



New-Dancer Graduate Program

1. GENERAL

- 1.1. This operating procedure (OP) establishes guidelines for the New-Dancer Graduate Program for Square Dance Minnesota, Inc. (SDM) and its associate organizations (under its Federal group exemption).

2. REFERENCES

- 2.1. SDM OP 17-01, "Standards of Conduct," January 29, 2017.

3. SUPERSESION

- 3.1. SDM OP 22-02, "New-Dancer Graduate Program," October 30, 2022.

4. RESPONSIBILITIES AND PROCEDURES

4.1. General

SDM established a New-Dancer Graduate Program to encourage recent graduates to improve their dance skills by dancing with SDM, its associate organizations, and other square dance organizations.

New graduates will be issued a booklet of coupons that allow the new-dancer graduate free admission to a SDM festival or a participating associate organization dance. (SDM and associate organizations may reserve the right to refuse coupons at special dances.)

4.2. Requirement

SDM new-dancer graduate must have completed all the calls in the Basic and Mainstream Programs.

4.3. Recognition Levels

Level I – Four organizations.

Level II – Eight organizations.

Level III – Twelve organizations.

Level IV - Sixteen organizations.

Level V – Twenty organizations.

Level VI – Twenty-four organizations.

Level VII – Twenty-eight organizations.

Level VIII – Thirty-two organizations.

Level IX – Remaining organizations.

4.4. New-Dancer Graduate Responsibilities

Complete the Basic and Mainstream Programs.

Join an associate organization by paying organization dues, if any, and USDA insurance as required by the insurance company.

Sign and present the appropriate coupon for payment.

May not give the coupons to anyone else.

Use SDM Form 027, “New-Dancer Graduate” or one of your own design (that includes the required information). Obtain the signature of an organization official or caller/cuer for each event to be considered.

Submit the completed SDM Form 027 to the Education Director. Completed forms should be submitted after using and obtaining signatures at each level of award.

4.5. Associate Organization Responsibilities

Opt out of this program by informing the Marketing Director that your organization does not want to participate.

Ensure that your new-dancer graduates have completed the Basic and Mainstream Programs.

Complete the paperwork for the new graduates to join your organization. (Preferably this should be done at least 10 days before graduation.) Forward the membership applications with the USDA insurance fee to the SDM Membership-Insurance Director to process and forward to USDA. The Membership-Insurance Director will then contact the Marketing Director with the names and organization of the new members. The Marketing Director will forward the coupon book to the organization for distribution to the new graduates. The Marketing Director will then notify the Education Director for award tracking purposes.

Honor the coupon upon presentation by a new-dancer graduate and sign the presented form. (SDM and associate organizations may reserve the right to refuse coupons at special dances.)

4.6. **SDM Responsibilities**

Print coupon booklets.

Provide the associate organizations with the requested coupon booklets.

Maintain records that reflect the new-dancer graduate names and when the coupon booklets were sent or given to the associate organization representative.

The Education Director will review the submitted SDM Form 027 to ensure that all requirements are met.

Present the appropriate certificate and dangle at a SDM festival or associate organization event.

Maintain records that reflect the forms received, certificate and dangle earned, and when the certificate and dangle were presented.

5. **OP MANAGEMENT**

- 5.1. This OP may be amended by a majority vote of the board directors. The maintenance of this OP is the responsibility of the Education Director, who will answer questions and make any required changes.