



**ASCYO
Volunteer Form
2017-2018**

"I always wondered why somebody didn't do something about that. Then I realized I was somebody." Joyce Flaughter

Welcome to ASCYO. Like so many groups, we depend almost entirely on parent volunteers to do the work that makes our rehearsals and concerts a reality. Therefore, to share the load, we ask that each family make a commitment to support your child by volunteering. The work we need to do is listed below. If we each select one job (or more) that fit our time, talent and energy, we will make light work of it. We know you are already busy, we all are. Rather than looking upon this as an imposition, see it as an opportunity. ASCYO is made up of families who have joined together in an effort to improve the lives of our children and make the world a better place. There is no pool of employees to draw from. It is us.

Name: _____
Phone: _____
Email: _____

Please initial one of the boxes below. :

- _____ I am not able to perform any of the tasks listed below. I understand that I will be asked to volunteer at rehearsals and/or concerts throughout the year, and I commit to making myself available.
- _____ I am happy to volunteer to perform any the tasks I've listed below. I understand that some jobs only require one person, and if my preferred job is taken, I am willing to volunteer in other areas as indicated
- _____ Please let me know which jobs remain unfilled and I will accept that job.

_____ **Volunteer Coordinator:**
Recruit, organize and commission volunteers, in cooperation with the board of directors, ensuring that the burden of the orchestra is fairly distributed and that people who are interested in helping are not overlooked.

_____ **Music Librarian and helpers:**
The librarians are responsible for making copies of the music needed by each group for rehearsals, collecting music at the end of each season and filing away in cabinets.

_____ **Group Manager for one of the ensembles**
Each group needs a parent manager that will be responsible for Tuesday night practice set ups (chairs and music stands), tear downs, clean up and concert night preparations, recording attendance, distribution of snacks, and communications via email when necessary with the group members

- _____ Youth Orchestra _____ Symphonic Band
- _____ Chamber Orchestra _____ Beginning Band
- _____ Prep Orchestra

"It is one of the most beautiful compensations of this life
that no man can sincerely try to help another without helping himself."
Ralph Waldo Emerson

_____ **Concert equipment movers:**

Each concert away from DUMC requires the pickup, delivery and return of music stands, percussion instruments and other items in a moving truck. Typically the truck is at the church at 3pm the day of the concert for pickup and then delivery to the concert venue for unloading. The equipment is then reloaded after the concert and returned to the church that evening. It takes 3-4 people 45 minutes to comfortably load and unload the truck at each end and one person to be responsible for renting the U-Haul truck and driving it. The driver typically is responsible for having the list of equipment needed and coordinating the movers from a list of available volunteers.

_____ **Rehearsal night coordinators:**

There needs to be a person that is the overall rehearsal night coordinator that is at the church from beginning to end that will unlock the door at 6pm and lock the door once the facility has been organized and cleaned of trash and lights off (approximately 9pm). This can be done by several volunteers that take turns and coordinate a schedule amongst themselves.

_____ **Instrument tracking:**

The orchestra owns a number of instruments that require tracking. Some are located at the church, others are loaned out to youth for use. Occasionally, an instrument needs to be sent to a local instrument shop for repair. The percussion instruments are moved from venue to venue and also require a level of care and organizing.

_____ **Concert Programs:**

A program is prepared for each concert series. Several components need to come together in a timely way for the program to be ready for printing. These include: senior bios, program notes, information about musical compositions, business ads and personal ads from orchestra members, acknowledgement of donors, concert venues, etc. We need volunteers to work on all parts of the program, as well as one central organizer.

_____ **Concert program ad organizer:**

ASCYO raises considerable funds by selling ads for the concert program. This includes both business ads and personal ads collected from orchestra members. We need a coordinator to contact our regular advertisers, as well as to seek out new opportunities. (Note: we ask every member to check with local businesses they frequent to solicit additional advertising, using our established advertising form.)

_____ **Board of Directors:**

The board of ASCYO meets once a month to discuss the operational needs and conduct the business of the orchestra. Parents are needed to fill various positions, including officers and members at large. The board, which includes the music directors, is the driving force that keeps ASCYO moving forward. It is collaborative, cooperative and devoted to ASCYO's success. If you are interested, you are welcome to attend a meeting.

_____ **Fundraising Coordinator:**

Fundraisers are critical to the success of ASCYO. In the past we have sold Pampered Chef and Market Basket foods. This year we've added several local restaurants that are willing to hold a fund raising night for ASCYO, which will require advertising. We are open to other ideas such as car-washes and flea markets, also.

_____ **Publicity:**

Much of our challenge is creating awareness of ASCYO in the local community. There are many opportunities to create awareness: in our local schools, through use of community ads in local papers, posters in local music shops and other businesses, and with local instructors.

_____ **Grant writing**

Apply for grants that would help to fund ASCYO. Many of these grants do not require extensive experience and utilize simple applications.

_____ **Audition Chaperones:**

Be present on two audition nights in late August to greet and direct musicians to the proper area. Set up audition areas and clean up afterwards.