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### **VOLUNTEERS ARE NEEDED!**

The EYO is a volunteer-supported, non-profit, and federally-registered charitable organization.

Charitable Registration Number: 052 0544 22 25

Volunteering translates into funds and time that contribute to the running of the EYO program and allows the EYO to remain affordable and accessible.

- Time donated by EYO parents is vital to the smooth running of the EYO and provides the additional benefit of building/strengthening relationships within our organization.
- Funds donated are applied directly to EYO operating expenses.

A volunteer commitment payment of \$225 is required from each family by the first rehearsal of the season. This payment can be submitted via:

- e-transfer to [eyo@shaw.ca](mailto:eyo@shaw.ca),
- cheque made out to *Edmonton Youth Orchestra Association*
- cash

Upon completion of a family's volunteer commitment, this \$225 is reimbursed.

Alternatively, families may opt to donate the amount of the volunteer commitment payment in lieu of volunteering during the year. For all cases in which the volunteer commitment is not met, the family receives a donation receipt for income tax purposes.

#### **Please select one of the following options:**

- I will volunteer and am submitting the \$225 payment. This payment will be reimbursed upon completion of my volunteer commitment.
- I wish to donate \$225 to the EYO in lieu of volunteering and will submit payment on or before the first orchestral rehearsal.

**For Donations Only:** Please indicate the name and address you wish to appear on your tax-deductible donation receipt.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**For Volunteers:** All volunteer jobs are filled on a first come, first serve, and need basis. We anticipate 50-60 volunteer positions/year (90-100 in a casino year). Sign up early to avoid disappointment!

Please select your preferred areas from the following (additional information provided in attached spreadsheet):

- Board/Committee member
- Music Librarian – Intermediate Orchestra: organizes, sorts, distributes, and collects sheet music used by members of the Intermediate Orchestra
- Music Librarian – Senior Orchestra: organizes, sorts, distributes, and collects sheet music used by members of the Intermediate Orchestra
- Music Library – Inventory, clean-up, and filing
- Photography – as required, at specific concerts/events
- Chaperones – as required for any out-of-town workshops, concerts, etc.
- Casino Chairperson – organizes casino volunteers and operates the casino on behalf of the EYO
- Casino workers\* – as applicable (casinos typically run every 18-24 months) **No casino this season.**
- Rehearsal assistants – Set up and take down of rehearsal space
- Concert assistants – Selling tickets at concerts, backstage support
- Assistance at Northern Alberta Concerto Competition or Clementi Project
- Administrative support
  - Assistance at first rehearsals, collecting fees, forms, etc.
  - Telephone reminders/invitations to Parent Orientation, AGM, etc.
  - Preparing ticket envelopes for concerts
  - Advertising assistance – concert poster design and/or distribution, etc.
  - Website work
  - Social media
  - Other office work, as required (organization of historical materials, scanning, filing, spreadsheets, etc. )
  - Annual Instrument Inventory – takes place each year in April

\*Casinos are not annual and are subject to AGLC allocation.

