



### JBBC President

The JBBC President shall preside over all meetings of the organization and shall be the ex-officio member of all committees. The JBBC President shall also serve as coordinator of certain non-fundraising activities or internal projects and accordingly will be responsible for obtaining chairpersons for those activities or projects. Serve as a co-signer on JBBC checks, coordinating with the Treasurer.

The JBBC President is a member of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings.

Activity	Month	Notes
JBBC Meetings	Monthly	<ul style="list-style-type: none"><li>● Lead, facilitate and attend JBBC monthly meetings</li><li>● Solicit agenda items from board members, compile agenda items and create agenda</li><li>● Send agenda to board members and band secretary</li><li>● Organize and lead subcommittees as needed</li><li>● Provide updates at meetings on behalf of absent Board members</li><li>● Communicate with board/executive board about any issues that arise</li><li>● Initiate communication with committee chairs/leads to keep business on-track</li><li>● Ensure follow-up for meeting items that need further research/discussion &amp; bring proposal back to board</li></ul>
6-10 Coordination	July/August	<ul style="list-style-type: none"><li>● Coordinate with Vice President the New Parent Meeting on the first night of Captain's Practice</li><li>● Speak at New Parents Meeting</li><li>● Coordinate with board members to staff a JBBC table at 6-10s. Get membership forms and other information applicable.</li></ul>
Football Kickoff	August	<ul style="list-style-type: none"><li>● Speak at Kick-off on behalf of JBBC</li></ul>
Indoor Concert	October	<ul style="list-style-type: none"><li>● Help band secretary with distributing concert posters around town</li></ul>
JBBC Fall Banquet	November	<ul style="list-style-type: none"><li>● Speak</li></ul>
Winter Concert	December	<ul style="list-style-type: none"><li>● Speak on behalf of JBBC</li></ul>
Bandcake Breakfast	January	<ul style="list-style-type: none"><li>● Assist Bandcake Breakfast Leads as needed</li><li>● Assist Silent Auction coordinator as needed</li><li>● Serve as GREETER at the Bandcake breakfast</li></ul>
Recruit New Board Members	April/ May	<ul style="list-style-type: none"><li>● Work with Volunteer Coordinator for signups</li></ul>
JBBC Spring Banquet	May	<ul style="list-style-type: none"><li>● Speak</li></ul>
End of School Year	May	<ul style="list-style-type: none"><li>● Determine with JBBC Board next fiscal year's budget</li></ul>
JBBC Year End Meeting	June	<ul style="list-style-type: none"><li>● Approve next fiscal year's budget</li></ul>
JBBC New Board Meeting	July	<ul style="list-style-type: none"><li>● Assume Past-President role if applicable</li></ul>



### JBBC Vice President

The JBBC Vice President serves their term to better understand the organization and assume the President role the following school year. The Vice President plays key roles in many of our programs to better understand them.

The JBBC Dining for Dollars Coordinator is a member of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings.

Activity	Month	Notes
Ongoing	as needed	<ul style="list-style-type: none"><li>● Assume all duties of the JBBC President in times of absence</li><li>● Serve as co-signer on JBBC checks</li><li>● Serve as coordinator of certain non-fundraising activities or internal projects and accordingly will be responsible for obtaining chairperson for those activities</li></ul>
6-10 Coordination	July/August	<ul style="list-style-type: none"><li>● Coordinate Parent Social Night during end of 6-10's, reserving location &amp; order food</li><li>● Coordinate with the Board for new parents on the first night of Captain's Practice</li></ul>
Band Halloween Party	October or November	<ul style="list-style-type: none"><li>● Coordinate with Band Secretary and Student Band Leadership members</li><li>● Students decorate JHS cafeteria, all band members are invited (including classroom, flags, twirlers)</li><li>● Coordinate with Volunteer Lead to recruit necessary parent volunteers</li><li>● Order pizza, quarts of pop, ice, candy, water (water jugs at school).</li><li>● Coordinate pizza payment with Treasurer</li><li>● DJ (usually done by a student)</li></ul>
Indoor Concert	October	<ul style="list-style-type: none"><li>● Place Indoor Concert yard signs around school sites</li><li>● Help place posters around the community</li><li>● Advertise Indoor concert in other places<ul style="list-style-type: none"><li>○ Facebook Bloomington Groups, Alumni Page, Band Parents Page</li><li>○ Nextdoor</li><li>○ Online Community Calendars</li><li>○ KOOL-108</li><li>○ BEC-TV</li></ul></li></ul>
Band Recruitment	November - March	<ul style="list-style-type: none"><li>● Meet with interested parents on ideas for recruiting</li><li>● Host table at middle school band concerts in December, work with volunteer coordinator to get help. Talk to band directors to see if you can give a plug to the audience before the concerts start.</li></ul>

