



ARTS COUNCIL OF CALVERT COUNTY

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Welcome to the Arts Council of Calvert County!

Volunteers Make a Difference!

The Arts Council owes much of its success in the past to its volunteers, a group of people whose dedication for bringing the arts to Calvert County residents has helped to advance the arts in our community. In the past volunteers have helped publicize member groups' performances, set up the finale at a Summer Arts Camp session, serve as an Arts Council representative at community festivals, and even stuff envelopes for our mailings. And while we still need volunteers for these tasks, the Arts Council wants to expand the role of volunteers even further to include a part-time office assistant and individuals who can help with special projects, publicity, planning and photography for special events and other opportunities. We look forward to your help in these exciting endeavors.

In order to help volunteers command a more active role in our organization, we provide training so that all volunteers gain a better understanding of how our organization works and how they can contribute to its success! Your involvement is invaluable, and we hope your participation will be as rewarding for you as it is for us. I look forward to meeting you and learning your aspirations for the role of the arts in Calvert County. Please feel free to contact me at 410.257.7005 or ksears@calvertarts.org with your thoughts and questions.

Thank you for your interest and support of the Arts in Calvert County!

Kathy

Kathleen R. Sears
Executive Director

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The History of the Arts Council

The Arts Council of Calvert County, formerly the Calvert County Cultural Arts Council, was formed in 1976 to promote the arts in Calvert County. The Council is a nonprofit organization administered by a volunteer Board of Directors. It is funded primarily through the Maryland State Arts Council (MSAC), with additional grants from the Calvert County Commissioners, contributions, and program fees. Its fiscal year runs from July 1 to June 30.

A principle goal of the Arts Council since its inception has been to make the arts accessible and affordable to all Calvert County citizens. In the beginning, the Arts Council was predominately a funding organization providing grants for arts projects and programs in schools.

Over the past decade, the Arts Council extended its range of services by introducing new programs to the Calvert County community. Summer Arts Camp was developed to give children a fun and creative introduction to a variety of arts disciplines. In the late 1980's we collaborated with the library to establish the *Calvert Performing Arts Series* which brought international performances and family productions to area residents at reduced admissions. In 1998 the Council introduced *ArtVentures*, a series of trips to outstanding cultural venues in the metropolitan area. The *Sundays of Note* concert series was created to provide area residents with enjoyable musical performances closer to home. In 1999, we began presenting the *Calvert Artists Showcase* which featured Calvert County artists performing to benefit local nonprofits. In the summer of 2002, the Arts Council introduced Courtyard Concerts, a free weekday summer concert series, designed to bring music to the daily lives of families and working professionals. In 2004 supporters were treated to "Springtime in Paris", the primary fundraising event of the Council. To spread awareness of arts events in Calvert County a quarterly newsletter is distributed to all interested supporters.

In 2007 the Board of Directors, pleased that other community organizations have now taken on producing programs and events similar to those mentioned above, determined that because of the additional programming efforts in the community that the Arts Council could relinquish many of these excellent programs and now focus our energies on outreach and direct support for our local arts groups and individual artists. Towards that end, the board adopted a revised mission statement to reflect the Arts Council's growth:

The Mission of the Arts Council of Calvert County is to invest in and encourage the arts in Calvert County.

In support of our mission we sponsor

- *Grants to schools and organizations for arts related programs,*
- *Summer Arts Camp, and*
- *The CalvART Gallery, a co-op gallery featuring local artists.*

Current Programs & Events

Grants provided by the Arts Council are based on funds received from the Maryland State Arts Council. Currently, \$30,000 is budgeted annually for grant awards available to all public and private schools and 501(c)(3) organizations. Grant dollars must be used in, or for, Calvert County to support cultural arts programs and arts organizations. Four types of grants are available ranging in awards up to \$4,000.

Summer Arts Camp provides a hands-on arts opportunity for children ages 7 to 12. A diverse selection of activities in the major art genres including drama, music, dance/movement, and traditional arts and artisan crafts, are taught by a variety of gifted local artists and teachers. Weeklong sessions are hosted during the summer months at sites around the county.

CalvART Gallery features more than 200 pieces of 2- and 3-dimensional works of art created by some of Southern Maryland's leading artists. The co-op gallery provides a permanent exhibition space for local artists to share and sell their work. The Gallery is open Wednesday – Saturday, 11 a.m. – 6 p.m. and Sundays from 11 a.m. – 4 p.m.

