**BAND PRESIDENT DUTIES**

To do or to delegate …

**July**

* Get lists of students who have registered for Band from Anita (WHS front office); she can also print out full list of WHS students, so you have contact phone numbers
  + Co-Presidents begin contacting families
    - get e-mail addresses for summer updates about band camp, etc.
  + Diane Z. can also contact drum families who show interest in program
* Coordinate Band Letter package. Decide whether this will be mailed as well as sent via e-mail.
  + revise main registration page with changes discussed during the year
  + include registration page, one-page media release and travel permission, one-page health history with request for insurance card
  + decide whether you are ordering new shoes this year and include shoe order form
* Get information about Color Guard members and recruits so package can be sent to them
* Wells Fargo Band – change names and signatures to reflect new Presidents and Treasurer
* Coordinate tee shirts needed for Band Camp
  + show shirts – should be in design process; order in August as soon as you have a fairly accurate count of students and sizes (may not be til the beginning of band camp); order extras for parents and additional students
  + purple band tee shirts – restock as needed

**August**

* Pick up uniforms from dry cleaners
  + use red numbers inside to match with students who want their previous uniform
  + revise uniform registration form if needed
  + have purple garment bags ready with stickers for new students
* St. Leo’s
  + find out dates, times, needs from St. Leo’s liaison
  + make schedules and sign-up sheets
  + set-up is usually before band camp begins, so use e-mail to recruit student (and new student) volunteers
  + best situation is having one parent per night be in charge of kitchen duties (with extra volunteers) and one or two parents per night be in charge of supervising students outdoors (monitoring students, setting food and break times, handing out coupons, checking on trash bins)
* Band Camp!
  + organize parent volunteers to collect forms and money as students arrive & to fit uniforms
  + every new student is given a purple band tee shirt; parent and upperclassmen may buy at cost
  + show shirts are distributed on Thursday, or as Mike Wyatt requests, to be worn for parent show
  + students sign up for St. Leo’s
  + announce and plan for parent meeting Thursday evening of band camp
    - explain season schedule, fundraising, volunteer needs, St. Leo’s
    - have sign-ups for bus chaperones, St. Leo’s
    - sell tee shirts, supermarket cards
    - possibly hand out order forms for scrip cards and Mixed Bags catalogs
* Penske liaison needs to update credit card and tax information, have a fax machine to receive receipts on Sunday mornings
* Begin budget discussions with Mike Wyatt
* Book Dayton hotel for Indoor Percussion through Drury Inn Group Sales
  + negotiate best rate; any specials available (1 room free with 10)
  + hold more rooms than you will need; they don’t have to be accurate until one month before arrival
  + 2013 we needed 6 rooms for staff, director, truck driver, bus driver + 6 student rooms +5 parent rooms
* Book Dayton bus

**September – November Marching Season**

* Send weekly e-mail to update parents on schedule and coordinate bus/on-site volunteers
* Finalize budget and have approved by BPA Board
* Schedule Board meetings periodically
* Organize a few Saturday morning drop-off parent meetings in the parking lot
* Bus needs:
  + chaperones
  + full set of registration/permission sheet/health history forms for each student on the bus they ride; these can easily be kept in plastic bags in the band closet so they are ready each week
  + student roster for each bus each week
  + first-aid kit on each bus
  + extra black socks
* Fundraisers
  + Lord & Taylor
  + Mixed Bags
  + ongoing – supermarket cards, scrip cards
* End-of-season party
  + usually the Thursday night a week before Thanksgiving in the cafeteria (submit request to Alison Corbo well in advance to secure date)
  + students, staff, and necessary parents only
  + we order Garden Catering and supplement with salads, beverages, and desserts sent in by parents
  + BPA gives gifts to staff
  + BPA gives Mike Wyatt framed photo(s) from season with signable mat
  + BPA gives framed senior group photos to seniors with signable mats (be on the lookout to buy these at Michael’s over the fall since it is hard to find a lot at once; also good to use coupons)
* Attend Kiwanis dinner

**November – April Indoor Percussion Season**

* Finalize IP budget and have approved by BPA Board
* Organize parent informational meeting with handouts on practice/performance schedules, expenses
* Manage costumes
* Send weekly e-mail to update parents on schedule and volunteer needs (and snack needs)
* Organize and delegate needs for **Home Competition(s)**
* Senior gifts (presented at home competition) – photo mugs
* When travel begins, coordinate bus/on-site volunteers
* Bus needs (see September)
* Coordinate Dayton trip
  + bus, hotel
  + parent chaperones
  + WGI expenses – Diane Z.
* Plan end-of-season party
  + BPA gives staff gifts

**April – May**

* Coordinate with Kiwanis for golf outing
* Send seniors information about BPA Senior Scholarship
  + $1,000 divided among seniors who will participate in Band or Color Guard in college
  + proportionate to participation in WHS music programs
* Plan end-of-year banquet – has become family pot luck in the cafeteria
* After Memorial Day Parade, take uniforms to the dry cleaner
* Recruit new BPA Board

