

Dear Director:

Welcome to the ultimate officer camp experience... Are you and your team **ROAD READY?** You will be when we're done!

**HTEDance
Officer Training Camp!!**



HTEDance and Spirit Group, Inc.

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We are delighted that you have chosen to be a part of our family! Whether this is your first experience at an HTEDance event or you are a seasoned veteran, this program is designed to help turn your team into a well-oiled, "Road Ready Team!"

This year's theme is "**LIFE IS A HIGHWAY!**" This program is designed to help teach you and your team to maximize the resources around you, like scenic routes, rest stops, gas stations, etc. We will help to instill in EACH member of your team, the desire to bring out the best in each other such as utilizing the best features of their personal "vehicle". But most importantly to live your life to the fullest, including and especially their leadership role in the year ahead!

To find that inner motivation, to inspire you to take the road less traveled...a road to excellence! To believe in yourself and the power of your team, and maximize the potential of the road! And of course, our ultimate goal is always to turn your young students into mature **LEADERS!!**

With that in mind, please review the packet of enclosed information thoroughly! Everything you need to make your experience with HTEDance fun and successful is enclosed.

1. **What To Know Before You Go!** - For *YOUR* general information
2. **Student General Information Sheet** - Copy & Distribute to students!
3. **OTC Schedule** - Copy & Distribute to students
4. **What to Bring** - Copy & Distribute to students!
5. **OTC Pre-Order Form** - Fax to the HTEDance office ASAP! **NO LATE ORDERS ACCEPTED!**
6. **Rooming List** - Please complete this form on-line!
7. **Medical Release** - Copy, distribute & bring to camp with you!
8. **Student Information Sheet** - Please have officers complete this form **BEFORE** you arrive!
9. **Camper Care Catalog** - Please email all students and parents the link.

Please pay close attention to the dates and instructions on each of the forms to help you in your preparations. This year, each team will have a score based on their leadership skills and their performance! **MAKE SURE YOUR TEAM HITS THEIR MILE MARKERS (Deadlines/Regulations!)**

If you have any questions, please feel free to contact us at the numbers listed to the left or on the website and we'll be glad to help guide you!

Once again, we are so excited you have chosen HTEDance! Thank you for giving us the opportunity to serve you and your team. We will share this journey together and get your team "**ROAD READY!**"

See you soon,

Jeffrey Giles



What to Know Before You Go

The following list has been compiled to help you better prepare for HTEDance Officer Training Camp. It is our hope that you have the most productive and memorable experience possible and we will do everything in our power to ensure that happens.

Camp Schedule:

In this packet, you should have received student schedule. Please copy and distribute the student schedule to your officers. This will give you a general idea of times and workshops. HTEDance expects your team to be punctual to ALL classes!

What to Bring:

Please copy the "What to Bring" list and distribute to each of your officers. This will help them pack for OTC.

Medical Authorization and Liability Release Form:

You will need to copy and distribute the enclosed Medical Release form also. You will need to bring these to camp with you and turn in to an HTEDance staff member at registration. **EACH OFFICER AND DIRECTOR MUST COMPLETE THIS FORM! NO ONE WILL BE ALLOWED TO PARTICIPATE AT CAMP WITHOUT THIS FORM!!**

Spirit Shop:

HTEDance is proud to once again offer the Spirit Shop. The Spirit Shop is open every evening for your shopping convenience.

Don't forget to pre-order your official OTC T-shirt and patch for you and your officers. They will NOT be for sale in the Spirit Shop this year!! Advance Purchase ONLY!!

Good luck note/gifts:

HTEDance does not require you to do good luck notes/gifts for the other schools at camp. However, if you choose to do so out of the spirit of good sportsmanship, feel free. We do encourage a spirited environment at HTEDance and Spirit Awards are given out daily based on such things as good sportsmanship, enthusiasm and camaraderie with other schools, etc.

Choreography 101:

HTEDance does not require you to bring a home routine to camp. Instead, our staff teaches the proper do's and don'ts of choreography through the Choreography 101 class & project. We will walk the officers through the basics of choreography, present the necessary skills and then they will create their own routine at camp with the guidance of your camp buddy. This routine will be shown off on the final day for all your fellow campers to see.

Teaching 101:

The HTEDance staff will work with each of your officers on developing proper teaching skills. They will be given an extensive training class on the do's and don'ts of proper teaching techniques and then your buddy will spend time with them perfecting what they've learned. We want to send them home the strongest possible leaders they can be and teaching your team is definitely a job requirement of any officer.

