

PARENT VOLUNTEER FORM

(We Need Your Help!)

I would like to volunteer for the following committees (put in order of preference with 1 being your first choice):

Committee	Preference (1 is first choice)	Would like to Chair (Y/N)
HOSPITALITY		
WAYS AND MEANS		
NEWSLETTER/PUBLICITY		
MEMBERSHIP		
EQUIPMENT		
SPIRITWEAR		
AUCTION		
AWARDS BANQUET		
MEMBER COMMUNICATION		
TRIPS		
CHAPERONES		

Committee Descriptions

HOSPITALITY – Arranges for food for guests at special events such as seating auditions and student clinics. Responsible for calling and scheduling volunteers to help purchase food (with orchestra funds), pickup and deliver the food to the school (usually). May include serving and/or cleanup duties. This job is particularly good for people who work out of the home or are homemakers with a flexible daytime schedule. Usually requires work during or shortly after the school day.

WAYS AND MEANS – Coordinates recruiting and fundraising opportunities and works with the Officers to recommend and schedule specific fundraisers throughout the year. Review and recommend fundraising ideas throughout the year. Responsible for sub-committee chairpersons for each fundraiser and overseeing volunteers to help with each fundraiser.

NEWSLETTER/PUBLICITY – Contacts various members of the orchestra association to recommend and request submissions for the newsletter. Responsible for ensuring that articles are submitted on or before the deadline. Proofreads articles and may have to re-type or edit some articles before submission to printer. Submits newsletter to the printer. Makes recommendations for articles of interest that should be included in any other LHS publications including the PTA newsletter and Responsible for promoting concerts, fundraisers and other orchestra events.

MEMBERSHIP – Assists with development of membership list; recruit parent members; ensures accuracy of membership list in concert programs and other publications.

EQUIPMENT – Responsible for recruiting parent volunteers to work with student volunteers with setting up for orchestra concerts and fundraising events. Includes moving and setting up equipment and cleanup.

SPIRITWEAR – Displays our samples of various “Spirit” items at association meetings, concerts and any other appropriate venue. Once a semester, submits an order, then distributes the items to members. Chairperson would keep the Spiritwear samples at his or her home between functions.

AUCTION – Part of Ways and Means, but has a life of its own. This is our biggest annual fundraiser and one of the most important events of the year. Committee Chair will recruit volunteers and oversee their appointed duties for the dinner and auction. The chair will create subcommittees for various duties.

Some of the duties include:

- ❖ Getting donations from local merchants (we try to get all parents to help with this)
- ❖ Obtaining sponsors and advertisers
- ❖ Maintaining a list of donors and items donated
- ❖ Creating and printing bid sheets
- ❖ Getting volunteers to work the auction (collecting money, helping patrons get their items, etc.)

This will require a person with great organizational skills and the ability to put together and work closely with a team of dedicated volunteers.

AWARDS BANQUET – Finds a location for annual Awards Banquet. Makes arrangements with facility and works with Treasurer on budget and getting payments to facility on time. Helps with decorating and other special needs (podium, microphone, etc.) as required for the event.

MEMBER COMMUNICATION – Responsible for getting messages to orchestra members and their families regarding rehearsals, special events, fundraiser reminders, etc. Would be using automated message delivery system most of the time, but may require getting volunteers for a phone tree if necessary.

CHAPERONE – Provides chaperones for activities at the school and for local field trips (i.e., day trips) Note: **Overnight trip chaperones are selected by the Orchestra Director.**

SPECIAL TRIPS – Chair to be coerced by director. Members work with Director and travel company to assure all i's dotted and t's crossed.