

# Lansdowne Music Parents Association

## Volunteer Positions

### **Executive Committee Volunteer Positions** - Nominated and Elected at Spring or Fall General Meeting

**President (Elected; Executive Committee Member):** Oversees all activities of the LMPA. Chairs monthly meetings, develops and presents the agenda. Ensures the LMPA activities are in line with LMPA objectives. Supports other volunteers to achieve fundraising initiatives and assists as needed. Along with the Secretary, keeps LMPA drive and LMPA information on the Lansdowne Music website up to date.

**Vice-President (Elected; Executive Committee Member):** Assists and acts in the absence of the President, may be a signing officer, ideally has a student in grade 6 or 7 to allow for continuity. Along with the President, supports other volunteers to achieve fundraising initiatives and assists as needed.

**Secretary (Elected; Executive Committee Member):** Ensures that all members are notified of meetings (monthly, Annual Spring and Fall General, and Special meetings). Attends monthly LMPA meetings and takes minutes. Distributes minutes to all members in a timely fashion (acts as or forwards to current web-monitor to share with members via Lansdowne Music website). Keeps an accurate and up-to-date copy of the Constitution and Bylaws and provides a copy to members if requested. Issues and receives correspondence on behalf of the LMPA. Keeps a current inventory of all non-monetary LMPA assets (liaise with fundraising coordinators at beginning and end of each year). May be a signing officer. Supports the President to monitor and reply to the LMPA email.

**Treasurer (Elected; Executive Committee Member):** Looks after the accounting books of the general LMPA account. Provides cheques as needed. Empties lockbox as needed and deposits incoming funds. Coordinates with the Student Account Treasurer to keep track of fundraising amounts and ensures they are appropriately allocated. Provides input on spending requests from the teachers to ensure the LMPA account remains viable with enough reserves for emergency spending needs and long-term goals for the music program.

**Parents Advisory Council Representative (may be fifth executive member, if elected as LMPA position):** Attends both monthly meetings of the PAC and LMPA. Advises PAC what LMPA is doing and reports on PAC initiatives to the LMPA.

### **Additional Volunteers**

**Student Account Treasurer:** Tracks individual student accounts as support to Treasurer. Receives reported amounts from fundraising coordinators associated with student account fundraising (Red Barn cards, coffee sales, Purdy's chocolate sales, and plant sales) and keeps student accounts up to date. Posts account updates in the Band Annex foyer each month. Assists Treasurer and teachers at end of school year to calculate for disbursement unused student account amounts as required/permitted.

**Grade Representatives:** Attend monthly meetings and contribute ideas and opinions taking the needs of the grade they represent into consideration.

### **Fundraising Coordinators**

Volunteers who are responsible for one or more of LMPA fundraising activities, coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the Executive. Up to four fundraising coordinators may be elected into the Executive to assist managing the affairs of the LMPA.

- **Musical Desserts Coordinators (3):** Volunteers organize the annual Musical Desserts evening. It is suggested that one volunteer organizes/oversees all volunteers and provides overall event management including facility and teacher liaison, rentals as needed (food service equipment, linens, etc.) plus support for the food service and silent auction coordinators. One volunteer organizes/oversees the silent auction, including seeking volunteers to help solicit, collect, and organize donations for presentation at the event. One volunteer organizes/oversees the food services, including seeking volunteers to help solicit and collect dessert and beverage donations. A guide book is provided with more details and information shared from past years' events. Collection of donations can occur through the school year with a goal of receiving all by the end of January. Promotion for the event can begin in early January (Event Management Coordinator can seek volunteer with multi-media skills to design and share digital promotional flyers for Silent Auction donations as they come in, as well as create a Silent Auction catalogue prior to the event). Proceeds from Musical Desserts benefit the music program.

