

SAVANNA BAND & PAGEANTRY

Executive Board

PRESIDENT

RESPONSIBILITIES:

1. Chief executive officer of the organization and shall generally supervise, direct and control the business and the officers of the organization.
2. To chair all meetings of the organization.
3. To communicate with the band director on any and all issues.
4. Coordinate all booster activities with appropriate officer/chairman.
5. Appoint all committees and be an ex-officio member thereof (except nominating committee).
6. Ensure all non-profit business forms and any tax forms are filed and current with the State of CA and the IRS.
7. Work with school personnel regarding storage of booster property, including truck and vehicle storage.
8. Make sure organization and all booster property is adequately insured.
9. Signer on checking accounts and any banking accounts.
10. Represent the booster organization at any school or district meetings necessary.
11. Be available to parents for questions concerning the organization.

SAVANNA BAND & PAGEANTRY

Executive Board

1st VICE PRESIDENT

MEMBERSHIP/BAND STAFF ADVISOR

PURPOSE:

1. To invite and promote parents/alumni to join in the Savanna Band & Pageantry Booster Club (SB&PBC).
2. Be the adult advisor to Band Staff.

RESPONSIBILITIES:

1. Prepare membership sign-up form for adults and/or alumni to fill out when joining the SB&PBC. The form should contain information regarding our tournament and areas where parents are needed to help. Have forms available at all booster meetings.
2. Keep an accurate list of all members, including addresses, giving copies to the President, Recording Secretary, Band Mom and Newsletter Chairman.
3. As band staff advisor, sit in on all meetings of the band staff, giving them guidance when needed.
4. Be the liason between band staff and the booster board.
5. Help coordinate the Annual Banquet with the Booster President & Band Staff.
6. Approve and oversee all fundraisers (with help from booster Ways & Means VP) done by the band staff.
7. Over see the Band Staff booth at the tournaments.
8. Signer on checking accounts and any banking accounts.

SAVANNA BAND & PAGEANTRY

Executive Board

2nd VICE PRESIDENT

WAYS & MEANS

RESPONSIBILITIES:

1. All fundraisers are under the supervision of the 2nd Vice President.
2. Arrange locations and coordinate logistics for all fundraisers, whether for boosters or band staff.
3. Recruit parent help necessary for any fundraising events.
4. Signer on checking accounts and any banking accounts.
5. Work with president and board to coordinate master fundraiser calendar for the year, working to meet budget goals.
6. Work with any outside vendors to review fundraiser items against current needs.
7. NEWSLETTER – write monthly article for newsletter.
8. Present any current fundraiser information at parent meetings.
9. Any permission slips required to participate in fundraisers are to be kept on file by the Ways & Means VP.

Current fundraisers:

- COW CHIP BINGO – request cows for plop day, print and distribute tickets, oversee and judge plops on grid, distribute prize money.
- SAVANNA TOURNAMENT – Purchase all food and paper products for tournament. Work warehouse day of event.
- CAR WASH – print and distribute pre-sale tickets. Secure car wash sites. Recruit parents, assign students and parents to sites. Purchase car wash soap, Windex, and paper towels. Arrange pickup and drop off of hoses, towels, and other supplies.
- STATELINE TRIPS – choose date and time. Sign contract with bus vendor. Send out flyers. Collect raffle prizes, run raffles and bus games.
- BROOKHURST DINNER – purchase paper products, plastic ware, soda. Order/pickup or purchase food.
- RESTAURANT NIGHTS – choose date and time. Sign contract with restaurant and get flyers out. Sign contract after event and arrange for check to be mailed.
- COOKIE DOUGH SALES – choose date and time based on delivery date (near holidays). Sign contract with vendor for order forms. Collect forms, send in master order. Coordinate delivery and distribution.

