



# Musician's Handbook [2022-2023]

The Musician's Handbook serves as a reference for all things AYSP for the 2022-2023 season. Parents and students are strongly encouraged to review it carefully at the beginning of the season and refer to it for questions throughout the year.

*Updated: 6/27/22*

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## CONTACTS AND LOCATION

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## ARTISTIC STAFF

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## ADMINISTRATIVE STAFF

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## COMMUNICATION

### WEBSITE

Important information is posted on the website – [www.aysmusic.org](http://www.aysmusic.org) - including weekly schedules, updates, closures, and concert information. Please visit the website for information before calling the office.

### ENSEMBLE PAGES ON THE WEBSITE

Hover over the “Programs” link in the top menu of our website homepage. Select the appropriate ensemble. The side menu has links to the Season Calendar, Musician’s Handbook, and Absence Request.

### READ & HEEDS - EMAIL

Read & Heeds are emailed notices about upcoming concerts and events. Information includes time of arrival, what to bring, what to wear, directions, where to park, etc. Students and parents are encouraged to check email frequently, so as not to miss important updates, and to make sure email settings allow receipt of email from Albuquerque Youth Symphony Program.

### REHEARSAL NOTES - EMAIL

Rehearsal notes, sent by email, contain conductors’ observations on the previous rehearsal and guidance on areas to focus practice in the upcoming week. Rehearsal notes will usually be sent weekly by email, although timing may vary.

### QUARTER NOTES - EMAIL

This e-newsletter is sent quarterly to all friends of AYSP and contains information on upcoming concerts, feature stories, and general interest information. Students and parents may subscribe to the e-newsletter on our website. [*scroll to the bottom of the homepage at [www.aysmusic.org](http://www.aysmusic.org), under "LINKS" select "Join Our Newsletter"*]

### SOCIAL MEDIA

Be sure to "like" the Albuquerque Youth Symphony Program on Facebook. We post photos, tour, community events, and fun updates whenever we are excited about something and want to share it with you! Additionally, we're on Instagram as @aysmusic.

## SEASON CALENDARS

The Season Calendar for each ensemble can be found on individual ensemble pages on our website at [www.aysmusic.org](http://www.aysmusic.org). [*hover over the "Programs" link in the top menu of our website. Select the appropriate ensemble, click on the "Season Calendar" link on the right side of the page*]

## SUPPLEMENTAL PROGRAMS

### Chamber Music Program – High School

Chamber music is played by small groups, with one musician to each part. Music is performed without a conductor, and is intended to be heard in intimate settings. The valuable skills and lessons derived from symphonic music performance are amplified in chamber music. Within a chamber ensemble each member is a section, highlighting and strengthening a student's abilities through self-directed and team-guided learning.

#### **Chamber Groups and Instruction**

The AYSP Chamber Music Program is open to students in grades 9-12 enrolled in a regular AYSP ensemble. Students who join are organized into chamber groups by instrument, interest, age, and ability. Each ensemble rehearses weekly and receives approximately ten coachings throughout the year from professional musicians and educators. Chamber groups also participate in master classes with guest performers from across the world!

#### **Performances**

AYSP takes chamber music out of the concert hall and into the community. Chamber performances will take place in community venues including nursing homes, hospitals, coffee shops, and outdoor community spaces. Listeners in these venues often have limited access to symphonic music either by distance or economics. [This might also help meet community service requirements at your school!]

Top ensembles are often requested for important community events including the Mayor and First Lady's Charity Gala, the Governor's Inaugural Ball, Uptown Tree-Lighting Ceremony, the Southwest Chocolate and Coffee Festival, the American String Teachers Association national conference and various social and fundraising events. Groups performing at such events will be selected at the discretion of the Music Director and may be paid for their performances.

### Marimba Ensemble – Middle School

The AYSP Middle School Marimba Ensemble, under the guidance of Mr. Hovey Corbin is a truly unique offering through our supplemental Chamber Music Program, and is open to ALL Junior Ensemble students (JS, JO, JSO, JB) – no previous percussion experience is required. In addition to being an

energetic and exciting ensemble, participation in this group offers you the chance to play amazing Mexican Marimbas on loan to AYSP from Steve "Marimba" Chavez, a local professional marimba player.