- **50/50 Coordinator:** Applies for annual Gaming License. Recruits and leads a team of volunteers for each of the concerts (seven total – two each in December, March, and June, as well as Blowing Out the Dust in October) during the school year to sell tickets. Collects supply tote from Band Annex prior to each concert series, ensures enough tickets are available for sale (at least 2 rolls of 1000 – 2-part raffle tickets, available at most dollar stores). Purchase more tickets as needed; save receipt to request reimbursement from Treasurer. Ensures a float is available for each event (can request funds from Treasurer ahead of time, or, if using own cash to provide float, can pay self back out of proceeds prior to profit count at each concert) - a float of at least \$100 is needed in a variety of denominations (\$5, \$2, \$1). Is accountable for compliance with Gaming License and funds raised; ensures the License is present at each event; start the Result Tracking form prior to ticket sales; must complete Cash Count form for each concert prior to making the award; completes the Result Tracking form for each event as required by the BC Government Gaming Branch; delivers reward to winner and profit funds to Treasurer with completed deposit form. Files 50/50 reports to BC Gaming after the final concert in June (within 90 days). Proceeds from the 50/50 Raffle benefit the music program.
- **Concert Bake Sale Coordinator(s):** Organizes bake sales and volunteers for six concerts (two each at Winter Celebration of Music in December, Sounds of Spring in March, Jubilation in June). Involves organizing bake sale supplies ahead of time (gloves or tongs, paper bags/plates, napkins, hand sanitizer) - collects supply tote and petty cash box/float from Band Annex at North Campus, ensures enough supplies are available and purchases more as needed (keep receipts to submit to Treasurer for reimbursement). *Optional: in 2022/23, a Thrifty Foods donation was used to buy bubbly water and juice boxes to sell at a profit at each concert. These were well received, and it might be a good added revenue stream to purchase drinks to sell at each bake sale. The Bake Sale Coordinator can choose whether to take this on or find a volunteer to purchase drinks to sell. The receipt could be directly reimbursed with cash out of bake sale profits for each concert series with signature of an executive signing authority (President, Vice President, Treasurer).* Recruits volunteers to help each concert night, requests donations of baked goods from families leading up to each concert series. Arrives early or arranges for at least one volunteer to arrive early and set up tables prior to each concert, receives baking donations and prepares for sale. Ensures at least one volunteer is able to monitor the table throughout the concert (can work in shifts so nobody misses their student's performance). Reports and delivers profits earned to the Treasurer using count cash and deposit forms (provided). Organizes and returns supply tote to Band Annex following each concert series. Proceeds from the concert bake sales benefit the music program.
- **Purdy's Chocolate Coordinator(s):** Sets up online ordering account in time for Winter (Christmas/Holiday) and Spring (Easter) sales and shares access page/link with membership. Organizes delivery, sorting, and distribution of products. Reports earnings to Treasurer and Student Account Treasurer. This fundraiser provides proceeds to the general music program fund and to individual student accounts.
- **Coffee Sale Coordinator(s):** Maintains relationship with chosen supplier. Receives monthly coffee orders via Google Forms; monitors payments (e-transfer) and matches to orders for processing. Follows up with families for payments outstanding. Reports individual student earnings to Student Account Treasurer. Receives and sorts orders for distribution each month. Proceeds from this fundraiser go to individual student accounts.
- **Plant Sale Coordinator(s):** Sets up online ordering account in time for Winter (holiday) and Spring (veggie starters, bedding plants, and hanging baskets/Mother's Day) sales - usually by mid-October for winter sales, and by mid-February for spring sales, with deliveries occurring early December and early May. Shares ordering link with school (not just band families). Monitors online selling website and payments. Selects delivery date and time through consultation with the teachers and school administration office. (Delivery to South campus works better.) Organizes volunteer team to manage delivery, sorting, and distribution of products. Reports earnings to Student Account Treasurer. Proceeds from this fundraiser go to individual student accounts.
- **Grocery Card Fundraising Coordinator(s):** Sells/distributes Red Barn and Fairway cards to those wishing to purchase or use them. Ensures cards are available at concerts for sale/distribution – arranges to get more from store when needed. Collects money and arranges for money transfer to the Treasurer. Updates the Student Accounts Treasurer for Red Barn card sales.

**Choir Representative (terminated pending reinstatement of choir program):** Attends monthly meetings and Contributes ideas and opinions taking the needs of the choir into consideration.

Other volunteer opportunities occur on an ad hoc basis throughout the school year and even if you can only help once, it is very much appreciated by the Executive Committee and Fundraising Coordinators. Watch the Weekly Notes sent by the band teachers as well as the website for calls to help as follows:

