



ETOBICOKE-MISSISSAUGA

VOLUNTEERS FOR ASSESSMENTS

DUTIES & GUIDELINES

VOLUNTEER #1 - DESK CLERK

1. Take the student's name at the registry desk. Tell the student that he/she will be called to the front when it is time for his/her class.
2. a) Ask parents if they would like to donate to the scholarship fund. Inform the parents that an official tax email receipt from ORMTA will be issued for donations of \$20.00 or more.
b) Have the \$20.00 or more donors fill out their contact information to receive their tax receipt. Record names and donation amounts on the tally sheet.
3. At the **Branch Competitions** in May, give *one programme* to each family.
4. Tell people to wait until the previous class is done before entering. This is especially the case for the Vocal Assessments and Vocal Branch Competitions as there is not a lot of seating.
5. Do not leave the desk or scholarship jar unattended.
6. Note and report any concerns to either of the following people at the end of the session:
 - Assessments Chairperson: Virginia Taylor <virginia.taylor@sympatico.ca>
 - Volunteer Coordinator: Lisa Raposa <lisa.raposa@gmail.com>
7. Be alert and attentive at all times.

THANK YOU FOR YOUR HELP. YOU ARE VERY MUCH APPRECIATED!

