

THE BAND BOOSTERS NEED YOU!

Why do I need to volunteer?

- Every successful high school band program relies heavily on the support of the band boosters
- Volunteering builds camaraderie and friendship among band families that many of us treasure
- Studies show that being involved in your student's school by volunteering improves their own commitment and engagement
- Most of the time it's a lot of fun!

How much time do I need to donate?

- Every band family is expected to fill volunteer shifts at events throughout the year. This includes:
 - Two shifts at football games
 - One shift at a competition
 - Two shifts at Contest of Champions
 - One shift at MarketPlace
 - One shift at some other event during the year
- Shifts will be available at the beginning of the year on Charms, so get in early to choose the days and jobs that you prefer.
- In addition, there are many positions that need to be filled on the Boosters board to ensure smooth running of the band program. Details of these are listed below.

What if I can't be at events due to work/commitments?

- If you are unable to attend COC or Marketplace to complete volunteer responsibilities, we ask that you find someone to fill your shifts in return for another event, such as picking up additional games.
- Note many board positions are limited to a short timeframe or can be done outside of normal working hours and/or from home. There are many ways to help the band.

I don't know how to do these jobs!

- Most jobs are simple, with examples and templates from previous years, and most don't require special skills. There are always other band parents ready to help you learn.

Do I need to attend meetings every month?

- Booster meetings occur most months from August to April, at 7pm on the second Tuesday of the month. Everyone is welcome, and it's a great way to find out what's happening in the band!
- Booster committee members are encouraged to attend meetings, but this is not essential.
- Executive Committee meetings are additionally held once per month, it is expected that executive committee members will attend these.

It's my first year and I want to wait and figure out how it all works before I volunteer.

- Becoming involved in the first year is the best way to learn how the band program works.
- We try to avoid having senior parents responsible for board roles, so that they can enjoy their student's final year of events. Therefore, we really need newer parents to get involved right away.
- We have many **easier** jobs suitable for parents new to the program that require limited experience or special skills. We have highlighted these below with a star.



I'm interested in a position but I'm just not sure.

- Talk to us! We might be able to match you up with a co-chair, find a position that's a better fit for you, or let you shadow the current committee member so you can consider taking it on the following year.

Band Booster Executive Officers (Vacant positions are in blue)

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| Chair Co-Chair | <ul style="list-style-type: none"> • Works closely with the band directors to represent the interests and needs of the band and band families. • Arranges and chairs the monthly Executive Committee and General Membership Meetings • Oversees the activities of all chairs and provides or sources assistance as required. • Ensures bylaws of the boosters are followed. <p><i>This role is best suited to an experienced band parent. The co-chair will usually shadow and assist the chair with a view to taking over this role the following year.</i></p> |
| Secretary | <ul style="list-style-type: none"> • Records minutes from Executive Committee and General Membership Meetings • Presents minutes at next Executive Committee and General Membership Meetings <p><i>This role is suitable to new and experienced band parents. You must be able to reliably attend booster meetings and be able prepare meeting minutes for distribution in a timely manner.</i></p> |
| Treasurer Assistant Treasurer | <ul style="list-style-type: none"> • Provide written financial reports and complete statement of financial activities at every Executive Committee and General Membership Meeting. • Assure Band Booster financial integrity. Co-Chair, Treasurer and Assistant Treasurer names shall be on Band Booster checking account. Two signatures required on checks exceeding \$500. • Prepare tax and reporting forms, which may be delegated to an external accredited financial entity upon preapproval of Band Boosters. • Transfer funds from special projects to Band Booster checking account. • Obtain cash from the bank and distribute as floats at football games, Contest of Champions and MarketPlace, collect cash during events and deposit in school safe. • Monitor and reconcile credit card receipts through Square • Regularly clear the band mailbox, record and bank payments, distribute paperwork received. • Record vendor payments for MarketPlace <p><i>This role is suitable to new and experienced band parents. The role is crucial and requires regular and reliable participation throughout the year. Familiarity with bookkeeping or accounting is an advantage but not required. The band uses QuickBooks for record keeping and engages an external accountant to prepare taxes.</i></p> |

Band Booster Committee (Vacant positions are in blue)

