

**Parent Volunteer Opportunities
for the
Worthington Kilbourne High School
Band Program**

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Note on Volunteering within the Worthington School District

It is the policy of the Worthington School District that all volunteers of school-related functions who are 18 years of age or older must register with the School District. This can be done by visiting the Human Resources Office at the Worthington Education Center (200 East Wilson Bridge Road) on Wednesdays from 7:30 AM to 4:00 PM. Volunteer registration involves having a volunteer background check performed and a picture ID district badge made, which is worn at all events in which you are volunteering. There is no charge for this service, and you can pick up your badge at WKHS in 1-2 weeks following your registration.

Marching Band Volunteer Opportunities (requiring multiple volunteers)

Traditionally, the Marching Band has the greatest need for parent volunteers. Much work is required to make the Marching Band the proud and respected organization that it is, both within the school and the community, and the parents have a critical role in this effort!

In April, the Marching Band Director will hold an orientation meeting for families interested in participating in Marching Band in the coming school year. In this meeting, Marching Band Orientation Packets will be handed out to families. The packets will include a Volunteer Sign-Up Form on which you can specify the volunteer opportunities for which there are openings for the coming year and in which you are willing to participate. There are many Marching Band volunteer opportunities available to you! Thus, you can select the opportunities that best fit your talents and schedule. Those opportunities that require multiple volunteers are described below. (Each opportunity is led by a Committee Chair or Representative who are listed starting on page 8 along with their duties and responsibilities. Other volunteer positions requiring a single volunteer are also listed there.)

1. Marching Band Uniform Committee Volunteers

The Marching Band Uniform Committee maintains inventory of all uniform items and arranges for the cleaning and repair of uniforms through the season. This committee has a great need for volunteers, starting in late July with Uniform Fitting Day and going through the Marching Band season. Volunteers are not required to accompany the band to their performances, however, their assistance at performances is appreciated, and those assisting at an event away from the school are welcome to ride the student buses to the event.

The Marching Band Uniform Committee oversees several volunteer opportunities whose primary objectives are to ensure that Marching Band uniforms¹ are well organized and in excellent condition and that our students are looking their best when representing themselves and our school. These opportunities include the following:

- **Uniform Fitting Day Volunteer.** Uniform Fitting Day occurs at the school on a Saturday prior to or during Band Camp, from about 8:30 AM to 2:00 PM. It typically involves fitting both Marching Band and Curricular Band (concert) uniforms to students. At least 15 volunteers are needed on this day to sign in band students, to measure students for sizing Marching Band uniform pieces (jackets, pants, baldrics, gauntlets, gloves) and Curricular Band uniforms (dresses, tuxes), to record measurements, and to fit Marching Band students to raincoats. Volunteers are assigned to stations to conduct a specific activity and are given full instructions. No sewing skills are needed on Uniform Fitting Day.

¹ Unless otherwise specified, the word “uniform” in this section refers to the formal uniform worn at contests and most football games. “Summer uniform” is worn at the discretion of the Marching Band director for certain events held in warm weather including parades, the first football game, Worthington Market Days, etc.

- **Inventory/Assignment Volunteer.** About 1 or 2 volunteers are needed to assist the Uniform Committee Chair in assigning ID numbers to each uniform piece in order to link an entire uniform to a student. This is done one time per year, immediately after Uniform Fitting Day.
- **Hemming/Sewing Volunteer.** From 10 to 15 volunteers are needed throughout August and early September to hem pants and alter jackets based on measurements made on Uniform Fitting Day, working to ensure that hemming is complete for all uniforms by the second football game. Then, through the rest of the season, volunteers are needed to make occasional repairs as needed. (Volunteers may also transition into hemming and sewing Curricular Band uniforms.) In addition, from 6 to 8 volunteers are needed to insert and repair/replace sequins on baldrics and gauntlets.
- **Distributor/Collection Volunteer at Performances.** At each Marching Band performance in which uniforms are to be worn, at least 4 volunteers are needed to distribute and collect assigned uniforms and hats to students in the band room prior to leaving for the performance venue. These volunteers also help with pinning hair up and out of sight under uniform hats and conducting uniform inspections (ensuring all parts of uniform are in place, black socks, no makeup or jewelry, no spots on uniform, shiny shoes, zippers up, shoulder flaps down, hats and mirrors straight, etc.). After the performance, when students return to the band room, these volunteers collect uniforms and hats from the students, verifying that all uniform pieces are on their proper hangers. At least 3 volunteers are needed to cover the uniform racks, while another volunteer distributes and collects hats. When bad weather requires use of raincoats at an event (distributed to students by chaperones), these volunteers ensure that the raincoats are properly hung on their assigned hangers in the band room at the end of the day. Generally on a given day, uniform distribution takes about 45 minutes prior to students loading buses or getting in formation, and end-of-day uniform collection and hat checks take about 30 minutes, both occurring in the band room. Personal schedules are considered when assigning volunteers to performances.
- **Uniform Laundering Volunteer.** About six times during the season (on dates specified by the Uniform Committee Chair), Marching Band uniforms (jackets and pants) are laundered. At the end of a Friday or Saturday performance, following uniform collection, at least 8 volunteers are needed to take a laundry basket of about 7 Marching Band uniforms home to launder in a standard clothes washer. Upon completion of laundering, volunteers reassemble uniforms on hangers based on ID numbers. Laundered uniforms must be returned on their hangers to the band room by end of the following Tuesday's rehearsal. The uniforms are easily laundered; complete washing and reassembling instructions are provided with each basket, and the Uniform Committee Chair reviews washing instructions with new volunteers. Volunteers can sign up for launderings that work in their personal schedules. Depending on number of volunteers, a volunteer may do two launderings on average through the season.

2. Band Camp Committee Volunteers

Band camp is a critical two-week period in early August at which the Marching Band spends each day at the school to begin their quest for success as a cohesive team! At band camp, marching fundamentals are learned and refined, music and drill is learned, and students are prepared physically and mentally for the upcoming season. The many different accomplishments that our students achieve in band camp are key to promoting the pride and excellence of our band for the coming season and the physical and emotional growth of our students. The band's first public performance (at the first football game) occurs within one week of the conclusion of band camp.

Students report to band camp early each morning, and the day ends in late afternoon during Week 1 and in the evening prior to sunset during Week 2. While the students work hard in their two weeks of band camp, volunteer parents play an important role in ensuring its success and that the students enjoy this once-in-a-lifetime experience! The Band Camp Committee Chair and Sub-Chairs oversee the volunteer opportunities associated with band camp. Opportunities that require multiple volunteers include the following:

