

**State College Area School District
Music Boosters**

Handbook

May 2009

Music Booster Handbook

Table of Contents

I. Offices:

- A. Co-presidents
- B. Vice President
- C. Secretary
- D. Treasurer

II. Committees:

- A. Membership/Communications
- B. Outreach
 - 1. Middle School Liaisons
 - 2. Elementary School Liaisons
- C. Publicity
- D. By-Laws
- E. Marching Band
 - 1. Marching Band Bandstand
 - 2. Marching Band Dinners
- F. SC Music Apparel Sale
- G. Concert Refreshments
- H. Recognition
 - 1. Teacher Appreciation (Music in Schools Month)
 - 2. Teacher Recognition (Years of Service)
 - 3. Senior Gifts
 - 4. Drum Major Trophy
 - 5. PMEA Snack Bags
- I. Music Formal

III. Fundraising

- A. General Booster Events
 - 1. Used Instrument Sale
 - 2. Barnes and Noble Bookfair
 - 3. Hoss's Community Days
- B. Individual Student Events
 - 1. Booster Discount Cards
 - 2. Cookie Dough
 - 3. Citrus Sale

IV. Music Funds

V. Performing Arts Advocacy

VI. Miscellaneous

- A. Chaperones
- B. PMEA Festival Coordination
 - 1. Housing
 - 2. Student Refreshments
 - 3. Directors' Lounge

VII. Appendices

- A. Music Booster By-laws
- B. Music Booster Welcome Packet
- C. Meeting agendas from 2008-2009
- D. Meeting minutes from 2008-2009
- E. Adjudication Trip Forms

I. Offices

A. Co-Presidents:

Co-Presidents shall be responsible for overseeing the implementation of the Music Booster mission throughout the year.

Summer:

1. Assist with any music department activities that occur during the summer: Music Department Europe Trip, Central PA Festival of the Arts, Central PA Jazz Festival
2. Hold Booster Board Meeting in early August to prepare for the upcoming year. Those in attendance: Co-presidents, Secretary, Treasurer, Communication Chair, Publicity Chair, Past President, Music Director and any other invited individuals.
3. Contact Football Booster chair for submission of Football Program Ad (Booster ad is ½ page, complimentary)
4. Update Booster Welcome Packets: Booster welcome letter, Booster membership form, Discount card order form, T-shirt/sweatshirt order form. Check with Music Director for inclusion of welcome packets (letter/membership form) with Fall High Notes mailing. Verify with Director that Welcome Packet will be posted on Booster website.
5. Prepare Booster welcome packets for distribution to Marching Band members by second week of August.
6. Facilitate Booster-sponsored or other Marching Band activities: popsicle distribution, picnics, hot chocolate at last practice

Fall:

1. Give Booster welcome packets to Band, Choir and Orchestra directors for distribution at beginning of school year.
2. Develop agenda, plan and run Booster meetings throughout the year in cooperation with Music Director – utilize previous year's agendas as a guide
3. Facilitate the used instrument sale
4. Facilitate Booster involvement in Back to School Nights at PFMS and MNMS, and Beginning Elementary Instrumental Music nights
5. Facilitate the Marching Band Snack Stand
6. Facilitate the Marching Band Hot Chocolate nights
7. Oversee the Marching Band Dinner distribution when conflict with PSU Homecoming Parade and SCHS Home game

Winter:

1. Oversee the concert season refreshments
2. Oversee the snack bag preparation for PMEA events
3. Host mid-year Booster Board meeting
4. Review by-laws
5. Work with directors to update chaperone responsibilities and trip forms

Spring:

1. Oversee Booster involvement in spring concert season
2. Assist with preparations for spring adjudication trip
3. Prepare for officer replacements/elections
4. Review end of year financials to determine dispensation of surplus

B. Vice President

Vice President will be responsible for assisting the Co-Presidents in the implementation of the Music Booster mission throughout the year. Specific responsibilities will include:

Outreach

In order to fulfill the mission of the organization, it is critical to reach out to all music parents/interested parties who are not currently members of the organization. One way to connect is with outreach through staffing a Music Booster table at events throughout the year.

