

2010 - 2011 Carlmont High School Music Boosters - CAPA

<i>President</i>	Tatiana Cherwinski	<ul style="list-style-type: none"> • Provides leadership for the CAPA organization. • Organizes volunteers to help Instrumental Music Director with music events/activities. • Recruits volunteers for current & following year. • Works closely with the Instrumental Music Director to ensure that parents are informed of upcoming events. • Handles all deposits with school treasurer, which includes obtaining cash boxes for all fundraising events. • Organizes and leads CAPA meetings
<i>Vice-President</i>	Marsha Runnels	<ul style="list-style-type: none"> • Assists President
<i>Secretary</i>	Nancy Coe	<ul style="list-style-type: none"> • Prepares and distributes the CAPA meeting minutes
<i>Treasurer</i>		<ul style="list-style-type: none"> • Reviews the CAPA "Reconciliation Report" from Carlmont's Treasurer and prepares CAPA's financial statements (actual vs budget) on a quarterly basis and as needed. • In the spring, works with the Instrumental Music Director to prepare a budget for the next school year. • Prepare donor acknowledgment letters for tax purposes.
<i>Webmaster</i>	Alex Bunk	<ul style="list-style-type: none"> • Design, build and update CAPA Instrumental Music website.
<i>Music T-Shirts/Lanyard Chair</i>	Jan Scardina	<ul style="list-style-type: none"> • Manage music t-shirt/lanyard inventory; ensure adequate supply for incoming students at Arena Check-In
<i>Tour T-Sweat Shirt Logo Design</i>	Marice Shiozaki	<ul style="list-style-type: none"> • Design copy ready logo for tee-shirts and sweatshirts
<i>Arena Check-In Chair</i>	Tatiana Cherwinski	<ul style="list-style-type: none"> • Organize volunteers for Arena Check-In
	Laura Larkin, Aurora Chang, Patty Branscum, Geri Crane, Nancy Coe, Lexie Ek	<ul style="list-style-type: none"> • Support Arena Check-In
<i>Music Paperwork Chair</i>	Marsha Runnels	<ul style="list-style-type: none"> • Assembles all beginning of the year paperwork for each student and has ready for Arena Check-in; ensure that paperwork is completed for each student
	Lexie Ek	<ul style="list-style-type: none"> • Will help in Summer 2010
<i>Database Management</i>		<ul style="list-style-type: none"> • Update database (parent information, volunteer info, etc)
<i>Google List Moderator</i>		<ul style="list-style-type: none"> • Update Google list for current school year; review all postings • Kristan Verveniotis will help transition new person Fall 2010

<i>Instrument Inventory Control Chair</i>		<ul style="list-style-type: none"> • Explore bar code options for instrument inventory control enabling scanning equipment at check out/in. • Assist Instrumental Music Director with scanning in the return of instruments at graduation.
<i>Locker Chair/Co Chair</i>		<ul style="list-style-type: none"> • Assist Instrumental Music Director with music lockers/locks at the beginning of school year (Thurs August 19 & Fri August 20th)
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<i>Hospitality Chair</i>	Patty Branscum	<ul style="list-style-type: none"> • Organizes coffee/tea & snacks for CAPA meetings (2 to 3 meetings a year)
<i>Transportation Chair</i>		<ul style="list-style-type: none"> • Organizes the transportation of equipment to musical events (including adjudicated festivals and SAVE THE MUSIC) • organizes chaperones/drivers for festivals
<i>Transportation support</i>	Dana Piccolotto	<ul style="list-style-type: none"> • Jazz Ensemble
<i>Transportation support</i>		<ul style="list-style-type: none"> • Jazz Ensemble
<i>Transportation support</i>		<ul style="list-style-type: none"> • Symphonic Band
<i>Transportation support</i>		<ul style="list-style-type: none"> • Symphonic Band
<i>Transportation support</i>		<ul style="list-style-type: none"> • Symphony Orchestra
<i>Transportation support</i>		<ul style="list-style-type: none"> • Symphony Orchestra
<i>Transportation support</i>		<ul style="list-style-type: none"> • Concert Band
<i>Transportation support</i>		<ul style="list-style-type: none"> • Intermediate Orchestra
<i>Football Game Chair</i> 10/15/10 10/29/10 11/4/10		<ul style="list-style-type: none"> • Recruit volunteers to ensure that instruments are moved from band room to football field, the appropriate # of chairs & music stands are set-up, clothespins are passed out for music stands and all instruments and equipment are returned to band room after game. <p>(Note: There are 3 games and must be at school by 2:30 pm.)</p>
<i>Game Volunteers</i>		<ul style="list-style-type: none"> •
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<i>Music Mentor Chair</i>	Alan Sarver	<ul style="list-style-type: none"> • Recruit and coordinate Music Mentors; organize parent drivers/chaperones
<i>Music Mentor Drivers</i>	Stephanie Hsu	<ul style="list-style-type: none"> • Work with Music Mentor Chair to drive Mentors to and from mentoring

