

Date \_\_\_\_\_ Name \_\_\_\_\_

Student's Name \_\_\_\_\_ Day & Time of Class \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

### **Breitling Youth Theater Volunteer Policy**

Volunteers will receive a **discount** towards tuition per month per class. Older teens may submit to volunteer. Failure to keep your commitment will result in the loss of your discount. *If you are not able to fulfill your commitment, please let the Director know in time so that they can find a replacement.*

**Either or both parents as well as other family members and teens can volunteer!**

**Many positions are filled but check everything you would be interested in and our goal will be to assign you at least 1 volunteer position so that everyone has a chance to volunteer that wants to. Please indicate if you need more than one volunteer spot.**

**Please let us know what your talents are-list experience.**

**Worked with children** \_\_\_\_\_

**Know excel spreadsheets** \_\_\_\_\_

**Making Phone Calls** \_\_\_\_\_

**Sales** \_\_\_\_\_

**Teaching** \_\_\_\_\_

**Publisher** \_\_\_\_\_

**Working with customers/People** \_\_\_\_\_

**Fundraising** \_\_\_\_\_

**Organizing** \_\_\_\_\_

**Arts & Crafts** \_\_\_\_\_

**Cleaning** \_\_\_\_\_

**Computer Work** \_\_\_\_\_

**Typing** \_\_\_\_\_

**Grant Writing/ Searching out Grants** \_\_\_\_\_

**Field Trips Coordinator** \_\_\_\_\_

**Marketing** \_\_\_\_\_

\_\_\_\_\_ **Fundraising Volunteer \$105 discount distributed over the number of months your child is in class.** Acquire 7 vendors to advertise on our coupon cards.

\_\_\_\_\_ **Excel Spreadsheet Work \$20/worksheet** -Organize information on spreadsheets.

\_\_\_\_\_ **Class Assistant \$15 Discount per month**

Responsibilities include: Help or assisting children memorize their lines by going over sections of the script with them, over and over. Take pictures during class time, dress rehearsal and parties. Put all pictures on a thumb drive or SD card and turn into our website person.

\_\_\_\_\_ **Weekly Clean-up (1 volunteer per day) \$25 Discount per month**

Responsibilities include cleaning bathroom, and hall; dumping the bathroom trashcan into big trashcan; making sure there are 2 rolls of toilet paper and 2 rolls of paper towels in the bathroom; spraying air freshener; Clean the bathroom by wiping the sink and toilet (from top to bottom) and using an easy steam mop for all the tile floors. Notify director by email of any supplies that we need. This is about a 20 minute commitment once a week at the end of class.

\_\_\_\_\_ **Advertising for Programs 2 positions** -Find businesses to pay for advertising in our program so that we can have color programs and make them even better. You would not have to stay at theater class for this. **\$5 discount per half page AD sold. \$10 discount per full page AD sold.**

\_\_\_\_\_ **Quickbooks Volunteer \$25/mo.** Thorough knowledge of quickbooks.

\_\_\_\_\_ **Front Desk Help \$15/mo**

Stay during your child's class time at our front desk area. Take notes from parents to the director. Give forms to parents that need them. Take enrollment forms, t-shirt forms, and Dvd forms from parents and put into our folders. Pass out notes to the parents and students. Pass out DVDs/CDs and t-shirts when they come in. Write cash receipts for parents, bring to director to sign receipt & give cash to director.

\_\_\_\_\_ **Front of the House Assistant Discount: \$15 per show worked** Attends all performances. Assists with seating daycares and schools. Co-ordinates the volunteers during performance week. This position requires someone to be good with people as well as being in charge. This person needs to be organized.

\_\_\_\_\_ **Props Assistant \$20 discount**

Go through the script and make a list of all the needed props. Put this list on the computer. Go through our props in the garage and see what we have. Have list of what we still need. Create/make easy props. Communicate with the director about what we still need. Possibly shop for props. (will be reimbursed for money spent with receipts)

\_\_\_\_\_ **DVD & T-shirt Sales Class One time discount \$20**

Take DVD/T-shirt orders at the performances.

\_\_\_\_\_ **Game Assistant \$15 Discount per month**

Responsibilities include: Supervising and directing the children on how to play Acting Games (Acting Games book provided) when they are not busy memorizing lines or working on their part in the play. Our goal is that the kids will each get to rotate and be able to play a half hour during the rehearsal period. Must have experience working with kids and teaching.

\_\_\_\_\_ **Monthly Cleaner \$35 Discount per cleaning (can be per month)**

Responsibilities: Sweep and Mop the tile area. Vacuum the carpet areas. Clean the bathroom. Wipe down any dirty walls. Wipe off flat surfaces and tvs. Clean the kitchen area. (this takes about 2 hours)

\_\_\_\_\_ **Outdoor Maintenance I (1 position) \$35 discount per mowing time**

Responsibilities include mowing (we have a mower and weedeater) and weed-eating around the building.

\_\_\_\_\_ **Outdoor Maintenance II (1 position) \$15/month discount**

Responsibilities include picking up the trash around the front and back of the building and sweeping areas as needed on a weekly basis. (about 5-10 minutes each week)

\_\_\_\_\_ **Costume Helper- Sewing** Talk to Annie about the discount that you can receive based on the amount of sewing you can do. Discount will depend on how much you can sew and our costume needs.

\_\_\_\_\_ **Costumer Washer/Ironer- \$30 per bag**  
Take pre-bagged costumes home and wash them and iron them.

\_\_\_\_\_ **Website Helper** Put forms on the computer that are emailed out to the group. Update Website with audition information, etc.

\_\_\_\_\_ **Program Creator** \$25/mo  
put together the program for the show. Take pictures of the kids and put their pics and bios, Ads, and Theater info into program. Must have experience with creating fliers and/or using Publisher.

\_\_\_\_\_ **Concessions Helper- One time discount of \$20 per production**  
Go to Sam's Club or Costco and shop (you will be given a list) for concessions and bring them to the Plaza Theater on the day that we take the set to the Plaza and put drinks in the refrigerator. Turn in the receipt to the Director for reimbursement.

\_\_\_\_\_ **T-shirt Fundraiser- One time discount of \$25** Tally the t-shirt orders and get them to the printer. Take a sharpie and label t-shirts with kids' name.

\_\_\_\_\_ **Typing** \$20/mo.

\_\_\_\_\_ **Grant Writing- Free Tuition--** must be trained and experienced in grant writing

\_\_\_\_\_ **Make labels on computer and put on postcards to mail**

\_\_\_\_\_ **Call Parents to give notifications.** \$15/notification

\_\_\_\_\_ **Sponsor Finder -Free Tuition-** Find companies that would like to sponsor our theater group. Also, register our theater as a non-profit at companies such as Walmart, Target, etc. Must have experience working with companies, fundraising, or other related experience.

\_\_\_\_\_ **Call to book daycares to come to our shows.** \$10/40 schools called. We have a list to work from.

\_\_\_\_\_ **Organize Homeschool Fieldtrips to see our shows.** \$15/per group organized.

\_\_\_\_\_ **Post advertisements-** \$25/mo. Post advertisements to homeschool websites Send out advertisements to email lists.

\_\_\_\_\_ **Create fliers, posters and advertisements.** \$25/mo. that you create

\_\_\_\_\_ **Facebook Helper/ Facebook Auction-**\$25/mo. Must very very good on facebook, experience with online auctions helpful.

\_\_\_\_\_ **Painting backdrops-**\$50/mo. -Not needed every semester Must have experience painting.