



VOLUNTEER FORM

2011 - 2012

Your volunteer involvement with Los Angeles Children's Chorus is greatly needed, deeply appreciated — *and can be wonderfully gratifying!* Please see below for the numerous volunteer roles available. If you have a skill or talent that you would like to share that is not listed below, please let us know! Staff will contact you when your kind assistance is needed. *Thank you!*

Parent Name(s): _____
Please Print

Chorister(s)/Choir(s): _____

What makes a great volunteer?

Find an opportunity that matches your skills, interests, and schedule.
Choose (or create!) a role that you're passionate about.
Be prepared to honor your volunteer commitments.
Have fun!

I / We would be willing to help with/as:

POINSETTIA CAMPAIGN

- Staff "Poinsettia Central" (information and order turn-in station)
- Donate incentive prizes for choristers—MUCH NEEDED!
- Motivate choristers at rehearsals
- Call businesses (some previous customers, some new prospects) to secure plant orders
- Data entry of weekly orders
- Assist with order distribution paperwork
- Off-load & organize plants at PPC on Monday, November 28, 2011, 8:30am-1pm (involves lifting)
- Distribute plant orders at PPC on Monday, November 28, 2pm-8:30pm (4-hour shifts; involves some lifting)
- Distribute plant orders at PPC on Tuesday, November 29, 9:30am-8:30pm (4-hour shifts; involves some lifting)
- Help with van delivery of large orders on Tuesday, November 30 (involves driving or navigating and lifting)

BENEFIT VOLUNTEER — *Benefit date: Friday, March 9, 2012*

- Secure or donate live auction items
- Assist with mailings and/or phone calling
- Assist on the day of the event (set-up, clean-up, check-in, raffle ticket sales, auction spotter/runner, other roles as needed)

CONCERT ASSISTANT — *Winter/Spring/other Concerts*

- Sell tickets during rehearsals
- Sell tickets at the door
- Assist with set-up and break-down of concert spaces (choral risers, stage equipment, chairs)
- Serve as an usher
- Sell CDs/merchandise before and after concerts
- Assist with hospitality (after-concert receptions)

REHEARSAL ASSISTANTS/CHAPERONES

- Serve as rehearsal assistant for my child's choir (once per month)
- Assist with coordinating uniforms for my child's choir
- Serve as a chaperone for concerts
- Serve as a chaperone for choir outings (retreats, outreach events)
- Serve as a chaperone for choir tours

CHOIR PARENT

- Coordinate communication and volunteering among parents of your child's choir
- Assist with choir social events and/or outreach events

VISITING CHOIR HOST

- Host visiting choristers from other children's choirs invited to sing with LACC

OFFICE ASSISTANCE

- Assist in the Chorus office (assemble mailings, data entry, filing, or document shredding)
- Archive LACC historical materials (press, programs, photos, etc.).
- Assist with special events.
- Call fellow LACC parents, alumni parents, and others following fundraising appeals and other communications.

Please let us know what days and times you are available (circle all applicable):

MON, TUES, WED, THURS, FRI, SAT, SUN | MORNING, AFTERNOON, EVENING | SUMMER

SPECIAL SKILLS — *Please check all that apply.*

- Fundraising
- HR/Personnel
- Computer/program proficiency (ex. Microsoft Office, PowerPoint, graphic design, photo editing)
- IT/web design
- Artistic/creative
- Foreign Language fluency: _____
- Translation of materials into foreign languages: _____
- Photography
- Event planning
- Knowledge of office efficiency systems
- Handiwork (assembling furniture, hanging art or shelves, etc.)
- I have a truck or SUV and would be willing to transport items.
- I have office furniture/equipment I would be willing to donate.

If there are other ways that you would like to assist, please let us know in the space below.

THANK YOU!