

**SPARKMAN HIGH SCHOOL
BAND BOOSTERS**

BY-LAWS

For the School Year
2015-2016

APPROVALS

Denise Canfield
President

Date

Charity Wright
1st Vice President

Date

Marcie Epling
2nd Vice President

Date

Mark Dorner
3rd VP-Fundraising

Date

Lara Daugherty
3rd VP-Sponsorship

Date

Sallye Elliott
Co-Treasurer

Date

Caroline Shaw
Co-Treasurer

Date

Julie Jones
Secretary

Date

Pam Handley
Color Guard Representative

Date

Ann Weis
Percussion Representative

Date

CONCURRENCE

David Raney
Director of Bands

Date

Jack Albert
Asst. Director of Bands

Date

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MISSION STATEMENT

The SHS Band Boosters exist to lend all possible support, both moral and financial, to the Sparkman High School and 9th Grade Band Programs and to the Directors. The Boosters purpose is to promote all activities of the Sparkman High School Band(s), to include any organization that falls under the SHS Band program.

ARTICLE I –PURPOSE

- Section 1: The Boosters serve in an advisory capacity to the school Band Director(s) only, and administration as it pertains to funds allocated, Fund Raisers and general support. Additionally, the Boosters have custodial responsibility over the care and maintenance of uniforms and other assets purchased by the Boosters.
- Section 2: The Band Boosters will have NO authority or control over the management of the band program in areas as it relates to student discipline, academic requirements, grades, end-of-year awards, and the scheduling of band specific activities, to include competition dates, concert dates, type and length of spring trip etc. Questions regarding these areas must be directed to the Band Directors for resolution.

ARTICLE II – MEMBERSHIP & DUES

- Section 1: Membership in the Band Boosters, through the Booster Fee's, shall include all parents or legal guardians of band and color guard members, appointed student representatives, and current Band Booster officers. Voting privileges are extended only to those members in good standing relative to payment of Student Booster Fees. Additionally, members that are delinquent on their Booster Fees must bring their balance to zero prior to registering for Band Camp, or paying for any Spring Trip.
- Section 2: Volunteers serve to support the Band Booster goals by donating services and time to the band program. Eligibility is contingent upon meeting all mandatory school system volunteer requirements and the approval of the Band Director and the Band Booster Executive Board.
- Section 3: The Band Directors shall serve in an advisory role to the Executive Committee relative to school policy, performance planning, and will provide input for budget and fundraiser planning. However, they are not voting members of the Band Booster organization.

ARTICLE III – OFFICERS & DUTIES

Section 1: Election of Officers

- a. Roberts Rules of Order, when possible, will be followed to electing the designated Band Booster Officers.
- b. A nominating committee shall be formed during the January meeting consisting of the incumbent Secretary, to provide oversight, from the current school year plus two members selected from the general membership by a voice vote.
- c. The nominating committee, chaired by one of the two members nominated by the general membership, will receive nominations from the floor at the February meeting for nomination as officers (President, 1st Vice President, 2nd Vice President, Co-3rd Vice Presidents, Secretary, Co-Treasurers, Color Guard Representative and Percussion Representative) for the upcoming school year. These nominations will be posted to the Band Website within 24 hours for all members to view. Additional nominations may be made up to the last day in February, after which time, the nomination window is closed. The Color Guard Representative will be selected for nomination from the Color Guard parents/guardians. The Percussion Representative will be selected for nomination from the Percussion parents/guardians.
- d. The Committee will verify the eligibility (per requirements of Article II Section 1) of individuals nominated, and will call on each person added to the roster to verify that the individual is willing to accept the nomination for the designated position, as well as serve for both semesters.
- e. The final nomination slate will be posted to the Band Webpage once it has been compiled, but not later than the last day of February. The elections will be held during the regular March Booster meeting and will be done using a secret ballot. The nomination committee Chairperson, a parent of a graduating senior and the at-large member of the committee will collect all ballots and count them. The current Booster Secretary will verify the results, collect the ballots, and record the results in the minutes when they are presented to the general membership. The tally sheet will remain a part of the official record, but not made public and used only in the event of an Officer Resignation or departure. See Article III, Section 1(h).
- f. Any existing board member may be nominated for and elect to run for a different position other than what they currently serve; however, that individual's name can only appear on the ballot for one position. The intent is to encourage more participation from the general membership.
If no one else is nominated or accepts a nomination to that vacated position, the incumbent may serve in that capacity again if not elected to the other position

through a simple voice vote of the general membership.

