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## LAKELAND ASSEMBLIES COTILLION CLUB

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The Lakeland Assemblies Cotillion Club (LACC) was formed in the early 1970's. It is a nonprofit organization managed by an eighty-member volunteer board. At LACC, the primary goal is to develop student self-confidence, promote a consideration for others, and build a foundation of skills that will make Cotillion Members comfortable in a variety of social situations.

As good manners are essential in today's competitive society, Cotillion Members will learn and understand proper etiquette in social and professional situations. Cotillion classes will emphasize courtesy and respect for others, a necessary foundation for character and interpersonal relationships.

Additionally, students in Cotillion will learn a variety of traditional and contemporary dances in a non-threatening environment. Dance education serves to develop poise, self-esteem, and confidence.

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## MEMBERSHIP

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Cotillion is a seven-year progressive program beginning in sixth grade and ending with twelfth grade. Families should consider this huge commitment when deciding to participate in Cotillion. Therefore since Cotillion classes are fundamental in nature, classes are not beneficial in isolation and Members are expected to commit for the entire seven years.

Lakeland Assemblies Cotillion Club (LACC) membership is available to all economic and ethnic groups. Any child living in Lakealnd is eligible to join Cotillion. Enrollment is only limited by class size and availability. When classes are full, a waiting list will be maintained.

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## THE PROGRAM

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*SIXTH GRADE:* First year Members attend seven instructional workshops, where they are taught basic dance steps and social courtesies. Sixth Grade Members attend a Holiday Party at the conclusion of the Cotillion season.

*SEVENTH GRADE:* Second year Members attend seven instructional workshops, building on skills learned in the Sixth Grade program. Seventh Grade Members attend a Holiday Party at the conclusion of the Cotillion season.

*EIGHTH GRADE:* Members attend two instructional workshops, reviewing skills previously learned. Additionally, Members attend a formal etiquette dinner at the Grasslands Country Club, ending with a Holiday Party at the conclusion of the Cotillion season.

*JUNIOR ASSEMBLY:* Ninth & Tenth Grade Members attend two instructional workshops, reviewing previously-learned skills. At the end of the season, Members attend the Silver Bells formal dinner dance at the Lone Palm Golf Club.

*SENIOR ASSEMBLY:* Eleventh & Twelfth Grade Members participate as one group in Senior Assembly. They attend two instructional workshops and the Holly Ball. Workshops include resume building, reference letter skills, interviewing skills, job application skills, and college preparedness.

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## INSTRUCTION

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Mrs. Stacey Clyne and Mrs. Clare Wilson are the Directors of Instruction and teach all Cotillion classes. They are life-long Lakeland residents. Mrs. Stacey Clyne and Mrs. Clare Wilson are both cotillion graduates. Both are very active in our community.

Mrs. Stacey Clyne works with our Cotillion Assistants. Cotillion members in grades ten through twelve, may serve as Cotillion Assistants, helping our younger members.

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## ENROLLMENT

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Members must re-register every year. Membership may be terminated if the registration form and enrollment fees are not received by April 30th of each Cotillion year. Class calendars are mailed in August to enrolled members.

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## REGISTRATION SCHEDULE

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February	Legacy Registration
March	Non-Legacy Registration
April 30th	Registration forms & payments due.
August	Class schedules sent out to enrolled and paid Members.

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## LEGACIES

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A legacy is the child of a parent who completed the LACC program, the sibling of a member who is presently enrolled in Cotillion, or the sibling of a member who completed the program. Legacies will be sent an invitation to join Cotillion and will be given first preference if their registration meets the legacy registration deadline, which is two weeks prior to the non-legacy mail date. Although a legacy list is kept on file, parents are asked to contact the Director of Administration by January of their child's fifth grade school year to ensure their child's name is on the legacy list.

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## FEEES

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6th - 8th grades  
\$180 each year

9th - 12th grades  
\$150 each year

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## COTILLION DRESS CODE 6TH-8TH GRADES

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### Ladies Cotillion Attire for Classes

- **No Bare Shoulders**, Shoulders must be covered. Ladies must wear a shrug or sweater. No spaghetti straps or strapless dresses. When in doubt members should wear a shrug!
- **Appropriate Dress**, Dresses should be of a modest length and style, not extremely-short or low-cut.
- **Dressy Dresses or Skirt Outfits**, No shorts, split skirts, slacks, or denim clothing permitted.
- **Shoes with Backs**, no slides, backless shoes, beach-wear, or flip-flops, no between the toe sandals-flat or heeled, no flat sandals, no boots

### Gentlemen Cotillion Attire for Classes

- **Coat and Tie**, Coat and tie to all functions, no jeans
- **Leather Shoes with Socks**, No boat shoes or tennis shoes

### CASUAL ATTIRE FOR CASUAL NIGHT grades 6th & 7th

Nice denim jeans only and a collared-knit shirt or blouse. Shirts should be tucked in, tennis shoes with socks by be worn. No shorts, bare-midriiffs, flip-flops or backless sandals or shoes.

### HOLIDAY ATTIRE FOR HOLIDAY PARTIES

Ladies: Party dresses (no long dresses), no bare shoulders! Ladies must wear a shrug or sweater with strapped dresses.

