

♪ Welcome Returning and New Oshkosh Youth Symphony Orchestra & Philharmonia Members, Families & Friends ♪

**Important dates:**

**Registration and fall auditions – Wednesday, September 8<sup>th</sup>, 2010 – please read the following information.**

**First rehearsal for OYSO – Monday, September 13, 2010 – 6:30 pm-8:45 pm  
UW-O Arts and Communications Bldg., Music Department, Rm. N14  
(basement large rehearsal room).**

**First rehearsal for Philharmonia – Monday, September 13, 2010 – at Oshkosh North High School Band/Orchestra room beginning at 6:00 pm**

Registration for the upcoming concert season has been set for Wednesday, **September 8, 2010 from 5:30 to 8:00 p.m.** at the **Curtis Law Office, 491 South Washburn, Suite 100 (the building just south of Wal-Mart)** in Oshkosh.

If you want to get a head start, 2010-11 registration forms have been placed on-line for you to view or to print individual copies of materials. The web link for those registration forms can be found on the OYSO web site - [www.youth.oshkoshsymphony.org](http://www.youth.oshkoshsymphony.org).

At registration, volunteers will be available to collect forms, receive fees, sign up volunteers, and distribute music. Registration requires at least ten volunteers and a significant amount of preparation, and thus, it is really important that EVERYONE attend some time during the nearly three hours available to complete registration.

At registration, we will collect the following:

- ✓ Completed OYSO/Philharmonia Registration Form signed by a parent or guardian
- ✓ Signed Behavior / Attendance Agreement
- ✓ \$125 per musician (\$100 for each additional family member)
- ✓ Parent commitment for a volunteer opportunity within OYSO or Philharmonia. If there is an emergency and a parent is unable to attend registration, please download and complete the “Absent Parent Form”.

The musician will not be fully registered and will not receive music until all four of these items have been completed. It would be best if the musicians and parents would both attend registration; however, if the students come alone, they must bring signed forms and full payments, and they must be able to volunteer their parents at registration.

If there are circumstances that make it impossible for attendance at registration, you may send your registration fee to OYSO - P. O. Box 522, Oshkosh, WI 54903 and contact one of the board members to arrange for music pick up.

## OYSO AND PHILHARMONIA TOGETHER!

OYSO and Philharmonia Parent Organizations will again be combining to conduct parent meetings, registrations, and volunteer committees to better serve the two orchestras. It is our hope that the transition from Philharmonia to OYSO will be seamless for students and parents, and that together we will be more successful in fundraising, advertising, and keeping families active and informed.

**Parent meetings will be held the first rehearsal of the month at 6:30 p.m. in N-28 in Music Hall at UWO. Two exceptions – the first meeting will be on September 13, 2010 and the January meeting will be held on January 10, 2011.**

Mark your calendars. It is important that parents attend these meetings.

## COMMITTEES AND SUBCOMMITTEES

Following is the structure for committees, subcommittees, and assistants needed to run our organization:

### **1. Chairperson: (vacant)**

#### **Subcommittees:**

- A. Liaison Officer-in-Training**
- B. WCCO Liaison**
- C. Philharmonia Liaison**
- D. OYSO Parent Liaison**
- E. Grants and Outside Funding (+1 assistant)**
- F. Supervisor of Philharmonia Concerts**

### **2. TREASURER/FINANCE Ping Wang:**

Day/home Phone: (920) 235-0778 - Email: [pingwang006@gmail.com](mailto:pingwang006@gmail.com)

#### **Subcommittees:**

- A. Treasurer-in-Training**
- B. Flowers and Presents (+1 assistant)**
- C. Tickets for Fundraising Concert (+1 assistant)**
- D. Appreciation**
- E. Other Fundraising (+2 assistants)**

**3. SECRETARY/COMMUNICATIONS Denise Schlaak:**

Day Phone: (920) 426-3714 - Home Phone: (920) 420-7727 - Email: [dschlaak@new.rr.com](mailto:dschlaak@new.rr.com)

**Subcommittees:**

- A. Secretary-in-Training
- B. Volunteering (+1 assistant)
- C. Rehearsal Aide Supervisor
  - OYSO: (Denise Schlaak)
  - Philharmonia: (+2 assistants)
- D. Tour

**4. PERFORMANCES: (vacant)**

**Subcommittees:**

- A. Performance -in-Training
- B. Set up and Take Down:
  - OYSO: (+4 assistants)
  - Philharmonia: (+2 assistants)
- B. Refreshments and Greeters
  - OYSO: (+4 assistants)
  - Philharmonia: (+2 assistants)
- C. Programs
  - OYSO: (+1 assistant)
  - Philharmonia: (+1 assistant)
- D. Recording and Photographer (+3 assistants)
- E. Selling CDs at concerts

**5. PUBLICITY: Jeff and Barb Key**

Day Phone: 920-379-3677 - Home Phone: 920-233-0896 - Email: [jhkey@att.net](mailto:jhkey@att.net)

**Subcommittees:**

- A. Publicity-in-Training
- B. Advertising
- C. Mailings and Emailings
- D. Website
- E. T-shirts:
- F. Social Events/Clothing Exchange

## VOLUNTEERING

As you can see by the number of individuals needed to organize nearly 150 musicians and all of the details of concerts, the organizations could not survive without many volunteers. Throughout the years, we have seen many parents who have routinely volunteered whenever needed. We know that there are many more of you who are just waiting to be asked. We are asking now.

This year, as part of registration, every musician will need to have a volunteer serve some role in the organization. Most require only a few hours of time per semester. If you have been around awhile and are familiar with how things work, then we would hope you would agree to take on a leadership role and head one of the subcommittees outlined above. If you are unfamiliar with the workings of the orchestras, there are plenty of opportunities to serve as an assistant where you will be well supervised.

It will be expected that at least every other year of participation, the volunteer will accept one of the leadership roles, and head either a committee or a subcommittee. For anyone who is interested in heading a committee next year, you may volunteer this year to be a Chairperson-in-Training, a Secretary-in-training or a Publicity chair-in-training.

### **COMMUNICATION**

When it comes to communication needs of the organizations, the committee leaders have two goals: (1) Communicate efficiently, and (2) inform families about events. This year, we will communicate through emails and our website. We hope to have the website updated on a regular basis. The website address is <http://www.youth.oshkoshsymphony.org>. Additionally, as long as we are provided with current email addresses, we will routinely send reminders, minutes, and other important information. If your email address changes at any time, it will be crucial that you inform the parent volunteers.

Please review the handbook and website for any additional information.

The parent board thanks you in advance for all your support and assistance into the new season and we hope to see you on September 8<sup>th</sup>!