

## **There are hundreds of ways you can be involved so please lend a helping hand to CAA.**

**Contact us if you are willing and able to assist with any of these tasks.**

### **Gallery**

Provide information about the gallery and our shows to artists who might be interested in entering.

Provide information about the gallery and show dates to people who would like to see the art. Develop ways to get the word out into the community about the CAA exhibits, programs and events.

During the week before shows switch out we need people to make phone calls to members to remind them to pick up work and bring in new work.

Help with the take-in process for art shows—

- Screen pieces for entry to make sure they meet the rules

- Assign numbers

- Help with completing application form and tags

- Take in fees and prepare receipts

- Update membership status and take membership fees if needed

- Provide information about CAA happenings to artists

- Provide assistance during the installation process

Gallery sitting/gallery docent—donate 4 hours or more to sit at the gallery during open hours. While there you can help with additional CAA tasks and you can also work on your art!

Help with Art House Gallery Staffing Schedule for gallery sitting hours. Sign people up, create, post and distribute the calendar, make necessary adjustments to ensure coverage when conflicts come up. Create schedule for 3 months in advance and update as necessary. Attend art show check in days to sign up volunteers to gallery sit. Cover any uncovered spots whenever possible.

Make phone calls to persons scheduled to sit at the gallery each week/day before to remind them of the days they are assigned.

Coordinate with installation committee and scholarship committee to help organize and install a show that includes work of local high school students. Will involve planning, contacting school principals and art teachers, screening work by students, making sure work gets properly matted and framed, then pulling the show together, publicizing it, etc.

### **Receptions, Meetings and Events**

Carmen will gladly welcome volunteers to help with donations of food, supplies or money, help with food table set up, making coffee, keeping the food on table supplied, keep basic supplies stocked and clean up at end of events.

Coordinate prize giveaway activities.  
Obtain and organize items for meetings and receptions.

Greet new guests and let the president know who the new members and visitors are. Check if guests have questions or would like additional information. Provide membership applications to prospective new members.

Make sure the sign up sheets are filled out for meetings. Photocopy additional forms when needed. Keep pens, markers and name tags available. Ensure guest book is signed at receptions and special events

Make sure there is always an ample supply of membership forms, newsletters and CAA info brochures available at all CAA events.

### **Newsletter**

Contribute articles, stories, photos and news items for consideration each month. Should be provided before the third Friday of the month to the newsletter editor.

If you know how to create newsletters we need a person to alternate this duty with our current newsletter editor—she has done a tremendous job and definitely deserves a break. If you have experience with newsletters and are willing to take it on please let us know.

Need someone to fold printed newsletters, attach labels and stamps and then mail them each month so they are received at least 10 days prior to the general meeting.

Need a person to ensure newsletters are provided various CAA events on and off site.

### **Art Events Off Site**

Participate by displaying and/or demonstrating art techniques at community events and art shows.

Chair/co-chair outdoor art events and assist with planning and set up arrangements. Make calls to members to line up participants, set up the displays, set up a booth with CAA information/newsletters/application forms, etc.

Looking for individuals with ideas to improve CAA's part of the Corona Lemon Festival—someone to head that up and inject fresh new ideas and get more participation.

### **Outdoor and Off site Events include:**

Bookapaloosa BookFair at Corona Public Library March 22

Earth Day at Dos Lagos April 19

Heritage Park Antique Show and CAA Open House June 7

Art @ the Heart of Dos Lagos Fridays late spring into fall 2008—May through October

Lemon Festival the first Sunday in October

### **Publicity**

Assist with publicity efforts by creating flyers, eye catching postcards, press releases, internet postings and helping advertise and publicize our CAA events.

Suggest and follow through on ideas to get more of the public to come to visit the gallery.

Work with local newspapers, radio stations, and other media to gain better coverage of our events and artists.

### **Membership**

Assist with membership drive by reminding members to renew early, getting new members to join, and distributing membership information within the community.

