



DANIEL COOK, MUSIC DIRECTOR

4660 MISSION OAKS BLVD

CAMARILLO CA 93012

805 484 6362

CONCERT ENSEMBLES • MARCHING BAND • JAZZ ENSEMBLES • CHOIR • MARIACHI • DRUMLINE • COLOR GUARD

2019-20 Music Booster Committee Chairmen

Fundraising Activities

Primary "Reports to" listed

All fundraising documents created to be sent to the Secretary for organization's file storage

Adopt-a-poll: Reports to the Director of Fundraising/Booster President: Work with the Ventura County Elections Division to apply for and manage a polling place during an election. Work with Director of Volunteers & Logistics to get volunteers for the event. Schedule shifts and ensure volunteers receive required training, if necessary.

Chairmen: Alicia Hoffman & other to shadow her

Christmas Caroling: Reports to the Director of Fundraising/Booster President: Solicit opportunities for holiday performances for small groups of students. Work with Music Director and student leaders to coordinate and schedule performances. Work with Director of Communications to publicize events.

Chairman:

5K Fun Run: Reports to the Director of Fundraising: Coordinate 5/10K Fun Run event in the spring. Work with Music Director to arrange entertainment and Volunteer Coordinator to arrange volunteers for the event. Work with Director of Communication to publicize event.

Chairman: Julie Fuchs

Grant Writer: Reports to the Booster President: Research grant possibilities. Write grant proposals to the city, businesses, nonprofits, and foundations. Solicit grants from various venues. Coordinate with the Treasurer, President, and directors, as needed.

Chairman:

Holiday Pie Sales: Reports to the Director of Fundraising: Coordinate holiday pie sales fundraiser in the fall. Provide sign-up sheets to students, collect donations and provide pie certificates. Creative rewards for students are welcome.

Chairman

March-a-thon: Reports to the Director of Fundraising/Coordinates with Band Director: Work with the Music Director to coordinate a March-a-thon fundraiser in the fall. Provide pledge sheets to students, collect completed pledge sheets and donations. Creative rewards for students are welcome.

Chairman:

Mattress Sales: Reports to the Director of Fundraising: Coordinate annual mattress sale. Promote advertising to the community through students, signage, website, etc. Coordinate mandatory parent meeting/involvement with mattress company. Coordinate volunteers for the day of the event. Coordinate with the sheet sales chairman to sell sheets the day of the event.

Chairman:

Pastapalooza: Reports to the Director of Fundraising:

- 1) **Food:** Ensure food preparation and service, either by contracted company or parent volunteers. Coordinate donations/purchases of food supplies, paper goods and any new cooking equipment. Provide leadership of cooking and serving crews.

Chairman:

- 2) **Silent Auction/Raffles:** Run successful auction. Work with volunteers to request auction items, wrap baskets attractively, and run the auction and raffles at event. Responsible for applying for simple state raffle permit.

Chairman:

Restaurant Nights: Reports to the Director of Fundraising: Schedule an event once each month during the school year. Work with local restaurants. Create and help distribute fliers. Work with Director of Communications to inform music families and the ACHS community of all events, and to publicize events.

Chairman: Joy Epstein

Sheet Sales: Reports to the Director of Fundraising: Run sheet sales. Work with administration and vendor in fall to solicit and order sheets. Work with Director of Communications to publicize sales. Coordinate delivery once sheets arrive. *Due to slow turn around on orders, also provide a window of expected delivery to purchasing parties as well as boosters and director.*

Chairman:

Snack Shack (Coordinator): Reports to the Booster President: Manage Snack Shack profitably during the school year. Purchase and stock food and beverages. Work with the Snack Shack scheduler to schedule parents and students who volunteers.

Chairmen:

Snack Shack Scheduling: Reports to the Booster President: Work with the Snack Shack Coordinator to schedule parent volunteers. Work with student scheduler to monitor that student volunteers are assigned and working their shifts.

Chairmen:

Spirit/Band Wear: Reports to the Director of Fundraising/Booster President: Secure a vendor in June for an August clothing/spirit wear fundraiser (e.g., Fan Cloth, Jostens, etc.). Coordinate/Develop spirit wear catalogue. Establish fundraiser window in which on-sales are "open." Distribute purchased items to students/families. Work with Director of Communications to advertise/promote fundraiser.

