



Pocono Youth Orchestra

PO Box 1101 — Stroudsburg, PA 18360
www.pocono-youth-orchestra.org

Parent Volunteer Form

Please print, complete this form and mail it to to the address above.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Tuition covers only part of the operational costs of our orchestra. Donations and volunteer services are essential parts of the total picture. It is expected that parents whose children are benefiting from the orchestra experience will assist by being active in fund-raising and in volunteering their time in the areas listed below. Please indicate those volunteer areas in which you feel most capable to serve.

- Biographer:** Assist in writing short biographies of members of the orchestra for publication in the concert program. Coordinate with the Directors in having the members complete information forms from which bios are written.
- Boutique Coordinator:** Assist in coordinating orders and sales of items bearing the orchestra logo. Items are to be displayed and sold at concerts.
- Fund-Raising Committee:** Brainstorm fund-raising ideas, create mailing lists and contacts, research financial options for the further development of the orchestra. Assist in handling the practical tasks of mailings, etc.
- Historian:** Assist in collecting newspaper articles, photographs and other appropriate materials. Maintain the orchestra scrapbook.
- Hospitality Coordinator and Committee:** Plan and supervise post-performance receptions. Arrange for refreshment set-up, serving, and clearing up after receptions.
- Newsletter Coordinator and Committee:** Prepare a periodic newsletter which includes pertinent information and upcoming events. Expenses will be covered by the orchestra.
- Photography Coordinator:** Contact professional photographer to make arrangements for group and individual photographs at the Winter Concert. Communicate with parents concerning this activity. Coordinate or provide candid photography of orchestra activities throughout the season for inclusion in scrapbook.
- School Tour Coordination:** Search out locations for the PJSO and PYO to perform in area schools. Involves communication with school districts, preparation of schedule, and transportation requirements.
- Technical Assistant:** Attend Dress Rehearsal and Concerts, set up performance area with chairs and music stands before Dress Rehearsal (according to a chart provided by the Director) and assist with post-concert clean-up.
- Telephone Coordinator:** Establish telephone tree for orchestra use (weather cancellations, etc.). Initiate telephone tree as communication is needed throughout the season.