Past fundraisers:

- POTLUCK – help organize, purchase, setup and clean up
- SAVANNATHON – help coordinate, organize
- COLORGUARD/FIELD TOURNAMENT – help organize, purchase items for food booths
- BROOKHURST DINNER – purchase paper products, plastic ware, soda. Order/pickup or purchase food.
- COLORGUARD/FIELD TOURNAMENT – help organize, purchase items for food booths

- 50/50 DRAWINGS – at concerts or other events
- SPAGHETTI DINNER – help organize
- CANDY SALES – keep a record of all candy checked out and give a copy to Treasurer so accounts may be charged.
- FRESHMAN PARENT MEETING – goes over fundraiser information regarding child's personal account and general fund with incoming parents.
- RALPH and ALBERTSONS CARDS – order and give out cards.
- CAR WASH/RUMMAGE SALE – get flyers out. Secure car wash sites and Ralph parking lot for Rummage Sale. Recruit parents, assign students and parents to sites. Arrange rummage pick-up, purchase car wash soap, Windex, and paper towels. Arrange pickup and drop off of supplies.
- PARADE/TOURNAMENT FULL DAYS – order / pickup donuts and juice for AM practice. Take order (week before) for lunch. Pickup and hand out lunch with soda (see flyers)
- 50/50 DRAWINGS – make sure we have tickets for tournament and concerts.
- LONG BEACH GRAND PRIX – coordinate sign up and logistics with race coordinators, solicit volunteer signups, arrange day of necessities, arrange for check to be mailed.

SAVANNA BAND & PAGEANTRY

Executive Board

RECORDING SECRETARY

RESPONSIBILITIES:

1. Keep an accurate, concise, permanent record of proceedings of all meetings of the Savanna Band & Pageantry Booster Organization, Inc. These are the legal records of the SB &PBO and are to be kept indefinitely.
2. Have on hand for reference at each meeting a copy of the bylaws and standing rules, minutes of previous meetings, list of all committees, and up-to-date list of all members (provided by membership VP)
3. Be prepared to read minutes of any previous meeting when called upon to do so. Copies may be prepared for each member to expedite the meetings.
4. Take charge of all records, documents and papers except those assigned to others.

Minutes should contain:

1. Name of organization and type of meeting (board, general or special);
2. Date, time and place of meeting;
3. Name and title of presiding officer;
4. Disposition of minutes or previous meeting – approved as read/corrected;
5. Treasurer's report with list of bills paid – keep copy in secretary's book;
6. Summarized reports of other officers and chairmen;
7. Record each motion voted upon, the name of the member who made the motion and the action taken – carried or lost;
8. Record of results of any election and votes cast;
9. List of fundraisers pending;
10. Time of adjournment;
11. Signature of secretary.

SAVANNA BAND & PAGEANTRY

Executive Board

COMMUNICATION SECRETARY

RESPONSIBILITIES:

1. BOARD COMMUNICATION

- a. Give notice to all board members any board meetings and parent meetings called.
- b. Give notice to all board members of any special meetings called.

2. PARENT COMMUNICATIONS

- a. Assist with creating band packet forms and information at beginning of year.
- b. Make translation options available for parents with all forms of communications.

3. NEWSLETTER/EMAIL COMMUNICATION

- a. Ensure annual Constant Contact account fees are kept current.
- b. Get list of current members from membership VP for distribution of newsletters (emails) to members. Ensure Constant Contact account is kept up to date with current email addresses of members.
- c. Collect articles from band director, booster officers, band staff and others and prepare a monthly newsletter that is mailed or emailed to all students, all booster club members, and any other person or group that is designated.
 - i. include information on performance dates, fundraisers, etc.
 - ii. include links to booster website for further information
 - iii. reminders for upcoming parent meetings

4. WEBSITE COMMUNICATION

- a. Ensure any website hosting account fees are kept current.
- b. Ensure domain name account is kept current.
- c. Ensure the Savanna Band Booster website is kept current:
 - i. with upcoming performance dates, fundraisers, etc.
 - ii. working with historian and other parents collect and post pictures and videos.

SAVANNA BAND & PAGEANTRY

Executive Board

TREASURER

RESPONSIBILITIES:

1. Key holder to safe. With Assistant Treasurer or other officer, verify contents of safe deposits, listing payment on sheets provided and recording them on individual deposit sheets. Payments need to be listed on how payment was made, i.e. check, cash, etc
2. Prepare bank documentation and deposit funds.
3. Signer on checking accounts and any banking accounts.
4. Track receipts and write checks as necessary for organization expenses.
5. Prepare and deliver a monthly report to executive board and booster parents on all account balances, income, and expenditures of the organization.
6. Maintain a complete record of the organization's checking accounts and any savings accounts or CD's including receipts, backup documentation, and board approvals of expenditures. These records are to be made available for review at any time by any member of the organization.
7. Prepare any annual tax forms and reports needed.
8. Responsible for all cash startup funds as necessary for fundraisers.
9. Oversee Treasurer location at Savanna Field Tournament.
10. Provide auditor with books for annual review.