Chairmen: Jennifer Clark

Sponsorships: Reports to the Director of Fundraising/Booster President: Solicit sponsors for the music program. Various sponsorship levels include ads on the music truck, website links and ads in programs and department literature. Work with vendors to place ads and logos in various locations. Work with Director of Communication to publicize this fundraiser.

Chairman:

Trivia Night: Reports to the Director of Fundraising: Coordinate annual Trivia Night event at a local restaurant. Sell and distribute tickets for the event. Work with Director of Volunteers & Logistics to arrange volunteers for the event. Work with Director of Communication to publicize event.

Chairman:

No plan as of yet in 2019-20 to run:

Brick Sales: Reports to the Director of Fundraising: Run brick sales. Work with administration and vendor in fall and spring to solicit and order bricks. Work with Director of Communications to publicize sales. Coordinate installation once bricks arrive.

Chairman:

Fundraising Solicitor(3 people total): Reports to the Director of Fundraising/Booster President: Coordinate all solicitations for donations for our various fundraisers throughout the entire year.

Chairmen (3):

Food Truck and Music Festival Event: Reports to the Director of Fundraising/Booster President: Coordinate food truck participation and local area bands to participate in the event. Sell vendor/craft booths to businesses for the event. Sell tickets for the event. Work with the Music Directors to arrange entertainment, and the Volunteer Coordinator to arrange volunteers for the event. Work with the Director of Communication to publicize event.

Chairman:

Golf Tournament: Reports to the Director of Fundraising: Coordinate Golf tournament and handle contract with venue. Solicit businesses for tee box sponsorships. Solicit golfers to participate in the event. Run the event. Coordinate with the Director of Volunteers to schedule workers for the event. Coordinate with the Director of Communications to advertise business sponsors and the event on our website.

Chairman:

Drum-a-thon/Twirl-a-thon: Reports to the Director of Fundraising/Coordinates with the Band

Directors: Work with the Music Director to coordinate a Drum-a-thon/Twirl-a-thon fundraiser in the spring. Provide pledge sheets to students, collect completed pledge sheets and donations. Creative rewards for students are welcome.

Chairman:

Recycling: Reports to the Director of Fundraising: Coordinate recycling at band events and football games as needed. Collect recycling in the Band Room year round. After visiting recycling center, remit proceeds to the Treasurer.

Chairman:



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Band Activities

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Concerts: Reports to the Booster President: Help facilitate successful concerts (e.g., fall, winter, spring, finale, and guest artist concerts.) Work with the Music Directors to ensure venue is reserved. Create and print tickets and distribute to students, if needed. Work with the Director of Communications and Snack Shack/Event Food Coordinators to coordinate bake sale or food sales for the events, if necessary.

Coordinate volunteers that will work the doors to not allow people in before the “doors open” time as students are doing sound check/dress rehearsal.

Chairman:

Disney Trip Parent Coordinators (2): Reports to the Booster President: Plan and manage all aspects of the Disney trip, including park visit and hotel accommodations, review contract, etc. Go on trip and chaperone.

Chairman:

Ensemble Coordinator: Reports to Director of Volunteers & Logistics: Ensure that each ensemble (see Parent Liaison, Choir, Color Guard, Jazz I, II, & III, Orchestra, Winter Drumline, Winter Guard, Concert Band, Symphonic Band and Wind Ensemble) has at least one identified parent liaison.

Chairman:

Event Food: Reports to the Director of Volunteers & Logistics: Provide snacks at home football games and snack or meals at band competitions. Work with a team to provide food at special events. Help to manage Family BBQ and/or Food trucks at end of Band Camp, coordinating volunteers and purchase/donation of food and paper goods. *Check in with the music directors to secure time within the itinerary on long days to feed the students.*

Chairman:

Freshman parent hotline: Reports to the Booster President: Help connect with freshman parents, answer questions, return phone calls and emails.

Chairman:

Leisure Village Liaison: Reports to the Booster President/Coordinates with the Band Directors:

Coordinate concerts/events at Leisure Village. Provide updates of possible booking dates back to the Band Director.

Chairman:

Marching Band Competition Coordinator: Reports to the Director of Volunteers & Logistics:

Coordinate volunteers and provide guidance to them at Marching Band performances, including competitions and parades.

