

**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 ACC Staff in securing auction items for ACC's Spring Gala
- \_\_\_\_\_ 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

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