

# PARENT ASSOCIATION VOLUNTEER INTEREST FORM FOR 2010-2011

Parent's Names: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Chorus: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

## WELCOME TO THE CCGD PARENT'S ASSOCIATION

Congratulations, you are now a member of the CCGD Parent's Association! The Parent's Association is a vital and important asset to CCGD. With our behind-the-scenes support and volunteer work at performances, rehearsals and other events, we provide enormous support to our children and youth as well as the Artistic Staff. **We strongly encourage all parents to become involved in the Parent Association and volunteer for some of the activities listed below.** The majority of these volunteer positions offer a full range of time requirement, from incidental to the complete season. Please mark (with your initials) any and all that interest you so we may include you in our first information session, where you will learn the scope of the volunteer opportunity and be able to select the position or tasks that suit you best. **Regardless of other interests, please consider volunteering to chaperone one or more concerts.**

Remember, your support makes CCGD a wonderful experience for everyone!

(In considering the following opportunities, please see reverse side for brief descriptions.)

- |                          |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Chorus Representatives*   |
| <input type="checkbox"/> | Performance Chaperones*   |
| <input type="checkbox"/> | Emergency Response Team*  |
| <input type="checkbox"/> | Audition Volunteers*      |
| <input type="checkbox"/> | Business Office Volunteer |
| <input type="checkbox"/> | CD/DVD Sales              |
| <input type="checkbox"/> | Concert Ticket Sales*     |

- |                          |                               |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | Development/Public Relations  |
| <input type="checkbox"/> | Merchandise Sales at Concerts |
| <input type="checkbox"/> | Music Library                 |
| <input type="checkbox"/> | Poinsettia Distribution       |
| <input type="checkbox"/> | Program Ad Sales              |
| <input type="checkbox"/> | Scrip Assistant*              |
| <input type="checkbox"/> | Social Events*                |
| <input type="checkbox"/> | Wardrobe Rehearsal Checks*    |

### Gala:

- |                          |                                    |
|--------------------------|------------------------------------|
| <input type="checkbox"/> | Planning Committee                 |
| <input type="checkbox"/> | Auction Item Donation/Solicitation |
| <input type="checkbox"/> | Event Volunteer                    |

### Parent Association Leadership Positions Needed:

- |                          |                           |                          |                      |
|--------------------------|---------------------------|--------------------------|----------------------|
| <input type="checkbox"/> | Box Office Manager*       | <input type="checkbox"/> | Chaperone Leads*     |
| <input type="checkbox"/> | Wardrobe Manager (Youth)* | <input type="checkbox"/> | CD/DVD Sales Manager |
| <input type="checkbox"/> | Merchandise Manager*      |                          |                      |

**\*NOTE:** Background checks are **REQUIRED** for positions involving direct chorister interaction. To volunteer for these positions, you **MUST** fill out and return the Background Verification Release Form **with a copy of your driver's license.**

## Parent Association Volunteer Position Descriptions 2010-2011

**Chorus Representative:** Three chorus representatives are needed for each chorus. They will take attendance and administratively assist the Choral Director at each Monday evening rehearsal, supervise choristers on breaks and during carline for parent pickup. Ideal for parents who stay during rehearsal.

**Performance Chaperones:** Chaperone at various chorus performances. Various time commitments and venues are available. **This is our greatest need;** we cannot hold performances without many committed chaperones – we usually need at least 3 from each chorus for each performance. During the Meyerson performances, the chaperones do have reserved seats and are able to see and hear their child sing.

**Emergency Response Team:** Nurses and doctors are needed for this team to provide first response support of the singers if there should be an incident during a concert.

**Audition Volunteers:** Assist with auditions during several Saturdays, Sundays and Mondays in the spring

**Business Office Volunteers:** Assist with a variety of chorus office needs, including mailings and filing

**CD/DVD Sales:** Assist the CD/DVD Manager with the sale of CD/DVD's at the Meyerson concerts

**Concert Ticket Sales:** Assist the Box Office Manager with the sale of tickets during Monday rehearsals and at the performances

**Development/Public Relations:** Assist chorus office staff with various PR opportunities for CCGD

**Merchandise Sales at Concerts:** Assist with the sale and distribution of merchandise

**Music Library:** Assist with the filing, numbering and stamping of choral music in the chorus office

**Poinsettia Distribution:** Assist with the distribution of poinsettias during the poinsettia fundraiser

**Program Ad Sales:** Assist with the sale of ads in the concert programs three times a year

**Scrip Assistant:** Assist with the sale and distribution of scrip for the Scrip Fundraiser during the entire year

**Social Events:** Assist with social events for the choristers

**Wardrobe Rehearsal Checks:** Assist the wardrobe manager with concert attire inspections one week in fall

**2011 GALA VOLUNTEERS:** February 27, 2011 "Cause for Song" Gala needs one-time event day volunteers as well as committee members to assist with event planning and auction item procurement

**PARENT ASSOCIATION LEADERSHIP POSITIONS** - These positions are generally filled through appointment or succession of interested persons. Ideally, interest is expressed during current year for the next year.

**Co-Presidency:** Two persons share a Co-Presidency, with one for the 4 children's choruses and one for the 2 youth choruses. These positions provide overall guidance, direction and support to the parent association leadership and members and represent the Parent Association with the Board of Directors. – **Positions are filled for 2010-2011**

**Company Manager:** Solicits, guides, directs and supports volunteers for the Parent Association and chorus office. – **Position filled for 2010-2011**

**Box Office Manager:** Manages Meyerson concert ticket sales

**CD/DVD Sales Manager:** Coordinates the CD/DVD orders and their distribution

**Chaperone Lead (one per chorus):** Recruits, instructs and supports performance chaperones under guidance of Company Manager.

**Merchandise Manager:** Manages the sale, distribution, purchasing and inventory of chorus merchandise

**Poinsettia Sales Manager:** Coordinates the sale and distribution of poinsettias for the poinsettia fundraiser.

**Position filled for 2010-2011**

**Social Events Manager:** Plans and coordinates chorister social events for the Parent Association. **Position filled for 2010-2011**

**Scrip Manager** – Coordinates the sale and distribution of Scrip. **Position filled for 2010-2011**

**Wardrobe Manager (Children's Choruses):** Manages the sale, distribution, purchasing and inventory of dresses for the 4 children's choruses. **Position filled for 2010-2011**

**Wardrobe Manager (Youth Choruses):** Manages the sale, distribution, purchasing and inventory of dresses for the two youth choruses.