

## Band Booster Committee Position Descriptions

Committee Title & Email	Position Description
Awards <a href="mailto:awards@WSHSspartanband.org">awards@WSHSspartanband.org</a>	<p>Awards works closely with the band director to produce the plaques and awards given out throughout the school year as needed. (The majority of these awards are awarded at the end of the school year.). The majority of the process takes place in the month of May. the Awards chair takes care of getting the engraving completed with an out-sourced vendor.</p> <p>The committee collects the names of the recipients from a form submitted by the parent, student or band director. Awards chair takes care of making sure the form is available on Charms. Awards chair is tasked with keeping track of inventory and ordering items needed. Ordering is scheduled for the competition of Marching band.</p>
Band Camp Lunches <a href="mailto:band.camp.lunches@WSHSspartanband.org">band.camp.lunches@WSHSspartanband.org</a>	<p>*Hospitality Committee Chair Will Coordinate</p> <p>Purchases food and prepares lunches for the band students and staff during the second week of band camp in August. Includes organizing volunteers to help prepare and serve lunches and getting donations of desserts.</p>
Chaperones <a href="mailto:chaperones@WSHSspartanband.org">chaperones@WSHSspartanband.org</a>	<p>Help the band at home and away football games, competitions and other band activities. Ride the bus to and from away football games, competitions, and band activities away from school. Provide water, snacks and assist the other committees (uniform crew and pit crew) at football games and competitions and help where needed.</p>
Concession Stand <a href="mailto:concession@WSHSspartanband.org">concession@WSHSspartanband.org</a>	<p>After Tag Day, Concessions is the biggest yearly fundraiser that benefits the entire band program. This Committee chair needs exceptional organizational and managerial abilities. This job requires a large committee of volunteers to be successful. Some group tasks include- recruiting volunteers, managing an online volunteer sign up, ordering , purchasing and stocking food and supplies, training new volunteers, communicating with the administration, tracking inventory, accounting, publicizing, publishing signs, tracking volunteer hours and staffing the Home and Visitor concession stands for each regular home game and potential playoff games. Concessions is also called upon when the school is</p>

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	responsible for hosting events like VBODA and District Assessment where area bands would come to our school for adjudication.
Hospitality <a href="mailto:hospitality@WSHSSpartanband.org">hospitality@WSHSSpartanband.org</a>	<p>The Hospitality Chair coordinates and oversees all food related activities. He/She plans the menu, procures the food, and requests/oversees volunteers to cook for and serve at each home football game during Marching Band season where the Band Boosters provide dinner for our band students. Provide lunch for one pre-determined week during Marching Band Camp. Work with the Tag Day chair to provide snacks and lunch for Tag Day. Coordinates and oversees band potlucks, dinner for the Band Banquet, and refreshments for concerts. The chairperson will assist in coordinating food for the Senior Night dinner upon request from the Senior Parent Chairperson(s). Maintain hospitality supplies. Creates Sign-up Genius sheets for each Hospitality ran event. This position requires working with many fellow volunteers, Executing Board members and fellow Committee Chairpersons and the Band Director.</p>
People Power <a href="mailto:people.power@WSHSSpartanband.org">people.power@WSHSSpartanband.org</a>	<p>People Power is a leaf raking service provided by Band students with a parent volunteer typically leading a four-person team. This is a way for Band members to earn credits to help offset band expenses and fees. Raking is in November and December on Saturday and Sunday, excluding holidays. This Chairperson is responsible for making sure the fundraiser details are included in the Tag Day flyers, organizes leaf raking requests, assigns teams and turns in fees collected along with a report of each student's earnings to the Student Accounts Chair. The majority of these details can be handled electronically and some duties may be shared with a committee of volunteers.</p>
Pit Crew <a href="mailto:pit.crew@WSHSSpartanband.org">pit.crew@WSHSSpartanband.org</a>	<p>The "Pit Crew" are the volunteers that help move, setup and remove pit equipment and/or props for marching band competitions/performances. Pit equipment are the stationary music instruments and gear typically at the front of the performance venue. The Pit Chairperson will oversee the Pit Crew utilizing an online sign up for volunteers and by assigning duties at each venue.</p>
Transportation <a href="mailto:transportation@WSHSSpartanband.org">transportation@WSHSSpartanband.org</a>	<p>The Transportation Chairperson will work to secure rental trucks for each competition. He/She will also request drivers/volunteer to transport larger instruments for away game pep-bands.</p>