		<ul style="list-style-type: none"> <li>● Update table display as needed (located in JHS dungeon)</li> <li>● Update band information handouts as needed</li> <li>● In March place yard signs for flag tryouts at Olson and Oak Grove MS, Jefferson and Kennedy. Touch base with schools prior to placing the signs to ensure they aren't taken down. Place 2 weeks before tryouts, or 3 weeks if spring breaks falls during that time.</li> <li>● Talk with the Band Secretary for timing on placing marching band sign up yard signs out at MS and HS. You can usually swap out one sign for the other.</li> </ul>
Bandcake Breakfast	January	<ul style="list-style-type: none"> <li>● Help place signs around the community</li> <li>● Work with Website and Social Media Coordinator to Advertise Bandcake Breakfast <ul style="list-style-type: none"> <li>● Facebook Bloomington Groups, Alumni Page, Band Parents Page</li> <li>● Nextdoor</li> <li>● Online Community Calendars, KOOL-108</li> <li>● BEC-TV</li> </ul> </li> </ul>
Flag Recruitment	February	<ul style="list-style-type: none"> <li>● Work with flag coordinators to create poster for flag tryouts</li> <li>● Work with band secretary to post flyer to Peachjar</li> <li>● Work with website and social media coordinator to post on appropriate channels</li> <li>● Place recruiting signs outside high schools and Oak Grove/Olson MS two weeks prior to tryouts</li> </ul>
Recruit New Board Members	April/ May	<ul style="list-style-type: none"> <li>● Assist President</li> </ul>
JBBC Spring Banquet	May	
JBBC Year End Meeting	June	
JBBC New Board Meeting	July	<ul style="list-style-type: none"> <li>● You're President</li> </ul>



### **JBBC Past President**

The JBBC Past President is held by the previous year's President. This position is not always filled due to the previous year's President not being able to fulfill the duties due to graduation or other reasons. If this position is not filled, the current Vice President will assume the duties.

The JBBC Past-President is a member of the Jefferson Band Booster Club and attends the monthly JBBC meetings.

<b>Activity</b>	<b>Month</b>	<b>Notes</b>
Board Meetings	If Needed	<ul style="list-style-type: none"><li>● Assist in Board Meetings in President's absence</li></ul>
Historian	Ongoing	<ul style="list-style-type: none"><li>● Work with alumni</li><li>● Set up alumni events on a bi-annual basis</li><li>● Keep alumni email list current</li><li>● Save items for archive (posters, programs, pictures) coordinating with Band Secretary</li></ul>
As Needed		<ul style="list-style-type: none"><li>● Fill in for missing coordinator positions, new activities</li></ul>



### JBBC Treasurer Responsibilities

The JBBC Treasurer is the officer assigned with the primary responsibility of overseeing the management and reporting of the organization’s finances. The Treasurer has many duties specific to its role, including:

- Bank account maintenance – Selecting a bank, signing checks, and investing excess funds wisely
- PayPal and Venmo account maintenance - keep track of payments, transfer as needed to bank account
- Financial transaction oversight – Being knowledgeable about who has access to the organization’s funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
- Budgets – Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget
- Financial Policies – Overseeing the development and observation of the organization's financial policies
- Taxes - submit forms after fiscal year end
- Audit - set up audit of books every three years
- Reports – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board

The Treasurer can greatly affect the public’s perception, trust, and assurance in the organization management. Desired attributes include; attention to detail, timeliness in completing tasks, neat and accurate record keeping, and a willingness to ask questions. The Treasurer is a member of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings.

