

**♪ Choral Music Parent Volunteer Sign Up ♪**  
**Get Involved in the MBMS Vocal Music Program!**

**Please have your son or daughter return this**  
**ENTIRE Form to Miss Gold by**  
**Friday, September 14th**

Dear Vocal Music Parents,

Would you like to get involved with the MBMS Vocal Music Program? It's easy, just read the following pages and sign up in the area(s) that best match your interests. For the past five years we have had organized parent committees for vocal music, and it has been wonderful to have so many parents involved. Please share your talents to help make our music program even stronger.

As you are probably aware, the Manhattan Beach Unified School District continues to run on a tight budget during this time. We are doing our best to keep the level of our programs top-notch, and with this in mind, we need to do some fundraising.

Some of the committee work focuses on areas in which we can earn money for our MBMS Vocal Music Program through things that are intrinsically related to the arts, for example, selling CDs of our music at our concerts. Other fund raising activities include flower sales at our concerts and program advertisements.

**We are looking for parents to get involved with the**  
**MBMS Vocal Music Program.**

**Please write your name on the line provided below, and check**  
**the box(es) below and on the following pages near the area(s)**  
**in which you would like to participate.**

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Student's Name \_\_\_\_\_

Parent's email \_\_\_\_\_

**PLEASE CHECK ALL BOXES THAT APPLY TO YOU:**

- Yes, I would like to be part of the Choral Music Volunteer Committee. I will attend the meeting on Tuesday, September 18, at 7:00 p.m. in room 120. (If you have already filled the same position in the past, and you are Not An Event Chairperson feel free not to attend the meeting. If you are an Event Chairperson, please attend if possible.)
- Yes, I give my permission to list my email address next to my name on the volunteer list of the MBMS Vocal Music Website.
- No, I do not wish to list my email address next to my name on the volunteer list of the MBMS Vocal Music Website.
  
- I am unable to attend the meeting, but I would like to be part of the Choral Music Volunteer Committee. I have circled my areas of interest for participation this year, or written a note below to indicate my area of interest.
- No, I am unable to be part of the Choral Music Volunteer Committee at this time.

**©More Opportunities to Chaperone on Trips will be Coming Soon©**

**Feel free to contact Miss Gold at [hgold@mbusd.org](mailto:hgold@mbusd.org)**

# **MBMS Vocal Music**

## **Open Parent Positions for the 2007-2008 school year.**

### **1) Acting as the Concert Chairperson for the Winter and Spring Choral Concerts and the MBMS Choral Festival**

We are looking for 1 or 2 parents to act as the Concert Chairperson for the Winter and Spring Choral Concerts and the MBMS Choral Festival. This job includes working at the dress rehearsals and concerts, helping to oversee all parent volunteers, calling to confirm concert and dress rehearsal volunteers, helping to set up and clean up the treats for after the concert, helping with the finale line up, putting the choral awards in order, and possibly speaking at the Winter and Spring Choral Concerts on December 13, 2007, May 16, 2008 (Festival), and May 29, 2008.

Please sign me up to be the Concert Chairperson for the Winter and Spring Choral Concerts and the MBMS Choral Festival for the 2007-2008 school year.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **2) Solo Vocal Festival Co-Chairperson**

We are looking for one parent to act as a Solo Vocal Festival Co-Chairperson for the performance scheduled for Tuesday, March 4, 2008. Parent Alison Gerber has graciously agreed to act as one of the Co-Chairs. This job includes decorating the MPR for the Solo Vocal Festival, and helping to set up and clean up treats, and picking up dinner for the adjudicator and teachers. (You will be reimbursed)

Please sign me up to be the Solo Vocal Festival Co-Chairperson.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **3) Sing Fling Luncheon Co-Chairperson**

We are looking for one parent to act as a Sing Fling Luncheon Co-Chairperson for the luncheons scheduled for Thursday, May 1, and Friday, May 2, 2008. Parent Alison Gerber has graciously agreed to act as one of the Co-Chairs. This job includes purchasing the juice & water for the luncheons (you will be reimbursed), helping to oversee all parent volunteers, calling to confirm concert volunteers, helping to set up the multi-purpose room for both luncheons, coordinating the pizza delivery and the return of the pizza heating bags, and helping to set up and clean up.

Please sign me up to be the Sing Fling Luncheons' Co-Chairperson.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **4) Obtaining the Copyrights and Mechanical Licenses for the Songs on our CDs**

We are looking for 1 or 2 parents who would like to help us obtain the legal rights to record and/or perform our concert songs on CD and sell them as a fund raising activity for vocal music. This job entails writing faxes, letters, and emails, to the publishing companies that hold the rights to the songs that our students are recording. This would also include filling out the check requests for the copyrights and turning them in to Miss Gold.

