

MUNFORD HIGH SCHOOL BAND BOOSTERS

Standard Operating Procedures

April 13, 2015

Standing Committees

- a. **Chaperone Committee Chairperson** shall only be a member from the “**Active Member**” category in good standing with a minimum of one year as active chaperone for the Munford High School Band. The rules and requirements governing the conduct of Band Department members and chaperones are controlled by the Tipton County School Board and School Administration. Therefore, the Band Directors shall make the recommendation to the executive committee and guide the Chaperone Standing Committee Chairperson in his/her duties of scheduling and training chaperones. Duties shall include recruitment and scheduling of chaperones as requested by the Band Directors.
 - i) Chaperones must be a parent or legal guardian of a Munford High School Band student and must be an active member in good standing in the Munford High School Band Boosters.
 - ii) In the event that an appropriate number of chaperones cannot be met, the Band Director and the High School Administration will determine measures that should be taken in the best interest of the band to fulfill the current chaperone requirements.
 - iii) Each chaperone must attend the annual chaperone meeting as required by the Tipton County Board of Education. Attendance is also mandatory each year for returning chaperones. The annual meeting is normally held in August.
- b. **The Concessions Committee Chairperson** shall be a member from the “**Active Member**” category in good standing. The Chairperson shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This committee shall be in charge of operating and stocking the concession stand. This includes:
 - i. The staffing and operation of the concession stand at sporting events and other functions.
 - ii. The establishment of a set of rules (to be approved by the Executive Committee governing the operation of the concession stand).
 - iii. Provide a complete end of year inventory of concession food , drinks and equipment such as, but not limited to: cookers, refrigerators, tables, popup tents and coolers.
 - iv. An inventory as in accordance with Article XI Section 2 of this document shall be conducted monthly and presented to the Vice President.

- v. The acquisition of supplies and equipment for the concession stand as authorized by the Munford High School Band Boosters.
 - vi. Provide a detailed accounting of all monetary transactions to the Treasurer or Co-Treasurer immediately upon the completion of all concession events.
 - vii. All monies shall be counted and turned over to the Treasurer or Co-Treasurer for the immediate deposit upon the completion of all concession events.
- c. **Color Guard Committee Chairperson** shall only be a member from the “**Active Member**” category in good standing. The Chairperson shall actively recruit committee members, preside at committee gathering, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. All equipment and uniform items needed shall be discussed with the Color Guard Instructors. The Color Guard Instructor shall need approval from the Band Director(s) to ensure the instructional and performance success of the students.
- i. The purchase of uniforms and equipment pertaining to color guard as authorized by the Munford Band Boosters.
 - ii. The maintenance of uniforms and equipment.
 - iii. Ensure all expenditures are pre-authorized by MHSBB membership or an approved expense under the business plan for the current school year and present receipts for all authorized transactions.
 - iv. Provide a detailed accounting of all monetary transactions to the Treasurer or Co-Treasurer monthly.
 - viii. Maintain an monthly inventory of all major uniform components and equipment items (such as but not limited to flags, sabers, rifles...) on hand as in accordance with Article XI Section 2 of this document and presented to the Vice President.
- d. **The Uniform Committee Chairperson** shall be a member in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This committee shall be in charge of the upkeep and care of uniforms items and shall advise and assist the Directors in:
- i. The purchase of uniforms and equipment pertaining to uniforms as authorized by the Munford Band Boosters.
 - ii. The maintenance of uniforms.

- iii. Ensure all expenditures are pre-authorized by MHSBB membership or an approved expense under the business plan for the current school year and present receipts for all authorized transactions.
 - iv. Provide a detailed accounting of all monetary transactions to the Treasurer or Co-Treasurer monthly.
 - v. Maintain an inventory of all uniform items on hand, as in accordance with Article XI Section 2 of this document and presented to the Vice President.
- e. **The Publicity Committee Chairperson** shall be a member in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This committee shall be in charge of publicity and shall direct or initiate all publicity efforts. The Munford High School Band Booster President must approve all publicity efforts relating to Booster activities. This includes:
- i. Publicity in all media – radio, newspapers, school assemblies, posters, programs, etc. for
 - a. All activities and projects as directed by the Munford High School Band Boosters.
 - b. All Band functions as requested by the Band Director(s).
 - ii. Provide community news organizations and other interested groups with information and articles in support of Band and Band member activities and achievements.
 - iii. Coordinate with the Band Directors a calendar of Band events (contests, football games, performances, fund-raising events, etc.)
 - iv. Work with the Communication Committee Chairperson to provide communication of Band activities to sponsors.
- f. **The Communication Committee Chairperson** shall be a member from the “**Active Member**” or “**Alumni Member**” category in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Band Booster meetings. This includes:
- i. Developing, updating and maintaining email distribution list.
 - ii. Developing, updating and maintaining phone distribution list for those members not having e-mail.
 - iii. The e-mail and phone lists will be used to disseminate information concerning Munford High School Band Booster activities and Band activities to all members at the request of the Munford High School Band Boosters President or Band Directors.
 - iv. Efforts should be made to procure and utilize e-mail communication for Munford High School Band Boosters, sponsors, and Band Alumni.

