

2017-18 Committee Information

Hillsborough Band Parents Association

FRIDAY NIGHT DINNERS

September-November (Marching Band Season)

- Pick up food from Angelo's 30 minutes prior to scheduled Eat & Dress (per weekly schedule)
- Count/verify the number and types of sandwiches before leaving Angelo's
- Unload car/move food into Commons
- Get supplies / Friday Dinner Bin from Band Room
- Write last names of students on respective sandwiches from master list
- Check off students' names as they enter food line and remind them of their order
- Serve pizza/subs to students
- Post dinner cleanup (recycle pizza boxes, return Dinner Bin)
- Refill supplies to Friday Dinner Bin as necessary / inventory and refill for following Friday
- Return pizza bags to Angelo's

3Q SNACK

September-November (Marching Band Season)

- Collect money from each family for donations
- Keep list of families who will donate snacks throughout the season
- Be sure bin is stocked with plates, cups, napkins, etc. as needed
- Shop for snacks
- Prepare drinks/snack bins prior to Friday night football games
- Bring snack wagon/tables/drinks/snack bins to football field (home and away) – set up for snack time
- Feed our Band at away games / our Band and visiting Band at home games
- Return all to proper place upon end of 3rd Quarter Snack – rinse drink containers

PIT CREW – Gregg Aleo-Director * Currently seeking Co-Director

September-November (Marching Band) & November-May (Winterguard)

Marching Band:

- Work with others on team to assist in designing and building of props as requested by Band/Guard Directors
- Assist with loading/unloading of trucks prior to competitions (assembly/disassembly of all props)
- Assist with moving props/instruments on and off the field at competitions
- Assist/Volunteer for scheduled work clean-ups (alley, truck, shed, etc.)
- Volunteer to pick up box truck when needed prior to competitions

Winterguard:

- Work with team to assist in designing and building of props as requested by Guard Director
- Work with team to assist with the painting of the floor mat
- Assist with loading/unloading of floor mat and props, if any
- Assist with pulling Guard mat on/off the floor at competitions

SCRIP GIFT CARDS – Currently seeking Chair for next season

Season Long

- Send bi-weekly notices to families through GoogleGroups to announce order dates.
- Collect orders for online purchase of Gift Cards from SCRIP – maintain Excel spreadsheet of orders and summary of family totals
- Enter orders in “Shop with Scrip” site (approx 30-45 minutes every other week)
- Work with Treasurer regarding PO of sales and monies collected
- Receive shipment of gift cards – organize cards for distribution to families. Meet families at the High School for distribution and payment collection.
- Ensure payments are given to Treasurer in a timely manner
- Maintain Excel spreadsheet of family accounts (approx 30 minutes every other week following orders)
- Update Excel spreadsheet with “Shop with Scrip” rebates - usually 2x per year.

FOOD SERVICE – Currently seeking co-Chair

Marching Band and Winterguard Home Shows

- Responsible for the organization and distribution of food/drink for the Home Shows
- Reach out to local food stores for donations (1-2 months before)
- Determine quantity of food needed based on number of groups performing (1 month before)
- Request use of HS cafeteria & staff (1 month before)
- Solicit food donations from band parents (2-3 weeks before) – Sign-Up Genius
- Solicit volunteers to work (2-3 weeks before) – Sign-Up Genius
- Purchase necessary items from store (1 week before) – paper goods, food items, etc.
- Set up & take down (day of)

SATURDAY COMPETITION DINNERS

Sep 23 / Oct 7 / Oct 21 (Marching Band Season)

- Pick up food from Angelo’s 30 minutes prior to scheduled Eat & Dress (per weekly schedule)
- Count/verify the number and types of sandwiches before leaving Angelo’s
- Unload car/move food into Commons
- Get supplies / Dinner Bin from Band Room
- Write last names of students on respective sandwiches from master list
- Check off students’ names as they enter food line and remind them of their order
- Serve pizza/subs to students
- Post dinner cleanup (recycle pizza boxes, return Dinner Bin)
- Refill supplies to Dinner Bin as necessary / inventory and refill for following food event
- Return pizza bags to Angelo’s

STATE CHAMPIONSHIP TAILGATE-October 28

September-October

- Release email re: Tailgate & Bus Decorating – sub order attached or Genius link
- Contact Just Subs to notify of date & pre-order
- Collect orders/\$\$ within deadline (w/Treasurer)
- Finalize order for subs with vendor (Just Subs, Wegmans, etc.)
- Advertise event & bus decorating to all families
- Set up/distribute subs, drinks, chips, etc./break down prior to Championship