1. Facilitate Booster Information Tables at:
 - a. HS Concerts
 - b. MS Concerts
 - c. Elementary Parent Information Nights
 - d. Used Instrument Sale
 - e. Other appropriate venues
2. Coordination of Middle School and Elementary School liaisons
 - a. Recruiting Booster liaisons for MNMS and PFMS
 1. 7th and 8th grade Back to School nights
 - a) Contact middle school music staff to make announcements during the evening in their classes and ensembles to visit the Music Booster table in the lobby.
 - b) Ask school office personnel about having a table and chairs in the lobby
 - c) Staff a table in the lobby with active Music Boosters to meet and greet parents of musicians

- d) Provide membership letters and forms and SC Music magnets
 - e) Work with Treasurer to provide cash for use at concerts
 - 2. Middle school concerts
 - a) Ask active music boosters who have students in the middle school to serve as liaisons at the concerts
 - b) Provide membership letters and forms and SC Music magnets
 - c) Contact office personnel to have tables and chairs available in the lobby before and after concerts
 - d) Work with Treasurer to provide cash for use at concerts
 - b. Recruiting assistants for Elementary level Beginning Instrumental Music evenings in September
 - 1. Have active Music Boosters man a table in the lobby outside of the auditorium before and after the elementary instrumental information meetings.
 - 2. Provide membership letters/forms
 - 3. Emphasize the instrument purchasing opportunities at the used instrument sale

By-Laws

- 1. By-laws should be reviewed by the Co-presidents and board each spring to check for needed revisions.
- 2. Any revisions should be brought before the membership and voted on in accordance with the existing by-laws.

Teacher Recognition

- a. Maintain an updated list of SCASD Music Educators and their years of service.
- b. Recognize Music Educators who obtain 25 years of service
- c. Recognize Music Educators who are retiring

C. Secretary

The Secretary will be responsible for reporting the minutes of each meeting of the Music Boosters.

- 1. Obtain agenda from Co-presidents prior to each meeting
- 2. Take minutes at each meeting
- 3. Forward minutes within one week of meeting to the Co-presidents for review/comments
- 4. Once minutes are finalized, forward minutes to Music Director for posting to Music Booster link of Music Department website

5. Maintain correspondence for Music Boosters
6. Develop/maintain Music Booster stationary

D. Treasurer

To make timely deposits to the checking account for various fundraising consisting of but not limited to the following:

Membership
Clothing Sales
Jacket Sales
Discount Card Sales
Cookie Dough Sales
Photo CD Sales
Citrus Sales

1. Make timely payments to vendors used to support the fundraising efforts.
2. Reconcile monthly bank statements.
3. Keep a monthly accounting of income and expenses for the Music Booster checking account. With a "year-to-date" update every month.
4. Work closely with fundraising efforts in processing payments and forwarding forms to various chairpersons.
5. Be available at concerts to support membership sales at the Booster table in the lobby (this can sometimes be accomplished by others if your child is not in the concert and you would otherwise not be attending).
6. Check two mailboxes for payments on a weekly basis in Mr. Victor's and Mr. Drafall's office.
7. Be available to support the Used Instrument Sale on the night of the sale to process payments.

- set dates for upcoming yr's mtgs; try to coord. w/ BRAVO
- late summer Aug
 - new Marching Band parent mtg.
 - make sure facility for Music Formal is reserved. (Traditionally held 1st Sat in June)
 - coordinate w/ restaurant for post home football game gatherings (may be Marching Band pres./ Drum Major parent)

Fall--

- Coordinate clothing sale (choose chairman)
- Place Ad in Fall Play program
- oversee Eat n' Park Cookies & hot choc. for last Marching Band practice
- Nov/Dec - Cookie Dough

Have only done 1 B&N in Dec for past several years

Hbss' Days are now Restaurant Days

early January--

- reserve Whipples Dam pavillion #1 for Marching Band picnic (2013 rental price \$56 which boosters voted to pay for in 2012)
- prepare Spring concert brochure
- oversee citrus (Jan/Feb)
- ~~initiate~~ Music Formal prep/committee
- oversee Music Teacher Apprec.

Feb - Mar

- Submit Ad for Spring Musical
- choose dates for restaurant fundraisers
- choose Senior gift coord.

Spring

- Music Formal
- present Senior gifts @ concerts

Booster Discount

Cards discontinued in 2011?