- g. Between their election and assumption of responsibilities the officers-elect will serve as non-voting observers supporting the incumbent Executive Committee in transitioning Band Booster activities. The early selection process and vote is necessary so that the incoming board members are involved in the budgetary process that occurs in the April/May timeframe.
- g. Officers-elect for the upcoming school year will assume office at the Band Banquet in May.
- h. The departure of Board Officers, shall be done in writing to the President, and subsequently, upon a pre-determined timeline, announced to the Executive Board. Those whose names appeared on the ballot during the nomination and voting process will be contacted and afforded the opportunity to serve in that capacity based on the number of votes received. The replacement will be affirmed by a simple voice vote at the next General Membership meeting.

Section 2: Booster Officers

- a. The Executive Officers of the SHS Band Boosters are as follows: President, 1st VP, 2nd VP, CO-3rd VP, CO-Treasurer, Secretary, Color Guard and Percussion Representatives, Board Member Emeritus along with a Board Member At-Large.
- b. Committee Chairs are non-elected members of the Executive Board. While they don't have voting privileges extended to them as Board Members, they are by the very nature of their position extensions to the Executive Board and fully participatory in monthly board meetings, discussions and development of policy and procedure.
- b. Duties and Responsibilities of each Officer and Committee Chair are included in Annex A to the By-Laws.

ARTICLE IV – FINANCIAL ACTIVITIES

Section 1: All funds must be submitted to the school bookkeeper according to school policy.

Section 2: Band Booster fund-raising activities and promotions will be coordinated with the Band Boosters Executive Committee, Band Directors, and school administration, any of whom have the authority to veto a proposed fundraiser.

Current school policy limits fundraising to four (4) events per fiscal year (October 1 through September 30), with special consideration for a fifth fundraiser as approved by the principal and Central Office.

The band directors have an additional four (4) combined fundraising events that can be supported through their accounts. Any additional fundraisers must be submitted in writing using the Fundraiser Plan of Action Form to the 3rd Vice President for presentation to the Executive Board for approval. For the purposes of planning, fundraising activities/events shall fall into one of the following two categories:

- Section 3: “Sale/Service Events”. Sales events include, but are not limited to, taking orders for and delivering products such as sales of fruit, cookie dough, fireworks, candles, nuts, calendars, and end of year Memory Book advertisements. Examples of service events include car washes, or gift wrapping.
- Section 4: “Activity Events”. These fundraising activities include, but are not limited to, events that will host other schools, bands, or the general public, at Sparkman High School, or at any other public or privately owned property. Examples include golf tournaments, Battle of the Bands, car shows, or pancake breakfast.
- Section 5: Concession Stand. This includes concessions for Varsity, Junior Varsity, and freshman football games, and any other school sponsored activity.
- Section 6: The Band Booster Executive Committee shall prepare and submit a balanced line-item budget for the following fiscal year (October 1 through September 30 the following year) to the Sparkman High School Administration for approval. The budget will be prepared by the date assigned by the school system of each year and will include input from the Band Director(s). This will be an operational budget, meaning that only known sources of income will be used to determine the operating budget for the purposes of spending. Anticipated funds from fundraisers, with the exception of the Concessions Stand, shall not be factored into the budget for the following year. Once the budget has been approved by the board, it will be presented to the general membership upon request. The budget must be approved by the executive board prior to submission to the school accountants.
- Section 7: To ensure proper accountability and use of Booster Funds, ALL purchases using Booster Funds must be submitted on an approved MCBOE Requisition and Purchase Order Form, which can be obtained through the school accounting office. All Requisitions will be submitted for approval and processed through the school accountant/bookkeeper not later than 3 working days prior to purchase. Reimbursement’s for out of pocket expenses, not approved in advance will be treated as a donation to the organization and when appropriate, receipted as such.
- Section 8: ALL PO’s require the signature of two board members. Requisitions of \$500.00 or less can be signed by two voting members of the Executive Board. Requisitions greater than \$501.00 **MUST** have the signature of one of the two treasurers to ensure fund availability.

Section 9: Decisions for expenditures will be based upon the official financial records of the Band Booster organization as maintained in a current manner by the Band Booster Treasurer(s).