UNIFORM COMMITTEE – Kathy McHugh, Chair

Seasonal – Marching Band, Wind Ensemble Tuxedos/Dresses

- Assist with assigning uniforms during summer Marching Band rehearsals
- Be available to assist in the Band Room for home football games and competitions to assist the students with any uniform related issues

- Assist with collection of uniforms and check-in at the end of Marching Band season
- May include light sewing, hemming and replacing buttons
- Assist with assigning tuxedos and dresses to Wind Ensemble student
- Assist at Marching Band performances with collection of uniform mirrors and plumes

UNIFORM DRY CLEANING

Seasonal – Marching Band

- Arrange seasonal agreement with local dry cleaner – order cleaning bags
- Set pick up/drop off dates
- Collect \$\$ from families and be sure total is paid to the dry cleaner (w/Treasurer)
- Collect all uniforms after weekend competitions in cleaning bags
- Set up racks for drop off of uniforms in Band Room or Alley on drop off day
- Assure that all uniforms go home with students after Wednesday rehearsals

KID STUFF BOOKS

August - November

- Order Kid Stuff books from distributor
- Label all books for distribution to Marching Band and Curricular band students
- Distribute during Mini-Camp rehearsal week
- Collect \$\$ from families / track receipts on worksheet
- Track unanswered books and follow up with parents for payment or book return
- Return all excess books to distributor

BAND & GUARD ANNUAL RAFFLE

September-May

- Help brainstorm raffle ideas
- Assist with securing prizes (donations from vendors, gift cards, etc.)
- Advertise raffle to HBPA families, friends, Hillsborough residents and general public
- Collect \$\$ (work w/Treasurer) and keep complete and accurate tally of \$\$ collected
- Help announce the raffle winners / deliver prizes

CORPORATE SPONSORSHIP

Seasonal – Sponsorship Drive August-October – DEADLINE 9/30 for MB in Home Show Program

- Help identify local (Hillsborough/surrounding area) sponsors – reach out with HBPA drive paperwork
- Help identify corporate (Macys, Zildjian, etc.) sponsors – reach out online & with HBPA paperwork
- Brainstorm ideas for generating general sponsorship, trailer sponsorship, specific event sponsorship
- Work with Board members to issue HBPA paperwork to local & surrounding businesses

MARCHING BAND TRAILER SPONSORSHIP

Seasonal – Sponsorship Drive August-October

- Work with Vice President of Sponsorship to advertise Marching Band Trailer Sponsorship
- Work with Treasurer to keep a complete list of families/businesses sponsorship requests and all monies collected
- Update the Trailer sponsorship master list to include new members and renewals, and to remove nonrenewals
- Order new names from vendor, remove nonrenewed names from outside of trailer, replace with new names when received from vendor.

WEBMASTER

All Season Long

- Attend most (if not all) HBPA General Meetings.
- Stay in contact with members of the Exec. Board and the Directors of the Program for all updates and new information for the web pages.
- Update/renew domain name & any hosting contracts prior to expiration.
- Help design the pages on the Website and contribute in determining the layout, such as links to websites, graphics & images, page ideas, text and documents to be uploaded.
- Monitors and maintains the website regularly, taking care to keep its content current, fresh, useful, and a true "go-to" resource for all members, parents, and supporters of the Hillsborough High School Band Program.
- Receives and publishes all necessary content, which may include but is not limited to the Program Calendar, Upcoming Event Information, Publicity from Recent Events, Info about Upcoming Field Trips, Fundraiser Info, Photo Gallery, Program History, Sponsorship, Required Forms (i.e. Physical Information/Medical & Doctor Forms/Permission Slips), etc.
- Monitors and maintains the website regularly, taking care to keep its content current, fresh, useful, and a true "go-to" resource for all members, parents and supporters of the Band Program.

PUBLICITY

Seasonal – Marching Band, Winterguard, Curricular Band announcements

- Keep track of competition scores / placements for notifications
- Handle HHS marquis sign at Amwell Rd/Raider Blvd – post when appropriate
- Handle email for Morning Announcements following competitions when appropriate
- Post articles in local newspapers (paper and online – Hillsborough Beacon, Township Newsletter, NJ.com) along with photos and names of those in pictures. Past articles included announcement of Home Shows, Band Crop, State Championships and more.