Volunteer's Name: (Please print): \_\_\_\_\_

Volunteer's Email: \_\_\_\_\_

Orchestra member(s): \_\_\_\_\_

Other skills to contribute?: \_\_\_\_\_

## Volunteer Roles and Descriptions

Volunteer Role	Description
Board Member / Committee Work	Work with the EYO Board and administration as a Board or committee member.
Music Librarian - Intermediate Orchestra	Organizes, sorts, distributes and collects sheet music used by members of the Intermediate Orchestra
Music Librarian – Senior Orchestra	Organizes, sorts, distributes and collects sheet music used by members of the Intermediate Orchestra
Music Library Coordination	Library maintenance including inventory, clean-up, filing
Photographer	Photography as required at specific concerts/events
Chaperones	As required for out-of-town workshops, concerts, etc
Casino Chairperson	Organizes casino volunteers and operates the casino on behalf of the EYO
Casino Workers	Various positions as required (casinos run approximately every 18 – 24 months) <b>There is no casino in this 2023-2024 season.</b>
Rehearsal Assistants	Setup and takedown of rehearsal room 1-23. Commitment is for a third of the season (approximately, Sept to November; November to February; February to May)
Concert Assistants	Selling tickets at Winspear concerts, backstage support. Commitment is for all Winspear Concerts in a season (typically 3).
General Assistant	At Northern Alberta Concerto Competition (Nov or Jan) or Clementi Project (Feb/March)
Registration Support	Assistance at first rehearsals, collecting fees, forms, etc.
Ticket Support	Preparing ticket envelopes for concerts
Advertising Assistance	Concert poster design and/or distribution, etc.
Website Management	Keeping EYO website current and up-to-date
Social Media	Assistance with Social Media platforms
Instrument Inventory	Annual inventory in April of each year
Administrative Work	Office work as required, ex., scanning, filing, spreadsheets, telephoning membership, odd jobs as required.

# **EDMONTON YOUTH ORCHESTRA POLICIES, PRINCIPLES AND PROCEDURES**

## **VOLUNTEER POLICY** (Approved September 13, 2021; Revised March 14, 2022)

### **PRINCIPLES:**

The EYO is a volunteer-supported, non-profit and federally-registered charitable organization. (Charitable Registration Number: 052 0544 22 25)

Volunteering translates into funds and time that contribute to the running of the EYO program and allows the EYO to remain affordable and accessible.

Time donated by EYO parents and members is vital to the smooth running of the EYO and provides the additional benefit of building/strengthening relationships within the organization.

Funds donated are applied directly to EYO operating expenses.

### **POLICY STATEMENT:**

Each EYO family provides a volunteer payment of \$225 at the beginning of each season and is encouraged to fill one volunteer position/role throughout the season.

Each EYO family can choose to fill one volunteer position throughout the season or make a donation of \$225 to the EYO.

Volunteer positions are filled on a first-come, first-serve, and need basis. Where a volunteer shift is not available an income tax receipt is provided for the \$225 payment.

This \$225 payment is per family, regardless of how many children a family may have in the program.

### **PROCEDURE:**

1. A volunteer payment of \$225 is required from each EYO family on or prior to the first rehearsal of the season.
  - a. This \$225 payment will be reimbursed on completion of the family's volunteer commitment.
  - b. A volunteer position can be either a one-time commitment (e.g., assistance at the Northern Alberta Concerto Competition) or an ongoing commitment (e.g., orchestra librarians).
  - c. Volunteer shifts can vary between weekdays and weekends; and day or evening shifts.
  - d. While the EYO does their best to accommodate volunteer preferences, members/families could be contacted for positions outside their preferences.
2. Families may prefer to not commit to volunteer shifts:
  - a. The EYO recognizes that families are busy and not always able to assist with volunteering. Should this be the case, families can decline to volunteer.
  - b. Families choosing this option will not be contacted for volunteer tasks throughout the season.

## **EDMONTON YOUTH ORCHESTRA POLICIES, PRINCIPLES AND PROCEDURES**

### **VOLUNTEER POLICY (Approved September 13, 2021; Revised March 14, 2022)**

- c. The \$225 payment is considered a donation in lieu of fulfilling their volunteer commitment, will be directly applied to the EYO's operational costs, and a receipt for income tax purposes will be issued.
3. Volunteer positions are filled on a first-come, first-serve and need basis. In the event that a volunteer shift is not available, the \$225 is considered a donation and an income tax receipt is issued.

**POLICY REVIEW DATE: September 13, 2021**

**EFFECTIVE DATE: September 13, 2021**

**REVISION HISTORY: March 14, 2022 (Volunteer shifts not available considered a donation.)**

**CONNECTION TO BOARD POLICIES: EYO policies will be reviewed annually by the EYO**