

Volunteer Committees

Parents are assigned either one weekly OR multiple variable roles

Weekly: (may be bi-monthly if there are enough committee members to make this possible)

1. Classroom Assistant. Assist the instructors as needed with classroom management and discipline by enforcing behavioral standards according to FLAME policy, and also is a second adult in the room for safety. Classroom assistants are 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. Time commitment: Weekly
2. Open Gym Monitors. To ensure supervision and safety of students in the gym during the elementary level third period. (11:30-12:30) At least two adults are needed each week. Time commitment: weekly
3. Nursery monitors. Provide supervision (in nursery and/or gym) for children whose parents are engaged in a FLAME related duty. This is NOT drop off daycare! Parents who have children who are not in FLAME classes are welcome and encouraged to stay and supervise their children's play. Time commitment: weekly
4. Hall Monitors. Provide an adult presence in the hallways to ensure safety. Also monitor and address any issues with students' behavior outside of the classroom according to FLAME policy. Time commitment: weekly
5. Set up Crew. Arrive at 8:30am to set up tables, chairs and stored items according to each instructor's needs. Additionally, set up the study area and welcome desk. Time Commitment: weekly
6. Clean-up crew. fold and put away tables and chairs and materials that are stored at FLAME between class weeks. If there are sufficient volunteers, there will be a clean up crew after second hour and after third hour. Time commitment: weekly

Variable:

1. Art Show Committee. Goal: To assist the art instructors in setting up for the Spring Art show and to help take art displays down after the show. Time commitment: Variable
2. Audition Committee. When formal auditions are held, assist in the conducting of auditions for choir solos, dance parts, specific drama parts, or speaking parts; and to provide input on casting. Time commitment: variable
3. Choreographer: Assist by developing and teaching choreography to students for various songs as determined by the choir instructor. Attend any necessary classes, rehearsals and shows.
4. Classroom Assistant for an interim class: Assist the instructors as needed with classroom management and discipline by enforcing behavioral standards according to FLAME policy, and also is a second

adult in the room for safety. Classroom assistants are to arrive 15 minutes prior to the start of class to help set-up and remain after class to help with clean up.

5. Costumes, Props & Set Committee. Create and gather appropriate costumes, settings and props for productions, keeping costs as minimal as possible without compromising quality. Coordinates with Drama Directors and PAC treasurer. The PAC MUST approve ALL expenses BEFORE items are purchased to ensure reimbursement. Time commitment: Variable. Includes attendance at dress rehearsals.
6. Fundraising Committee. Conduct and monitor appropriate fundraisers that will meet the financial needs of FLAME and to provide the PAC with a comprehensive report of the results two weeks following the completion of each fundraiser. Time commitment: Variable
7. On-call Substitute. Serve as a back-up Classroom Assistant or nursery, hall or gym monitor in the event the appointed person 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. Time commitment: Variable
8. Photography Committee. Ensure that candid and group photographs of each class are taken and made available to interested families. Also, creates a slideshow for spring performances. Time commitment: variable
9. Publicity Committee. Inform the community of FLAME productions in whatever media they deem suitable and appropriate. Design, reproduce, and distribute posters and invitations for the use of FLAME families. Design, reproduce, and deliver programs for FLAME performances. Time commitment: variable
10. Reception Set-up/Clean-up Committee. Arrange and set-up reception after spring shows and ensure the location is back to its original state. Time commitment: Variable
11. T-shirt Committee. Take orders for FLAME t-shirts needed for concert performances, pick up orders and distribute to families, and collect money. Coordinates with PAC treasurer. Time commitment: Variable
12. Tour Coordinator/ Tour Committee. Plans and executes the High School Choir Tour at the end of FLAME year, including arranging concert venues, budgeting, and prayer. May include arranging travel and lodging, administration of student fundraising and coordination of volunteers. Must work in conjunction with HS Choir and Drama directors and PAC treasurer. Time Commitment: Variable