

Columbus North High School Band

Volunteer Handbook

2019-2020

The strength of a high school marching band is measured not only by the commitment to excellence demonstrated by its students, directors and staff – but in large measure, by the parent group that supports it.

This manual describes volunteer positions within the Columbus North Band Booster organization that are required for the support of our program and that allow us to keep our band fees at approximately HALF of what other bands in our competitive class charge.

All band families are expected to participate in the support of the Columbus North Band program through the volunteer opportunities described in this manual. Please use this as a guide when deciding how you would like to support your student as they strive for excellence.

Dear Band Parents,

Welcome to the Columbus North Band Boosters!! Described in the following pages are the positions within our organization that support the Sound of North marching band. You will not find a harder working group of students, directors and staff, but without parental help, the Columbus North Band Program would not be the elite program that it is today.

Volunteering gives you the opportunity to support this great program, meet some phenomenal people and have fun while also making an investment in your child's future! Being a part of the Boosters enables you to become a part of the Sound of North family, and you will be greatly appreciated by every member of the band and staff, your child included. You will not regret any amount of time given.

I'm sure that in reading this handbook, you will find something that fits your interests and areas of expertise. There truly is something for everyone. Sign up and join the team today!

Sonya Rose

President – Columbus North Band Booster

Job Descriptions for Board and Chairpersons

President: (Sonya Rose; syrose74@gmail.com)

1. Provide leadership, training, instruction, and troubleshooting
2. Identify nominees for chairperson and board positions
3. Work with treasurer and directors to prepare annual budget
4. Primary interface with directors – liaison between parents, volunteers, and chaperones with directors.
5. Develop agenda for and conduct monthly band booster meetings
6. Identify and oversee fundraising opportunities
7. Represent band booster organization positions to administration and school board members.

Vice President: (Denise Sharpe; denise_tim@hotmail.com)

1. Assist president and succeed president if necessary
2. Identify and oversee fundraising opportunities designated by president

Treasurer: (Charity Phillips; phillips.charity@ymail.com)

1. Pay band bills, in coordination with the directors
2. Put together monthly financial statements
3. Work with directors and president in preparation of annual budget
4. Maintain banking relationships
5. Complete annual tax reporting to state and federal authorities
6. Attend monthly band parent meetings to present financials and answer financial questions

Secretary: (Jennifer Speer; revspeer@sbcglobal.net)

1. Attend monthly band parent meetings and record minutes
2. Send minutes to newsletter coordinator to distribute to the band parent organization

Volunteer Coordinators- 2 people: (Betsy Long; btsylong@sbcglobal.net & Tami Mohs; jtmohs@gmail.com)

1. Work with chairpersons to determine volunteer needs for each band function
2. Preparing sign-up sheets for events requiring volunteers
3. Provide volunteer list to chairperson for each function and help organize/schedule/contact volunteers for that function

Uniform Coordinator: (Carla McKenna; Carla.mckenna@gmail.com)

1. Coordinate the fitting of marching and concert uniforms
2. Coordinate the alteration of uniforms
3. Order uniform supplies including shoes, gloves, plumes, and socks
4. Coordinate volunteers to assist with uniform needs at each performance
5. Coordinate dry cleaning/laundry schedule for uniforms

Concessions – (Tami Mohs; jtmohs@gmail.com)

1. Manage all band concessions operations including:
 - a. Marching Invitational
 - b. Spring Concessions
2. Purchase all supplies for concessions

Support Crew Coordinator: (John Jones; jjones6627@gmail.com)

1. Meet with directors to determine needs at the beginning of the marching season
2. Coordinate any retrofit needed in the transport to accommodate required equipment
3. Coordinate schedule for packing/unpacking transport before and after performances
4. Assign support crew members to tasks for moving band/equipment while at performances
5. Coordinate with transport driver
6. Arrange for any additional trucks necessary for the transport of equipment

Spirit Wear Sales Coordinator: (Jennifer Speer; revspeer@sbcglobal.net)

1. Work with vendors to order spirit items including band show shirts
2. Coordinate sale times and staffing for spirit sales
3. Prepare spirit sale accounting for treasurer

Special Events Coordinator: (Tracy Jones; tlea630@gmail.com)

Manage Committees for Special Events such as Band Camp, Invitational and Jazz ala mode.

