



VOLUNTEER INFORMATION

Thank you for your interest in volunteering for Kids On Stage! Volunteers are an important part of the Kids On Stage team, helping to set a positive tone and create an atmosphere of safety and encouragement for every kid and teen at Kids On Stage. They work hard, care deeply, and use their specific skills and gifts to benefit the hundreds of kids who participate in Kids On Stage Summer Academy each year.

Confirmation: As part of the volunteer confirmation process, you will be required to fill out the Code of Conduct Agreement, Assumption of Risk, Media Release, and Background Check forms. All of these documents will be available for download on our website. If you wish to have them mailed to you, please let us know. Upon confirmation, you will receive a copy of the Volunteer Handbook, as well as other materials that will help you familiarize yourself with Kids On Stage and Summer Academy.

Orientation and Training: There will be a volunteer orientation and training session on Saturday, June 5, 2010.. This session will be held at Hillsboro School in Leiper's Fork, and will include information on safety and KOS procedures, as well as a tour of the building, and a time for Q&A. This is also the time when volunteers get to know the Kids On Stage staff and each other, and begin collaborating. If you want to volunteer but are unable to attend, please let us know, so we can schedule an alternate time for your orientation.

Duties:

- Attend Volunteer Orientation Session
- Arrive on-time each morning of Summer Academy and check in with Volunteer Coordinator
- Fulfill assignments and tasks as assigned
- Set an example of Respect and Positive Attitude

Volunteers are Needed for the Following Dates/Times:

- 9:00 AM – 3:00 PM (May 27 – June 6, Academy Set Up)
- 8:00 AM – 3:00 PM (Mon. – Fri., June 7 – 11 and June 14 – 18)
- 10:00 AM – 9:00 PM (Sat., June 12 and June 18, Arts and Music Festivals)
- 9:00 AM – 3:00 PM (Mon. – Wed., June 20 – 22, Academy Tear Down)

All photos and audio/video created at Kids On Stage Summer Academy are the property of Kids On Stage and may be used for promotional purposes in the future. Kids On Stage does not discriminate on the basis of race, religion, national or ethnic origin, physical ability, or sexual orientation.



HISTORIC LEIPER'S FORK

KIDS ON STAGE SUMMER ACADEMY VOLUNTEER APPLICATION

Please Send Application To:

(Mail) Kids On Stage, P.O. Box 446, Franklin, TN 37065

(E-mail) mimi@kidsonstage.tn.com

PERSONAL INFORMATION

(Please fill this form out completely even if you have volunteered with us previously)

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Which is the best way to contact you? e-mail cell phone home

T-Shirt preference (adult sizes) Small Med Large XL XXL

Emergency Contact Information:

First Contact's Name _____

Home Phone _____ Cell Phone _____

Relationship to you _____

Have you volunteered for Kids On Stage before? _____

If yes, year(s) _____

What job(s) did you perform _____

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Area(s) of interest (please check all that apply):

____ **Facilities Crew (Set-Up)** – Assists in setting up classrooms and administration areas prior to Academy. Moves desks, tables, chairs, A/V equipment, stocks supplies. Hangs signs, covers windows and partitions, assists staff with small, hands-on projects. Cleans classrooms, performance areas and administration areas as needed to prepare for Academy. *(Needed May 27th through June 6th)*

____ **Computer Troubleshoot Team** – Pre-Academy, sets up computers, digital cameras, printers, etc., for all computer-related classes. Works with instructors to ensure that everything is ready to go on Monday morning. During Academy, we will need someone who can troubleshoot computer problems (can be on-call or available to troubleshoot via phone). Post-Academy, this team will disassemble computer gear in classrooms, inventory, and pack it up for next summer. *(Needed beginning June 1st through June 22nd)*

____ **A/V Crew (Set-Up)** – Assists Technical Director with stage and audio/video set up in gym, KOS theater, songwriting rooms, band rooms, and instrumental classrooms. Involves some heavy lifting. *(Needed June 1st through June 6th)*

____ **Monday Morning “High-Adrenaline” Team** – Greets some 350 Academy members and checks them in, all within 30 minutes! This team supplies nametags and schedules, gives directions, answers questions, reassures anxious youngsters, and makes it all look easy. *(Needed Monday, June 7th and Monday, June 14th)*

____ **Administrative Support** – Files, makes copies, organizes, does mailing, takes attendance, makes phone calls, etc. May also be needed to help students find classrooms, distribute t-shirts, or other tasks. *(Needed the week before, as well as during the Academy)*

