

## **Managing membership**

BYT is aware that every good youth theatre organisation needs to have a well managed membership. What this entails can range from keeping an up-to-date and accurate register of members to ensuring that complaints are taken seriously and handled sensitively.

### **Attendance**

It is vital that participants in a youth theatre value their membership. If the group as a whole is to be allowed to develop, then attendance must ideally be as near to full as possible. Obviously sometimes a member might miss a session, although it is good practice that they should be encouraged to always give advanced notification about this wherever possible.

Many youth theatres make clear their rules about regular attendance. Eg, if a member misses three sessions without good reason and without letting the group know in advance, then their place could be made available to the next person on the waiting list.

### **Assisted places**

BYT charge a fee from participants for most of its activities. Although these fees are kept as low as possible, there will be the need to try to offer 'assisted places'. The objective of assisted places is to overcome financial barriers to participation in youth theatre activities. BYT will try to look at cases on an individual basis but, generally, the options are to provide the chance for members to pay in instalments, or to offer reduced rates, or to make available a number of free places.

Parents/carers or young people over 16 may request assistance with fees using the appropriate form (see below)

### **Waiting lists**

So far, BYT has been able to accommodate most young people who wish to attend. However, if numbers become too large in a group, a waiting list will be established. This might pose the challenge of how to maintain the enthusiasm of the young people who have applied to join and who face a long wait. If numbers are sufficient, it might be appropriate to try to run some taster sessions. Although this will not reduce the waiting list, and is obviously not as good as becoming a full-time youth theatre member, it should at least serve to maintain a level of enthusiasm in the committed.

## **Borders Youth Theatre : Application for Assistance with Fees**

One of the main aims of Borders Youth Theatre is to make our workshops and projects available to all young people in the Borders. We have no entry qualifications or auditions and try to keep our fees as low as possible. However, we are aware that there are families and individuals who find it difficult to pay these fees. We try to help where we can.

**If you wish to request help with payment of fees for workshops or projects, please complete the information and return the form to the address below. Please note that a new application must be made each term or project.**

Name of participant(s) (young person(s))		
Date(s) of birth		
Address		
Name of parent/carer making application (if participant under 18)		
Address (if different from above)		
Contact telephone		
Contact e-mail if available		
Activity (tick one)	weekly workshops	
	project - please name	
Support requested (tick one)	deferred payment	
	payment by instalments	
	reduced payment	
	full payment by BYT	
Have you applied for support before?	yes	no
If there is any information you think would be useful to support your request, please add it here. (continue overleaf or on a separate sheet if necessary)		

Please return the completed form to  
**Borders Youth Theatre, c/o Arts Development, St Mary's Mill, Level Crossing Road, Selkirk, TD7 5EW. For more information, help or discussion, please telephone Judy on 07896 620404**

Your request will be considered by BYT Trustees and we will reply with the result as soon as we can.

BYT Guidelines : Managing Membership 16/9/13

**Borders Youth Theatre is registered as Scottish Charity SC022282**