

Westerville South Instrumental Music Boosters (WSIMB)



Mission

It is the mission of the Westerville South Instrumental Music Boosters to promote and support students' growth and education through all of the instrumental music programs offered at Westerville South High School.

Vision

The vision of the Westerville South Music Boosters is to partner with the music staff of Westerville South High School to provide fun and friendship along with educational and leadership opportunities to promote a life long love of instrumental music among our students.

Planning Calendar for Year

January

- GEM Award Nominations
- OMEA Solo/Ensemble
- Pre Planning Mattress Sale (Parent Meeting w/ Kevin Krinsky)
- Establish Nominating Committee
- Order Senior Award Plaques
- Meeting w/ JC Manny to plan Spirit Wear Store
- Planning for OMEA Large Group Contest

February

- GEM Award Nomination Due (if any)
- Nominating Committee Results
- First Reading of Slate of Candidates
- Pre budgeting
- Year book Ad
- Mattress Sale (Date for next year set w/ Kevin Krinsky)
- Pre planning for Flower Sale
- Check in with Scholarship Committee

March

- Election of Officers
- Host OMEA Large Group Contest
- Pre planning events
 - Band Camp- Date/Location (if not at school)
 - Camp Committees Chosen (Meals, Events)
- Recruitment of New Band Members
- Budget Proposal- 1st reading
- Informational Meeting for Prospective Members
- Flower Sale Kick Off

April

- Flower Sale Orders Due & Sign Up for Delivery Created
- Pre planning for Band Camp
 - Meal Plan Drafted and Vendors Contacted
 - Events Coordinator Contacts for Pool and Bon Fire
- Budget Approval

Committee Sign Up
Order Uniform Items- Jackets. Gantlets and Bibs

May

Senior Awards at Last Band Concert
Announce Scholarship Winner
Flower Sale Delivery
Pre planning for
 Band Camp
 Committee Sign Ups

Memorial Day Parade (if it is our year)
Restaurant Fundraiser Planning
Mumkin Pre Planning (Dates for Sale and Delivery)

June

Fourth of July parade Application (complete)
Planning Band Camp
Fourth of July practice at end of month
Fund Drive Solicitation Application due to City for approval
Uniform Update
Build Crew/Props
Restaurant Fundraisers
Band Camp Sign Ups Created
Confirm Pool Party and Bonfire for week of Camp

July

4th of July Parade
Pre Camp- 1 week during day
Uniform Fittings
Make sure practice field is striped
Confirm lift has been ordered
Dotting the Practice Field
Pre Camp – 1 week 9 AM to 5 PM Starts on Monday afternoon.
Band Camp- 1 week 9 AM to 9 PM Starts on Sunday afternoon.
Pre planning for Mumkin Sale
Pre planning for Gingerbread Cottage
Sign Up for Football/Competition-
 Chaperones, Drivers, Pit Crew, Donut Sales, Hospitality, etc
Build Crew/Props
Restaurant Fundraisers

August

- Post Camp- 1 or 2 weeks
- Build Crew/Props
- Game/Competition Season begins
- Mumkin Sale – Kick Off (1st Day of School)
- Pre planning for Banquet
- Pre planning for Gingerbread Cottage
- Candy Sale Kick Off (1st Day of School)
- Fund Drive
- Restaurant Fundraisers
- Spirit Wear Sales (2 weeks of Camp & first 2 weeks of school)
- Design and order Show Shirt

September

- Game/Competitions
- Planning for Gingerbread Cottage
- Planning for Banquet
- Order Letters/Awards
- Restaurant Fundraisers
- Mumkin Sale Delivery
- Homecoming Dance- shoe/coat check/concession booth

October

- Game/Competitions
- Planning for Gingerbread Cottage
- Planning for Banquet
- Restaurant Fundraisers

November

- State Finals/ MSBA Finals
- Marching band banquet
- Planning for Gingerbread Cottage
- End of Season Uniform Turn In
- Band Room Clean Up Day

Scholarship Committee
Restaurant Fundraisers
Spring Flower Sale and Delivery Dates Chosen

December

Christmas Parade (if it's our year)
Pre planning Mattress Sale
GEM Awards Nominations
Laura Anderson Scholarship for Seniors with at least three years marching is available
Restaurant Fundraisers (Final Fundraiser for fiscal year)
Gingerbread Cottage

Financial Responsibilities

The treasurer is responsible for the financial management of W.S.I.M.B., Inc., invest funds in consultations with the financial secretary, pays bills, maintains financial records, files appropriate form to meet all State and Federal regulations to assure continued tax exempt status.
Distributions of funds

Distributions of checks shall be done by the treasurer with one signature affixed to check. The check register and receipt and check request form will be verified with at least one officer or appointed member(s) at least once a month to ensure that funds are distributed correctly. The check request form shall be initialed monthly by the individual(s) verifying the checks along with the treasurer with date affixed.

