



VOLUNTEER OPPORTUNITIES

*"We sometimes take for granted in the rush of all we do,
And forget to say a special thanks to volunteers like you!
So we send this to tell you how much all you do means,
Your gifts of time and of yourself are special ones indeed!"*

A heartfelt thanks to all of our wonderful volunteers from the CVYO Board, Staff and Students!

*For more information about a volunteer
opportunity, please email contact@cvyo.org.
Thank you!*

The gift of your time is priceless!

EXECUTIVE BOARD POSITIONS:

PRESIDENT: This is a 2 year commitment and requires prior participation on the Board for 2 years.

VICE PRESIDENT: This is a 2-4 year commitment and requires prior participation on the Board for one year. Generally, the Vice President will commit to taking a 2 year term as President at the conclusion of the VP term.

SECRETARY: This is a 2 year commitment and requires prior participation on the Board. Provides minutes from Board meetings and writes other correspondence.

TREASURER: This is a 2 year commitment and requires prior participation on the Board.

CONCERT VOLUNTEER OPPORTUNITIES:

Volunteers Chair: (1) Solicits for and coordinates the volunteer staff for CVYO concerts.

Hospitality: (4 people): Plans and coordinates food to feed our hungry staff and Youth Orchestra at the January and June concerts. Supplies hospitality at the annual parent meeting and volunteer meetings in September, holiday hospitality in December, 1st day of ticket sales in December and at "parent sit in" rehearsal(s)-usually in February.

Front of House Volunteer-CD/DVD sales: (3 people) Assist CVYO families with the purchase of CDs and DVDs at the January and June concerts.

Front of House Volunteer-Set Up/Decorating: (2 people) Set up theatre lobby CD/DVD and Raffle Basket tables and balloons. Distribute CVYO brochures, CD/DVD order forms and donation forms throughout the theatre. Pick up left over brochures and forms after the concert.

Raffle Basket Ticket Sales: (4) Prepare raffle basket tickets and basket listing signs. Supply reimbursable change for sales. Recruit, coordinate and train student volunteers.

Backstage Volunteer: (3 people 1st half of concert, 1 person 2nd half of concert) Go backstage with our performers! Volunteers. Monitor student activity. Escort Youth Strings and Preparatory Orchestras to the Founders Room for snacks, then escort to the balcony. Sell raffle basket tickets.

Hall Monitor: (1) Monitor Student activities in the green room, hallways, downstairs and outside. Assist hospitality.

Balcony Volunteer: (3 people) Monitor students in the balcony after they've performed on stage at the January and June concerts.

Flowers/thank you cards Volunteer: (1) Secure flowers and thank you cards for the appropriate people at the January and June concerts.

Instrument Room Volunteers: (1) Monitor students when picking up their instruments in the Founders Room after the January and June performances. Be sure the room is clear of all CVYO items.

Rental Truck Driver/Equipment Delivery to concerts: (1) Work with CVYO staff to load and transport instruments and equipment for all concerts.

FUNDRAISING VOLUNTEER OPPORTUNITIES:

Non Fundraising Donation Coordinator/Fundraising Chair: (1) Coordinates fundraisers for families who choose to fundraise. Fundraisers run from Sept-Nov and Feb-April. (Or all fundraising for the season can be done in the fall.) Oversees and facilitates miscellaneous fundraising activities.

General Fundraising Coordinator & Volunteers: (4 people) Coordinates fundraisers throughout the season to include all CVYO families with the goal of raising the net income from general fundraising on the budget for the year. Volunteers assist coordinator.

Raffle Baskets Donations: (4 people) Secure donations for five raffle baskets for the January and June concerts.

Raffle Baskets Designer: (1) Create unique and exciting raffle baskets to be raffled off at the January and June concerts!

Corporate Matching Donations: (1) Compile information for CVYO families to request matching donations from their employers. Runs from September-end of October.

Escrip, iGive, Amazon Smile & Ralphs: (1) Gather information regarding “community programs” and communicate information to CVYO families via the Executive Director. Done in the fall.

OTHER VOLUNTEER OPPORTUNITIES:

Contact Information Collector: (2) Collect contact email information for all middle school, high school and University instrumental music teachers in our target area. Submit to Executive Director on an excel spreadsheet.

Grant/Sponsorship Research: (2) Work closely with Executive Director to research appropriate Sponsorship and Foundation grant opportunities for CVYO.

Grant Writer: (2) Prepare and submit recurring grants annually. Prepare and submit new grant requests when identified.

Concert Program Advertising: (2 people) Contact past advertisers in the January and June concert programs to renew ads. Solicit for new ads. Secure artwork and payment for ads.

Student Ambassador Coordinator/Outreach Special Events: (1-2) Coordinate Student Ambassadors to represent CVYO at local arts and other events/celebrations.

Donor Cultivation: (open) Help to thank, retain and cultivate new donors for CVYO!

Publicity/Marketing: (2 people) Place press releases in media including paper, internet and radio. Solicit for interviews and articles in media.

Graphic Artist: (1) Create CVYO Season Brochure and business cards. (completed in July) Create miscellaneous literature and ads as requested. May create concert program artwork.

Photography: (2) Take still shots of students at rehearsals and various events throughout the season.

Dress fittings and order: (1) Size young ladies (new students only) in the Youth Orchestra for their performance gowns. Order, distribute and collect monies for dresses.

Baking for events: (open) Assist Hospitality by baking goodies for various events including the January and June concerts, the annual parent meeting in September, annual volunteer meeting in September, holiday hospitality in December, 1st day of ticket sales in December and at “parent sit in” rehearsal(s)-usually in February.

Alumni Project: (3) Research CVYO alumni to collect email addresses and reconnect!

Annual Financial Review: (1) Review the previous year’s financials for CVYO. Write a summary with suggestions.

Board Member: Attend monthly board meetings and find out how to run an orchestra from behind the scenes. Use your unique talents, learn new skills and make lifelong friends!