

Chairpeople and Committees for 2011-2012 school year

- Parents may volunteer for any committee and do not have to take a leadership role. Please indicate if you would be willing to serve as a chairperson of a particular committee.

- Marching Band Camp Chairperson
 - call parents to volunteer as overnight chaperones
 - help coordinate room lists- Debbie Spalding
 - help coordinate camp payments (starting the previous spring)- Sue Fedewa

- Marching Band Chairperson
 - email parents about food/water donations
 - help pass out apples, water at games
 - help put up and take down bleacher covers
 - help pass out and collect plumes, check uniforms before games, help hem pants
 - takes uniforms at the end of the year to Baryames

- Reception Chairperson
 - plan reception after each concert
 - email parents and collect donations
 - volunteers to buy and sell flowers at events (before and after)
 - volunteers to sell band merchandise at events (before and after)

- Set-Up Chairperson
 - help set up chairs/stands an hour before concert
 - email parents to help get crew to help

- Private Lessons Chairperson
 - help to communicate between parents and private teachers
 - put together contact lists and daily schedules (for instance, clarinets on Wed.)
 - follow up with parents re: cancelled lessons and non-payment
 - update private teachers on school calendar (spring break, winter break, etc.)

- Publicity Chairperson
 - take pictures and/or videos at concerts and emails to Ms. Kelsey or Ms. Stiehl
 - email all parents after concerts and collect pictures/videos
 - send pictures and information to Enterprise (solo and ensemble members, honors band members, upcoming concerts or trips) , puts info in LSJ about major events (evening of jazz, solo night, can and bottle drives, and concert in the park)
 - email school website designer to include blurbs about band and events

- Trip Advisor
 - collect money from parents and adds to database
 - send email reminders about trip payment dates
 - follow up with non-payment

- Evening of Jazz Chairperson
 - email volunteers and businesses to collect baskets, desserts
 - coordinate kids to collect donations
 - set up and tear down
 - publicity in LSJ, Enterprise and elsewhere (refer to publicity chair)

- coordinate sandwich board
- coordinate putting up posters around town
- ticket sales at local businesses
- coordinate with special guest
 - help guide when group arrives
 - have checks ready from booster treasurer
- coordinate with area school to join for a set
 - collect school's band roster
 - help guide when they arrive at school
- create program that recognizes businesses that made donations, students in the programs and special guest

-Memorial Day Chairperson

- email volunteers to collect water, soda, individual desserts
- set up and tears down
- publicity in LSJ, Enterprise and elsewhere (refer to publicity chair)
- coordinate sandwich board
- coordinate putting up posters around town

-All School Party Chairperson

- email parents to get 25 chaperones
- buy food, drinks, candy, healthy snacks for sale
- place parent volunteers in various parts of the school
- keep contract of DJ and ensure payment from treasurer

-Can and Bottle Drive Chairperson (spring and fall)

- contact D&W to find open Saturday and consult with Ms. Kelsey
- keep maps of Williamston
- sign students in and out throughout the fundraiser
- be at the event from 10am-3pm to monitor progress and collect money

-Other Fundraiser Chairperson

- Bowl-a-thon, car wash, spaghetti dinner, plant sale, coffee sales
- Find venue
- consult with Ms. Stiehl and Ms. Kelsey about dates
- Find parent and student volunteers to take care of collecting money, buying supplies, etc.- boosters can reimburse volunteers