Covenant Ceremony:

An exclusive to HTEDance. This is THE most important time you will spend at an HTEDance Officer Training Camp. This highly emotional workshop is designed to prepare you for the year ahead. This is truly where it all starts. Here is the place where all the memories begin. You will need a long tapered candle for this intimate, yet inspiring workshop. ***Please note: You will need something to catch the dripping wax as well as matches!!***

Workshops:

For all workshops, it is suggested that you have the following items: notebook with paper, pens/pencils, stationary, stickers, and a copy of your **Team's Constitution**. Please feel free to bring any other items you feel necessary to make yourselves comfortable without being distracted.

Routines:

At each routine session you will be offered 3 to 4 routines of various styles and levels from which you may choose. Have your squad divide up to learn as much material as possible or stick together, the choice is yours and your officers'. The only exceptions are camp dance and hip hop.

Night on the Town:

The second night at OTC, you will be given the evening off. What you choose to do with this time is up to you and your officers. You may spend the time practicing, go out to dinner, shopping, etc. The choices are endless; however, HTEDance does encourage you to do something together so that you may continue with the bonding/planning/dreaming process that has been introduced at camp thus far.

Evaluations:

HTEDance does not promote competition at its training camps, but rather a spirit of unity and togetherness. You will be evaluated on the last day based on your performance and abilities to "follow the guidelines given." You will NOT be scored against the other teams there, but against a standard. This is meant to be a means of critique to help get your year started on the right foot.

"HTEDance Street Sign":

It's **back!** Only Better... HTEDance's "Sign" Language contest is now called, HTEDance Street Sign. This is a fun, spirited way to wish your fellow campers good luck for the week ahead, say hello and introduce yourselves, or simply motivate fellow campers. Simply make a poster/sign that can be hung in the main meeting area. **THIS YEAR**, you need to add a section for your team's ROAD READY RATE! (Score) The most important thing is to be creative, positive, motivating, and fun. Prizes will be given based on creativity, originality, and motivational impact and of course will affect your score.

Director Gifts:

HTEDance does not require you to give a gift to your officers at any time during camp. However, if you choose to do so, please feel free. There are instances that occur where a gift or note might be appropriate, but again, not mandatory. While notes are allowed to be distributed by "Midnight Mail," we DO NOT hand our private personal gifts during Midnight Mail!



Student General Information

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Camp Schedule:

You should have received a copy of the camp schedule from your director. If you did not, please ask her for one. This will give you a general idea of times and workshops. HTEDance expects you to be punctual to ALL classes. *Remember: To be on time is to be early!!!!*

What to Bring:

You should have also received a copy of the "What to Bring" list. Please use this in your packing for OTC.

Medical Authorization and Liability Release Form:

Your director should have given you this form along with the schedule and "What to Bring" list. You must complete this form!

No one will be allowed to participate at camp without this form under any circumstances!!

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Advance Purchase ONLY!!

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At each routine session you will be offered 3 to 4 routines of various styles and levels from which you may choose. Have your squad divide up to learn as much material as possible or stick together, the choice is yours and your director's. The only exceptions are camp dance and hip hop.

Night on the Town:

The second night at OTC, you will be given the evening off. What you choose to do with this time is up to you and your director. You may spend the time practicing (so you can get to bed early), go out to dinner, shopping, etc. The choices are endless; however, HTEDance does encourage you to do something together so that you may continue with the bonding/planning/dreaming process that has been introduced at camp thus far.)

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Director Gift:

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Midnight Mail:

This fun break in our evening is an opportunity for you and your friends/family to distribute "Good Luck" or "We Miss You" cards and messages as well as the Camper Care Catalog (available online) Please note that outside gifts will NOT be handed out by the staff at Midnight Mail!



