

Volunteer Requirements

Spring Performance Volunteer Requirements

The Spring Gala shows require a minimum of 12 hours of volunteer time to be performed by the family members or the dancer themselves. Listed below are the volunteer efforts needed for the remainder of the school programs that will qualify for this requirement. We realize that some parents can provide more assistance than others, but we need everyone's contribution.

VOLUNTEER JOB	REPORTS TO	LOCATION	DUTIES	Due Dates/Hours	Total Hour Volunteer Credit
Technical Volunteer Coordinator	Alexi	All productions	Oversee volunteer staff, confirm and schedule volunteers, coordinate duties with Alexi	Now through June 18 th	
Administrative Volunteer Coordinator	Lori	All productions	Oversee volunteer staff, confirm and schedule projects with volunteers, coordinate duties with Lori	Now through June 18 th	
Stage Right Technician	TVC	MVCPA	**** Assist in laying Marley floor Abilities required: ability to lift 50 lbs, and work on hands and knees to lay floor	** 6/2 10 am to 10 pm	
Stage Left Technician	TVC	MVCPA	**** Assist in laying Marley floor Abilities required: ability to lift 50 lbs, and work on hands and knees to lay floor	** 6/2 10 am to 10 pm	
Sound Operator	TVC	MVCPA	**** Assist in laying Marley floor Abilities required: ability to lift 50 lbs, and work on hands and knees to lay floor	** 6/2 10 am to 10 pm	
Sound Operator	TVC	Sequoias	**** Assist in laying Marley floor Abilities required: ability to lift 50 lbs, and work on hands and knees to lay floor	** 4/25 10 am – 9 pm	
Tech Crew – Marley	TVC	Sequoias	Assist in laying Marley Floor		
Chaperone	TVC	Sequoias		2 – 8 pm	
Costume creation volunteer	Courtney Tan	All productions			
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Greeter/Distribute	AVC	MVCPA	Greet potential	5:30 to 7 pm	

program			clients, tell them about school	6/2/08	
Flower coordinator	AVC	MVCPA	Distribute ordered flowers	5:30 to 7 pm 6/2/08	Mrs. McFarlane
Poster Distribution	AVC	MVCPA	Distribute posters in community	March – June	6 – 8 hours
Poster Distribution	AVC	MVCPA	Distribute at least 30 posters in community	March – June	6 – 8 hours
Poster Distribution	AVC	MVCPA	Distribute at least 30 posters in community	March – June	6 – 8 hours
Poster Distribution	AVC	MVCPA	Distribute at least 5 posters in community	March – June	1 hour
Program Ad Sales	AVC	MVCPA	Obtain 5 program ad sales for the program	March – June	6 – 8 hours
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MVCPA Lobby bulletin board decorate	AVC	MVCPA	Put up information about school on the MVCPA bulletin board	b/t 1 – 5 pm on 6/2	1 hour
Banners in Mountain View	AVC	MVCPA	Coordinate the posting of the school's banner in Mountain View, get banner updated, get dates approved, take banner to city	To be posted in May prior to show	2 – 4 hours
General cleanup day at Western Ballet	AVC	Studio	To be announced—cleaning, organizing	b/t Mar/Apri	4 hours
General cleanup day at Western Ballet	AVC	Studio	To be announced—cleaning, organizing	b/t Mar/Apri	4 hours
General cleanup day at Western Ballet	AVC	Studio	To be announced—cleaning, organizing	b/t Mar/Apri	4 hours
Installation of new speakers in Studio 1	TVC	Studio 1	Replace defective speakers in Studio 1 with donated ones	Before 4/25	TBD