Follow up with new members to answer their questions, help them feel welcome and comfortable and make sure they understand processes and rules regarding shows, AOY competition, etc.

Develop new ways to attract additional members and increase membership to a goal of 150 members by 2010, and to double that by 2015

### **Sponsorship and Fundraising**

Connect with local businesses and corporations to sponsor our events, donate money towards art show awards, publicity costs, Art House improvements and furnishings and other CAA expenses.

Help Sandee Baker with a boutique fundraising event planned for Saturday May 3. Help with the planning, organization, publicity, set up and clean up and many other tasks to make this a success. Artists are encouraged to contact Sandee about exhibiting their arts and artful craft items at this event—there is a discount for the event fee to CAA members.

Help with a Point of Entry event to make personal contact with people who might be interested in CAA and interested in helping advance arts in the community. The event will require volunteers to help plan, make phone calls, help with refreshments, set up, decorations, clean up and other items. We also need people comfortable on the phone to make follow up calls. The program should showcase the events and programs as well as our honor our scholarship recipients and promote CAA educational programs.

### **Art House and Gallery Improvements**

Work on continued improvements to the Art House and to donate, make and or obtain upgrades—better window coverings, redo the kitchen sink area and flooring, obtain additional kitchen items, set up a gallery gift shop in back room, improve décor and furnishings, etc.

Work on improving the look of the outside of the building and area of the grounds directly around the building.

Clean out the back room, the patio and the shed. Let's get this place looking really terrific and prevent junk from piling up.

### **Work with Kids**

Help Diane Archuleta with face painting at events with children. Diane will teach you how to do it.

Artists/teachers to help Diane with her children's classes and also children's activities off site.

Offer special projects/mini workshops with kids and a variety of age groups. Help to generate more interest in art classes and different art opportunities for kids 6 through high school.

Clean up enclosed patio—side storage area to create additional workshop/class/studio space

Get involved with the scholarship committee to help on committee work, get involved in the mentoring aspect of the program and/or work in the schools and help with getting high school age artists involved in our shows and programs.

### **Special Events**

(Let's hold a float decorating party!!!)

Coordinate a team of volunteers to create CAA floats for the Cinco de Mayo and the 4<sup>th</sup> of July parades. Donate time and materials toward designing/building and or decorating floats.

### **General items**

Survey members to find out what we could improve upon, what ideas they have to make CAA better and find out how they would like to get involved, how we can help them get involved.

Also, survey community leaders and sampling of the community to determine how we can get them more involved in the arts.

Could do by a mailing and/or phone calls...some by e-mail.

### **Random acts of kindness**

Make phone calls and/or send cards to check on members who have been ill, had surgery, have losses or haven't been seen at meetings or events.

Improve the look of the front porch, front garden area, etc. Make the Art House look more "arty". Bring in flowers, candy, cookies etc. for guests to the Art House.

Do general office and gallery work--filing, cleaning, general “pride in place” touches to make the Art House look better and feel more comfortable and inviting.

Take out the trash

Clean out the refrigerator

Clean out cupboards, shelves, under the counter, under the sinks.

Organize a brown bag or pizza Art Day to get artists together and spend the day painting, drawing, making art at the Art House. Could include a panel discussion on topics of interest for the members and others in the community.

### **Board Members & Committee Chairs**

We are looking for people to train to become board members and committee chairs. We will work with you to help you in these positions.

We are in need currently of a Secretary, Publicity Chairperson and someone to help with the newsletter.

We welcome anyone who wants to learn how to become Pres, 1<sup>st</sup> VP, 2<sup>nd</sup> VP and any of the other positions which are available. Contact us now so you can learn and train to serve in these positions. Each of the individuals who currently hold those offices would welcome assistance from others as the tasks are large and we appreciate help from members.

We welcome your ideas, your assistance, your time, donations and labor whenever you are able to provide it to CAA. CAA becomes better when we have more people involved in the process.

This is only a partial list of the ways you can get more involved. Please contact Ira at 206-0222 or Jill at 898-9554 if you have other ideas to assist.