

## CSP Needs Your Help!

Please mark your top 3 choices (in priority order with 1, 2, or 3),  
for the **Volunteer Activities** or **Board Positions** you are willing to help with.

We will contact you with more information.

Thank you for your willingness to help *CSP THRIVE!*

Please email completed form to [ECouncilPhelan@AOL.com](mailto:ECouncilPhelan@AOL.com)

Name \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

### Volunteer Activities:

- \_\_\_\_\_ Marketing design of CSP brochure/email newsletters/promotional materials
- \_\_\_\_\_ Recruiting assistance with CSP display table at concerts
- \_\_\_\_\_ Grant writing assistance
- \_\_\_\_\_ Newsletter layout & design
- \_\_\_\_\_ Article writing for newsletter
- \_\_\_\_\_ Video or photography of CSP concerts
- \_\_\_\_\_ Fall solicitation drive
- \_\_\_\_\_ Spring raffle
- \_\_\_\_\_ Recruiting/Community Outreach Committee
- \_\_\_\_\_ Corporate Relations
- \_\_\_\_\_ Fine Music Appreciation
- \_\_\_\_\_ Website/ Facebook/ Shutterfly
- \_\_\_\_\_ Music organization of studio files
- \_\_\_\_\_ Administrative assistance with office tasks or technical support
- \_\_\_\_\_ Volunteer Recruitment
- \_\_\_\_\_ Other (if you have a skill or training in an area not mentioned above, please let us know what that is)

### Board Positions (1, 2, or 3-year term):

- \_\_\_\_\_ **Treasurer:** Prepare and maintain annual budget. Send tuition invoices and prepare monthly P&L reports to the board. Work with accounting firm to file taxes. Serve on Finance Committee.
- \_\_\_\_\_ **Vice President:** Maintain to-do list and distribute within 1 week of board meetings. Chair board meetings in president's absence. Arrange space for board meetings.
- \_\_\_\_\_ **Recruiting/Community Outreach Chair:** Plan and carry out student recruiting efforts, including overseeing PR table at CSP events. Work with ADs to identify and arrange performance locations. Report to board all recruiting and outreach efforts. Post CSP flyers throughout Cincinnati (libraries, schools, coffee shops, etc.) Advertise in printed and online media.
- \_\_\_\_\_ **Public Relations/Marketing Chair:** Prepare and distribute press releases, work closely with newsletter and website volunteers. Report to the board all website, newsletter, and general PR activities.
- \_\_\_\_\_ **Volunteer Coordinator:** Recruit and instruct volunteers. Report current volunteer activities and volunteer needs to the board. Serve on Board Development Committee.
- \_\_\_\_\_ **Corporate Campaign Chair:** Identify and solicit contributions from businesses and corporations, and develop ongoing relationships. Work closely with Finance Committee to meet yearly goals.

Questions?? Contact Elizabeth Council-Phelan at 513.231.3523 or [ECouncilPhelan@AOL.com](mailto:ECouncilPhelan@AOL.com)