**Figure Skating Volunteer Sheet**

Skater’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Our program depends on volunteers and we need everyone’s help. More hands = a Lighter load and involvement really is rewarding. Please* **Mark at least 3 options** *so we can try to place you with something you prefer. If you are unable to volunteer, you may* **arrange for a substitute*****or*** *choose the option* to **pay the non-volunteer fee** *instead and mark it on your fee schedule page. Thank You!*

**On Ice Adult Monitor**: Helps on the ice on Tuesdays wherever needed. Ex: bathroom runs, skate lacing, extra hands. Requires a USFSA background check.

**Communication:** Update contact information. Organize/participate in calling tree notifications for such as cancellations, schedule changes, special events as needed.

**Hospitality/Party/Special Events:** Be present and bring refreshments for skating clinics and promotional or fundraising events. Organize End of Season Party. Promote National Skating Month. (Funding will be provided from non-volunteer fees.)

**Judge for Ice Show Tryouts:** Preferably will not be biased and will have some skating knowledge.

**Pizza Fundraiser:** Help Tally orders

 **Unload** truck on delivery day

**Candid Photography:** Photograph lessons, groups, and events throughout the season for bulletin board, media, and program brochure.

**Picture Day Helper:** Take order forms/payments andLine up skaters by time slots for pictures.

**Costuming:** Help with

 measurements,

 converting measurements to sizes,

 labeling,

 alterations,

 distribution.

**Programs:** Design and Prepare the Ice Show Program for printing. Work with HHSA to incorporate community sponsorship.

**Media:** Coordinate figure skating and ice show promotion through newspaper articles , radio ads, sign, flyers.

**Ice Show** on page 2

**Clean-up:** pre-Ice Show, post-Ice Show

**Dress Rehearsal:** Help with the flow of skaters, maintain organization and order.

**Welcome Table:** Welcome public to the ice show, answer questions, sell programs and take donations.

**Candygram/Raffle Table:** Prepare and sell Candygrams and Raffle Tickets and Take Donations.

**Flowers:** Arrange and sell flowers.

**Floating Raffle Sales:** Sell raffle tickets among patrons. Responsible for drawing and posting winner.

**Guest Skaters:** Arrange for guest skaters and obtain their permission forms and music.

**Guest Skater Hospitality:** Welcome Guest Skaters, Shop for Gifts, Follow-up Thank You notes

**Locker/Dressing Rooms**: Locker room assignment and preparation (décor, mirrors, list, coloring books-no markers, …).

**Locker Room Snacks:** Purchase meat/cheese trays, crackers, and water bottles to stock locker rooms. Also purchase candy for candygrams . (Funded through non-volunteer fee).

**Locker Room Monitor:** stays with and keeps skaters in locker room before and after performance. Has groups ready for line up at the appropriate time. Skaters may be released by signature to a parent to use the restroom or after their performance. Non-skating friends are not allowed.

**Stage Manager:** Oversee flow of skaters from locker room to ice and back. Knows where skaters are.

**Ice Show Script:** Write ice show script for announcer and provide pronunciation guide.

**Scaffolding:** Help set up and break down scaffolding for the show.

**Spotlights:** Works the follow spots during the ice show. Will need to come to dress rehearsal for instruction. Great seats!

**Set Design:** Set up and design rink and warming room decorations. No need to be creative to participate. We need many hands.

**Parking:** Maintain traffic flow and work with shuttle for safe fluent parking.

**Happy to volunteer where most needed**

**Substitute Volunteer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Volunteer Fee** - $25 Donation