<i>Music Mentor Drivers</i>	Lexie Ek	<ul style="list-style-type: none"> • Substitute driver
<i>Music Mentor Drivers</i>		<ul style="list-style-type: none"> •
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<i>Music Mentor Drivers</i>		<ul style="list-style-type: none"> •
<i>Uniform Chair</i>	Emily Sarver	<ul style="list-style-type: none"> • Orders, distributes, collects, dry clean uniforms
<i>Uniform Support</i>	Rose Naumowicz	<ul style="list-style-type: none"> •
<i>Uniform Support</i>	Tatiana Cherwinski	<ul style="list-style-type: none"> •
<i>Uniform Support</i>		<ul style="list-style-type: none"> •
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<i>Uniform Support</i>		<ul style="list-style-type: none"> •
<i>Concert Coordinator</i>	Diana DaBaldo	<ul style="list-style-type: none"> • Oversee concert planning. Coordinate with other chairpersons to ensure that all volunteers are in place for concerts. • Manages box office operations and works closely with other Performing Arts ticket representatives
<i>Concert Support</i>	Suzy Cain	<ul style="list-style-type: none"> • Assist at concerts where needed
<i>Concert Support</i>		<ul style="list-style-type: none"> • Assist at concerts where needed
<i>Chamber Music Night Chair</i>		<ul style="list-style-type: none"> • Oversee planning and coordination for the Chamber Music Night (includes working with Bake Sale Chair on supplies needed, organizing volunteers, purchasing/arranging flowers for event) • Manage student helpers
<i>Chamber Music Night Support</i>	Regina Louie	<ul style="list-style-type: none"> • Helps with set-up (table cloths, table decorations, cutting of desserts)
<i>Chamber Music Night Support</i>	Suzy Cain	<ul style="list-style-type: none"> • Helps with set-up (table cloths, table decorations, cutting of desserts)
<i>Chamber Music Night Support</i>	Nancy Coe	<ul style="list-style-type: none"> • Helps with set-up (table cloths, table decorations, cutting of desserts)
<i>Chamber Music Night Support</i>		<ul style="list-style-type: none"> • Helps with clean-up of event

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<i>Musical Pit Orchestra Chair</i>		<ul style="list-style-type: none"> • Organize pit orchestra parents to bring water/snacks during rehearsals and performances, set-up and tear down • Liaison to drama parent organizer, coordinate design and ordering tee-shirts for drama and pit orchestra • Advise music students/parents of date/time for cast party
<i>Pit Orchestra Volunteer</i>	Nancy Coe	<ul style="list-style-type: none"> • Bring snacks & drinks for dress rehearsals and performances
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<i>Bake Sales Chair</i>	Soochien Chee	<ul style="list-style-type: none"> • Coordinates bake goods for concerts and fundraising events; coordinate bake sales volunteers, purchase other items for bake sales
<i>Bake Sale Helper</i>		<ul style="list-style-type: none"> • Works bake sale table at concerts
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<i>Bake Sale Helper</i>	Rose Naumowicz	<ul style="list-style-type: none"> • bake
<i>Bake Sale Helper</i>	Kathy Fetter	<ul style="list-style-type: none"> • bake
<i>Bake Sale Helper</i>	Patty Branscum	<ul style="list-style-type: none"> • bake
<i>Bake Sale Helper</i>	Nancy Coe	<ul style="list-style-type: none"> • bake
<i>Bake Sale Helper</i>	Marsha Runnels	<ul style="list-style-type: none"> • bake
<i>Bake Sale Helper</i>	Dana Piccolotto	<ul style="list-style-type: none"> • bake
<i>Bake Sale Helper</i>	Faun Brenman	<ul style="list-style-type: none"> • bake
<i>Bake Sale Helper</i>	Regina Louie	<ul style="list-style-type: none"> •
<i>Bake Sale Helper</i>	Reiko Wong	<ul style="list-style-type: none"> •
<i>Bake Sale Helper</i>	Suzy Cain	<ul style="list-style-type: none"> •
<i>Bake Sale Helper</i>	Lexie Ek	<ul style="list-style-type: none"> •
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<i>Bake Sale Helper</i>		•
<i>Bake Sale Helper</i>		•
<i>Water/Soda Chair</i>		•
<i>Water/Soda Donations</i>	Nancy Coe	•
<i>Water/Soda Donations</i>	Yitzik Brenman	•
<i>Water/Soda Donations</i>	Reiko Wong	•
<i>Water/Soda Donations</i>	Suzy Cain	•
<i>Water/Soda Donations</i>		•
<i>Water/Soda Donations</i>		•
<i>Usher Chair</i>	Patty Branscum	• Coordinate ushers for concerts and provide handicap access to theater
<i>Usher Support</i>	Reiko Wong	•
<i>Usher Support</i>		•
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<i>Box Office Staffing & Training</i>	Bev Heatherington	• Staffs and trains box office volunteers