2011, 2012 - Sheet & booklets were sold

Drum Major

Trophy -

has not been done 2011, 2012; Not sure when was discontinued

II. Committees

A. Membership/Communications

1. Insure current Music Booster Welcome Packet is on Booster website
2. Receive submitted membership forms from Treasurer
3. Maintain accurate updated list of members including Parents names, phone, current e-mail, year dues paid (addresses?)
4. Develop volunteer list from membership forms and disseminate to all necessary individuals.
5. Using e-mail allows for connection with members in a timely manner at no cost. Care should be taken to insure that the information is timely, pertinent and appropriate for all members.
 - meeting notices
 - meeting minutes
 - upcoming school events
 - upcoming community events
 - solicit help for events/activities
6. Maintain current e-mail list with updates from membership chair.
7. Make sure all officers and members know to send info for distribution regularly
8. Use BCC mailing format so email addresses are kept private
9. Keep a tone of openness and inclusion, ask if there are questions, encourage meeting attendance.

B. Outreach (please see Vice President for details)

- a. Middle School Liaisons
- b. Elementary School Liaisons

C. Publicity

D. Marching Band

Marching Band Stand

Throughout the summer

Water will be donated from the band and put in uniform storage room.

Late August

- Buy the supplies for the band stand:
 - Soda
 - Snacks – sweet and salty
 - Styrofoam cups and lids for hot chocolate (may be some in band storage room)
- Sweep out band stand and organize for upcoming season – will need to get the key into the field area from central office, or go at a time when the band is there, i.e., photo session.
- Lubricate the lock with WD40
- Load the stand with soda, snacks and water
- Bring other supplies such as
 - Two lanterns (stored in uniform room after the season is over)
 - Paper towels
 - Hand wipes
 - Card table (Marti Supina has supplied in the past)
 - Trash bags
 - Make sure there are three coolers on wheels for the visiting band
 - Three coolers and several tubs for the drinks in the stand
 - Broom

If planning was not finalized in the spring, a volunteer will need to be identified to coordinate the Band Stand for the Marching Band Season. This job entails purchasing (or arranging for the purchase) of drink and snacks to be sold, recruiting volunteers to staff the stand during the third quarter (10 or so) and also to open and organize the stand at 5:15 p.m. (4 is great). In year past there has not been a specific budget for this program. The goal has been to sell sodas and candy at cost, keeping the cost low for the kids. We have sold soda, water and snacks for \$.50. Late in the season when the weather is colder, we have added hot chocolate. Hot chocolate preparation has been done by the person bringing it to the game and is ready by the beginning of half time. Music Booster has two large insulated containers that are great for this purpose. Traditionally for the last game we have given away what supplies we have left.

Staffing of the stand is not usually a problem. We have placed a sign-up sheet on the door of the stand (see example on next page). The first game should be arranged in advance and has been typically experienced Boosters from the past seasons. Care should be taken to involve underclassmen families to keep the pipeline flowing!

We have left it up to the coordinator to get supplies wherever they preferred. Sam's club is a good resource, or any grocery store that is having sales.

Marching Band Treats

1. Popsicles - During the month of August, provide popsicles at the end of outdoor rehearsals each Friday. Popsicles can be purchased at Weis market. A cooler with ice packs is helpful to keep them frozen. Bring garbage bags. Enlist a few parents to help with handing out.
2. Hot chocolate – At the last outdoor rehearsal, prepare hot chocolate for the band. Purchase styrofoam cups/lids and hot chocolate from Sam's Club. Prepare two 5 gallon jugs. Bring a few card tables and enlist parents to help.

Marching Band Dinners

We have provided dinners for Marching Band in the following situations:

1. Conflicts with PSU Homecoming Parade and SCAHS Home Football Games
 - a. Check vendors for prices and sandwich options.
 - b. Provide sandwich, chips, drink
 - c. Ham, Turkey, Veggie
 - d. Recruit Booster volunteers to assist with handing out sandwiches and cleanup
2. Marching Band away games when circumstances do not permit stopping during travel for dinner
 - a. Research suppliers in location in area of football game
 - b. Follow above procedures

F. SC Music Apparel Sale

G. Concert Refreshments

H. Recognition

1. Music Teacher Appreciation Day Coordinator

MTA Day is held in March, usually on the last Tuesday of the month. Each teacher on the district music staff, and student teachers, receive a gift of some sort, delivered and provided by a Music Booster. "Simple yet sincere" is the goal.

Gifts are delivered first thing that morning to the school or music offices, in order that all the staff receive them at the same general time. The actual gift is up to each volunteer, and in the past have included food items (homemade or bakery bought), music, office/desk supplies, coffee, flowers, etc. but there's really no limit to creativity. The total cost should be between \$20-25.00, again, to insure uniformity. Each gift includes a handwritten note thanking the staff member for their work, signed by the volunteer on behalf of the Music Boosters.