- **Band Camp Chaperone.** Each day, from 2 to 4 chaperones are needed to observe outdoor rehearsals (from the sidelines of the practice field) and to help meet the needs of students and directors in helping practices flow smoothly. They tend to any emergency student needs that may arise. Generally, at least one chaperone is needed who is trained in emergency medical care. Chaperones ensure that student emergency contact forms are readily accessible and that any medications are stored as specified by the Marching Band Director. (Note that dispensing medications to students, whether prescription or over-the-counter, is the responsibility of the Band Directors and must follow current Worthington Schools' regulations including parental permission.) Chaperones may attend all or a portion of practice on a given day (i.e., morning or afternoon shifts), and you can select times and days to chaperone to fit your schedule. Bring your lawn chair and cell phone!
- **Band Camp Popsicle and Ice Volunteer.** To help students cool off during their mid-morning break, 1 volunteer is needed each day (8 to 10 total volunteers needed) to purchase at least 125 popsicles (number to be determined by Band Camp Volunteer Coordinator) and deliver them to the school (in a cooler) by 10:15 AM. In addition, the volunteer purchases and brings a bag of ice (with scooper) to replenish student water bottles. Plan to bring a bucket or trash bag with you to collect popsicle wrappers. Select the day(s) on which you can volunteer (only one or two days is typically necessary).
- **Band Camp Meal Volunteer.** In Week 2 of band camp (Monday through Thursday), practices extend into the evening. On these days, students and directors are provided dinner from 5-6 PM in the Commons, compliments of the Band Boosters. Approximately 6 volunteers are needed to assist with serving dinners cafeteria-style on these evenings. (One volunteer may assist the Band Camp Committee Chair in arranging for the main course, drinks, and place settings each evening.) Volunteers help with set-up of tables and clean-up, and they prepare and bring desserts to serve. Volunteers

arrive at the school at 4:30 PM and can leave by 6:30 PM. Volunteer for one or more evenings that fit your schedule.

3. Marching Band Chaperones

An adequate number of adult chaperones are needed at each Marching Band performance and activity that requires adult supervision of students, in order to provide an appropriate level of supervision and to help ensure safety. In general, at each performance event, one chaperone is needed for every ten students. Additional chaperones may be needed for away performances.

At football games, chaperones distribute water bottles to students (first quarter) and ensure that students clean up the bleacher area upon departing. They also monitor instruments and equipment in the stands while students are away (third quarter). Chaperones are not charged admission to the football games in which they work.

At each performance where the students wear their formal uniforms, the chaperones help with inserting plumes in uniform hats prior to the performance and then collect the plumes following the performance, returning them to the plume box. (Chaperones may also need to help with pinning hair up and out of sight under uniform hats.) If weather requires, chaperones may also help with distributing raincoats to the students. If students change into uniforms at a performance venue, chaperones help with uniform inspections (see uniform volunteer description).

All assigned chaperones must stay with the band at all times. Chaperones tend to emergency student needs when necessary (e.g., helping to provide first aid, following pre-defined guidelines. Dispensing any type of medication to a student is the responsibility of the Band Directors). Chaperones may also need to escort students to restrooms. Chaperones report any behavioral issues to a director or band staff member who is responsible for maintaining discipline. Occasionally, a chaperone may be asked to help the Pit Crew with moving equipment on and off the field for a performance.

For performances that are not at the school (e.g., away football games, contests), chaperones have additional duties related to overseeing students through the transport to and from the performance venue. Chaperones are assigned to buses where they take attendance (prior to each departure to and from performance), using a student list provided by the Chaperone Chair. Other adult volunteers who ride buses (e.g., Pit Crew and uniform volunteers) also need to be included in the attendance check. Chaperones must ride on their assigned bus to and from the performance, where they help to maintain order and ensure that all equipment and trash are off the bus at the end of the trip.

When necessary (e.g., at an all-day contest when Band Boosters provide food), chaperones help with distributing food.

As a chaperone volunteer, you can request to help with events that fit your personal schedule.

4. Pit Crew Volunteers

The Pit Crew supports the Marching Band at each performance in loading, unloading, and moving instruments and other equipment (e.g., drum major podium, electronic amplification equipment, any props) from one place to another and in helping to set up and remove front ensemble equipment from the field at performance time. Thus, the Pit Crew travels with the band at each performance, arriving at percussion student call time to load equipment outside of the band room and then unloading equipment at the end of the day. They assist the Band Directors by ensuring that setup and transport of equipment moves smoothly and timely at each performance.

Approximately 6 Pit Crew volunteers are needed at home games, where equipment is loaded onto an open trailer and transported between the band room and stadium. Approximately 8 volunteers are needed at away games and contests, when it is also necessary to load, secure, and unload instruments and equipment from the band trailer which is towed by a district employee to and from each performance venue. (More volunteers may be needed if props or other special equipment are used in the performance.) At each performance, one volunteer is assigned to drive a 4-wheeler which tows the open trailer, to and from the stadium and along the sidelines. At each away performance, a volunteer is assigned to tow the 4-wheeler and trailer to and from the performance venue. Pit Crew volunteers are not charged admission to the football games in which they work.

Some lifting of equipment is necessary but is not required for all Pit Crew volunteers. An orientation and a dry run of loading the band trailer is scheduled for volunteers prior to the first performance. Personal schedules are considered when assigning volunteers to performances.

5. Color Guard Helpers

Prior to and during the Marching Band season, from 2 to 4 volunteers are needed to assist in designing, preparing, and maintaining color guard uniforms, flags, and other materials used in performances. At each Marching Band performance, 1 or 2 volunteers are needed to help color guard members prepare hair and makeup prior to the performance, and if the show warrants, to assist on the sidelines during the performance by positioning and collecting flags and any other auxiliary equipment.

6. Football Parking Committee Volunteers

On those Fridays that WKHS hosts football games, the Band Program receives the proceeds of parking fees charged to motorists who park in WKHS parking lots. Approximately 4 volunteers are needed for each home game to stand at the parking lot entrances to collect money from motorists, to give change, to direct motorists to the appropriate lots, and to help count money in the band room once the game starts. (Booster procedures for handling and counting cash are followed, which are described in the Standing Rules of the Band Boosters.) Volunteers arrive about two hours prior to the start of the game. Their counting duties are complete prior to the start of halftime, so they can enter the stadium in time (without needing to pay admission) to watch the Marching Band. Volunteers are free to sign up for Fridays that fit their schedule.

7. Director Meals Volunteers

Because the duties of the Marching Band Director and Assistant Directors makes it very difficult for them to get dinner prior to the arrival of band students on football Friday nights, 1 volunteer is needed each Friday (8 to 10 total volunteers needed) to bring meals (cook or purchase pre-cooked) to the Marching Band Director office in the late afternoon prior to students arriving on these Fridays. Volunteers can sign up for a Friday that best works within their schedule.

8. Grandparents Night Committee Volunteers

On one home football Friday night (typically in September), the Marching Band holds a special pre-game commemorative event for the grandparents of Marching Band members and their families. We honor the grandparents through a buffet-style dinner held at WKHS prior to the football game. In a brief program that follows the dinner, the Marching Band gives a special concert performance, and the grandparents are presented with a special “Silver Steppin’ Wolf” certificate (containing their names) to remember this special evening. Grandparents also receive complimentary tickets to the football game. There is a nominal cost for other family members who attend the dinner.

Prior to the evening, 1 or 2 volunteers are needed to prepare and print signs, programs, and Silver Steppin’ Wolf certificates. (Templates of programs and certificates are available from past years. One of these volunteers should be experienced in using professional publication software, such as Microsoft Publisher.)

Marching band families are requested to donate side dishes, desserts, and drinks for the dinner. At least 5 volunteers are needed to set-up (late afternoon), to monitor tables for restocking during serving, and to help serve, and at least five volunteers are needed to clean-up (prior to the start of the game). A volunteer is needed to work at the welcome table and collect any money due from family members (giving money to committee chair).