ARTICLE V – MEETINGS

Section 1: The Executive Board shall meet monthly, preferably one week prior, to the general membership meetings. The purpose of this meeting is to discuss overall business and to set the agenda for the next general meeting. The Band Directors are afforded the opportunity to attend and provide input to the Executive Board. This is essential in order to fully understand the Directors vision and priorities for the band.

Section 2: General Booster Meetings are held monthly on Tuesday evenings. The Booster Meetings will be posted to the Calendar on the Band Website and announced well in advance. There will not be a meeting held in December or May unless called for by the President. The Band Banquet shall serve as the final general meeting of the year. Booster Meetings will be the ONLY opportunity to pay fees, such as Booster Fees. Your participation in these meetings is highly encouraged.

Section 3: Non-standard meetings shall be called through written (email or website) or verbal notification to each Band Booster member. Only business specific to that special meeting shall be conducted.

Section 4: The order of business at all regular meetings of the Band Boosters shall be as follows:

- Call to order by the President or his/her designee
- Presentation and approval of the prior month's minutes
- Presentation and approval of the Treasurer's Report
- Old business
- New business
 - Reports of officers
 - Reports of committees
- Band Director(s) remarks
- Adjournment

ARTICLE VI – REVISIONS AND AMENDMENTS TO THE BY-LAWS

Section 1: Changes to the base By-Laws will be done only when major policy or procedures are deemed necessary. Annexes will be reviewed yearly and revised to reflect any.

Section 2: The By-Laws may be amended during the school year only by a two-thirds majority vote of the voting members present at a regular or special meeting of the Boosters provided notice of the purpose of the proposed amendment has been stated in the call for the meeting.

Section 3: Once an amendment to these By-Laws is approved by a majority, the Booster Secretary will take the following actions: the Amendment will be dated, the Amendment will be numbered, and the Amendment will be filed in the Secretary's 3-ring binder, behind the By-Laws and other amendments, in numerical order.

ARTICLE VII – COMMITTEES

Section 1: The following committees, at a minimum, will be established prior to the start of each school year and be under the authority of specified board position:

Chaperone/In-stand Support/ Medication administration -under 1st VP
Band Camp-under 1st VP
Banquet-under 1st VP
Uniform – under 1st VP
Practice Field Maintenance-under 2nd VP
Transportation– under 2nd VP
Pit Crew– under 2nd VP
Construction Chair-under 2nd VP
Concessions – under 3rd VP
Fruit Sales-under 3rd VP
Car Show-3rd VP
Stadium Clean-Up-under 3rd VP

Section 2: Duties and responsibilities are outlined in Annex A. Other committees will be established by the President and Executive Board on an as needed basis.

Section 3: Committee chairpersons must be members in good standing of the Band Booster Organization.

ARTICLE VIII – BOOSTER FUNDS/EXPENDITURES

At the end of each school year, following the final payment of all current Band Booster financial obligations, a minimum of \$2,500.00 will be left in the primary

Booster account(s) for the next school year. No more than \$1,000.00 should remain in the Concessions Account.

The purpose of this carryover is to ensure adequate funds for recurring monthly expenses: field maintenance, water bill, electric bill for concessions, and pest control.

ARTICLE IX – BOOSTER FEES and VOLUNTEER SERVICE CREDIT

Annex B addresses Booster Fees, Booster Fee Payment Schedule and Procedures, and Volunteer Service Credits.

Note: The Madison County Board of Education assesses a \$50 Course Fee. This is in addition to the Booster Fees and is paid directly to the school each semester.

ARTICLE X – SENIORS HONORED

During the half-time show of the last home football game, senior band and color guard members will be honored. The following is the suggested format (but not limited to):

Name of senior band member announced;
(Son or daughter of) Names of parents announced;
Number of years of participation and type of involvement (instrumental, color guard) in the Sparkman Band.

ARTICLE XI – MEMORIALS

- Section 1: In the event of the death of one of the band students, a plaque will be made using a photo of that student's parents' choice. A negative will be made of the photo (the photo returned to the parents), and the photo will be engraved on the memorial plaque, which will also indicate the years of participation and instrument(s) played in the Sparkman Band. Each memorial plaque will be approximately 9" x 12" in size.
- Section 2: The school principal will be asked to call an assembly for the presentation of the plaque.
- Section 3: Family members of the deceased should be notified at least a week in advance of the assembly so as to have time to plan to attend the presentation (at their discretion).
- Section 4: All band student memorial plaques will be displayed in a place of honor in the SHS band room.

