

# VOLUNTEER OPPORTUNITIES FORM 2011/2012

## Ann Arbor FSC

The Ann Arbor Figure Skating Club is a non-profit organization primarily operated by volunteers. Required Volunteer commitments per this membership year are: Regular, 2<sup>nd</sup> Club, Adult Member, or his/her family - 40 hours, Introductory and Professional Members - 20 hours, Collegiate members - 15 hrs. If this commitment is not fulfilled, a **\$100.00 volunteer fee** will be assessed to the skater's account and be due on May 26, 2012. Please check more than one committee selection on this form to give us some flexibility in committee placement.

**This form must be completed and returned with your Membership Registration form or your application will not be processed.**

|                      |               |              |          |
|----------------------|---------------|--------------|----------|
| Name of Volunteer(s) |               | Skaters Name |          |
| Address              |               |              |          |
| City                 |               | State        | Zip Code |
| Day Phone #          | Night Phone # | Cell Phone # |          |
| Email address        |               | Signature    |          |

### ACTIVITIES COMMITTEE

- AAFSC Office Help:** Filing, answering phones.
- AAFSC Club Newsletter** - monthly
- Consignment Sale:** June – with Basic Skills Competition
- Awards Banquet:** (late April )
- Social Activities/ Exhibitions,**
  - Regional/Sectional Send-Off Party - October
  - Synchro Send-Off Party
  - Winter Exhibition – Mid December
  - MOI Inter-Show Party
- Melody On Ice:** Annual Ice Show: **March 23 & 24, 2012**
  - Fund Raising
  - Program / Ads
  - Tickets
  - Ushers
  - Costume Committee
  - Picture Night
  - Publicity
  - Decorations/Scenery
  - Backstage crew / Set up
- Porter Synchronized Classic Competition: Dec 2-4, 2011**
  - Accounting
  - Announcing
  - Ushering / Admissions
  - First-Aid
  - Escorts-lead teams from locker room to ice
  - Ice Monitoring - get teams on & off ice
  - Parking
  - Practice Ice Music Player
  - Program / Advertising / Vendors
  - Registration - during Competition

### **Porter Synchronized Comp, cont'.**

- Set-up and Clean-up
- Judges Stand set up and take down
- Springtime Invitational Competition: May 17– 20, 2012**
  - Accounting
  - Announcing
  - Award Presenters
  - First-Aid
  - Hospitality /Judges & volunteer
  - Ice Monitoring
  - Music
  - Practice Ice Registration
  - Practice Ice Monitor
  - Program Advertizing and Vendors
  - Registration - during Competition
  - Runners
  - Set-up and Clean-up
  - Transportation of Officials
  - Judges Stands set up and take down
- Basic Skills Competition: - June 9, 2012**
  - Accounting
  - Award presenter
  - First-Aid
  - Ice Monitoring
  - Music and Announcing
  - Registration - during Competition
  - Runners
  - Competitor Party
  - Set-up and Clean-up

**(OVER)**

## **Major Fundraising:**

- Bulletin Boards:** Maintain club bulletin boards.
- First-Aid:** Stock club first-aid kit located in club locker room. Also assist competition chairs to find medical volunteers for club competitions. (Throughout season)
- Historian:** Research, document and catalog significant club events occurring in the past and during the current season. (Throughout season)
- Membership Directory:** Assist in the publishing of the annual club membership directory. (November-January)
- Club Publicity:** Act as lead public relations liaison between club and community.
- Ice & Membership Registration:** Assist office staff to process annual and seasonal session membership registrations. (Throughout season)
- USFS Testing:** (Throughout season)
  - Assistant Test Chair – must be available week days**
  - Play music for testing on a regular basis**

## GRANTS & SCHOLARSHIP FUND COMMITTEE

- Sponsorship Subcommittee:** Develop sponsor funding for Club teams and programs. (Throughout season)

## ETHICS & GRIEVANCE COMMITTEE

- Grievance & Disciplinary Committee:** Investigate grievance complaints

## NOMINATING COMMITTEE

- Responsible for submitting to the Board of Directors the names of persons with appropriate skills and good reputations to serve as directors, officers and committee members of the club. (January-April)

## OPERATIONS & PLANNING COMMITTEE

- Finance Committee:** Oversee the preparation of all statements, reports, returns and audits of the Club's finances.
- Human Resources Committee:** Responsible for recruiting, interviewing, and recommending to the Board of Directors the hiring of professional skating instructors, management staff and other such personnel necessary to operate the club. (Throughout season)
- Communications Committee:** Facilitate communications between Board and membership; promote Club events and activities. (Throughout season)
  - Website Monitor**

## SYNCHRONIZED SKATING COMMITTEE

- Synchronized Advisory Committee:** Provide guidance to the Synchronized Skating Director in program development and management, and recommending an annual Synchro operating budget to Board of Directors and Treasurer.

## HOW CAN YOU HELP THE CLUB WITH YOUR PROFESSIONAL SKILLS & HOBBIES

- Accounting/Finance
- Advertising/Marketing/ Public Relations
- Business Management
- Carpenter/ Electrician
- Computer Technology
- Graphic Design
- Publishing/ writing
- Sewing
- Stage Design & lighting
- Other \_\_\_\_\_

05/06/11

**Thank you for Volunteering!**