



Golden Gate
PHILHARMONIC

Volunteer Checklist

Because the GGP has no paid administrative support staff, your commitment to volunteer a minimum of 20 hours to the GGP during the season is a requirement of your child's participation. The work of volunteers keeps the GGP running smoothly, tuition affordable and financial aid available, thus helping us ensure a robust and diverse program.

Our goal is to make volunteering for the GGP easy and achievable for all families. Many of the jobs listed can be done at the GGP on Tuesdays or weekends; others can be done according to your schedule. Please review the many volunteer opportunities described in this checklist and indicate those that you could potentially accommodate into your schedule. Checking more than one does not commit you to these jobs; rather, it provides us with information that will allow us to plan our volunteer staff for the coming season. Please be as proactive and flexible as possible. The GGP Volunteer Coordinator will call you to discuss.

Name _____

Home Phone _____ Mobile phone _____

Email _____

Student(s) Name(s) _____ Instrument(s) _____

Category	General Availability		
	SOTA Tuesdays 4 to 7pm	3058 Market Sat or Sun am	Other (please specify)
Administrative Support			
<input type="checkbox"/> Registrar			
<input type="checkbox"/> Registrar's Assistant			
<input type="checkbox"/> Orientation packet			
<input type="checkbox"/> Front desk			
<input type="checkbox"/> Data entry			
<input type="checkbox"/> Weekend office assistant			
<input type="checkbox"/> Donor/supporter database			
<input type="checkbox"/> Letter/correspondence support			
<input type="checkbox"/> Sweatshirt coordinator			
<input type="checkbox"/> Program layout			
<input type="checkbox"/> Website maintenance			
<input type="checkbox"/> Telephone outreach			
Artistic Program Support			
<input type="checkbox"/> Volunteer faculty*			
<input type="checkbox"/> Audition committee*			
<input type="checkbox"/> Music librarian			

* Subject to approval of the executive director

Chamber Program Support

<input type="checkbox"/>	Invoicing & policies/forms coordinator			
<input type="checkbox"/>	Gig pursuit			

Tuesday Rehearsals

<input type="checkbox"/>	Practice room setup/breakdown			
<input type="checkbox"/>	Snack Coordinator			
<input type="checkbox"/>	Snack setup/cleanup			
<input type="checkbox"/>	Replenish/buy snack supplies			

Orchestra Concerts

<input type="checkbox"/>	Stage setup/breakdown			
<input type="checkbox"/>	Orchestra dinner coordinator			
<input type="checkbox"/>	Orchestra dinner worker			
<input type="checkbox"/>	Food donation coordination			

Chamber Recitals

<input type="checkbox"/>	Recital assistant to Director*			Chamber Sundays 1:30 to 5:00 pm
<input type="checkbox"/>	Recital front desk/welcome			Chamber Sundays 1:30 to 5:00 pm
<input type="checkbox"/>	Recital snack setup/cleanup			Chamber Sundays 1:30 to 5:00 pm

Development/Fundraising

<input type="checkbox"/>	See's			
<input type="checkbox"/>	ACMP grant & general grant support			
<input type="checkbox"/>	Escrip coordinator			

Marketing/Outreach

<input type="checkbox"/>	Photography*			
<input type="checkbox"/>	Videography*			
<input type="checkbox"/>	Gig onsite chaperone/presenter*			
<input type="checkbox"/>	Thank-you letter coordinator			

Special Events**Orchestra Retreat**

<input type="checkbox"/>	Orchestra Retreat Coordinator			
<input type="checkbox"/>	Deck assignments			
<input type="checkbox"/>	Bus assignments/payment			
<input type="checkbox"/>	Forms			
<input type="checkbox"/>	Deck parent			
<input type="checkbox"/>	Arts and crafts			
<input type="checkbox"/>	Bonfire/smores			
<input type="checkbox"/>	Games/dance			

Benefit Gala

<input type="checkbox"/>	Gala Coordinator			
<input type="checkbox"/>	Gala food			
<input type="checkbox"/>	Silent auction			
<input type="checkbox"/>	Check-in/check-out			
<input type="checkbox"/>	Publicity/raffle			
<input type="checkbox"/>	Tickets/program			
<input type="checkbox"/>	On site set-up/clean-up			

Other: Tell us how you would like to help.

