

MARIE MOORE SCHOOL OF IRISH DANCING

302B Park Avenue Scotch Plains, NJ 07076

Tel/Fax: (908) 322-9099 (908) 301-9088

E-mail: Cunniffex3@msn.com

Scotch Plains, NJ

Pennington, NJ

Doylestown, PA

December 9, 2009

Dear Families,

We are hosting our 12th Annual Garden State Feis on March 7th at the David Brearley High School in Kenilworth, N.J. The syllabus will be available shortly on the Marie Moore School website, and registration will open soon at feisweb.com. ALL entries must be submitted online at feisweb.com (no 3 x 5 cards or paper entries accepted).

This is our school's major fundraiser and many hands are needed to make it a success. We are asking that every family registered for this year's feis provide at least one volunteer. As a token of our thanks, we will waive the \$15 family entry fee for all families that submit a volunteer form.

After registering at feisweb.com, please deduct the \$15 fee from the payment amount that will appear on your confirmation page (see sample attached). Please mail your feis payment with both the confirmation page and your volunteer form enclosed.

If your dancer has never attended a feis, please discuss your child's involvement with Marie and Frank before registering. All questions about individual dancers must be directed to Marie or Frank.

Attached is the feis volunteer form for Saturday, March 6th (set-up) and Sunday, March 7th (feis day). Please submit this form with your entry payment by the feis closing deadline, no later than February 12th. Register early as we have an entry cap of 1,000 and will not be able to make exceptions for anyone due to venue restrictions.

We are asking ALL parents to submit this form, including committee chairs and those already working to prepare for the feis. We are grateful for the generosity of our volunteers and want to make sure that everyone receives recognition for their efforts.

Sincerely,

Marie Moore-Cunniffe
Frank Cunniffe
Jackie Erel

Chairpersons, Garden State Feis

SAMPLE

Fee Details:

Late fees are calculated based on date payment received, not date entered.

FamilyFee: \$32.00

Family Max: \$100.00

FeeChargeable: \$32.00

GuestFee: \$0.00

Late Fee: \$0.00

Late Fee Chargeable: \$0.00

Family Fee: \$15.00 ****Deduct this fee when submitted with volunteer form.**

FeisWebFee: \$1.00

Subtotal: \$48.00

Feepaid: \$0.00

BalanceDue: \$48.00

- \$15.00 family fee

Balance Due: \$33.00

Feis Job Descriptions

Please understand that a limited number of volunteers are needed for each committee on the day of the feis. We will fill each job on a first-come, first-served basis. All volunteers that are not allocated to another committee will be assigned to work setup or breakdown. We have limited access to the new venue before and after the feis, and will require as many hands as possible to get things done on time.

Set-up/Breakdown

Set-up involves placement of dance floors, building judge's platforms and setting up tables/chairs prior to the feis. Also involves pulling up floors, stages, tables, chairs following the feis. Lighter duties involve hanging of signs, distribution of supplies, etc.

****NOTE:** we are interested in hiring 5-6 young men to assist with the heavier lifting during setup/breakdown. Ideally they should be available for all three setup/breakdown shifts, and possibly earlier in the day on Saturday to load the truck. If you have brothers or friends looking for some extra work, please send their contact information to Jackie Erel at gardenstatefeis@comcast.net.

Entry Table:

Distribution of competitor numbers to dancers and answering entry questions.

Cafeteria:

Help keep the lines moving by replenishing food supplies and calculating/collecting money.

Solo Marks/Results:

Data entry of judges' scores, printing of results, and posting on the results wall. Feisweb will email all solo marks to participants after the feis.

Solo Awards:

Distribution of medals/trophies to solo competitors. Data entry to indicate award was received. Inventory leftover awards and pack for storage.

VOLUNTEER INFORMATION

Volunteer Name: _____
 (please fill out a separate form for each volunteer)

Email address: _____

Home #: _____

Cell #: _____

Primary class location: _____

Dancer's name: _____ Age/Level: _____

Dancer's name: _____ Age/Level: _____

Dancer's name: _____ Age/Level: _____

Dancer's name: _____ Age/Level: _____

Dancer's name: _____ Age/Level: _____

Set-up/Breakdown (March 6th and/or March 7th)

Saturday loading of truck (time tbd): Yes / No

Saturday set-up (6 pm – 9 pm): Yes / No

Sunday set-up (7 am – 9 am): Yes / No

Sunday breakdown (4 pm – 6 pm): Yes / No

Please check all duties you can perform	
ANY set-up duty	
Loading/Unloading	
Stages/Flooring	
Judging platforms	
Tables/Chairs	
Indoor Signage	

Feis Duties (March 7th)

Please number preferences 1, 2, 3 or 4 and circle your preferred time slot.

Entry Table			Morning
Cafeteria			Mid-Day
Solo Marks/Results			Afternoon
Solo Awards			

If requested time is in conflict with my child's competition please adjust at your discretion. Yes / No

We will fill each job on a first-come, first-served basis. If all of your requests are filled, we will pick an assignment closest to the time you want. All volunteers that are not allocated to another committee will be assigned to work setup or breakdown. An assignment will be chosen for you if you do not submit a form.

Please address general volunteer questions or concerns to gardenstatefeis@comcast.net.

You will be contacted with your assigned time and committee by the appropriate chairperson