

MILLBRAE MUSIC PROGRAM VOLUNTEERS

The Millbrae Music Department has a full calendar of events planned for the upcoming school year. Some of these will not happen or be a success without parent volunteers. Below is a list and a brief description of where your assistance is needed. Please review the positions and decide where you can help. In addition to the chairperson, volunteers will be needed for each of the events. If you have questions, please feel free to contact Mr. McGaw at amcgaw@mesd.k12.ca.us.org or Roselyn Pallas, music liaison at millbraemusicinfo@gmail.com. By working together, we can make this year a memorable one for our children!

To get the year started on a good note, Please mark your calendars and join us on **Thursday, September 23rd, 6:30 -8:00 PM at Taylor Middle School Auditorium** for a music program parent meeting. Thank you in advance for your much appreciated time and assistance. We couldn't do it without you!

Elementary School Liaison – update elementary school staff re: music events (Giant's game rehearsals and performances, concert tour, play-a-thon, winter and spring concerts, etc). Works with committee to keep track of paperwork returned to your school by students (i.e. permission slips, other forms & funds etc).

Advertisement & PR Chair – Responsible for getting info, updates and announcements to MCTV, KTLR, Contacting school liaisons/principals to advertise on announcement boards /morning announcements at each school, PTA newsletters, and webmaster, etc.

Winter & Spring Concert Decoration Organization Chair – organizes a team of volunteers to set up and clean up decorations for both Taylor and Elementary Schools concerts. Helps with programs and assists teacher as needed.

Winter & Spring Concert Refreshment Chair – Coordinates with Decoration/organization chair. Solicits families for baked goods & bottled water. Organizes team to collect and sell/distribute refreshments as well as set up and clean up of refreshment area.

Play-a-thon Chair – coordinate pledge forms, volunteers, lunch, jamba juice cards, gift cards/prizes.

Anaheim Chair- needed to be the point person for the many aspects of putting together the trip for the Anaheim Heritage Music Festival.

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Uniform Chair – coordinates the distribution and collection of uniforms (October & May).

Fundraising Chair – coordinates fundraising activities for special events like the Heritage Festival and/or for the maintenance of the the music general fund.

Treasurer – collects money that comes in to the Music Department and submits and keeps track of funds submitted to Nancy Agles at Taylor Middle School for deposit into the Music Department account.

Afterschool Class Coordinator (Monday & Tuesday) - Help Mr. McGaw with paperwork and monitoring student behavior during lessons with high-school volunteers.

Also needed

Certified /Credentialed teacher for Concert Tour - Mr. McGaw needs a field trip helper! Two teachers (Mr. McGaw and one other) are required to ride on buses with children who will participate in concert tour.

Instrument transportation for Concert Tour - Need two or three trucks/ vans and drivers to help transport instruments from school to school.

Please consider getting involved and attending the Music Department meeting.
There will be instruction information for the positions listed above.
Many hands will make our burden light!

MILLBRAE MUSIC VOLUNTEER FORMS

Please complete and return this form to us at the music department . Address your envelope to Millbrae Music Department Office, Attn; Roselyn Pallas, Music Liason by September 23, 2010

Parent (s) name _____

Student's Name _____ Grade _____

School _____ Instrument _____

Home Phone _____ Alternate Phone _____

E-mail _____

I would love to volunteer as chairperson for the following music department committee: _____

I would love to volunteer time to help before, during or after one or more of these events please feel free to contact me to help out: _____

Please indicate which events or committees you would be available to chair or assist.

	Position Filled
Millbrae Music Liason	
Elementary School Liason	_____
Advertisement & PR	_____
Winter/Spring Concert Decorations	_____
Winter/Spring Concert Refreshments	_____
Play-a-thon	_____
Anaheim Heritage Festival	_____
Uniforms	_____
Fundraising	_____
Afterschool Class Coordinators	_____
Concert Tour Assistant (must be credentialed teacher)	_____
Treasurer	Position Filled