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## Wildcat Band Volunteer Policy & Procedures

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School Band to attend and perform at Home and Away Football Games we need Parent Volunteers to assist in multiple activities. Tasks and responsibilities are spelled out on Sign Up Genius and in specific documentation tied to roles. There are 2 main types of adult volunteers need.

### **Chaperone/Equipment Management & Fundraising Chaperone/ Equipment Management**

These roles are made up of volunteers that assist with moving the band and its equipment from the LNHS band room to either the home football field or an away school or competition. The number of people in these rolls will fluctuate based on the number of buses and trailers required to move the band. We need at least 2 chaperones per bus for every away activity. Trailer Pullers dependent on the amount of equipment required to move the band. Year after year this should be reviewed, as the show is developed to ensure space and drivers. Roles listed in this category include:

- Lead Chaperone (Pass Gate near band room)
- Stands/Water Chaperone (Pass Gate near band room)
- Uniform Chaperone (Pass Gate near band room)
- Bus Chaperone (AWAY only)
- Trailer Puller (AWAY only)
- Pit Crew (Visitor Side Entrance)

### **Fundraising**

Fundraising is essential to the Band Program. There are 2 opportunities to Fundraise during the Home Football Games. Volunteers staff the concession stand and sell 50/50 Raffle tickets. Roles for fundraising include:

- Concession Chairperson (Visitor Side Entrance)
- First Shift Concession (Visitor side Entrance)
- Second Shift Concession (Visitor Side Entrance)
- 50/50 Raffle Ticket Sellers (Pass Gate near band room)

### **Sign Up Genius**

The Volunteer coordinator will set up a sign up genius for all of the required volunteer spots. Parents willing to help should sign up for the game and position on-line. Each band family should volunteer at least once during the band season for one volunteer slot. Emails will be sent to remind volunteers of the activity they agreed to do and pass gate lists will be made up of the names of people on sign up genius. **If you do not sign up on sign up genius your name will not be on the pass gate list and you will need to pay for your ticket to gain entrance into the game.** If you cannot make a game it is important that communicate that to the volunteer coordinator so other arrangements can be made.

### **Pass Gate Lists/Passes**

#### **Home Games**

Band Parents who sign up on sign up genius can gain access to the game through the appropriate gate at no cost. If you did not sign up on sign up genius to fill a volunteer role you should expect to buy a ticket to gain entrance into the game. There will be 2 entry points for the games. There will be a list at the visitor's side and one at the pass gate at the side gate next to the main entrance (beside the band room steps). The position you sign up for will determine your entrance. Example – Pit Crew / concession stand volunteers will have to enter at the visitor's side pass gate. See above for position title and entrance requirement.

#### **AWAY Games**

All volunteers for away games should be traveling with the band on busses or in a truck pulling the trailers. Mr. Brown and the lead chaperone will have a list of volunteers to provide for access to away games.

## **Volunteer Positions for Football Games**

### **Home Games**

#### **Chaperone / Equipment Management**

<u>Position</u>	<u>QTY</u>	<u>Access Gate List</u>
Lead/First Aid	1	Pass Gate (Band Room)
Uniform Chaperone	2	Pass Gate (Band Room)
Stands/Water Distribution	2	Pass Gate (Band Room)
Pit Crew	3	Visitor Side Entrance

#### **Fundraising**

<u>Position</u>	<u>QTY</u>	<u>Access Gate List</u>
Concession Chairperson	1	Visitor Side Entrance
1st Shift Concession	6	Visitor Side Entrance
2nd Shift Concession	5	Visitor Side Entrance
50/50 Raffle Ticket Sellers	4	Pass Gate (Band Room)

**Total Volunteer Requirement HOME Games 24**

### **Away Games**

#### **Chaperone / Equipment Management**

<u>Position</u>	<u>QTY</u>
Trailer Puller	2
Dad Pit Crew	4
Lead/First Aid Away	1
Bus Chaperone	4
Away Stands/Water Distribution	2
Away Stands/Uniform	2

**Total Volunteer Requirement AWAY Game 15**

These positions and numbers are subject to change based on the needs of the show and band. All volunteers who sign up to help should be willing to help in all capacities needed during the evening. Example – Uniform people should be willing to help hand out and clean up water as well as water people be willing to help with uniform duties. We have specific people signed up to help with pit crew but have found that we might need chaperone help to help move equipment on and off the field. Be flexible as appropriate and be sure to tell your Lead chaperone if you are unable to lift.