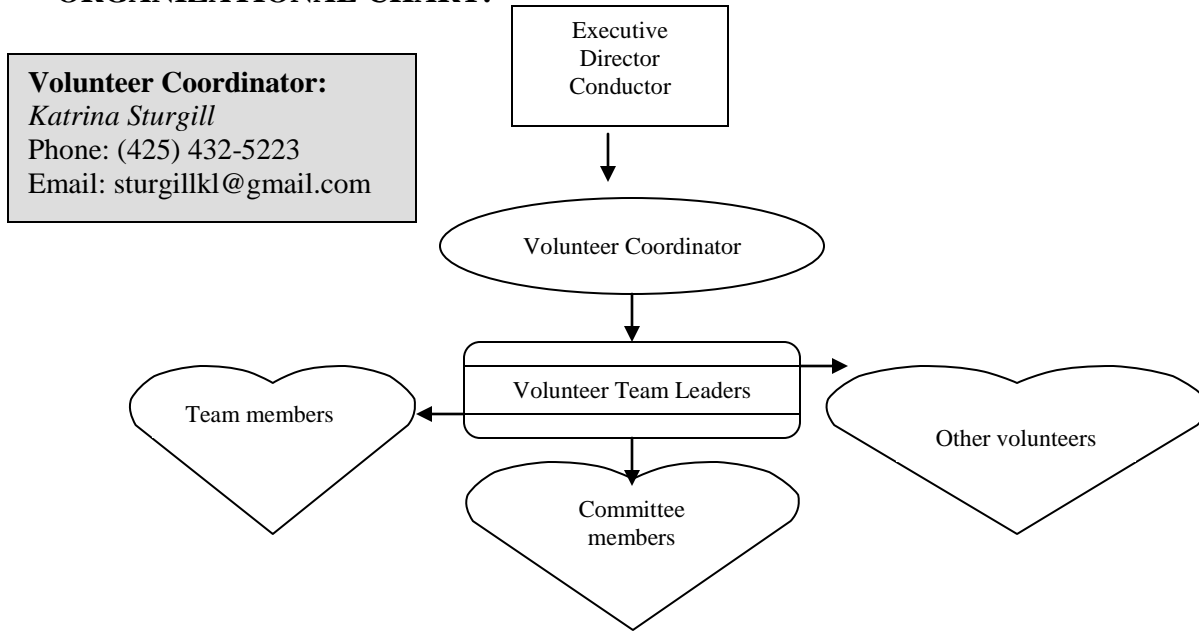


# Volunteering with the MVYSO

## ORGANIZATIONAL CHART:



## JOBS

### *Volunteer Maintenance Coordinator*

- Assist volunteer Coordinator with gathering and maintaining volunteer information. Send reminder emails and phone calls for volunteer jobs. Help maintain volunteer calendar.

### *Music Library*

- Music Library Lead – Organize music library team. Set up days to sort. Coordinate with conductor on retrieving music and getting it to and/or from the archives at the 4 Corners Key Bank and Taylor Creek Church. *(Time commitment: 2 hours per trimester – usually during rehearsals. Report to Conductor or Volunteer Coordinator)*
- Library Team- sort music on turn in days. File in score order into file packets. Prepare for filing in archives or at Taylor Creek *(Time commitment: 2 hours per trimester – usually during rehearsals on music turn in days. Usually once per trimester. Report to Library Lead.)*
- Data Base Manager- Maintain and update excel file of music owned by MVYSO and where it is stored. *(Time commitment: 2 hours per trimester – usually during rehearsals. Report to Library Lead.)*

### *Copy Helper (one per group is ideal):*

Check in with conductor after rehearsals to see if there is anything needing to be copied and prepared for next rehearsal. Make copies at UPS Store at Four Corners in Maple Valley (use MVYSO copy card). Have copies at rehearsal 15 minutes before next rehearsal. *(Time commitment: Approx 3 hours per trimester on your own time. Report to Conductor.)*

***Membership Coordinator:***

The membership coordinator will periodically audit the membership book to ensure all forms are filled out properly, make calls if forms need to be completed, and make forms available to people who need them. Track missing/completed paperwork. (*Approx. 1-2 hours per trimester during rehearsal or on your own time. Report to Executive Director*)

***Rehearsal Receptionist Attendance (at least one per group needed – subs welcome!):***

Arrive to rehearsal 15 minutes early. Be present at the sign in table, greet students, handout any necessary music or communications. Maintain student checked in list. Call students who are missing from rehearsal after the first 15 minutes of rehearsal and have not filled out an online Absence Form for that date. Then, record student's reason for missing rehearsal. Remind student they must fill out an Absence Form and turn it in at the next rehearsal.

