

2025 LJA SERVICE OPPORTUNITY PROCEDURES

The LJA Leadership consists of the LJA Chairs, Candice Knipe and Keshia Rambo, and LJA Advisor, Charlotte Smith. Among other responsibilities they assign LJAs to work/attend events, approve LJA Replacements to work/attend events and issue all earned Units. Symphony League Board Members, "Sponsor in Charge" and Symphony Office Personnel do not have the authority to approve assignments/opportunities or issue earned Units. LJAs are not given credit for working an event or opportunity without prior approval from the LJA Leadership.

Monthly Service Opportunities & Assignments

1. Monthly Service Opportunities for LJAs will be sent to all LJAs and Sponsors via Sign Up Genius. Please create a Sign-Up Genius account (if you do not already have one). These Opportunities are usually sent the last week of the month for the following month. You will be provided with location, dress attire, date and time for each event. Both LJA and Sponsor need to check with each other and their calendars, ensuring that the LJA is available to work/attend the event before signing up. The LJA will need to sign up via the Sign-Up Genius for the events she would like to work/attend. Be sure only the LJA signs up, not the sponsor. At times, additional opportunities will be emailed to sponsors and LJAs.

***There is a separate Sign-up Genius for the Sponsor in Charge Opportunities. ***

2. Once you have signed up, you will receive a confirmation email. You will also receive a reminder from Sign Up Genius 3 days before the Event. Those details are included on the original Sign-Up Genius. Information OVERLOAD! You cannot miss the DETAILS!

3. An event calendar will be given out at the Fall Luncheon. Look ahead and plan accordingly. LJAs are responsible for the completion of their volunteer service hours. The BR Symphony can change/cancel concert dates- you will be updated via email ASAP if this occurs.

LJA is Unable to Work/Attend an Assigned Event/Waitlist

If you cannot attend, it is your RESPONSIBILITY to remove yourself from the Sign-Up so those on the waitlist can be moved up. Cancellations are not allowed within 24 hours of the event. No-shows will result in the loss of a credit. If an emergency occurs, you will need to reach out via the LJA email. For those on the waitlist, keep an eye on your email, as you will be automatically moved up if a spot opens. If you're no longer able to attend, kindly remove yourself from the waitlist to free up space for others.

"No Shows"

"No Shows" are not acceptable. An LJA should always notify the LJA Program of an absence via the Gmail account ASAP. In the case of a severe medical or weather emergency you may text/call one of the LJA Chairs or LJA Advisor. Do not contact the Symphony Office about an absence. If an LJA has been assigned to work or approved to replace another LJA and is absent or does not have an LJA Program approved replacement, she will receive a "No Show". The LJA and Sponsor will receive an email notice that the LJA was a "No Show" and it will be documented on the LJA Units Earned as a negative unit. Multiple "No Shows" will result in a meeting with the LJA Advisory Board for both LJA and Sponsor.

Sign In/Out Process for Concerts/All Events

Sponsors in Charge will be available with sign in/out sheets at assigned concerts and other events. You must sign in the time you get there at the beginning and again the time you leave at the end. You will not receive credit if you are not signed in and out. The Sponsors in Charge will be there the whole time. This is the same process for any event attended. Always sign in and out with a Sponsor in charge.

Required Events (No Unit Credit)

There are 3 Required events that LJAs must attend- Fall Luncheon, Spring Luncheon and Class Project for the Ball. If any of these events are missed (FOR ANY REASON), the LJA must make up the event by attending an additional concert. However, units are not assigned to mandatory events.

Frequently Asked QUESTIONS

*Assignment or approval is not necessary to attend a BR Symphony or Chamber Concert listed on the Service Opportunities. LJAs may attend as many as they wish and earn a Unit for each concert they attend. (Proper sign in and sign out must be followed)

*You can only earn 1 unit, over the 4 years, for attending a Candlelight Concert. No additional units can be earned for attending. Sponsors in Charge will not be present. In order to prove attendance, send a selfie/picture (inside the concert venue) at the beginning of the concert and another at the end to the LJA email.

*Unfortunately, due to lack of space, LYO Concert attendance is limited to only those assigned to work.

*LJAs earn only one unit total for both attending and working an LYO concert.

- Emergencies? Email the LJA account or text/call Unit Chair