

VOLUNTEER ACTIVITY DESCRIPTIONS

Please sign up for *one activity per child, per instrument*.

(Example: if you have 2 students and they each play 2 instruments you should sign up for 4 activities.)

Please indicate your choice(s) on the indicated line on your contract(s) and on the volunteer card. Please use *one* card for *each student*. Feel free to volunteer for more than the minimum!

OPPORTUNITIES FOR ALL PARENTS

- **Recycling**

We are looking for several parents to collect our recycling (usually paper, plastic and cardboard) and take it to the recycling center or home to your own recycling bin. We need volunteers for both the Main Campus and the North Campus. About once a month, stop by the school office and ask if there is recycling that needs to be taken away.

- **Photographers**

The school is in need of photographers to submit pictures to the school office for use in publicity materials, Fanfare newsletter and Annual Report. Both print photos and digital images are acceptable. Photos from all Preucil events are welcome— **student recitals, group/orchestra rehearsals, play-ins, masterclasses, orchestra festival, piano workshops, /Concerto Day, Certificate Program, established ensembles, chamber groups, private lessons, graduation, etc.** Exception: Cameras will not be allowed at the Annual String Concert on 2/27/11.

- **Recitals**

Date/Time – check with your teacher for your child’s recital date.

You may sign up to host your child’s recital. Below are the responsibilities of the host. Two hosts/hostesses are needed for each date.

1. The School is open approximately 30 minutes before the recital. Parents/participants will bring food to the Kitchen Area.
2. Receptions are held in the Assembly Hall (Bogen Hall). Set up table(s); tablecloths are in storage cabinets in Bogen Hall.
3. All napkins and paper cups are provided by the school and are in the lower kitchen cabinets.
4. Make a simple punch with either frozen juice or fruit flavored canned juice and 7-up. To calculate the number of servings you will need, count the number of recitalists on the program and triple that number. 7-Up is provided by the school, and will be chilling in the refrigerator.
5. The punch bowl and dipper are in the kitchen cabinets with all other supplies. You will need to bring ice cubes.
6. Arrange cookies/food brought by the parents/students. Some trays for cookies are in the lower left kitchen cabinet. (You may want to take a look prior to your recital to see if they fill your needs.)
7. If there is another reception scheduled after yours, leave the table(s) set up.
8. Wash and dry the punch bowl and trays and **return them to the cabinet.**
9. Take the trash outside to the dumpster (which is between the building and the parking lot - a wooden structure holding garbage cans). Trash bags are under the sink in the kitchen area.
10. Make sure both the Assembly Hall and Kitchen Area are left in top condition.

- **Silent Basket Auction**

November 1-12, 2010

Create a basket to be auctioned off during the two weeks.

We are hoping for 35–40 baskets. All proceeds go to the Preucil Scholarship Fund.

Transportation of baskets from the Main Campus to the North Campus on Monday morning, November 1, and/or from the North Campus to the Main Campus on Monday morning, November 8.

Transportation of baskets from the Main Campus to Parkview Church on Saturday afternoon, November 13.

Supervision of the Baskets during the All-School Spaghetti Dinner on November 13, 5-7pm

Supervision of the Baskets during group and orchestra times:

Monday, November 1, 4:30-7:00 p.m. at the North Campus

Thursday, November 4, 5:30-7:00 p.m. at the North Campus

Friday, November 5, 4:00-7:00 p.m. at the North Campus

Monday, November 8, 4:30-7:00 p.m. at the Main Campus

Thursday, November 11, 5:30-7:00 p.m. at the Main Campus

Friday, November 12, 4:00-7:00 p.m. at the Main Campus

- **All-School Spaghetti Dinner**

November 13, 2010, Parkview Church

This all-school event is designed to raise funds for the school's programs. You are invited to join the Board of Trustees and the Preucil School Guild in the planning, organization and implementation of this exciting evening! Participation by our families is important to the success of this event. Volunteers are needed for the following:

- Set up
- Table decorations
- Desserts
- Serving and busing tables
- Tickets
- Publicity
- Clean up

- **Senior Graduation**

Sunday, May 15, 2011

Reception Coordinator: Traditionally done by parents of Junior Students, coordinate volunteers and organize the table, cups, plates, napkins, punch, etc.

Parent Hosts: Work with coordinators and help with food, decorations, flowers, set-up or clean-up.

Photographers: Take photos at the 6:15 orchestra rehearsal and informal photos during the reception of the guest speaker and graduates.

- **Planting Flowers**

May 2011

A parent willing to clean out the two flower pots by the front door of the North Campus and plant with hardy plants that can withstand a lot of SUN.