SAVANNA BAND & PAGEANTRY

Executive Board

ASSISTANT TREASURER

RESPONSIBILITIES:

First year – training to be treasurer

Second year – treasurer in training

Third year – as Treasurer training new assistant

Fourth year – as Treasurer with assistant treasurer

1. Right hand of treasurer.
2. Key holder to safe. With Treasurer, pull monies from safe, verify contents and prepare documentation and deposit funds.
3. Assist with tracking receipts and writing checks necessary for organization expenses.
4. Help treasurer at all events where money and cash boxes are involved.

SAVANNA BAND & PAGEANTRY

Executive Board

FINANCIAL SECRETARY

RESPONSIBILITIES:

1. Financial Secretary will keep track of booster commitment forms and payments made toward financial commitments.
2. Aid treasurer by verifying contents of safe, listing payment on sheets provided and recording them on individual commitment account sheets. Payments need to be listed on how payment was made, i.e. check, cash, etc.
3. If financial secretary is not available, other key holders may open safe and list made will be given to the financial secretary for posting.

SAVANNA BAND & PAGEANTRY

Executive Board

PARLIAMENTARIAN

RESPONSIBILITIES:

Principles of parliamentary law are:

- Justice and courtesy to all;
- Rights of the minority protected;
- Rule of the majority reflected;
- Partiality to none;
- Consideration of one subject at a time.

The bylaws are specific rules by which the organization is governed, and they supersede any general rule of parliamentary law with which they may be in conflict. The bylaws state that Robert's Rules of Order shall be the parliamentary authority. Bylaws can be amended at any business meeting by a 2/3rd vote or when advance notice is given (prior meeting or via other notification) by a majority vote (pg. 574 - Robert's Rules).

1. Review and study the organization's bylaws and standing rules annually. If changes are required, ask the president to appoint a committee for review.
2. When requested, advise the presiding officer on questions of parliamentary procedure.
3. Assist the presiding officer by keeping track of motions, amendments, voting, etc., during meetings.
4. Make certain each member of the executive board has a current copy of the organizations bylaws and standing rules.
5. Be chairman of bylaw committee when changes are needed.
6. Be chairman of nominating committee.

SAVANNA BAND & PAGEANTRY

Executive Board

AUDITOR

RESPONSIBILITIES:

1. Review the Treasurer books for complete documentation (receipts, backup documentation) for all expenses.
2. Ensure each month's treasurer report and board approval of expenses is included.
3. Verify bank statements to treasurer's documentation.
4. Prepare written report back to executive board, including any issues and recommendations.

SAVANNA BAND & PAGEANTRY

Executive Board

AUXILIARY ADVISORS- BAND REP

RESPONSIBILITIES:

SUMMER

1. Organize uniforms in uniform shed as listed on racks.
2. Organize band uniform distribution and fittings. Work with band director for dates. Get band staff to help on fitting days along with parents. You will need:
 - ✓ Pencils and uniform measurement sheets on cardstock
 - ✓ 2 parents to take measurements with students from band staff writing on cards.
 - ✓ 2 experienced parents in uniform shed to pull uniforms using master jacket and pant lists.
 - ✓ 1 parent to pull uniforms that are on racks outside of uniform shed.
 - ✓ Band staff in changing rooms to help new students with uniforms.
 - ✓ 2 adults measuring for alterations with students writing down. Pant legs should hit the top of the marching shoe. Jacket sleeve needs to hit at the base of the thumb (measure while in instrument position).
 - ✓ Students hang up uniform on hanger provided and proceed to uniform check-out.
 - ✓ Band staff makes sure that numbers match and fills out color-coded cards that go into uniform bag for ID. Bags are then placed on racks.
3. Arrange nights with band director to make alterations. As alterations are completed, mark card and place in Band Mom book.
4. Check with band director when completion is necessary and also get cleaning dates from him. Arrange with cleaners for pick-up and delivery of uniforms. The dry cleaners we use is:

California Super Cleaners
1181 N. Euclid Ave.
Anaheim 778-5558
David Lim, owner

5. Band Staff will do shako fittings and band director will give you a master list.
6. Check supplies left from prior year and purchase gloves, black v-neck t-shirts, black socks and shoelaces, as needed.
7. Gloves: It is best to have 5-8 boxes of each size on hand. Be sure to order early since they may be out of stock. We purchase and pick them up from:

Peacock's Marching World
1251 N. Tustin Ave
Anaheim 630-7077

MARCHING SEASON

1. Carry copies of first aid/medical forms of all members to all events.
2. Keep an inspection kit supplied with the necessary items:
 - Nail polish remover & cotton balls

Makeup remover & cotton balls
Hair spray & hair gel
Bobby pins (black & brown)
Safety pins
Band-Aids – all sizes
Rat tail combs
Black shoe polish (liquid or spray)
Wet wipes
White & black tape
Hair bands (to pull up long hair) & hair nets (to hold hair up)
Scissors for cutting off glove tips
Red rubber bands for drum line used all year (??)
Small spray bottle with plain water
Feminine products should be in the Pageantry Mom's kit

3. The Director will inform you where the students will change, what time to plume and when/where to remove the plumes. Be sure plumes are always loaded onto the trucks along with the banner, glove box, clean filled water bottles, and inspection kit.
4. The band mom will accompany the band director during uniform inspections.
5. At final marching event, it has been tradition to order flowers for the seniors to wear on their uniforms. Check with band director on the number needed.

CONCERT SEASON

1. Inform students of uniform requirements for the Concert season. Male students wear black tuxedo pants, white tux shirt, black bow tie, black cummerbund, black socks and black dress shoes. Female students wear black concert dress, black nylons and black comfortable dress shoes.
2. In September, students should be given a flyer with information for ordering tuxedos and concert dresses.
3. Dresses may be made or store bought. If they are being made, the female students will need to be measured in late September. Arrange for concert dress materials needed, or dress order, and distribute once materials/dresses are paid for.
4. Tuxedos may be bought as a group or individually. Male students will need to be measured in late September. Arrange for tuxedo order and distribution once paid for.
5. Arrange for chaperones for events with the band director. He will tell you how many are needed for each event.

GENERAL INFORMATION

1. It is important for the Band Mom to attend the monthly meetings of the organization and present a report on current band activities.
2. Be sure to write articles for the monthly email or to update the website. Prior articles are included in a notebook.
3. Order flowers for championship event and any other event needed. The florist we use is:
 Designs by Marina
 320 S. Euclid Ave
 Anaheim 772-9254
4. Check with band director regularly to see if any changes have been made to the schedule.
5. It is probably a good idea to setup your own Band Mom email address.

SAVANNA BAND & PAGEANTRY
Executive Board
AUXILIARY ADVISORS- COLORGUARD REP

RESPONSIBILITIES:

1. Responsible for line items in the budget approved by the board for the Colorguard program.
2. The auxiliary advisor must approve purchases before any purchases are made.
3. Arrange drivers with Transportation Chair for trucks during 2nd semester events.
4. Arrange volunteers with Volunteer Coordinator for 2nd semester events.
5. Carry copies of first aid/medical forms of Colorguard members to 2nd semester events.
6. Work with Band Rep to keep an inspection kit supplied with the necessary items for Colorguard members:
 - a. Nail polish remover & cotton balls
 - b. Makeup remover & cotton balls
 - c. Hair spray & hair gel
 - d. Bobby pins (black & brown)
 - e. Safety pins
 - f. Band-Aids – all sizes
 - g. Rat tail combs
 - h. Wet wipes
 - i. Hair bands (to pull up long hair) & hair nets (to hold hair up)
 - j. Small spray bottle with plain water
 - k. Feminine products
7. Work with Instructors for purchasing equipment, uniforms, and warm-ups. Procedures for equipment purchases:
 - a. Instructor gets approval from band director and then contacts Colorguard Advisor for purchase.
 - b. Colorguard Advisor confirms approval from band director.
 - c. Colorguard Advisor contacts Treasurer to verify purchase approval.
 - d. Get board approval for any items not budgeted.

