

April 2019



PORTLAND'S
CENTERS FOR THE ARTS

VOLUNTEER NEWSLETTER

THE VIEW FROM MY WINDOW BY LORI GERES

Thank you for all that you do to keep the performing arts thriving in our city! **Happy National Volunteer Week!**

Portland'5 Centers for the Arts will be celebrating all of our volunteers during **National Volunteer Week**, April 7 - 12, 2019. Founded in 1990, the Points of Light Foundation was created as an independent, nonpartisan, nonprofit organization to encourage and empower the spirit of service.

National Volunteer Week, powered by the Points of Light Foundation, is an opportunity to celebrate the impact of volunteer service and the power of volunteers to tackle tough challenges and build stronger, more resilient communities. Each year, a light shines on the people and causes that inspire us to serve, recognizing and thanking volunteers who lend their time, talent and voice to make a difference in their communities.

As I have marked my 6th month with all of you, I feel I am surrounded by so many bright lights. I see volunteers coming in early to open doors for students who are excited by their first time in a theatre. Volunteers coming in after a day at work to attend committee meetings, or to usher for a small production company. I see bright lights that are giving of their time and talents to make sure that Portland'5 meets its mission of ensuring the performing arts are available to all citizens of Portland.

During **National Volunteer Week**, we will celebrate all of you and your contributions to Portland'5. Our stages would be dim without all of you!



DATES TO REMEMBER

April 1 - 10

Enter May Availability
and Submit Vouchers

April 3

New Volunteer Training/
Celayix Refresher
6:00pm, 4th Fl. Lobby

April 6

Tour Guide Committee
9:30am, 5th Floor
Conference Room

April 8

Usher Advisory
Committee
5:45pm, 5th Floor
Conference Room

April 17

Noontime Showcase
Committee - 4:45pm
Volunteer Council
5:45pm
5th Floor Conference Rm

April 25

May Schedules Open

CELAYIX REFRESHER, ANYONE?

Stumped by self-schedule? Do you have ongoing Celayix questions? Join the new crop of ushers for the Celayix portion of their training for a brush up! The Celayix training will be the first part of the evening (and you don't have to stay for the rest). If you'd like to attend, please **RSVP by April 1** to volunteer@portland5.com.

The training is on April 3rd at 6:00pm, in the 4th floor lobby.

“Volunteers don't get paid, not because they are worthless, but because they are priceless.” ***- Sherry Anderson***



Taking place on May 3, "503 Day" is the Portland'5 Foundation's one-day fundraising campaign supporting our Education Program. The mission of that program is to offer culturally relevant education programming as part of Portland'5 Centers for the Arts' commitment to celebrate diversity and broaden access to the performing arts for people of all means, cultures, and ethnicities. We work exclusively with Title I schools - which is a designation based on the percentage of students living in poverty. **There is never any charge to any student, family, or school to attend one of our programs.**

Please encourage your friends and family to consider a \$20 donation on 503 Day!

www.portland5.com/503day

WANTED: FRONT DESK VOLUNTEERS BY: VALERIE COCHRAN

Some of you may know me already, but I wanted to formally introduce myself. My name is Valerie and I'm the Receptionist at the front desk on the 5th floor. Thank you to all the incredible front desk volunteers who paved the way before me and who have helped me to feel confident and knowledgeable in this position.

The front desk is staffed from 8:00am to 5:00pm, Monday through Friday, to make sure that someone is here to answer the phone, greet visitors and act as a point of contact for our offices. However, there are times when I need to be away from the desk, which means that I look to volunteers to help me keep front desk coverage consistent.

If you're interested in customer service over the phone, light computer work, and being a friendly and helpful face for the visitors to the 5th floor, this could be a great position for you! You would receive 4 credit hours per shift and training will be provided.

Contact Lori or Megan with any questions or to sign up!

LET'S FESTIVAL!

"Let's Festival" is the theme of the 2019 Rose Festival. Metro will be participating in both the Starlight Parade and Grand Floral parades this year. The mini-float entry will focus on the venues that make up Metro. Portland's will be represented by the Portland sign, the Convention Center by the twin spires, Expo Center by the EXPO blocks, and an elephant will represent the Oregon Zoo.

Volunteers from around the city and different venues will be joining forces to represent all of Metro in this annual city celebration.

If you would like to walk in the Starlight Parade (Saturday evening, June 1) or the Grand Floral Parade (Saturday morning, June 8), and/or "floralizing" the mini-float, please RSVP to Lori.

