

Tasks to be Delegated:

Marching Band:

- Preparing all necessary items for Band Camp/Summer Rehearsals
 - Medical Bags checked and re-stocked
 - Canopies/chairs
 - Buckets with towels for students to cool off
 - Inventory/purchase chalk for dot marking
 - Clean/prepare water coolers for water refills
 - Inventory/organize donation of snack items
- Collect/Enter all band forms into the database
 - Remind students each rehearsal day who has not returned what forms
- Create list of tour shirt sizes for students and extra tour shirt orders for parents
- Create list of stadium jacket sizes for students and extra jacket orders for parents
- Uniforms
 - Go through inventory and make up to date list of what we have
 - Size students/distribute uniform parts
 - Come up with a presentation on how to properly take care of the uniform to present to students
 - Put uniform information for each student into the database (to be used this spring/fall)
 - Prepare to and take/pick up uniforms to be dry cleaned at the end of each season
 - Inventory practice gloves and performance gloves and create a list of each size to order
 - Size students for band/guard shoes to be ordered
 - Size color guard for uniforms and create spreadsheet to order
- Collect Band Fees/Other Money and enter in database
 - Create deposits accurately and deposit in school safe
- Create chaperone and volunteer events in the database and distribute to parents to sign up
- Create materials list for props to be built
- Purchase materials and build props (to be done in May/June)
- Help with maintaining props and Pit Equipment (frames, wheels etc.)

Boosters:

- Vice-President – We need one to take the load off of Sandy's shoulders. There is a lot that could be delegated to this person if we had one
- Secretary – We need minutes typed up and sent by Friday after the meeting to everyone in the organization so those who miss meetings are up to date.
- Treasurer – We need someone with experience in this area to do things accurately.
 - Deposits in multiple accounts that are accurate and transparent

- Deposit money weekly in accounts to prevent checks from bouncing and have most up to date information available.
 - Enter into new database and keep accurate balances of accounts
 - Keep track of who has paid fees/trip payments/concert attire etc. and provide list to band director/announce at the end of rehearsals.
 - Provide monthly account balances to president for each meeting.
- Historian/Social Media
 - Provide weekly/daily assistance with social media posting to continue to keep the program relevant and visible in the community
 - Post about all upcoming events and fundraisers
 - Organize old booster documents/files and continue to keep a documented history of the program/boosters
- Find a way to get more parents involved
 - Is this a social issue?
 - Is it a time issue?
 - Is it a lack of information issue?
- Fundraising
 - Come up with fundraising ideas that parents will want to be a part of
 - Get your own students involved in the process!
 - Find ways to make fundraising attractive and fun for parents and students
- Budgeting
 - Come up with a rough budget using previous years as an example of roughly how much is spent where
 - Come up with a goal each year for fundraising for the program as a whole so we know what needs to be extra for student accounts, trips etc.
- Merchandise Chair
 - Come up with more merchandise and new items to sell
 - Coordinate the setup, tear down and volunteers needed to sell merchandise at football games, parent preview, banquet