

# HABF Standing Committees Responsibilities

The Haltom Area Band Friends offer many positions to serve the students and support the band directors and programs. If you are not already a member, please consider getting plugged in with HABF where you'll not only help the students and programs but where you'll also make some wonderful friends.

**Note:** When the term “Band” is used, it refers to the Pride of Haltom Band program, to include both instrumentalists and color guard members.

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**Band Banquet Committee** - Plans, coordinates and manages production of annual band banquet for the Pride of Haltom Band students.

- Schedules and confirms event date with directors, HABF Board and school administration.
- Reserves event location and obtains signed contract from provider.
- Plans and coordinates theme, menu, decorations, program, and favors with directors and student leadership
- Designs and prints invitations and programs.
- Invites appropriate honored guests, as requested by directors, Band Booster Board or school administration.
- Produces and sells tickets.
- Coordinates production of slide show, provides screen and arranges for set-up of all required audio-visual equipment with student leadership
- Secures photographer and DJ and obtains signed contracts.

**Color/Winter Guard Committee:**

- Maintain a list of parent volunteers.
- Secure Hauler help with color/winter guard needs.
- Perform other duties as requested by the Color Guard Director and HABF Board.

**Chaperones Chair Committee** - Coordinates and manages adult (parent/guardian) supervision of students during off-campus band activities.

- Schedules chaperones for activities or events as necessary.
- Committee Chair Informs all chaperones regarding rules and procedures to be followed along with known student allergies and special needs.
- Provides chaperones with name tags and student lists.
- Coordinates schedules and routes with directors and bus drivers.
- Displays visible identification (bus number) on each bus.
- Maintains first aid supplies/bag for each bus.

**Haulers** - Coordinates and manages the handling and transportation, and maintenance of Props, instruments, flags and other equipment for and during all off-campus Band activities.

- Trains volunteers in procedures for loading, unloading and set-up.
- Schedules and coordinates truck(s) and driver(s) to pull trailer(s).

- Schedules and supervises other crew volunteers.
- Assists students in loading and unloading the trailers.
- Assists students in moving instruments on/off football field, stage, etc.
- Transport igloo water coolers (and place in stands) and buff store on game nights

**First Aid Committee:** Volunteers needed who have been first-aid and CPR certified to provide first aid and other assistance to students as needed during band events.

**Photographer:** Volunteers needed to take pictures of students during the season. These pictures make it possible for the HHS band to maintain a wonderful history book. They will be used in many different occasions such as senior memorabilia and social media.

**Social Media and Communication Committee:** Publicizes activities, achievements and other Band-related information via the Band Web site and other media as appropriate.

- Pursues media opportunities to promote awareness of the Band program in the local community.
- Band Website master.
- Update Facebook, Twitter, and Instagram accounts
- Notifies membership of regular or called meetings of HABF.
- Prepares and sends informational mass communication emails to Band families – this includes marching season, concert season, winter guard, percussion, special events, etc. Should be sent English, Spanish, and Vietnamese.
- Translators – Spanish, Vietnamese, Laotian

**Hospitality Committee:** Coordinates and hosts activities of a social nature which involve the serving of food and/or drink refreshments or meals.

- Produce, sell and manage meal tickets.
- Coordinates band meals before football games based on meal sales reporter by treasurer.
- Coordinates volunteers to help set-up, prepare & serve meals on games days/events as needed.
- Arranges meals on competition days as needed. These may be paid for by the students or provided by HABF.
- Arranges for and/or prepares and provides meals and/or snacks for judges at designated activities.
- Monitors inventory of HABF supply closet and restocks supplies as necessary.
- Sub Committees of Hospitality will coordinate volunteers for food prep of meals for fundraisers/events, set-up, serving, and clean-up. The Sub Committee's will include the following but not limited to:

1. **Water/Gatorade:**

- a. **Game Nights:** Volunteers are needed to help fill the 5 gallon Igloo water coolers at HHS for the band and coordinate with Haulers for transportation to/from game as well as placement/removal of Igloo water coolers in the stands. It is recommended that volunteers be able to lift 20lbs.
- b. **Contest/Special events:** Ensure coolers are filled with water/Gatorade (Directors will advise preference for each contest/event) and iced down and coordinate with Haulers for transportation to and from Contest/Event.