<i>Box Office Support</i>	Marice Shiozaki	•
<i>Box Office Support</i>	Laura Pierce	
<i>Box Office Support</i>	Joan Hendershott	•
<i>Box Office Support</i>	Lexie Ek	•
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<i>Ticketturtle / Donor Tickets</i>	Alex & Dorothea Bunk	<ul style="list-style-type: none"> • Sets up all concert tickets on ticket turtle • Handles all CAPA donor ticket orders and issues tickets via Ticketturtle
<i>Box Office Voicemail & Email</i>	Joan Hendershott	<ul style="list-style-type: none"> • Handles the Performing Arts Voicemail and email account for performances
<i>Publicity Chair</i>		<ul style="list-style-type: none"> • Advertise Instrumental Music program via news media, school newspaper and announcements, school marqui, banners, etc. • -Provide posters to Community Advertisement liaison & MS liaisons
<i>Poster designer</i>	Student	<ul style="list-style-type: none"> • Designs posters
<i>Bagpiper writer</i>		<ul style="list-style-type: none"> • Bagpiper/daily bulletin writer
<i>Publicity Support</i>	Diana DaBaldo	<ul style="list-style-type: none"> • Designs photo collage for 8th grade Open House event in October
<i>Publicity Support</i>	Regina Louie	<ul style="list-style-type: none"> • Assists with community banners and community bulletin board postings
<i>Community Advertisement Liaisons</i>	<p>_____ (San Carlos)</p> <p>Liva Neyroud(Carlmont Shopping Center)</p> <p>Sheng “Tuan” Lin (Redwood Shores)</p>	<ul style="list-style-type: none"> • Places advertisement posters in business store fronts for Instrumental Music concerts and the musical.
<i>Central MS Liaison</i>	Julie Haslam	<ul style="list-style-type: none"> • Communicates concerts & fundraising events to the MS students/parents via school newsletter/email and places advertisement posters in MS band room. Prefer CAPA parent with a child at Central MS.
<i>Ralston MS Liaison</i>	Geri Crane	<ul style="list-style-type: none"> • Communicates concerts & fundraising events to the MS students/parents via school newsletter/email and places advertisement posters in MS band room. Obtains Belmont-Redwood Shores approval for posting. Prefer CAPA parent with a

<i>Awards</i>	Soochien Chee	<ul style="list-style-type: none"> Assists Music Director with year-end music certificates/awards
<i>Awards Support</i>	Nancy Coe	<ul style="list-style-type: none">
<i>Program Chair</i>	Suzanne Farbstein	<ul style="list-style-type: none"> Works with Music Director to update and print concert programs
<i>Program Support</i>	John Farbstein	<ul style="list-style-type: none">
<i>Music Librarians</i>	Soochien Chee, Marsha Runnels, Kathleen Giusti, David Marx, Shiela Marx	<ul style="list-style-type: none"> Keeps music library in order Organizes volunteers to move music library into new music building in Spring 2010
<i>Grant Writer Chair</i>		<ul style="list-style-type: none"> Applies for grants on behalf of the Instrumental Music Department for musical instrument and other large expenditures
<i>Instrument Repair Chair</i>		<ul style="list-style-type: none"> Drop-off and pick-up string instruments at least 2-4 times per year Repair shop Kamamoto's in San Jose, open on Saturdays and during the week
<i>Spring 2011 Instrumental Music Tour Chair</i>	Bev Heatherington, Dorothea & Alex Bunk	<ul style="list-style-type: none"> Coordinate with Instrumental Music Director to plan and implement the spring 2011 instrumental music tour. Begin research in Spring/Summer 2010.
	Geri Crane	<ul style="list-style-type: none"> Student paperwork management for tour
	Gina Sturken, Lexie Ek, Tuan Lin	<ul style="list-style-type: none"> Back-scene Support
	Laura Pierce	<ul style="list-style-type: none"> Receive Musician/Chaperone payments
	Alex & Dorothea Bunk, Nancy Coe, Dave Hawley & Laura Schulte	<ul style="list-style-type: none"> Chaperones
		<ul style="list-style-type: none"> Notaries