

## Committee descriptions of those needing lead coordinators

The following committees are in need of coordinators. Please read each one and if you are interested or need additional information, please contact the FBPO at:

<http://www.wheatonnorthband.com/Communicate/Contact/index.php>

1. **Final concert reception coordinator:** The final concert in May is the senior farewell concert. The reception afterward is held in the hall area outside the main gym. A double table is set up with graduation decorations, keeping it simple. Napkins should be available for use from within the band room. Coordinator will make calls to band families seeking dessert donations. Purchased desserts can help supplement. This is part of the hospitality budget. Please contact the treasurer before purchases are made to see what your budget is. Drinks are not served.

Total prep time required: 1 Hour

Total day of event time: 2 hours

2. **Fundraising – Other:** This fundraising coordinator is responsible for running the various fundraisers throughout the year. They work closely with the FBPO board to decide what fundraisers to do, plans each one, and solicits help from parent volunteer when needed. This position does not coordinate the checkbook fundraiser; it has a separate coordinator. This position requires an attention to detail and needs someone very organized.

Total time required: Varies but fundraisers can be held anytime between November and March.

3. **Memorial Day picnic coordinator:** This person coordinates the picnic held after the Memorial Day parade. The picnic is held at Kelly Park. This entails reserving the park structure from the park district, planning the lunch to be served, getting volunteers from the band families to help set up, donate food, and serve food. This event is funded through the hospitality portion of the budget. Please contact the treasurer in April to find out your budget.

Total prep time required: 5 hours

Total day of event time required: 4 hours

4. **Scholarship committee coordinator:** The FBPO awards one graduating senior a \$500 scholarship to be used towards their college expenses. This coordinator of this committee cannot have a graduating senior nor can any of the committee members. The coordinator is responsible for getting the scholarship application to the band director to hand out to the senior band members. They, along with their committee members, will review the scholarship applications and select one to receive the award. The award is handed out at the Music Dept. awards banquet in May. The process starts in April. Most of the work is done through email.

Total time required for committee: 8 hours

5. **Swing Dance refreshments coordinator:** This coordinator works closely with the Swing Dance coordinator to decide what food will be served at the swing dance held in April. This coordinator will work to have some food donated by jazz band families, purchase what needs to be purchased and help set up the food the day of the event.

Total prep time required: 3 hours

Total day of event time required: 3 hours

6. **Marching Band – Competitions Hospitality coordinator:** This person coordinates the feeding of the band kids at the three competitions during the marching season. The Lake Park competition requires the serving of a snack, the Downers Grove and ISU competitions require the coordination of a meal. Food donations and volunteers are sought, food is purchased and the coordinator travels with the band and with the help of volunteers, serves the band kids the food.

Total prep time required by coordinator: 2 hours before each competition

Total time required by volunteer for each competition: 3 hour

## Committee descriptions of those needing co-coordinators

The following committees are in need of co-coordinators; someone to shadow the coordinator this year with the intent to take over the lead position next year. Please read each one and if you are interested or need additional information, please contact the FBPO at:

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1. **All Bands - Market Day Co-coordinator:** This person will work alongside the current coordinator to understand what it takes to run the Market Day program. The co-coordinator will learn everything they'll need to successfully run the program next year.

Total prep time required: 1-2 Hours per month

Total day of event time: 3 hours each sales day

2. **Jazz Band – Swing Dance Coordinator:** This person will work alongside the current coordinator to understand what it takes to organize the Swing Dance. The co-coordinator will learn everything they'll need to successfully run the dance next year. This event takes place in April.

Total prep time required: 12+ hours spread over several months, starting in January

Total time on day of event: 5 hours