



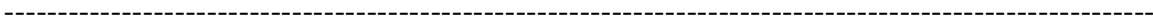
**Westmont High School Music**  
2018-2019



## Parent Participation Positions

The Westmont High School Music Department depends upon the participation of all its Marching Band parents or another responsible adult. Without the support of parents at all levels, your child cannot have a successful Marching Band season. It is in the spirit of offering your child the most enjoyable Marching Band season that we ask each parent to volunteer in at least three positions during the 16-week season. Many families do many more! Only in this way can the Westmont Music Department provide the full benefit each member deserves.

There is a large array of jobs and responsibilities to choose from to fulfill the volunteer obligation. The following is a list of Volunteer Positions. Please indicate below those positions that will best suite your family and return with your student's Financial Commitment Agreement. Please consider the positions carefully, with everyone's continued participation, no one family will feel burdened with more than their fair share. Thank you for making this best season yet!!



### Parent Participation Agreement

Family Name \_\_\_\_\_ Student(s) Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent Volunteer Preferred Positions:

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Choice 3: \_\_\_\_\_

Name of Adult Working \_\_\_\_\_ Contact Phone (\_\_\_\_) \_\_\_\_\_

Contact Email \_\_\_\_\_

Optional Assistance:

We always welcome additional help to make our WHS Marching Band the Best! Do you have a talent to share not listed below? Please indicate it below, in addition to your three selections above, thank you!



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## Marching Band Booster Volunteer Position Descriptions

**Apparel Coordinator** – Researches tee shirt purchases, collects family orders and payments, delivers marching band member tee shirts, and additional ordered apparel. The Apparel Coordinator maintains all sales records and provides an accounting and the required reimbursement forms to the Treasurer in a timely manner.

**Carpool Coordinator** – The Carpool Coordinator coordinates drivers for all marching band students to most events. This person shall collect a CUHSD Driver form for each parent driver and, ensure there is enough drivers for each marching band student and provide drivers with directions, entrance passes, etc., as required.

**Carpool Driver** – This parent or other responsible adult shall be over the age of 18 years and must complete and return the attached CUHSD Driver form with the packet. Carpool drivers are needed for most marching band events and are notified by the Carpool Coordinator accordingly.

**Concession/Bake Sale Coordinator** - The Concession Coordinator(s) coordinates and supervises adult volunteers to bake, set-up, sell and clean-up items to be sold during all Music Department Concerts, home Basketball games (Jan – Feb). This includes inventory and purchasing of necessary supplies associated with this fundraiser. The Concession Coordinator maintains all sales records and provides an accounting and the required reimbursement forms to the Treasurer in a timely manner.

**Equipment Transportation Driver** - This person is in charge of getting the marching band equipment to the event and back home again. It involves loading and unloading instruments and getting rental trucks if needed. Operate and supervise safe operation of hydraulic lift where applicable. A commercial driver's license is a plus! Please note: In order to receive the discount, the Equipment Transportation Driver must be in attendance at all events except one, all day, to include loading, event and unloading.

**Food & Hospitality Coordinator** – The Food Coordinator plans, purchases (or prepares and/or coordinates with volunteers) meals for students, staff and volunteers for all band events while adhering to the approved budget approved by the Music Booster's Board as well as dietary restrictions of students and staff. The Food Coordinator organizes and packs all food related supplies prior to each event that it can be transported to event appropriately. The Food Coordinator organizes other parent volunteers, supplies and prepares the venue for marching band potlucks.

**Food & Hospitality Helper** – Assists the Food & Hospitality Coordinator at Marching Band events with shopping, food preparation and event food service; set-up, serving, clean up. Works directly with the Food & Hospitality Coordinator for assigned tasks and shifts.

**Marching Band Assistant Treasurer** – The Assistant Treasurer provides assistance and support to the Treasurer in all Marching Band activities. The Assistant Treasurer participates, records and tracks Fair Share Contributions. The Assistant Treasurer supports the Music Booster Treasurer by submitting and tracking all Marching Band seasonal expenses, keeping within the approved budget amount for each area.



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**Mini Band Camp Coordinator** - The Mini Band Camp Coordinator organizes and prepares for mini band camp (May). This may include collecting required paperwork, organizing camp volunteers and organizing and/or supplying lunch for campers and parents.

**Photographer/Videographer** – The Photographer/Videographer photographs and records band performances. They uploaded all pictures and video the Music Website in a timely manner, after each event.

**Pit Crew Chief** - The Pit Crew Chief coordinates the Pit Crew Helpers for staging and field placement of equipment and props (Drum Major Stands, Color Guard Props) as required at competitions. Provides general maintenance of all wheeled equipment, ATV, Trailer, and Carts etc. Supervises marching band members during loading and unloading at all events.

**Pit Crew** - The Pit Crew partialities as a chaperone at the event and assists with the loading/unloading of equipment for food service, informing and moving of the band equipment on and off the field during competitions. As a chaperone, parents assist as needed throughout the event in various tasks to support the band. Please note: In order to receive the discount, the Pit Crew participant must be in attendance at all events except one, all day, to include loading, event and unloading.

**Prop Master** - A parent prop master leads the effort with the music director to create and build the props for the Marching Band show. Usually August through mid-September

**Uniform Coordinator** –The Uniform Coordinator keeps accurate inventory of all uniforms. The Uniform Coordinator coordinates the sizing, fitting, labeling and organizing of the band uniforms, accessories and travel supplies so that all the marching band members can be prepared for performances and events efficiently. The Uniform Coordinator trains students in proper care of band uniforms and shoes, and attends all band events to assist with parent volunteers, staff and students with uniform issues At the end of Marching Band season, the Uniform Coordinator facilitates the cleaning and inventory of all band uniforms as well as determining purchasing of any necessary additional uniform inventory to prep for the following season.

**Uniform Crew** – The Uniform Crew participate/ assists with the uniforming of the band and color guard throughout the event. They may also assist with loading/unloading equipment and food service. As a chaperone, parents assist as needed throughout the event with various tasks to support the band. (Total 2 positions available)

**Work Day Helper** – Assists with preparations for the marching band season of equipment, props, etc. Tasks may include; prop painting and building, flag and uniform sewing, equipment repair and additional tasks as determined. Dates vary, usually August through mid-September, notifications will be sent via Music Booster email.