

Shumka School Volunteer Policy & Process



POLICY

At the beginning of the dance year, each family is asked to provide an undated cheque to secure its volunteer obligation. The family (dancers, parents, siblings) is able to fulfill that fundraising amount by volunteering for one or more of the listed volunteer jobs with SHUMKA School. Your undated cheque will be returned to you or destroyed at the end of the dance season if the required amount of hours is fulfilled.

If the volunteer commitment is not met by the end of the dance year, the *undated cheque will be cashed and the family will receive a tax-deductible receipt for this donation. We ask that you include the UNDATED CHEQUE, MADE PAYABLE to UKRAINIAN SHUMKA DANCERS when you make your first tuition payment of the season.

VOLUNTEER AMOUNTS

1 DANCER/family <ul style="list-style-type: none">◆ \$100 undated cheque*◆ 4 volunteer hours required	2 DANCERS/family <ul style="list-style-type: none">◆ \$150 undated cheque*◆ 8 volunteer hours required
3 DANCERS/family <ul style="list-style-type: none">◆ \$200 undated cheque*◆ 12 volunteer hours required	4+ DANCERS/family <ul style="list-style-type: none">◆ \$250 undated cheque*◆ 16 volunteer hours required

PROCESS

To volunteer for a position:

Contact June Eeles at the Shumka General Office by phone (780.455.9559 ext. 101) or email (june.eeles@shumka.com) with your chosen jobs (EXAMPLE: please sign me up for 'job #16'), and you will be added to the master list of volunteers. If there is a class associated with the job, such as costume headpieces, please also include the class. We will then follow up with details regarding the chosen job(s).

Parents, SSD dancers, other siblings, or another non-ssd substitute can volunteer to fulfill the obligation. Shumka School students are welcome to fill positions that are age appropriate.

Names will be added to positions on a first come, first serve basis. If the position is full, you will be notified and asked to provide another option.

Volunteer Opportunities for Shumka School Families

2017/18



#1

COSTUMES

November to March
8 – 12 hours, as needed

General costume assistance:

- A. Assisting with either the replacement of snaps, buttons, ribbons as required.
- B. Completing dancer contracts for signing and distribution.
- C. Iron/steam costumes as required.
- D. Repair headpieces/hats as required.

#2

COSTUMES

December to May
4 hours/class, 23 positions

Female headpiece totes:

Pre-Beginner	Pre-Beginner SP	Beginner	Beginner SP	Grade 1D	Grade 1D SP
Grade 2	Grade 2 SP	Grade 2D	Grade 2D SP	Grade 3	Grade 4
Grade 4 SP	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9
JNR ID	INT 1 ID	INT 2 ID	ADV ID	ADV Contemp.	

One volunteer from the listed classes to be responsible for the FEMALE HEADPIECE tote. Please note that some classes have multiple totes of headpieces for different dances. This includes:

- A. Responsible for bringing headpiece tote containers to and from all needed performances and festivals (with the exceptions of the ADV ID group overnight trips).
- B. Responsible for ensuring all allotted headpieces are accounted for after each performance.
- C. Receives headpiece tote container at costume pick up.
- D. Returns headpiece container to wardrobe room at the Year End Show.
- E. Responsible for general care of the headpieces throughout the year.
- F. Maintain communication with SSD wardrobe regarding headpiece condition throughout year.

#3

COSTUMES

December to May
4 hours/class, 15 positions

Male hat totes:

Pre-Beginner	Pre-Beginner	Grade 2D	Grade 2D SP	Grade 3	Grade 4
Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	JNR ID
INT 1 ID	INT 2 ID	ADV ID			

One volunteer from the listed classes to be responsible for the MALE HAT tote. Please note that some classes have multiple totes of hats for different dances. This includes:

- A. Responsible for bringing hat tote containers to and from all needed performances and festivals (with the exceptions of the ADV ID group overnight trips).
- B. Responsible for ensuring all allotted hats are accounted for after each performance.
- C. Receives hat tote container at costume pick up.
- D. Returns hat container to wardrobe room at the Year End Show.
- E. Responsible for general care of the hats throughout the year.
- F. Maintain communication with SSD wardrobe regarding hat condition throughout year.

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#4

CLASS REP'S

November to May

4 – 8 hours, 23 positions

Pre-Beginner	Pre-Beginner SP	Beginner	Beginner SP	Grade 1D	Grade 1D SP
Grade 2	Grade 2 SP	Grade 2D	Grade 2D SP	Grade 3	Grade 4
Grade 4 SP	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9
JNR ID	INT 1 ID	INT 2 ID	ADV ID	ADV Contemp.	

Parent representatives needed from each class who will be in direct communication with the School Principal, to ensure that required communication and explanations are provided on issues important to families. For this system to be effective, we need one class rep. from each of the listed classes above, so please consider volunteering for this position. If we do not receive the required number of volunteers, it is harder to implement this system.

#5

FUNDSCRIP

December to March

\$100 earned in profits = one \$100 volunteer cheque

Gift cards purchased for everyday items such as groceries, gas, entertainment, and household items are spent like cash, and a rebate automatically goes back to Shumka School. The average profit per gift card to Shumka School is somewhere between 2 and 10 percent. If for example you purchase a Safeway gift card valued at \$100, a \$3 profit will have been generated for Shumka School.

- A. Families must submit their FundScrip order forms to the Shumka General Office by the following dates: **#1: DECEMBER 1 – #2: MARCH 8.**

#6

DANCE-A-THON

November to February

15 hours, 1– 2 positions

Volunteers to help plan the 3rd Annual Ukrainian Dance-a-Thon.

