

North Vancouver Youth Band - 2010/2011 Volunteer Registration Form

Member/Child Information

Last Name: _____ First Name: _____ Band Level **B J I S** (circle one)

Parent/Guardian Information

Parent/Guardian 1 Last Name: _____ First Name: _____

Home Phone: _____ Office Phone: _____ Fax: _____

E-Mail address: _____

Parent/Guardian 2 Last Name: _____ First Name: _____

Home Phone: _____ Office Phone: _____ Fax: _____

E-Mail address: _____

Job List

Below is a list of jobs that need to be done throughout the year. Commit to **ten hours**. We will call and/or e-mail you prior to the activity. Some jobs occur weekly at band. Some involve assisting with the organization of an event. Some are things that you can do from your home. **ALL JOBS ARE IMPORTANT!!** Job descriptions are attached.

Activity	Rating	Preference
Board of Directors	10 hours	
Organize fundraiser	10 hours	
Band Rehearsal Assistant (four months)	8 hours	
Music Librarian	10 hours	
Grant Writing	10 hours	
Communications & Marketing	10 hours	
Parade Director	10 hours	
Chaperone Parade	2.5 hours	
Organize Awards Dinner and Awards	5 hours	
Uniform Organization	10 hours	
Organize Social Event	5 hours	
Summer Program	10 hours	
Band Camp Coordinator	10 hours	
Chaperone Band Camp	10 hours	
Registration	5 hours	
Stage Management (two concerts)	5 hours	
Sewing and Decorating (full year)	5 hours	
Website Updates (four months)	10 hours	
TOTAL		

(Signature)

(Please Print Name)

(Date)

North Vancouver Youth Band - 2010/2011 Volunteer Job Descriptions
(More detailed instructions are available for all events and activities)

Board of Directors Attend one Board meeting each month. Organize / oversee a particular board function or planning committee.

Organize Fundraiser Wave your magic wand and make money appear! Organize fundraising event(s).

Band Rehearsal Assistant **One parent to attend each rehearsal to assist the bandmaster,** assist with photocopying, filing or retrieving music from our music library.

Music Library. Organizing, filing or retrieving music from our music library.

Grant Writer Work in conjunction with the Board and Treasurer to write grant applications to Arts Council and Gaming Commission and provide back up information and reports.

Communications & Marketing Work in conjunction with the Board to develop flyers, ads and written materials to promote events and the band. Liaise with local media about band activities and events

Parade Director Liaise with the Board, develop itineraries for parades and tours. Ensure that Chaperones attend each event.

Chaperone Parade Ensure that you have the appropriate uniform. Bring necessary support materials to parade. Check student uniforms at event. March with band and stay with students until parents pick them up after band. Collect uniform pieces and music as necessary.

Organize Awards Dinner and Awards Obtain awards list from secretary and update it. Contact Pressed metals to obtain new awards. Contact restaurant to plan banquet. Develop and distribute tickets and event information for banquet. Ensure that invoices and other materials are provided to Treasurer.

Uniform Organization Oversee inventory of uniforms. Distribute uniforms to students and chaperones. Ensure that uniforms go to sewing volunteers or others for cleaning and repair. Collect deposit from students. Inspect uniforms that are returned. Arrange for refunds.

Social Events Organize fun events.

Summer Program Coordinate summer program.

Band Camp Coordinator Coordinate band camp and transportation logistics.

Band Camp Chaperone Assist with event.

Registration Coordinate registration and maintain contact lists of band members

Stage Management Organize and support for band concert event (Instruments, chairs, audio equipment, etc), set up and tear down at band concerts event. **Great for someone with a light van or pickup truck!!**

Sewing and Decorating Assist with repairs of uniforms or provide costumes or decorations for events.

Website Updates Manage the www.nvyb.ca website. Post notices, schedules, calendar of events. Training is provided. .