ARTICLE XII – SCHOLARSHIPS

- Section 1: A Scholarship Committee will be formed around or during the April booster meeting. Up to two scholarships will be awarded each year.
- Section 2: Eligibility - Applicants must have been accepted at a 2/4 college or university or trade school. Applicants must have participated in the Sparkman High School Band a minimum of one year.
- Section 3: The Selection Committee shall consist of the Band Directors, a Sparkman High School Administrator, a Sparkman High School Guidance Counselor, an Officer of the Booster Club (not a parent with a senior student) and the Scholarship Committee Chairperson (appointed by President) In the event of a tie, the Selection Committee shall review the overall packets of the two individuals and rate their packets again. There can only be two winners.
- Section 4: Payment of the scholarships in the amount of four hundred dollars (\$400) each shall be made in the form of a check payable to the recipient.
- Section 5: Procedures – Notice of availability of the scholarship forms will be given by the Band Director. Applications shall be returned to the Band Director by the last Friday in April. The recipient(s) will be awarded the scholarship during the annual Spring Awards Banquet.

ARTICLE XIII – SPECIFIC BOOSTER ACTIVITIES

- Section 1: The Boosters will sponsor several activities throughout the course of the year. These include, but are not limited to: End of Camp Show and the Band Banquet at the end of the school year.
- Section 2: These activities are designed to encourage participation by the General Boosters and to recognize and honor the band, students and their accomplishments. The Band Banquet requires a nominal cost to the parents/guardian, however, the Boosters will cover the cost of the Banquet for each student. Cost of the Banquet is determined based on the menu. The Boosters pay for the rental of equipment, facilities and awards.

-End-

ANNEX A- to SHS Band Boosters By-Laws 2014-2015: Duties and Responsibilities of Executive Board Members and Committee Chairs

1. President

The President will preside over all meetings and will have the authority to establish from the Boosters' general membership such committees, boards, etc. as necessary and appropriate. The President will be an ex-officio member of all committees.

The President will ensure adherence to any contractual agreements between the Boosters and vendors, businesses, or contractors in accordance with the majority vote of the general membership present at the meeting in which the contract is proposed. All contracts must have concurrence by the Sparkman High School Principal.

The President will support and assist the other officers and committee chairpersons on the fulfillment of their duties.

The President shall ensure that the Forms, Fitting, and Fees (F3) day is coordinated with all three Vice Presidents, since the F3 Day crosses lines of responsibilities. The F3 date will normally be conducted just prior to Band Camp.

Work with the Band Director(s) to coordinate 8th grade recruiting, to include 8th Grade Football Night and provide a Freshman Information Packet to all perspective freshmen during freshmen recruitment.

2. 1st Vice President-Administrative

The 1st Vice President will officiate and assume the responsibilities of President in his/her absence. The 1st Vice President will represent the Executive Committee in coordinating activities for the following committees:

Coordinate all activities in conjunction with F3 Day. Ensure all committees are represented, a notary public is available, all needed paperwork is available, and provide committee sign-up sheets.

Coordinate all activities in conjunction with Summer Band Camp. To include: 2 chaperone/support parents at all times during practices and meal breaks, tent, water, cups, and first aid kit for chaperone.

Provide oversight and have authority of the Chaperone/In-Stand Support Chairperson(s). Chaperones will be used at home games, away games, competitions and trips. Chaperones are responsible for prepping bleachers, providing traffic management, and policing the stands when the band is not present. Chaperones will serve in the same capacity at all of these functions. Ensure all chaperones are approved by the Band Director(s) and chaperone duties are assigned as requested by the Band Director(s).

Ensure that first aid kits are carried to all games, competitions, and performances away from the school building. To include one kit for each bus head chaperone.

Provide oversight and have authority of the Uniform Chairperson. Uniform Chairperson is responsible for inventory and general maintenance of uniforms, as well as coordinating ordering new/replacement uniforms.

In conjunction with the Co-Treasurers and Secretary, work with the Band Director(s) to help coordinate the Spring Trip.

Provide oversight and have authority of the Annual Banquet Chairperson to include: event location, decorations, catering, awards (Booster Awards and Directors Awards), slide shows, and memory book.