### **Rehearsals and Instruction**

**The Middle School Marimba Ensemble is open to students enrolled in JS, JO, JSO, and JB.** Rehearsals take place most Saturdays from 12pm – 1pm). The Marimba Ensemble will play many different styles of music: traditional Mexican and New Mexican rancheras, waltzes and cumbias, classical music, and even rock and pop. There are many different jobs in the ensemble, ranging from very easy to highly challenging, and students will be encouraged to rotate and learn multiple parts.

### **Performances**

The Marimba Ensemble will perform at AYSP's Spring Chamber Music Concert in April.

## **SCHOOL MUSIC PARTICIPATION**

All AYSP students must be enrolled as regular members of their curricular school band or orchestra programs (if available) for the duration of their participation in AYSP. This is an important statement of support for school music programs which serve a broad range of students with varying levels of ability. We expect AYSP musicians to participate in and be leaders of their respective school music programs. By participating in school music programs, students benefit from playing every day, become better sight-readers and musicians, and play an important part in helping to build strong music programs in our schools and community.

### **Why AYSP students must participate in their school programs:**

- AYSP serves as a supplement to, not a replacement for, music in the schools.
- If we want our schools to support AYSP, we must support school music programs. Not only do we ask school music teachers to promote and encourage their students to audition each year for AYSP, we also frequently ask help of the school music educators if we are seeking students for specific instruments to fill out our ensembles.
- AYSP depends upon cooperation from the schools in providing performance venues each season.
- There is no substitute for the daily, or almost daily, rehearsal that comes with school music programs. AYSP rehearsals happen only once a week; it is the combination of school ensemble rehearsals and AYSP rehearsals that allow our students to master challenging and musically rewarding repertoire each year.
- School fine arts programs are being cut or reduced all across the country, and New Mexico is no exception. When top students leave school music programs, performance levels suffer, adding fuel to the fire that music programs should be cut.
- Without school music instruction, most of the professional musicians in this area (and around the country) would not be where they are today.

### **What we will do to continue to improve our relationship with local schools:**

- Provide a calendar of AYSP rehearsals, performances and other activities for the upcoming season so that school music programs can be scheduled so as not to conflict with AYSP events to the extent possible.
- Absences from AYSP rehearsals will be excused for school ensemble events. We ask that the school give us a schedule of their rehearsals/performances as soon as possible so that we can plan around known schedule conflicts.

- School music teachers receive complimentary admission to all AYSP concerts each season.
- School music teachers are invited to attend open rehearsals of AYSP ensembles each season.

AYSP students are expected to participate in their school music program on the same instrument on which they are accepted into AYSP.

Regular membership in a curricular instrumental music program means enrollment in a formal learning experience for academic credit. Participation in an extracurricular program does not satisfy this requirement unless a curricular program is not available in the school. If a school offers multiple ensembles for band and orchestra, AYSP students are expected to enroll in an ensemble that meets daily, or the most frequently, if daily is not an option.

Home-schooled students who also elect to attend classes at a school that offers a music program, are subject to the same AYSP membership requirements as those who attend a public, private or parochial school. Students who attend a charter school or online school without a music program that is located in close proximity to a school with a music program, are expected to participate in the music program of the nearby school if allowed by the student's primary school.

Enrollment in school music programs will be verified. Students who are not enrolled throughout the school-year, as detailed in this policy, may be dismissed from an AYSP ensemble, and tuition will be non-refundable.

## ATTENDANCE POLICY

Since AYSP ensemble rehearsals take place only once a week, students are discouraged from missing any rehearsals to the extent possible. Each ensemble functions at its best when all participants are prepared and present for all rehearsals

If you know in advance that you will be unable to attend a rehearsal, tell us as soon as you know about it. This will make it possible for our conductors to better plan rehearsal time each week. All absences must be communicated in advance to your conductor **AND** reported online through our online absence request.

1. Unexcused absences from regular and chamber rehearsals are limited to **2 absences maximum per semester** (4 absences maximum per year). Absences are considered excused if accompanied by a doctor's note or positive COVID-19 test, and do not count against the absence limits.
2. Attendance at all dress rehearsals, school tours, Boot Camp (for YS, YO, and YCO members) and concerts is required.
3. Absence from  $\frac{1}{2}$  of a rehearsal may be considered  $\frac{1}{2}$  absence toward your total. For example, if you need to be absent to attend a soccer game or award ceremony, you may arrange with your conductor to be absent for the first or second half of rehearsal.
4. Absences due to **required** school music performances or rehearsals must be pre-arranged with your conductor as soon as you become aware of the conflict. AYSP conductors will contact your school conductor once made aware of the conflict. Required school music performances will not count against the absence limits if, and only if, they are addressed in a timely manner.