2. **Fall Rally & Jazz Dinner**

- Schedules and confirms event date with directors, Band Boosters Board, school administration and cafeteria manager.
  - Coordinates with cafeteria manager regarding use of kitchen.
  - Secures caterer and set-up or Parent volunteers to prepare meal.
  - Secures needed supplies and beverages through purchase and/or donations.
  - Ensures that the event is publicized to the school, faculty and feeder middle schools.
  - Obtains signed contracts, if required.
  - Plans and coordinates cafeteria set-up requirements, decorations, bake sale, and entertainment.
  - Produces and distributes tickets to students, and manages ticket sales.
  - Schedules and coordinates volunteers for set-up, serving and clean-up.
  - Coordinate with Fundraising Chair
3. **Picnic (held at end of summer rehearsals)**
  4. **Movie Nights**
  5. **Haltom Cluster (8th grade social)**
  6. **Musical Production Meal**
  7. **Car Show**

**Band/Color guard Uniforms Committee:** Manages distribution and maintenance of band marching uniforms, color guard costumes, and related accessories.

- Conducts fittings and assigns uniforms to all participating students.
- Maintains up-to-date records of uniforms by size, number, student, etc.
- Maintains an emergency supply of socks and gloves.
- Helps students when dressing for an event, as needed.
- Ensures all necessary performance and uniform accessories (plumes, rain ponchos, etc.) are loaded onto trailer before traveling.
- Create schedule and coordinate volunteers for all Uniform/Costume Cleanings.
- Ensures all uniforms/costumes are returned after cleaning
- Ensures uniform/costume rooms are properly maintained.
- Coordinate & schedule volunteers for each football game and band contest to hand out rain coats for inclement weather and the plumes before the half-time show and contests. Each of these items need to be collected from the students, properly stored and ensure they are loaded to return to school. If the raincoats are used, volunteers will be needed to take them home to allow to dry and return to the high school prior to next game/contest.

**Senior Committee:** Plans and coordinates events for the current graduating senior class.

- Senior Night (typically last home football game):
  - a. Plans and coordinate volunteers for the Senior Meal held at HHS cafeteria prior to game which includes menu (food made by senior parents), set-up, serving, decorations, favors, and clean up held at HHS cafeteria before game.
  - b. Arranges for boutineer for each senior.
- Collects baby picture and senior pictures from each senior for band banquet.
- Organizes and arranges for senior gifts to be made/purchased and presented to seniors at year-end banquet

- Distributes scholarship applications and senior questionnaires.
- Collects scholarship applications, arranges for judges and prepares certificates to present to scholarship winners.

## **FUNDRAISING**

- This is an excellent commitment for a parent who prefers a specific, time-limited project. The band requires several fundraisers each year. To run more efficiently and to avoid “burn out,” each fundraiser will be a Sub-committee to include but not limited to the following:

Car Washes	Props	Donations
Cookie Dough	Silent Auction	Corporate Grants
World’s Finest Chocolate	Movie Nights	Sponsors

- **Buff Store:** Coordinates volunteers to sell Band T-shirts, sweatshirts, and other souvenirs at home football game and any band event. At least one volunteer must “man” the buff store during football games/concert/events. The Buff store subcommittee will be responsible for maintaining inventory, coordinate with haulers to get store to and from games and work with treasurer on forecast of inventory needs.
- The Fundraising *Chairperson* coordinates the committee members/helpers throughout the year for the various events. As able, the sub committees will be given information/tips based on previous years.
- Chairperson is provided target fundraising goal by treasurer.
- Treasurer and Fundraising Chairperson meet regularly.

### **Middle School Liaison Committee** - Appointed by MS Band Directors

- Serves as liaisons to expedite the HABF activities in and by the individual schools by contacting middle school parents as needed.
- Coordinate collection of monies for private lesson fund to HABF treasure

### **Volunteer Committee:**

- Recruit membership participation
- Keep records of BISD volunteer forms and volunteer hours
- Distribute and collect parent volunteer information sheets.

### **GENERAL VOLUNTEER**

A general volunteer is available throughout the year to help out on different committees. This is a perfect position for a parent who would like to support the band but is not sure yet exactly in what capacity. We will contact you via email with volunteer opportunities, and you can respond if you are interested. However, read on – there is probably a committee that meets your specific interests, whether it is chaperoning, sewing on buttons, taking photos or loading music instruments on to a truck.