

# SHS BAND PARENT ASSOCIATION MEMBERSHIP APPLICATION

I am joining the SHS Band Parent Association and supporting the Pride of the Tribe. I understand that I will receive one Band Booster T-shirt as part of my membership.

**Annual Membership Dues per person: \$20**

	Parent's Last Name	Parent's First Name	Student's Name	Parent's email	Parent's phone number H	Parent's phone number W/Cell
1.						
2.						
3.						

T-Shirt sizes for above memberships: (one per person): S M L XL 2XL 3XL

**I would like additional Band Booster T-Shirts at \$10.00 each:**

S\_\_\_\_\_ M\_\_\_\_\_ L\_\_\_\_\_ XL\_\_\_\_\_ 2XL\_\_\_\_\_ 3XL\_\_\_\_\_

**TOTAL ENCLOSED: \$\_\_\_\_\_**

Please tell us of any special interests/skills/services you can offer the BPA (e.g. carpenter, accountant, handyman, artist, software engineer):

**IN ADDITION TO BEING A DUES-PAYING MEMBER, I WOULD LIKE TO PARTICIPATE ON THE FOLLOWING COMMITTEES: (CIRCLE ALL THAT APPLY)**

Descriptions of committees on following pages.

- |   |   |  |
|---|---|--|
| <p><b>(1) General Volunteer</b></p> <p><b>(4) Hospitality</b></p> <p><b>(7) Equipment/Pit Crew</b></p> <p><b>(10) Phone-Tree</b></p> <p><b>(13) Publicity</b></p> | <p><b>(2) Band Camp Volunteer</b></p> <p><b>(5) Uniforms</b></p> <p><b>(8) Spirit Wear</b></p> <p><b>(11) Trip Chairperson</b></p> <p><b>(14) Website</b></p> | <p><b>(3) Chaperone Committee</b></p> <p><b>(6) Fundraising</b></p> <p><b>(9) Photography/Video</b></p> <p><b>(12) Band Awards Banquet</b></p> |
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Please make check payable to **SHS Band Parent Association**, or send cash. Place into envelope and label with student's name. Please return completed form to the lock box in Band Room office.

## SHS Band Parent Association Committees

There are many committees that support the band through their specific functions. As a Band Parent (or grandparent, family member or Friend of the Band) select a position that suits YOUR needs, interests and fits into YOUR schedule– during school hours, evenings only, year round or for time-limited special events.

The following is a brief description of each committee, its function and responsibilities. Choose the ones that you feel you would like to participate in, and sign up at the general meeting in August. Become a “Cool Band Parent” and support your student musician!

### 1. GENERAL VOLUNTEER

A general volunteer, who must be a registered Dividend with SCPS, is available throughout the year to help out on different committees. This is a perfect position for a parent who would like to support the band but is not sure yet exactly in what capacity. We will contact you via email with volunteer opportunities, and you can respond if you are interested. However, read on – there is probably a committee that meets your specific interests, whether it is chaperoning, sewing on buttons, taking photos or loading music instruments on to a U-Haul.

### 2. BAND CAMP COMMITTEE

If your student is an incoming freshman, or if you have never volunteered at Band Camp before, this is the ideal way to learn about the inner workings of the Marching Band, get to know other parents and develop an undying respect for your student’s heat tolerance and the directors’ patience. Band Camp requires attention to many details, so the more help we have, the easier it is for everyone.

**Chairperson** is responsible for

- scheduling volunteers to cover Freshman Day in August and the full following week of band camp.
- coordinating preparation for Marching Season Open House, and work with Band Assn President on the General Meeting and Welcome Reception scheduled for the last day of band camp.
- collecting money for food orders, recording food orders, ordering the food/drink and arranging for delivery of food.

**Committee** – Day and/or evening shifts available for the following responsibilities:

- set up before meals, help during meal and clean up afterwards
- chaperone students throughout their hours on campus
- Man tables during Open House. Sell locks, sodas, water, snacks, booster memberships and spirit items.
- Man tables during General Meeting/Welcome Reception: Help set up several stations in Auditorium lobby. Help with band booster memberships, spirit item sales, notarizing medical forms and serving refreshments.

\*\*\*Notaries needed during week of band camp. If you are a notary, PLEASE let us know today\*\*\*

All parents must be registered Dividends. This is done online at the SCPS website: [www.scps.k12.fl.us](http://www.scps.k12.fl.us)

### 3. CHAPERONE COMMITTEE

In order to chaperone the Band, you must be a registered Dividend. There are many chaperone duties, which are described in our Chaperone Guidelines List (copy provided at first chaperone meeting). All communications are through email, therefore please provide your correct email address. (Please make arrangements with the chaperone chairperson if you do not have access to a computer.) Duties include:

- Supervising the band students during football games, festival performances and field trips
- Walking them to and from their destination and miscellaneous jobs
- Being all-around Cool Band Parent

**Chairperson** is responsible for:

- contacting the appropriate number of chaperones to accompany band students to and from their events, (Ratio: 1 chaperone per 10 students)
- signing chaperones in and out
- distributing badges to chaperones and collecting at the end of the evening
- keeping track of chaperone Dividend hours
- working with a coordinator to distribute responsibilities for each chaperone
- sending requests for helpers for all other committees as needed.

