



BREAKING THE BUNDLE!

A Guide to Organizing a Booster Organization

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STICK THREE:

UNDERSTANDING THE TEAM CONCEPT

There are many, literally thousands, of slots to be filled with volunteers in an active program. Once the booster club structure has been established, it is then time to form teams. A team, formally known as a committee, is established to plan and execute an event. Once established a team may work on more than one event. By encouraging booster members to work on a team, the responsibility can be shared by all members allowing each participating member to feel they have contributed to the success of the program.

A team coordinator or co-coordinators are selected by the co-presidents with the approval of the directors.

A survey of the booster membership is taken to see where the parents would like to serve. Those interested in serving on a specific team are then contacted by the team coordinator/ co-coordinators, and their “fun” begins.

One team can serve several events to save the need for finding new people to do the work that someone has done for another event. For example, rather than have a ticket sales team for every event, have one ticket sales team who will work all events that sells tickets.

These teams are assigned to work under the direction of one of the members at large. A team will have continual guidance from board members in their endeavors to meet the needs of their assignment.

Here are some sample teams with their assignment to the appropriate member at large.



DIRECTOR OF SPECIAL EVENTS	DIRECTOR OF OPERATIONS	DIRECTOR OF REVENUE	DIRECTOR OF PUBLIC RELATIONS	DIRECTOR OF GUARD
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Band banquet	Equipment	Apples	Middle School Liaisons	Floor Crew
Concert in the Park	Travel	Silent Auction	Publicity	Finances
Special Meals	Marching Uniforms	Georgia Dome	Human resources	Travel
Senior Night/Week	chaperones	Publix, Kroger, Scrip	Corporate Sponsors	Revenue Building
Spirit	Hospitality	Winter Guard Show	Newsletter	Props
Laundry	Chaperones	Recycling	Alumni Coordinator	
Spring show	Ticket Sales	Community Show		
Eighth Grade Night	Symphonic Uniforms	Gift Wrap		

The team coordinator works within his/her team to plan and execute their event or responsibility. He/she will work with the member at large to whom he/she reports. The member at large may or may not attend the team meetings; the member at large does not assume the responsibility of the team coordinator. The member at large is present only in an advisory capacity.

When it is time to replace team coordinators, the current coordinator suggests to the member at large someone to replace him/or her. This name is turned into the co-president responsible for the team. With the director's approval, the new team coordinator is appointed.

It is important for a team coordinator and team members to understand what is expected of their team and what the time commitment is before they choose to be a part of a team. It is necessary to have a job description written for each team stating the following:

1. What are the responsibilities of this team?
2. How often does this team perform its duties?
3. Where does this team perform its duties?
4. Who is the current team leader? (if known)



Here are some sample descriptions:

HOSPITALITY

Team Coordinators:

Student Meal Coordinator:

Snack and Refreshment Coordinator:

Operational Coordinator (arrangement of dining area, plates, silverware, table coverings, clean up etc.):

Team Volunteers: 10-15 adults for full meals setting up, serving, cleaning up
Many bakers for trips

The hospitality team provides meals and snacks for the students. They will provide meals for band camp and other times that the band requires food such as Saturday rehearsals. They will also provide snacks for trips, such as cookies for competition bus rides. This team will also set up the area for eating and provide clean up as well. This team will be especially busy during band camp and Saturday rehearsals. The hospitality team may need to coordinate with the Chaperone Coordinator and the Band Camp Coordinator under certain circumstances. The busy season for this team is marching season; however, there may be some times that they will be needed during the concert season.

CHAPERONES

Team Coordinator:

Team Volunteers: varies by activity, 2-4 adults per shift of 3-4 hours during rehearsals
10-12 adults per football game
1 adult per 15 students for trips

Marching Band Rehearsal Chaperones:

The chaperones work in 3-4 hour shifts arriving before the students arrive and departing after the last student. Chaperones watch over students who do not feel well, fill water coolers and cups, administer minor first aid, and help as needed.

Marching Band Chaperones for Football Season:

During marching season, chaperones are needed for all home and away football games. Chaperones usually report to the band room between 4:30 and 5:00. Pre-game duties include filling coolers with ice and sodas, moving towels, chickens, and ponchos to the truck or buses. Other supplies such as the medical kit, medical forms, first aid boxes, trash bags, etc, are gathered and loaded on the truck. The chaperones walk beside the band as it marches to the stadium to help keep spectators from cutting through the lines. In the stadium, chaperones hand out water as needed, escort the students to the restroom, help block aisles when the band marches into and out of the stadium, rope off the seating area, pass out sodas after half time show, collect garbage. The chaperones walk alongside the band as it marches back to the buses.



Trip Chaperones/Overnight and local competitions

Trip chaperones are selected by the board and directors. They will be chosen based on their previous experience as a chaperone with the Pope High School Band. To be considered, one needs to let the Chaperone Team Manager know of his/her interest. We try to travel with one adult to every 15 students. Trip chaperones will travel with the band on the buses. For overnight trips, they will be assigned with one other chaperone to a certain block of student rooms in the hotel. They will do room checks at night and give a “wake up knock” to each room in their block in the morning.

Parades, LGPE, Rialto, and other concert performances

Chaperones will ride the buses with the students. They may help serve and clean up snacks, lunches and drinks. It will require helping to guide the students and solving any “little” problems that may come up on the trip. It may also require helping to load the buses and truck with the same equipment as football games depending on the circumstances.

When members can have the answers to the above questions, they will know if they want to volunteer their time and effort for a particular team. Success rates of a team are much higher when people know what they are committing themselves to do.