

VOLUNTEERING...



POLICY

Due with the first tuition payment at the start of the dance season, each family is asked to provide an undated cheque to secure its volunteer obligation. The family (dancers, parents, or siblings) can fulfill the commitment by volunteering for one or more of the listed volunteer jobs with Shumka School. The undated cheque will be destroyed at the end of the dance season if the required number 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.

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:

Reference the list of **volunteer opportunities for SSD families**, posted on the Shumka website, the Shumka app, the bulletin board in Edmonton and Sherwood Park, and in this Handbook (see below). Contact the Shumka General Office with the preferred jobs (EXAMPLE: please sign me up for 'job #16'). If there is a dance class associated with the job, such as costume headpieces, please also include the class. SSD 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, the family will be notified and asked to provide another option.

VOLUNTEER OPPORTUNITIES FOR FAMILIES

#1 COSTUMES | NOVEMBER TO MARCH • 8 – 12 HOURS, AS NEEDED

General costume assistance:

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

#2 COSTUMES | DECEMBER TO MAY • 4 HOURS/CLASS, 23 POSITIONS

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.

| | | | | | |
|--------------|-----------------|----------|-------------|--------------|-------------|
| 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. | |

This includes:

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

#3 COSTUMES | DECEMBER TO MAY • 4 HOURS/CLASS, 15 POSITIONS

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.

| | | | | | |
|--------------|--------------|----------|-------------|---------|---------|
| 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 | | | |

This includes:

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

#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, SSD need one class rep. from each of the listed classes above, so please consider volunteering for this position. If SSD does not receive the required number of volunteers, it is harder to implement this system.

#5 FUNDSCRIP | DECEMBER TO MARCH • \$100 EARNED IN PROFITS = \$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.

- ◆ Families must submit 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 • 16 HOURS, 4-5 POSITIONS

Volunteers to help plan the 3rd Annual 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 | JANUARY 27, FEBRUARY 3 • 4 HOURS, 3 POSITIONS

Count and track pledge forms, and funds collected at the event.

#9 DANCE-A-THON | FEBRUARY 3 • 4 - 8 HOURS, 10 POSITIONS

Event setup, including dinner and concession service.

#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:

- ◆ Building new props as required.
- ◆ Refreshing and/or repairing older props as required.
- ◆ 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:

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

#13 MEDIA | SUNDAY, FEBRUARY 25 @ 2 PM • 1 POSITION, EVENT: 4 HOURS, EDITING: 8 HOURS

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

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

#14 MEDIA | SUNDAY, MAY 6 @ 2 PM • 1 POSITION, EVENT: 4 HOURS, EDITING: 8 HOURS

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

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

#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 | 9 POSITIONS (3/DAY)

DECEMBER 29: 6-7:30 PM • DECEMBER 30: 12:30-2 PM & 6-7:30 PM

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

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

#18 SUPERVISION | 6+ HOURS/SHOW, 3 POSITIONS/SHOW**DECEMBER 15 & 16 (CAMROSE)****DECEMBER 29 & 30 (EDMONTON)**

| | | |
|---------------|---------------|---------------|
| 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:

- ◆ General supervision of the Nutcracker children.
- ◆ 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.
- ◆ Helping with hair and makeup.

#19 SUPERVISION | SUNDAY, FEBRUARY 25 • 6 HOURS, 20+ POSITIONS**ARRIVAL: 12:15 PM • ORIENTATION: 12:30 PM • SHOW: 2 PM FINISHED: 5:30 PM**

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

- ◆ Responsible for the supervision and safety of your class of students.
- ◆ Following a clearly defined list of personalized class instructions.
- ◆ 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.
- ◆ 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.
- ◆ Overall, acting as a "guide" for the class of students.

#20 SUPERVISION | SUNDAY, MAY 6 • 6 HOURS, 20+ POSITIONS**ARRIVAL: 12:15 PM • ORIENTATION: 12:30 PM • SHOW: 2 PM FINISHED: 5:30 PM**

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

- ◆ Responsible for the supervision and safety of your class of students.
- ◆ Following a clearly defined list of personalized class instructions.
- ◆ 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.
- ◆ 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.
- ◆ 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:

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

#22 FACILITY | NOVEMBER TO APRIL • 4 - 12 HOURS, 4 POSITIONS

Snow shoveling:

- ◆ 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.