***Reporting an absence is a TWO-STEP process:***

1. **Tell your conductor asap:** Please let your conductor know that you will be absent as far in advance as possible. This is an opportunity to discuss what you may need to do to catch up or alternative options. **DON'T STOP HERE THOUGH – YOU MUST COMPLETE STEP 2.**
2. **Report the absence online:** You must report the absence as soon as you are aware of it. Use the "Absence Request" on our website at <https://aysmusic.org/absence-request> . **AYSP does not accept phone calls, email, or text messages to report absences.** (If you do not have access to the internet, please let us know so we can make alternate arrangements for you to report absences.)

What happens if I go over the allowed number of absences?

1. When you reach the maximum number of absences for your ensemble, you will be placed on probation. If absences continue, you may be dismissed from the program at the discretion of your conductor and the Music Director.
2. When we are forced to consider your possible dismissal from the program, your communication with your conductor and timely reporting of absences will be taken into consideration. Conductors require verification of the reason for absences over the maximum allowed (e.g., a note from school, conductor, or doctor).

**AUDITION POLICY**

All students must audition each season regardless of enrollment the previous season. Annual auditions for the full year ensembles will be held in April or May; Junior String Orchestra and Junior Band auditions are held in December. Placement decisions are final and may not be appealed. Conductors may add students mid-season at their discretion to meet orchestration requirements.

**ROTATIONAL SEATING AND CHAIR AUDITIONS**

AYSP uses rotational seating in most sections. Solos and parts are assigned at the discretion of the conductor. Chair auditions are required for string students in YS and YO only.

**BEHAVIOR EXPECTATIONS**

AYSP students are representatives of the Albuquerque Youth Symphony Program and must conduct themselves in a manner that reflects positively on AYSM at all times. Specifically, they must:

1. Demonstrate appropriate, respectful behavior toward AYSM staff, fellow students and audience, parents and officials at all performance and rehearsal venues.
2. Be punctual and prepared for all rehearsals, meetings, performances, camps, and/or scheduled events related to AYSM. Students not in their seat when tuning begins are considered late. Note to Parents and to students who transport themselves to rehearsals: Please don't arrive at the AYSM building at the last minute. It always takes a few extra minutes for musicians to check in, set up and prepare to rehearse, and this preparation time should not come at the expense of other students who are ready to begin rehearsal on time. Please help your student participate fully in the rehearsal or performance by allowing sufficient time to get to the rehearsal on time.
3. Listen to instruction from the conductor. Do not talk while conductors are on the podium.
4. **Turn off and put away – out of sight and out of reach - all electronic devices during all rehearsals and performances.**
5. Use facilities properly, keeping the buildings clean and ensuring that AYSM property is returned upon

request and in good condition.

6. Abide by any dress and grooming standards set by AYSP staff and conductors for the particular AYSP ensemble or activity.

**Prohibited activities while on AYSP property and during any AYSP activity include:**

1. Engaging in any conduct that deprives another person of the exercise of personal rights and responsibilities, or engaging in any conduct which disrupts any AYSP activity.
2. Engaging in hazing, harassment or bullying of others.
3. Causing or attempting to cause damage to any school facility or private property; or stealing or attempting to steal.
4. Causing or attempting to cause physical injury to any person or behaving in such a way as could reasonably cause physical injury to another person or themselves.
5. Possessing, handling or transmitting any object that could reasonably be considered a weapon.
6. Engaging in buying, selling, giving, delivering, using, possessing, or being under the influence of tobacco, alcohol, marijuana, a controlled substance (without a prescription), or a dangerous drug at any time and regardless of whether the student is on AYSP property or at an AYSP related activity.
7. Violating any applicable local, state or federal laws, or the applicable laws of other countries, or any AYSP rules or policies.

If an AYSP conductor, staff member and/or any chaperone determines that a student has engaged in any prohibited activities during any AYSP activity, the student will immediately be sent home. The parent/guardian will be financially responsible for any damages or expenses that result from the student engaging in any prohibited activity, and the student will be dismissed as a participant in any AYSP activities. Tuition will be non-refundable.

## PHOTOGRAPHY/FILMING

Parents and legal guardians, by enrolling their child(ren) in AYSP, consent for their child(ren) to be photographed and/or filmed while participating in activities that can include, but are not limited to: rehearsals, boot camps, tours, performances and special events. AYSP reserves the right to use images or footage for program and marketing purposes that may include, but are not limited to: social media, newsletters, collateral materials, and advertisements. Please contact the Executive Director if this presents a concern for your family.