2017 OTC Schedule TENTATIVE SCHEDULE

Subject to change

Day 1

9:00-11:00
11:00-11:30
11:30-11:45
11:45-1:45
1:45-2:00
2:00-4:00
4:00-4:30
4:30-6:00
6:00-7:00
7:00-7:45
7:45-9:15
9:15-9:30
9:30-12:00

Registration & Lunch on Your Own
Welcome Session: *"Yes Ma'am, No Ma'am/R.A.D."*
Warm-Up
ROUTINE SESSION #1 Camp Dance/Director's Meeting
Break/Demos
ROUTINE SESSION #2
Showoffs-directors may video / Meet Your Buddy Instructor!
Dinner
"DRIVER'S ED" WORKSHOP: Technique Classes: Levels 1, 2, 3, 4 or Kick
"DRIVER'S ED" WORKSHOP: Choreography 101
"CONSTRUCTION!" (TEAMLEADER)
Midnight Mail
Buddy Visits - Practice On Your Own For Evaluations

Day 2

6:00
6:30-7:30
7:45-8:30
8:30-10:15
10:15-10:30
10:30-12:00
12:00-1:30
1:30-2:30
1:30-2:30
2:30-4:15
4:15-4:30
4:30-8:00
8:00-9:30
9:30-9:45
9:45-12:00

Ballroom open for rehearsal
Breakfast on your own
Warm-Up/Review Camp Dance/Academy Kick & Dance Combinations Taught
ROUTINE SESSION #3
Showoffs - *Directors feel free to video*
"CONSTRUCTION" WORKSHOP: "Whose Job Is It Anyway?" & "Team Challenge 1 - Problem Solving"
Lunch
Director's Meeting
"DRIVER'S ED" WORKSHOP: "Teaching Technique To Your Team"
ROUTINE SESSION #4
Review Session I
Free Time for "Night On The Town" and/or practice - Dinner on your own
"CONSTRUCTION!" (TEAMLEADER)
Midnight Mail
Buddy Visits - Practice On Your Own For Evaluations

Day 3

6:00
6:30-7:30
8:00-8:30
8:30-10:15
10:15-10:30
10:30-12:00
12:00-1:30
1:30-2:00
2:00-2:30
2:00-3:15
2:30-3:00
3:00-5:00
5:00-6:00
6:00-7:45
7:45-8:00
8:00-9:45
9:45-12:00

Ballroom open for rehearsal
Breakfast on your own
Warm-Up/Review Camp Dance/Routine Demos
ROUTINE SESSION #5
Showoffs - *Directors feel free to video*
"CONSTRUCTION" WORKSHOP: "Where do we go from here?" & "Personalities"
Lunch
Review Session II
"DRIVER'S ED" WORKSHOP: "Teaching 101"
Director's Meeting
"DRIVER'S ED" WORKSHOP: "Polishing & Perfecting"
BUDDY TIME: Teaching Exercise & Practice on Your Own
Dinner- If auditioning for Academy be in ballroom 5:45
Academy Auditions: 1) Dance 2) Kick
Midnight Mail
"CONSTRUCTION!" (TEAMLEADER)
Buddy Visits - Practice on your own for Evaluations

Day 4

6:00
6:30-7:30
8:00-8:15
8:15-9:00
9:00-12:00

Ballroom open for rehearsal
Breakfast on your own
Director's Meeting
Practice/prepare on your own for Show-offs and Evaluations
FINAL EVALUATIONS - Parents Welcome!!
Evaluations for: 1) *Original Choreography & SOAR Presentations*
Perform Camp Dance & Hip Hop for guests
HTE OFFICER TRAINING CAMP GRADUATION & GOODBYES



What To Bring

1. Two changes of workout clothes per day. *(Approximate)*
2. Cover Ups *(Must be worn at all times outside of dance area!)*
3. Each participant/director must bring an 8"-10" taper candle
(Long, slender dinner candles, with "wax catcher" of some sort - many teams get creative with this as an activity)
4. Cosmetics
5. Toiletries
6. Hair Dryer
7. Curlers, curling iron, flat iron, etc.
8. Pajamas/"bum" clothes for after classes
9. Pillow for Pillow Pal each evening during TEAM TIME!
10. Camera/film, camera charger, memory sticks, etc.
11. Jam Box for rehearsal *(Each team MUST bring their own. Make sure to have extra batteries.)*
12. Blank Jump Drive/CD to record extra music if needed.
13. Batteries and extra batteries and more extra batteries! Officers should always be prepared!
14. Alarm Clock *(Don't be late! You are now an adult leader and are expected to maintenance your own schedule accordingly)*
15. Three Ring Team Binders w/Dividers and Notebook Paper, Pens, Pencils, etc. You will be given a packet for OTC that you will need to put in your notebook!
16. **TEAM CONSTITUTION** - You **WILL** be using your constitution this year! Make sure you have a copy!
17. Knee pads *(Optional, but advisable on carpet)*
18. Proper footwear *(tennis shoes or dance shoes)*
19. You may wish to bring a nice outfit for "Night on the Town." *(Most teams wear their Official OTC T-shirt with some kind of cute shorts, blue jean or cute pants)*
20. Money for "Night on the Town," Spirit Shop, SNACK SHACK and other goodies and necessities
21. **WATER BOTTLE!!!!!!STAY HYDRATED!!!!!!** *We expect each student to take care of themselves!* Each student is responsible to fill a water bottle or thermos with ice and water for the day. There are not enough water fountains or water service to keep the students comfortable. Please make sure they are prepared. We advise **AGAINST** plastic water bottles for recent safety recalls and concerns!!!!
22. Don't forget anything else of a personal nature or team nature that you may wish to bring or have with you at camp.
23. Bring your **TEAM ROSTER** and your football/yearly calendar



