



Stephenson High School
"Sonic Sound"

Band Boosters

Committee Handbook



**Stephenson High School
Band Booster Committee Handbook**

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- Band Managers
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- Equipment/Transportation
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- Fund Raiser
- Hospitality/Refreshment
- Section Parents
- Sponsorship
- Uniform

BAND BOOSTERS

I. Purpose Statement

- To provide support to the Band Director, Band Staff, the Band Members and those volunteers associated with the Band Boosters.

II. Operating Agreements

- Each committee will consist of a chairperson, and the chairperson, or the V.P. Operations may appoint a co-chairperson.
- Members will always strive to provide positive reinforcement frequently.
- Members will always be constructive in criticism of fellow team members.

III. Conflict Management

Committee members will approach conflict resolution by doing the following:

- Take a time out.
- Review the issue with each party;
- If still unresolved;
 - Review and discuss each member's perspective
 - Notify SHS Band Booster's Vice President of Operations.

Always consider personality types, be open and do not attack the individual.

Band Boosters

IV. Goals and Objectives

- To promote the highest quality music education available for our students.
- To see that our band becomes more visible in the community and involved in community affairs.
- To maintain an enthusiastic level in all phases of the band program.
- To assist in seeing that each individual band student's music goals and objectives are met.
- To lend all possible support both moral and financial to the school bands.
- To cooperate with those in charge to the end that this organization shall maintain the highest possible degree of efficiency.
- To build and maintain an organization of parents who will help promote the general activities of the school bands.

V. Bus Rules

Non band students will need permission to ride to and from an event from the Band Directors prior to the event. This permission is to be communication to the Chaperone Chair by the Director.

Band Managers

Responsibilities

Chairperson and/or co-chairperson

- Will be responsible for contacting members to assist with the supporting equipment.

Committee members

- Band managers are responsible for the supporting equipment assuring all equipment is in place for transporting to and from all events.
- Equipment including:
 - Banner
 - Beverage for after $\frac{1}{2}$ time performance
 - Diamond's Pom Poms
 - Flags
 - Hats
 - Ladder
 - Microphones
 - Plumes
 - Props
 - Rain Coats
 - Seat Cushions
 - Songs/Music
 - Trash bags
- Band managers are responsible for getting the supporting equipment inside the events.
- Band managers are responsible for
 - distributing
 - hats
 - plumes
 - seat cushions
 - water

- setting up props for field show
- retrieving any left items on the field after performances
- collecting
 - water bottles
 - hats
 - plumes, and
 - seat cushions from all band students.

Qualifications

Students must be 12 years of age

Parent/Guardian must fill out and return registration form

Must pay band managers fee

Respect

- Will respect one another.
- No profanity between parent and student, parent and parent.
- Hands off rule...no touching in any way of any student.
- DO NOT GET INTO A BATTLE WITH A STUDENT or Parent!

SHS Band Managers Check List

Game3 Game4 Game5 Game6 Game7 Game8 Game9 Game10 Playoff Playoff

Banner										
Cushions/ Seats										
Flags										
Hats										
Ladder										
Microphones										
Plumes										
Pom Poms										
Props										
Trash bags										
Songs/Music										
Signs										
Water										
Gatorade										
Instruments										

Band Security

Responsibility

- Will keep the road clear of people parking just anywhere before and after games or special performances.(for Loading purposes)
- Will survey the parking lot to assure that all is well during practices, after games, and special performances.
- Will clear paths during narrow parade routes.
- Provide reinforcement for chaperones when/if needed.

Respect

- Will respect one another.
- Will respect the students.
- No profanity between parent and student, parent and parent.
- Can not put fingers in a student's face.
- Hands off rule...no touching in any way of any student.
- DO NOT GET INTO A BATTLE WITH A STUDENT!!
- DO NOT GET INTO A BATTLE WITH ANOTHER PARENT!!

Chaperone Committee

Responsibilities

Chairperson and or co-chairperson

- Will be responsible for maintaining an approved, up-to-date list of all chaperones.
- Will arrange chaperones for football games, trips, and other events as directed by the Band Director.
- Will be responsible for scheduling, assigning, posting, and notifying assigned chaperones in a timely manner.

Chaperones

- Will report 30 minutes before departure.
- Will stand inside and outside of buses before students load or unload and take attendance.
- Chaperones will be seated in the rear driver side seat and a middle passenger side seat on all transportation vehicles. Students should be mostly in front of you.
- Will assist in moving the band to the buses following a game or performance.
- Will be responsible for the safe return of our band students to and from all events.

- Will take attendance before departure to and from events.
- Will protect band students to and from all events.
- Will make boundaries between band students and non-band students.
- Will sit/or stand in the bleachers with band students.
- Will help with the distribution of beverages to band students after performing half time during a football game, and or special performances.
- Will maintain order in the stands.