Deposits of funds

All funds deposited into the W.S.I.M.B, Inc. account is to be processed through the financial secretary. The financial secretary is responsible for the receipt of funds for the organization and deposits them in a timely manner. He/she must record the receipt of funds, obtain bank receipts and report to the treasurer on the deposit of the funds and the accounts and projects to which they should be credited consistent with the

earnings budget of the organization. The financial secretary will maintain duplicate receipts of a deposit for audit and forward to the treasurer in a timely manner a deposit receipt from the bank.

The financial secretary or treasurer should be available to receive monies after each fundraising event.

All committees who receive monies for fundraising must count the monies to be deposited. The count should be done by more than one person to ensure accuracy and accountability. A fundraising deposit receipt must be completed with amount to be deposited, description of fundraising and signature of chairperson or designee turning over the monies to the financial secretary.

Deposit of funds should be done within a timely manner but no more than 2 days after monies are received by the financial secretary.

Volunteers

Volunteers within the Westerville City Schools must register with their building administrator as a Level 1 volunteer who is directly supervised by district staff or Level 2 volunteer who has unsupervised interaction with students. A level 2 volunteer must be approved by the principal and is required to and complete the registration for background check on the district website. All individuals who plan on chaperoning any event or may have to supervise any band member alone must be a level 2 volunteer with the district.

Fourth of July Parade

The 4th of July parade is an annual event. The application for the parade is sent to the director in May or June. It needs to be completed and returned to confirm participation. There is no fee for the marching band and 1 or 2 vehicles. The band receives a check for participating in the parade. Practice for the parade usually occurs 3 days prior to the event during the week. Parent volunteers are needed to distribute water to the students while in the parade, help student who may become ill/ overheated and unable to complete the parade route. A driver is needed to carry the water and any student who may not be able to complete the parade. A truck to pull a trailer and a minivan works best to facilitate filling of water containers for those who are walking along with the band.

Band Camp

Pre camp is held 1 week prior to band camp during the day usually 9- 5 pm. Parent chaperones are needed to assist students and staff during pre camp week. Chaperones can rotate throughout day, two chaperones should be present throughout the day if possible.

Band Camp is held annually at the beginning of marching band season. The dates for band camp may vary but it is usually held the last week of July. The location of band camp will vary depending on funds and director preference. The procedures for running the camp are the same for away and home camps. There is a greater responsibility for chaperoning away camps.

The planning for band camp starts with the executive board and director discussion regarding location in January or February. However, band camps that are away from Westerville South take more planning regarding lodging, meals and facility availability. Many away camp sites are booked a year in advance. There is an additional consideration as to how the students will be transported to camp and moving needed equipment to the location. Planning for a camp at home campus can be challenging with scheduling of rooms in the building along with other practices taking place on site as well. If band camp is at school the director should coordinate dates with the athletic director.

A band camp committee should be formed with a chairperson who will work in conjunction with the band director. The band camp chairperson will ensure that rooms are requested, maintenance has been notified of marking the field and lift has been ordered. All rooms are booked through the athletic director and notify him of marking of field. All practice fields are done by maintenance the last week of July usually, check to see if the director want it done sooner. The president will receive an invoice for facility use when approved by athletic director. Custodial services must be paid for the week of band camp due to use of cafeteria and the hours. The chairperson will then coordinate volunteers to assist with:

- menu planning
- registration
- chaperones
- special events (Pool Party, Bonfire)
- transportation
- field preparation (dotting the field)

Menu planning takes a lot of coordination therefore a separate chairperson and committee should be formed.

Registration is done the Sunday of band camp. A staggered registration with 8th graders and Freshman starting first, followed in turn by each returning class works best. At that time all forms must be turned in if not completed by pre camp. Those forms include:

- sports physical,
- medical emergency form
- handbook signature page.

Band fees are due the first day of band camp or a payment plan form must be arranged with the treasurer.

Registration tables should be set up:

- Attendance and form turn in
- Band fee and Uniform/shoe payment
- Booster Membership and Volunteer Signups
- Spirit Wear

Chaperones

Home Camps

Chaperones must be approved through the Westerville City Schools at the level 2 volunteer level. Chaperones at band camp are essential. The chaperones are responsible for assisting the band staff as requested, ensuring safety, supervising a small group if needed, assisting in first aid, serving meals, running errands for equipment/ equipment repair or needed items for camp. Chaperones are often needed to provide emotional support for students who may be struggling with the demands of camp and being away from home with long days. The number of chaperones will vary but the idea is to have 2 female and 2 male chaperones per day. There should be at least 2 chaperones who can commit to the entire week for consistency and point of contact for parents and staff.

