## NCA VOLUNTEERS <br> COMPLETE AND RETURN BY 9/1/06

In order for any organization to run smoothly, volunteers are needed. (grandparents, aunts, uncles, older siblings, neighbors and friends are always welcome) Please check any and all areas you would be willing to assist. Checking doesn't commit you to a specific task, but lets us know your areas of interest. The committee chair (which could be you!) will call volunteers for specific jobs and dates.

Name: $\qquad$ Your Student's Name: $\qquad$
Daytime phone: $\qquad$ Evening Phone: $\qquad$ E-Mail: $\qquad$

## DRIVER

We need someone with the ability to tow the trailer to competitions. Expenses will be reimbursed through NCA.
$\qquad$ Vehicle capable of towing Show Choir trailer

## CONCERTS (September, December and May)

$\qquad$ Sell tickets
Pass out programs
Donate cookies Help at cookie reception after concert

## MIDDLE SCHOOL WORKSHOP (October)

All Charisma members are expected to work Friday evening and all day Saturday.

| Chaperone (Friday \& Saturday) | Handle T-shirt order | First Aid |
| :---: | :---: | :---: |
| Help with Registration (Friday) | Donate food for lunch/dinner (Saturday) |  |
| Co-chair the event | Serve lunch/dinner (Saturday) |  |

## JOHNNY APPLESEED FESTIVAL (September)

We share this event with the band and are in charge of Saturday. Proceeds from Saturday go to the entire Choral department. All Show Choir members are expected to assist on Saturday.

| Work the booth | Se up on Friday evening |
| :--- | :--- | :--- |$\quad$ Clean chicken $\quad$ Clean up on Sunday $\quad$ Cook chicken

## HOLIDAYS IN THE COMMONS (December)

The event is in December but preparation begins months before. All Show Choir members are expected to assist with decorating the commons and auditorium on Saturday before the event.

|  | Donate decorations <br> Help coordinate food | Help decorate on Saturday <br> Serve food on Sunday (we like alumni andle poinsettia sale |
| :--- | :--- | :--- |
| and freshman parents to help here) |  |  |

## COSTUMES (All Year)

Costumes need altered, repaired and sometimes created with parent help.
$\qquad$
Help measuring ___

Help with minor alterations $\qquad$ Handy w/ glue gun I have a Serger and can help __ Hand sewing (buttons, etc)
I can sew and help with larger alterations
(taking in seams, adding darts, etc.)
$\square$ Sewing machine
$\qquad$ Co-chair the event

## MEALS

Coordinate dinner donations and serving during long evening rehearsals.
$\qquad$ Coordinate meal $\qquad$ Donate food for meals $\qquad$ Co-chair the event

## __ Help serve meals

## MUSICAL DINNER (Spring)

This is a new event and requires coordinating a dinner, themed around the spring musical on opening night. Other fundraising opportunities may be coordinated with the dinner.
$\qquad$
$\qquad$ Coordinate other fundraising ideas Coordinate food $\qquad$ Serve food $\qquad$ Co-chair the event

## SNACK BAGS (Competitions)

We provide a snack bag for each singer/dancer, band and crew member before each competition.
$\qquad$ Donate snacks for bags $\qquad$ Donate water for contests $\qquad$ Co-chair the event
__ Put snack bags together

## PARENT SOCIAL (Next Year, Held During the Summer)

$\qquad$ Host/chair the committee

## WEBSITE and PUBLICITY (All Year)

People are needed to provide digital photos and keep the web site updated.
$\qquad$ Keep the web site up-to-date $\qquad$ Provide digital photos for the web site Coordinate email addresses and send announcements to Show Choir families as needed

## DONATIONS (All Year)

Approach businesses for the following items:
$\qquad$ Sponsorships
Ads for Programs $\qquad$ Chair the committee
$\qquad$ Food, paper products, decorations, etc.

## FUNDRAISING (All Year)

We need individuals who will present the different fundraisers to the students, collect money, total orders, deliver products, total sales, create a treasurer report for each fundraiser.
_ Ccrip
Candy sale
Co-chair fundraising

## ALUMNI

| Research alumni/create list | ___ | Prepare mailing for alumni support |
| :--- | :--- | :--- |
| Contact alumni for helping |  |  |$\quad$ Keep alumni informed Chair committee

## FIRST AID

We need volunteers trained in first aid for:

|  | Middle School Workshop $\quad$ Classique | Competitions |
| :--- | :--- | :--- |
| _ Willing to update first aid kit through donations or NCA will reimburse for expenses |  |  |

## TRIP COORDINATOR

Parents are needed to work with the director on potential overnight competitions and trips.
__ Help coordinate parent meetings
___ Coordinate hotel and travel accommodations

## OTHER SKILLS

Please list any other skills you would like to share that have not already been mentioned.
For example:
I am an accountant and can help the treasurer.
I have construction skills, electrical skills, etc.

## 2007 CLASSIQUE

The Classique is our Show Choir Invitational. It will be held on Saturday, February 3, 2007. The plans right now are to have a double invitational. We are planning to use the gym AND the auditorium. We could host up to $30-35+$ in 2007 . The growth and profit potential is great for us, but we need many parents, grandparents, aunts, uncles, alumni and friends to put this together.

This is a huge undertaking and every parent is expected to assist in some way during this weekend.

Name: $\qquad$ Your Student's Name: $\qquad$
Daytime phone: $\qquad$ Evening Phone: $\qquad$ E-Mail: $\qquad$
$\qquad$ Cafeteria (order food, prepare food, coordinate volunteers, oversee money, set up and tear down)
Concessions (maintain food supply, coordinate volunteers, oversee money, set up and tear down)
Trophies (oversee sponsorship, order trophies, pick up trophies, collect money for sponsorships)
Program (computer experience needed, compile school information, layout book, arrange for printer)
Advertisements (approach business for ad purchases)
Judges (oversee judges for the day)
Hospitality (maintain hospitality room for choir directors and bus drivers, order and/or make food, keep food stocked, set up and tear down, work closely with Judges chair)

Students Dinner (determine menu, collects orders, coordinates meal)
Outside Security (oversee school buses and trucks as they arrive, maintain parking lot security)
Inside Security (oversee home rooms \& hallways, oversee entrances into auditorium and back door)
Decorations (purchase decorations, take pictures of rooms, oversee set up and tear down of rooms, work with members before, during and after decorating, work with custodian during clean up)

Tickets (oversee ticket table, prepare complimentary ticket packages, coordinate volunteers for ticket table and back door, oversee money, sell programs)

First Aid (we need at least 2 first aid personnel on staff at all times to service all schools)
Backstage and Timing (oversee getting on and off stage, warm up room, keep schools on schedule, keep back hallway clear, assist with staging as needed, time choirs for judges)

Solo Competition (oversee solo room, volunteers to secure the door, cater to judges needs)
Equipment Storage (work in equipment storage room, assist when equipment is moved, secure room)
Signs (make any signs needed for event, post signs during set up)
Information Booth (maintain personnel at information booth at all times, volunteers report here, assist co-chairs, answer questions)

Co-Chair any of the above areas. We need to continually get new chair people so that we have a consistent flow of new personnel who will be familiar with each area. This ensures the event runs smoothly. Co-chairs need to attend as many monthly meetings as they can, beginning in September.