Please sign me up to work on obtaining the copyrights and mechanical licenses for Winter and Spring Concerts.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **5) Clerical Assistants**

We are looking for several parents to do clerical work for the MBMS Vocal Music Program on a weekly basis. These volunteers will file, make copies, sort forms, sort choir clothes, and/or enter data into the computer.

Please sign me up to work as an MBMS Vocal Music Clerical Assistant.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**6) Selling and Distributing flowers at the MBMS Choral Concerts**

We are looking for 1-2 parents to sell and distribute flowers at the MBMS Choral Concerts. We would like to have flowers sold on the following dates: are December 13, 2007, and May 29, 2008. The members of this committee would also be asked to help assemble the flowers for sale at the concerts. You will be called to work on specific dates by the co-coordinators Ann Venardos and Ann Kritzer. (Dates subject to change).

Please sign me up to work on the flower sales for the Winter and Spring Concerts.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**7) Selling CD's and Photos at the MBMS Choral Concerts**

We are looking for 3-6 parents to sell CDs at the MBMS Choral Concerts. We would like to have CDs sold on the following dates: December 13, 2007, and May 29, 2008. You will need to arrive at 5:45 p.m. to set up and begin selling CDs.

Please sign me up to work on the CD Sales Committee for the Winter and Spring Concerts.

Please sign me up to bring \$200 in ten dollar bills to be used as change for CD sales for the Winter and Spring Concerts. (This money will be refunded at the end of the concert when all sales have been made.)

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**8) Concert Decorations and Food Committee and Chairpeople**

We are looking for 10-15 parents to act as the concert decorations and food committee, and the Chairperson for this committee. These volunteers would meet together to decide how they would like to decorate for our various concerts and then they would pick up the items that we need for decorating at our MBMS concerts, and do the decorating. This group would also supervise the stage set up crew, and the set up and clean up the concert treats and decorations. We usually have balloons for each concert, tablecloths, napkins, and cups. We are open to new ideas. Concerts will take place on December 13<sup>th</sup>, March 4<sup>th</sup>, May 16<sup>th</sup>, and May 29<sup>th</sup>. (Dates subject to change) All parents who sign up to be on this committee will be contacted by the coordinators of each event.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Please sign me up to work as the Concert Decoration and Food Chairperson.

Please sign me up to work as a Concert Decorations and Food Committee Member.

Please sign me up to help set up treats on Thursday, December 13<sup>th</sup>, from 6:00- 7:00 pm

Please sign me up to help clean up treats on Thursday, December 13<sup>th</sup> after the concert at the conclusion of the reception.

Please sign me up to help set up treats on Thursday, May 29<sup>th</sup>, from 6:00- 7:00 pm

Please sign me up to help clean up treats on Thursday, May 29<sup>th</sup> after the concert at the conclusion of the reception.

**9) Vocal Music Accounting**

10) We are looking for one or two parents to do the accounting for the MBMS Vocal Music Program. This includes entering data and helping with record keeping for the various MBMS Choral Accounts. This job requires a working knowledge of the excel program. This volunteer would come in once or twice a month (preferably on the last day of the month) to enter deposits and payments into the budget sheet, write out and copy check requests, count incoming deposits and make deposit slips, and keep all Vocal Music Accounts current.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Please sign me up to work as the Vocal Music Accounting Assistant.

**10) Setting Up and Dismantling the Stage for the Winter and Spring Choral Concerts**

Over the past few years we have grown so large that we will be having our Winter and Spring Choral Concerts in the MBMS Gym. We will need some to take the set up down, and remove all chairs, directly after the concert so that the PE classes can resume on the following day.

We are looking for 8-10 people to help to put away chairs set up and dismantle the stage for our Winter and Spring Choral Concerts. Don Cohen will oversee the process of setting up the stage. Volunteers may be lifting heavy platforms.

**Dates when volunteers are needed:**

a) Thursday, December 13, 2007 directly after the Winter Choral Concert

b) Thursday, May 29, 2008 directly after the Spring Choral Concert

Please sign me up to help take down the stage on Thursday, December 13, 2007 after the concert.

Please sign me up to help take down the stage on Thursday, May 29, 2008 after the concert.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**11) Fitting Singers For Choir Clothes 9:50 a.m. to 2:10 p.m. September 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>**

We are looking for 3 or more parents who will help to determine the sizes of the choir clothes for each student who is purchasing concert clothes and one parent to coordinate the tallying process. In prior years we purchased one or more of each size of shirt, skirt, and pants so that we would have actual clothes to try on the students, rather than using a measuring tape. This job also involves tallying up how many of each size will need to be ordered.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Please sign me up to be the Choir Concert Clothes Coordinator and help with tallying the costume order.

Please sign me up to help with costume fitting on Monday, September 10<sup>th</sup>, 2006 from 9:50 a.m. to 2:10 p.m.

