

PSI Baile Folklórico
Session I Volunteer Opportunities
September – December 2011

Parent Sign-up Sheet

- ✓ Choose an opportunity or two that fits your schedule
- ✓ Print Name and Email Address and return to school with registration form
- ✓ Position description and full list of volunteers with contact info will be emailed to you shortly after the parent meeting on October 17
- ✓ Expectation is that you can initiate the process & oversee it to completion
- ✓ All expenses reimbursed from Dance Group funds (submit receipts)

1. Amity Transportation Coordinator

Make a list of Amity Interns teaching on Monday and/or Wednesday, neighborhood in which they live; Recruit parents to drive them home and post in calendar form for Maria Reyes' room.

Parent Name

Email

2. Group Parent Lead

Communicate all pertinent info to parents in your dance group; Help coordinate costumes/costume needs with Amity Intern in early October and communicate to parents; Ensure dancers try on costumes by end of October; Coordinate any alterations as needed; Coordinate getting costumes to and from performances; Post performance, ensure all costumes are cleaned and returned to closet; Need one parent per dance group to coordinate these efforts with all parents in group.

Parent Name

Email

3. Dismissal Coordinator

Ensure all members of your dance class are picked up after practices. Help children phone someone if they are accidentally left. Need one parent for each dance group.

Parent Name

Email

4. Sharing Costume Apparel/Footwear

Coordinate collecting white and black used shoes, pants, etc. for parents to donate to the program, check in and check out procedures; Create space/bins in costume closet to store. Display 2 weeks prior to performances for people to “check out”

Parent Name

Email

5. Performance Promotion

A. Create fliers to distribute throughout the community (library, grocery stores, coffee shops, Lenox, etc.)

Parent Name

Email

B. Performance Program – photos of dance groups, list of student names, thank yous, cover art (if student art-work with group leaders to collect); Much of this can be done in Oct/Nov at your own pace.

Parent Names

Email

C. Communicate with local media- Sun Sailor - to promote event beforehand and submit photo and brief description afterwards

Parent Name

Email

6. Photography

A. Take Group photos at performances to be used in the yearbook (submit in Feb), Dance Program (full color), newsletter, Reception night of performance (trifold)

Parent Name

Email

B. Post photos (from practices, performances, individual and group) to an online sharing website so people can download

Parent Name

Email

7. Video (technical and organizational)

A. Take video at performances – submit to be posted on Channel 14 (cable)

Parent Names

Email

B. Edit video footage and create DVDs for distribution to families of dancers and Amity Interns

Parent Names

Email

8. Technical support at performances (Weds assembly & Fri evening)

A. Work the Sound System and CD player (start and stop music)

Parent Name

Email

9. Appreciation: Purchase or create flower arrangements and Thank You cards for Dance Instructors, Emcees and other

Parent Name

Email

10. Bake Sale Coordinator/Fundraising

A. Coordinate Bake Sale (parents/businesses donate goods) for Community Performance

Parent Name

Email

B. Sell small flowers or create and sell Candy Grams at Community Performance

Parent Name

Email

11. Décor/ Cultural Atmosphere

A. Coordinate “Reception” Area with tables for trifolds of photos, dance descriptions, table cloths, country artifacts, hang banner , etc.

Parent Name

Email

B. Stage area: flowers, backdrop or other decor

Parent Name

Email

12. Emcee

A. Work with Dance Coordinators to recruit emcees (parents or students) who describe dances in English (student dancers describe in Spanish)

Parent Name

Email

13. Costume Binder

A. Organize all printed sheets of costumes into groups (ensembles, shirts, jewelry, etc) to put together a hard copy binder

Parent Name

Email

B. Work with Maria Reyes to get info sheets made for any new costumes; Take pictures, put into pre-existing format and then place in the binder.

Parent Name

Email

14. Costume Closet

A. Organize closet where we keep the costumes; Help with ongoing organization and ways to keep costumes in good condition.

Parent Name

Email