#7

DANCE-A-THON

December 2

2 hours, 3 positions

Prepare pledge forms at studio for distribution to classes.

#8

DANCE-A-THON

February 6

4 hours, 3 positions

Count and track funds after the event.

#9

DANCE-A-THON

February 3

4 - 8 hours, 10 positions

Event setup, including dinner and concession service.

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#10

DANCE-A-THON

December to February

As many SSD dancers possible!!!

Collecting pledges and participating in the Dance-a-Thon.

#11

PROPS

November to March

4 - 8 hours, 1 position

Prop construction. This includes:

- A. Building new props as required.
- B. Refreshing and/or repairing older props as required.
- C. Purchasing and gathering materials required for the above and submitting expense receipts to the Shumka General Office.

#12

PROPS

November to May

16 hours (1 person) / 8 - 12 hours (2 people)

Inventory and organize the props for Shumka School of Dance:

- A. Creating an inventory of Shumka School props using Microsoft Excel (using the template created for the Shumka School costumes inventory).
- B. Photographing props for use in the inventory.

#13

MEDIA

Sunday, February 25 @ 2 PM

Event: 4 hours, Editing: 8 hours

1 position

Photographer needed for the Winter Concert at the Jubilee Auditorium. This includes:

- A. Photographing the SSD Winter Concert performance from the audience and the pre-show getting ready backstage and in the lobby.
- B. Selecting and editing the photos
- C. Having the required hardware.

#14

MEDIA

Sunday, May 6 @ 2 PM

Event: 4 hours, Editing: 8 hours

1 position

Photographer needed for the Year End Show at the Jubilee Auditorium. This includes:

- A. Photographing the SSD Year End Show performance from the audience and the pre-show getting ready backstage and in the lobby.
- B. Selecting and editing the photos
- C. Having the required hardware.

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#15

DELIVERY

February to March

8 hours, 2 positions

Delivering Summer Camp brochures to Edmonton & area schools and dance school.

#16

SUMMER CAMP

February to April

4 hours, 3 positions

Preparing marketing summer camp marketing materials. This includes organizing the mail outs, stuffing brochures, and doing the camp water bottle labels.

#17

SUPERVISION

December 29: 6–7:30 PM

December 30: 12:30–2 PM & 6–7:30 PM

9 positions (3/day)

Assist with the Nutcracker Children's Activity Corner, pre-show at one, two, or all three performances. This includes:

- A. Obtaining materials.
- B. Coordinating children's activities (craft & games) provided by Shumka.

#18

SUPERVISION

December 15 & 16 (Camrose)

December 29 & 30 (Edmonton)

6+ hours/show, 3 positions/show

DEC 15 (1)	DEC 15 (2)	DEC 15 (3)
DEC 16 (1)	DEC 16 (2)	DEC 16 (3)
DEC 29 (1)	DEC 29 (2)	DEC 29 (3)
DEC 30 AM (1)	DEC 30 AM (2)	DEC 30 AM (3)
DEC 30 PM (1)	DEC 30 PM (2)	DEC 30 PM (3)

Assisting the School Principal with supervising the Nutcracker children. This includes:

- A. General supervision of the Nutcracker children.
- B. Together with the Principal, notating the entrances and exits of the children, including sides of stage and curtain number, and ensuring the children are where they need to be at the correct times.
- C. Helping with hair and makeup.

#19

SUPERVISION

Sunday, February 25

Arrival: 12:15 PM

Orientation: 12:30 PM

Show: 2 PM Finished: 5:30 PM

6 hours, 20+ positions

Responsible for a class of Shumka School students at the Winter Concert. This includes:

- A. Responsible for the supervision and safety of your class of students.

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- B. Following a clearly defined list of personalized class instructions.
- C. Based on these instructions, lining the children up (younger classes only) on the correct sides of the stage, curtain, and line order. This applies to the pre-performance rehearsal and performance itself.
- D. When a child is finished all his/her dance(s), ensuring the child is only released from your supervision after the parent initials your sheet.
- E. Overall, acting as a "guide" for the class of students.

#20

SUPERVISION

Sunday, May 6

Arrival: 12:15 PM

Orientation: 12:30 PM

Show: 2 PM Finished: 5:30 PM

6 hours, 20+ positions

Responsible for a class of Shumka School students at the Year End Show. This includes:

- A. Responsible for the supervision and safety of your class of students.
- B. Following a clearly defined list of personalized class instructions.
- C. Based on these instructions, lining the children up (younger classes only) on the correct sides of the stage, curtain, and line order. This applies to the pre-performance rehearsal and performance itself.
- D. When a child is finished all his/her dance(s), ensuring the child is only released from your supervision after the parent initials your sheet.
- E. Overall, acting as a "guide" for the class of students.

#21

SUPERVISION

December 2-9

4 hours, 8 positions

Cookie Decorating during SSD Nutcracker Week:

- A. Preparing cookie decorating packs for SP classes.
- B. Assisting Edmonton classes with cookie decorating.

#22

FACILITY

November to April

4 - 12 hours, 4 positions

Snow shoveling:

- A. Ensure that the snow is shoveled on the sidewalk in front of the Shumka Dance Centre in a timely manner and cleared from the door in the back + parking lot.

#23

MERCHANDISE ORDER

November to December

8 hours, 2 positions

Together with the School Principal, coordinating the 2017/18 SSD Merchandise order.