9. Eighth Grade/Rookie Supporters

Volunteers are needed to provide necessary introductory information on the Marching Band to families of McCord and Phoenix eighth graders (as well as families of other potential Marching Band rookies) who will be attending WKHS in the next school year, including information that is specific to events that will take place in the coming year. These volunteers help the Marching Band achieve its goal of maximizing the number of eighth grade band students who commit to joining the Marching Band, and in doing so, they welcome the families of these students into the friendly atmosphere of the Band Program! Volunteer opportunities include the following:

- **Eighth Grade Night Volunteer.** At a home football game midway through the season, the band holds Eighth Grade Night during which eighth graders are invited to play with the Marching Band in the stands and to join them on the field at halftime for a special show. On the day of Eighth Grade Night, from 2 to 4 volunteers are needed to set-up, serve, and clean-up at an informal dinner at the school (at about 4:30 PM) for Marching

Band and eighth grade band students. One of the volunteers obtains and brings food (e.g., pizza) for the dinner (funded by the Band Boosters) and arranges with the Marching Band families (working with the e-mail liaison) to provide drinks and cookies for the dinner at rehearsal the day before. These volunteers also work with the Eighth Grade Student/Family Liaison to ensure that any questions raised by the eighth grade families on this night are appropriately addressed, both before and during the evening.

- **Mentors to Rookie Families.** Approximately 6 to 8 volunteers are needed to serve as a resource to families of rookies through the year, answering their questions and acclimating them to the Marching Band program. Generally a mentor will be assigned to multiple families, where these families will be given a phone number and e-mail address of their mentor. Thus, a mentor is on call for questions by their assigned families, which are more likely to occur in the late summer and through the Marching Band season. A mentor would typically have been involved in the Marching Band for at least one year.

10. Prop Design/Construction Volunteers

In some years, the Marching Band may use props in their show. In these years, under the direction of the Marching Band Director, volunteers are needed to help design and build props in the summer and to purchase materials for props. The need and number of volunteers will vary from year to year. Typically, prop volunteers have some degree of artistic, engineering, and/or carpentry expertise.

Marching Band Committee Chairs and Other Single-Volunteer Positions

The duties performed by some of the above Marching Band volunteer opportunities, as well as the management of the volunteers (e.g., assigning volunteers to events), are overseen by Committee Chairs. In addition, other volunteer opportunities exist that require only a single volunteer. Descriptions of the responsibilities of committee chairs and these other positions are given below. In general, a Committee Chair must be a member of the Band Boosters, have at least one year of experience in volunteering with the committee in which they are chairing, and must be aware of and follow the responsibilities and requirements associated with Committee Chair positions as specified in the Standing Rules of the Band Boosters (see Appendix A).

Because volunteers generally serve in a Committee Chair role or in another single-volunteer position over multiple years, some of these positions may be filled prior to advertising for volunteers for the upcoming Marching Band season. However, it is possible that a Chair may wish to have a volunteer serve as an Assistant Chair. Thus, let the Chair or Band Booster Vice President know if you are interested in serving as an Assistant Chair. The Volunteer Sign-Up Form within the Marching Band Orientation Packets (passed out to families in April) will note those Committee Chair positions and other single-volunteer positions that are unfilled for the coming Marching Band season.

- 1. Marching Band Uniform Committee Chair (and Assistant Chair).** The Marching Band Uniform Committee Chair is busy through the year in organizing and maintaining the Marching Band uniforms and other “official” band-related items worn by band members at performances, including shoes, show shirts (T-shirts worn under uniforms), summer uniforms (polo shirts and shorts worn for selected performances), raincoats, and band windbreakers. This is a full-time commitment! Among the activities to which the Chair is responsible are as follows, organized by time of year:

Spring

- Gather order forms for summer uniforms, order summer uniform items, maintain inventory, and run fitting days for summer uniforms prior to the Memorial Day parade (and at other times during the summer as needed). Distribute summer uniforms to students during after-school parade rehearsals prior to Memorial Day, July 4, and the first football game.

Summer (prior to mid-August)

- Organize all facets of Uniform Fitting Day, including set up of fitting stations, pulling down and tagging each uniform part, organizing uniforms for alterations crew, re-stock all uniform pieces to uniform room or assigned hangers, and tear down).
- Assign ID numbers to each uniform piece to link them to students.
- Arrange for volunteers to make necessary uniform alterations and ensure they are complete for all students by the first performance in which they are worn (early September).
- Schedule and conduct Marching Band shoe fitting day (one afternoon during band camp), order shoes, and distribute shoes to students.
- Gather order forms for show shirts, work with Band Directors in finalizing the shirt design, place orders, and distribute shirts to students and families.
- Gather order forms for band windbreakers, place orders, and distribute windbreakers to students and families.

Marching band season (mid-August to mid-November)

- Organize and distribute uniforms prior to each performance.
- Oversee the collection and organization of uniform pieces following each performance, placing uniforms (and raincoats, if necessary) back on their appropriate hangers.
- Coordinate necessary hemming/sewing/repair activities.
- Organize and coordinate uniform launderings.
- Attends those Saturday contests in which the students must change into and/or out of uniforms at the contest site (about 3 times per season) to oversee the changing process.

An Assistant to the Marching Band Uniform Committee Chair is needed to assist the Chair in these activities, to learn the process and requirements of all activities, and to lead uniform-related activities at performances when the Chair is unavailable.

- 2. Spirit Wear Chair.** The Spirit Wear Chair organizes the design, purchase, and distribution of Spirit Wear for the Marching Band (students and families). Similar to the show shirts and

band windbreakers, the Chair gathers order forms, place orders, and distributes to customers when the orders come in (prior to the start of the Marching Band season).

3. Band Camp Committee Chair. The Band Camp Committee Chair oversees a group of sub-chairs who plan all volunteer activities surrounding Band Camp and ensure that volunteers are assigned for each of these activities on each day of Band Camp (chaperones, popsicle and ice deliverers, dinner volunteers during the second week). As necessary, the Chair assists the sub-chairs in their duties, which include the following:

- The **Band Camp Chaperone Sub-Chair** is responsible for scheduling chaperones to each day of band camp (and to each shift within each day). The day-to-day duties of the Sub-Chair are similar to the Marching Band Chaperone Chair (given below) as they are relevant to marching band practices.
- The **Band Camp Popsicle and Ice Volunteer Sub-Chair** is responsible for scheduling one volunteer each morning of band camp to bring popsicles and ice for all students and verifying the availability of each volunteer the night before that person is scheduled.
- The **Band Camp Meals Sub-Chair** is responsible for ordering and delivering all meal items for each dinner on the second week, including the main entrée and drinks, and arranges for volunteers to bring desserts, working with the Band Booster Treasurer on appropriate budget and funding procedures.
- The **Band Camp Social Sub-Chair** is responsible for organizing a social evening(s) for Marching Band students to take place in August prior to the start of school. This event(s) typically occurs on the Saturday at the end of the first week of band camp, or on the evening of the last day of band camp (following the Parent Performance). It can be a get-together hosted at the house of a band family, and/or it could be at a reserved facility (e.g., Worthington Recreation Center). The event is a celebration of the hard work and achievements of the students, directors, staff, and volunteers during band camp. The Social Sub-Chair recruits volunteers to help with this social event as needed (e.g., bring snacks and refreshments).

4. Marching Band Chaperone Chair (and Assistant Chair). The Marching Band Chaperone Chair (a member of the Band Program's Chaperone Committee) oversees all activities for which chaperones are responsible at Marching Band performances and that a sufficient number of chaperones are assigned to each performance and are appropriately briefed on their duties and school district policies (including at least one adult trained in administering first aid procedures).

