Staff Agreement

Rev. May 2026

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Anesidora Staff & Booster Handbook

I. Mission Statement

The mission of Anesidora Winter Guard is to create an environment that allows our youth to express their creativity, confidence, and passion! We pride ourselves on being an artistic and positive atmosphere for young adults.

II. Eligibility

Required Paperwork

All staff must complete and turn in all paperwork pertaining to staff prior to or at the first rehearsal, unless specified by staff, this document, or per our policy handbook. Those without the required paperwork will not be permitted to work or volunteer for Anesidora Winter Guard until all items are turned in.

These items include:

A copy of your government-issued photo identification
Completed and signed Anesidora Staff Agreement
Completed and signed Policy Handbook Agreement
Completed and signed Medical History Form & Release
Completed and signed Liability Waiver
Completed I9 Form
Completed Background Check
Completed Participant Protection Practice training.

III. Attendance

Performances are the result of many hours of hard work by everyone involved with Anesidora. In order to make each performance as magical as it can be, we try to ensure enough staff to cover every scenario. The Directors and/or Ensemble Coordinator will work with you on your availability.

It is difficult to coordinate the efforts and movements of all performers, staff, volunteers, etc. Each person depends on the presence of others. Therefore, please make doctors' appointments; schedule work days, etc. on days other than Friday, Saturday, or Sunday. If you are selected to be with a group at a specific time or place based on your agreed to availability, it will be your responsibility to do so.

Each group's calendar is included in these documents as well as viewable through Google Calendar that will be updated weekly with any changes of times or locations. However, days will not change so there will be no excuses for unapproved absences when you are scheduled.

If attendance becomes an issue, the Board of Directors may be notified and a decision will be made per the specific scenario of that staff member.

IV. Financial

Anesidora Winter Guard pays their staff a specified amount for their work divided into 6 payments from November 1st to April 1st. Anesidora puts in an effort to make payments go out consistently throughout the season, however, sometimes this is not financially possible and a monthly payment will be deferred to the next month. If deferred, appropriate notice of the deferral will be given within a week of expected payment. Active season funds will be utilized towards staff pay before future season purchases shall begin. Any additional work such as camps or auditions are separate payments.

Technicians must submit their availability throughout the season and are expected to work when scheduled. If you miss your scheduled shifts, your pay for that month will be prorated based on the ratio of actual days worked to scheduled days. If you are scheduled for both a morning and an afternoon shift but only work one, the prorated amount will be adjusted accordingly. A Director or Ensemble Coordinator will approve or deny normal excused absences, provided communication is clear.

EXAMPLE: In January, you were scheduled for four days and each day had a morning and an afternoon shift. One day you did not show up for the morning shift due to uncommunicated car issues, but attended the afternoon shift. *$300 / 8 Scheduled Shifts = $38* **>>>** *$38 Multiplied By 7 Actual Shifts =* ***$266***

Many scenarios can occur that result in cross-country travel needing to be covered by the staff. If Anesidora is covering a portion of travel, such as a hotel room, then we will notify you accordingly. Any other expenses, including but not limited to costs associated with personal food, souvenirs, or costs for traveling to and from local rehearsal or local shows are each person's responsibility.

Every staff member will have to purchase their own official Anesidora jacket. During the season, staff and volunteers will receive an Anesidora staff shirt and a key chain allowing for discounts on Anesidora branded merchandise.

VI. Resources

Director's Contact Information

- **Aaron Moss**
  - Cell: (720) 987-7190
  - Email: amossa83@gmail.com
- **Natasha Terrell**
  - Cell: (720) 270-2893
  - Email: neiln26@gmail.com
- **Xander Caven**
  - Cell: (720) 244-6462
  - Email: xandercaven@gmail.com

General Communication

You may reach out to *anesidorawg@gmail.com* for general inquiries.

Staff Communication

Staff will be included on the *SLACK* with performers. We will also have group text chains to communicate as a staff efficiently.

Website

The Anesidora Winter Guard website is located at *www.anesidorawg.com*. It is a place where friends, family, and fans can go to get information about the program, upcoming events, and more.

Social Media

Anesidora has a profile on *Facebook*, *Instagram*, and *Youtube*.

X. Closing Thoughts

This is a family organization; remember to love your fellow Anesidora performers, staff, boosters and anyone else that helps the organization.

Welcome to the Anesidora Family!

This document is for you to keep for your records.