



MRCA PARENT VOLUNTEER INFORMATION

WE CAN'T DO IT WITHOUT YOU!!

MRCA is the parent support organization of the Mount Royal Choirs and relies upon parent volunteers. Parent involvement is an integral part of the choral program. There are a numerous volunteer positions available throughout the year. The volunteer commitment is determined annually based on choir registration.

VOLUNTEER DEPOSIT

The Mount Royal Choral Association requires a volunteer deposit cheque in the amount of \$200 to ensure that each family makes a suitable contribution throughout the year. The cheque will be returned or destroyed (your choice) at the end of the year, when volunteer commitments are met. It is the responsibility of parents to meet the volunteer commitment by the end of the season, MRCA is not required to notify parents of outstanding volunteer requirements prior to the Deposit Date.

The **volunteer commitment** per chorister family required to meet our children's needs **will be calculated annually based on choir registration and announced at the Parent Orientation in early October.**

HOW CAN I HELP?

The following volunteer positions are available for the 2019-29 season. As a parent, you are needed to volunteer throughout the year. Parents are asked to **sign up for volunteer assignments at the Parent Orientation on October 2 at 6:00 pm in the Atelier Room or anytime by contacting Claudia Istvanffy, General Manager at choirs@mtroyal.ca**

Volunteer roles include:

Concert chaperones

Rehearsal volunteers

Music volunteers

Uniform volunteers

Fundraising volunteers

Year-end BBQ volunteers

Board members

Tour and camp chaperones

VOLUNTEER POSITIONS

Concert Chaperone (Police Information Check required)

Provide an overall support to the director and general manager of the choirs during performances.

Volunteers are expected to:

- Arrive 20 minutes to concert venue; stay 20 minutes after concert
- Assist with chorister check-in
- Assist with organizing children in venue space, ushering them back stage or putting them in correct seating arrangements
- Accompany younger children to the washroom and/or water fountain
- Support children who are feeling ill
- Support the back-stage flow (listening for instructions, behaviour management)
- Ensure general oversight and safety of choristers

Rehearsal Volunteer (Police Information Check required)

Provide an overall support to the director and general manager of the choirs during rehearsals.

Volunteers are expected to:

- Arrive 20 minutes early to rehearsal
- Assist with chorister check-in
- Assist children with getting settled before rehearsal starts (hanging up coats, taking off wet footwear, organizing music, finding an appropriate spot to sit, etc).
- Accompany younger children to the washroom and/or water fountain
- Support children who are feeling ill
- Support the rehearsal flow (behaviour management, handing out new music, being actively engaged in rehearsal)
- Assist with general duties that support the choir

Music Resource Volunteer

Responsible for helping with music and organizing music binders for the choristers.

Volunteers assist with:

- Work bees that take place during rehearsal times
- Prepare music and music binders, generally in September and January.
- Distribute and document distribution of binders
- Collect and empty binders in December and May.
- Organizational tasks in the music library.

Uniform Volunteer (Police Information Check may be required)

Responsible for the organization and distribution of choir performance uniforms.

Volunteers assist with:

- Work bees that take place during rehearsal times.
- Organize uniforms and garment bags
- Assist with chorister sizing
- Distribute and document uniform pieces and garment bags given out to choristers
- Assist with mid-season uniform checks
- Collect uniforms at the end of performance season

Fundraising Volunteer

Provide support for MRCA fundraising initiatives

- Assist at sign in table during rehearsal drop off and pick up times
- Arrive to the designated rehearsals 20 minutes early
- Assist in the distribution and collection of fundraising coupon books and raffle ticket packages.
- Assist with casino fundraising events. We are currently on a 20 month AGLC rotation.

Year End BBQ Volunteers

Assist with the set up and cleanup of the year end bbq in May. May include tasks like shopping and bbq pick up. The BBQ takes place at Sandy Beach Park.

Board Member

The Board of Directors oversee the society operations. Board members carry out the affairs of the society according to the bylaws of the Association. Board members are required to attend monthly board meetings, and actively participate in the running of the organization, assisting with sub-committees, e.g. fundraising, planning, special projects, etc.

In accordance with our Child Protection & Abuse Policy, a Police Information Check is required for all Chaperones and Rehearsal volunteers.

HOW TO OBTAIN A POLICE INFORMATION CHECK (PIC)

The Police Information Checks (PIC) application fee is \$15 with a letter from the organization (MRCA) identifying you as a volunteer. Applicants must request the letter issued from the MRCA prior to applying for their PIC.

Please contact **Claudia** at choirs@mtroyal.ca for your designated letter, include your legal name.

Applying for your PIC

Option 1: Use Calgary Police Services online PIC application service

<https://policeinformationcheck.calgarypolice.ca/>

Option 2: Visit a Calgary Police Service [location](#) and remember to bring:

Two valid pieces of government issued identification

Photo identification can be one of the following:

- Driver's Licence
- Alberta Photo Identification Card (Issued through Registry Agent Offices)
- Passport
- Permanent Residence Card

Non-photo identification can be one of the following:

- Provincial Healthcare Card
- Birth Certificate
- Marriage Certificate
- Immigration Papers
- Citizenship Card

- Citizenship Certificate

Processing time can take approximately 2-3 week. Upon completion, a letter will be mailed or emailed to the applicant with the results from the application. The Police Information Check Unit will not disclose to a third party – any specific information will be disclosed to the applicant only.

Please be sure to submit your Police Information Check Application in time to receive it before your scheduled volunteer commitment time.