## MUSIC FOLDERS

Each AYSP member is assigned a folder at the beginning of the season; keep your music and a pencil in this folder. Every player is responsible for his or her own folder and the music issued. It is the student's responsibility to be certain that he or she has all the music that has been assigned. Bring your folder and pencil to every rehearsal. Do not rely on your stand partner, as he or she may be unexpectedly absent.

## DRESS CODE

### Youth Ensembles

#### Girls Uniform

Black ankle-length dress, or black ankle-length slacks or skirt. Black short or long-sleeved shirt (shoulders must be covered). Black flat dress shoes. No colorful or shiny hair ornaments.

#### Boys Uniform

Black suit jacket, black dress trousers, white long-sleeved dress shirt, black shoes and black socks, long black dress necktie (NOT a bow tie).



## Junior Ensembles

### Girls Uniform

Black ankle-length slacks or skirt. White short or long-sleeved shirt (shoulders must be covered). Black flat dress shoes. No colorful or shiny hair ornaments.

### Boys Uniform

Black slacks (no jeans). Long-sleeved white collared dress shirt. Black shoes and black socks. Any solid colored long dress tie.

## Preparatory Ensembles

### Preparatory Strings - Girls and Boys Uniform

Colorful dressy outfits. Skirts must fall below the knee when seated. No jeans, high-heels, or sneakers.

## ELIGIBILITY

1. Students in youth instrumental ensembles must be in grades 9-12 and 14 years old as of September 1, 2022. Students in junior instrumental ensembles must be in grades 6-8 and 11 years old as of September 1, 2022. Students in preparatory instrumental ensembles must be in grades 4-5 and 9 years old as of September 1, 2022.
2. High school students may not participate in AYSP for more than four years, or after their 19th birthday, whichever comes first.
3. Dismissal from any public or private school will be viewed as a failure to participate in your school music program and will result in dismissal from AYSP.
4. AYSP follows NMAA academic eligibility guidelines. Students must maintain a GPA of 2.0 with no more than (1) F, based on a 4.0 grading scale or its equivalent. Academically ineligible students may not participate in rehearsals, tours, or concerts during the period of ineligibility.
5. Students must adhere to AYSP's School Music Participation Policy.
6. Student must adhere to AYSP's Attendance Policy.
7. Students must adhere to AYSP's Behavior Expectations.
8. Students must adhere to AYSP's Tuition and Fee Policy.
9. Students must adhere to AYSP's COVID-19 Policy.

## TUITION ASSISTANCE

The Albuquerque Youth Symphony Program is committed to supporting any student in need of financial assistance for tuition or fees. All families in need of support at any level are encouraged to apply. Assistance is available for all expenses associated with tuition.

Applicants must fill out the Financial Aid Application and return to AYSP by the stated deadline each season. If your family's financial situation changes, tuition assistance may be available mid-season. Applicants will receive an award letter including a payment schedule and commitment form via e-mail before registration opens. Each application is assessed using a sliding scale of 25-90% of tuition cost, based upon federal HUD Low-to-Moderate Income (LMI) Guidelines.

## 2022-2023 TUITION AND FEES

Ensemble	Tuition
<b>Youth Symphony (YS)</b>	\$775
<b>Youth Orchestra (YO)</b>	\$775
<b>Youth Concert Orchestra (YCO)</b>	\$650
<b>Junior Symphony (JS)</b>	\$590
<b>Junior Orchestra (JO)</b>	\$590
<b>Junior String Orchestra (JSO)</b> <i>2<sup>nd</sup> semester only</i>	\$295
<b>Junior Band (JB)</b> <i>2<sup>nd</sup> semester only</i>	\$295
<b>Preparatory String Orchestra (PSO)</b>	\$460
<b>Elementary String Project I (ESP I)</b>	\$460
<b>Elementary String Project II (ESP II)</b>	\$460

## TUITION PAYMENT OPTIONS

Parents/Guardians may select one of the following payment options at the time of registration. Please review the options carefully. Payments are accepted by check (make payable to AYSP), or card using our payment portal at <https://tuition.aysmusic.org/>.