- **Registration Day**

August 2011

Parents and older students are needed to assist running Registration Day next year, which will be in mid-late August 2011. Jobs include:

- Greeting and handing out information
- Contract Processing
- Lunch committee (provide lunch for faculty/staff)

- **Serve on Alumni Committee (Part of Preucil School Guild)**

Assemble committee Fall 2010.

- **Transfer historical VHS tapes to DVD's**

- **Clean Main Campus outdoor stairwells—fall/spring**

- **Light building maintenance**

OPPORTUNITIES FOR STRING VOLUNTEERS

- **PSSO Fall Concert**

Monday, November 1, 7pm

Parents of PSSO students are needed to help set-up the PSSO fall concert at 1st Presbyterian Church, 2701 Rochester Ave. Volunteers are needed for setup on Sunday, October 31 in late afternoon to move pews out and prepare the sanctuary for the concert and after the concert to help return pews to the sanctuary.

- **String Holiday Play-in**

Friday, December 17 at 5:00

Parents and older students who are willing to help clear tables and chairs at the Old Capital Mall at 3:30 and help reset the tables and chairs at the end of the concert.

- **Annual String Concert**

(*Hancher Concert – relocated to IMU Ballroom)

Sunday, February 27, 2011

This concert is a wonderful event that involves all string students. Since hundreds of students are involved, it takes A LOT of volunteers for everything to run smoothly. Here are the groups that will perform and what half they will perform in so that you can choose your jobs accordingly.

First Half: Espressivo Strings, Pretwinkle cellos, Pretwinkle violins, violas, PSSO.

Second Half: Basses, cellos, violins.

Jobs:

Flyer Distribution & Posting: Post flyers in the community the weeks prior to the concert.

Set-up the Violin Dress Rehearsal, North Campus: Friday, February 25, 12:00-1:30: Posting signs and setting up chairs.

Violin Dress Rehearsal, North Campus: Friday, February 25, 3:35-6:00: Supervise students & reset Walder Hall and studios following rehearsal.

Cello Dress Rehearsal, North Campus: Saturday, February 26: Supervise students, help with tear down.

Cello Stage Crew: Help with taping of the stage, setting up the chairs during Intermission and tearing down the set when the cellos are done performing.

Cello Line Leaders: At intermission you will go to the cello room and help supervise students and stay with them until they go on stage to perform. You may join the audience when your group goes on stage.

Prep Rooms on February 27 at 11:00: Putting up signs, clocks and handouts backstage.

Traffic Control & Runner for First Half or Second Half: This person will be moving through the backstage area letting groups know when it is time for them to head toward the stage. They will receive a schedule ahead of time.

Empty Room Guards First Half or Second Half: While our students are on stage, it is important to have a parent stay in the room to watch our students' cases and belongings. If you are a parent with a young child that has a tough time sitting in the audience, you could have the young child with you while you are room guarding.

Violin Tuners: will tune during and after Intermission. Help tune students' violins as they arrive. You may be asked to stay and line lead until the students go on stage.

Orchestra Stage Crew: Remove orchestra chairs and stands at Intermission.

Clean-up rooms at the end of the concert: Remove any signs, throw away any trash, and bring any lost items back stage to Preucil employees.

Violin Line Leaders: At intermission you will go to the room assigned and help supervise students and stay with them until they go on stage to perform. You may join the audience when your group goes on stage.

- **Orchestra Festival**

Date/Time/Location TBA (early March)

Volunteers will be able to see the concert.

PSSO—Crowd control and line lead during sound check and concert.

Concert Orchestra—Crowd control and line lead during sound check and concert.

Opus II—Crowd control and line lead during sound check and concert.

Opus I—Crowd control and line lead during sound check and concert.

Discovery Strings – Supervise the handing out of programs. Students will sit with their parents during the concert.

- **String Retreat in Dubuque, IA**

April 16-17, 2011

Volunteers are needed to assist with on-site registration on Saturday morning and assist with the Pizza Party on Saturday night during the parent banquet.

OPPORTUNITIES FOR PIANO VOLUNTEERS

- **Piano Workshop for Books 1 and 2**

November 6-7, 2010

Saturday Lunch Committee

Main Dish, 2 Side Dishes, Dessert, Beverage, Plates/Cups/Utensils

- **Multiple Piano Festival**

Saturday, December 11, 2010

Host reception

Provide food for reception

Crowd control

Room set-up and tear down

(Please note on volunteer card).

- **Piano Concerto Day**

Saturday, April 9, 2011

Pick up cookies at Cookies & More (The school will order and pay for them.)

Pizza - Meet the delivery person, set-up/clean-up the pizza lunch (School will order and pay)

Supervise breaks

Tear down the orchestra at the end of the day.

- **Polishing pianos**