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| Advertising and Sponsorship Co-Chair 2 nd Co-Chair | Coordinates selling corporate sponsorships, stadium and event signage, and the advertising and production of the Contest of Champions program. <i>Chair is best suited to an experienced parent, although Co-Chair could be a new parent. Most activity occurs in the months leading up to the COC event (Jul-Sep)</i> | |
| Band Camp Co-Chair 2 nd Co-Chair | Plans, organizes and oversees marching band summer camp for marching band members, Band Directors and chaperones. The band camp follows a very similar format each year. Detailed instructions based on previous years is available. <i>This role would be best suited to an experienced parent. Most activity happens between Jan-Jul.</i> | |
| Band Recognition | This involves designing, printing and arranging for distribution of locker decorations before each of 4-5 marching band competitions. Previous examples can be provided. <i>This role is suitable to new and experienced band parents. All activity happens Aug-Nov.</i> | ★ |
| Color Guard / Winter Guard | A liaison between the band and guard parents. Preferably attends meetings to update on activities, fundraisers and events of the guard. <i>This role is suited to any guard parent.</i> | ★ |
| Concessions Co-Chair 2 nd & 3 rd Co-Chairs | Plan, organize and oversee concessions activities for key Band Booster fundraising events, primarily football games, Contest of Champions and MarketPlace. The concession stand traditionally sells hot food (such as pizza, hot dogs, bratz, nachos) and drinks, chips and candy. The role requires purchase and preparation of food, coordinating volunteers at events, cleaning and maintenance of equipment, and selling of food including money handling. The concessions chairs work closely with school custodial staff, Ice/Drinks chair and treasurers. The band boosters have had the privilege of managing the concession stands at football games for many years and this is a significant revenue driver. <i>This role is best shared between at least three people, at least 1-2 of the co-chairs should be experienced parents. Most activity occurs Sep-Dec.</i> | |
| Contest of Champions Chair Co-Chair | Works closely with band directors to plan, organize and oversee the annual marching band competition invitational fundraiser. This event has a slate of volunteers who manage different aspects of the event. The position of COC Chair is to co-ordinate these volunteers. This is the band's largest fundraiser. <i>This role requires strong organizational skills and is best suited to experienced band parents. The co-chair will usually shadow and assist the chair with a view to taking over this role the following year. Most activity occurs Jul-Sep.</i> | |
| Electronic Payments Chair | Works with the treasurer and webmaster to manage the band's online Square store and coordinate volunteers to take payments via Square wherever concessions is operating (football games, COC, MarketPlace) and other events, such as MarketPlace vendor bookings. <i>This role is suitable for new and experienced band parents, preferably available to attend most football games and other events. No technical skills required although comfort with technology is desirable. Most activity occurs Aug-Dec.</i> | ★ |
| Equipment Chair | Plans, organizes and oversees transportation of equipment for band camp and competitions. May include the renting and driving of truck and/or trailer. Coordinates volunteers and/or students for loading, unloading and moving equipment. <i>This role is suitable to new and experienced band parents, and requires availability at band camp, football games and competitions, from Jul-Nov. Experience driving trucks is an advantage.</i> | ★ |
| Funnel Cakes Co-Chair 2 nd Co-Chair | Plans, organizes and oversees funnel cake sales. Purchases and inventories supplies, and trains new volunteers on stand set up and preparation of funnel cakes at football games and COC. <i>This role requires availability at 4-6 football games and COC, from July through November.</i> | ★ |
| Grocery Cards/ Fundraising | Purchase and sell Dierberg's and Kohl's gift cards to assist Boosters fundraising. These cards are sold at most band events such as family night and band concerts throughout the school year. | ★ |
| Historian Co-Chair 2 nd Co-Chair | Maintains photographic records, event information and quotes throughout the school year. The historian also typically prepares the end of year slide show to celebrate seniors. <i>This position is best suited to someone with an interest in photography and videography, who is available to attend the majority of marching band and concert performances (and if possible, other events such as band camp) to take candid and formal photographs of the band for distribution to parents and to be maintained in an archive. The position is best shared to ensure that most events can be covered.</i> | |
| Hospitality Co-Chair 2 nd Co-Chair | Co-ordinates catering (often pizza or donated items) and works with volunteers to serve refreshments for various events during the year including Family Night, Homecoming, Middle School Night, and MIOS concert. <i>This role is suitable to new and experienced band parents.</i> | ★ |

