Volunteer needs

Welcome

We run on volunteers. Luckily, we have all kinds of opportunities for everyone from donating products for the concession sales to more hands-on things like show meals. We will take all of the hands we can get and a lot of time we need your hands for just a bit of time. We do expect if your student is in a play or musical you volunteer for something. Many hands make light work.

Show meals

Show Meals:  Head of and volunteers

* Show meals are served to students and directors for a small fee during the week before the play and musical. The Boosters traditionally supplies one meal for free to them during the Thursday daytime performance because students miss their normal lunch times.

All help is welcome. There are many volunteer opportunities. Look for more information and a Signup Genius as we get closer to show times.

* Help order food,
* pick up food, set up food, serve food, and clean up afterwards.
* Work with treasurer to keep track of funds
* Provide water and snacks for the cast and crew during the play. Water is needed the most.

Show Signs Head of and volunteers

We advertise the play and musical via yard signs throughout the community. The responsibilities are:

* Work with Mr. Rosen on a design
* Get bids for prices
* Order signs and take delivery
* Coordinate placing signs everywhere
* Help set up a sign up Genius to make sure people are placing them in different locations

Show Concession Head and volunteers

Yes, we sell concessions! Until recently we offered wonderful baked goods made by our talented drama parent bakers as well as purchased items like chips. Due to Covid we are not sure how we are doing this yet, but we foresee offering only prepackaged food and water. Because of this we will be asking for donations of these items to help us generate more income. Other boosters do this as well. We also sell Break a leg o’grams. Flowers and candy and spirit wear.

* Set up a sign up genius for volunteers to fill slots during the shows
* Make sure the lobby is set up with tables, chairs, trash bins
* Set up food items and water
* Get the cash boxes from the treasurer
* Count cash box at the beginning and end
* Cleanup the entire area

Break a leg o grams Head and volunteers

We sell break a leg o grams during concessions. They are slips of paper we sell for a dollar that you send best wishes, encouragement, or anything else positive, to your student during the performance. The break o leg a gram will be delivered to the student around the production time. It is a wonderful souvenir for the students because they often collect them and display them in the backstage area. Duties include:

* Setting up table before the show
* Providing slips of paper for the break o leg a gram to be written on, pens and the cash box for them
* Help with a sign up genius for people to take orders and be back stage runners.

Other volunteer opportunities during shows

* Ushers
* Ticket takers
* Handing out programs
* Raffle baskets and sales of them
* Help selling spirit wear
* General help where hands are needed

Cast and Crew Dinner

After the last Saturday night show the students, all go out to celebrate with a cast and crew meal. Typically, it has been held at various locations and the place would need to be able to handle a large group, handle individual orders, and stay open to at least midnight. We have held I a person’s house as well. One person could head this committee and have many people help. Parents have gone along before to eat but typically stay away from the kids. Duties include

* Researching and contacting local restaurants
* Try to negotiate a group price if possible
* Communicate the date and time, let parents know they provide transportations to and from the dinner. Often students carpool. If your student is in tech, they will get there slightly later.
* Help keep things running smoothly at the location, communicate with restaurant staff.
* Stay until the last student has been picked up.

Care Packages

Care packages are sold at midterms and finals. They are a major money maker for the boosters because the sale of them reaches the whole school, not just the Boosters and their families.

* Help coordinate the advertisement of the care packages with the school.
* Gather materials to go in the care packages
* Coordinate the point of sales with the treasurer and create a list of students who will be receiving them.
* Working with the school to have the packages assembled and distributed

Nominating committee Head and volunteers

* Help recruit new people for the following year’s board
* Put together a slate for nominations

Scholarship Committee, Head and volunteers

* Create standards for applicants
* Communicate the deadline for application for scholarships
* Choose scholarship winners based on standards.

Banquet

* Set up point of sale with treasurer
* Choose a restaurant to cater the event. We have used Qdoba in the past because they do a good job, the students love it and they can accommodate vegetarians in the menu
* Send out notifications and an order form about the banquet with the date, time, and cost of the virtual tickets.
* Order food to be delivered
* Purchase beverages (generally bottled water)
* Decide on who or what business will supply dessert. In past years parents have donated desserts
* Decorate the cafeteria. We have used the year’s play and musical as themes before, but you can make it your own if you like
* Set up food and help keep the area tidy
* Have a list made of all of the people who paid so it can be checked off as people come in

NYC or Local Trip End of April Head and volunteers

* Compare prices for various places, venues and shows, and dates
* Present three choices of shows and set up a poll for students to participate in to choose the winner
* Find a bus company by comparing rates and amenities
* Work with treasurer on selling tickets/space on the bus and meet the deadline for submission of such to the venue and bus company
* Make up chaperone groups and create a list of students assigned to a chaperone
* Communicate the list of students to chaperones
* Create a permission slip and medical form to be filled out and keep them on file during the trip
* Either purchase or have donated food and water for the bus trip. Food like apples, bananas, granola bars, water, etc.
* Set up the morning of the trip the food items
* Take a roll call on the bus to make sure everyone is there
* Remind everyone upon arrival the times to be expected to be at the theater and then on the bus to go home
* After arriving back home staying with students until the last student is picked up