Ensure the volunteer list for all committees under their authority is submitted to the Secretary following each event.

3. *2nd Vice President-Field Maintenance/Transportation and Equipment*

The 2nd Vice President will be next in line of authority to the 1st Vice President, and, in the absence of the President and the 1st Vice President, will preside over meetings. The 2nd Vice President will represent the Executive Committee in coordinating activities for the following committees:

Ensure adequate support is provided at F3 Day, including adequate uniform committee staffing for sizing and fitting of uniforms, all chairpersons are represented for all committees to collect information and volunteers. Provide committee input needs to the 1st Vice President prior to F3 day.

Provide oversight and have authority of the Transportation Ensure a driver is arranged for the equipment truck for all away games, band competitions, and performances away from the school building.

Ensure the practice field is properly maintained, to include communication with the Principal of Sparkman 9th Grade School, coordinate a contract with a landscape company for proper maintenance, and ensure that the field is prepped for rehearsals and any damages are fixed with regard to the sprinkler system, natural disasters, regular usage, etc. Recruit volunteers to help maintain field.

Provide oversight and have authority of the Pit Crew Chairperson and Committee.

Provide oversight and have authority of the Practice Field Maintenance Chairperson.

Manage controlled gate badges during home football games.

Ensure the volunteer list for all committees under their authority is submitted to the Secretary following each event.

4. *3rd Vice President(s)-Fundraising/Sponsorship*

The 3rd Vice President will be next in line of authority to the 2nd Vice President, and, in the absence of the President and the 1st and 2nd Vice Presidents, will preside over meetings. The 3rd Vice President will Represent the Executive Committee in coordinating activities for the following committees:

Ensure adequate support is provided at F3 Day, to support as requested by the 1st Vice President. Ensure committee chairpersons are represented to collect volunteers. Provide committee input needs to the 1st Vice President prior to F3 day.

Coordinate fundraisers during the course of the Madison County School System fiscal school year and make recommendations to the Executive board for fundraisers for the next school fiscal year's budget.

Recruit and provide oversight and authority over event chairs for the various approved fundraisers, to include recruiting parents and students (as applicable) for each of the fundraisers.

Establish donation, grant, and advertising committees.

Provide oversight and have authority of the Football Concessions Stand and the Concessions Chairperson(s). Concession Chairperson is responsible for making sure there is water and ice for band camp, coordinating all volunteers, ordering all needed inventory, meeting all Health Department requirements, and management of the concession stand.

Ensure water is purchased and available for both our band and the visiting band for football games, and provide water for all competitions.

Ensure the contract for stadium clean-up is on file before the first football game of the season and that a volunteer is present on the days that the clean-up service is performed.

Ensure the volunteer list for all committees under their authority is submitted to the Secretary following each event.

5. *Treasurer(s)*

There will be two Treasurers to divide the work load. They will divide duties and responsibilities among themselves.

The incumbent Treasurer will be next in line of authority to the 3rd Vice President, and, in the absence of the President, 1st, 2nd, and 3rd Vice Presidents, will preside over meetings. If no incumbent Treasurer is on the board, the President shall appoint one of the treasurers to assume these responsibilities.

The Treasurer(s) will properly receipt and maintain records of all Booster financial activities using the schools receipt book and CHARMS.

The Treasurer(s) will present a monthly report (including delinquent fee status) at each regular Executive Committee meeting and will provide a typed Treasurer's report (less delinquent fee status) to the full membership at each regular monthly meeting.

The Treasurer's typed records and reports will be maintained in a folder/binder and categorized appropriately. These reports will be the financial record of the Band Boosters, and must be turned over to the incoming Treasurer by June 1st each year.

Ensure adequate support is provided at F3 Day, to collect Student Band Fees, instrument rental fees, uniform fees, camp fees, trip fees, or any other payments that need to be collected.

The Treasurer will ensure that a signature card of authorized board member signatories is maintained current and on file with the Sparkman High School Bookkeeper.

The Treasurer will report any delinquent student payments of moneys due, as outlined in Article IX, to the Band Director(s) after 30 days for his disposition.

Whenever the concession stand is open, one (1) treasurer and one (1) other Board member shall be present at the completion of the activity to collect and receipt monies as necessary.

Any Board member can accept funds collected on behalf of the Boosters, however, the Co-Treasurers are the only authorized personnel to accept and receipt funds collected on behalf of the Band Booster organization.