### **Option 1: One Payment**

Pay in full at the time of registration

### **Option 2: Two Payments**

50% deposit due at time of registration and the remaining 50% due by mid-semester

### **Option 3: Five Monthly Payments**

Five (5) equal payments are due monthly August through December. Monthly payments must be made by credit card and will be automatically charged each month.

**See detailed payment schedule below:**

# TUITION PAYMENT SCHEDULE

## YOUTH ENSEMBLES (High School)

### Youth Symphony & Youth Orchestra

	AMOUNT	PAYMENT DUE
<b>OPTION 1</b>	\$775	8/15/2022
<b>OPTION 2</b>	\$387.50	8/15/2022
	\$387.50	10/15/2022
<b>OPTION 3</b>	\$155	8/15/2022
	\$155	9/15/2022
	\$155	10/15/2022
	\$155	11/15/2022
	\$155	12/15/2022

### Youth Concert Orchestra

	AMOUNT	PAYMENT DUE
<b>OPTION 1</b>	\$650	8/15/2022
<b>OPTION 2</b>	\$325	8/15/2022
	\$325	10/15/2022
<b>OPTION 3</b>	\$130	8/15/2022
	\$130	9/15/2022
	\$130	10/15/2022
	\$130	11/15/2022
	\$130	12/15/2022

## JUNIOR ENSEMBLES (Middle School)

### Junior Symphony, Junior Orchestra

	AMOUNT	PAYMENT DUE
<b>OPTION 1</b>	\$590	8/15/2022
<b>OPTION 2</b>	\$295	8/15/2022
	\$295	10/15/2022
<b>OPTION 3</b>	\$118	8/15/2022
	\$118	9/15/2022
	\$118	10/15/2022
	\$118	11/15/2022
	\$118	12/15/2022

### Junior Band

(2nd semester only)

	AMOUNT	PAYMENT DUE
<b>OPTION 1</b>	\$295	1/15/2023
<b>OPTION 2</b>	\$147.50	1/15/2023
	\$147.50	3/15/2023
<b>OPTION 3</b>	Not Available	

### Junior String Orchestra

(2nd semester only)

	AMOUNT	PAYMENT DUE
<b>OPTION 1</b>	\$295	1/15/2023
<b>OPTION 2</b>	\$147.50	1/15/2023
	\$147.50	3/15/2023
<b>OPTION 3</b>	Not Available	

**PREPARATORY ENSEMBLES (Elementary School)****Preparatory String Orchestra,  
Elementary String Project I & II**

	<b>AMOUNT</b>	<b>PAYMENT DUE</b>
<b>OPTION 1</b>	\$460	8/15/2022
<b>OPTION 2</b>	\$222.50	8/15/2022
	\$222.50	10/15/2022
<b>OPTION 3</b>	\$92	8/15/2022
	\$92	9/15/2022
	\$92	10/15/2022
	\$92	11/15/2022
	\$92	12/15/2022

**TUITION AND FEE POLICIES****Delinquent Accounts**

Communication is critical. If you are struggling to make payments, please contact AYSP to discuss options. Lack of payment without communication may result in a student's suspension from AYSP activities. Families with delinquent accounts from a prior year must pay the past due balance before returning student(s) may audition for or be placed into an ensemble for the upcoming season. In addition, AYSP will assess a \$15 late fee for all delinquent accounts.

**Refunds**

Tuition and fees are non-refundable and non-transferable.

**Returned Checks**

A fee of \$35 will be applied for returned checks.

**CONCERT TICKETS**

Tickets are required for attendance at all AYSP concerts. The ticket price and method of purchase varies based on the performance venue and ensemble. Special event performance ticketing is subject to venue requirements. See expected prices below. Prices and procedures are subject to change and will be communicated through Read & Heeds and on the website prior to concerts.

- **All children (18 and under) are admitted free of charge.**
- **Arrangements for discounted ticket prices will be made with Parents/Guardians with students in multiple ensembles.**

High School Auditoriums	\$5.00	purchase at the door
Popejoy Hall	\$10.00	purchase at the box office, or purchase online at: <a href="http://popejoypresents.com/tickets">http://popejoypresents.com/tickets</a> , or purchase through phone: (505) 925-5858, or purchase in person: <b>UNM Bookstore Ticket Office</b> Central & Cornell Tuesday-Friday 10am-6pm Individual show tickets & subscriptions

**UNM Ticket Office**  
University & Cesar Chavez SE  
Monday-Friday 8:30am-5pm  
Individual show tickets & subscriptions

Cash, check, or credit are accepted at all concerts.

