

Shawnee Mission East Orchestra Boosters

2015-2016 Volunteer Opportunities

Return this form to Orchestra Boosters via Mr. Lane or
mail with membership to Janet Monday

Name: _____ **Email:** _____ **Phone:** _____

Yes,
I can help!

Activity

Description

**Collage Concert -
March 9**

Helen Quarnstrom
The biggest fund-raiser of the year. Chair recruits and coordinates
volunteers. Length of commitment: January to Concert Date (lots
of great documentation and resources to help)

Volunteer - _____
Help with ticket sales, publicity, reception and prizes.

**Solo Festival –
April 30**

Steffanie Stracke
Chair recruits and coordinates volunteers. Length of commitment:
a few weeks before Solo Fest.

Volunteer - _____
Volunteers are needed to assist the morning of the event with
student check-in, assisting judges and serving lunch for judges.

**Field Trips
Dates TBA**

Kari Napier
Chair recruits and coordinates volunteers to ride the buses and
parents to help serve lunch in the orchestra room after the event.
Length of commitment: One week prior to each of 2 field trips - not
complicated!

Volunteer KC Symphony -- _____
Date TBA (3-4 Chaperones needed)

Volunteer Large Ensemble – _____
Date TBA (3-4 Chaperones needed)

Concert Receptions

Julia and Tom Yedo
Recruits and coordinates ushers to help with distributing programs
before the concert and volunteers to help with setting up/serving
the reception before/after the concert.
Length of commitment: One week prior to each concert - mostly
emailing and coordinating the night of the concert.

Fall Concert – Tuesday, October 6 at 7:00 p.m.

Winter Concert – Tuesday, December 8 at 7:00 p.m.

Collage Concert- Wednesday, March 9 at 7:00 p.m.

Spring Concert- Tuesday, May 10 at 7:00 p.m.

	Membership	Janet Monday Chair creates and maintains spreadsheet of orchestra students and their families, including contact information, fee payment and T-shirt sizes; works with Treasurer on fee payments and with T-shirt volunteer for sizing. Length of commitment – on and off for a couple of months at the start of the school year, then briefly throughout the school year.
<input type="checkbox"/>	Publicity	Chair Position Open - _____ Provide information concerning orchestra events to SME Newsletter, Harbinger, newspaper (i.e. "913" section), posters, etc. Length of commitment - periodically throughout the school year - requires good communication skills.
	Picnic Chair	Lisa Tironi Organizes and promotes Back to School picnic in September.
	Orchestra Banquet- May 19	Chair – Angela Smart Coordinates the planning, set up and staffing the year-end celebration. Length of commitment: 3 weeks (mid-April to mid-May). Volunteers will be needed as well.
	Videographer	Tamas Kapros Records and edits video recordings at concerts to post on the Boosters website.
	Senior Photos May TBA	Rachel Meiring Arrange for senior photos and banners at the final spring concert
<input type="checkbox"/>	Senior Flowers – May 10	Position open - _____ Arrange for senior flowers at the final spring concert. Length of commitment - a phone call to order, and then pick-up and distribute flowers prior to concert - so easy!
	Fundraising Chair	Heidi Bennion Recruits Volunteers and coordinates the various Orchestra fundraisers (see following)
	Car Wash Fundraiser August 29	Heidi Bennion Plan and coordinate the car wash fundraiser. Students sell tickets and wash cars. Length of commitment - 2 weeks before event.
	Grocery Store Coupon Books Begins October	Tiffany Flanagan Coordinates and communicates the selling of coupon books by students as a fundraiser for the Spring trip. Purchases books and distributes them to students. Length of commitment is several months but requires very little time involvement.
	Poinsettia Sales Sept - Nov	Diane Levin, Chair Communicates and coordinates the orders and fulfillment of the sale of poinsettias by students as a fundraiser for the Spring trip
<input type="checkbox"/>		Volunteer - _____ Assist with Poinsettia sale, primarily the distribution of plants upon arrival. One evening distribution date in late Nov/early Dec TBA.

T-Shirt Orders

Tash Davis

Coordinates the student design contest for t-shirts. Places order and distributes t-shirts. Length of commitment - sporadic over the first couple of months of school.

WebMaster

Diane Levin

Maintains the SME Orchestra Booster website with up-to-date information. Length of commitment - throughout the school year

**Concert Dress
Uniform Manager**

Dana Snyder, Diane Levin, Kelley Gasperi

Manages the distribution and collection of Orchestra uniforms. Ensures Orchestra policies are being followed by students and parents.



Volunteer - _____

Help one day in August at school to either measure students for uniform order or to help distribute uniforms in September.

Concert Programs

Janet Monday

Creates programs (PowerPoint or printed) for all Orchestra concerts.



**Trip Committee
For 2017**

Position Open – Chair - _____

Position Open – Co-Chair - _____

Position Open – _____

Position Open – _____

Parent Chaperones will be needed. Parents must be willing to pay their own way.

Booster Board Members:

President

Karen Armstrong

President Elect

Laura Wiltfong

Treasurer

Doreen Fiala

Secretary

Tom Olson