

# Music Department parent meeting

## April 25, 2013

Current Booster Board: sign up where you would be willing to help out/ learn the position

Treasurer: Sharon Knust \_\_\_\_\_  
Parent name   Student name   parent phone   parent e-mail

Secretary: Chris Hess \_\_\_\_\_  
Parent name   Student name   parent phone   parent e-mail

HS Rep: Debbie Sheridan \_\_\_\_\_  
Parent name   Student name   parent phone   parent e-mail

MS Rep: Maria Cefali \_\_\_\_\_  
Parent name   Student name   parent phone   parent e-mail

Fair Barns: Landis Wise 1. \_\_\_\_\_  
Parent name   Student name   parent phone   parent e-mail

2. \_\_\_\_\_  
Parent name   Student name   parent phone   parent e-mail

Fundraiser: (none) \_\_\_\_\_  
Parent name   Student name   parent phone   parent e-mail

Choir Rep: (none) \_\_\_\_\_  
Parent name   Student name   parent phone   parent e-mail

Orch Rep: (none) \_\_\_\_\_  
Parent name   Student name   parent phone   parent e-mail

### Job Description:

Treasurer: Manage booster funds and student accounts. Communicate with instructors for payments owed.

Secretary: Compose booster meeting minutes & post on website. Update website with current events.

Representatives: Oversee, coordinate and help with events for each specific group

Fundraiser: Fruit sales, Little Cesar Pizza Kits & Kroger rewards. Coordinate orders, collect funds handle delivery from the company and distribution of orders to students.

Fair Barns: Landis is willing to make sign up sheets and submit hours to the Fair Board for payment. We are looking for someone to recruit workers to fill these sheets and make reminder calls the day prior to each person's shifts. This will be Landis' last year as her son is a senior.

## Sign up sheets to help with ongoing activities:

**Armada Fair parking coordinator:** Recruit students and parents to fill the sign up sheets and oversee parking lot the week of the fair. This year's dates are August 12-18, 2013

1. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
2. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

**Bleed for the Band blood drive coordinator:** work directly with the American Red Cross to set up this event. Oversee blood drive and/or arrange for other adults to oversee some of the hours. Responsible for scheduling donors for this event. Sign up sheets are made.  
This year's date is May 31, 2013 Time TBD (approx. 1p-7p) setup starts about 11am

1. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
2. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

**Middle School tux shirt order coordinator:** Fittings are held during the MS Open House/Spaghetti Dinner the first month of school. Be in the MS Band room during Open House to size incoming 6<sup>th</sup> grade students (have tux shirts there for them to try on) and collect payment. Arrange to size any students that do not come in during open house. Compile the order and place it with Hobby Lobby. Pick up order from Hobby Lobby and distribute to students.

1. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
2. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
3. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

**MS Concert Coordinator:** We have sign up sheets for chaperones needed during the concerts & for afterglow refreshments. Have these sheets at the MS Open House by the band/choir rooms for sign up.

1. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
2. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
3. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

**Marching Band Uniform Coordinators:** Responsible for sizing the students and assigning uniforms. Conducts uniform inventory following marching band season.

1. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
2. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
3. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

**Enclosed trailer needed to haul instruments to marching band camp and other band events:**

We are looking for a trailer to borrow/ buy/ or accept as a donation to the program. If you can loan one but are unable to drive it to a specific event we would ask that you would allow someone else with a hitch on their vehicle to pull the trailer.

Marching Band Camp dates are July 29-August 2, 2013. Camp is in Carsonville, Michigan

1. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
2. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
3. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

**Choir needs:**

Choir dress fittings:

1. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
2. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

Christmas Poinsettia sales

1. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail
2. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

# Dinner Dance

The Dinner Dance is held each spring and features the Jazz Band, Choir and Orchestra students

Coordinators: 1. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

2. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

## Baskets needed to raffle off at the Dinner Dance

We need 6-8 baskets to raffle off during this event. Boosters take donations for these baskets and also purchase items. Volunteers would collect the items and assemble the baskets. Boosters would reimburse you for any items/supplies you purchase for these.

Sign up here if you would be willing to make up these baskets. Each person would bring 1-2 baskets:

1. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

2. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

3. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

4. \_\_\_\_\_  
Parent name Student name parent phone parent e-mail

Please sign below if you have anything to donate for the baskets (ie. event tickets, services, gifts)

1. \_\_\_\_\_  
Name phone donation item

2. \_\_\_\_\_  
Name phone donation item

3. \_\_\_\_\_  
Name phone donation item

4. \_\_\_\_\_  
Name phone donation item

5. \_\_\_\_\_  
Name phone donation item

6. \_\_\_\_\_  
Name phone donation item

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