

# SUZUKI STRING SCHOOL OF GUELPH VOLUNTEER TASK LIST

## PROFESSIONAL SERVICES

**Graphic Design:** design of promotional material

**Legal:** legal advice

**Marketing:** advice around SSSG marketing for both the school & the concerts

**Website development:** research, advice or some leadership regarding SSSG web site

**Grant writing:** advice and sharing of skills to write grant applications

**Online Registration Forms Development/Maintenance:** assistance with 2020/21 SSSG registration form edits using Cognito Forms.

## FACULTY FUNDRAISING CONCERT (Date TBD)

**Door attendant:** receive donations at the door and hand out programmes.

**Stage Crew:** assisting with the annual fall Faculty Concert

**Clean-up Crew:** cleaning up after the annual fall Faculty Concert

## SUZUKI ASSOCIATION ONTARIO (SAO) STUDENT WORKSHOP (Saturday, Nov. 2, 2019)

**Faculty Lunch Coordinator:** Coordinate and set-up lunch for around 12 faculty members

**Faculty Lunch Volunteer:** provide a dish for the faculty lunch

**Welcome table attendant:** one-hour shift to distribute participant packages and answer questions

**Set-Up Crew:** set-up rooms between 8 am and 9 am

**Clean-Up Crew:** reset rooms and clean-up at the end of the workshop between and 4 pm and 5 pm.

## **WINTER& SPRING CONCERTS (Sunday, Dec. 1, 2019 and Sunday, April 26, 2020)**

**Chaperone Coordinator:** overseeing the Concert chaperones at the River Run Centre during the Fall & Spring Concerts

**Chaperone:** supervising a group/class of SSSG students during the Winter & Spring Concerts

**Stage Manager:** for the Winter & Spring Concert

**Stage Crew:** assisting the River Run staff at the Fall & Spring Concert

**Refreshment set up:** assisting the River Run front of house volunteers set up the refreshment table

**Refreshment clean up:** assisting the River Run front of house staff clean up the refreshment table

**Event Photographer:** photographing the Fall & Spring Concerts

**Event Videographer:** videotaping the Fall & Spring Concerts

**The Black & White shop:** running the Black & White Shop (donated concert clothes) at the GYMC on the Saturday prior to the Fall and Spring concerts

**Spring Concert Recruitment Committee:** help to welcome perspective SSSG families attending the Spring Concert (Sunday, April 26, 2020)

## **SPRING MUSIC FAIR (Saturday, February 29)**

**Music fair set up:** one-hour of setting up the GYMC for the Fair

**Music Fair clean up:** one-hour of cleaning up the GYMC post Fair

**Music Fair Face Painting:** one-hour shift of Face Painting the Fair guests

**Music Fair Craft Coordinator:** organizing/planning the Fair craft ahead of the event

**Music Fair Craft Table Attendant:** one-hour shift assisting Fair guests with the crafts

**Music Fair Petting Zoo Attendant:** one-hour shift assisting Fair guests try the small instruments

**Music Fair Greeting Crew:** one-hour shift welcoming the Fair guests

**Music Fair Book/Video/CD Sale Assistant:** one-hour shift selling used goods at the Fair

**Music Fair Parking attendant:** one-hour shift helping Fair guests find parking

**Music Fair SECE table attendant:** one-hour shift overseeing the Suzuki Early Childhood Education table

## **FUNDRAISING**

### **Annual Online Auction Committee** (Summer and Fall)

Help the auction committee achieve its fundraising goal of raising money for our bursary fund and endowment fund for children's lessons. Collect donations from local businesses, many of whom already support our auction annually, and help to plan, organize and administer our online auction.

### **Annual Online Auction Liaisons** (Fall)

Support our annual online auction by sharing exciting details about the auction for a few minutes during your child's group class in the weeks leading up to the auction and while the auction is running. Collect donations from local businesses, many of whom already support our auction annually.

**Fundraising Committee (Corporate):** organizing & planning for a annual fundraising event i.e. On line action

**Fundraising Committee (Grant Applications):** assisting in writing grants focussed on raising funds for the SSSG

**BOARD MEMBER** (meetings are once a month on Wednesday evenings)

If interested, please contact our board chair, Dorothy Vreeswyk-Kidd [ms.vkidd@gmail.com](mailto:ms.vkidd@gmail.com) for more information.

**Chair:** Coordinate board activities and stewardship of the corporation

**Vice-Chair:** Assistant the board chair

**Human Resources Chair:** with the help of the chair, the artistic director and the committee, oversee all human resource issues for the school

**Fundraising Chair:** with the help of the board, the artistic director and the fundraising committee, develop and coordinate the fundraising efforts of the school.

**Marketing Chair:** With the help of the board, artistic director, graphic and web designer and the committee, develop and implement the marketing strategy for the school.

**Treasurer:** oversee the finances of the school

**Member-at-Large:** attend board meetings, assist the board with special projects as needed.

**Secretary:** take minutes at all board meetings.

**Past-Chair:** one-year position for outgoing chair.

## **MISCELLANEOUS**

**Poster distribution coordinator:** referring to Guelph poster maps to then help organize the posters for distribution (SSSG events)

**Day Care poster distributor:** Distributing posters about SSSG events at local Day Cares

**Marketing Committee member:** Assist in developing marketing strategy for the school. Assist in organizing VIP event for perspective families at the Spring Concert.

**Human Resources Committee Member:** assisting the board's HR chairperson with human resource issues

**Grocery Card Seller:** one-hour shifts (for a total of 5 or 6) on Saturdays to sell/give out pre-paid Grocery Cards

**Instrument Maintenance:** light maintenance of SSSG instruments. Coordinate taking instruments to a luthier for more major repairs.

**Instrument Rental Coordinator:** organizing & maintaining the rental stream of the SSSG

**SSSG Representative onGYMC Board of Directors:** GYMC board member who can share the perspective and history of the SSSG as needed. Meetings are once a month on Monday evenings.

**Maintenance:** maintenance of SSSG equipment and studios

**Bulletin board maintenance:** Once a year, in early fall, refresh SSSG bulletin boards.