*\*Note: Please find someone to cover if you are unable to attend a rehearsal. (Time Commitment: 30 min per rehearsal on rehearsal nights. Report to Volunteer coordinator)*

***Right Hand Person (one per group needed – subs welcome):***

Stay for the first 30 minutes of rehearsal and assist conductor with tasks such as handing out music to students who are missing music. Help conductor and students settle into rehearsal. Assist conductor with tasks that take away focus from rehearsal.

*\*Note: Please find someone to cover if you are unable to attend a rehearsal. (Time Commitment: 30 min per rehearsal on rehearsal nights. Report to Volunteer coordinator)*

***Chairs and Equipment Sergeant (one needed at 9:00 p.m. each rehearsal):***

- Lead – Coordinate team members and schedule chairs and equipment sergeants at each rehearsal. (*Time commitment 1-2 hours per trimester for coordinating plus 15 min per rehearsal you help with. Report to Volunteer Coordinator*)
- Team - Assist and supervise students in putting away chairs and equipment, picking up trash and pencils. (*Time Commitment: 15 min per rehearsal you help with. Report to Lead*)

*\*Note: Please find someone to cover if you are unable to attend a rehearsal.*

***Door Checker (One Symphony/ One Philharmonia):***

- Lead – Coordinate team members and schedule a door checker at each rehearsal for Symphony and Debut rehearsals. (*Time commitment 1-2 hours per trimester for coordinating plus 15 min per rehearsal you help with. Report to Volunteer Coordinator*)
- Team – On your night, check all outside doors to TCC to make sure that they are closed and locked immediately following each rehearsal. (*Time commitment: 15 min per rehearsal that you help with*)

***MVYSO Photographer (one per group would be ideal):***

Take pictures at MVYSO events. Assist Executive Director in maintaining photo albums on website. Put together end of year slide show and burn CD's for each student (MVYSO will cover cost). (*Time Commitment: 3-5 hours per season. Report to Volunteer Coordinator*)

***MVYSO Videographer (one per group would be ideal):***

Video record performances and special events, edit and polish up videos. Post on YouTube as appropriate and approved by MVYSO Board. (*Time Commitment: 3-5 hours per season. Report to Volunteer Coordinator.*)

## TEAMS

### ***Publicity Team:***

**Lead:** Will help organize and “dispatch” Publicity Team as needed by the MVYSO. This may include coordination by phone, meeting, or email.

**Members:** of the publicity team may be student or parent members. Publicity team members assist the Executive Director in getting information out into the community about upcoming MVYSO events. This may include but is not limited to posting flyers in the community, handing out postcards, assisting with press releases, looking for new and creative ways to publicize the MVYSO. Publicity materials are broken into territory packets so that you may take a “territory” close to your home. *(Time commitment: Approx 3 hours per trimester mostly on your own time. report to team Lead)*

### ***Hospitality Team***

**Lead:** Will coordinate hospitality team members as needed by the MVYSO. This may include coordinating via email, phone, or meeting. Team lead will also keep track of hospitality needs such as paper goods, table cloths, etc. Hospitality team lead may also shop for and be reimbursed by the MVYSO for hospitality needs such as punch making supplies, paper goods, etc.

**Members:** of the hospitality team should be parent members. Hospitality team sets up and organizes receptions for MVYSO concerts. This may include, but is not limited to: setting up tables, making MVYSO punch, deciding theme and décor, purchasing (to be reimbursed) table cloths and paper goods, flowers, and clean up. *(Time commitment: Approx. 2 hours per event. Report to team Lead)*

### ***Road Crew Team:***

**Lead:** Will coordinate road crew members to help with MVYSO needs as directed by Executive Director, Conductor, or Volunteer Coordinator. Coordination may happen via email, phone, or in person.