In conjunction with the 1stVP and Secretary, work with the Band Director(s) to help coordinate the Spring Trip.

Check the Booster Folder at least once daily for Purchase Orders that need to be signed, submitted or picked-up.

6. *Secretary*

The Secretary will be next in line of authority after the Treasurer, and, in the absence of all other officers, will preside over meetings.

Robert's Rules of Order is to be maintained by the Secretary.

The Secretary will be responsible for maintaining all non-financial records and performing all other inherent duties or duties appointed by the President.

The secretary will be the single point of contact for the collection of service credits earned by parents throughout the school year. The Secretary is responsible for maintaining the database for service points earned by parents and students during various activities. The secretary will present the points earned to the Treasurer in at the end of the school year, and will assist the Co-Treasurers in adding this information into CHARMS a timely manner.

The Secretary will read the minutes from the prior month's meeting for review and the minutes will be voted on immediately.

The minutes from the current month's meeting will be submitted to the 2nd VP for posting to the Web site not later than 48 hours past the meeting date. These minutes will be posted as a draft until they are voted on at the next monthly meeting.

The Secretary will maintain typed copies of the minutes which will be kept in a 3-ring binder as a permanent record of the Band Booster organization. This binder will also contain a separate section for the Sparkman High School Band Boosters By-Laws and Amendments, saved in numerical and chronological order.

In conjunction with the 1st VP and the Co-Treasurers, work with the Band Director(s) to help coordinate the Spring Trip.

The Secretary will turn over all records to the incoming Secretary by June 1st of each year.

The Secretary will provide support at F3 Day, as requested by other Executive Board Members.

The Secretary will maintain an updated roll of all band students and provide it to the Treasurer on a monthly basis.

7. Color Guard Representative

The Color Guard Representative will provide liaison between the Band Boosters and the Color Guard and will be a voting member of the board.

The Color Guard Representative will provide representation and support to all Band Booster activities.

The Color Guard Representative will provide oversight and have authority of the Chaperones and help with transportation for all Winter Guard practices and competitions.

The Color Guard Representative will provide support at F3 Day, as requested by other Executive Board Members.

Ensure the volunteer list for all volunteers under their authority is submitted to the Secretary following each event.

8. Percussion Representative

The Percussion Representative will provide liaison between the Band Boosters and the Percussion Section and will be a voting member of the board.

The Percussion Representative will provide representation and support to all Band Booster activities.

The Percussion Representative will provide oversight and have authority of the Chaperones and help with transportation for all Indoor Percussion practices and competitions.

The Percussion Representative will provide support at F3 Day, as requested by other Executive Board Members.

9. Board Member Emeritus and Board Member-At Large

Any current Executive Board Member has the option of remaining in at Board Member Emeritus status on the board for the next school year should that individual chose not to run for their respective position on the Executive Board for the next school year. The purpose of this position is to assist and advise his/her successor to ensure a smooth transition. This individual will not be a voting member of the board, will not have authority to sign purchase orders or commit funds and will not be eligible for the Volunteer Credits normally applied to a Board Members fees the following year.

The Board Member-At Large position is being established to ensure continuity of the board. If any member of the Executive Board is in his/her last year as a Booster Member, an announcement as to which positions will be vacated at the end of year will be made at the first General Booster meeting, nominations will be accepted at that time and up to 24 hours prior to the second General Booster meeting with a Special Election held at the second General Booster Meeting. The purpose is to elect an individual(s) who will assume the duties and responsibilities of that office in June of the following year. This person will sit on the Board as a Member at Large for the express purpose of learning the roles and responsibilities of the position. They will not have any voting privileges and will not be permitted to sign purchase orders, but will receive the same Volunteer Credit as a sitting Executive Board Member. The preferred, but not required, booster member for this is a freshmen, or sophomore parent who will have longevity in that position.

ANNEX B to SHS Band Boosters By-Laws 2015-2016: Booster Fee's and Volunteer Opportunities.

Booster Fees are assessed at the beginning of each school year. Monies collected for Booster Fees go towards offsetting ALL costs associated running the Band on a day to day basis. Booster Fees cover such costs as: Transportation (busses, Truck Rentals etc), Utilities and maintenance for Concession Stand/Practice Field, Non-MCBOE Instructors and employees of the band (Color Guard and Percussion Instructors, Band Nurse, etc), Uniform maintenance, Instrument purchases, office supplies to name a few.

