



FALL 2008 – SPRING 2009 VOLUNTEER INFORMATION

*Please retain this section
for your records / calendar.*

GENERAL INFORMATION

Welcome to the 2008-09 School Year – A year of Building Community!

The Volunteer Association needs you! As a not-for-profit organization, Marin Ballet depends on our parent and community volunteers to help balance our financial needs. Your active support in the Volunteer Association not only helps Marin Ballet but also adds to the richness of your child's dance experience. As you look over the following pages, you will note that certain volunteer activities have been assigned to each class level. You do not need to sign up for these activities, unless you are interested in acting as a Chair/Co-Chair for the activity or would like to join the planning team. Your Class Parent will contact you closer to the activity to schedule your shift. For a detailed description of each volunteer activity, visit our website at www.marinballet.org.

Please take a few moments to look over the following pages, and make note of the performances, activities, and dates to which your class has been assigned. Most of the assigned class level activities are volunteer shifts that last approximately 1-2 hours, and are related to performance support. **However, as tuition covers only 60% of our operating costs, we are asking that every family consider donating 2-3 shifts of volunteer service throughout the 2008-09 school year.**

Please complete the VOLUNTEER ACTIVITY INTEREST FORM on pages 3 and 4, and return it to Marin Ballet. It is important that every Marin Ballet family actively participates, so we thank you, in advance, for signing up to help with a volunteer support activity. If you have any questions, please don't hesitate to contact Volunteer Coordinator, Carissa Sullivan, at 415.453.6705 x12, or csullivan@marinballet.org.

VOLUNTEER ACTIVITY ASSIGNMENTS BY LEVEL – 1-2 HOURS MANDATORY SERVICE

LEVEL	ACTIVITY	APPROX. DATES
Movement Exploration	A warm welcome to our newest members of the MB family!	
Creative Movement – all classes	<input type="checkbox"/> Pre-Ballet Showcase event staffing	(June 6 & 7)
Ballet Preparatory 1 – all classes	<input type="checkbox"/> Pre-Ballet Showcase event staffing	(June 6 & 7)
Ballet Preparatory 2 – all classes	<input type="checkbox"/> Pre-Ballet Showcase event staffing	(June 6 & 7)
	<input type="checkbox"/> <i>Nutcracker</i> Candy Cane Party Staffing	(December 13 & 14)
Level 1-1, 1-2, 1-3, & 1-4	<input type="checkbox"/> <i>Nutcracker</i> Candy Cane Party Staffing	(December 13 & 14)
	<input type="checkbox"/> <i>Spring Showcase</i> Dressing Rooms (includes dress rehearsals)	(May 27-31)
Level 2-1, 2-2, & 2-3	<input type="checkbox"/> <i>Nutcracker</i> Dressing Rooms (includes dress rehearsals)	(December 6,7,9-14)
	<input type="checkbox"/> <i>Spring Showcase</i> Dressing Rooms (includes dress rehearsals)	(May 27-31)
Level 3-1 & 3-2	<input type="checkbox"/> <i>Nutcracker</i> Dressing Rooms (includes dress rehearsals)	(December 6,7,9-14)
	<input type="checkbox"/> <i>Spring Showcase</i> Dressing Rooms (includes dress rehearsals)	(May 27-31)
Level 4	<input type="checkbox"/> <i>Nutcracker</i> Dressing Rooms (includes dress rehearsals)	(December 6,7,9-14)
	<input type="checkbox"/> <i>Spring Showcase</i> Front-of-House staffing	(June 5, 6, & 7)
Level 5	<input type="checkbox"/> <i>Spring Concert</i> Front-of-House staffing	(May 1, 2, 3, 8, & 9)
	<input type="checkbox"/> <i>Spring Concert</i> Reception staffing	(May 9)
Level 6	<input type="checkbox"/> <i>Nutcracker</i> Reception staffing (set-up, serve, & breakdown)	(December 14)
	<input type="checkbox"/> <i>Spring Concert</i> Dressing Rooms (includes dress rehearsals)	(April 25,27,29,30, May 1,2,3,8,&9)
Level 7	<input type="checkbox"/> <i>Nutcracker</i> Dressing Rooms (includes dress rehearsals)	(December 6,7,9-14)
	<input type="checkbox"/> <i>Nutcracker</i> Props (includes rehearsals)	(December 6,7,9-14)
Level 8	<input type="checkbox"/> <i>Nutcracker</i> Front-of-House staffing	(December 13 & 14)
	<input type="checkbox"/> <i>Nutcracker</i> Security	(December 13 & 14)
	<input type="checkbox"/> <i>Nutcracker</i> Transportation	(December 8 & 15)
Level 9	<input type="checkbox"/> <i>Nutcracker</i> Front-of-House staffing	(December 13 & 14)
	<input type="checkbox"/> <i>Nutcracker</i> Security	(December 13 & 14)
	<input type="checkbox"/> <i>Nutcracker</i> Transportation	(December 8 & 15)



**FALL 2008 – SPRING 2009
VOLUNTEER ACTIVITY INTEREST
FORM**

Please fill out, detach, and return this section to Marin Ballet for our files.