SAVANNA BAND & PAGEANTRY
Executive Board
AUXILIARY ADVISORS- DRUMLINE REP

RESPONSIBILITIES:

1. Responsible for line items in the budget approved by the board for the Drumline program.
2. The Drumline Advisor must approve purchases before any purchases are made.
3. Arrange drivers with Transportation Chair for transportation needs for 2nd semester events.
4. Arrange volunteers with Volunteer Coordinator for 2nd semester events.
5. Carry copies of first aid/medical forms of Drumline members to 2nd semester events.
6. Work with Band Rep to keep an inspection kit supplied with the necessary items for Drumline members:
 - a. Nail polish remover & cotton balls
 - b. Makeup remover & cotton balls
 - c. Hair spray & hair gel
 - d. Bobby pins (black & brown)
 - e. Safety pins
 - f. Band-Aids – all sizes
 - g. Rat tail combs
 - h. Wet wipes
 - i. Hair bands (to pull up long hair) & hair nets (to hold hair up)
 - j. Small spray bottle with plain water
 - k. Feminine products
7. Work with Instructors for purchasing equipment and uniforms. Procedures for equipment purchases:
 - a. Instructor gets approval from band director and then contacts Drumline Advisor for purchase.
 - b. Drumline Advisor confirms approval from band director.
 - c. Drumline Advisor contacts Treasurer to verify purchase approval.
 - d. Get board approval for any items not budgeted.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

VOLUNTEER COORDINATOR

RESPONSIBILITIES:

1. Collect and maintain volunteer sheets from band packets. Keep an accurate list of all volunteers, including contact information, giving copies to the President, all board members, and other committee coordinators/chairpersons.
2. At first booster meetings in August and September, post Chaperone sign-up sheets for all upcoming events (check calendar). Ask the parents to sign up after meeting is concluded. Remind them that they **MUST** be a booster member to sign up, and they must be fingerprinted by the district.
3. Once sign-ups are completed, fill out district fingerprinting forms (get from band director) for approval. Present forms to school secretary for fingerprinting approval. Once approved, advise parents they can get fingerprinted at the district.
4. The district will advise the school secretary once the parent has been fingerprinted, background checked, and is approved for chaperoning students.
5. Before each event, take Chaperone sign-up sheets to band director for approval.
6. Once approved, call and confirm that they are available to chaperone. Use an event sheet each time. It will make it easier for you to keep track of who has been selected.
7. When chaperones arrive at the school for a performance, you need to assign them to a bus.
8. At each event, you are the liason between the band director and the chaperones.
9. Work with Tournament Volunteer Coordinator to provide information from volunteer signup sheets.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

TRANSPORTATION CHAIR

RESPONSIBILITIES:

1. Make sure the group's transportation needs are covered for all performances throughout the entire year. This includes equipment trucks and appropriate drivers.
2. Make any truck rental reservations as necessary and requested by the executive board.
3. Coordinate Pit Crew volunteers for all football games and field tournament performances. Pit Crew will load, secure and unload all carts and gator on trailer. The Pit Crew will also be responsible for ensuring pit carts and instruments are driven on and off field for each performance.
4. Make sure gator and generator have enough fuel for performances. Pre-purchased gas cards may make weekly purchases more convenient.
5. Oversee maintenance of band owned transportation: trucks, trailers, gators. This includes tune-ups, wheel maintenance, oil changes, engine repair, smog certification, electrical wiring, etc. Present costs and recommendations to executive board for approval prior to expenditure.
6. Ensure equipment is up to date on DMV paperwork, insured, and protected.
7. Supervise student loading crew at all performances. Make sure all equipment and uniform racks are loaded and secure before departures. Students may NOT drive any truck or gator equipment.
8. Work with Tournament Chair to coordinate rentals and transportation needs for field tournament.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

FIELD TOURNAMENT CHAIR

RESPONSIBILITIES:

