

# Parent/Family Task Preference Form

"The world is hugged by the faithful arms of volunteers."

~Everett Mámor

The Suzuki String School of Guelph is a non-profit organization that relies on parents/families to help carry out the school's full and rich program.

- In an attempt to ensure that the workload is distributed in an equitable way, we have weighted each task. You will notice a rating from 1-5 (1 representing a minimum time commitment and 5 representing a maximum commitment) beside each of the tasks. All families will be kept under the maximum rating of 5. This should give you the necessary information to choose the most appropriate volunteer task that you can responsibly commit to while balancing other commitments. Most families will be assigned duties at a 3 or 4 rating.
- **If you do not complete this form, a task will be assigned to you.**
- Please select 3 tasks that the parent/family member (please indicated below who will be fulfilling the task) would be willing to do and mark them in order of preference (1, 2 or 3).
- Please note that bringing food to events is not considered a parent/family task but rather are a shared responsibility of families.
- **Reminder:** Teenagers are required to do 40 hours of volunteer work to graduate from high school. Those volunteer hours can be done at the SSSG. Please indicate if the work will be done by a high school student.

Volunteer Name (Please Print): \_\_\_\_\_ High school student? Yes \_\_\_ No \_\_\_

**SSSG needs help in many other areas of its operations, if you think you have a particular skill related to your training or your work, that might be of use to our organization, please list it below.**

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## **Social Committee Support Coordinator: Stephanie Rowe**

### **A) Refreshment Assistant (1)**

Set up refreshments and clean up after concerts (approx. 30 minutes pre-concert, and 45 minutes after).

- a) Snowflake Concert, Sun. Dec. 5 \_\_\_\_\_ b) Spring Concert, Sun. May 1 \_\_\_\_\_
- c) Faculty Concert refreshments January 23 \_\_\_\_\_

### **B) Workshop Assistants (2)**

Assist with organizing refreshments for the one-day workshop and faculty lunch. February 12

- a) Refreshment Coordinator (2) \_\_\_\_\_ b) Faculty Lunch Coordinator (2) \_\_\_\_\_

## **Publicity Committee Support**

### **C) Poster Distribution Coordinator \_\_\_\_\_ (4)**

An average of 5 events a year. Update posting list, assign posting areas to poster distributors, photocopy posters, distribute to poster distributors. Email/phone each distributor when a poster appears in their file folder to ensure efficient distribution. **(Attend initial meeting tentatively scheduled for the second group class of the year; time & place t.b.a.)**

### **D) Poster Distributors \_\_\_\_\_ (3)**

For an average of 5 events a year, post 10 posters in one area of the city assigned to you by the Poster Distribution Coordinator and report to the Poster Distribution Coordinator when the work has been completed.

### **E) Recruitment Coordinator \_\_\_\_\_ (4)**

- Prepare a package of posters (3-5 each) for each day-care and deliver to the Day-care poster Distributors. (The initial contact with the Daycares will be done by the Publicity Chair via e-mail).

- Throughout the year, oversee the distribution of SSSG brochure in public places such as libraries, music stores and bookstores. Day-care poster distributors could be used to distribute to the above locations. **(Attend initial meeting scheduled for the 2nd group class of the year; time & place t.b.a. )**

**F) Day-care Poster Distributor \_\_\_\_ (2)**

Once a year, in January, distribute posters to 5 day-cares

**G) Guelph Arts Council Web Site Up-keep \_\_\_\_ (3)**

- Updating the site with respect to any new information that SSSG would like to share with the public (e.g. upcoming events, comments about past events, pictures and teacher profiles). The process is relatively simple as long as the person has some basic knowledge of internet browser software (either Netscape or Explorer). The person would receive the necessary training from one of our volunteers. The site should be updated 4 times a year. Web site address: [www.guelpharts.ca](http://www.guelpharts.ca) **(Attend initial meeting tentatively scheduled for the second group class of the year; time & place t.b.a. )**

**H) Spring Music Fair Open House - Date- TBA**

a) Instrument petting zoo attendant \_\_\_\_ (3)

Using a small violin, viola or cello from the school instrument bank, help young children attending the open house to try playing an instrument.

b) Craft table attendant \_\_\_\_ (3)

Organize and assist visiting children at the craft table at the Open House.

c) Welcoming crew \_\_\_\_ (2)

Welcome visitors at the door and direct them to the various group classes, petting zoo, new inquiry table and/or craft table.

d) Open house set-up crew \_\_\_\_ (1)

Help set up signs around the building. Set up tables for the different activities.

e) Open house clean-up crew \_\_\_\_ (1)

Help take down signs and put away the tables. Pick up any left over litter.

f) Open House Book/Video/CD Assistant \_\_\_\_ (3)

You would assist in collecting, sorting and selling books/videos/cd at the Open House.

**Fundraising Committee Support**

**I) Group Class Grocery Card Seller \_\_\_\_ (4)**

Each group class would have a person assigned to sell/distribute grocery cards at group classes. The group class seller would introduce themselves to their group class at the first class of the year. (If the group class grocery card seller can not attend a group class they are asked to find a replacement representative).

**J) Annual Event Fundraiser \_\_\_\_ (4)**

To assist the fundraising committee in the organization of the annual fundraising event. E.g 2010 Cabaret and Silent Auction

**Administrative Support**

**K) Poster Developer \_\_\_\_ (4)**

To work closely with the Artistic Director and Administrator to develop posters for the Snowflake Concert, Spring Concert and Spring Open House

**L) Event Photographer \_\_\_\_ (4)**

To work closely with the Administrative Coordinator and Artistic Director to photograph SSSG events specifically to be used in our internal newsletter as well as, in the development of an outreach package used for advertising and resource development.

