

Volunteer Requirements Spring Performance Volunteer Requirements

The Spring Gala shows require a minimum of 12 hours of volunteer time per student to be performed by the family members or the dancer themselves. Listed below are some of 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
Stage Right Technician	Robin Ching	MVCPA	Assist in laying Marley floor	** 6/4 11 am to 9 pm	
Stage Left Technician	Robin Ching	MVCPA	Assist in laying Marley floor	** 6/4 11 am to 9 pm	
Sound Operator	Robin Ching	MVCPA	****Operate CD player Assist in laying Marley floor	** 6/4 11 am to 9 pm	
Sound Operator	Robin Ching	Sequoias	****Operate CD player. Assist in laying Marley floor	** 4/17 1 – 9 pm	
Sound Operator	Robin Ching	BANDW	Operate CD player during BANDW performance at Western Ballet	4/25 1pm – 4:30 pm	
Assorted BANDW Volunteers	Robin Ching	BANDW	Studio set up, check in dance groups, clean up, etc.	4/25 1 pm – 4:30 pm	
Tech Crew – Marley	Robin Ching	Sequoias	Assist in laying Marley Floor	4/17	
Chaperone	Robin Ching	Sequoias		4/17 2 – 8 pm	
Chaperone	Robin Ching	MVCPA		6/4 various times from 12 – 7 pm	
Costume creation volunteer	Courtney Tan	All productions			
Greeter/Put up lobby display at MVCPA	Robin Ching	MVCPA	Greet potential clients, tell them about school, set up lobby display	5:30 to 7 pm 6/4	1.5 hours
Flower coordinator	Robin Ching	MVCPA	Distribute ordered flowers	5:30 to 7 pm 6/4	
Poster Distribution	Robin Ching	MVCPA	Distribute posters in community	March – June	6 – 8 hours
Program Ad Sales Coordinator(s)	Robin Ching	N/A	Coordinate program ad sales for the program	March – June	TBD
Program Ad Sales	Program Ad Sales Coordinator	N/A	Obtain program ad sales for the program from local businesses	March – June	TBD

Program Ad Creation & Layout	Robin Ching	N/A	Photoshop creation of ads, layout of ads for program	March – May	TBD
MVCPA Lobby bulletin board decorate	Robin Ching	MVCPA	Put up information about school on the MVCPA bulletin board	b/t 1 – 5 pm on 6/4	1 hour
Library Storytelling	Mary Heeney & Marianne Tedone	Local Libraries & Children's Discovery Museum	Transport dancers to performance location, lay & take up Marley at museum	TBD	TBD
General cleanup day at Western Ballet	Robin Zeleznik	Studio	To be announced—cleaning, organizing	b/t Mar/April	4 hours

How to volunteer:

There are 3 ways to volunteer:

1. Fill out the volunteer form on the Western Ballet web site (<http://westernballet.org/supportwb/volunteeropportunities.html>),
2. Fill out the form below and email it to volunteer@westernballet.org, or
3. Deliver your hard copy form to the Western Ballet Office.

Volunteer forms are due on March 13.

How to submit volunteer time:

There are volunteer timesheets located in the clear plastic bin next to the Teachers' Room. Please record your time on these sheets as it occurs and turn in the total by June 15.

Unable to volunteer?

If you are unable to fulfill duties as a volunteer by the June 4 performance, the volunteer fee of \$100 will be charged as part of the participation fee.

Volunteer Form – Due 3/13/09

Email completed form to volunteer@westernballet.org or deliver your hard copy to the Western Ballet Office.

Student's Name: _____

Your Name _____

Email: _____

Phone: _____

I would like to volunteer for the following duties to complete my 12 hours of volunteer time for the Spring Gala:
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CHOICE	JOB	My availability	HOURS
1 ST :			
2 ND :			
3 RD :			
Total Hours:			

Please describe your skill sets:

Special interests:

Is there any other information we need to know that can help us assign you to the best task?