1. Coordinate all activities for the Savanna Field Tournament.
2. Oversee/assign chairpersons for individual areas: Volunteers, Hospitality, Snack Bars, BBQ Row, Warehouse, Program creation. Review and communicate responsibilities with each chair. Ensure everyone has adequate plans and support for these key areas.
3. Communicate donation needs to parents and community. Point of contact for promised donations and equipment needs.
4. Work with director and program coordinator for program creation. Oversee or collect ads that are turned in for program and ensure are included.
5. Review, update and communicate all field tournament vendor forms and tournament program ad documents. Collect vendor applications turned in and determine day of location.
6. Point of contact for all traffic control, stadium location logistics, radio and equipment rentals, City requests, and district communications.
7. Create budget for all expenses and expected income.
8. Work with director handles to ensure all band applications and submissions are complete; communicate with other band directors if necessary.
9. Ensure all bands and vendors have turned in all monies prior to show.
10. Working closely with Volunteer coordinator, ensure all volunteer shifts are filled.
11. Work with band director to ensure student's shifts are filled. Make sure student shifts are covered while band performs.
12. Work with Treasurer for checks necessary ahead of time for rentals, day of checks, and that bills are paid afterwards.
13. Day of duties include overseeing setup; band performance schedule is ontime; answering volunteer, parent, vendor, director and judge's questions; parking oversight; approving any day of expenses (ie, additional food); working with stadium personnel; overseeing stadium cleanup.
14. Work with correspondence secretary to write donation letters, invitations to school and district personnel, and thank you letters.
15. Keep Tournament book with all records for documentation and future planning.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

GOLF TOURNAMENT CHAIR

RESPONSIBILITIES:

1. Coordinate all activities for the Savanna Golf Classic.
2. Form committee to oversee all plans. Assign and oversee individual areas: Raffle Donations, Golfers, hole and event Sponsorships. Ensure everyone has adequate plans and support for these key areas.
3. Set date and location with golf course. Review, approve, and sign contract with course.
4. Review, update and communicate all golf tournament application and sponsorship forms.
5. Communicate donation needs to parents and community. Point of contact for promised donations.
6. Reach out to various golfer groups in the community. Create committee to blanket various groups with golf tournament information.
7. Point of contact for all location logistics and signage.
8. Create budget for all expenses and expected income.
9. Ensure all golfers and sponsors have turned in all monies prior to tournament.
10. Determine how many day-of volunteers are needed. Day of support includes check-ins, banquet setup, raffle prize and auction logistics, video/slideshow equipment.
11. Work with Treasurer for checks necessary ahead of time for rentals, day of checks, and that bills are paid afterwards.
12. Day of duties include overseeing setup; check-in; banquet setup; answering volunteer, parent, vendors, director questions; approving any day of expenses (ie, additional food); working with golf course personnel; overseeing cleanup.
13. Work with correspondence secretary to write donation letters, invitations to school and district personnel, and thank you letters.
14. Keep Tournament book with all registration cards, records for expense documentation, and future planning.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

CORRESPONDING SECRETARY

RESPONSIBILITIES:

1. Read all correspondence at meetings when directed by the president.
2. Check with the president about letters to be written immediately after the meeting.
 - a. Some letters will be written for the president to sign and will contain specific wording as directed by the board or association.
 - b. Others will be written and signed by the corresponding secretary following general instructions.
3. Write authorized letters promptly.
 - a. Be accurate – check names & titles carefully.
4. Keep file on all letters received and copies of replies written.

Letters/notes that may need to be written:

1. Inviting school administration/staff to performances (Potluck, concerts, spaghetti dinner, etc)
2. Send letters to businesses that have advertised in tournament program book inviting them to advertise again.
3. Write letters requesting donations when asked to do so.
4. Write thank you letters for donations received.
5. Send invitations (signed by the president) to the AUHSD superintendent, assistant superintendent and school board members inviting them to our tournaments and banquet. Include admission tickets when necessary.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

HISTORIAN

RESPONSIBILITIES:

1. Take candid shots, pictures and videos of performances and events. Take shots of students and volunteers at all band events.
2. Work closely with Communications Secretary to update Website and any approved social media sites with pictures and band happenings throughout the year.
3. Take pictures as needed for the tournament program – band director, instructors, seniors, section pictures, band staff, section leaders, drum major and assistant.
4. Collect pictures and video from students and adults to be considered for slide show. Traditionally there is also a senior portion of the show; collect baby and current pictures.
5. Any pictures collected that need to be digitized are done by the historian.
6. Create slideshow (or oversee creation of) for end of year banquet.
7. Keep a “scrapbook” or create a DVD of the year’s events.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

ALUMNI REP

The purpose of the alumni rep is to help include former booster parents in the Savanna Band & Pageantry. A positive attitude is a MUST for the person(s) holding this position.