**July (Detail)**

* Get lists of students who have registered for Band from Anita (WHS front office); she can also print out full list of WHS students, so you have contact phone numbers
  + Co-Presidents begin contacting families
    - get e-mail addresses for summer updates about band camp, etc.
  + Diane Z. can also contact drum families who show interest in program
* **Michael has these lists. He is the one calling families primarily, then will send off to band parents if parents have questions. Michael and Board need to determine:**
  + **How many will be joining (for budget, uniform, practice)**
  + **Need paperwork, payment and contact info ASAP**
* Coordinate Band Letter package. Decide whether this will be mailed as well as sent via e-mail.
  + revise main registration page with changes discussed during the year
  + include registration page, one-page media release and travel permission, one-page health history with request for insurance card
* **Last year we did not send out. We gave at practice or Michael e-mailed as he spoke to families.** 
  + **Fall Registration**
  + **Release Form (good for entire year)**
  + **Health Form (good for entire year)**
  + **Fair Share**
  + **Missing**
    - **Cover Letter**
    - **Marching Band Program Overview**
* Get information about Color Guard members and recruits so package can be sent to them.  **We need to contact parents ASAP since this is a difficult group to get payment and info from and we need to order uniforms/shoes ASAP.**
* Wells Fargo Band – change names and signatures to reflect new Presidents and Treasurer
* **Costco – change names and signatures on credit cards (however, under Beth’s SS#)**
* Coordinate tee shirts needed for Band Camp
  + show shirts – should be in design process; order in August as soon as you have a fairly accurate count of students and sizes (may not be til the beginning of band camp); order extras for parents and additional students
  + purple band tee shirts – restock as needed
* decide whether you are ordering new shoes this year and include shoe order form.
* **Reminder to families of upcoming practices, band camp, Paperwork/payment, St. Leo’s, overall schedule (including SAT/ACT)**

**August (Detail)**

* Pick up uniforms from dry cleaners
  + use red numbers inside to match with students who want their previous uniform
  + revise uniform registration form if needed
  + have purple garment bags ready with stickers for new students
* St. Leo’s **(Dianne will chair)**
  + find out dates, times, needs from St. Leo’s liaison
  + make schedules and sign-up sheets
  + set-up is usually before band camp begins, so use e-mail to recruit student (and new student) volunteers

best situation is having one parent per night be in charge of kitchen duties (with extra volunteers) and one or two parents per night be in charge of supervising students outdoors (monitoring students, setting food and break times, handing out coupons, checking on trash bins)

* **This year, we will have returning students on weekend duties AND double parents washing dishes (can be seniors)**
* Band Camp!
  + organize parent volunteers to collect forms and money as students arrive & to fit uniforms
  + every new student is given a purple band tee shirt; parent and upperclassmen may buy at cost
  + show shirts are distributed on Thursday, or as Mike Wyatt requests, to be worn for parent show
  + students sign up for St. Leo’s (should be signing up during Tuesday practice)
  + Prep for students to play during convocation **(please call pit to join in breakfast)**
  + announce and plan for parent meeting ~~Thursday evening of band camp~~
    - explain season schedule, fundraising, volunteer needs, St. Leo’s
    - have sign-ups for bus chaperones, St. Leo’s
    - sell tee shirts, supermarket cards
    - possibly hand out order forms for scrip cards and Mixed Bags catalogs
    - Set up text service about competitions
    - **Mention need for carpooling, letting Mr. Wyatt know about absences, etc.**
* Penske liaison needs to update credit card and tax information, have a fax machine to receive receipts on Sunday mornings
* Begin budget discussions with Mike Wyatt **(should be quick)**
* Book Dayton hotel for Indoor Percussion through Drury Inn Group Sales
  + negotiate best rate; any specials available (1 room free with 10)
  + hold more rooms than you will need; they don’t have to be accurate until one month before arrival
  + 2013 we needed 6 rooms for staff, director, truck driver, bus driver + 6 student rooms +5 parent rooms
* Book Dayton bus

**September – November Marching Season (Detail)**

* Send weekly e-mail to update parents on schedule and coordinate bus/on-site volunteers
* Finalize budget and have approved by BPA Board
* Schedule Board meetings periodically
* Organize a few Saturday morning drop-off parent meetings in the parking lot
* ~~Bus needs:~~ **Competition Needs:**
  + **Truck Driver**
  + chaperones
  + full set of registration/permission sheet/health history forms for each student on the bus they ride; these can easily be kept in plastic bags in the band closet so they are ready each week
  + student roster for each bus each week
  + first-aid kit on each bus
  + extra black socks
  + **Contact information for chaperones, drivers, etc.**
  + **Printed schedule for chaperones (from Mr. Wyatt and competition web page)**
  + **Instruments, costumes, shoes, socks, snacks/drinks, drum major costume/podium,**
* Fundraisers
  + Lord & Taylor
  + Mixed Bags
  + ongoing – supermarket cards, scrip cards
* End-of-season party
  + usually the Thursday night a week before Thanksgiving in the cafeteria (submit request to Alison Corbo well in advance to secure date)
  + students, staff, and ~~necessary??~~ parents only
  + we order Garden Catering and supplement with salads, beverages, and desserts sent in by parents
  + BPA gives gifts to staff
  + BPA gives Mike Wyatt framed photo(s) from season with signable mat
  + BPA gives framed senior group photos to seniors with signable mats (be on the lookout to buy these at Michael’s over the fall since it is hard to find a lot at once; also good to use coupons)
* Attend Kiwanis dinner **(did not happen last year)**
* **Also need to prep for parades, diabetes walk, and end of year concert and bake sale**