

**Lake Braddock Orchestra Boosters
VOLUNTEER SIGN-UP FORM
2011-12**

Dear Lake Braddock Orchestra Families,
Volunteers are needed to help with all kinds of tasks to make our program a success. Some jobs need only to be done once; others may be a little more influential throughout the year. Please check the volunteer areas that you are interested in, and you will be contacted about helping out.



Thank you in advance for your support!

Beth Reed and Amy von Bernewitz-Wright, Directors of Orchestras

Adult Name(s): _____

Student(s) Name(s) _____ Grade (s) _____

Phones (home/cell): _____ / _____ Email address _____

Best times to reach me: Weekdays Weekends Daytime Evenings

Complete the information and return the form to your student's orchestra director or mail to:
Beth Reed, Director of Orchestras, c/o Lake Braddock Secondary School,
9200 Burke Lake Rd, Burke, VA 22015.

A volunteer coordinator or committee chairperson will contact you with more details.



YES! I want to volunteer support to the Lake Braddock Orchestra.

CONCERTS and EVENTS

All volunteers at concerts will have preferential seating.

Please arrive at 6 p.m. for all concerts. Kim Amenabar and Jennifer Lee, coordinators.

Jr. District Auditions, Nov. 21st

Registration Food Preparation

MS Back to School Night, Sept. 19th

Spiritwear and Membership Table
(HS Parent Wanted)

HS Back to School Night, Sept. 21st

Spiritwear and Membership Table
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Tri-M Music Honor Society Inductions, Sept. 27th

Reception Set-up/Server

HS Winter Concert, Nov. 29th

Tickets Uniform Checker

MS Winter Concert, Dec. 1st

Tickets Uniform Checker

Symphony and Choir Concert, Dec. 13th

Tickets Uniform Checker

MS Pre-Performance Assessment Concert, March 8th

Tickets Uniform Checker

HS Pre-Performance Assessment Concert, March 13th

Tickets Uniform Checker

MS Spring Concert, May 22nd

Tickets Uniform Checker

HS Spring Concert, May 24th

Tickets Uniform Checker

CHAPERONE

VBODA District XI Performance Assessment & Special Performances

Some Parents may be asked to drive instruments for the assessments in March. Please if interested.

Middle School Performance Assessment: March 17, 18 & 19 (Jennifer Lee & Arwen Norman, Coordinators)

High School Performance Assessment: March 17, 18 & 1 (Jennifer & Stephanie Spahn, Coordinators)

High School Spring Trip, April 19-22

Middle School Hershey Trip, June 8

Continued on the back...

FUNDRAISING

CHEESECAKE SALE

- Assist with tally of orders (Oct. 20)
- Delivery (Nov. 10 afternoon shifts)

NO FRILLS FUNDRAISER

- Organize and mail letters (Oct. 26-28th)

ELECTION DAY BAKE SALE

- Provide baked goods (Nov. 7th 8 a.m.-8 p.m.)
- Assist with bake sale (Nov. 8th 2 hour shifts all day)

MESSIAH SING-A-LONG, Dec. 19th

- Ticket Sales

CITRUS SALE

- Assist with tally of orders (date TBA)
- Delivery (Dec. 16 and Feb. 24, 6 a.m.)

ORCHESTRA TAG DAY, February 4th

- Drive students to neighborhoods
- Collect and tally donations

COFFEE SALE

- Process orders (Jan. 23)
- Delivery & Sorting (TBA)

SOCIAL EVENTS for STUDENTS

Volunteers needed to plan, purchase food/supplies, and/or host a party for the students.

I can: plan help during the parties

Jennifer Lee, Arwen Norman, and Stephanie Spahn Coordinators

- Post Performance Assessment Parties (March 19-20)
- End of the Year Parties, June 5th & 7th
- Booster BBQ Party at Burke Lake Park, May 18th

ATTIRE & FITTING ASSISTANTS

Assist (Carol Johnson, Coordinator) with measuring and issuing of concert uniforms at school, especially between September 12-16 and June 11-12. Time: Throughout school day; No experience necessary.

- Assist Girls Assist Boys Do laundering, hemming, minor repairs at home

COMMITTEES & PLANNING

(Except where noted, most of these committees do not involve meetings)

- Banquet Meet 2-3 times from March - June to plan and host the end-of-year high school banquet. Planning includes invitations, catered food, and decorations. Lauri Woolf, Chairperson.
- No Frills Fundraiser Fold, label, stuff, & mail envelopes. The No Frills Fundraiser is October 24-28th.
- Tag Day Help organize parent drivers, student groups, and neighborhood routes for the Orchestra/Choir Tag Day on February 4th.
- Website Update the website with information and pictures, as needed. Kathy Schofield, Coordinator.
- Uniform Helper Help with fittings of students in September and collection of uniforms for cleaning in June. Carol Johnson, Coordinator
- Photography/Videography Assist a Photographer/Videographer to promote activities of the orchestra. Assist and coordinate with orchestra directors to take pictures of the seniors for yearbook. Take pictures of all seniors and prepare a poster for display at the spring concert and end -of-year banquet. Assist with production of a slide show production for EOY banquet.

YOUR SKILLS/SPECIAL TRAINING

- Photography Seamstress Legal Accounting Graphic Arts/Web Design
- Desktop Publishing (MS Publisher, Excel, Adobe, MS Word, etc) _____ Other: _____

No preference; I can help where needed. Please call me, and I'll check my schedule.