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<p style="text-align: center;">Scrip Sales <a href="mailto:scrip@WSHspartanband.org">scrip@WSHspartanband.org</a></p>	<p>Scrip is a program that allows a family to purchase gift cards at face value but receive a percentage back, typically 2%-15%, which will be credited to the student's individual account. <a href="http://www.shopwithscrip.com">www.shopwithscrip.com</a> This volunteer is responsible for helping to publicize the program, answering questions, placing orders, ensuring the proper student credits are turned in to the Student Accounts Chair and communicating with families when orders will be available for pick up.</p>
<p style="text-align: center;">Senior Parent <a href="mailto:senior.parent@WSHspartanband.org">senior.parent@WSHspartanband.org</a></p>	<p>Arranges the Senior Recognition night for Senior Marching Band Students, typically the last football game of the season. Arranges the Senior Recognition for the last Senior Marching Band Competition. Arranges for corsages/boutonniere for the last Senior Concert of the year.</p>
<p style="text-align: center;">Spirit Wear Sales <a href="mailto:spirit.wear@WSHspartanband.org">spirit.wear@WSHspartanband.org</a></p>	<p>Hats, sweat shirts, t-shirts, car decals etc...the Spirit Wear Chairperson helps our friends and families show their support of the Band programs by working with vendors to make available a variety of Spirit Wear. This volunteer will publish a list of available items in August, work on publicizing this list through digital communications and by speaking/showing items at meetings, concerts and competitions. He/She will take orders, collect funds, turn in fees collected to the Band Booster Treasurer and deliver items.</p>
<p style="text-align: center;">Band Trip/Lead Chaperone <a href="mailto:band.trip@WSHspartanband.org">band.trip@WSHspartanband.org</a></p>	<p>Works with the Band Director to coordinate the Spring Trip. Assists with paperwork required for Spring Trip. Researching locations, hotels, transportation and scheduling.</p>
<p style="text-align: center;">Tag Day <a href="mailto:tag.day@WSHspartanband.org">tag.day@WSHspartanband.org</a></p>	<p>Tag Day is our biggest annual fundraiser! Thousands of dollars are needed each year to run a complete music program. With budget cuts, Tag Day donations from our community are needed to support the music programs. All band, guard and choir members raise money by collecting donations door to door in neighborhoods within the West Springfield HS boundaries. Tag Day is usually scheduled the first Saturday in September starting at 8am and lasting until mid-afternoon. This is a big job and takes ALL of our students and parents to be a success. The Tag Day Chair needs to be organized and have excellent managerial skills. This Chairperson will publish Tag Day flyers, secure volunteers via an online sign up tool, organize route information materials, communicate importance of 100% participation and oversee flow of events many moving parts. Volunteers will need to be recruited for paperwork compilation, supply purchasing, check-in, uniforms, accounting, hospitality, drivers, collectors etc...</p>

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<p style="text-align: center;">Tiny Tots  <a href="mailto:tiny.tots@WSHSSpartanband.org">tiny.tots@WSHSSpartanband.org</a></p>	<p>The Tiny Tots concerts, held in December of each year, give the band an opportunity to give back to the community. Two days are designated for these concerts which feature an interactive, theatrical hands on opportunity for preschool aged children to learn about band music and instruments. The Tiny Tot Coordinator will send out concert information and invitations to local preschool programs in the Fall, recruit Booster volunteers to assist with decorating the stage and usher students on concert days and assist the Band student performers with any costume needs. Other than the two concert dates, the majority of time commitment is minimal and can be done via email and phone.</p>
<p style="text-align: center;">Uniform  <a href="mailto:uniform@WSHSSpartanband.org">uniform@WSHSSpartanband.org</a></p>	<p>Fit Marching Band and Concert Uniforms for all band students. Orders all uniform parts needed for Marching Band and Concert Band. Assist students at Marching Band performances, such as making sure uniform is adjusted properly and putting plumes in Shakos. After performances making sure that uniforms are properly stored.</p>
<p style="text-align: center;">Volunteer Coordinator  <a href="mailto:volunteers@WSHSSpartanband.org">volunteers@WSHSSpartanband.org</a></p>	<p>Work with committee chairs to determine volunteer needs of each committee throughout the year. Solicit volunteers to help fill needs of each committee. Will provide a weekly message (preferably on Sunday) of upcoming weekly events during marching band season (Aug-Nov) and throughout the remainder of the school year as needed.</p>
<p style="text-align: center;">Webmaster/Social Media  <a href="mailto:webmaster@WSHSSpartanband.org">webmaster@WSHSSpartanband.org</a></p>	<p>Designs the website using online software supplied through hosting company. Coordinate, collect and update material on the website. Maintain email address for committee chairs and executive board members. Helps to maintain calendar. Tweet updates and/or relevant information. Co-manage the band Facebook page with the Band Director. Manage the Sign-up Genius site and assist other committee chairs with setting up sign up requests.</p>
<p style="text-align: center;">Nominating Committee  <a href="mailto:nominations@WSHSSpartanband.org">nominations@WSHSSpartanband.org</a></p>	<p>The Nominating Committee members work to coordinate nominations for following year Band Booster Executive Board positions. The Nominating Committee members will vote to appoint incoming/new Board members and work closely with the Webmaster/Social Media and Volunteer Coordinator Chairs to ensure information is communicated to all band families. Activities for the Nominating Committee usually take place between Feb - June each year.</p>