Duties include:

1. Recruit chairs for meals, parking, hospitality, concessions, publications etc. for events
2. Organize planning meetings for all chairpersons/committees
3. Work with Volunteer Coordinator to assess volunteer needs
4. Prepare accounting for treasurer
5. Ensure all chairs/teams/committees stay on point to complete their jobs for the event

Head Chaperone – 2 people (Carol Corbeels; corbeels@comcast.net & Amanda Watkins)

1. Obtain a list of parents volunteering to chaperone from volunteer coordinator
2. Assign chaperones to buses and hold a chaperone meeting to describe duties
3. Set-up each first-aid box and monitor throughout the season
4. Build bus binders for each bus with list of riders complete with copies of medical forms

Student Accounts (anonymous)

1. Prepare accounts for all incoming band members and send band fee statements
2. Credit accounts for fundraising activities and band fee payments
3. Prepare band fee balances for Directors upon request
4. Deposit collected band fees and forward all deposit receipts to treasurer

SCRIP Coordinator: (Sara Donathen Smith; donathensmith@gmail.com)

1. Schedule order dates and collect and prepare orders
2. Deliver orders
3. Prepare accounting of credits to student accounts for Student Account Coordinator
4. Advertise SCRIP program via newsletter and website
5. Also manage community rewards programs such as Kroger

Kiwanis Duck Sale Liaison (Carol Corbeels; corbeels@comcast.net)

1. Attend Kiwanis club led “Cheese and Kwackers Kickoff” meeting in late July/early September for details
2. Coordinate the sale of duck adoptions; band members make it happen
3. Collect monies, turn in date of early October and forward amounts earned to account coordinators to post to student accounts

Transport Coordinator (Phil Coorbeels’ phil.l.corbeels@cummins.com)

1. Coordinate with Cummins to provide a truck and driver for Saturday competitions

Newsletter Coordinator: (Jennifer Speer; revspeer@sbcglobal.net)

1. Prepare newsletter to be distributed electronically to all band parents
 - a. Weekly during Marching season
 - b. As needed during Concert Season
2. Attend band parent meeting

Webmaster: (Todd Riorden; triordan@mac.com)

1. Add all information from the newsletters to the website
2. Update as information and photos become available

Head Nurse: (Katie Lykins; Bklykins03@hotmail.com)

1. Maintain volunteer list of CPR trained parents
2. Schedule parent volunteers for events where they are needed
3. Maintain binder with original medical forms onsite for easy access and provide copies of those forms to Head Chaperone in order to build bus binders
4. Organize medical data in easy to use format

Where do you fit in?

As you can see by the coordinator positions, the possibilities are endless!

Listed below is a month-by-month listing of some of the opportunities for volunteering, general band fundraising, and individual student account fundraising. The events listed as “general band fundraising” are what determine whether or not band fees increase. If they are not successful, band fees increase. Success depends upon many key factors, the most important being the volunteer base willing to work the events.

JULY:

Columbus North Mid-States Invitational Ad Sales (*General Band Fund*)

Beginning in July, a committee of band parents will begin canvassing the community to sell ads for the Invitational program. Local companies place ads to support the band in the program that is sold during the Invitational, which takes place in September. This is our largest band fundraiser and requires approximately 100 volunteers the day of the event.

BAND CAMP!! (*ROCKING VOLUNTEER OPPORTUNITY!*) And so it begins—this week long camp requires volunteers in a variety of areas including; nurses, monitors for pool, lunch and dinner servers, & chaperones for the dance. This is a great time to get to know the kids. They are very appreciative of all the parents who help during this week – especially those who serve meals! It is a grueling week where a little parent TLC goes a long way.

AUGUST:

Marching season begins with the North/East game (*volunteer opportunity*)—this is where bus chaperones (if away game) support crew, and uniform people officially begin their season (although the support crew will work during the summer to help with the manufacturing of props and retrofit of band trailer to accommodate this year’s show) for descriptions, please see Volunteer Descriptions below. **THIS SEASON WILL CONTINUE UNTIL THE END OF NOVEMBER**

Kiwanis Duck Race (*student account fundraiser*) – students sell duck race adoptions up until the end of the race in October. If the Kiwanis use the same formula in the past years, duck adoptions cost \$5 and \$4 goes into the student account. That's an 80% return!!! It doesn't get any better than this!

SEPTEMBER

COLUMBUS NORTH MID-STATES INVITATIONAL – SEPT 7TH 2019 – ALL PARENTS ON DECK FOR THIS GENERAL BAND FUNDRAISER!! PLEASE SAVE THE DATE. WE CANNOT DO THIS WITHOUT EVERY PARENT!!!!

Bands from Indiana, Ohio and Kentucky are invited to compete in this event. The majority of the money is made through Invitational Program ad sales. Local area businesses place ads supporting all of the bands participating. Anyone with experience selling ads or with contacts within the community is encouraged to volunteering with this effort

There are many volunteer opportunities involved with this event ranging from 2 hour shifts to 5 hour shifts. We will ask that EVERY family work at least one shift and plan to donate at least one food item.

NOVEMBER

BAND CARD SALES (STUDENT ACCOUNT FUNDRAISER) — the band sells discount cards to local businesses. The card sell for \$10 with 50% going to student accounts. These cards are very easy to sell. The band office receives calls from people every year who have not been contacted by band students in order to get the cards.