Gentlemen: Sport coat or suit coat and tie.

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## COTILLION DRESS CODE 9TH-12TH GRADES

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### Ladies Cotillion Attire for Classes

- **Appropriate Dress**, Dresses should be of a modest length and style, not extremely-short or low-cut. No spaghetti straps, no tank tops, no strapless tops, and no bare-midriiffs.
- **Dressy Dresses or Skirt Outfits**, No shorts, split skirts, slacks, or denim clothing permitted.
- **Leg Wear**, No footless tights, or leggings.
- **Shoes with Backs**, no slides, backless shoes, beach-wear, or flip-flops, no between the toe sandals-flat or heeled, no flat sandals, no boots

### Gentlemen Cotillion Attire for Classes

- **Coat and Tie**, Coat and tie to all functions, no jeans
- **Leather Shoes with Socks**, No boat shoes or tennis shoes

### HOLIDAY ATTIRE FOR HOLIDAY PARTIES

9th and 10th grade: Party dresses for ladies, long or short, Gentlemen dress in a sport coat or suit and tie.

11th and 12th grade: Party formal for ladies, suit & sport coat for gentlemen. 12th grade gentlemen, generally wear a black tuxedo.

### CHAPERONE ATTIRE

Parent chaperones are requested to follow the student guidelines when chaperoning all cotillion activities.

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## MEMBERS' RESPONSIBILITY

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**ATTENDANCE:** Regular attendance is a requirement. The progression of each Member, as well as the class, depends upon the regular attendance of all Members. The Director of Administration or the Grade Level Chairperson should be notified of all anticipated absences.

**BEHAVIOR:** Members are expected to conduct themselves at all times in a courteous manner. Gum chewing is not appropriate at Cotillion functions. Cell phones should remain at home, or remain silent during all Cotillion function. No drugs or alcohol allowed at Cotillion functions. If a Member fails to conduct themselves according to Cotillion guidelines the Discipline Policy will be enforced.

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## DISCIPLINE POLICY

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### FIRST INFRACTION:

- 1) A phone call to the parents of Member(s) involved, by the Director of Instruction, on the evening that the problem occurred or as soon as the parents can be contacted.
- 2) A letter to the President of Cotillion from the Director of Instruction listing the Member(s) involved in the infraction, a brief description and the date the infraction occurred.

### SECOND INFRACTION

- 1) A letter from the Executive Board to the parents stating that a second infraction has occurred.
- 2) The second infraction results in suspension from the next session.
- 3) The parent must accompany the member to class when the member is permitted to return.

### THIRD INFRACTION

- 1) The Member will be removed from Cotillion without a refund.

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## ARRIVAL & DEPARTURES

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Promptness in arriving and departing is very important. Parents are requested to follow the arrival and departure procedure to ensure the safety of everyone. Members must be dropped off and picked up only at the designated area.

Since one class is arriving and one class is departing, parents are asked to avoid traffic congestion by staying in line and by keeping the line moving. Car pools are encouraged to lessen the number of cars waiting in line. Parents, please do not park to wait for your child, or leave your car unattended.

Members should not exit their cars until they are at the designated area and an Assistant opens their car door. Members are requested to immediately enter the building when they are dropped off. They should have their name tags on and be seated by class time. Quiet conversation may be enjoyed prior to class time.

Thank you very much for your patience during the arrival and departure of Cotillion classes. Your cooperation with the arrival and departure procedures is appreciated.

*Facilities used for Cotillion classes & Holiday Parties:*

LAKE MORTON COMMUNITY CHURCH  
169 Lake Morton Drive  
Lakeland, Florida

FIRST PRESBYTERIAN CHURCH  
175 Lake Hollingsworth Drive  
Lakeland, Florida

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## RSVP

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### WRITTEN RSVP

Members are requested to respond promptly and appropriately to all invitations. All Members will receive an invitation to their Holiday Party and should use the guideline below to write their response. Members must accept or decline all invitations.

***[write your name on the first line]***

accepts with pleasure or is unable to accept  
the kind invitation of  
Lakeland Assemblies Cotillion Club  
to the Holiday Party  
on ***[write the date of the party]***  
at ***[write the time of the party]***.

### TELEPHONE RSVP

It is the responsibility of the Cotillion Member to call when requested to telephone RSVP. Parents should not call for the Members.

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## CHAPERONES

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Parents of Members, both mother and father, may be asked to chaperone classes. Please contact the Grade Level Chairperson if you are interested in chaperoning. Chaperones are asked to follow the same attire guidelines as required of Members, please see previous page. Chaperone responsibilities for the evening include: observing the workshop, greeting the Members in a receiving line, and supervising carpool departure procedures. If you are chaperoning, please do not bring younger children with you, nor take any pictures as this may cause a distraction. Pictures during any cotillion function (workshops, etiquette dinners and holiday parties) are prohibited due to the privacy of Cotillion Members.

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## REFUNDS

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Refunds shall be granted if a member moves out-of-town or becomes seriously ill. Parents should contact the Director of Administration or the Treasurer, prior to August 29th, to request a refund. Refunds will be made, minus an administrative fee of \$20.00. Unfortunately, refunds will not be possible after August 29th.