Chairman: Tara Stivers

Marching Band Football Game Coordinator: Reports to the Director of Volunteers & Logistics:

Coordinate volunteers and provide guidance to volunteers at home football games, including uniform crew. Distribute and handle Game passes. Work with the Music Director to help with Pep Band trips, if needed.

Chairman:

Parent Liaison, Choir: Reports to the Ensemble Coordinator/Director of Volunteers & Logistics: Provide communication between Choir and Music Boosters for the year. Help to coordinate travel (and food/water) for competitions and events. Share information/photos & videos with the Boosters and Director of Communications concerning activities and competition scores and list of event volunteers, after performances.

Chairman:

Parent Liaison, Color Guard: Reports to the Ensemble Coordinator/Director of Volunteers & Logistics: Provide communication between Color Guard and Music Boosters for the year. Work closely with the Music Directors and Color Guard Coaches. Help to coordinate travel (and food/water) for competitions and events. Share information/photos & videos with the Boosters and Director of Communications concerning activities and competition scores and list of event volunteers, after performances.

Chairman:

Parent Liaison, Jazz I, II, & III: Reports to the Ensemble Coordinator/Director of Volunteers & Logistics: Provide communication between Jazz Ensembles and Music Boosters for the year. Work closely with the Music Directors and Jazz Coaches. Help to coordinate travel (and food/water) for competitions and events. Share information/photos & videos with the Boosters and Director of Communications concerning activities and competition scores and list of event volunteers, after performances.

Chairman:

Parent Liaison, Orchestra: Reports to Ensemble Coordinator/Director of Volunteers & Logistics:

Provide communication between Orchestra and Music Boosters for the year. Work closely with the Music Directors. Help coordinate travel (and food/water) for competitions and events. Share

information/photos & videos with the Boosters and Director of Communications concerning activities and competition scores and list of event volunteers, after performances.

Chairman:

Parent Liaison, Winter Drumline: Reports to Ensemble Coordinator/Director of Volunteers & Logistics:

Provide communication between Winter Drumline and Music Boosters for the year. Work closely with the Music Directors and Drumline Coaches. Help to coordinate travel (and food/water) for competitions and events. Share information/photos & videos with the Boosters and Director of Communications concerning activities and competition scores and list of event volunteers, after performances.

Chairman:

Photographer: Reports to Director of Volunteers & Logistics/Booster President: Take pictures at events, fundraisers, competitions. Gather other photos from parents and compile into one location. Work with Director of Communications to provide photos to use for the website, promotions, newsletters, etc..

Chairman:

Telephone Tree: Reports to the Director of Volunteers & Logistics: Responsible for connecting with parents to deliver important information concerning the Music Department and its ongoing activities. Also responsible for managing parent questions/calls.

Chairman:

Transportation: Reports to the Booster President/Coordinate with Band Directors: Job responsibilities for Transportation Coordinator:

- Ensure a healthy roster of trained drivers are available for both fall Marching Band and Winter Drumline (both ensembles require both the truck and pulled trailer).
- Check in with the Music Directors about itineraries and when drivers are needed for events, including: Field Shows, Drumline competitions, and all concerts off-site.
- Check the truck and trailer for proper and safe functionality at least 24 hours before it is needed.
 - lights, critical fluids, fuel, etc.
- If a truck of a parent is not pulling the trailer, arrange for the pick-up of a rental truck from Enterprise Commercial Truck Rental in Ventura.

Primary driver of Band Truck.

Chairman: Leigh Stivers Other Drivers:

Uniforms: Reports to the Director of Volunteers & Logistics/Coordinate with Band Director: Ensure music groups are well attired in consistent uniforms. Work with volunteer team to fit and alter Marching Band uniforms during Band Camp and throughout the season, as needed. Work with Music Director to order supplemental uniform pieces from vendors for both Marching Band and Color Guard (for example: polo shirts, shoes, sweatshirts, gloves, travel bags, etc.). Work with volunteers to ensure Marching Band students are in proper uniform at all performances. Provide ordering information for formal attire worn

by Choir, Concert and Symphonic Band, and Wind Ensemble students. Work with Music Director to order pins, letters and chevrons for Awards Night at the end of the year.

Chairman: Penny Pentecost
