

Assessing the Feasibility of a New Structural System for Rancho Folclorico Cruz de Cristo

for
Luisa Graham
Rosa James
Berta Pereira

By
Brianna Diogo
English 301 student
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I. INTRODUCTION

A. Background and description

Over the last four decades, the Rancho Folclorico Crus de Cristo has been known as an incredibly disorganized and dysfunctional Portuguese cultural dancing group. The group operates out of a church basement in East Vancouver, run by three administrators, four instructors, and a variety of parents who volunteer and help the organization run. The group ranges from ages 5-25 and each participate in performances in British Columbia.

B. Purpose of the Report

Due to the fact that the administration and teaching staff is comprised mostly of volunteers, and class fees go directly to costumes and travel, the organization and formality of the group is lacking. This leads to things like people being moved around groups due to social politics and not receiving milestone awards that they have earned, spectators and parents getting overly involved, rehearsals not being taken seriously, and even having to drop out of multiple performances and competitions last minute due to dancers not showing up. These actions are met with no consequences, and have only escalated over the years. Many people leave the group due to the fact that they feel as if they are not respected and appreciated, and this leads to constant re-organization, meaning that rehearsal times and performances are full of distractions and unprofessionalism. This report aims to present possible solutions to the structural and organizational issues that are evident in the program.

C. Intended Audience

The report is prepared for Luisa Graham, Rosa James and Berta Pereira, the three administrative members of the group.

D. Method of Inquiry:

Seventeen members of the group, including past and current members, responded to a short survey structured to look at their experience within the group, and how it had impacted them. An analysis of these results is important to determine where the areas that were most lacking were and what followed those mistakes. As well, interviews were conducted to gain a better scope on the circumstances in the group, and research was conducted in regards to potential solutions to these problems.

D. Limitations of the study

The minimal participation in the survey is a limitation of the survey, as well as the fact that those who chose to participate in the survey were those who were most likely to feel upset or strongly opinionated about their own perspectives.

E. Scope of the Inquiry

Five topics are covered in this report: what organization systems are most effective for administration; what is the most effective and efficient way of communication between dancers, instructors and administration; what are the most appropriate forms of consequences for conscious ignorance; what are the guidelines and specifics that should be presented in a contract to dancers and their families; how might these changes affect all parties involved.

F. Conclusion of the Inquiry

The report concluded that an introduction of a digital organization system and mandatory contracts will benefit all members of the Rancho Folclorico Cruz de Cristo.

II. PLAN

A. LOOKING AT THE FEASIBILITY OF A NEW ORGANIZATIONAL SYSTEM AND MANDATORY ANNUAL CONTRACTS

1. Pros and cons of a new organizational system to be used by the administrative system and instructors.

A new organizational system can be conducted through technology, rather than through only paper notation and paper trails. These have been previously used to track registration, contracts, performances, etc. and have caused multiple issues due to the fact that there is only one copy of every record that the group has. Over the past few years, there has been lots of staff turnover, leading to multiple records and files being lost in the process.

Switching over to a digital organizational system allows for many benefits. One of the primary benefits is that multiple people will be given access to the documents and even with employee turnover, multiple different members will be able to access important forms and registration information, ensuring that everyone has the same information.

Disadvantages of this new system mainly circulate around time and learning. Although it is simple to begin logging new documents and members in a new system, it is equally as important that digital backlogging takes place, and when concerning multiple years of files, this can be

incredibly time consuming. As well, introducing this new way of recording will force current and future members of staff to learn how to use and record with the system, and this will also take time, and include potential mistakes.

The advantages of a mandatory annual contract are the documented expectations of the dancers, and the consequences that will follow if these are breached. This holds everyone accountable and will ensure more formality in the group as a whole.

The disadvantages of the contract are that due to the fact that most instructors and administrators are volunteers, they may be unwilling or feel as if they are not suitable to present and require this contract.

B. BUDGET

1. Cost

The digital system could be as simple as a Google spreadsheet, therefore costing nothing, and the contract would need to be revised by a lawyer, ranging between \$300-\$1000 depending on the amount of revisions and reviews that would need to be completed.

2. Training

This could be arranged with the group to introduce the team to the digital software and to guide them through any questions or concerns.

C. LIMITATIONS OF SURVEY AND STUDIES

1. Limitations of primary research sources

The limitation of the surveys is the minimal amount of participants, as well as the lack of experience in conducting the survey. As well, participants may be incredibly biased as these questions could evoke emotion, as well as their relationship and knowledge of the person conducting the survey.

CONCLUSION

1. Summary and interpretation of findings

The research concludes that it is absolutely necessary for a new organizational system to take place immediately. The current system allows for far too many errors and has clearly proven to be ineffective, leading to multiple detrimental consequences.

The annual contract will also prove to be effective, giving members the opportunity to not only sign to ensure their commitment to the group, but to also have a chance to review what is expected of them and to have any conversations or to ask any questions to clarify what they are being asked to do.

1. Recommendations

My recommendation is that these two new installments be introduced to the group immediately, with the guidance of someone who can take the administrative and instructors through the new digital program that all registration will be run through. As well, I recommend that the administrative staff seek legal counsel quickly so that they can create and review a contract for the dancers and their guardians to sign.