Please sign me up to help with costume fitting on Tuesday, September 11<sup>th</sup>, 2006 from 9:50 a.m. to 2:10 p.m.

Please sign me up to help with costume fitting on Wednesday, September 12<sup>th</sup>, 2006 from 9:50 a.m. to 2:10 p.m.

**If you are going to sign up to act as a concert clothes volunteer, please  
be sure your son or daughter turns this form in  
by Friday, September 5th.**

**Thanks!**

**12) Taking Pictures at the Winter and Spring Dress Rehearsals and Choral Concerts**

We are looking for several parents with a digital camera to take pictures at our MBMS Winter and Spring Dress Rehearsals and Choral Concerts so that they can be put up in our classroom, used at the concert for a slideshow, and used on our website. You will need to bring your connections to link up to Mr. Cohen's computer to download photos for the concert slideshow. Please be prepared to bring in a disk and hard copies of pictures. If you like, you can be reimbursed for the cost of getting the pictures developed.

Please sign me up to take pictures at the Winter and Spring Choral Concerts.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **13) Parent Chaperones for Concerts**

Due to the large number of singers we have moved the Winter and Spring Concerts into the Gym, so that the students will be able to watch the concert live, rather than in separate waiting rooms. This makes the job of chaperoning easier and more enjoyable. We will need parents to Chaperone at dress rehearsals, concerts, choral festivals, and the Sing Fling Luncheons. Sign ups for parents who wish to chaperone on field trips will be sent home throughout the year.

- Please sign me up to work as a chaperone at the Winter Concert Dress Rehearsal on Wednesday, May 12<sup>th</sup>, from 2:30-5:15 p.m.
- Please sign me up to work as a chaperone at the Winter Concert on Thursday, December 13<sup>th</sup>, from 5:30- the end of the concert.
  
- Please sign me up to work as a chaperone at the Sing Fling Luncheon on Thursday, May 1, from 11:40 a.m. to 2:00 p.m.  
(Seaside/Senior Wave/Madrigal Singers Perform)
  
- Please sign me up to work as a chaperone at the Sing Fling Luncheon on Friday, May 2, from 11:40 a.m. to 2:00 p.m.  
(Mermaid/Neptune/Madrigal Singers Perform)
  
- Please sign me up to work as a chaperone at the Choral Festival on Friday, May 16<sup>th</sup>, from 9:00 a.m. to 10:00 p.m.  
(limited to parents of Seaside Chorale and Senior Wave Chorale students- Magic Mountain Included)
  
- Please sign me up to work as a chaperone at the Spring Concert Dress Rehearsal on Wednesday, May 28<sup>th</sup>, from 2:30-5:45 p.m.
- Please sign me up to work as a chaperone at the Spring Concert on Thursday, May 29<sup>th</sup>, from 5:30- the end of the concert.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **14) Drop Off and Pick Up of CDs for Copying**

Former MBMS parent Tom Sturges of Universal Music Group, has generously agreed to copy all 400 CDs for sale at the Winter and Spring Choral Concerts. We are looking for a parent to take the CD's to the recording studio in West Los Angeles and then pick them up when they are done with the copying process (usually around 2 days after they are dropped off). This will need to be done during December (around the 12<sup>th</sup>) and May (around the 28<sup>th</sup>). You will be kept informed of the progress of the CD so that you can plan when to take the CDs in and when they are ready for return.

- Please sign me up drop off and pick up the CDs for the Winter and Spring Choral Concerts.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**15) Donating CD Supplies, Drinks for the Sing Fling Luncheon, and Batteries**

We will need a total of 500 CDs and Labels, CD Cover Booklet Papers, Regular CD Cases, and Ink to print out the cover papers and labels (Approximately Cost \$600). We also need approximately 800 individual beverages (water or juice or gatorade) for the Sing Fling Luncheon (Approximate Cost \$250). Each year it takes approximately 180- AA batteries for Miss Gold to use her microphone in the classroom. Please sign up to donate CD supplies, Juice/Water, and/or Batteries. All beverages should be low sugar juice, Gatorade, or water in individual serving sizes so they are easier to distribute.

Or if you prefer you may make a donation by check made out to **MBUSD** and attach it to this form. All parents who sign up to make donations should attach their checks to this form. Donations will be applied to the purchase of CD supplies, juice, and/or batteries. Any donations that exceeds the cost of the CD supplies and sodas will be used for the needs of the MBMS Vocal Music Program.