A tentative list of the music staff and their locations can be obtained on the district website; this list needs to be verified by the Coordinator of Music. Some staff members work in more than one building and those locations need to be verified for the MTA date. Some of the information is determined by snow days (or lack thereof) and may be up in the air until March.

Timeline:

Early December:

- Contact Coordinator of Music and set date for MTA.
- Email Music Booster board members, who traditionally (but not necessarily) are given first choice of teachers

January

- Contact Coordinator of Music to secure verified list of teachers/locations Create a master sign-up sheet

Attend Music Booster meeting to begin sign-ups (pass around the list). Make certain all volunteers leave a legible email address.

- Have MB communications forward your email to the group at large, asking for volunteers.
- Respond to ALL emails. The sign-up is usually fast and furious. People who cannot "get" their first-choice teacher are often quite willing to sponsor another. Others can be put on an "emergency" wait list for

those last-minute problems. Thank everyone for helping and offering to help

- Make a copy of the completed list!

Late February

- Send reminder email before spring break. Attach the list of teachers and volunteers; sometimes people can help each other get the delivering part done. Include an alternate plan if MTA Day is postponed by a snow day.

March

- Reminders should go out the week after spring break, and the day before MTA Day. Remind any back-up people that they are "on call".
- Thank yous should go out the evening of MTA Day. Ask anyone who receives a thank you or otherwise has a story to tell to forward it (or a copy) to you , to be shared at the MB April meeting

2. Teacher Recognition (Years of Service)

- a. Vice President shall maintain an updated list of SCASD Music Educators and their years of service.
- b. Recognize Music Educators who obtain 25 years of service
- c. Recognize Music Educators who are retiring

3. Senior Gifts

1. Senior gift is a paperweight.
2. Send e-mail in late March to band, choir and orchestra directors requesting a list of their senior students.
 - a. Keep the choir list as is.
 - b. On the band list, delete any students who were already on the choir list.
 - c. On the orchestra list, delete any students who were already listed on the choir or band list.
 - d. That should leave you with a list of all senior "music" students.
3. Forward this list by FAX to Champion Trophies in Bellefonte. Kip is the contact person.
4. Set a pick up date (at least one week before the first concert in May—or late April).
5. Check all gifts for correct spelling.

6. Box them alphabetically in the order of concerts, usually choir, band, and orchestra.
7. Deliver them to each concert on the night of the performance.

I have had instances where names were given to me spelled incorrectly. If changes are needed after printing, it is very easy to do. Just call Kip and tell him what you need then bring the original gift to him for fixing. The fix is done in a matter of seconds!

4. Drum Major Trophy

- a. Drum major trophy presented at Indoor marching Band concert
- b. In recognition of extra responsibilities of drum major
- c. Presentation by co-presidents
- d. Present with comments from student band members

5. PMEA Snack Bag Coordinator snack bags for all students going to PMEA festivals from Districts through All-States.

- a. Check with appropriate director to see how many students are attending festival
- b. Prepare a snack bag for all students, director and student teacher
- c. Snack bags consist of plastic bag with bottle of water and snack
- d. Waters are in the storage room
- e. Snacks leftover from marching band stand are also in storage room
- f. Purchase plastic bags and additional snacks at Sam's Club and get reimbursement from Liz
- g. Use large plastic bags and write a little message in sharpie on the bags such as: Best wishes at District Band From SCASD Music Boosters
- h. Coordinate with director for getting snack bags to them prior to Wednesday departure for festivals
- i. Use Music Booster meetings to get people to prepare snack bags so you don't have to do it yourself

Typical Schedule of departure day for PMEA Festivals:

Wednesday, January 9th – District Band
Wednesday, January 23rd – District Orchestra
Thursday, January 31st - District Jazz Band
Wednesday, February 6th – District Chorus
Wednesday, February 20th – Regional Band
Wednesday, March 5th – Regional Orchestra
Wednesday, March 26th – Regional Chorus
Wednesday, April 16th – All-State Conference

I. Music Formal

III. Fundraising

A. General Booster Fundraising Events

1. Used Instrument Sale

2. Barnes and Noble Bookfair

1. Two Bookfairs per year
 - a. December – first Friday of month
 - b. April – whatever Friday fits into schedule
2. Contact CRM of Barnes and Noble for available dates
3. Contact directors to agree upon date
4. Confirm with CRM
5. Sign contract
6. Work with directors and Board to determine where proceeds will be allocated
7. Work with directors to get student performers
8. Publicize Bookfair through concert announcements, e-mails to Music Boosters and Bravo!, District Music staff
9. Develop ads for submittal to Thespian show programs
10. Have Bookfair vouchers available at concerts
11. Create posterboards of student performers
12. MC performances or ask someone to handle
13. Work with directors to make certain music stands/keyboards are available.

