



PARENT VOLUNTEER FORM 2011-12

Name(s): _____ Child's last name if different: _____

ESM has a great hard-working faculty, but they are busy with their teaching and own playing commitments. For the special events we hold, we rely on the volunteer help of our parents. Thank you to those who help on a weekly basis setting up & cleaning up the classrooms and to you all for the time and assistance you have donated so far. We will do our best to meet your 1st or 2nd choices, but this will not always be possible. Thank you for your co-operation.

Please fill out the form below with your 1st, 2nd and 3rd choices and return it with your registration form.

# 1 – 3 in order of preference	Event/ Activity	Summary Description	# of people needed	Approximate Time Commitment
	Supergroup Assistance	Assist Ann & teachers with general tasks during Supergroup	3	1-2 hrs, September Supergroup Wednesday night
	Win Concert Rehearsal	General assistance (with Ann & teachers) at the Winter Concert Rehearsal	3	Wed evening of rehearsal 1-2 hrs
	Winter concert	Set-up: - organize refreshments - help teachers where required	6	1 hr in fall/winter just before concert
	Winter concert	Clean-up: - refreshments - auditorium (left-over programs, etc)	6	1 hr in fall/winter after concert
	1 st Orchestra - Family concert	Set-up: - refreshments - help teachers where needed This job is best done by someone in orchestra	2	A Wednesday evening 1 hr before concert approx 5:00 - 6:00
	1 st Orchestra - Family concert	Clean-up: - refreshments - performance space as needed	2	A Wednesday evening 1 hr after concert approx 7:00 - 8:00
	2 nd Family - Orchestra concert	Set-up: - refreshments - help teachers where needed This job is best done by someone in orchestra	2	A Wednesday evening 1 hr before concert approx 5:00 - 6:00
	2 nd Family - Orchestra concert	Clean-up: - refreshments - performance space as needed	2	A Wednesday evening 1 hr after concert approx 7:00 - 8:00
	Spr Concert Rehearsal	General assistance (with Ann & teachers) at the Spring Concert Rehearsal	3	Wed evening of rehearsal 1-2 hrs
	Spring concert	Set-up: - organize refreshments - help teachers where required	6	1 hr in spring just before concert
	Spring concert	Clean-up: - refreshments - auditorium (left-over programs, etc)	6	1 hr in spring after concert
Dawydchak	Mentor Coordinator	Coordinate new families with mentors	1	
	Mentor for new families	Provide information, suggestions, encouragement Attend a Parent Ed meeting or two	6	2 hrs/yr (+?)
	Emergency phoning	Phoning families as required by circumstances (emergency schedule changes, short notice opportunities, teacher illness, inclement weather, etc).	6 +	1 hr/yr
	Coordinator for phoning	Act as contact person to begin the phoning process (phone 6 people who would phone their lists).	2	1 hr/yr



ETOBICOKE Suzuki MUSIC



# 1 – 3 in order of preference	Event/ Activity	Summary Description	# of people needed	Approximate Time Commitment
	Hospitality coordinator	Order, purchase & arrange for delivery of flowers & cards as required.	1	1 - 2 hrs/yr various times
	Workshop clinicians' lunch	<u>Co-ordinate</u> pot-luck lunch for clinicians at workshop, oversee set-up and clean-up.	1	2 hr before workshop 1 - 2 hr at workshop
	Refreshment sign-up for concerts	Prepare and circulate sign-up lists for refreshments at Supergroup and concert rehearsals. Includes checking what supplies need replacing.	1	2 hrs/yr preparation before and circulation at Supergroup
	Workshop crafts	<u>Plan 2 craft activities</u> for workshop, purchase supplies supervise set-up and clean-up, and store supplies.	2	4 hrs/yr - this job can be split by 2 or more people
Peat	Instrument Inventory	Maintain list of available instruments and other equipment (and music) act as contact person	1	2-4 hr/yr
Russett	Refreshment supplies: Winter & Spring Concerts	- Storage and inventory of refreshment supplies; make sure we have what is needed (2 boxes/bags) - Arrange for delivery and pick-up of supplies at two main concerts - Cleaning & tidying of supplies after each use	1	2 hrs/yr This job could be split between 2 people, each doing one concert.
	Refreshment supplies: Workshop	- Storage and inventory of refreshment supplies; make sure we have what is needed (2 boxes/bags) - Arrange for delivery and pick-up of supplies at workshop - Cleaning & tidying of supplies after each use	1	2 hrs/yr
	Refreshment supplies: Family/Orch Concerts	- Storage and inventory of refreshment supplies; make sure we have what is needed (2 boxes/bags) - Arrange for delivery and pick-up of supplies at concerts - Cleaning & tidying of supplies after each use	1	2 hrs/yr
	Library summer storage	- Pick-up in Apr and delivery/set-up in Sept - Storage of library materials over the summer (probably 1 box)	1	2 hrs/yr (storage May - Aug)
	Orchestra	For one of the orchestras: Act as contact for conductor to reach orchestra families Help conductor during practice as needed	1 each	1 - 2 hrs/yr
	M & M	One of the three Music and Movement classes Act as contact for teacher to reach class families Help teacher during class as needed	3	1 - 2 hrs/yr