RESPONSIBILITIES:

1. Make a list of alumni members and their addresses, and keep it current.
2. Inform alumni of current band events and performances.
3. Coordinate any alumni-related events.
4. Recruit alumni to help with events when asked.
5. Coordinate any other volunteer assistance needed with these duties.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

BAND AID/NURSE

RESPONSIBILITIES:

1. To attend as many band & pageantry functions as possible.
2. Be available to handle any first aid problems that may arise.
3. Report any medical problems to the band director.
4. Advise the band mom or pageantry mom of a situation that may need watched.
5. Check with medical information before taking ANY action with a student.
6. As the Band-Aid, you are the only person giving out medical treatment unless you have advised another parent/adult.
7. Coordinate any volunteer assistance needed with these duties.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

BENCH PAPERING

RESPONSIBILITIES:

1. Paper benches at competitions when asked by the band director. Be responsible for carrying and hanging the band banner in an appropriate location.
2. Set aside an area for the chaperones to sit across from the group. This area can also be papered if needed to save the spot.
3. Paper the benches in the area where the band sits at football games. Provide list of names requested for access to stadium.
4. Advise booster president when more supplies are needed.
5. Coordinate any volunteer assistance needed with these duties.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

WATER PERSON(S)

RESPONSIBILITIES:

1. Be available before football games and tournaments to fill igloos and water bottles with water.
2. Be sure the loading crew puts the igloos filled with water and water bottles on the truck.
3. Be sure that only adults handle the water bottles.
4. If not in attendance try to get another adult to be responsible for the water.
5. Clean/ sanitize water bottles after each event. Purchase sanitizing gel/ spray for use on the bottle straws.
6. Coordinate any volunteer assistance needed with these duties.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

TUESDAY NIGHT SNACKS

RESPONSIBILITIES:

1. Purchase food for snacks: peanut butter/jelly sandwiches, apples or other fruit, cheese sticks, waters.
2. Build sandwiches morning of or night before.
3. Be available before late night Tuesday practices to sell food to kids. Pricing should be minimal (\$1).
4. Upfront monies should be approx. \$75, monies from snacks one week should cover costs of food for following week.

SAVANNA BAND & PAGEANTRY

Committee Coordinators and Chairpersons

HOSPITALITY

RESPONSIBILITIES:

1. Provide refreshments at meetings and special events as requested. Make contact to obtain donated items; i.e. baked goods, paper products, etc.
2. Any budget necessary will be determined by event, upon presentation of receipts the Treasurer will reimburse money.
3. Coordinate any volunteer assistance needed with these duties.

SAVANNA BAND & PAGEANTRY
Committee Coordinators and Chairpersons
PARADE DRUM MAJOR REP

RESPONSIBILITIES:

1. Responsible for any line items in the budget approved by the board for the Parade Drum Major program.
2. The PDM Advisor must approve purchases before any purchases are made.
3. Arrange drivers with Transportation Chair for transportation needs to events.
4. Arrange chaperones with PDM parents and/or Volunteer Coordinator for events.
5. Carry copies of first aid/medical forms of PDM members to PDM competitions.
6. Keep an inspection kit supplied with the necessary items for PDM's:
 - a. Nail polish remover & cotton balls
 - b. Makeup remover & cotton balls
 - c. Hair spray & hair gel
 - d. Bobby pins (black & brown)
 - e. Safety pins
 - f. Band-Aids – all sizes
 - g. Rat tail combs
 - h. Wet wipes
 - i. Hair bands (to pull up long hair) & hair nets (to hold hair up)
 - j. Small spray bottle with plain water
 - k. Feminine products
8. Work with Instructor (if necessary) for scheduling practices, locations, and enrolling in competitions.
9. Work with Instructors (if any) for purchasing equipment. Procedures for equipment purchases:
 - f. Instructor gets approval from band director and then contacts PDM Advisor for purchase.
 - g. PDM Advisor confirms approval from band director.
 - h. PDM Advisor contacts Treasurer to verify purchase approval.
 - i. Get board approval for any items not budgeted.