

ACC Volunteer Form
2011-12 Season

Child's Name _____ Choir _____

Parent's Name _____ Home Phone _____

Cell Phone _____ Parent's email _____

ACC Program Volunteer

(Please check as many areas as you are comfortable with.)

- _____ **1. Poinsettia Chair** Finds a location for delivery and distribution of the poinsettias
Organizes volunteers to assist with delivery and distribution
Works with choir volunteers in promoting sales among the choirs
Works with Business Manager to collect orders, reconcile money and orders
Places master order with florist
Prepares report for Board of Directors
- _____ **2. Spring Flower Chair** Finds a location for delivery and distribution of the spring flowers
Organizes volunteers to assist with delivery and distribution
Works with choir volunteers in promoting sales among the choirs
Works with Business Manager to collect orders, reconcile money and orders
Places master order with florist
Prepares report for Board of Directors
- _____ **3. Applebee's Chair** Coordinates the volunteers from each choir
Oversees ticket sales for each choir
Oversees event
Prepares report for Board of Directors
- _____ **4. Audition Assistant** Assist choir/director with public auditions that occur 3 to 4 times a year.
Distributes & collects paperwork from those attending auditions
- _____ **5. Grant Writing** Assists the ACC Staff in researching and writing grants.
- _____ **6. ACC's Got Talent Too** Coordinates the new and exciting "ACC's Got Talent Too" dinner theater.
- _____ **7. Serve on one of the ACC Board Committees** _____ Spring Gala, _____ HR, _____ Finance, _____ Marketing,
_____ Development

Individual
Choir Volunteer

- _____ **8. Choir Assistant's Assistant** Assists your child's choir mom in their many jobs.
- _____ **9. Choir Photographer/Paparazzi** Photographs performances and all "Kodak moments" and supplies ACC office with prints or cd's for use in brochures, programs, and advertising pieces.
- _____ **10. Applebee's Breakfast Assistant** Works with Chairperson to assist with the Applebee's Breakfast

- _____ 11. **Poinsettia Assistant** Work with Chairperson to assist with the Poinsettia pickup
- _____ 12. **Spring Flowers Assistant** Help with spring flower pickup
- _____ 13. **Hostess/Social** Plans and implements social events for your child's choir
- _____ 14. **R & P Assistant** Assist Choir Moms in their many duties during **R**ehearsals and **P**erformances
- _____ 15. **Auction Assistant** Assist ACC Board in securing items for the ACC Spring Gala and Auction
- _____ 16. **ACC's Got Talent Too** Assist with "ACC's Got Talent Too" Fund Raiser.
- _____ 17. **Parent Guild** Serve as liaison between your child's choir and the Parent Guild Coordinator
- _____ 18. **Chaperone or Driver** All chaperones and drivers must submit an application form and agree and a \$20 fee for a background check.
- _____ 19. **Librarian** Assist your Choir Assistant with collecting, collating and filing choir music