**M) Chaperone Coordinators \_\_\_\_ (3)**

Assist the Administrative Coordinator to organize the volunteer chaperones for the Snowflake AND Spring Concert. There will be a co-ordinator for violin , viola and cello.

**N) Chaperone \_\_\_\_ (3)**

Chaperone a group class during the two major concerts: Snowflake Concert, Sun. Dec. 6, 2009 **AND** Spring Concert, Sun. May 2, 2010. **There will be a meeting for all chaperones the Saturday prior to the large group class day.**

**O) Instrument Rental Maintenance \_\_\_\_ (4)**

Ensure that rented instruments are in good working order at the beginning of the year and be the contact throughout the year regarding maintenance of instruments. The faculty will make recommendations regarding the need for repairs.

**P) Instrument Rental Coordinator \_\_\_\_ (5)**

Coordinate instrument rentals to SSSG parents. Involves distribution of contracts and invoicing. The bulk of the work happens at the end of September when new beginner parents rent their instruments for the year.

**Q) Zehrs Tapes Coordinator \_\_\_\_ (3)**

Collect Zehrs tapes from box in foyer, add tapes and deliver them to Zehrs for redemption.

**R) GYMC Kidfest Petting Zoo (May 2010) \_\_\_\_ (3)**

Using a small violin, viola or cello from the school instrument bank, help young children attending **Kidfest** to try playing an instrument.

**S) Bulletin Board Manager \_\_\_\_ (2)**

Work with Administrative coordinator to plan the appearance of the bulletin board and keep it organised throughout the year.

**T) Newsletter Assistant \_\_\_\_ (3)**

Work closely with Artistic Director and Administrative Coordinator to (a) recruit people to write articles or source out appropriate articles for inclusion (b) develop upcoming events listing as needed for each edition and (c) recruit articles for newly developed "Kids Corner" section of newsletter.

**U) GYMC set up and clean-up crew (3)**

At the end of the Saturday morning group classes: 1) bathroom check and clean or 2) garbage out to the garbage bin or 3) foyer sweeping. Crew members will be given assignments taking into consideration their child's schedule and the times they are at the GYMC.

1a) Bathroom Fall Term (September–January) \_\_\_\_ 1b) Bathroom Spring Term (February–June) \_\_\_\_

2a) Garbage Fall Term (September–January) \_\_\_\_ 2b) Garbage Spring Term (February–June) \_\_\_\_

3a) Sweeping Fall Term (September–January) \_\_\_\_ 3b) Sweeping Spring Term (February–June) \_\_\_\_

**V) Clean-up Crew (2)**

Set up room with chairs and music stands if needed. Help with stage crewing, clean up and restore room after event.

a) Stage Crew at Snowflake Concert \_\_\_\_ b) Stage Crew at Spring Concert \_\_\_\_

c) Fundraising concerts \_\_\_\_

**W) Workshop Committee \_\_\_\_ (3)**

a) Set Up Crew \_\_\_\_ b) Clean Up Crew \_\_\_\_

The set up crew will be available to do the initial set up of the rooms for the workshop schedule. The Clean up crew will tare down and clean up GYMC after workshop is over.

**Artistic Director Support**

**X) Concert Stage Manager \_\_\_\_ (3)**

Work with Artistic Director to assist with getting students on and off the stage at the two major concerts: Snowflake Concert, Sun. Dec. 6, 2009 **AND** Spring Concert, Sun. May 2, 2010.

**Y) Recital Coordinator \_\_\_\_ (4)**

With the help of faculty, organize the recital programs and rehearsal schedules. Prepare and print programs. Inform parents of rehearsal and recital assignments via e-mail and posters. Four recitals a year.

**Z) Event Videographer \_\_\_\_ (4)**

To work closely with the Artistic Director to video SSSG events that could be used in the development of an outreach package used for advertising and resource development.

**AA) Grant Writer \_\_\_\_ (4)**

Assist Artistic Director and Development Officer in writing grant proposals

**BB) Researcher \_\_\_\_ (3)**

To work closely with the Artistic Director to research various texts based on various themes (to be determined) and assist writing speeches to be presented at the Snowflake and Spring Concerts.

**Board & Committee Members**

**CC) SSSG Board**

Do you have an interest in becoming a Board member? \_\_\_\_\_

Board Members are elected by the SSSG membership. Committee members are needed for the below committees.

1) Fundraising Committee Chair: Chairs committee and sits on the Board and Operational Committee \_\_\_\_

**2) Personnel Committee:** a) Committee member \_\_\_\_ **(3)**

This Committee deals with all personnel matters arising from or pertaining to all School staff including faculty and staff interviews, evaluations and hiring process.

**3) Fundraising Committee:** a) Committee Members \_\_\_\_ **(3)**

The Fundraising Committee will develop a fundraising work plan for the year that will be presented to the Board. Committee members will implement the work plan throughout the year. **Meets around 6 times a year**

**4) SSSG Representative onGYMC Board of Directors \_\_\_\_ (5)**

We are looking for an SSSG representative to sit on the Guelph Youth Music Centre's Board. This Board meets monthly and may also require sub-committee work.

I am willing to do all 3 of my choices, or help out whenever extra help is needed throughout the year.

I understand the importance of my role in taking responsibility for these parent/family tasks for the school and have listed my choices above.

I have expertise in the following area(s): \_\_\_\_\_

Signature \_\_\_\_\_