CONTACT INFORMATION

The volunteer activities listed on page 2 are those that are specifically assigned to the various class levels throughout the school. Listed below, however, are the many volunteer activities that are not assigned to a specific level – including Class Parent information and sign-up. Please look over the following activities and indicate on the form if you are willing to help, or if you have specialized skills or interests that may be helpful to Marin Ballet. Thanks, in advance, for your support!

(please PRINT)

Your Name _____ Phone (H) _____ (Cell) _____

Student Name _____ Class Level (include day/time) _____

Email Address _____ Best time to call _____

CLASS PARENTS

Class Parents play a vital role in the communication network between Marin Ballet and other families in their child’s class. A Class Parent or two is needed for each level, in every class. The Class Parent contacts other parents in the class to inform them of upcoming volunteer support needs, forwards monthly email newsletters from the Volunteer Coordinator to other members of the class, and acts as a liaison between Marin Ballet and the parent body for emergency and non-emergency communications.

I would like to be a Class Parent for my child’s class.

GREAT CHEFS IN GREAT HOMES

Marin Ballet's annual fundraiser, comprised of a series of black tie dinners prepared by renowned Bay Area chefs in Marin County's most spectacular private homes. Most dinners will take place in February & March 2009.

- | | |
|--|--|
| <input type="checkbox"/> Planning Team | <input type="checkbox"/> Dinner Support
▫ Dinner Manager
▫ Dinner Server |
| <input type="checkbox"/> Recruiter – Chefs, Homes, Wines | <input type="checkbox"/> Please contact me with more information |

PERFORMANCE SUPPORT CO-CHAIRS/MANAGERS

Key Volunteers who provide essential Front-of-House and Backstage planning and assistance before, during and after performances. Performance support is needed for *Nutcracker* (December 6 - 15), *Spring Concert* (May 1 - 9), *Spring Showcase* (May 27 - 31), and *Pre-Ballet Showcase* (June 6 & 7). You will be contacted by the Volunteer Coordinator if you are interested in Co-Chairing an activity.

- | | |
|---|---|
| <input type="checkbox"/> Front-of-House Co-Chair(s)/Managers – Boutique, Hospitality, and Flower Sales | <input type="checkbox"/> Receptions Co-Chair(s) – 2 events per year:
▫ Nutcracker reception at Marin Center (Dec.)
▫ Spring Concert reception at MB (May) |
| <input type="checkbox"/> Backstage Co-Chair(s)/Managers – Dressing Rooms, Props, Security, Transportation, and Wardrobe | <input type="checkbox"/> Please contact me with more information |

Please fill out, separate, and RETURN this form to Marin Ballet... 100 Elm Street, San Rafael, CA 94901, ATTN: Volunteer Assn. Thank you.



**FALL 2008 – SPRING 2009
VOLUNTEER ACTIVITY INTEREST
FORM (CONTINUED)**

*Please **fill out, detach, and return** this section to Marin Ballet for your file.*

ADDITIONAL WAYS TO PARTICIPATE

- Handyman (handyperson?) – There are always odd jobs to be done around our facility (i.e. installing window coverings, fixing door locks, repairing the back patio fence, etc...). It would be wonderful to have one or two interested 'handypersons' to assist, as needed, with odd jobs around the facility.

Please list any other skills or special interests that you have, that may be helpful to Marin Ballet.

WISH LIST OF ITEMS (in good working order, please)

- | | |
|---|--|
| <input type="checkbox"/> Flat-screened computer monitors | <input type="checkbox"/> Portable air conditioners and heaters |
| <input type="checkbox"/> Ergonomic office equipment | <input type="checkbox"/> Exercise balls |
| <input type="checkbox"/> Video camera and tripods (for studios) | <input type="checkbox"/> Full-length mirrors for use in performance dressing rooms |
| <input type="checkbox"/> Patio umbrellas/stands | <input type="checkbox"/> Grand piano for Studio A |
| <input type="checkbox"/> Patio/garden furniture | <input type="checkbox"/> Lobby furniture (sofas/couches, etc.) |
| <input type="checkbox"/> Oscillating fans | <input type="checkbox"/> Table linens |
| <input type="checkbox"/> Vacuum cleaner or Dust-buster | <input type="checkbox"/> Vehicle - to donate <u>or</u> periodic corporate loaner |

AGREEMENT & SIGNATURE

- I have read the enclosed volunteer information, and made note of relevant dates. If I have a conflict with assigned volunteer activities, I will let the Volunteer Coordinator or my Class Parent know as soon as possible. I understand that Marin Ballet depends on my assistance to make performance opportunities available to my ballet student. _____(initial)

_____ *Parent or Guardian Signature*

_____ *Date*

THANK YOU!

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