For each performance, the Marching Band Chaperone Chair

- Maintains a backpack containing extra gloves, black socks, shoe laces, bobby pins, clean towels, wet wipes (approved for use on uniforms for removing dirt and mud prior to performance), scissors/tools, Armor All to shine shoes, rags, sunscreen, etc.
- Distributes Band Chaperone ID badges to assigned chaperones and collects them at the end of the day.

- Maintains the large first aid kit (and student emergency forms for away performances) and keeps them within easy access at all times. Assists the Marching Band Director with storing medication, as necessary.
- Brings a sufficient amount of bottled water for each band member, plus directors and volunteers and ensures proper cleanup of bottles prior to departing from the venue. (Bottled water is donated by each band family at the start of the season.)
- Is in charge of transporting plumes for uniform hats to the performance venue, overseeing the process of placing plumes on hats prior to a performance and collecting them after the performance, and storing the plumes properly in the plume box. If plumes become wet, the Chair ensures that they are properly air dried.
- Determines from Uniform Chair if raincoats will be transported, and oversee the packing, distributing, and collecting of raincoats if necessary.

For each away performance, the Marching Band Chaperone Chair conducts the following additional duties:

- Reports the number of chaperones to the Marching Band Director so that passes can be reserved.
- Prepares a plastic ziplock bag for each bus which includes a bottle of water, clean paper cups, paper towels, pen and paper, bandages, and other minor first aid items and provides them to chaperones.
- Maintains student and adult attendance lists for each bus and provides these lists (with other necessary direction) to chaperones, ensuring that buses are appropriately marked.
- Verifies with chaperones that all students and adults are accounted for on each bus prior to departing from a given venue, and work to follow up as necessary on any students that are unaccounted for.

For homes games late in the season, the Chair arranges to have a large container of hot chocolate (including cups) available to band members during the second half.

As requested by the Marching Band Director, the Chair acquires food to band students at selected all-day events (e.g., contest), working with the Treasurer on appropriate budget and funding procedures.

An Assistant Marching Band Chaperone Chair is generally needed to ensure that someone is available to take on the responsibilities of directing chaperone-related activities for any performance which the Chaperone Chair cannot attend.

- 5. Pit Crew Chair (and Assistant Chair).** For each performance, the Pit Crew Chair schedules Pit Crew volunteers, directs their activities, arranges for a driver for the 4-wheeler, and works with the Band Directors to coordinate pit equipment transport and set-up. The Chair maintains the 4-wheeler and flat trailer hitch and arranges them to be towed to and from each away performance. The Chair ensures that the band trailer contents are sufficient to meet band needs (e.g., bungee cords, battery for interior lights) and provides help to Band Directors as needed through the season to construct or fix equipment. The Chair is a member of the Band Program's Equipment and Transportation Committee.

An Assistant Pit Crew Chair is needed to ensure that someone is available to take on the responsibilities of directing the Pit Crew at any performance which the Pit Crew Chair cannot attend.

- 6. Color Guard Representative.** The Color Guard Representative to the Band Booster Executive Board works with the Marching Band Director prior to the start of the season to design and prepare uniforms, flags, and other materials to be used by color guard members during the performances. The Representative communicates with the Executive Board the needs and status of the Color Guard. In consultation with the Executive Board, the Representative identifies and purchases material needed for uniforms, flags, etc., and oversees their preparation, then oversees their maintenance and proper storage through the season. The Representative assigns and provides direction to Color Guard Helpers for each performance.
- 7. Football Parking Committee Chair.** Prior to the start of the season, this Chair assigns Football Parking Committee Volunteers to home football Fridays, while on a week-to-week basis, reminding volunteers of their commitment and identifying and assigning backup or replacement volunteers as needed. At each home game, the Chair obtains money from Treasurer, distributes money (for change) to volunteers, positions and provides direction to volunteers, and obtains and places signs directing motorists. Following the start of the game, the Chair oversees the counting of receipts (with help from volunteers) and secures money with the Band Booster Treasurer.
- 8. Director Meals Chair.** Prior to the start of the season, this Chair assigns Director Meals Volunteers to football Fridays, while on a week-to-week basis, reminding volunteers of their commitment and identifying and assigning backup or replacement volunteers as needed.
- 9. Grandparents Night Committee Chair.** The Chair oversees the organization of all activities associated with Grandparents Night. In August, the Chair prepares an invitation form and works with the E-mail Liaison to distribute the forms to Marching Band families, then collects RSVPs and any money for additional family attendees. The Chair works with the Marching Band Director to prepare a program for the evening which contains information on the band's contest show and ensures that a volunteer with desktop publishing software is assigned to prepare and print personalized certificates and programs. The Chair works with school officials (Activities Director, head custodian) to have the Commons area reserved and arranged for the evening, including podium and microphone and access to the kitchen, and with Booster officers to get supplies from the band storage unit (e.g., coffee pot, table center pieces, table coverings). The Chair recruits family volunteers to provide side dishes, drinks, desserts, set-up and clean-up. The Chair reports the number of complimentary football tickets required to the Marching Band Director and then picks them up from the athletic office.

On the day of the event, the Chair obtains all necessary supplies and the main entrée (from a local restaurant) and brings them to the school. Following the dinner, the Chair joins the Booster President as master of ceremonies of the short program that ends with the band performance in the Commons.

10. Marching Band Stadium Announcer. The Announcer serves as emcee in the stadium pressbox for Marching Band performances at home and away football games (not contests). Performances include pregame (including National Anthem and Alma Mater), halftime, and/or postgame. The Announcer introduces each selection and provides any closing announcements. The Announcer works with the Marching Band Director to prepare a general script, then prior to each game, to customize the script for the specific performance(s) for that evening. The Announcer works through necessary logistics with the host school.

11. Marching Band Garage Sign Coordinator. Like several other athletic clubs at WKHS, the Marching Band offers students the opportunity to have personalized WKHS Marching Band garage signs made for them (first name only), if the student has paid for it as a part of their student fees. The Coordinator works with a local vendor to have the signs made, and distributes the finished signs to families prior to the start of the football season. The Coordinator communicates information on the approved vendor, fees, and sign specifics with the Band Booster Executive Board.

12. Marching Band Alumni Chair. The Chair organizes activities involving Marching Band alumni, primarily surrounding the annual Homecoming football game. For this game, the Chair plans and arranges for a pregame dinner at the school which is purchased by the Boosters and attended by the directors, alumni, and current Marching Band members. Duties include ordering and delivering the main course and arranging for band families to donate drinks, cookies, etc. The Booster Executive Board may also involve the Chair in managing communications with Marching Band alumni or to organize other alumni-related activities that may be necessary.

13. Marching Band Senior Parent Chair. This Chair works with the Booster Executive Board in managing the various activities that involve Marching Band senior students exclusively (with the exception of Senior Night). These activities include:

- Serving as Senior Car Wash Chair, or working closely with someone acting as the Senior Car Wash Chair. This responsibility is described in the section on Fundraising.
- Works with the Executive Board in arranging the Senior Dinner, which is a formal dinner at a local restaurant at which seniors and Band Directors are invited. Duties include making restaurant reservations, arranging the menu and bill with the restaurant, preparing and issuing invitations, and providing location information to the Directors on the evening of the event. (Traditionally, the location is kept secret from the invitees until they arrive at the school on the evening of the event.) The Senior Dinner occurs after the Marching Band Finale Concert in November.

