

FLAME Volunteer Committee Descriptions

- 1) **Art/Photography Show Committee:** Assists the art and photography instructors in the set-up and take-down of displays for any shows.
- 2) **Choreographer:** Assists by developing and teaching choreography to students for various songs as determined by the choir director. Attends any necessary classes, rehearsals and shows.
- 3) **Classroom Assistant:** Assists the instructors as needed with classroom management and discipline by enforcing behavioral standards according to FLAME policy. Classroom assistants are expected to arrive 15 minutes prior to the start of class to help set-up and remain after class to help with clean-up. Choir and Drama Classroom Assistants will also assist in any dress rehearsals and performances.
- 4) **Classroom Assistant Substitute:** Serves as a back-up classroom assistant in the event that an appointed classroom assistant cannot be at FLAME due to illness, death in family, etc. This person would need to commit to being available to substitute on assigned Fridays and willing to help in any classroom.
- 5) **Costumes/Props/Set Committee:** Works under drama director(s) and within a predetermined budget to create and/or gather appropriate costumes, settings and props for productions. Attends any necessary classes, dress rehearsals, and performances.
- 6) **FLAME Weekly Email Coordinator:** Gathers and disseminates information as directed by the PAC regarding classes, calendar dates, and any other pertinent information to FLAME families weekly and as needed. This position may work from home.
- 7) **Fundraising Committee:** Coordinates, conducts, and monitors appropriate fundraisers that will help meet the financial needs of FLAME. Committee members also provide the PAC with financial results within two weeks of fundraiser completion.
- 8) **Hall Monitor:** Rotates with other parents to provide an adult presence in the hallways and foyer to ensure safety. Also monitors and addresses any issues with students' behavior outside of the classroom according to FLAME policy.
- 9) **Photography Committee:** Takes candid photos of students, art work, and concerts, as well as formal class pictures. Creates slideshow for year-end performances using pictures taken throughout the year. May also work with PAC to investigate options for recording final performances.

- 10) **Publicity Committee:** Inform the community at large of FLAME productions using various forms of media. Design, reproduce, and distribute any posters, invitations or programs for FLAME performances.
- 11) **Reception Committee:** Helps with planning, set-up and clean-up of any receptions after performances.
- 12) **T-shirt Committee:** Coordinates the ordering of FLAME t-shirts, including communicating with the printing company, collecting money, and distributing t-shirts to all students.
- 13) **Tour Committee:** Plans, organizes, and communicates with families in preparation for the high school tour. Duties are many and varied and include prayer, budgeting, administration of student tour fundraising, arrangement of concert venues, and coordination of volunteers.