3. Hoss's Community Days

Contact Hoss's ahead of time to ask that a specific Monday or Tuesday be designated as a State College Music Booster fundraiser as a part of their Community Night. Someone needs to pick up the Community Night cards (typically 200-250) & fill them out. Cards should then be handed out to students, teachers, friends, neighbors etc. - anyone interested in supporting the fundraiser by eating at the restaurant on that designated date. Each party should present one card at Hoss's when ordering at the restaurant. Music Boosters will then receive 20% of the bill. It is helpful to think of upcoming concert dates - so you can announce the fundraiser to large groups & hand out the cards ahead of time.

B. Individual Student Fundraising Efforts

1. Booster Discount Cards

1. Contact company early in summer
2. Provide feedback about businesses on current card
3. Revise card ordering form as necessary
4. Send pdf to director for info page
5. Coordinate with treasure who will check drop off box and decide the money/form path
6. Distribute cards as orders come in via direct handoff to student or mailing cards to the family's address. Postage expenses can be submitted to treasurer for reimbursement.
7. In late January/February, award the incentive prize to those who have met the criteria for selling cards
8. Make initial card payment to business (# cards sold x \$5)
9. Send balance of payment to business after all winter concerts and incentive prizes have been distributed

2. Cookie Dough

1. Determine need and interest in any of these direct sales fundraisers
2. Contact company to arrange for sale dates; confirm with directors that week of delivery is workable for them
3. Contact company for order forms, flyers, samples!
4. Distribute flyers, making sure there is room for seller's email address and phone numbers to facilitate contact with seller's when specific delivery date is determined.
5. Recruit helpers for order sorting
6. Maintain close contact with treasurer ensuring all order forms and checks have been accounted for

3. Citrus Fundraiser

- a. Contact company by mid November (2 months prior to starting sale)
- b. Work with company to develop order sheets and pricing (3 weeks prior to start of the sale). I tried to price in a similar profit range. But, the cost of oranges made this a bit difficult.
- c. Get the order forms to the band and choir directors and band boosters at the start of the sale. (I felt that some of the directors did not help distribute very well)
- d. Determine a good drop off point for the fruit. My garage worked well this year. However, as the sale grows we will need a larger site.

- e. I set up a very helpful excel spread sheet to help keep tract of all orders and funds.
- f. Collect orders and tally. Usually 2 weeks prior to the delivery date.
- g. I picked up the orders from both booster mail boxes with the director present twice. (And we still had two forms not come through. Did Liz tell you where she found the two forms?) I think that we need to have the forms mailed to the sales chair and the chair follow up once they get or another procedure so that all orders get to the chair.
- h. I entered everything into my spread sheet and triple checked all totals and had Vickie double check my work as well. Had to call about a few incorrect checks or orders.
- i. I saved all forms and envelops until the sale was done. (this helped when we had people stop to pick up the orders I never got)
- j. I also typed up a record of every check with name, amount and number to give to Liz with the deposit as well as kept for my records.
- k. Called in the order on a predetermined date.
- l. Get checks to the treasurer for deposit.
- m. Pre-paid to save 10%. Must be received prior to fruit being sent.
- n. Once time and date of the delivery is set.
- o. I lined up help to unload truck at predetermined site. Need a minimum of 5 people that can lift 50 pounds.
- p. I had Karen send an e-mail to all boosters. I called those that were not on the booster e-mail list to tell them when the fruit would be ready to pick up and where.
- q. Called all help the night before the delivery. I also brought two four wheel carts from work to help move the fruit.
- r. Check that the order is delivered correctly. I unloaded into piles by type of fruit and size.
- s. I then sorted all the larger orders and piled in groups. Followed by the small orders. Individual box orders I removed from the pile when they came to pick up the order.
- t. Once all fruit was sorted I double checked that all orders were accurate.
- u. As the members came to pick up their fruit I double check their order with them as they loaded the boxes to their vehicle.
- v. Once I knew all the expenses and income, I determined individual member's shares to max profits for the members. Figured members totals and forwarded to the treasurer.

