

Volunteering—A Brief Overview for Parents

Nashville Notes is incredibly blessed to have dedicated families who understand and appreciate the value of integrating music and arts education into their children's lives. Coming together in ensembles and class settings, and glorifying God through the arts, is truly an amazing way to be a blessing to each other! In order to continue to be able to offer these ensembles and classes, it is important for volunteer positions to be filled.

Therefore, every family is required to sign up for a volunteer committee. Thank you for your support in making NN a safe and happy place for our kids to be! The staff agrees – Tuesday is our favorite day of the week!

Volunteer Committees

Operative Committee-

This committee helps with the normal Tuesday operations.

Hall Monitors remain stationed in their assigned hallway.

Duties include:

- taking attendance
- filling out a report each week. (This can serve as an incident report as they take note of any safety concerns, patterns in bathroom breaks, etc.)

Note: Young children who can be quietly occupied in the hallway are welcome to join their parent.

Hall Monitors serve for 1 semester during 1 period *every* Tuesday:

Period 1	9:00-10:30
Period 2	10:30-12:00
Period 3	12:30-1:30
Period 4	2:00- 3:00

Beginning-of-Day Set Up volunteers arrive early to set up rooms at the beginning of the day.

Duties take about 30-45 minutes to complete and may include:

- Setting up the Fellowship Hall

- Setting up classrooms - moving equipment from the upstairs closet to downstairs classrooms such as folding chairs, white boards and keyboards, etc.
- Setting up Youth Building – setting up chairs and moving equipment from trailer

This is usually served by 2-3 people. Families with helpful teenagers are encouraged!

End-of-Day Clean up volunteers ensure that rooms are left in as good or better condition than they began that day, before NN arrives.

Duties take about 30-45 minutes to complete and include:

- chairs, tables, church belongings are reset (according to pics sent each Tuesday)
- trash collected and trash cans left empty
- light vacuuming and sweeping

End-of-Day Clean-up is served by 2 people, *every* Tuesday, for 1 semester:

1st position can begin as early as 12pm

2nd position can begin as early as 1pm

Concert Committee-

This committee will serve by helping with the Christmas and Spring Concerts. Parents on this committee need to be available for dress rehearsal and concert day.

Duties include monitoring during Dress Rehearsal, Concert Set-up, monitoring during concert, and after concert clean-up. This committee serves both concerts.

Party Committee-

This committee will serve by helping with various events/parties. These parents plan, organize, set up, and clean up after a Fall and Spring Party. They also help with serving refreshments at Concerts. This committee is for the full year.

Field Trip Committee-

This committee will serve by planning and coordinating helpful musical field trips. These parents can research and plan field trips that will occur outside of normal Tuesday operations. Field trip options could include the Schermerhorn Symphony Center: Curb Dress Rehearsals and Young People's Concerts. We live in Music City! So many options! This committee should expect to coordinate and implement 2-3 field trips for the year.

Fundraising Committee-

This committee serves a very important role of helping to keep NN's tuition costs as low as possible through raising outside funding. These parents are tasked with brainstorming, spear-heading, and

executing various ideas in which all Nashville Notes families can participate. Some current fundraising ideas- City Saver books, Ascend Concert Concessions, and a good 'ole bake sale. This committee will serve for the full year.

2 Options for Volunteering:

1. Sign up for volunteer committee.
2. Pay \$200 to "opt out" in order to relieve you of any volunteer obligations.

Note: "Opt Out" fund is used to pay \$10/hr for volunteer positions not filled due to sickness or otherwise. Please email Stephanie Folsom at: administrator@nashvillenotes.org if you would like to be put on the call list.