## FUNDRAISING

Fundraising is an important part of any non-profit organization. Unfortunately, tuition only covers 40-45% of AYSP's modest operating expenses each year, making fundraising throughout the year critical to ensuring sustainability of our program.

In order to keep our tuition affordable for all who participate, **each AYSP family is expected to raise \$100 beyond tuition obligations through fundraising opportunities provided by AYSP. Families may opt out of the \$100 fundraising obligation by making a \$100 tax-deductible donation to AYSP, either by check or online donation through AYSP's website.**

Our 2022-2023 fundraisers are:

### Luminarias

The luminaria fundraiser is an AYSP tradition! Every season since 1981, AYSP students and families fold, advertise, assemble, and deliver thousands of dozens of luminarias across the Albuquerque metro area to raise funds. **All AYSP students and families are expected to participate in the luminaria fundraiser by folding luminaria bags and also by assisting in assembling luminarias at one of the luminaria workhouses or by helping with loading assembled luminarias into customers' vehicles during the luminaria Open House.** Specifically, each student will fold 30dz (360 bags), not to exceed 60dz (720 bags) per family. All students and families volunteer during Luminaria Day. Making luminarias at several workhouses kindly hosted by AYSP families and orders are delivered by AYSP parents who sign up as delivery drivers. Students and families also volunteer during our Luminaria Open House at the AYSP facility by making luminarias and assisting customers with their pick-up orders. – *luminaria fundraiser dates are listed on each ensemble's season calendar.*

Folding bags and assisting with luminaria assembly and delivery are expected of ALL students and do not count toward your family's \$100 fundraising expectation. Families can meet their \$100 fundraising expectation by selling 20 dozen luminarias. The online order form contains a field where customers can type the student's name in order to credit the sale to that student.

### Raffle

AYSP hosts the annual *EXPERIENCE NEW MEXICO!* Raffle each spring. Students sell raffle tickets to raise funds for AYSP. Details for the 2022 Raffle, including prize information, will be available later in the season. Selling 10 raffle tickets will satisfy the \$100 family fundraising expectation.

We are always interested in donations of unique, New Mexico-themed raffle prizes. If your family owns a vacation rental in New Mexico or have access to a uniquely New Mexico type of item or experience that would make for an intriguing prize for our *EXPERIENCE NEW MEXICO!* raffle, please contact our Community Engagement and Operations Coordinator to discuss a donation!

## VOLUNTEERING

Active parent volunteers have always been part of the AYSP culture. With approximately 500 students supported by an administrative staff of four, parent volunteers are essential to the success of the program. Throughout the year there are numerous opportunities to get involved from just a few hours to a weekly commitment, including taking attendance and assisting conductors at rehearsals. Other parents contribute gift-in-kind services and goods that reduce expenses to the program.

We request that parents participate as volunteers to the extent they are able.

### **VOLUNTEER OPPORTUNITIES INCLUDE:**

#### **Parent Manager**

Each ensemble has two to four Parent Managers who provide weekly assistance to the Conductor, students and their parents or guardians. Responsibilities throughout the year include:

- Assisting with student fundraising efforts
- Supporting dress rehearsals, concerts and school tours
- Taking attendance
- Distributing t-shirt's, raffle tickets etc.

#### **Concert Support**

Our students perform in two concerts per year, the Fall Concert in November/December and the Finale Concert in April. One additional optional concert is scheduled for YS, YO and YCO students in December. Your support is needed in the following areas:

- Assisting with moving percussion and music-related equipment to performance venue
- Hosting receptions following concerts (Youth Symphony Concerts only)
- Selling tickets and merchandise

#### **Ensemble Support**

Additional fundraising and program support is needed for both Youth and Junior groups. Time commitments vary by project. We are currently looking for assistance with:

- Coordinating parking during rehearsals
- Assemble luminarias (1 week, limited hours/day)
- Sponsor your home for luminaria workhouse (2 days, first Friday and Saturday in December)
- Deliver luminarias - driver (first Saturday in December)
- Finding/Gathering Concert Program Sponsorships (Fall and Spring Concert Programs)

#### **Office and Building Support**

From time to time our staff may need help at the office. Time commitments will vary depending upon the project. Some of the ways you can assist our staff include:

- Building maintenance projects, *e.g.*, painting, cleaning, maintaining parking lot, weeding, etc.
- Data entry
- Part-time reception during office hours – Monday, Wednesday and Friday
- Photocopying