Activity	Month	Notes
Monthly Duties	Every Month	<ul style="list-style-type: none"> <li>• Reconcile the bank statements</li> <li>• Issue stipend checks as directed by the Board</li> <li>• Reconcile escrow funds with Band Secretary</li> <li>• Write checks to ISD#271 for escrow funds raised during the last month</li> <li>• Prepare report for the JBBC meeting</li> <li>• Miscellaneous checks/deposits as needed (fundraisers, escrow, Scrip, Dining for Dollars)</li> <li>• Monthly deposits and balancing of books</li> </ul>
New Fiscal Year	July	<ul style="list-style-type: none"> <li>• <b><u>July 1st is start of fiscal year</u></b></li> <li>• Print a Final General Ledger Report to PDF for easy reference in the future.</li> <li>• Send June Meeting minutes to RBCU with this year's authorized co-signers on it. Sample letter is in Dropbox.</li> <li>• Ensure all the new co-signers got to RBCU and filled out the signature form.</li> <li>• Complete Federal Taxes before things start getting busy Form 990EZ</li> <li>• Obtain an additional insured policy rider as required for any fundraisers.</li> </ul>

		<ul style="list-style-type: none"> <li>• Annual Registration with the Minnesota Attorney General is also best done as soon as the Federal Return is completed.</li> <li>• Contact 6-10 Diner lead to see who to put on the Cub Account as authorized to charge <ul style="list-style-type: none"> <li>○ Should be one or two from 6-10 Diner and the VP since the VP leads the Halloween party</li> <li>○ Letter should be sent to (or dropped off at) Cub Foods with those authorized to sign for our house account. Sample letter is in Dropbox.</li> </ul> </li> </ul>
6-10s	August	<ul style="list-style-type: none"> <li>• Cash box and cash for 6-10 Diner</li> </ul>
Fall Mum Sale	September	<ul style="list-style-type: none"> <li>• Cash box if needed for day-of sales</li> </ul>
MB Indoor Concerts	October	<ul style="list-style-type: none"> <li>• Cash box and cash for concession stand at Indoors</li> </ul>
Halloween Party		<ul style="list-style-type: none"> <li>• Coordinate with Vice President for a check for pizza</li> </ul>
Fall Escrow Fundraisers	November	<ul style="list-style-type: none"> <li>• Coordinate with Escrow Coordinators for deposit of funds and cutting checks to vendors</li> </ul>
<b>TAX DEADLINE:</b>	<b>November</b>	<ul style="list-style-type: none"> <li>• <b>NOVEMBER 15</b></li> </ul>
Bandcake Breakfast	January	<ul style="list-style-type: none"> <li>• Coordinate need for cash boxes and cash for Bandcake</li> <li>• Coordinate any needs for silent auction (if online)</li> <li>• Obtain an additional insured policy rider as required for any fundraisers.</li> </ul>
Pops Concert (if needed)	February	<ul style="list-style-type: none"> <li>• Cash box for concession stand at Pops Concert</li> <li>• Miscellaneous checks/deposits as needed</li> </ul>
Spring Escrow Fundraisers	May	<ul style="list-style-type: none"> <li>• Coordinate with Escrow Coordinators for deposit of funds and cutting checks to vendors</li> </ul>
Spring Flower Sale		<ul style="list-style-type: none"> <li>• Cash box and cash as needed for day-of sales</li> </ul>
Year End Financials	May	<ul style="list-style-type: none"> <li>• Approve next fiscal year's budget if no June meeting</li> <li>• Remind everyone that all receipts and requests for reimbursement need to be submitted by mid-June. We don't want to carry any of this year's expenses into next year. This reminder needs to be repeated multiple times and sent out via email to all the committee members. The spring banquet is the source of most late expenses.</li> <li>• Suggest 3+ people to be co-signers on the checkbook for the following year. These names should be approved by the board and included in the May meeting minutes. The May minutes then need to be sent to RBCU Branch Manager as authorized persons for the checking account co-signers. Those people will need to go to RBCU and fill out some paperwork and get their signature on file.</li> </ul>
JBBC Year End Meeting	June	<ul style="list-style-type: none"> <li>• <u>June 30th is the close of the fiscal year</u></li> <li>• Pay all open invoices and reimbursement requests</li> <li>• Settle with Band Secretary what escrow still needs to go to the district account</li> <li>• Get any straggling deposits to the credit union</li> <li>• Suggest 2+ people to be co-signers on the checkbook for the following year. These names need to be approved by the board and included in the May meeting minutes.</li> </ul>



### **JBBC Secretary**

The JBBC Secretary shall take minutes at all meetings of the organization and maintain past records.