Spring Gala raises funds and awareness for the arts each year featuring a different destination such as Paris, New York, London and in 2008: Italy! The event features an art auction, foods of the region, boutiques hosted by local artists, performances from local musicians and theater troupes, and much more!

New in 2007, the **Student Art Gallery** as part of our **Young Artists Program** was created in support of the Arts Council's mission to invest in and encourage the arts in Calvert County. In giving every school-aged child the opportunity to display their work in a professional setting like the CalvART Gallery, the Arts Council hopes to sow a seed of interest in the future members of Calvert County's artistic community. Each month a different school is featured, hosting up to 50 works of art. All public and private schools operating in Calvert County are invited to participate.

Internship opportunities are also available to motivated high school and college aged students interested in the field of arts management, education, fundraising, and/or publicity. Internships are available year-round.

To ensure the continued success of the Arts Council, we need your expertise and passion for the arts! As a volunteer, you play a vital role in the arts and cultural development of our community, enriching the lives of many.

Volunteer Policies

As a volunteer, you are considered a valued partner of the Arts Council. In order to maintain our professionalism, we ask you to please adhere to the following guidelines:

Attendance - As a volunteer, your assignment is as important as that of an employed staff member. You are expected to be reliable and arrive promptly at assigned events. If you are unable to work, you should notify the staff in time to find a substitute.

Children - Children are not permitted to accompany volunteers while on duty either at the office or at a scheduled off-site function.

Recording of Hours - The Arts Council will maintain a record of hours donated by each volunteer, and will provide a simple form for you to complete. Your cooperation is needed to submit the form. This information is helpful in applications for grant funds.

Safety - Safety is everyone's responsibility. Most accidents can be prevented if all personnel are aware of the hazards that promote them and take immediate action to alleviate them. Please report all accidents and/or potential hazards, no matter how minor, to a member of the staff.

Telephone Procedures - The Arts Council operates with a main telephone line, 410.257.7005 and a fax line 410.535.0302. We ask that you please refrain from making personal phone calls. If a personal phone call is necessary, please use the fax line for calling out so that we can keep the main line open. Please notify a staff member if you need to make a long distance phone call.

Building Policy - It is the responsibility of the permanent staff to open the office and lock up. For this reason, volunteers will be accompanied by a staff member while working at the office. Smoking is not permitted in the building. Volunteers are welcome to bring lunch and/or snacks; a refrigerator and microwave are available for your use. A number of restaurants are nearby as well.

Parking – Ample parking is available at the Prince Frederick Shopping Center. For special events, staff will notify volunteers if there is reserved parking.

Alcohol/Drugs - Individuals are prohibited from purchasing, transferring, using or possessing illicit drugs or alcohol while volunteering.

Media - Before making written or oral statements to the media on behalf of the Arts Council, seek approval from a staff or board member. The Executive Director handles all standard press inquiries; emergency situations are handled by the President of the Board of Directors.

Volunteer Program

A volunteer is anyone who without compensation or the expectation of compensation performs a task at the direction of, and on behalf of, the organization. As a volunteer, you are a valuable resource to the Arts Council, its staff, program participants and its supporters. Volunteers voice our mission to the public, afford us the ability to expand programs, and extend our budget beyond anything we thought possible. The Arts Council aims to give volunteers a meaningful purpose, clear objectives, effective supervision, and appropriate recognition for their services.

Equal Opportunity Policy

The Arts Council of Calvert County maintains a strong policy of equal opportunity. We recruit, accept, train, promote, and dismiss volunteers on the basis of personal competence and job performance, without regard to race, creed, color, religion, sex, age, sexual orientation, marital status, or disability.

Recruitment Process

Individuals interested in volunteering for the Arts Council will be asked to fill out a questionnaire to ascertain their interests, skills, and availability. Prior to being assigned a position, volunteers will meet with a staff member in person. Our goal is to connect volunteers with rewarding tasks that exercise their unique abilities.

Orientation and Training

The Arts Council hosts training sessions as needed, with dates to be announced in its newsletter and the local papers. Training sessions will provide individuals with a general overview of the organization's mission and services, volunteer policies, and an outline of volunteer roles. Volunteers will also receive instructions and information unique to their appointed position. The content of the training sessions will vary as our organization grows, so volunteers are encouraged to attend when possible.