2017 OTC Pre Order Form

School Name

Director Name

Address

City, State, Zip

Quantity	Description	Size				Unit Price	TOTAL
		S	M	L	XL		
	2017 Official Officer Training Tee <i>PRE-ORDER PRICING ONLY!!! Unisex Sizing Only!</i>					\$25.00	
	2017 Official Officer Training Camp Varsity Patch <i>PRE-ORDER PRICING ONLY!!!</i>					\$10.00	
	2017 Official OTC Combo Pack <i>You must order both t-shirt and patch to receive the discount listed! Please indicate size to the right!</i>					\$30.00	
	FREE DIRECTOR TEE WITH FULL OFFICER/TEAM ORDER ONLY!						

TOTAL DUE -
 This amount will be billed to your school.

INSTRUCTIONS

1. ORDERS MUST HAVE A PO OR PAID PRIOR TO CAMP./ORDERS WILL NOT BE DISTRIBUTED UNLESS PAID.
2. Complete the order form
3. Fax to the office at (210) 340-2315
4. Order **MUST** be received no later than May 31st
5. After that date, pricing will reflect standard retail purchase. **NO CANCELLATIONS!!!**
6. Your **PAID** order will be ready for pick-up in the Spirit Shop on Day One of OTC.

 Received by:

 Spirit Shop Cashier:



2017 Medical Authorization & Liability Release

*A copy of this form must be completed by each participant and turned in on the first day of camp!
If you do not have this form on the first day of camp, you will **NOT** be allowed to participate!*

- I. I, the undersigned parent or guardian, do hereby grant permission for my son/daughter, whose name is _____, and hereinafter shall be referred to as "participant," to participate in any HTEDance & Spirit Group, Inc., hereinafter referred to as "HTEDance", event or camp. In order that the participant may receive the necessary medical treatment, in the event of an injury or illness, I hereby hold HTEDance and its representatives harmless in the exercise of this authority.
- II. I further acknowledge, understand and agree that in taking part in this clinic, camp or event, there is a possibility of physical illness or injury (minimal, serious, or catastrophic) and that participant is assuming the risk of such illness or injury by participating. I agree to accept responsibility for my child, his/her safety and welfare during the course of this camp.
- III. I further agree to hold harmless HTEDance, including its principals, directors, officers, staff and employees which conduct the camp, for and/or from any illness or injury incurred by participant during the course of said camp/clinic or special event.
- IV. I/we further agree not to pursue HTEDance, it's principals, instructors, associates or affiliates legally, in the event that these issues/events do come to pass.
- V. I/we understand that HTEDance cannot be held responsible for cancellation of this camp/clinic/event in the event of an act of God, war, terrorism, weather, disease or other natural disaster, including but not limited to damage, destruction or loss of facilities or any other forced cancellation beyond the control of the staff, management and instructors of HTEDance. In such case, there will be no refunds!
- VI. Finally, I/We understand that our camp balance is due in the office no later than two weeks prior to camp. After that date, cancellations and refunds are not permitted under ANY circumstances!

Participant Signature

Parent/Guardian Signature

Participant's School Name

Parent Address, City, State, Zip

Parent's Home Phone Number

Parent's Work Phone Number

NOTE: *If participant is under medication, please check to make sure he/she brings his/her medication and that he/she takes the prescribed dosage. HTEDance cannot assist with or be responsible for the dispensing or fulfilling of prescribed drugs.*

URGENT: ALL BLANKS MUST BE FILLED IN OR THIS FORM WILL BE REJECTED AND STUDENT WILL NOT BE ADMITTED!!!!

