

Edison Choral Guild

Parent Volunteer Form

Parent Name: _____

Parent Email/Phone: _____

Student Name: _____

Whether you can help a lot or a little, please mark each of the volunteer activities that interest you in any of the areas listed below. Descriptions of committee chair positions are attached.

Committee Chair

(A committee chair takes charge of either a specific area of need or a chorus event and may lead a committee of parent volunteers to get the job done.)

- Fundraising (Kay Wylie)
- Tag Day (Wendy Lockard)
- Retreat (this year – Lisa Bevenour)
- Retreat (next year)
- Uniforms
- Volunteer Coordinator
- Food & Concessions
- Ticket Sales
- Night On Broadway (Kay Wylie)
- Pyramid Concert
- District Performance Assessment
- Solo & Ensemble Festival
- Choir-For-A-Day
- Spring Trip
- Drama Dinner
- Edison's Got Talent
- Choral Awards Picnic

Other Volunteer Positions

- Set-up for events
- Take-down for events
- Event Photographer
- Event Videographer
- Prepare food
- Sell Concessions
- Create/Procure Decorations
- Chaperone field trips
- Create advertisements
- Drive students as needed
- Uniform alterations

Basic Availability

- During the school day
- Afternoons (2:30 – 5:00)
- Evenings
- Saturdays

Committee Chair Descriptions

Fundraising - Sales

Oversee EHS Choir's 2 Traditional Fundraisers:

Claire's Gourmet Foods Fundraiser – *October/November*

Schedule appropriate timeline for selling/ordering/distribution of orders, tally orders and place complete order. Organize adult volunteers to help with distribution of orders.

Election Day Donuts Fundraiser – *morning of Election Day in November*

Schedule the event at Bush Hill and possibly other locations, coordinate procurement of donuts, coordinate set-up, make sure enough volunteers are signed up to work.

Explore and implement other fundraising programs, including, but not limited to a **Choral Patrons Program** (wherein people donate to the chorus department to become a choral patron and then receive specified incentives).

Tag Day – *a Saturday in September*

Organize Tag Day by updating the tag, dividing up maps/creating routes, providing lunch, and getting parent drivers and student volunteers.

Retreat (next school year) – *planning is in May/June and the week before school begins*

Meet with a Mrs. Henderson to organize logistics, including location of retreat, meals, and travel arrangements.

Uniforms – *most volunteer time spent at beginning and end of school year*

Help with uniform fittings, then place order for all new dresses and tuxedos. Keep wardrobe rack organized and maintain accurate record of uniform assignments. Make note of alteration/repair needs. Pick-up/drop-off all uniforms at tailor for hemming and alterations. Make sure all rented uniforms are cleaned before summer storage. Be in the choir room to check each student's uniform before each major concert, and fix last-minute uniform problems.

Volunteer Coordinator – *for all events that happen throughout the school year*

Using email, phone calls, and/or an online volunteer scheduling program, make sure volunteers are scheduled to help out at each event. This person is called upon by Mrs. Henderson and other committee chairs to make sure there are volunteers signed-up to help at each major chorus event, including Night on Broadway, the Pyramid Concert, all other choir concerts, Choir-For-A-Day, District Performance Assessment, Solo/Ensemble Festival, Edison's Got Talent, and the Choral Awards Picnic.

Food & Concessions - *at all concerts and events*

Procure food needed for students at the Retreat, Choir-For-A-Day, the Choral Awards Picnic, and other events as necessary.

Keep inventory of concessions and procure needed concessions before each event. Assume responsibility for the security of cash boxes at the concessions table.

Organize a post-concert reception for students and audience members at the Winter and Spring concerts.

Ticket Sales – *at selected events*

Coordinate ticket sales for Night on Broadway (November), Choir-For-A-Day (January), and Edison's Got Talent (June) including at lunches, at the door, and online ticket orders.

Night on Broadway – *October*

Oversee a committee that takes care of advertising, decorations, procuring and serving desserts, coordinating student workers, and getting flower donations.

Pyramid Concert – *January*

Coordinate with Mrs. Henderson and feeder schools regarding information about dinner, arrival at the high school, warm-up times, and performance time.

District Performance Assessment – *February/March*

**We do not have this responsibility every year, but we are scheduled for 2013-2014.*

Oversee a committee to organize logistics, schedule and oversee student workers, prepare a hospitality room with food for directors and judges, record scores from performances.

Solo & Ensemble Festival – *March/April*

Oversee a committee to organize logistics, schedule and oversee student workers, prepare a hospitality room with food for directors and judges, record scores from performances.

Choir-For-A-Day – *Late January/Early February*

Coordinate advertising at the middle schools and high school, all meals (with the Food & Concessions Chair), and set-up and clean-up (with the Volunteer Coordinator).

Spring Trip – *planning takes place in January – early March*

In consultation with Mrs. Henderson, plans the meals for students attending the trip. This may include making group dinner reservations, packing coolers of snacks and lunch and/or breakfast foods, etc.

Drama Dinner – *Potentially for the Spring Musical*

Oversee a committee to organize theme and logistics, including food preparation and serving, decorations, music, advertising, and ticket sales.

Edison's Got Talent – *March – June, event takes place in early June*

Meet with committee (includes students and adults) to organize student workers, find judges, prepare score sheets, advertising, ticket sales (with Ticket Sales Chair), decorations, and programs.

Choral Awards Picnic - *June*

Organize logistics, including location of picnic, food (with Food & Concessions Chair), advertising, and outdoor activities.