

# PARENT ASSOCIATION VOLUNTEER PREFERENCE FORM FOR 2011-2012

Parents' Names: \_\_\_\_\_

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

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

## WELCOME TO THE CCGD PARENT ASSOCIATION

Congratulations, you are now a member of the CCGD Parent Association! CCGD depends on the Parent Association to provide support at performances, rehearsals, and other events. **All parents are strongly encouraged to volunteer for one or more of the volunteer opportunities listed below.** Time commitments range from a one-time, two-hour commitment to several hours throughout the season. *Regardless of other interests, please consider volunteering to chaperone one or more concerts. You will be able to see your child sing.*

Are you comfortable using a computer?  Yes  No

Indicate the software programs you are comfortable using:  email  spreadsheet  word processing

Do you have hours available during:  daytime only  evening only  either

- See reverse side for brief descriptions.
- Indicate with initials one or more volunteer opportunities that interest you or your spouse.

Thank you for volunteering! Your support makes CCGD a wonderful experience for everyone!

<input type="checkbox"/>	Chorus Representative*	<input type="checkbox"/>	Development/Public Relations
<input type="checkbox"/>	Performance Chaperone*	<input type="checkbox"/>	Music Library
<input type="checkbox"/>	Emergency Response Team*	<input type="checkbox"/>	Poinsettia Distribution
<input type="checkbox"/>	Audition Volunteer*	<input type="checkbox"/>	Scrip Assistant*
<input type="checkbox"/>	Business Office Volunteer	<input type="checkbox"/>	Social Events*
<input type="checkbox"/>	CD/DVD Sales at concerts	<input type="checkbox"/>	Concert Attire Rehearsal Checks*
<input type="checkbox"/>	Concert Ticket Sales Support		

### Gala:

Gala Committee – Please see attached flier for details and to indicate specific areas of interest

### Parent Association Leadership Positions Needed:

<input type="checkbox"/>	Chaperone Leads*	<input type="checkbox"/>	Program Ad Manager
<input type="checkbox"/>	Concert Attire Manager (WYC & YC)*	<input type="checkbox"/>	Scrip 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 2011-2012

**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 carpool line for parent pickup. *Ideal for parents who stay during rehearsal*

**Performance Chaperones:** Chaperone at one or more chorus performances. Various time commitments and venues are available. **This is our greatest need.** We need at least 3 chaperones from each chorus for each performance. *During the Meyerson performances, chaperones 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. *During the Meyerson performances, the ERT have reserved seats and are able to see and hear their child sing.*

**Audition Volunteers:** Assist with auditions on a Saturday, Sunday or Monday in the spring

**Business Office Volunteers:** Assist with various chorus office needs on an ad hoc basis, such as mailings and filing

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

**Concert Ticket Sales Support:** Assist the Box Office Manager with the sale of tickets during one or two Monday night rehearsals prior to a performance and/or the night of performances

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

**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

**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

**Concert Attire Rehearsal Checks:** Assist the concert attire manager with concert attire inspections in the fall

**2012 GALA VOLUNTEERS:** Please complete the attached flier

**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 2011-2012

**Company Manager:** Solicits, guides, directs and supports volunteers for the Parent Association and chorus office. Position filled for 2011-2012

**CD/DVD Sales Manager:** Coordinates the CD/DVD orders and their distribution. Position filled for 2011-2012

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

**Concert Attire Manager (Children's Choruses):** Manages the sale, distribution, purchasing and inventory of dresses for the 4 children's choruses. Position filled for 2011-2012

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

**Merchandise Manager:** Manages the sale, distribution, purchasing and inventory of chorus merchandise. Position filled for 2011-2012

**Poinsettia Sales Manager:** Coordinates the sale and distribution of poinsettias for the poinsettia fundraiser. Position filled for 2010-2011

**Program Ad Manager:** Encourages parents to purchase an ad to recognize their singer or show their business' support.

**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.