

# Highlands Varsity Band Boosters Policies and Procedures

## Annual Budget & Expenditures

### Meetings

#### *Booster Board Meetings*

Board meetings are held the last Monday of the month. It moves to Tuesday if Monday is a school Holiday.

Board meetings in the months of May and June are at the discretion of the President on an "as needed basis".

Board meetings are a confidential "working" meeting. The President will decide if any topics are to be public information.

Each elected officer will report their information at every board meeting. All appointed chairpersons report on their specific committee each meeting.

Progress of each position should be updated to the President throughout the month as necessary. ANY and ALL concerns or questions are to be directed to the President first. If the President does not have the needed information, they will find that out and/or direct you to that person.

#### *Booster Meetings*

Booster Meetings are held the first Monday of the month, unless it is a school holiday. It then moves to Tuesday. Exception at New Year's for January meeting, depending on when the holiday falls, the January Booster meeting could be the second Monday.

## Annual Budget & Expenditures

An annual budget proposal is required by the school district each spring for the following year. The numbers are determined by, but not necessarily limited to, the previous year's expenditures, number of students, trip costs and cost of living increases. Estimated income is determined by the previous year's income. The budget is sent to the district for approval.

Anticipated expenditures are included in the estimated budget proposal and small incidentals are covered by the Miscellaneous expense allowance, if not under a specific category elsewhere in the budget. However, any expenditure that comes up unexpectedly and is over \$100, is discussed within the Booster Board. Once the expenditure is approved by the booster board, then it must go to the parents at large for a vote of approval. No money is to be spent or checks written without the proper discussions, votes and approval by, first the Booster Board, and then by the parents at large. No one person is permitted to authorize expenditures or purchases. The budget is always estimated higher than expected.

## **BOARD-ELECTED POSITIONS:**

### **President**

The President position is outlined in our by-laws as - *shall preside over all meetings of the Association and work closely with all of the elected officers. The President is to keep the Vice President aware of all procedures and current activities to be fully trained to assume all duties of the president in his/her absence.*

The President is the only liaison between the staff and Administration, unless otherwise authorized.

The President and Band Director organize the annual trip, relaying information to the board. Information will be relayed to the parents, when necessary, with the band director's/president's discretion, throughout the planning process.

The President and the Band Director are responsible for choosing the chaperones that will travel on the annual trip.

The President oversees all events and activities of the Boosters. Any final decisions needed for certain or unique situations are the President's responsibility. There may be confidential decisions made at times.

The President chooses the appointed Board committee chairpersons for Ways and Means, Chaperones, and Senior Affairs when needed. He/She also works closely with the Vice President on these choices, for the purpose that the entire board can work together as a team.

The President is responsible and also the only person who can send out the email to the booster members and with authorization, and the information will be posted on the Weebly website.

### **Vice President**

See bylaws for job description.

The Vice President organizes and oversees all the Committees and Chairpersons as well as, is the Chairperson for the Senior Banquet.

### **Recording Secretary**

See bylaws

Also responsible for documentation of all minutes at both Booster Board and Booster meetings. The secretary will type up Booster minutes, copy them and distribute them at the next month Booster meeting.

Recording Secretary is also in charge of our ongoing Spirit Sale each year.

### **Corresponding Secretary**

See bylaws

Also responsible for sending a copy of the officers, fundraisers and annual budget to the Administration each June for the following school year after approval by the president.

Responsible for booster handbook format and printing.

Also responsible for Greeting Cards, well wishes and acknowledgements, as needed.

## **Temporary Committees**

Temporary Committees may be added at any time as needed and are decided by the President and approved by the board.

## **Nominations**

The nominating Chair is chosen by the President. The Chair meets with the President and Vice President for possible candidates to fill offices. Two additional committee persons are chosen by the chair to find candidates and receive possible nominations (per Robert's Rules of Order and our bylaws). The Nomination Chair is responsible to contact any person nominated and the nomination must be accepted. The proposed Slate of Officers for election is read at the February, March and April Booster meetings. Elections are held at the April meeting. A paper ballot election only needs to take place if more than one person is nominated for any or all positions. Our bylaws allow for nominations to be taken up until the nominations are closed on the night of elections.

## **HIGHLANDS VARSITY MARCHING BAND BOOSTERS**

**August:** Rams Basket Raffle, Pie Night and 50/50, LuLaRoe Extravaganza, Anderson Candy Bars (ongoing)

**September:** McDonald's Night, Ticket Raffle (Cash Prize), Pepperoni Rolls

**October:** Pittsburgh Popcorn, Tony's Pizzas, Hoagies

**November:** Fall Craft Show, Applelicious, Rada Products, Poinsettias

*\*All Fundraisers from November will be in for the Holiday, delivery in December*

**December:** 5 Below, Ticket Raffle

**January:** Bowling, Pierogies, Jane's Strombolis

**February:** Pizza Hut, Hoagies, Pepperoni Rolls

**April:** Spring Craft Show

Other ideas: Jewelry, Dips, Cash Bash

## **Treasurer**

See bylaws

Responsible for putting together the proposed budget with the help of the President, to send to the Administration each June.

Responsible to have all books ready for an annual audit each June/July by the President and two additional executive board members.

## **Student Account Treasurer**

See bylaws

Student finances are confidential.

Responsible for keeping all student accounts up to date and accurate.

See Student Fundraiser Policy.

## **BOARD APPOINTED POSITIONS:**

### **Chaperone Chairperson**

Organizes all clearances, medical books/information and schedules chaperones for each event/activity where needed. An exception is the band trip, whereas the President/Band director chooses the chaperones. Once chosen, then the Chaperone Chairperson with the help of the president handles the organization of those adults.

### **Senior Affairs**

Handles all Senior Booster activities and events held for the Senior band members. These activities include, but may not be limited to: Senior and Patron Ads, Tailgate Party, ordering hoodies for Stadium Highlights, organize the photography for the plaques given at the Senior Banquet. She/He also organizes picture day.

### **Ways and Means**

Responsible for organizing fundraiser schedules and chairpersons. Oversees each chairperson following the monthly schedule. The board reviews and sets the following year's fund raisers each April. Items are added and / or removed as deemed necessary by the chair and the board. Adjustments to the list are made in the best interest of both the students and the boosters group. The fundraiser list is sent to the district each June for approval.

Student Fundraisers - All profits go directly to the Student's Account. See Student Fundraiser Policy and Student Fundraiser explanations in the Booster Handbook.

Adult Fundraisers - These go to the General Fund to run the organization. See the Adult Fundraiser section in the Booster Handbook.

### **Adult fundraisers are as follows:**

**CONCESSIONS** - Used to defer costs of the annual trip. Parents are expected to work one home game.

**PIE NIGHT** - Mandatory participation. Proceeds go to general working fund.

**IN OUR PARTICIPATION WITHIN OUR COMMUNITY, such as, McDonald's, Wendy's, Pizza Hut, and 5 Below**