- **Selling 50/50 tickets** at Blowing Out the Dust, Winter Celebrations of Music, Sounds of Spring, and Jubilation in June (please note that sellers and purchasers must be adults, 19 or over) - usually a 2-hour commitment; can arrive at any time of the concert, help sell at intermission; help count the money before the last ensemble plays.
- **Baking for the sales** at each of the concerts; homemade donations are fantastic, but store-bought goodies are also most welcome! Donations can include savory items, sweets, whole loafs to take home, and drinks (non-alcoholic, sorry!) *Having a bake sale at Blowing Out the Dust is at the discretion of the coordinator – there is no precedent for having a bake sale at this concert and the table is outside the theatre with no food allowed in, so volunteers will not be able to watch the show while monitoring the food for safety.*
- Working at the **bake sale** table at any of the concerts; siblings are also a great help with this job! - a 2-hour commitment – arriving about half an hour before the concert to set up the tables, organize goodies as they arrive, taking payments and making change, and helping to clean up afterwards.
- Helping to sort plants into individual orders at the winter or spring **plant sales** - usually a 1-2 hour commitment, at the delivery location (sometimes north campus, sometimes south), between the delivery time (which is usually in the morning) and the end of the school day when purchasers will start picking up.
- Assisting with and tracking purchaser pick-up after plant sales – usually a 2-3 hour commitment, arriving at the school at the end of the day and staying for the designated time, typically until 5:30-6pm.
- Helping to organize **Purdy's Chocolates** orders, in December and March. Involves unpacking boxes and bagging items into individual orders; delivering to school. Can be any time commitment you can offer, up to a few hours at most to complete the order sorting. Sometimes, the coordinator(s) manage without extra help, depending on the size of the order.
- **Musical Desserts!** This fantastic gala event requires many volunteers to make the evening run smoothly. There is not a "Feed the Tuba," bake sale or 50/50 at this event as it is a paid ticket event and the focus is on the Silent Auction fundraiser. Volunteers are encouraged to support the gala concept of this event by dressing in black for their role. It is very exciting for the performers to feel a part of a fancy night! *\*Note: volunteers who wish to sit in the theatre to watch performances still need a ticket for the event due to capacity limits. Volunteers who are not going to enter the theatre do not need a ticket.*

Volunteers needed are as follows:

1. Silent Auction collection – involves soliciting donations from supportive community businesses and service providers. Any time commitment welcome – one hour, one day, a few phone calls; can start as early as November, with all donations collected by the end of January. Every donation collected helps!
2. Food and Beverage donations - involves soliciting donations from supportive community bakeries. Any time commitment welcome – one hour, one day, a few phone calls. Every donation collected helps!
3. Silent Auction promotion – someone interested in online media with artistry is needed to create promotional pamphlets and display posters to use prior to and during the Silent Auction, as well as a catalogue advertising the items up for bid. Time commitment is flexible.

4. Silent Auction preparation – organizing physical donations into displays (i.e. making baskets or bags to keep donations together and ready for the winning bidder to transport home) – a 1-2 hour commitment.
5. Dessert pick up – on the day before or the day of the event, going to the donor bakeries to pick up items and delivering them to the venue by midday on the day of the event.
6. Silent Auction and Dessert Table set up – about a 2-hour commitment; arriving at the venue 3-4 hours before the event (or as requested by the Coordinator); organising the tables, laying table cloths, setting up displays, putting out desserts and beverages, etc.
7. Working at the entry for the event – about a 45-minute commitment; arrive early, set up a couple of entry tables, set up door prize displays, and check attendees off on the ticket list as they arrive. Give tickets for door prizes.
8. Working at the concession/food service table – volunteers are needed through the whole evening but can be scheduled in shifts so that nobody misses their child's performance. Tasks include keeping the dessert table stocked, organized, and clean, making tea or coffee (replenishing hot water supply), ensuring plates and napkins are available, following the direction of the Food and Beverage Coordinator to support where needed.
9. Working at the Silent Auction – monitoring the tables (the venue has people present other than Musical Desserts attendees, so the tables do need to be watched throughout the evening by at least one volunteer; can be in shifts so nobody misses the performances).
10. Herders! One or two volunteers can help in the Black Box/Green Room staging area to support the performers and help keep them organized. Pizza has been donated in the past so there is food available for them – ensure plates and napkins available, support students to discard/compost accordingly to keep the room clean.
11. Cashiers – at least three cashiers are needed at the end of the night to complete the Silent Auction sales – at least one for Square credit card payments, one for cash and cheques, and one for e-transfer recording. This is about a 45 minute commitment at the end of the concert.
12. Clean up – the more the merrier on this! The venue needs to be left as found; all food needs to be removed (given away); table cloths packaged to return to rental company; Silent Auction displays taken down and packed up to return to Band Annex; leftover food service items packed up for use at future bake sales; any unclaimed Auction items packed up for future collection by winning bidder; any decorations packed up; tables and chairs returned to original locations; garbages emptied and taken out for disposal; kitchen/concession cleaned, all borrowed dishes and food service items washed, etc.

Other calls for help will come from the teachers throughout the year. They arrange their own volunteers for chaperoning field trips and tours, or transporting instruments to performances in other locations. Look for notices sent home, and if interested in this type of volunteer opportunity, make sure you have submitted the required credentials to the school office (Drivers Abstract, Criminal Record Check).