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| Recruitment | Work with band directors to provide activities for prospective 8th grade students. Coordinates Spring outreach to parents of prospective 8th grade band students, middle school night, newcomers' night activity prior to July band camp meeting. Assists with creation of promotional videos. <i>This role is suitable to new and experienced band parents.</i> | ★ |
| Ice/Beverage 2 nd Co-Chair | Plans, organizes and oversees ice and beverages for concession stands and additional band events. <i>This role is suitable to new and experienced band parents. This role does require some physical strength to lift and carry ice and beverages. Most activity occurs Jul-Dec.</i> | |
| Marketplace Craft Fair Chair Co-Chair x 2 | Plans, organizes and oversees the Band Booster Craft Fair held in the first weekend on December. This is the band's second largest fundraiser. <i>This role requires strong organizational skills and is best suited to experienced band parents, particularly those with interest in arts & crafts, and with good personal skills to dealing with members of the public and crafting community. The role also involves co-ordinating booster committee chairs and volunteers. The co-chair will usually shadow and assist the chair with a view to taking over this role the following year. Preparation for the Craft Fair takes place throughout the year but most activity is in Sep-Dec.</i> | |
| Nominating | Establishes slate of officers for approval of Executive Committee. <i>This role is best suited to an experienced and involved band parent.</i> | |
| Props/Scenery Co-Chair 2 nd Co-Chair | Coordinates closely with Band Directors and designer on creation of marching band props. Coordinates volunteers for construction, and volunteers for moving on and off at competitions and games. <i>This role is best suited to someone with design and/or construction skills. Most design and construction activity occurs from May-Sep (that is, during the summer and leading up to competitions). This person is also preferably available at most football games and competitions to help with moving props on and off the field and to attend to maintenance, repairs and improvements (Sep-Nov).</i> | |
| Scholarships | Under the guidance of the Band Directors, plans, organizes and oversees Band Booster scholarship program. Makes scholarship applications available to senior band and Color Guard members and coordinates with adjudicators. Presents the scholarship at the Spring Concert on behalf of the boosters. <i>This role is suitable to new and experienced, but not senior, band parents. Most of the workload occurs in Mar-May.</i> | ★ |
| Spirit Wear | In close consultation with the Band Directors, liaises with spirit wear manufacturers to offer branded clothing (polo shirts, sweatshirts, middle school t-shirts) and other items for band members and parents. Also responsible for the ordering and distribution of under uniforms. <i>This role is suitable to experienced band parents. Most of the workload for this role occurs in Mar-May, and Jul-Aug.</i> | |
| Spring Concert Dessert Social Co-Chair 2 nd Co-Chair | Coordinates the dessert reception within budget to include the desserts, drinks, table settings, boutonnieres, and photo backdrop. There is a binder with all of the details, quantities, layout and contacts. All tablecloths and centerpieces are located in the Band & Choir closets. <i>This event occurs in early May, so most of the workload is in April.</i> | ★ |
| Uniforms/Shoes/Gloves Co-Chair 2 nd Co-Chair | Coordinates accessory orders prior to marching band season. Fits and distributes marching band uniforms, shoes and gloves prior to the season. Coordinates laundering of uniforms at the end of season. <i>This role is suitable to new and experienced band parents. Most of the workload for this role occurs in Jul-Aug (fitting), and in Nov (laundering).</i> | ★ |
| Volunteers | Liaises with the band directors and booster chairs (Concessions, COC, MarketPlace, Hospitality) to determine volunteering needs, adds these to the Charms site, and works with the band community to ensure all volunteering spots are filled. Sends reminders and provides some volunteer guidance. Also works with external entities such as NHS or Key Club to source additional student volunteers if required. <i>This role is suitable to experienced band parents. Most of the workload occurs in May, and in Jul-Nov. Most of the role occurs online and is therefore well suited to working parents.</i> | |
| Web Site/Social Media/Publicity Co-Chair 2 nd Co-Chair | Coordinates closely with the Band Directors to manage the Band Booster web site and social media, and publicizes band information. <i>The band web page is hosted on the Rockwood District Sharepoint site, and the school district offers training and support. This role also is responsible for assisting with the band's private and public Facebook pages, including creating Facebook events, managing Facebook advertising, and maintaining and assisting with the Boosters GSuite. Comfort with technology is desirable but the role does not require technical skills. Work is spread throughout the year but only normally requires an hour or so on average each month. It can easily be done at any time of day, so this role is suited to working parents.</i> | ★ |

If you are interested in shadowing any position to potentially take it on in the future, let us know!