

Okemos High School Band Boosters Committee Chairs 2015-16



Band performances and activities literally cannot happen without lots of help from band parents and guardians. Please know that for every project and committee below, *you are not doing the work alone!* Committee chairs estimate the number of volunteers they need and outline required tasks. They provide this information to the Volunteer Chair so they can get the help they need. *We have extensive notes from previous committee chairs to guide you.* Note that some of these positions are already filled for 2015-16. They're included here so you know the depth and breadth of volunteer opportunities available.

Vice President/Volunteer Coordinator: In consultation with President, identify Committee Chairs for each Band Boosters activity. Enter band volunteer opportunities in the Volunteer Spot online database. Throughout the year, draft emails highlighting volunteer activities to send to parents and monitor the status of signups. Ensure that Committee Chairs have the information and resources they need to manage their activity. Participate in monthly Band Boosters meetings and shadow President throughout the year to prepare for position of President. Interest in nonprofit management a plus! **OPEN**

Ice Cream Social Chair: Orders food and supplies and coordinates volunteers who set-up, serve and clean-up.

Homecoming Meal Chair: Arranges for food delivery, takes orders, collects money from students, and distributes meals.

Fall Recognition Banquet Chair: Organizes the potluck dinner, purchases serving supplies, organizes table presentations and the volunteers who set up, serve and clean up. **OPEN**

Home Game Assistants Chair: Transports equipment via hand trailer to and from the game; provides water to band members in the stands.

Grand Ledge Exhibition Chair: Organizes chaperones, food, and uniform distribution, and equipment & instrument loading and unloading. **OPEN**

Spirit Wear Chair: Recommends items to offer for sale, arranges for apparel printing with vendors, prepares and processes order forms, and processes orders for shirts, sweatshirts, band decals.

Uniform Locker Parents Coordinator: Working with the Marching Band Uniform Chair, coordinates the distribution of marching uniforms for game days and events (commitments from first game to last event, September-October). This commitment does not interfere with watching the games or events.

Marching Band Uniform Chair: Organizes uniform fittings, distribution, collection, dry-cleaning and sorting. Assesses inventory and makes new purchasing recommendations. (Time commitments late August during fittings, and collection, cleaning and sorting in November).

Concert Attire Chair: Organizes tux and gown fittings, distribution, collection, dry-cleaning and sorting. Assesses inventory and makes new purchasing recommendations. (Time commitments in October during fittings, distribution at end of Marching season, and collection, cleaning and sorting in May).

Uniform Cleaning Coordinator: Coordinates end of season sorting/dry-cleaning of uniforms (End of Marching/Concert season). **OPEN**

Uniform Fittings Coordinator: Working with the Marching Band Uniform Chair, coordinates pre-season fittings for uniforms (Time commitments are in late August). **OPEN for 2016**

Uniform Alterations Coordinator: Distributes alterations to volunteers after fittings (for hemming and minor mending of marching uniforms only). **OPEN for 2016**

Uniform Database Coordinator: Working with the Marching Band Uniform Chair & Concert Attire Chair, maintains uniform database / tracking inventory & uniform assignments.

Car Wash-A-Thon Chair: Coordinates all pre-car wash organizing, notifies Meridian Police department, arranges for all needed supplies, handles set-up, trouble shooting during the car wash, clean up.

Car Wash Sponsors Coordinator: Seek out and communicate with business sponsors for the Car Wash-A-Thon. Letters and research can be done over the summer, and is finished in September. Knowledge of Microsoft Word and Excel to do mail merges is very helpful. **OPEN for 2016**

Car Wash Food Coordinator: Using funds donated and in-kind donations, arrange for food for volunteers on the day of the Car Wash. **OPEN for 2016**

Car Wash Volunteer Coordinator: Assign parent volunteers to shifts on the Car Wash, greet them and give short orientation of duties. **OPEN**

VIB Cards Coordinator: Working with Athletic Boosters, sets up VIB Cards program for marching season concessions. **OPEN for 2016**

Meijer Community Rewards Coordinator: Researches the fundraising program and helps get band families enrolled. **OPEN**

Publicity Chair: Contacts local media with releases of band events, accomplishments, and arranges media coverage for band events, develops flyers for band events, programs, brochures in conjunction with the needs of the Director and other Chairs. **OPEN**

Trip Committee Chair: Chairs the committee that plans the yearly band trip.

Winter Concert Reception Chair: Organizes food donations from junior and senior families, purchases beverages, organizes tables and volunteers who set up, serve and clean up. **OPEN**

Tri-District Concert Reception Chair: Organizes food and volunteers, set-up, serve and clean up. **OPEN**

State Solo and Ensemble Concessions Chair: Organizes food and volunteers who set-up, serve and clean up. **OPEN**

District Band Festival Chair: In consultation with Band Director, coordinate volunteers to assist with greeting, stage help, and sightreading for visiting bands. **OPEN**

Spring Concert Reception Chair: Purchases beverages, cake & serving supplies, organizes tables and the volunteers who prepare boutonnieres, set up, serve and clean up. **OPEN**

Pre-Season Drill Snack Chair: Coordinates the purchasing of snacks and water and delivers to practices during pre-season drills. **OPEN for 2016**

Tailgate Party Chair: Purchases food, contacts custodians for facilities needed, coordinates volunteers who set-up, serve, and clean up.

Website Coordinator: Updates band website, okemosbands.wordpress.com, in coordination with President to provide current and easily accessible information about band activities to band families.

Interested? Please email: ohsbandboosters2@gmail.com to learn more. Thank you!

September 2015