This position requires regular attendance at JBBC board meetings but minimal time requirements outside of meetings.

The JBBC Secretary Is a member of the Jefferson Band Booster Club.

<b>Activity</b>	<b>Month</b>	<b>Notes</b>
6-10 Coordination	August	<ul style="list-style-type: none"><li>● Assist as needed with New Parents Meeting</li></ul>
JBBC Meetings	Monthly	<ul style="list-style-type: none"><li>● Take minutes during monthly JBBC meetings</li><li>● Maintain past minutes/records of meetings</li><li>● Forward minutes to the board for review prior to the next month's meeting</li><li>● Notate and make any needed corrections to minutes</li><li>● Work with Communications website and social media coordinator to post JBBC minutes on the website</li><li>● Communicate with board/executive board about any issues that arise</li></ul>
Other duties as needed		<ul style="list-style-type: none"><li>● May also compose and sends correspondence as needed from the organization</li><li>● Handle other business as needed (e.g., sending flowers on behalf of JBBC for funerals)</li></ul>



### JBBC Membership Coordinator Responsibilities

The Coordinator of Membership shall be responsible for recruiting membership for this organization, preparing and maintaining an accurate database of members, compiling the membership directory and making name buttons for new members. The list of current members must be provided to fundraising project chairs, as well as the Band Secretary on a regular basis.

The Membership Coordinator Is a member of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings.

Activity	Month	Notes
JBBC Meetings	Monthly	<ul style="list-style-type: none"> <li>● Provide up-to-date membership information to the JBBC board.</li> </ul>
Throughout Year		<ul style="list-style-type: none"> <li>● Update membership list as new members sign up</li> <li>● Send membership sign-up emails and create Facebook posts to recruit members to have website and social media coordinator post</li> </ul>
6-10 Coordination	July/August	<ul style="list-style-type: none"> <li>● Coordinate with Band Secretary, for updating membership forms and inserting them in the fee packets handed out at Captains' practice.</li> <li>● Speak at New Parents Meeting</li> <li>● Provide membership list Google form link to Band Secretary before Kick-off</li> <li>● Provide membership list Google form to Volunteer Coordinator and Board members (Pres, VP, Past Pres, Sec, Treasurer)</li> <li>● As soon as possible after 6-10s compile an accurate membership directory for email distribution to member families.</li> <li>● Make membership buttons for new members and returning members who need new ones.</li> </ul>
Before first day of school	September	<ul style="list-style-type: none"> <li>● Revise and email membership form to Band Secretary and Band Directors. These forms should target classroom band families .</li> </ul>
Marching Band Banquet	November	<ul style="list-style-type: none"> <li>● Provide up-to-date membership list to the Banquet committee as soon as invitations go out. This will enable accuracy in records for payments received.</li> </ul>
JBBC Spring Banquet	May	<ul style="list-style-type: none"> <li>● Provide up-to-date membership list to the Banquet committee as soon as invitations go out. This will enable accuracy in records for payments received.</li> </ul>
End of School Year	May	<ul style="list-style-type: none"> <li>● Determine membership fees for next school year</li> <li>● Determine budget income for next school/fiscal year</li> <li>● Provide Early Bird registration to get families signed up ahead of time</li> <li>● Provide suggestions and/or tips as to how to handle membership for the next year</li> </ul>





### **JBBC Website and Social Media Coordinator**

The JBBC Website and Social Media Coordinator works on managing the jeffersonbandboosterclub.com website and calendar, as well as our social media sites, including promoting on Bloomington social media pages on Facebook and Nextdoor.

Website and Social Media Coordinator works with the following board members/committee coordinators:

Volunteer: work on posting volunteer position on the Volunteer Opportunities page

Dining for Dollars: post upcoming events on calendar and home page and social media sites

Secretary: post meeting minutes

Escrow Fundraising: update escrow information and brochures for spring and fall

General Fundraising: update calendar as needed, post fundraisers on social media pages

President: update website as needed

Other: Post marching band concerts, recruiting on social media pages

Flag Coordinators: update flag page as needed, post tryouts on social media and calendar

The communications chair also coordinates updating information on the web site as needed as requested by the President, band directors, band secretary or other chairs as needed.