QUESTIONS? WE HAVE ANSWERS!

Lori and I receive a lot of questions about how things work around the volunteer office. From time to time, we will choose a question that someone has asked and answer it here - because we know that if one person is asking it, there must be others out there wondering the same thing! If you have a question you'd like to submit for this article, just shoot us an email!

Q: Why didn't I get scheduled for the show I requested?

A: There are many possible answers to this question. Here are some tips for entering your preferences to maximize your chances of getting at least one of your choices:

- The more options you give, the better! We recommend choosing at least 3 Usher or Greeter preferences - but you can choose more than that.
- Don't list everything as your "1st choice." The system only runs through the 1st choices once, so if you aren't picked on that round, you won't be. You **can** list more than one 1st choice - but it must be the same show. (Example: You want to work Urinetown, and you are available May 3, 7, and 10. You would list all of those dates as your 1st choice. That means the system has three chances to give you your 1st choice.)
- When selecting a Greeter shift, make sure you have also entered two or more Usher preferences. Greeter shifts are supplemental to Usher shifts, and you most likely won't be chosen for one if you enter less.

APRIL

BIRTHDAYS

April 1 Renate Mayer
April 2 Daniela Bartos, Diana Marchand
April 4 Bob Sutter
April 5 Tom Lasseter, Chuck Whitman, Elizabeth Wolfe
April 7 Elizabeth Ohlmann
April 9 Tom Cassatt
April 11 Cheri Jackson
April 13 Lori Balbi, Teija Springman
April 14 Gwen Luhta, Arlene Robinson
April 15 Joan Levine, Mike Strickler
April 16 Jo Ann Foor
April 19 Hella Bel Hadj Amor, Laurie Palfrey
April 21 Michael Eyer
April 25 Carol Wise
April 26 Addie Banasky, Jeanne Barnett, Victoria Clemens, Diane Raney
April 27 Archana Mandava, Jinny Shipman, Barbara Whitman
April 28 Sharon High, Cleo McLeod, Dana Lea Spendlove, Roya Vaziri
April 29 Jan Huffman

STAR PERFORMERS

To: Elaine Lycan

From: Rosemary Hutchinson

Elaine was not scheduled for March's Noon-time Showcase, but she showed up more than an hour early to help out any way she could! She volunteered to stand at the Main Street doors to answer questions and to make sure patrons did not walk on the dance floor.

Elaine, you are a true Star Performer! Thank you for the help!

To: Hella Bel Hadj Amor, Leslie Houston, Kendall Rundberg

From: Lori Geres

Thank you ladies for coming in to help with inventorying the new gift shop merchandise. You are helping to make the relaunch of the gift shop a smooth operation!

We know there are a lot more volunteers that are doing great things in our theatres! Please tell us about them! Email Lori or Megan with your praises for your fellow volunteers who go the extra mile!

TOUR GUIDE TRAINING

If you or a friend would like to become a P'5 Tour Guide, now's your chance! You must attend all three trainings.

RSVP to lorigeres@portland5.com

Saturday, May 4

Saturday May 11

Saturday May 18

All sessions take place from 10am - Noon in the 5th floor conference room.

PORTLAND'S IS BECOMING SENSORY INCLUSIVE!

Oftentimes, individuals or families who have a sensory sensitivity are unable to share in the drama of the performing arts. Faced with unexpected sounds or visual stimulation, those on the autism spectrum or living with PTSD choose not to attend certain events which may trigger their sensitivity.

By becoming inclusive, Portland'5 will have the tools to welcome all patrons into our theatres. No longer will people with sensitivities be isolated or have families separated because of circumstances.

So what does it mean to be "sensory inclusive"? Staff and volunteers will be trained in the basics of sensory sensitivities, and how to work with an individual for family with these triggers.

P'5 has partnered with Kultre City to offer sensory bags. Sensory bags will be available for check out at all coatrooms within Portland'5. A sensory bag will include:

- **Noise canceling headphones** - These block environmental noise, but still allows for some sound, such as an alert for safety.
- **Fidget toys/tools** - These help people focus on the event at hand, while giving hands a task.
- **A "feeling thermometer"** - During a meltdown, a patron may be unable to communicate verbally. A paper thermometer allows for the individual to share their feelings.
- **A Kulture City VIP badge** - This badge will alert volunteers and staff that the patron may have a sensory need without identifying their diagnosis.

Sensory inclusion training will be held during the summer months. The sensory bags will be in place by the beginning of the fall season.