Supervision

Volunteers will be supervised by either the Executive Director or the Office Administrator - both will be available for consultation, support, and direction. In the future, we hope to recruit a qualified volunteer leader who can carry out these functions.

Recognition

As a volunteer, the number of hours and nature of your services will not only be recorded, but commended at a yearly event held to recognize our volunteers. In addition, we are investigating discounts we may be able to provide for local performances and venues, based on hours worked.

Resignation

If you wish to resign from your volunteer position, please put in writing to your supervisor your intent and arrange for an exit interview so they may obtain feedback.

Volunteer Roles

- **Office Assistant** – answer phones and direct all calls appropriately, maintain calendar of events, assist with mail preparation, maintain media clip book, and general filing and office work.
- **Publicity** – Assist with writing and distributing press releases, fliers, and posters.
- **Community Festivals** – Set up information booth at area festivals. Serve as a representative of the Arts Council by passing out fliers, answering questions, and in some cases hosting children’s hands-on activities. Festivals and activities include, but are not limited to, Annmarie Garden: Artsfest, Haunted Trail, Mind, Body, Spirit Day; and the Beach Fest in August. Additional volunteer support will provide the opportunity for increased community event attendance.
- **Photography** – Take print worthy photographs at Arts Council events and programs (Cost of film and development will be covered by the Arts Council, if not digital.). Photographer is given credit on photographs used.
- **Summer Arts Camp** – Serve as a unit counselor, teach a specific art form, assist instructors, help with administrative tasks, and finale setup. Attend Calvert Camp Fair in March.
- **Springtime Gala** – assist with publicity, gather ads for the Gala catalog, assist with preparing decorations, assist with set up and clean up; secure artwork for the auction; help pack art immediately following the auction, and many other diverse needs.

Volunteer Responsibilities

- Fulfill commitment or notify staff member early enough to secure a substitute
- Attend training opportunities
- Maintain timesheet listing hours, category of service, and mileage
- As representative to the Arts Council, promote our mission and our services
- Provide feedback, suggestions, and recommendations
- Be aware of volunteer policies

Volunteer Benefits

- Training provided
- Annual volunteer recognition event
- Tax deduction for mileage
- Valuable work experience
- Use of talents and abilities
- New friendships

Arts Council Contacts

----- Staff -----

Executive Director, Kathy Sears – Directs the programs and fiscal management of the Arts Council of Calvert County within the policies established by the Board of Directors and reviewed by the Maryland State Arts Council.

Office Administrator, Carol Scruggs – Manages the day to day needs of the organization. Reports to the Executive Director.

----- Board Members -----

Officers

President – Bob Carpenter

Vice President – Bill Chambers

Secretary – Eleanor Nelson

Treasurer – Harriet Yaffe

Standing Committees

Gallery Liaison – Mickey Kunkle

Friends – Judy MacWilliams

At Large – Sandy Monger

Development – Constantine “Jack” Pappas

Grants Review – Linda Woods

Bylaws are made available at all training sessions

The Arts Council of Calvert County

P.O. Box 2569
110 Solomons Island Road
Prince Frederick, MD 20678

Phone.410.257.7005
Fax.410.535.0302
www.calvertarts.org

Directions

From Rt. 4 North towards Prince Frederick: Upon reaching Prince Frederick, turn right into the Prince Frederick Shopping Center (at the corner of Route 4 and Route 231). Offices are located within the CalvART Gallery, next to MOM'S in the Kitchen.

From Rt. 4 South towards Prince Frederick: Turn left into the Prince Frederick Shopping Center just after crossing over Route 231. Offices are located within the CalvART Gallery, next to MOM'S in the Kitchen.

Funding Support

As the official Calvert County arts organization, as designated by the Board of County Commissioners, the Arts Council of Calvert County is funded by support from the **Calvert County Board of County Commissioners**, private gifts, contributions, and fundraising activities, via program fees, and via a grant from the **Maryland State Arts Council**, an agency dedicated to cultivating a vibrant cultural community where the arts thrive. An agency of the Department of Business and Economic Development, the MSAC provides financial support and technical assistance to non-profit organizations, units of government, colleges and universities for arts activities. Funding for the Maryland State Arts Council is also provided by the **National Endowment for the Arts**, a federal agency, which believes that a great nation deserves great art.

Maryland Citizens for the Arts - Advocating for the Arts in Maryland
Click on the link to stay informed and help with advocacy for the Arts in Maryland
<http://capwiz.com/artsusa/md/mlm/verify/>

