

Banquet Committee

Banquet Committee- This Committee organizes and coordinates everything related to the end of the year banquet. They will decide on the location and menu. Send out invitations, collect money, organize senior boards, prepare agenda, and coordinate speakers, order team and senior gifts. Committee Head is the President of the Executive Board.

Alumni Committee

This committee will assist the Secretary in cooresonding with Highstepper Alumni. This is a yearlong commitment. They will work with the Secretary to create an Alumni database, produce Alumni newsletters, and invite Alumni to Highstepper events/performances throughout the year. Committee Head is the Secretary of the Executive Board.

Kool Pops/Prop Pop Committee

This committee of DADS will assist the director with the preparation, transportation, set-up/tear-down, and storage of various props needed for performances. This includes props for football games, contests, Spring Show, etc. Reports to President. **NOTE: YOU DO NOT HAVE TO BE A MASTER ENGINEER TO BE ON THIS COMMITTEE. AGAIN, DUCT TAPE GOES ALONG WAY! WE NEED A BIG GROUP OF COMMITTED DADS TO SIGN UP HERE!** Duration of Time: Mostly during football season, contest season (Aug. through Feb.), some work will be required during Homecoming for props and other various items during football seasons if props need to be built or moved. Spring Show hanging of decorations is also a requirement because they need dads on ladders to hang items.

Chaperone Committee

This committee consists of parents (6 per game, preferably one dad if possible) who will be chaperoning the Cedar Hill Highsteppers during the football games. Each chaperone will be required to select four games to chaperone. This includes but is not limited to home games, away games and playoff games. Commitment is throughout regular Football season until playoff completion.

Committee Responsibilities:

- Arrive at game One hour early (including away games)
- Cordon off the Highstepper area
- Place bench covers on stands (with assistance from Highstepper Managers)
- Sit at the back of the Highstepper area to protect their things when they are out of the stands during pre-game and halftime,

- Clean up the area at the end of the game (including putting away the bench covers with assistance from Highstepper Managers)
- Assist with First Aid – including getting ice or other necessary medical assistance.
- Assist Director with special tasks she needs completed at the game.
- Reports to Director

Costume Moms Committee

This committee will assist the director AT HER DISCRETION with various uniform and costume needs throughout the year.

Committee Responsibilities:

- Assist with field uniform check in/check out
- Assist with Contest & Spring Show costumes check in/check out
- Repair field uniform & other costumes
- Assist with inventory of costumes/costume closet
- Sew &/or procure costumes as directed by Director
- Reports to Director

NOTE: YOU DO NOT HAVE TO SEW TO BE ON THIS COMMITTEE! (ALTHOUGH SEWING IS A BONUS)! There are many administrative tasks available.

Mini Highstepper Dance Clinic Committee

This committee will be responsible for coordination of all two dance clinics. The 2 dance clinics traditionally occur in October and March

Responsibilities:

- Coordinate with Director/President for Clinic dates/times
- Administrate Event (online registrations)
- Coordinate publicity efforts with City of Cedar Hill
- Work within budget
- Schedule and plan the day's events in coordination with the Director and Highstepper Officers (i.e. dances, lunch, games, etc.)
- Reports to 1st Vice President

Duration of Time: Year Long Commitment

Spirit Committee

This committee organizes and coordinates everything related to helping the club members make Spirit Items for their daughters.

Committee responsibilities:

- Establish a plan for spirit item design – (we have examples)
- Meet with Social Officers to review design & material recommendations
- Order/obtain all necessary materials
- Design Spirit Items including Homecoming mum sample and provide order forms for team members
- Prepare all items in advance and package them for the Social Officers and Committee to help make.
- Chairperson Works with Director but reports to Secretary

Hospitality Committee

This committee will take care of the drinks and food for ALL football games, social events, tryouts and contest host in March.

Committee responsibilities:

- Buy the requested drinks on the list (from the Director)
- Before each game, label and load the drinks into coolers (get coolers from the Director)
- Ice down drinks in coolers
- Deliver the coolers to the school/dance room for home game or to the bus for away games

Chairperson Coordinates with Director girls orders & delivery time

- One parent per away game will place order with restaurant and schedule delivery.
- Members coordinate payment with Treasurer each week
- Reports to 1st Vice President

Members will be responsible for regular season game & potential playoff games.

Duration of Time: Runs through Entire Football Season

Historian Committee

This committee will assist in taking photos at team events/performances. This committee requires a Digital camera with at least a 200mm zoom lens.

- Take photos at Highstepper events/performances
 - Upload photos to Highstepper Site
- Assist Social Officers with Highstepper scrapbook

Service Project/Community Service Committee

This committee oversees the Highstepper and Parent Club involvement in Community Service Projects.

- Plan one service opportunity in Fall semester
- Plan one service opportunity in Spring semester
- May join in existing projects (ex. Race for Cure, Relay for Life, Habitat for Humanity) or plan new opportunists
- Make Parent Club and Highstepper Members aware of community service opportunities as they arise.
- Reports to President

Spring Show Committee

Chairperson oversees all of the Spring Show committees. This committee will work with Spring Show chair to assist in the various needs of the committee.

Committees include:

- Flower Sales
- Decorations
- Ticket Sales
- Program
- Food – Cast Party Meals
- Correspondence
- Publicity

Chairperson works with Director, President & 1st Vice President to organize the above aspects of Spring Show. Duration of Time: Some initial work begins in the fall, but the majority of the work starts in the spring (January).

Fundraising Committee

This committee will coordinate fundraising activities to support the dance team and the parent club. The chair of this committee maintains all records and information regarding the fundraising program. This is a yearlong commitment.

- Work with Director & 1st V.P. to determine fundraisers & incentives
 - Produce fundraising materials
 - Ensure Highstepper get appropriate incentives
- Educate Highstepper families on an ongoing basis about how to solicit fundraising
 - Reports to Treasurer