GRANT WRITING

All Season Long

- Help identify Grant opportunities
- Complete Grant application paperwork, under direction of Director of Bands, for submission.
- Committee Chair should have experience with Grant writing

APPAREL SALES

Season Long

- Keep running count of all available stock of t-shirts, sweatshirts, hats, etc.
- Replenish stock with Active Imprints when warranted – work with Treasurer
- Arrange dates to sell apparel (rehearsal pickup, ice cream social, band dinners, concerts, etc.)
- Collect money / provide to Treasurer with counts/invoices
- Brainstorm new sales ideas (last year we added sweatpants and scarves) to increase sales

PHOTOGRAPHY

All Season Long – At all Events

- Voluntarily photograph, under the direction of the Directors, all performances, competitions, and Band-related events (car washes, dinners, HBPA fundraisers, etc.)
- Share photos with Publicity, Home Show Program coordinator, Webmaster, etc. for possible publication

MINI GUARD FLAG MAKING

Seasonal – prior to Marching Band and Winterguard Home Shows

- Secure pattern and all supplies needed to make the flags
- Chair will coordinate group flag-making (time/place) with Committee
- Flags can also be sewn at home
- Assist with flag sales at Home Shows

BUTTON MAKING

Seasonal – prior to Marching Band and Winterguard Home Shows

- Order all supplies needed to make the buttons
- Print designs
- Chair will coordinate group button-making (time/place) with Committee
- Assist with button sales at Home Shows

CHAMPIONSHIP TICKET SALES

September-November

HBPA is required by USBands to sell a certain number of tickets to each event. These tickets are prepaid by HBPA, and sales to families recoup the cost.

- Help advertise the availability of ticket sales to each Championship event
- Be available at rehearsals, football games, competitions for sales
- Collect \$\$ and keep complete and accurate tally of sales/\$\$ collected.

SENIOR RECOGNITION NIGHT – November 3

October-November

- Notify families of the event/date
- Order flowers from Fenn's Flower Shop for band members and Moms who are attending
- Pick up flowers from Fenn's the afternoon of the event
- Help "pin" the flowers to the students' uniforms during Eat & Dress prior to the event & football game
- Organize the parents who arrive at the Stadium prior to the announcements

CLOTHING DRIVE – Currently seeking Chair for next season

November – April (following Marching Band season) 10 am-Noon, one Saturday each month

- Work with clothing company to arrange contract and pick-up date(s)
- Identify methods of advertising the Drive-school website, Mayors page, Facebook, etc.
- With HBPA Board, select one Saturday each month (Nov-Apr) to hold clothing drive at HHS
- With Directors, encourage Band Students' participation with monthly sign-up sheets
- Be present on Drive dates to help donators unload cars, loading clothing/toys into the MB trailer
- April – when truck from clothing company comes to pick up – 15+ students plus parents unload the band trailer and reload into the company truck(s), Usually a weekday – 3pm
- Track final payment from vendor to ensure prompt payment to Treasurer

RESTAURANT NIGHTS

Season Long

- Identify restaurants / local businesses that will sponsor fundraising events (i.e., Lenny's)
- Work with Board members to identify event dates
- Important to communicate with Band Council & Tri-M to be sure no duplication of effort
- Communicate event(s) to HBPA families and Hillsborough residents

PASTA / BINGO – January 19

November-January

- Help with generating ideas to make the event new and fresh
- Come up with "current" Bingo game ideas
- Work with Danny at Victor's Pizza for donation of sauces
- ADVERTISE – help get the word out!
- Assist with the purchasing of materials to create candy (or other) event prizes
- Assist with the coordination/wrapping of prizes for the event
- Assist with the purchase of food products for the event
- Team member during event – set up/prep and serving of pasta/sauces/clean-up

MIDDLE SCHOOL RECRUITMENT DAY – January 9

January

- Communicate with Band Director & Ciji Coates to confirm date/time/number of students attending
- Communicate with Angelo's to order correct number of pizzas
- Request from HBPA families donations of salad items/desserts/water to feed all attending students
- Set up / feeding the masses / clean-up
- This event is held during the school day

BAND CROP COMMITTEE – Janet Khashab, Chair

November-March 13

- Ideas to keep Band Crop new and fresh (raffles? food style? prizes?)
- Vendors: Sign-up current & new, coordination of & placement within Commons
- Coordinate registration – email reminders, complete and accurate tally of registrants
- Collection of registration fees (work w/Treasurer)
- Requests for food donations from local vendors & sponsors and from HBPA families – Sign-up Genius
- Request for volunteers for the day of event – Sign-up Genius
- Coordination of attendee seating chart
- Food donation drop-off coordination

BAKING

Seasonal

- On-call volunteers to bake for all “food” events (Home Shows, Crop, certain Concerts, etc.)

SEWING

As Needed

- Volunteers to sew as needed – Guard flags, minor uniform repairs, button replacements, etc.

COLORGUARD / WINTERGUARD PARENT COORDINATOR – Kathy Lang, Coordinator

August – May

- Act as liaison between Guard students and Guard Director(s)
- Act as liaison between Guard program and HBPA
- Working with the Treasurer and President, collect dues, guard fees, travel expenses, etc.
- Other duties as they might arise