Away Camps

If band camp is away a minimum of 4 chaperones will be necessary during the day. However, more may be needed during the night. You need to take into account of the number of students and the facilities for sleeping arrangements. If cabins are used, there should be a chaperone per cabin. If floors are used there should be enough to cover every 20 students.

The chaperones are responsible for supervision of students once in rooms, ensuring lights are out at set times, students are up and out for morning, no roaming during night hours, facilitating bonding experiences

within cabins/floor with activities. Making sure the bathrooms are tidy after the morning showers (may include mopping the floors and cleaning sinks). Depending on meals at camp, may need to assist those with special dietary needs (warming meals, having cereal available for breakfast meals, getting food items from kitchen, etc). Ensuring that students who need medication get to designated instructor to receive in AM before full band. Running errands for staff, special events (ice cream social, bonfire, etc.) if not enough room to store on site.

Games and Competitions

Chaperones for games and competitions are essential for the band to perform at a high level. The chaperones should arrive at band room at least 30-45 minutes prior to leaving for event. The arrival time for the band will determine what time the chaperones need to be present. There are activities that each chaperone should make sure is completed prior to leaving the band room.

- Obtain a badge and sign out for the day from lead chaperone or designee
- Ensure water containers at least 2- 3 containers are filled with ice and water from the kitchen or athletic training facility.
- Obtain a trash bag for each bus and 2 large bag for the cups.
- Pack cups on wagon with water container
- Obtain plumes from uniform closet and place on a wagon
- Obtain extra uniform supply box and spare uniforms (competitions) and place on wagon
- Obtain extra hat boxes (competitions) and place on wagon
- Take wagons to truck

Bus chaperones

Bus chaperones are responsible for maintaining a safe environment on the bus for the students and driver. The bus driver is in charge while students are on the bus, therefore if the driver has a request it must be followed. Every driver is different so you must go with the flow. Bus chaperoning is a lot of work and should not be taken lightly. The safety of the students is the number one concern over having fun on the bus. The driver needs to be able to hear and see throughout the ride without having to watch student who are misbehaving. This is the chaperone's job. The chaperone need to be able to see the students at all times. Chaperones should refrain from sleeping or doing lengthy activities where monitoring the students activities. There should be a minimal of 2 chaperones per bus, one in the front who can hear the driver if needed instruction is necessary and one midway back. The

chaperones should get their seats prior to any student getting on the bus. After sundown, students are to be separated by gender. Transgender students sit with their declared gender. Same sex couples should also be in separate seats.

Chaperone duties include:

- Checking students on bus ensuring all equipment is packed or student is wearing uniform.
- Maintain an acceptable noise level- no yelling, screaming, loud music or profanity (verbally or in the music they are playing). There should be no speakers on bus.
- No displays of personal affection- kissing, hugging, lying on one another, covering up in blankets. You should be able to see everyone's head.
- No eating or drinking on the bus per bus drivers rules.
- No blocking back door or back windows
- No walking while bus in in motion, trading seats or on knees in seat. Students must be sitting on seat. If the bus makes a quick stop student who are sitting on their feet or on knees are more likely to be injured.
- Quiet when approaching, crossing and departing the railroad tracks.
- Be respectful but let the student know that the behavior need to change.
- Correct on the spot the behavior. Repeat offender and those who will not comply should be reported to the director.
- Ensure students take all needed supplies for game and or competition from bus.
- Upon return to school assigned students (easiest to designate a class year each trip) are to clean the bus for trash, items left on bus prior to disembarking.

During the Game

The game chaperone ensures the safety of the students while at a football game at home and away. The duties for chaperones at the game include:

- Ensure student have all need equipment from equipment truck.

- Obtain plumes from equipment truck with water containers and place on wagon to take to stadium
- A least two to three chaperones should go in stadium prior to band and set up water stations on stands and pre pour cups
- Students receive a cup of water once they return from pre game show/ in stadium or upon arrival at away games. Students should be reminded to not throw cups away if they are going to want refills, but should be responsible for throwing away cups by the end of the game.

Competition Chaperone

- Obtain extra uniform supply box, hat boxes from uniform closet and place on truck for loading.
- Mostly same duties as football games.

Meetings

Booster meetings are held on the second Thursday every month at 7:00 PM in the Westerville South High School band room. All parents are welcome. We encourage all that attend to become official booster members