<b>Activity</b>	<b>Month</b>	<b>Notes</b>
Start of year	July	<ul style="list-style-type: none"><li>● Update leadership roster, work with Karen Alonzi to update email associations</li><li>● Update Friends of the Bands and Flags brochure</li><li>● Update JBBC Membership brochure</li></ul>
6-10's	July/August	<ul style="list-style-type: none"><li>● Coordinate with Band Secretary to update FMB information on website</li><li>● Coordinate with all JBBC Board members to make sure website is up to date for new FMB year</li><li>● Gather JBBC Membership information</li></ul>
Monthly	September	<ul style="list-style-type: none"><li>● Coordinate with Escrow Fundraising Coordinators and President to update Fundraising page</li><li>● Update Dining for Dollars events</li><li>● Update calendar as needed for general fundraising</li><li>● Post meeting minutes</li><li>● Update Volunteer page with Volunteer Coordinator (throughout year)</li></ul>
Fall Escrow Fundraiser	September	<ul style="list-style-type: none"><li>● Update escrow information and brochures</li></ul>
Spring Escrow Fundraiser	March/April	<ul style="list-style-type: none"><li>● Update escrow information and brochures</li></ul>
As Needed		<ul style="list-style-type: none"><li>● Update other pages</li><li>● Work with web page sponsor, Karen Alonzi for any changes</li></ul>



### **JBBC Volunteer Coordinator**

The JBBC Volunteer Coordinator reaches out to Event Coordinators (concerts, fundraisers, etc...) to determine what the volunteer requirements are for a particular event and works with each event coordinator to fulfill those requirements.

Duties include:

- Event Coordinators provide the Volunteer Coordinator with volunteer positions and descriptions. Volunteer Coordinator enters this information into Signup.com.
- Sends Signup.com event link (Puts a button on a website) to the Website and Social Media Coordinator to update the Jefferson Band Booster Club website Volunteer page.
- Sends an e-mail with a shareable link to the CWebsite and Social Media Coordinator to advertise the volunteer opportunities via the [JeffersonBandsMN@gmail.com](mailto:JeffersonBandsMN@gmail.com) e-mail.
- Monitors event positions, communicates filled/unfilled volunteer opportunities with the event coordinator, and sends final volunteer lists to the event coordinator prior to the event.
- Tracks volunteer hours against JBBC requirements and is in contact with families not meeting volunteer requirements with the goal of encouraging them to fulfill their requirements.
- Volunteer Coordinator must be willing to learn how to use Signup.com. Organizational skills are essential as is the ability to persuade and influence.
- Depending on the time of the year and events on the calendar, it can range from no hours per week to several hours per week during the busier times.
- Volunteer Coordinator must be a member of the Jefferson Band Booster club and attend the monthly Jefferson Band Booster Club Meetings.

Example Events and Months.....

<b>Month</b>	<b>Example Events</b>
August	<ul style="list-style-type: none"> <li>● 6-10 Diner</li> <li>● State Fair Parade chaperones</li> <li>● Band Photographers</li> </ul>
September	<ul style="list-style-type: none"> <li>● Heritage Day Parade (if applicable)</li> <li>● Fall Flower Sale</li> <li>● Band Pre-Game Cook-Out</li> </ul>
October	<ul style="list-style-type: none"> <li>● Fall Concert</li> <li>● MB Indoor Concert</li> <li>● Halloween Party</li> </ul>
November	<ul style="list-style-type: none"> <li>● Marching Band Banquet</li> <li>● Fall Escrow Fundraiser Delivery</li> </ul>
December	<ul style="list-style-type: none"> <li>● Winter Concert</li> </ul>
January	<ul style="list-style-type: none"> <li>● Bandcake Breakfast &amp; Silent Auction</li> </ul>
February	<ul style="list-style-type: none"> <li>● Pops Concert</li> </ul>
April	<ul style="list-style-type: none"> <li>● Spring Escrow Fundraiser Deliveries</li> <li>● Next School Year Committee and Chair Positions</li> </ul>
May	<ul style="list-style-type: none"> <li>● Spring Flower Sale</li> <li>● Spring Concert</li> <li>● Spring Banquet</li> </ul>