Please note: This list is by no means complete. We are continually looking for other fundraisers for our band students. Often times, the arts council or another group in town will be looking for students and be willing to pay for their time toward Individual Student Accounts. This has been the case in the past with the Columbus Block Party.

Volunteer Job Descriptions

Concessions workers/General band fundraisers

- **North Band Invitational**-- Concessions are provided for the band invitational and are run similar to football concessions. Volunteers are needed for set-up, cooking, selling, and tear down. The invitational is a late-afternoon/evening event.
- **Winter/Spring Concessions**-the band works concessions during winter and spring sporting events to earn money for the band

Support Crew Member (volunteer opportunity) – These positions seem daunting, but are really very specific. Everyone is given a responsibility for a particular aspect of the job, thus the crew performs like a well-oiled machine. It is NOT necessary that you be able to make it to every event if you sign up to help with this part of the band. There is a lot of camaraderie within this group!

- **Football Games:** the support crew is responsible for transporting the pit equipment from the band practice field to the North football stadium and then placing the equipment, props, etc. on the field for the halftime performance. After halftime, the equipment is moved back to the school with the help of the band students playing in the pit. Support crew members arrive at the practice field at 6 pm
- **Competition Days:** the support crew is responsible for loading the pit equipment, drums, and large instruments onto the transport, unloading the equipment at competition site, placing equipment on the field for performance, reloading the equipment after performance, and then unloading it once again upon the return to North after the competition. Times vary depending upon the competition schedule.
- **Pit Crew:** Moving pit (front percussion instruments) on and off the field during performances. These performances include home football games and Saturday competitions.
- **Prop Crew:** Moving props on and off field during performance. These performances include home football games and Saturday competitions. This crew also helps to load and unload the prop truck for Saturday competitions
- **Prop Building:** Building of props used on the field for performances. Carpentry and construction skills are useful, but not necessary. Prop construction typically occurs during July and August. May also meet Thursday evening for prop maintenance and repairs during the season.
- **Transport loading/unloading:** Able-bodied people to load and unload instruments and equipment on the Sound of North Semi. Typically done for Saturday performances. Loading and unloading happens Saturday afternoons, at all performance sites, and also when the band returns after competition. 10 people are needed for this.

Uniform Help (Volunteer opportunity)

- **Football games:** parents arrive about 5:30 in the uniform room to assist students as they dress for performance. This job usually is over by 6 pm when the students are due to report to the practice field. You will make sure that students adhere to the uniform rules (black socks, gloves, hand out plumes, hair is off the collar),
- **Competitions days:** duties are similar to that of a football game but are attended off site. Students are responsible for putting their uniform and hats on the transport and retrieving them once we are at the competition site. The hours will vary depending on the competition schedule.
- **Concert Band:** parents arrive 30 minutes before students are due to be dressed in concert clothing for concerts or competitions to assist students with tuxedos and concert dresses.
- **Hemming, fittings, and alterations:** all students need to be fitted before each season. If you are interested in helping with this please sign up with the uniform coordinator. Then she will email or call you with the times and deadlines for performing these tasks.

Band Camp (Volunteer opportunity)

- **Meal servers:** help serve lunch and dinner and then clean the tables after students leave
- **Pool Monitors** during the afternoon free time, monitor the student activity in the pool area. The pool monitor is not responsible for life guard duties. A professional life guard will be hired
- **Nurse:** The nurse is responsible for monitoring the students during the marching portions of camp for heat related stress and any other medical issues needed.
- **Dance:** chaperones, set-up, cleanup crews for band camp dance that takes place on evening during the week.
- **Parent Preview Dinner:** it is a tradition to provide concessions for parents coming to the parent preview on the Thursday evening of camp. The meal usually consists of hamburger and hotdogs, sides, dessert and drink. It is an opportunity for parents to get together before the performance and have a casual meal. Volunteers man the serving line and cook hamburgers and hotdogs.

Chaperone (volunteer opportunity) this is a rewarding job that is not very difficult. The student know what is expected of them and there is rarely a problem.

- Ride buses with students to and from performances
- Maintain order on the bus
- Help students with uniforms
- Stay with you bus and students until they proceed to warm-up
- Immediately rejoin your students after performance

Marching Band Invitational (General Band Fundraiser) – There are many elements involved in hosting a marching band invitational – from hospitality for the judges and bands to selling ad space in the program

- Hospitality—prepare meals for judges, band directors, staff, and bus drivers
- Water Stations – provide water for bands before and after their performance
- Traffic Control – helping bands to park in their designated area. Stop traffic when band is in transition from one venue to another
- Judges Secretary – attend to the judges requirements during the judging process
- Host – greet your band upon arrival, show them the restroom, and take them to warm-up and performance venues.
- Gate monitors, ticket and program sales
- Program Ad Sales – approach local area business regarding ad placement in the program