**Members:** of the road crew team are our logistics heroes! Road crew members haul our stands and equipment from wherever they are stored to whatever performance venue the MVYSO will be playing. Road crew members may also help set up our performance area including setting up chairs, tent, stands, etc. Road crew members also help with hauling our equipment back to its storage area. Please indicate whether or not you are able to tow MVYSO’s 16’ equipment trailer. Members of the Road Crew team may also be loaders and unloaders of the trailer without any towing capabilities. *(Approximate time commitment: 1-2 hours per event. Report to Team Lead)*

# FUNDRAISING JOBS

## ***Magical Night Of Giving Fundraiser Lead (October):***

The Magical Night of Giving Fundraiser lead will coordinate the MNOG Fundraiser including picking up tickets from Supermall, distributing tickets to students, tracking student sales, tracking fundraising income, and collecting funds raised from students. *(Approximate time commitment: 5 hours mostly on your own time. Report to Executive Director)*

## ***Taco Time Fundraiser Lead (January):***

The Taco Time Fundraiser lead will coordinate the Taco Time Fundraiser including picking up coupons from Taco Time coupons from Taco Time Corporate Office, distributing them to students, tracking student sales, tracking fundraising income, and collecting funds raised from students. *(Approximate time commitment: 5 hours mostly on your own time. Report to Executive Director)*

## ***The Ball Team (Late October – February):***

Members of the Waltz Gala Team may be parent or student members. Waltz Gala Team members are responsible for putting together the Waltz Gala Ball and Silent Auction including procurement, decorating, set up, staffing, publicity, etc.

## ***Letter Writing Campaign Assistant (March-May):***

The Letter Writing Campaign Assistant will assist the Executive Director in putting together all letter writing materials which may include photo copying, putting mailing labels on envelopes, etc. The assistant will also help with the letter writing party (see MVYSO season schedule), mailing of the letters, and tracking of funds raised by each student. *(Approximate time commitment: 5-8 hours, mostly on your own time. Report to Executive Director)*

## ***Grant Researcher:***

Research Grants and recommend Grants Opportunities to Executive Director. May include internet research, word of mouth, phone calling. May assist Executive Director in writing grants if comfortable with grant writing. *(Approximate time commitment: 2-5 hours per trimester. Report to Executive Director)*

## ***Corporate Sponsorship Researcher:***

Research Corporate Sponsorships and requirements for them. May include internet research, word of mouth, phone calling, or visiting. Assist Executive Director in applying for corporate sponsorships. *(Approximate time commitment: 2-5 hours over course of the season. Report to Executive Director)*

## ***Things everyone can do to help raise funds for MVYSO***

- When you are at a store or restaurant that you frequent, talk with the manager and ask for a gift card or item donation for our silent auction at the ball.
- Ask your boss to sponsor the MVYSO
- If you're the boss, consider having your business sponsor the MVYSO

- If you frequent a business, ask the business about becoming an MVYSO sponsor
- Participate in MVYSO fundraising events
- Invite some friends to the ball and have a blast while supporting the MVYSO

## **One Time Jobs Needed Season 2012-2013**

### ***Disneyland Chaperones – (April 1 – 5, 2013)***

Based on Application process. One Chaperone per 10 students attending needed. Will travel with the MVYSO on the Disneyland. Will share a room with MVYSO students. Must be willing to do WSP Background Check. All chaperones must pay their own way on the trip. Funds raised by Student (within family) may be used toward chaperone costs if student raises funds over and above the cost of the trip for him or herself.

### ***Conductor's Podium Builder (ASAP)***

We tried to purchase a conductor's podium online and it was a disaster! It wasn't what they had advertised. We have the PDF instructions for the podium, but we need to figure out a way to make it portable. The one we purchased was not only missing parts, but was not portable, and didn't give enough height. It's going back to the factory! MVYSO will pay for building supplies – or we'll gladly issue you a donation receipt for supplies you donate or procure (local hardware & lumber stores may be willing to donate some supplies.).