* Subject to approval of the executive director

Volunteer Job Descriptions:

Registrar	Maintain database of current season student and parent contacts, including recording payments and outstanding balances due for registration, orchestra, chamber, and other fees. Computer provided; knowledge of MS Excel recommended. Ideally, much of this work will happen at the mobile office Tuesdays on site at SOTA.
Orientation Packet	Oversee the production of the orientation packet handed out to each new student in September. Tasks include working with the executive director, the Board, and the registrar to identify numbers needed and forms required. Requires time over several weekends in late August.
Data entry	Work with the GGP treasurer and other volunteers at the mobile office on site at SOTA on miscellaneous data entry tasks, such as adding contacts to mailing lists and updating spreadsheets and other lists. Computer provided.
Front Desk	Man the GGP front desk on Tuesdays at SOTA from 4:00 to 7:00 pm. Work includes orienting new parents to the GGP rehearsal schedule and classroom locations, ensuring students sign in, selling tickets to GGP events, keeping track of forms and other paperwork to pass on to the registrar, treasurer, faculty, or executive director.
Weekend office assistant	Assist executive director at the 3058 Market Street office with ad hoc jobs. Duties may involve photocopying; assembling orchestra music, gig books, and other materials; letter writing/formatting; data entry; maintaining sign-in sheet for advanced theory class; and supporting the chamber program. As needed on Saturdays or Sundays, 10:00 a.m. to noon.
Donor/supporter database	Maintain GGP's donor/supporter database using MS Excel and our online email marketing service. Training provided. As needed throughout the season.
Letter/correspondence support	Assist the executive director with writing, producing, and mailing thank you letters for donors and other supporters of the GGP. As needed throughout the season.
Sweatshirt coordinator	Manage inventory of GGP sweatshirts, evaluate size needs, re-order sizes needed, distribute shirts, and collect them at the end of the season.
Program layout/production	Oversee the layout of approximately nine programs each season. Work closely with executive director on content, and with printer on format for production. Template provided; no design experience necessary.
Website maintenance	Maintain website; work with Board co-chairs to expedite updates to the site. Provide feedback to the Board on improvements and manage updates.
Telephone outreach	On an as-needed basis, assist with telephone outreach in advance of special activities and events, such as the orchestra retreat, silent auction, and gigs.
Volunteer faculty	Support the orchestra and chamber program by providing supervised practice, sectional support, or chamber coaching. Prerequisite: Approval of the executive director.
Audition committee	Oversee the season's four chamber recital auditions; evaluate each musician for preparedness to perform at the recital; provide constructive feedback. Pre-requisite: Approval of the executive director
Music librarian	Work with the executive director to maintain the music library; ensure all music distributed to students is returned to the GGP library.
Chamber invoicing & policies/forms coordinator	Maintain financial records for chamber program; oversee invoicing of parent coordinators; verify payments to faculty; generally ensure that program is not running a deficit; bring issues to the attention of the executive board and assist with resolution. Work with board to update chamber policies, forms and other materials. Oversee communication to parents regarding outstanding fees due, updated policies, contact forms, etc.
Gig pursuit	Work with chamber coordinator and executive director to identify opportunities for chamber gigs. Oversee outreach and coordination.