____ **Lunchtime Crew** – Helps to maintain order during lunchtime and clean up afterward. May be enlisted to assist Lunchtime Performance Coordinator. *(Needed 11:30 – 1:30 Monday through Friday, both weeks of Summer Academy)*

____ **Arts & Music Festival (Saturdays)** – Welcomes parents, monitors front desk, answers questions, sells merchandise. Directs performers and teachers to stage, “bullpen”, and other areas. Keeps things moving smoothly throughout day. *(Needed June 14th and June 19th)*

____ **Facilities Crew (Tear-Down)** – Assists in clearing/cleaning classrooms and administration areas at the conclusion of the Academy. Returns furniture to school year locations; packs up KOS supplies for storage. Inventories KOS computers and music gear. **(Needed June 21st through June 23rd)**

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____ **A/V Crew (Tear-Down)** – Assists Technical Director in tearing down stage and returning audio and video gear to KOS storage. Involves some heavy lifting. *(Needed June 20th through June 23rd)*

____ **Database Support** – Helps staff keep up with databases for students, instructors, interns, volunteers, donations, and a host of other crucial information. Familiarity with Excel, Microsoft Word, and File Maker Pro are ideal but not required. *(Database support is appreciated anytime now through June 14th)*

Summer Academy Coordinators

Several coordinators are needed to work directly under the KOS Assistant Director during Summer Academy. These require a week-long commitment during the Academy. Coordinators receive all the training and support they need to succeed, and receive our enduring gratitude! Positions include:

____ **Kitchen Coordinator** - (Sets out morning coffee and snacks for instructors, keeps kitchen clean, creates shopping lists for replenishing groceries. If able, does Costco runs as needed.)

____ **Lunchtime Performance Coordinator** - (Creates and manages schedule for lunchtime performances; organizes singers' tracks, communicates with lunchtime a/v interns.)

____ **Concessions Manager** – (Handles lunchtime concession sales, keeps track of inventory and concession money.)

____ **T-Shirt Coordinator** – (Organizes distribution of t-shirts to Academy students, instructors, interns, and volunteers. Inventories remaining t-shirts for Arts and Music Festival sales.)

____ **Arts and Music Festival Coordinator** – (This is a big job that can be shared. Handles food concessions for Arts and Music Festival, including grill. Plans menu, makes shopping lists, and does Costco runs to prepare for festival days. Works with Assistant Director to coordinate and schedule food service volunteers for A&M Festivals.)

____ **TGIF Coordinator** – (Coordinates June 18th lunchtime celebration, including cookout and instructor performances for high school group.)

____ **Ongoing Volunteer Opportunities** – These volunteers are needed all year round and are a crucial part of Kids On Stage's success. Any help you can give is appreciated!

____ **Donation Support** – These volunteers reach out to community businesses and request donations of KOS Wish List items, as well as auction prizes for fundraising, and volunteer/intern appreciation gifts. Great telecommuting volunteer opportunity! (Needed now through Summer Academy, and again for our Fall Fundraiser)

____ **Artistic Design Support** – Help Kids On Stage using your creative abilities! We need help with designing marketing materials such as event flyers, program brochures, and Summer Academy signage. Both graphic design and hand-drawing skills are helpful. (Needed now through Summer Academy, and again for our Fall Fundraiser)

____ **Community Outreach Team** – Members attend outreach events, such as the Nashville Parent Camp Fair and Back to School Fair, manning event information booths. Kids On

Stage provides all information – as a Community Outreach Team volunteer, you show up, have fun, and tell people about Kids on Stage! (Periodic, as needed)

____ **Grants and Opportunities** – Help KOS director with research, grant writing, governmental compliance issues, etc. (Need is ongoing)

____ **Fundraising Committee** – Tuition covers only 50% of Kids On Stage’s ongoing costs. We need committed, passionate parents and other volunteers to help us raise the funding to keep up with new equipment, software, scholarships, and other needs. Fundraising committee members work side by side with staff and KOS board members to plan and execute fun and dynamic events that raise money and awareness for Kids On Stage Summer Academy and other KOS programs and events throughout the year. (Volunteer opportunities are both ongoing and in the months leading up to specific events)

Available dates/times: _____

Do you have any special skills or experience that will help us in assigning you? _____

What else would you like us to know about you? _____

(Signature)

(Date)