IV. Music Funds

There are a number of funds that have been established over the years to provide support for the SCASD Music program and its students. Some of these funds provide for scholarships for both undergraduates and seniors, while other funds provide for support of the Music program and its students in the form of instruments or programming. The following is a synopsis of the current funds invested with the Centre County Community Foundation and a contribution page for donors.

SCASD Music Funds

The following funds have been established to benefit the SCASD Music Program and music students, both underclass musicians and graduating seniors. These funds are administered by the State College Area School District and are invested at the Centre County Community Foundation (CCCF). Please consider a gift to the **Music Umbrella Fund** to support the music program and music students in our schools and our community.

Music Umbrella Fund

- **Mei Mei Cheng Memorial Fund** The original fund, established in May 1969 in memory of Mei Mei Cheng, is presented to the outstanding senior student in the area of science who has also been successful in the area of music.
- **Wilbert H. Hartman Memorial Fund** The fund was established in August 1988 in memory of Mr. Wilbert H. Hartman, orchestra and strings director. The scholarship is provided to a graduating senior who plays a string instrument and will attend college, preferably majoring in music.
- **Franklin B. Hege Memorial Fund** This award is presented to an outstanding senior class band member who has also been a successful participant in other areas of the music program.
- **Mario J. Marcanti Memorial Fund** The Marcanti Fund was established in January 1996 and is awarded to a graduating senior involved in marching and symphonic band and has exhibited academic distinction.
- **The Heritage Fund** This fund provides financial support to encourage participation in the music program for students who might otherwise be unable to do so.

Robert N. Hudspeth, Jr. Memorial Award This award provides financial support for lessons or music camp for an underclass student who participates in multiple music organizations and shows interest in pursuing music intensively.

Shiri Berg First Flute Award The fund was established in April 2007 as a memorial to Shiri, who so tragically passed away at the age of 22 on January 5, 2005. Shiri was a 2000 graduate of State College Area High School and was the first flute/piccolo in all three bands – Concert, Symphonic and Marching. Her parents, Sara Berg and Ron Tzur, created this award as one way to accomplish Shiri's desire to make a difference in this world. The award is a small token of appreciation to young, talented musicians at Shiri's teenage home who keep her music/soul alive.

Crescendo Fund The fund was created to endorse the fundamental purpose of teaching music to develop in State College Area School District students, as fully as possible, the ability to perform, to create and to understand music. The fund supports the sequential program of music courses in Band, Orchestra, Choir, Piano, Voice, Musical Theatre and Music Theory as offered at the different grade levels across the district.

If you would like to support Music in our Schools and our community, please consider contributing to the SCASD Music program and music students with a donation.

Name _____
Address _____
Phone _____ E-mail _____

Please make checks payable to SCASD and forward to:
Development Office
State College Area School District
131 W. Nittany Avenue
State College, PA 16801

Please designate my gift of \$_____ for:

_____ **Music Umbrella Fund – general donation**
_____ **Mei Mei Cheng Memorial Fund**
_____ **Wilbert H. Hartman Memorial Fund**
_____ **Frank B. Hege Memorial Fund**
_____ **Mario J. Marcanti Memorial Fund**
_____ **Heritage Fund**

_____ **Robert N. Hudspeth, Jr. Memorial Fund**

_____ **Shiri Berg First Flute Award**

_____ **Crescendo Fund**

For on-line donations, please go to www.centrecountycf.org.
All gifts are tax-deductible to the extent allowable by law.

For more information, please contact Karen Burke-Crawford, SCASD Development Specialist, at 814-235-4923 or klb42@scasd.org.

V. Performing Arts Advocacy

VI. Miscellaneous

A. Student Trip Chaperones

- 1. Work with directors to determine how many chaperones are needed for trip.**
- 2. Discuss Booster contribution to defray chaperone costs at Booster meeting - \$100 per chaperone**
- 3. Vote to approve expenditure during Booster meeting prior to trip**
- 4. Assist directors in updating chaperone responsibilities document**
- 5. Assist directors in educating chaperones in responsibilities**
- 6. Work with directors and chaperones throughout trip to ensure smooth travels**

B. PMEA Festival Coordination

Housing - Jeanne

Student refreshments - Marti

Directors Lounge - Marti