Booster Fee Structure and Schedule

The **2015-2016** School year Booster Fees are **\$300**. This is for all students grades: 9-12. This covers costs associated with Marching Band, Concert Band, as well Winter Guard and Sparkman Indoor Percussion. Students that audition for, and are placed in the Competition Band, will be assessed an additional **\$100** on their Booster Fees due to the additional costs associated with the Competition Marching Band. **ALL Booster Fees** are due on F3 Day. Accounts not current by the second week of school will be referred to the Band Directors.

Booster Fees for the current school year will not be accepted if there is an outstanding balance owed from the previous year.

Eligibility to audition for Sparkman Indoor Percussion and/or Winter Guard requires that all Booster Fees be paid in full. A portion of Booster Funds will be used to support these two groups.

Volunteer Service Hours:

Volunteer credits are earned throughout the year by volunteering. These credits can be applied toward a reduction in Booster Fees, up to a maximum of \$100.

0-24 Volunteer Hours Worked earns \$0
25-49 Volunteer Hours Worked earns \$50
50 and up Volunteer Hours Worked earns \$100

Parents and students will be responsible for entering their own volunteer hours on a form made available on the Band Website after each event. There will be two deadlines to have all volunteer hours entered. One will be after the first semester; the second will be shortly before the second semester ends. No volunteer credits will be added to any account on F3 day. These Service Hours will be credited at the beginning of the NEXT school year. **Please note: Volunteer Credits are applied against the total balance due and are per family, not per child.**

Multi-Child Rate: The Boosters will continue to offer a Multi-Child Rate. 1st Student: \$300; 2nd Student: \$250; 3rd Student \$200. The volunteer credit reduction applies to the total amount due for all students.

Band Booster Fees are non-refundable after the third day of classes.

All refunds are processed through the School Accounting Office and once the Purchase Order for the Refund is approved by the Boosters, all inquiries regarding the refund must be addressed through the Main High School Office.

Band Camp Fees: Band Camp Fees are assessed to cover the additional cost of running our Band Camp each summer. These fees are paid during the Band Camp Registration Day on the first Saturday in May. These fees are \$50 per student. **Band Camp Fees are non-refundable after the 1st Day of Camp.**

Instrument Rental Fees: \$75.00 The rental fees for any student that needs to use a school owned instrument, to include percussion, and will be assessed during F3 Day for the fall semester. The Instrument Fee will be collected in the spring semester if applicable. The Instrument Rental Fee is used to clean and repair these instruments at the end of the school year as well as to purchase supplies such as mallets, and sticks for percussion. Students and parents alike will sign the rental agreement and will be held responsible for any all damages not noted in the initial inspection and that is not deemed fair wear and tear.

- Section 1: Various other items are mandatory and will need to be purchased on an as needed basis. These items may include one or more of the following and the cost is determined by the current market values: marching shoes, gloves, etc. Additionally, all students will be required to purchase a concert uniform consisting of a long-black dress for the ladies (10-12 Grade Only) and Tuxedo for the men (10-12). 9th Grade Uniform is black slacks, white shirt and bow-tie.
- Section 2: Color Guard, Winter Guard and Sparkman Indoor Percussion students will be assessed additional fees as required.
- Section 3: During the year “mini-camps” designed to assist specific sections may be held. A nominal charge associated with providing professional instructors, equipment, etc. may be assessed, and will be announced prior to the end of the school year if possible.
- Section 4: **Spring Trip:** If a Spring Trip is announced, expenses will be assessed at actual costs as determined by the Band Director(s) and the Tour Company for each applicable trip. These expenses will be announced as well in advance as possible so as to ensure appropriate payments can be made in accordance with required trip payment plan. Trip payments will be paid directly to the Boosters, who will forward a consolidated check to the Tour Operator/Trip Coordinator. Payments will no longer be made directly to the tour operator. **Student accounts must be current before any funds will be accepted for a spring trip.**

Section 5: Any hardship problems, (such as loss of job, severe illness, etc.) should be addressed to the Band Director(s) or Booster President as soon as they are known. All information will be kept confidential. **However, the expectation is that any fee waived or reduced due to hardship, is replaced in kind through volunteering and participating in the Fruit Sales Fundraiser. The money raised during the Fruit Sales can be used to offset fees owed the boosters.**