14. Marching Band Junior Parent Chair. This Chair works with the Booster Executive Board in managing the various activities that involve Marching Band junior students, as well as all activities surrounding Senior Night, at which senior Marching Band students and their parents are recognized on the field prior to the football game. These activities include:

- The preparation of Senior Cry Towels, which are personalized commemorative towels that are presented to seniors prior to Senior Night (the last regular season home football game). In early October, the Chair obtains materials for the towels and arranges for a time and location at which Marching Band juniors gather to prepare the towels. (The Booster Executive Board has historic information available on the preparation of the towels and maintains the storage of materials from previous years.)
- Purchasing flowers worn by senior parents on Senior Night, preparing a script read by the stadium announcer as each senior is recognized (e.g., information on parent names, band achievements, post-high school plans), escorting senior parents and family members to the stadium and through the pregame recognition ceremony, and organizing any necessary volunteer support to the Senior Show (a halftime show designed by the seniors and presented during Senior Night).

15. Eighth Grade/Rookie Marching Band Chair. This Chair manages efforts through the year to provide information on the Marching Band to eighth grade families and to answer their questions. The Chair takes questions through the year and assigns current Marching Band families to act as “mentor families” to new families. As necessary, the Chair updates materials such as the parent handbook titled “What You Always Wanted to Know About Marching Band.” When the Marching Band Director or Booster Officers schedule special events for new students or families (eighth graders or “rookies”), such as an orientation event or Eighth Grade Night at a home football game, the Chair takes the lead in organizing and preparing for the event under their direction. This can involve utilizing promotional videos and/or year in review videos from prior years, arranging for snacks and refreshments, etc., using other parent volunteers (Eighth Grade/Rookie Supporters) as needed.

16. Memorial Day Picnic Committee Chair. The Chair organizes the annual Memorial Day Picnic, which takes place in the afternoon following the Worthington Memorial Day parade. The Chair reserves a shelter for the picnic at a nearby park, and works with the Communications and Publicity Committee Chair to publicize the event and to have families bring side dishes, desserts, and snacks to the picnic. The Chair works with the Booster Executive Board to purchase hot dogs, hamburgers, buns, and place settings and oversees the grilling at the picnic. The Chair recruits volunteers as needed to help set up and clean up. (Sign-up for this position is done at the end of the previous school year.)

17. E-mail Liaison. The E-mail Liaison maintains an up-to-date e-mail address list of Marching Band families. Upon request from a Committee Chair or Marching Band Director, the E-mail Liaison prepares and issues a mass e-mail to the Marching Band families to keep them informed of upcoming activities, using “blind cc” to keep e-mail addresses from being included with the e-mail. (The request is typically accompanied by the contents of the e-mail to be issued, which could be further edited if necessary.) The E-mail Liaison forwards concerns and questions that are received from a Marching Band family to the appropriate Committee Chair or to the Marching Band Director. The E-mail Liaison monitors band website and issues mass e-mail when important or urgent information is posted (e.g., schedules for upcoming performance).

18. Marching Band Photographer. The Photographer attends performances and selected practices of the Marching Band through the season, taking group and candid photos and videos for use in the Year-in-Review video and to submit for consideration in the WKHS yearbook. The Photographer may also collect photos and videos from band families. The Photographer coordinates with the Yearbook/Year-in-Review Video Chair regarding a group photo of the Marching Band seniors for inclusion in a vanity ad purchased for the yearbook.

Curricular Band Volunteer Opportunities

The Curricular Bands, which meet as a class during the school day, also have a need for parent volunteers to assist with concert uniforms, to serve as chaperones when traveling, etc. The Volunteer Sign-Up Form available on the Band Program's website (www.kilbournebands.org) lists the volunteer opportunities across the entire Band Program, including the Curricular Bands. Among those volunteer opportunities that are associated with the Curricular Bands and which require multiple volunteers are the following.

1. Curricular Band Uniform Committee Volunteers

The Curricular Band Uniform Committee includes several volunteer opportunities related to the fitting, hemming, distribution, and maintaining of the concert uniforms for each Curricular Band. These opportunities include the following:

- **Uniform Fitting Day Volunteer.** This opportunity is explained under the Marching Band Uniform Committee section.
- **Hemming/Sewing Volunteer.** Approximately 10 volunteers are needed starting in August to hem pants and dresses and to alter jackets based on measurements made on Uniform Fitting Day. Directions for necessary hemming are provided with each uniform, and you can accept as many uniforms as you have time to do. Hemming needs to be complete for all uniforms by the first Curricular Band concert in mid-October. A few volunteers may be needed through the school year to make occasional minor repairs as needed. Basic skills (needle and thread) are all that is required.
- **Distributor/Collection Volunteer at Performances.** At each performance, at least 3 volunteers are needed to distribute assigned uniforms to students in the band room prior to the performance and collecting them on hangers after the performance. Personal schedules are considered when assigning volunteers to performances.
- **Dry Cleaning Volunteer.** At least once per year, from 2 to 3 volunteers are needed to assist the Uniform Committee Chair in taking uniforms to be dry cleaned, picking them up, and bringing them back to the school. The volunteers work as a group in helping with the logistics of getting the uniforms cleaned.

2. Curricular Band Chaperones

The Curricular Bands occasionally travel away from school to perform, such as at the annual OMEA Large Group Adjudicated Event. Buses are used to transport students to and from the performance. Approximately 4 chaperones are typically needed for an away performance (more if an overnight stay is required). Chaperones are assigned to buses where they take attendance (prior to each departure to and from performance), using a student list provided by the Chaperone Chair. Chaperones must ride on their assigned bus to and from the performance,

where they help to maintain order and ensure that all equipment and trash are off the bus at the end of the trip.

All assigned chaperones must stay with the band at all times. Chaperones tend to emergency student needs when necessary (e.g., helping to provide first aid, following pre-defined guidelines. Dispensing any type of medication to a student is the responsibility of the Band Directors.). Chaperones report any behavioral issues to a director or band staff member who is responsible for maintaining discipline.

Chaperones are able to volunteer for any performance that fits their schedule.

Curricular Band Committee Chairs and Other Single-Volunteer Positions

The duties performed by some of the above Curricular Band volunteer opportunities, as well as the management of the volunteers (e.g., assigning volunteers to events), are overseen by Committee Chairs. In addition, other volunteer opportunities exist that require only a single volunteer. Descriptions of the responsibilities of committee chairs and these other positions are given below. In general, a Committee Chair must be a member of the Band Boosters, have at least one year of experience in volunteering with the committee in which they are chairing, and must be aware of and follow the responsibilities and requirements associated with Committee Chair positions as specified in the Standing Rules of the Band Boosters (see Appendix A).

- 1. Curricular Band Uniform Committee Chair.** The Uniform Committee Chair organizes all activities of the committee and arranges for sufficient numbers of volunteers to participate in the various activities. The Chair helps plan and manage Uniform Fitting Day, and assigns uniform pieces to students (pants and jackets for boys, dresses for girls) and ensures that they are all properly hemmed following Uniform Fitting Day. Then, the Chair maintains the uniforms through the year, overseeing any maintenance and cleaning that may be necessary. The Chair maintains inventory of the uniforms through the year, keeping track of when students check them out for other concert performances (e.g., orchestra, honor bands). The Uniform Committee Chair coordinates with the Booster Executive Board in arranging and paying for uniform dry cleaning.