#### 4. HOSPITALITY COMMITTEE

Under the direction of the Chaperone Coordinator, **the Chairperson** is responsible for, communicating with students and/or parents when donations of food/drink are needed for an event, (e.g. when refreshments will be served after a concert)

- arranging for drinks for the SHS band and the visiting band during football season. Icing down the drinks in coolers before each game.
- coordinating Senior Night. Organizing the committee members/helpers, booking the cafeteria ahead of time, finding out the number of seniors and their families who will be attending, coordinating with the Dazzler chairperson, decorating, setting a menu, securing the food and servers, and clean-up. A complete How-to guide is provided by the previous committee chair
- coordinating Middle School Night. Organizing the committee members/helpers. Finding out how many middle school students will be attending, purchasing food and drink for them, serving the meal and cleaning up.

#### 5. UNIFORM COMMITTEE

**The Chairperson** works with the Quarter Master (the student in charge of uniforms). If the Quarter Master needs parental assistance, this committee will help with fitting students for their uniforms (Marching and formal Concert attire) during the school day, hanging uniforms when they return from the cleaners, sewing hems or buttons, etc.

#### 6. FUNDRAISING COMMITTEE

This is an excellent commitment for a parent who prefers a specific, time-limited project. The band requires several fundraisers each year. To run more efficiently and to avoid "burn out," each fundraiser needs a chairperson and committee. The **Chairperson** coordinates committee members/helpers throughout the year for various projects, and receives a folder giving guidance and tips from previous years, so there is no need to reinvent the wheel each year. This is a likely schedule of fundraisers for the school year.

<b>FUNDRAISER</b>	<b>MONTH</b>
LOCK SALE	August Orientation
CHEESECAKES	October
WREATHS and TREES	December
SILENT AUCTION at Winter Concert	December
BAND DVDs	Sept, Feb, May
CAR WASHES	All Year, as needed
TUPPERWARE	March
SPRING BBQ	Feb/March

#### 7. EQUIPMENT/PIT CREW

The **Chairperson** is responsible for

- coordinating all operations of the Committee's responsibilities
- contacting the Equipment Repair Committee when instruments are in need of repair.

The **Equipment Committee** is responsible for

- securing the rental of the large truck and transporting equipment to and from events
- refilling the gas tank and returning the truck
- loading and unloading the equipment truck and help set up the equipment
- performing other chaperone duties as needed.

The **Visiting Band Liaison** is will be the contact person for each visiting band. Duties include:

- obtaining a head count of the visiting band ahead of time, so that the Hospitality Committee can obtain and ice the correct number of cold drinks for the visiting band
- Arrange for the coolers to be transported to the visiting band
- On the day of the game, the Liaison is responsible for greeting the buses, and providing guidance and assistance with unloading, parking etc.

The **Equipment Repair committee** is responsible for maintaining the equipment, such as replacing screws in cases or securing handles.(The actual repair of the instrument is done by professionals)

## 8. PHOTOGRAPHY/VIDEO COMMITTEE

**Chairperson** – Ensure That the Most Photographed Band in Seminole County retains its title ☺ Accumulate photos and videotape of our band students, directors, parents, and chaperones during games, concerts, festivals, and fundraisers. Coordinate all members so that each event is covered by at least one photographer and one videographer. These pictures and videos are taken on behalf of the BPA, and are used in accordance with the board's wishes under the chairperson's direction. The photos and videos are compiled into DVDs throughout the year. These wonderful, inspiring products are offered to parents and students at a very reasonable price, AND all profits go back to the Band. **Committee members:** Digital equipment and a keen eye for spotting fun are required.

## 9. SPIRIT WEAR COMMITTEE

**Chairperson** – Create and maintain an inventory of Seminole-themed T-shirts, shorts, hoodies, Letterman jackets and spirit wear. These items are available to the entire student body, staff, and parents. Responsible for setting dates and times to sell merchandise on campus during the school day and during games and concerts. Committee: Committee sets up tables at school functions, open houses, football games, etc. **Committee members** take orders and make deliveries. Requires day and evening availability – we sell during the day to students, in the evening at events. You can set your own work hours – day/evening or both.

## 10. TRIP CHAIRPERSON

The **Chairperson** works with the Directors to make arrangements for in-state and out-of-state trips.

## 11. BAND AWARDS BANQUET COMMITTEE

The Awards Banquet takes place at the end of April or the beginning of May. "Bandquet" is a gala, semi-formal celebration and includes end-of-the-year awards. This **Committee** will be responsible for the selection of a location and theme, creating the program and tickets, the sale of tickets, decorations, music (DJ), caterer, set-up and clean-up. A person from this committee will also work with the Band Directors on the awards portion of the program.

## 12. PUBLICITY & NEWSLETTER

Communicating with the public about the band's activities, upcoming fundraisers and accomplishments through SHS's newsletter and local newspapers/media outlets.

The **Editor of the Newsletter** publishes a quarterly newsletter. All Officers of the Board, Board Members, Chairpersons, Student Leadership and Band Directors contribute information as requested to this publication. The newsletter is mailed to the parent/guardian of every band member, and can also be obtained on the Band website.

## 13. WEBSITE

The **Webchief** maintains the content of SHS Band's website, including posting weekly updates, maintaining a current calendar of the band's activities, and posting photographs, audio clips and video clips of the band year-round.

The **Technical Coordinator** for the website deals with issues relating to the server, sending mass emails, creating new opportunities to maximize the website's usefulness, and all technical aspects of the website.

**Ultimately, what it is all about:**