**Parent's Name:** \_\_\_\_\_ **Student's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**email:** \_\_\_\_\_

I will donate (please circle) 25 CDRs/50 CDRs / 100 CDRs / 150 CDRs/ 200 CDRs  
**I will send these items into Miss Gold by October 1, 2007.**

I will donate (please circle) 24 beverages/48 beverages / 96 beverages / other \_\_\_\_\_  
**I will send these items into Miss Gold by October 1, 2007. Please do not donate soda.**

I will donate (please circle) 8 AA Batteries/ 16 AA Batteries / 32 AA Batteries /  
50 AA Batteries/ 100 AA Batteries  
**I will send these items into Miss Gold by October 1, 2007.**

I would like to donate (please circle) \$10 / \$20 / \$30 / \$40 / \$50 / \$60 / \$70 / \$80 / \$90 / \$100  
Other donation amount \_\_\_\_\_ to cover the cost of CD supplies, Sing  
Fling Luncheon Costs, Batteries, and other Vocal Music Costs.

I have enclosed a check for the amount listed above made out to "**MBUSD**" with the memo of "MBMS Vocal Music".

**16) Donating Funds to the Vocal Music Program**

Every year our MBMS Music Programs rely on the generous support of the Manhattan Beach Unified School District, the MBMS PTA, and the Manhattan Beach Education Foundation. It is the combination of these three entities plus the generous donations of our parents that allow us to continue to offer such developed music programs at MBMS. This year we are asking for your support to help fund the extra costs of having an accompanist at all of our after school concerts and rehearsals. The cost of having the accompanist at all after school events and rehearsals is approximately \$3000-4000.00 Please sign up below if you would like to make a donation to this cause. In the case that the donations exceed the cost of the accompanist's after school hours, your donation will be used for the needs of the MBMS Vocal Music Program.

I would like to donate (please circle) \$10 / \$20 / \$30 / \$40 / \$50 / \$60 / \$70 / \$80 / \$90 / \$100  
Other donation amount \_\_\_\_\_

I have enclosed a check for the amount listed above made out to "**MBUSD**" with the memo of "MBMS Vocal Music".

**You have already received a bus /accompanist donation fee form that requests \$25 to cover the cost of field trips, and some of the accompanist extra hours. The form you have in your hands can be used to make additional donations.**

## **17) Playing Guitar, Bass, or Drum Set to Accompany the Choir on a Few Songs**

We are looking for a group of students, parents, or friends of the family, that play in a rock band to accompany the choirs on several songs that call for guitar, bass, and drum set. We have the sheet music, which includes the chords for the guitar, the written out bass line, but the drummer will need to adlib at times. The concert is December 13<sup>th</sup> and the Dress Rehearsal is December 12<sup>th</sup>. Also we would need you to come to a recording session on December 10<sup>th</sup> and several rehearsals.

If you play and own one of these instruments, and are able to read a chord chart, bass part, or read/adlib a drum part, we would love to have you play on the concert and CD.

Yes, I play and own a guitar (and amp) and would like to accompany the choir.

Yes, I play and own a bass (and amp) and would like to accompany the choir.

Yes, I play and own a drum set and would like to accompany the choir.

Yes I am part of a band that would like to accompany the choir.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**☺Thank you to all the volunteers who have already☺**  
**☺signed up for the 2007-2008 school year☺**

**1) Making a CD of our MBMS Winter and Spring Choral Concerts, Lighting, Set Design**

These jobs has been filled by Don Cohen.

**2) Measuring the Choirs and/or Madrigal Singers for their Costumes**

This job has been filled by Lisa King, Pam McKniff, Ann Venardos, and Patricia Yates

**3) Organizing Flower Sales at Each Concert**

This job has been filled by Ann Kritzer and Ann Venardos

**4) T-Shirts for the Choir**

Parent Lisa Pola has generously agreed to design and provide shirts at a discounted rate for every student in the MBMS choirs.

This job has been filled by Lisa Pola

**5) Concert Clothes Liaison**

This job has been filled by Q Danylik

**6) Copying 400 CDs for sale at the Concerts**

This job has been filled by Tom Sturges, and the Universal Music Group.

**7) Designing and Typing the Inside of the Printed Program and Program Advertisements for our Winter and Spring Concerts,**

This job has been filled by Ann Venardos

**8) Vocal Music Website Liaison**

This job has been filled by Mike Spencer

**9) Solo Vocal Festival Co-Chair**

This job has been filled by Alison Gerber

**10) Sing Fling Luncheon Co-Chair**

This job has been filled by Alison Gerber

**11) Making the Video/DVD Recording the Winter and Spring Choral Concerts**

This job has been filled by Art Vanick

**12) Inviting and Hosting the MBMS Choirs At American Idol**

This job has been filled by Debbie Williams

**13) Vocal Music Website Liaison**

This job has been filled by Liz Neal

**14) Winter and Spring Concert Decoration Co-Chairs**

This job has been filled by Dina Zagarzazu and Carol Simon

**15) Taking Pictures at the Winter and Spring Dress Rehearsals and Choral Concerts**

This job has been filled by Carol Kole

**16) Designing the Covers & Labels for our Winter & Spring Choral Concert CDs**

This job has been filled by Danny Kole