- 2. Curricular Band Chaperone Chair.** The Curricular Band Chaperone Chair (a member of the Band Program's Chaperone Committee) oversees all activities for which chaperones are responsible at offsite Curricular Band performances and that a sufficient number of chaperones are assigned to each performance and are appropriately briefed on their duties and school district policies (including at least one adult trained in administering first aid procedures).

For each offsite performance, the Chaperone Chair

- Schedules a sufficient number of chaperones and gains their commitment.
- Maintains a backpack of supplies containing black socks, ties, clean towels, wet wipes, scissors/tools, etc.

- Distributes Band Chaperone ID badges to assigned chaperones and collects them at the end of the day.
- Maintains the first aid kit and keeps it (along with student emergency forms) within easy access while away from the school. Assists Band Director with storing medication, as necessary.
- Prepares a plastic ziplock bag for each bus which includes a bottle of water, clean paper cups, paper towels, pen and paper, bandages, and other minor first aid items and provides them to chaperones.
- Maintains student and adult attendance lists for each bus and provides these lists (with other necessary direction) to chaperones, ensuring that buses are appropriately marked.
- Verifies with chaperones that all students and adults are accounted for on each bus prior to departing from a given venue, and work to follow up as necessary on any students that are unaccounted for.

3. Curricular Band Hospitality Committee Chair. The Hospitality Committee Chair arranges for refreshments (cookies and drinks, with napkins, plates, cups) to be available in the Commons area following band concerts held at WKHS, and sets up and cleans up the area. (Band families are asked to bring cookies for these events.) The Chair also coordinates with the OMEA Middle School Adjudicated Event Committee to provide hospitality needs for the 2-day event.

4. Curricular Band Photographer. The Photographer attends performances and other activities of the Curricular Bands through the season, taking group and candid photos for use in the Year-in-Review video and to submit for consideration in the WKHS yearbook. The Photographer may also collect Curricular Band photos from band families. The Photographer coordinates with the Yearbook/Year-in-Review Video Chair regarding the group photo of the curricular band seniors for inclusion in a vanity ad purchased for the yearbook.

Indoor Drumline Volunteer Opportunities

The Indoor Drumline is the newest group of performers in the WKHS Band Program. The Indoor Drumline is a music and marching ensemble consisting of students playing percussion and front ensemble instruments in performances held in gymnasiums. These students practice and perform outside of school hours in the winter months (December through March). Participants are a mixture of students trained in percussion and front ensemble equipment, and students who play other instruments in the marching and/or Curricular Bands. The Indoor Drumline competes in contests sanctioned by the Mid East Performance Association (MEPA) and which are held at high schools throughout Central and Southwest Ohio on select weekends in February and March.

The parent volunteer opportunities for Indoor Drumline include the following:

- 1. Indoor Drumline Uniform Coordinator.** Prior to the start of the season (in the fall), the Uniform Coordinator orders show shirts and other special clothing worn by students during the performances, in the appropriate sizes. The Coordinator works with the Indoor Drumline Directors to select the uniform to be used for the coming year.
- 2. Indoor Drumline Chaperones and Chaperone Chair.** The responsibilities for chaperones and the Chaperone Chair match the corresponding opportunities for the Curricular Bands. See the Curricular Band section for descriptions. The Chaperone Chair is a member of the Band Program's Chaperone Committee.
- 3. Indoor Drumline Equipment Volunteers.** Approximately 3 volunteers are needed at each performance to assist the Indoor Drumline Directors and students in loading and unloading performance equipment from the Band Trailer, both at the school and the performance venue, and in assisting with taking equipment on and off the gym floor for their performance. Volunteers may also be needed to assist the Directors in making emergency repairs to equipment while at a performance, or to help build certain equipment or props (prior to the start of the season) that may be used in the performance. An **Equipment Chair** schedules volunteers for each performance and assists the Directors in meeting equipment-related needs.
- 4. Indoor Drumline Photographer.** The Photographer attends selected practices and performances of the Indoor Drumline, taking group and candid photos for use in the Year-in-Review video and to submit for consideration in the WKHS yearbook. The Photographer may also collect photos from band families. The Photographer coordinates with the Yearbook/Year-in-Review Video Chair regarding the group photo of the curricular band seniors for inclusion in a vanity ad purchased for the yearbook.

Fundraising Volunteer Opportunities

The Band Program could not successfully function as an effective organization for its students without community fundraising. Thus, volunteers are needed to assist in organizing and managing the various fundraising opportunities that the Band Program offers through the year. These opportunities benefit the entire Band Program and are supervised by the Band Boosters.

1. Fundraising Committee Chair. A year-round commitment, the Chair leads the Fundraising Committee which organizes and coordinates the various fundraising activities which the Band Program performs through the year (as specified in the Standing Rules for the Band Boosters). The Chair works with committee members to identify and assess possible fundraising opportunities, prepare fundraising strategies, organize all fundraising activities, and ensures that chair positions and necessary support are in place for each activity. The Chair works with the Communications and Publicity Committee to publicize all fundraising activities within the Band Program, Wolves Inc., and the community. The Chair provides appropriate reports to the Boosters Executive Board.

2. Tag Day Volunteers

Tag Day is the Band Program's major fund raiser of the year. On this day, which occurs on a Saturday in August or September, band students (incoming freshmen through juniors) go door-to-door within the WKHS feeder boundaries to collect money donations for the Band Program. This is a required activity for Marching Band students and is strongly suggested for Curricular Band students.

Tag Day requires many parent volunteers to be successful. They include the following:

- **Tag Day Committee Chair.** The Chair determines designated routes within the WKHS feeder boundaries (typically the same routes from previous years), then recruits parent drivers and assigns them to designated routes. At least two weeks prior to Tag Day, the Chair works with the Communications and Publicity Chair to publicize the event (e.g., prepare an announcement for publication by the weekly Worthington newspapers). The Chair coordinates the process of obtaining necessary supplies (collection buckets, etc.; Band Boosters may have some supplies available in storage) and prepares/copies donation slips and envelopes (to be provided to houses where no one is home). On Tag Day, the Chair is stationed in the band room and provides information to drivers through the day, then at the end of the day, coordinates and oversees the collection and counting of money (following guidelines in the Booster Standing Rules) and provides the money to the Band Booster Treasurer. At the end of the event, the Chair prepares a thank-you letter to the community and submits it to the Worthington community newspapers.
- **Tag Day Volunteer Drivers.** At least 20 adult volunteers are needed to drive 3 to 4 students on a designated route (map provided) to collect door-to-door donations. Drivers keep the students in their sight at all times as they go door-to-door, watching for their safety. The time commitment is from approximately 9:00 AM until the assigned route is finished. (Tag Day ends around 5:00 PM.) If there are enough volunteers, the total time

commitment for a given route can be divided among two drivers. Drivers stop for lunch (students are responsible for their own lunch) and have drinking water in reserve if students run out of their own water.

