tracking _____ Excel Vol Hrs Tracking _____

Volunteers!

Skills, Interests, and Availability



Volunteer Name: _____ Today's Date: _____

Please check one:

I am applying to the Keshet Work Study Program
(this form will then accompany your WS application)

I will be volunteering through the Keshet Youth Scholarship* Program
*Please identify the Scholarship Recipient/Student Name: _____
(this form will then accompany your scholarship application)

I'm just interested in helping out and would like to volunteer!
(this form can be turned in at the front desk for the volunteer manager)

General Information:

Are you interested in: ongoing volunteer project
 short term volunteer activity
 special project/occasional assignment

Are you currently employed? Y/N Employer: _____

Job Title/description: _____

Are you currently attending school? Y/N Full time / Parttime

Course of study/Major/Focus area: _____

Preferred Method of Contact: Email: _____

Phone Call: _____

Text: _____

Other organizations with which you are involved? (Other volunteer programs, extra-curricular activities, etc....This helps us network our services and combine efforts with other organizations)

Other interesting facts about yourself you'd like us to know about?

Please fill out the survey/info on the back side...thank you!



Please indicate any skills and/or interests you wish to use as a volunteer with Keshet:

	skill	interest		skill	interest
<u>Program Support</u>			<u>Facilities Support</u>		
Dance/Dance Education	<input type="radio"/>	<input type="radio"/>	Cleaning/Housekeeping	<input type="radio"/>	<input type="radio"/>
Social Work	<input type="radio"/>	<input type="radio"/>	Landscaping/Grounds Maintenance	<input type="radio"/>	<input type="radio"/>
Physical/Occupational Therapy	<input type="radio"/>	<input type="radio"/>	General Maintenance/Repairs	<input type="radio"/>	<input type="radio"/>
Sign Language	<input type="radio"/>	<input type="radio"/>	Commercial Construction/Remodeling	<input type="radio"/>	<input type="radio"/>
Spanish Language	<input type="radio"/>	<input type="radio"/>	<u>Marketing/Fundraising Support</u>		
<u>Performance/Event Support</u>			Photography	<input type="radio"/>	<input type="radio"/>
Set Design/Building/Painting	<input type="radio"/>	<input type="radio"/>	Videography/Video Editing	<input type="radio"/>	<input type="radio"/>
Lighting Design/Operation	<input type="radio"/>	<input type="radio"/>	Journalism/Writing	<input type="radio"/>	<input type="radio"/>
Sound Design/Operation	<input type="radio"/>	<input type="radio"/>	Graphic Design	<input type="radio"/>	<input type="radio"/>
Costume Design/Sewing	<input type="radio"/>	<input type="radio"/>	Website Design	<input type="radio"/>	<input type="radio"/>
Stage Make Up/Hairstyling	<input type="radio"/>	<input type="radio"/>	eNewsletter Design	<input type="radio"/>	<input type="radio"/>
Stage Crew	<input type="radio"/>	<input type="radio"/>	Social Media Management	<input type="radio"/>	<input type="radio"/>
Box Office/Ushering	<input type="radio"/>	<input type="radio"/>	Event Planning/Coordinating	<input type="radio"/>	<input type="radio"/>
Merchandise Sales	<input type="radio"/>	<input type="radio"/>	Information Booth Tending	<input type="radio"/>	<input type="radio"/>
<u>Administrative Support</u>			Flyer Posting (around town)	<input type="radio"/>	<input type="radio"/>
Accounting/Bookkeeping	<input type="radio"/>	<input type="radio"/>	Grant Research/Writing	<input type="radio"/>	<input type="radio"/>
Data Entry/Data Management	<input type="radio"/>	<input type="radio"/>	<u>Computers:</u>		
Phone Calling	<input type="radio"/>	<input type="radio"/>	IT/Computer Systems	<input type="radio"/>	<input type="radio"/>
General Admin/Clerical	<input type="radio"/>	<input type="radio"/>	Computer Repair	<input type="radio"/>	<input type="radio"/>
Retail	<input type="radio"/>	<input type="radio"/>	<u>Other:</u> Have truck will schlep things <input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

Are you able to drive/run errands: Yes/No

Are you comfortable on a computer: Yes/No

What computer programs are you familiar with: _____

Please list any other skills you would like to utilize as a volunteer with Keshet: _____

Does your employer have a volunteer match program (i.e. if you are employed by PNM, Sandia National Labs, Walmart, Intel, Kohl's, or Lovelace, they may make a financial contribution to Keshet thanks to your volunteer time!) _____

Please indicate your availability to volunteer with Keshet (check all that apply):

- WeekDAY mornings (9:00am to noon-ish) WeekEND mornings or afternoons (9am-ish to 5pm-ish)
 WeekDAY afternoons (noon-ish to 4pm/5pm-ish) WeekEND evenings (5pm-ish to 10-ish)
 WeekDAY evenings (4pm/5pm-ish to 8:30-ish) Primarily when I am / my child is already at Keshet for class

Each time you volunteer for Keshet, please make sure to track your volunteer hours in the Volunteer Sign In / Activity Tracking Log

Thank you for volunteering with Keshet!