

Band Booster General Volunteer Opportunities

- **Donations:** Throughout the school year (starting with band camp) donations (water, snacks, pop, etc.) are needed to feed band students attending an event or to stock a concession stand at an event.
- **Bus Chaperones:** When the band travels by bus to/from GP for band events such as football games**, elementary school tour, or a band festival, Mr. Morris will ask for 2-4 parent chaperones to ride the bus along with him and band students. Chaperones oversee loading/unloading of band instruments and ensure students get to where they need to be in a timely manner.
- **Cheer Gear Sales:** At every HOME football game, the Band Boosters have a tent set-up to sell various fan gear items raising funds for the band program. Volunteers are needed to assist the Cheer Gear Coordinator to run the cheer gear stand during the game(s). Volunteer time is divided into shifts for pre-game setup** & sales, 1st qtr, 2nd qtr/ halftime, and 3rd qtr/clean-up.
- **Concessions:** During football & basketball season, the Band Boosters are given an opportunity to earn ASB funds for the band program by providing volunteers to run the concession stand during the game(s). Volunteer time is divided into shifts for pre-game setup** & sales, 1st qtr, 2nd qtr/ halftime, and 3rd qtr/clean-up. At least one of our parent volunteers is required to have a food handlers permit.
- **3rd Quarter Section Guards:** During 3rd qtr (football games only) the band leaves the bleachers for their break. Mr. Morris needs two parents to “guard” the designated band section so that non-Grizzly Band students don’t gather in the band section. This is an easy job if you are already at the game!

Band Booster Coordinator Positions

- **Event Coordinators:** With guidance from Mr. Morris and the Band Booster Board, puts together a committee to help plan and run the following GP Band events: Swing Dance, Drum Line Festival, Jazz Festival, and Band Banquet. There can be a separate event coordinator/committee for each event.
- **Uniform Coordinator:** Organize and keep records on the Grizzly Band uniforms, track cleaning, and uniform repair. Must attend Band Camp to oversee the fitting and assigning of uniforms during band camp. Work with seamstress as needed during band camp for any mending or alterations. Organize and label uniforms and hat boxes once all have been assigned. Arrives to GP prior to HOME football games pulls uniform racks to hallway and assist students as needed. Returns to GP after each HOME football game to ensure all uniforms are hung properly and returned to racks, reorganize as need in preparation for next use, and return carts to uniform room. Inventory items at the end of the school year and coordinate uniform cleaning. In addition, the uniform coordinator maintains information sheet re: concert attire for each band class, maintains concert dress sizing samples, and coordinates group orders for concert attire (concert dresses, percussion polos, and special attire for traveling ensemble).
- **Sheet Music Coordinator:** With guidance from Mr. Morris, maintains sheet music by instrument for Grizzly Band. Prepare, copy, and cut music needed for Grizzly Band Camp.
- **Cheer Gear Coordinator:** Inventories, orders, and monitors the stock levels of cheer gear sold at the HOME football games**. Brings everything to/from the stadium and oversees booth setup, sales, and tear down.
- **Water/Hydration Coordinator:** For every HOME football game**, one parent volunteer is needed to bring the water cooler(s) (stored at GP) to the stadium, fill it up, check it during the game, empty after the game and return it to GP. A volunteer who commits for the entire football season, may store the coolers at home for the entire season instead of pickup/drop off at GP every time.

**Volunteer(s) get into game for FREE!

Band Booster Leadership Positions

President/Co-President

- Presides at all meetings
- Ex-officio voting member of all appointed committees
- Responsible for special projects (which may be delegated)
- Responsible for coordinating with the other booster clubs and the GPHS PTO

Vice President/Co-Vice President

- In the absence of the President, will have all powers and prerogatives of the President
- Oversees and coordinates all fundraising activities, including all related publicity
- Develops and releases meeting notices

Treasurer/Co-Treasurer

- Collects monies due the organization, maintains a current, accurate, and complete set of financial records, and is responsible for running expense of all business matters
- Participates in or verifies the audit of the Treasurer's books from the prior year
- Deposits all monies promptly
- Prepares the Treasurer's Reports (to be presented at meetings) which list the current bank account balance, all account activity for the time period, and event breakdown of expenses, income and profit/ loss
- Completes the "Student Fundraising Request for Approval" form prior to all fundraising activities
- Provides financial information to the GPHS PTO for tax preparation
- Performs an audit of the Treasurer's books each year with two other board members
- Maintains a detailed description of financial procedures, reviews these procedures annually, and recommends changes as needed
- Maintains the mail box
- Files paperwork with the IRS as required

Secretary/Co-Secretary

- Maintains current band student information in Charms database
- Responsible for tracking band events and updating Charms band calendar
- Coordinates and tracks volunteer and donation signups in Charms
- Sends weekly "Band Happenings" email to all GP Band students and guardians
- Takes attendance at band events including band camp, football games, parades, basketball games, enters information into Charms and assigns letter points
- Responsible for all publicity except fundraising, including flyers, notices to newspapers, newsletters, bulletin board and reader board announcements, submitting information and updates to school district personnel responsible for web page, and similar media coverage
- Maintains and distributes a list of officers and advisors and their contact information
- Sends band booster meeting notice to boosters at least one week prior to meeting.
- Prepares agenda one week prior to meetings and sends to director and board for items
- Takes notes at board meeting and prepares meeting minutes to be distributed via email no later than 7 days after the date of a meeting
- Responsible for miscellaneous correspondence related to the organization's operations such as thank you notes, greeting cards, etc.
- Keeps the record containing the history of the GPHS Band Booster Club