3. Senior Car Wash Volunteers

Instead of participating in Tag Day, senior band students collect donations by holding a car wash. (In recent years, the car wash has been held at the Union Savings Bank on Dublin-Granville Road.) The Senior Car Wash may or may not be scheduled on the same day as Tag Day. Parent volunteers for this event include:

- **Senior Car Wash Chair.** The Marching Band Senior Chair often serves in this position, or an assistant to the Senior Chair can serve. The Chair secures the location for the car wash and ensures that all necessary supplies (including keys to unlock water hookups, hoses, towels, soap, clothes line) are obtained and available at the location on the day of the car wash. (Band Boosters have some supplies available in storage.) At least two weeks prior to the car wash, the Chair works with students to prepare signs, and works with the Communications and Publicity Chair to publicize the event (e.g., prepare an announcement for publication by the weekly Worthington newspapers). The Chair works with the sponsoring company to arrange for logistics and works with other volunteers to ensure that necessary items (e.g., bottled water, food, sunscreen, lawn chairs, first aid kit) are available to students and volunteers. On the day of the car wash, the Chair supervises activities, volunteers, and ensures the safety of students, volunteers, and customers. The Chair must follow Band Booster rules regarding cash management (i.e., use of cash box; never leave cash box unattended; two unrelated adults with cash box at all times; two unrelated adults count cash box before and after the event; submit Deposit Description form and money to Treasurer or Financial Secretary). At the end of the event, the Chair prepares and sends a thank you letter to sponsoring company on Band Booster letterhead.
 - **Senior Car Wash Volunteer.** Approximately 4 adult volunteers are needed to supervise students while at the car wash location, ensuring that they act in a safe, responsible, and courteous manner. They tend to student needs (e.g., provide first aid if required, following pre-defined guidelines) and contribute to activities which ensure that the car wash runs smoothly and customers are not inconvenienced.
4. **SCRIP Chair.** The Band Program earns money when families purchase gift cards for stores and restaurants through the SCRIP program. A certain percentage of the gift card value (depending on the merchant) is credited to the Band Program. Individuals order SCRIP cards by going to www.shopwithscrip.com, registering a new account (or logging in), and entering the WKHS Band Enrollment Code. The SCRIP Chair is responsible for accepting payment for gift cards ordered by individuals, periodically processing orders (1-2 times per month), receiving gift cards, and providing the ordered gift cards to individuals. The SCRIP Chair also orders gift cards that can be purchased at band events such as concerts and maintains a gift card inventory. The SCRIP Chair checks on special offers and prepares notifications for them which are relayed to the entire Band Program.

5. **Kroger “Rewards” Chair.** Through the Kroger “Community Rewards” Program, individuals are able to register their Kroger shopper loyalty cards through www.kroger.com to have the Band Program receive a portion of the total sales purchased through the card. The Chair promotes this program to band families and reminds families to re-register annually before May 1.
6. **Fruit Sale Chair.** The Band Program holds an annual Citrus Fruit Sale from October through mid-November. The Fruit Sale Chair manages the sale by contacting the vendor (Florida Indian River Groves) to set up the sale and obtain order forms, overseeing publicity for the sale, meeting with students of each Curricular Band during their band period to discuss the sale and hand out order forms, collecting orders and payment, submitting a final order with the vendor (including making full payment), arranging for fruit delivery with the vendor, and managing the distribution and storage of fruit boxes upon delivery (in early December).
7. **Candy Sale Chair.** The Band Program holds an annual Candy Sale in the winter months. The Candy Sale Chair manages the sale by working with the vendor to obtain bags of candy to be sold, handing out bags to students during their band period, tracking the distribution of bags and receipt of payments received for each student, returning to the school periodically to receive payments for sales, and overseeing publicity for the sale.
8. **Dining Out Chair.** The Dining Out Chair connects with local restaurants to schedule an evening in which a portion of sales at the restaurant are returned to the Band Program (for those patrons showing a ticket which is obtained prior to arriving at the restaurant). The Chair prepares printed tickets and makes them available to families prior to each Dining Out event.
9. **Friends of the Band Campaign Chair.** The Band Boosters’ “Friends of the Band” campaign occurs throughout the school year and is a means for businesses, grandparents, extended family, students, alumni, and friends to show their support of the Band Program by making monetary donations to the Band Booster General Fund. The Chair assists the Band Boosters in preparing donation forms, publicity flyers, and campaign information to present on the band website. The Chair collects contributions and submits funds to the Booster Treasurer. The Chair also contacts local businesses to solicit donations and encourages band families to ask their employers to make matching donations. The Chair coordinates roster and contact information with the Booster Secretary.
10. **Band Booster Membership Chair.** The annual Band Booster membership drive occurs at the beginning of the school year. Band families can join the Band Boosters by paying annual membership dues. Membership benefits include voting privileges and the opportunity to serve as a Booster officer or committee chair. The Membership Chair-assists the Band Booster Executive Board in preparing membership applications, publicity flyers, and membership information to present on the band website. The Chair collects contributions and dues and submits funds to the Booster Treasurer. The Chair coordinates roster and contact information with the Booster Secretary.

Other Band-Related Volunteer Opportunities

Several other volunteer positions exist that, like the fundraising opportunities, serve the entire Band Program. A few of these are listed below. In addition, certain one-time volunteer positions may be needed in a given year, such as when a band takes an extended trip, or the Band Program hosts a unique event (e.g., a visiting band that has traveled a long distance). The Band Boosters will provide information on these positions as they come up.

Some of the positions below are additional Committee Chairs. In addition to the provided descriptions, these Chair opportunities may have responsibilities and requirements that are specified in the Standing Rules for the Band Boosters.

- 1. Communications and Publicity Committee Chair.** The Communications and Publicity Chair is the liaison between the Band Program (the directors, Boosters, and volunteer chairs) and local media such as the weekly Worthington newspapers. The Chair assists in preparing and/or reviewing letters or articles, and in identifying photos, for publication, and they also assist in submitting them to local media. The Chair works with the Fundraising Chair in publicizing band fundraising activities by preparing articles or advertisements and submitting them to be published in the local media. The Chair may also assist the Band Directors as needed in preparing and disseminating flyers to publicize upcoming band performances, and making recommendations for publicity on the Band Program's website, on the hallway bulletin board, and through social media (Facebook, etc.). The Chair supports the activities of all bands in the Band Program, and therefore, is a year-round commitment.
- 2. Newsletter Chair.** The Newsletter Chair works with the Communications and Publicity Committee Chair coordinates the preparation of a quarterly Band Program Newsletter which is made available to band families from WKHS, McCord Middle School, and Phoenix Middle School. The Chair works with volunteers to prepare articles on ongoing and upcoming Band Program activities and events, student recognitions and accomplishments, and feature articles, and works with the Band Directors and the Booster Executive Board to review and approve the articles. The Chair prepares the newsletter using desktop publishing software and arranges for the newsletters to be copied and envelopes to be addressed in which the newsletters will be mailed to band families.
- 3. Awards/Scholarship Committee Chair.** As requested, the Chair works with the Band Directors and the Booster Executive Board to purchase and prepare awards to be presented to students at Band Awards Night and the annual Band Extravaganza. The Chair leads the Committee in overseeing the preparation and evaluation of applications for Band Booster scholarships and Senior Booster Awards and in obtaining college payee information from the scholarship winners. (The evaluation process is documented in the Standing Rules for the Band Boosters.) The Chair ensures that student awards and scholarship recipients are recorded in official Band Program records.
- 4. Yearbook / Year-in-Review Video Committee Chair.** The Chair oversees and prepares the Year-in-Review Video which is a compilation of photos, videos, and music (audio tracks) from the current school year that covers all bands in the Band Program. The video is

presented at a year-end family event held in May at the school auditorium. The Chair works throughout the year to compile the items (obtaining contributions from the Band Photographers, Band Directors, and families) and prepares a 20 to 30-minute video using software owned by the Band Boosters. The Chair takes purchase orders from band families, collects payments, and has copies of the DVD made. One copy is submitted for Band Booster records. The Chair coordinates all submittals to the yearbook faculty advisor and prepares the senior vanity ad for the yearbook. The Chair arranges to have a group photo taken of the marching band seniors and one of the curricular band seniors for inclusion in the senior ad. The Chair also selects and submits group photos of the marching band and each curricular band to the yearbook advisor along with several candid photos of the marching band.