- g. **Fund Raising Committee Chairperson** shall be a member from the “**Active Member**” category in good standing with a minimum of one year as an Active Member for the Munford High School Band Boosters shall fill this position. The Chairperson shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This includes:
- i. Researching proposed fund raising projects.
 - ii. Presenting proposed fund raising projects to the general membership for approval.
 - iii. If student participation in fund raising is anticipated, provide Band Directors with proposed fund raising project applications for presentation to school Principal and the Tipton County Board of Education for approval.
 - iv. Provide a detailed accounting of all monetary transactions to the Munford High School Band Boosters Treasurer or Co-Treasurer in a timely manner, not to exceed seven calendar days following the completion of each fundraising event.
 - v. All monies shall be counted with and turned over to the Munford High School Band Boosters Treasurer or Co-Treasurer for immediate deposit upon the daily verification of collected funds for each fundraising event.
- h. **Membership and Sponsorship Committee Chairperson** shall be an “**Active Member**” member in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This includes:
- i. Develop and present membership recruitment goals and ventures to Munford High School Band Booster members for approval.
 - ii. Conduct membership and sponsor drives to include the recruitment of Munford High School Band Booster and Munford Band Alumni.
 - iii. Maintain an up-to-date list of all current sponsors, a copy of which will be provided to the Secretary for inclusion with the Munford High School Band Booster Historical Record.
 - iv. Maintain an up-to-date list of all current members, a copy of which will be provided to the Secretary for inclusion with the Munford High School Band Booster Historical Record.
 - v. Provide the Communication Committee Chairperson with the e-mail addresses or other means of communication for all sponsors.
 - vi. Provide membership cards/certificates to members.
 - vii. Provide a detailed accounting of all monetary transactions to the Treasurer or Co-Treasurer monthly.

- i. **Equipment Committee Chairperson** shall be a member from the “**Active Member**” or “**Alumni Member**” category in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This includes:
 - i. Maintain the Band equipment truck and trailer to provide availability for all activities required by the Band Directors.
 - ii. Assist with Band equipment and instrument repairs as requested by the Band Directors.
 - iii. Work with the Sponsorship Committee Chairperson to ensure that appropriate sponsorship recognition is provided.
 - iv. Ensure all expenditures are pre-authorized by MHSBB membership or an approved expense under the business plan for the current school year and present receipts for all authorized transactions.

- j. **Merchandising Committee Chairperson** shall be a member from the “**Active Member**” category in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals for approval at the Munford High School Band Booster meetings. This includes:
 - i. Researching proposed ideas for merchandise.
 - ii. Presenting proposed ideas for merchandise to the executive board for approval.
 - iii. Purchasing spirit items to be marketed.
 - iv. Maintaining an inventory of all spirit items on hand as in accordance with Article XI Section 2 of this document shall be conducted monthly and presented to the Vice President.
 - v. Providing a detailed accounting of all monetary transactions to the Munford High School Band Boosters Treasurer or Co-Treasurer immediately upon completion of all concession events.
 - vi. All monies shall be counted and turned over to the Munford High School Band Boosters Treasurer or Co-Treasurer.

- k. **The Hydration Committee Chairperson** shall be any member in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This includes:
 - i. Coordinate all efforts with the Band Director(s) and Color Guard Instructor(s)

- ii. Monitor the use of all necessary supplies to support this function (i.e. sports drink mix, cups, ice, trash bags, etc.)
- iii. Liaison with Concession Stand Chairperson to keep sufficient cups and trash bags on hand
- iv. Ensure all expenditures are pre-authorized by MHSBB membership or an approved expense under the business plan for the current school year and present receipts for all authorized transactions.

The Chairperson and committee members will:

- i. Prepare and make available sufficient sports drink and water to accommodate all students and staff for each rehearsal at Munford High School
- ii. Clean, sanitize and store all hydration equipment (i.e. coolers, paddles, wagon, etc.) daily after rehearsal.
- iii. Ensure the area of the rehearsal field is cleaned of any trash daily after rehearsal.
- iv. Ensure the stadium gate (near band concession stand) are closed and locked daily after practice.