Chaperone Committee Continued

- Will accompany students during the arrival and departure of all events until safe arrival of pick up.
- Will accompany band student to and from rest rooms.
- Will accompany band students to and from concession stands when the band students have permission from a Band Director.
- Will not allow band students to shout from bus to bus.
- Upon arrival at the school, remind students to clean up their area, close windows, and take everything with them.
- When the bus is empty, double check windows, floors, and seats for trash or items left behind.

Respect

- Will respect one another.
- Will respect the students.
- Students will respect chaperones.
- No profanity between student and student, parent and student, parent and parent.
- Can not put fingers in a student's face.
- Hands off rule...no touching in any way of any student.
- DO NOT GET INTO A BATTLE WITH A STUDENT!!
- DO NOT GET INTO A BATTLE WITH ANOTHER PARENT!!

Notification/ Confirmation

In town events-

Chaperones will be notified minimum 5 days before event

Assigned chaperones will confirm 3 days before event

Out of town events(overnight and turn around)-

Chaperones will be notified minimum 2 weeks before an event.

Assigned chaperones will confirm 1 week before an event.

Notification will be posted by:

Flyer

Calling post

Email

Live Calls

Chaperone Committee Continued

Qualifications

- Must attend chaperone training class.
- Must purchase chaperone attire.

Disqualified/ Banned

- 3 strike rule
No show after confirmation, name will be removed from chaperone list for the remainder of the school year.
- Disrespectful
- Using profanity
- Not performing
- Change in Availability

Items needed

Uniform repair kit
Needle and thread
Safety pins
Flash light for overnight trips
Spray bottles for parades, etc.

Uniforms

Chaperones will wear the designated uniform to all events.

Communication Committee

Responsibility

- Will be responsible for working with the chairperson of all other committees to inform members of all meetings and projects related to the bands.
- Will be responsible for publicizing the events, activities, and accomplishments of Stephenson High School Bands.
- The communication committee will inform the General Band Boosters of all information concerning band activities in a timely manner.

Notification

- Email
- Calling post
- Website
- Local/Regional Newspaper
- Community Newspaper
- Flyer

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- DO NOT GET INTO A BATTLE WITH ANOTHER PARENT!!

Equipment/Transportation Committee

Responsibility

Chairperson and or co-chairperson

- Will reserve U-Haul for events (if necessary).
- Responsible for getting U-Haul to SHS for events (if necessary).
- Contact members of the committee to help load and unload equipment to and from all events.
- Will be responsible for securing the U-Haul to and from band events.

Committee Members

- There shall be a team of (6) workers in place that will work with the equipment chairperson to insure that all equipment is loaded and unloaded properly for each performance.
- Will be responsible for the loading and unloading and transporting all equipment for the band performances.
- Load and unload equipment safely without damage.
- Transport equipment safely to and from events.

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- DO NOT GET INTO A BATTLE WITH ANOTHER PARENT!!

Hospitality/Refreshment Committee

Responsibility

Chairperson and or co-chairperson

- During football season will order food and drinks to be served to band students before a Friday game.
- Will contact team members to help with distributing food, drinks etc.
- Will help with the distribution of beverages to band students after performing half time during a football game, and or special performances.
- Will plan banquet and or receptions.

Respect

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- Students will respect chaperones.
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First Aid Committee

Responsibility

First Aid Kit

First Aid kit should include water.

In town events;

- 2 members of the First Aid Committee will travel with the band

Out of town events;

- 4 members of the First Aid committee will travel with the band (one per bus).

Qualifications

- Doctor or Nurse
- Physicians Assistant or EMT
- Preferred some medical training

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Fundraiser Committee

Responsibility

- Will aid or assist booster members in raising funds for all band student.
- Promote and deliver ideas on raising funds for band students and for the general fund and/or specialty trips.
- Help maximize profits on all ideas that have been given approval to commence.

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Section Parent Committee (ex. Team Mom/Dad)

Section parents will be an extension of the Communication Committee.
Section parents will help get the word out.

Responsibility

- Will help notify students and parents of all upcoming events
- Facilitate raising money, Encourage the fundraisers
- Provide goody bags for the section (game day).
- Will need to check out the website for upcoming events
- Oversee production of sectional paraphernalia design. Make sure it is approved by director and section members.

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Sponsorship Committee

Responsibility

- Will be responsible for soliciting corporations, department stores, companies, community businesses, etc. for donations to build the general fund. This will help supplement our financial needs of the program.
- Help band students with finding alternative means other than out of pocket to cover their honorarium, travel, and performance incidentals.

Seek Grants that will aid in the funding of our music programs and its initiatives.

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Uniform Committee

Responsibility

- Will distribute and collect uniforms in a timely manner to and from all band students.
- To assure all band students are fitted with a marching uniform.
- Will be responsible for working with the Band Directors in securing new uniforms (occurs every 7 years).
- Will be responsible for repairing existing uniforms or any other assistance that may be needed to furnish uniforms for the band.

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