### JBBC Escrow Fundraising Co-Coordinators

**Duties:**

- Sets schedule and runs escrow fundraisers each school year. Identifies new escrow fundraising opportunities, continues to revisit previous escrow opportunities and proposes and obtains board approval for all fundraisers. Continuous evaluation of fundraisers is also necessary to keep only the most profitable ones in use.
- The Escrow Fundraising Co-Coordinators need to be available on the dates of delivery and distribution of their products. The JBBC Dining for Dollars Coordinator is a member of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings as needed.

**Current Successful Escrow Fundraisers:**

- Droolin’ Moose Chocolate
- Gertens: Holiday Greens (fall), Spring Plants and Flowers
- Kittelson Marketing: Butter Braids, Luigi’s Pizza, Wooden Spoon Cookie Dough
- SIMPLS soups and pizzas
- World’s Finest Chocolates (spring prior to marching band trip only)
- Papa John’s Nifty Fifty
- Edible Arrangements (work at their store seasonally)

Activity	Month	Notes
Set up fundraisers	July/August	<ul style="list-style-type: none"> <li>● Determine what fundraisers will be held in fall</li> <li>● Set schedule</li> </ul>
Fall fundraisers	September/ October	<ul style="list-style-type: none"> <li>● Hand out escrow fundraiser forms and information to students</li> <li>● Coordinate emails with band Secretary to families</li> <li>● Work with volunteer coordinator to post volunteers needed for distribution of fundraisers</li> <li>● Works with the Treasurer to make sure to coordinate payments from each fundraiser to the Treasurer and works to ensure proper payments are sent to vendors.</li> </ul>
	November	<ul style="list-style-type: none"> <li>● Fundraiser distribution</li> </ul>
Spring Fundraisers	January	<ul style="list-style-type: none"> <li>● Determine what fundraisers will be held in spring</li> <li>● Set schedule</li> </ul>
	February - April	<ul style="list-style-type: none"> <li>● Hand out escrow fundraiser forms and information to students</li> <li>● Coordinate emails with band Secretary to families</li> <li>● Work with volunteer coordinator to post volunteers needed for distribution of fundraisers</li> <li>● Works with the Treasurer to make sure to coordinate payments from each fundraiser to the Treasurer and works to ensure proper payments are sent to vendors.</li> </ul>
	May	<ul style="list-style-type: none"> <li>● Fundraiser distribution</li> </ul>
Gertens Fundraisers	June	<ul style="list-style-type: none"> <li>● Work with the General Fundraiser Coordinator to determine spring dates. Call needs to be made to Gertens at the very beginning of July to secure following spring dates. Only one person needs to call to set up dates for both escrow and general deliveries, even if different dates.</li> </ul>



### JBBC Scrip Coordinator Responsibilities

The JBBC Dining for Dollars Coordinator is responsible for managing the JBBC Scrip program for escrow accounts.

The JBBC Dining for Dollars Coordinator is a member of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings as needed.

Activity	Month	Notes
Summer		<ul style="list-style-type: none"><li>● Determine Calendar for Physical Card orders</li><li>● Update Fundraising Page and JBBC Calendar - send to Communications</li><li>● Update handout for new parent meeting</li><li>● Create email to send to parents</li></ul>
Monthly/On-going		<ul style="list-style-type: none"><li>● Send enrollment code to interested families. Can't post it on website because of fraud problems</li><li>● Monitor for Check orders - we do not accept - and for physical card orders outside of scheduled calendar, those will have to be cancelled</li><li>● Create Physical Card Order (when applicable)<ul style="list-style-type: none"><li>○ Reconcile and Sort Physical Card Order when received</li><li>○ Print Packing Slips and Package Individual Family Card Orders</li></ul></li><li>● Create Monthly Scrip Report and submit to Band Secretary and JBBC Treasurer<ul style="list-style-type: none"><li>○ Payments are made by Scrip the first Monday the following month, so run reports as soon as possible each month.</li><li>○ When there is a physical card order it gets a little tricky because they send a payment just for that order, so it just takes a little work to get it straightened out.</li></ul></li><li>● Answer emails as needed regarding Scrip ordering process and enrollment code</li></ul>



### **JBBC General Fundraiser Coordinator**

The General Fundraiser Coordinator identifies new general fundraising opportunities, continues to revisit previous general fundraising opportunities, works with coordinators of other general fundraisers, and proposes and obtains board approval for all new general fundraising opportunities. Continuous evaluation of fundraisers is also necessary with other coordinators to keep only the most profitable ones in use.