5. **Wolves Inc. Representative.** This volunteer, who must be a member of Band Boosters, attends Wolves Inc. meetings as the official representative of the Band Boosters, providing Band Program information to the Wolves Inc. chairman (e.g., information on fundraising opportunities, information for tax submittals, coordinating band volunteers for Pancake Day), and reporting back to the Band Booster Executive Board on information provided by Wolves Inc.

6. **OMEA Middle School Large Group Adjudicated Event Committee Volunteers.** Each year in May, WKHS hosts the OMEA Junior High/Middle School Large Group Adjudicated Event. The Boosters and Band Program play host to over 1,400 Junior High/Middle School students (and their families) who are members of bands, orchestras, and choirs from nearby schools. This event requires a large number of parent volunteers (at least 25) to assist the WKHS band students and directors in working to make this complex event a success. The event lasts from about 3:30 to 10:00 PM on a Friday, then from about 7:00 AM to 4:00 PM the next day (Saturday). Approximate two-hour shifts are established through the event for each activity, and volunteers are able to sign up for shifts that meet their schedule. Among the parent volunteer opportunities to support this event are the following:
 - **Event Committee Chair:** The Event Committee Chair works with the Band Directors, Booster Executive Board, and other appropriate committee chairs (e.g., Hospitality Chair) starting in March to plan for the event, identify all necessary parent volunteer positions and numbers of volunteers needed, assigns volunteers to positions, and is available through the event to ensure that all activities are proceeding smoothly and are appropriately staffed.
 - **Setup/Tear Down Workers:** Setting up and tearing down furniture, stands, equipment, etc., within the multiple rooms that are used for performances, concessions, etc. (Setup and tear down may occur at any time through the event as room use is transferred to other school activities, such as the gym for sporting events.)
 - **Announcers:** Introducing each performing group to the judges and audience prior to the group's performance (reading from a prepared script), verifying order of performing pieces with the director prior to their entrance.
 - **Hospitality Workers:** Providing hospitality (food, coffee/drinks, snacks, etc.) to judges and volunteers (under the direction of the Hospitality Chair).

- **Food Concessions Workers:** Purchasing and preparing food, snacks, drinks, etc., and providing them for sale to visiting students and families in the Commons area. (A **Concessions Chair** is needed to coordinate all activities related to concessions, to work with the Band Program to get approval of sale items, amounts to be ordered, sale prices, etc.) Booster Standing Rules are followed regarding cash boxes, handling and counting cash.
 - **Office Workers:** Working in the main event office to prepare paperwork for judges, receive and record scores, etc.
 - **Hall Monitor:** Opening/locking assigned classrooms for groups to occupy and store their belongings, guide visitors, patrol halls to reduce trespassers, and control noise.
 - **Greeters:** When buses arrive, these individuals communicate to the office what school has arrived, makes sure there is a WKHS student to lead the teachers and students to the correct location, and directs the buses to appropriate parking.
7. **Financial Review Committee Volunteers.** Upon direction by the Booster Executive Board, 2 volunteers may be requested to perform a financial review of the Band Boosters for the previous fiscal year. If an independent professional accountant is not hired for this purpose, then the 2 volunteers must be members of the Band Boosters who are not current officers or in the same family as an officer. Details on the purpose, frequency, and duties of financial review participants are provided in the Standing Rules of the Band Boosters.

Appendix A

Excerpts from Standing Rules for the WKHS Band Boosters

Standing Rules are the detailed procedures or policies that are not included in the Code of Regulations. Those procedures and policies that are linked to the required duties and responsibilities of Representatives, Volunteers, and Committee Chairs are listed below, taken *verbatim* from the Standing Rules as adopted on February 8, 2011.

F. REPRESENTATIVES

1. Representatives TO the Executive Board may or may not be Band Booster members. Their purpose is to communicate to the Executive Board the needs and status of their respective organizations. This is either done at Band Booster meetings or by other notification. Middle School Reps are the primary contact regarding Band Booster fundraising and promotional efforts in the Middle Schools. Reps include:
 - Color Guard Representative,
 - McCord Middle School Representative,
 - Phoenix Middle School Representative.
2. Representatives OF the Executive Board are Band Booster members who are appointed by the Executive Board. Representatives are expected to attend regular meetings of the outside organization at which they are representing the Band Boosters. Their purpose is to convey information between the two organizations. The representative may have voting rights in the outside organization and may serve as an officer in the outside organization. The representative reports to the Executive Board either at Band Booster meetings or by other notification. Any action, which commits Band Booster resources to an outside organization, must first be approved by the Executive Board. Representatives include:
 - Representative to Wolves, Inc.

G. VOLUNTEERS

1. Background Screenings and Worthington School District photo ID badges are required for all volunteers over 18 years of age who are working with students in the Worthington school district. Band Booster volunteers are required to follow the current school district application and compliance procedures.
2. Badges. Band Booster volunteers are required to wear school district photo ID badges when working with students.
3. Chaperones are additionally required to wear “Band Chaperone” ID badges when accompanying students away from school grounds.
4. Record of Volunteer Hours is required by the IRS and the Ohio Secretary of State. Volunteers submit their hours to their committee chair.

5. Dispensing Medications to students, whether prescription or over-the-counter, is the responsibility of the Directors of Bands and must follow current Worthington School District regulations.

I. COMMITTEE CHAIRS

1. Directors as Chairs. Band directors and instructors assume the role and duties of a committee chair as it pertains to band programs, band trips, and other activities that they lead.
2. Committee Budgets. Committee chairs are responsible for understanding the budget information for the activity they are leading. They are required to spend within the budgeted expense. Overspending must be approved in advance by the Executive Board.
3. Records. Committee chairs are responsible for maintaining a record of payments and expenditures associated with the activity. This includes maintaining contracts, order forms, correspondence, etc.
4. Financial Documents to be used by committee chairs include “Deposit Description Form” and “Check Request Form.” Forms and instructions are on the band website and are kept available by the Treasurer. Treasurer does not issue any check without a completed and signed “Check Request Form.”
5. Collection of Payments. Committee chairs use reasonable means to collect unpaid funds, including email, phone calls, and invoices. The status of delinquent payments thirty (30) days overdue are reported to the Director of Bands.
6. Record of Volunteer Hours is required by the IRS and the Ohio Secretary of State. Committee chairs track volunteer hours using a “Volunteer Sign-In Sheet” or other method and submit the record at the close of the event to the Vice President for recording in the permanent file.
7. Procedure Book and Files. Committee chairs must prepare and/or maintain procedure books or files to provide future guidance. (See “Recordkeeping.”)