* Subject to approval of the executive director

Practice room setup/breakdown	Work with a team to set up and break down the practice rooms on Tuesdays.
Snack coordinator	Oversee the Tuesday snack program by developing snack menus, creating a budget, scheduling volunteers, and tracking inventory of supplies.
Snack setup/cleanup	Work with a team to set up and break down the snack program on Tuesdays.
Replenish/buy snack supplies	Work with the snack coordinator to replenish snack supplies at Costco, Safeway, or other sources.
Stage setup/breakdown	Work with the faculty to prepare the SOTA stage for the orchestra performances. Break down the stage after the performance.
Orchestra dinner coordinator	Oversee one or all of the three orchestra dinners for the season. Involves developing menus, creating a budget, procuring the food, assigning tasks to volunteers.
Orchestra dinner worker	Work with a team to set up, serve, and clean up the orchestra dinner.
Food donation coordination	Identify sources and oversee an ongoing effort to procure food donations for snacks and orchestra dinners. Sources include Costco, Safeway, Trader Joe's, etc.
Chamber recital assistant to Director	Assist the executive director during the chamber recital run-throughs by making sure performers are ready to perform, and maintaining order and quiet in the church.
Chamber recital front desk/welcome	Man the front desk/welcome for the season's four chamber recitals. Maintain the basket of supplies (donation basket, outreach materials, guest book); set up the entry area; maintain doors-closed policy until the recital begins; help break-down and clean up.
Chamber recital snack setup/cleanup	Work with a team to set up the after-recital refreshments and clean up; ensure church is left spotless.
See's fundraising	Oversee the See's fundraising effort several times each year. Training provided.
ACMP grant & general grant support	Manage the submittal of the ACMP grant each fall. Work includes ensuring GGP fact sheet is updated, updating narratives about the GGP, assembling current chamber program financial information, and thinking creatively of how to present chamber program in a competitive funding environment. Assist with identifying other promising avenues for funding, research grant opportunities, help devise pursuit strategies, and implement them.
Escrip coordinator	Manage Escript sign ups and communication outreach to parents and their friends and family in an effort to obtain 100% family participation.
Photography	Photo-document the GGP's main events and concerts with professional quality photographs. Assist with photo fundraiser by loading photos for sale onto website. Pre-requisite: Approval of the executive director or Board co-chairs.
Videography	Document GGP's seven concerts and recitals and produce DVDs for sale. Pre-requisite: Approval of the executive director or Board co-chairs.
Gig onsite chaperone/presenter	Accompany chamber groups to scheduled gigs and assist with communication and outreach about the GGP. Pre-requisite: Approval of the executive director.
Thank-you letter coordinator	Coordinate the student thank-you letter writing campaign in March and April with the goal of achieving 100% student participation.
Orchestra Retreat Coordinator	Coordinate the GGP annual orchestra retreat. Hold meetings with other volunteers. Identify key tasks; ensure tasks are done.
Deck assignments	Work with retreat coordinator to assign students to sleeping decks at Cazadero. Maintain spreadsheet; cross-reference with deck parent information.
Bus assignments/payment	Oversee signups for the bus to/from Caz and ensure payment of fees. Maintain list of signups and documentation of fees paid.

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Retreat forms	Ensure retreat forms are updated in September, included in the orientation packet, and completed and returned before the event; oversee follow-up with parents for outstanding items.
Retreat deck parent	Be a parent chaperone on a student deck; ensure students are safe and help resolve conflicts.
Retreat arts and crafts	Oversee arts and crafts activity by procuring supplies, setting up and cleaning up at Cazadero.
Retreat bonfire/smore	Oversee the bonfire/smore activity on Saturday night at Cazadero. Smores supplies provided by Caz.
Retreat games/dance	Oversee the Saturday evening games for younger students and dance for older students. Work with older students on selecting appropriate music for the dance.
Gala coordinator	Be the overall coordinator for the annual benefit gala. Hold regular coordination meetings with task coordinators and volunteers to ensure that all details are being managed and overseen.
Gala food	Manage food procurement, restaurant donations, onsite food preparation for the gala. Develop menus and manage team of volunteers.
Gala silent auction	Manage the silent auction by cataloging donations, developing descriptions, segregating potential live auction items, maintaining master spreadsheet, and assigning auction items to specific tables. Manage volunteers on site during setup.
Gala check-in/check-out	Manage the check-in/check-out at the auction including developing master lists for ticket holders, will call, etc. Coordinate supplies needed (adding machines, receipts, etc.); manage volunteers.
Gala publicity/raffle	Oversee outreach to publicize the event through social media, newspaper sites, flyers, etc. Develop a raffle to hold during the event. Procure prizes. Manage publicity of the raffle.
Gala tickets/program	Design and work with Gala coordinator and printer to produce the Gala tickets and program.
Gala on site setup/cleanup	Work with a team to assist with the onsite setup of the auction, wine table, and other features of the event. Ensure that facility is left clean and in accordance with contract requirements.