General Fundraisers support the operating budget of the Jefferson Band Booster Club and many extra opportunities for our Band Students.

The General Fundraising Coordinator needs to be present for fundraisers that they set up. Currently that is the Fall Flower Sale and Spring Plant and Flower Sale.

The General Fundraising Coordinator is a member of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings.

This position currently handles coordinating two fundraisers:

- Fall Flower Sale
- Spring Plant and Flower Sale

#### Other Current General Fundraisers

- General Fundraisers Ongoing with separate job descriptions
  - Bandcake Breakfast
  - Silent Auction
  - Dining for Dollars
- Ongoing Online Fundraisers (little to no maintenance)
  - Shutterfly
  - Amazon Smile
  - United Way

<b>Activity</b>	<b>Month</b>	<b>Notes</b>
Coordinate Spring Flower Sale Date	June	<ul style="list-style-type: none"> <li>● Work with the Escrow Fundraiser Coordinator to determine spring dates. Call needs to be made to Gertens at the very beginning of July to secure following spring dates. Only one person needs to call to set up dates for both escrow and general deliveries, even if different dates.</li> </ul>
Fall Flower Sale	July	<ul style="list-style-type: none"> <li>● Work with Gertens to set up website, online sale dates and delivery date</li> </ul>
	August	<ul style="list-style-type: none"> <li>● Coordinate volunteer needs with Volunteer</li> </ul>

		<p>Coordinator, ready to go before 6-10s</p> <p>For pre-sales:</p> <ul style="list-style-type: none"> <li>● Coordinate email with Band Secretary promoting flower sale to parents email list and school district staff</li> <li>● Post on Bloomington Facebook groups and Nextdoor. Include posting on Alumni and Band Parent Facebook pages</li> </ul> <p>If selling day-of distribution:</p> <ul style="list-style-type: none"> <li>● Create poster for sales and hang up at local businesses</li> <li>● Post on Bloomington Facebook groups, Alumni page, Band Parent page, Nextdoor</li> <li>● Work with Communications Coordinator to post on JBBC website</li> </ul>
	September	<ul style="list-style-type: none"> <li>● Coordinate how orders will be sorted when delivered</li> <li>● Be present for delivery of Fall Flowers</li> <li>● Troubleshoot any issues that may arise with Gertens or customers</li> </ul> <p>If selling on day-of distribution:</p> <ul style="list-style-type: none"> <li>● Coordinate with Treasurer for cash box, Venmo transactions</li> </ul>
Spring Flower Sale	February	<ul style="list-style-type: none"> <li>● Work with Gertens to set up website, and online sale dates</li> <li>● Determine if it will be pre-sales only, or if an inventory of day-of plants should be ordered</li> <li>● Determine volunteer needs, work with Volunteer coordinator to get posted</li> </ul>
	April	<p>For pre-sales:</p> <ul style="list-style-type: none"> <li>● Coordinate email with Band Secretary promoting flower sale to parents email list and school district staff, Peachjar</li> <li>● Post on Bloomington Facebook groups and Nextdoor. Include posting on Alumni and Band Parent Facebook pages</li> </ul> <p>If selling day-of distribution:</p> <ul style="list-style-type: none"> <li>● Create poster for sales and hang up at local businesses</li> <li>● Post on Bloomington Facebook groups, Alumni page, Band Parent page, Nextdoor</li> <li>● Work with Communications Coordinator to post on JBBC website</li> </ul>
	May	<ul style="list-style-type: none"> <li>● Coordinate how orders will be sorted when delivered</li> <li>● Be present for delivery of Spring Flowers and present for distribution (may be different days)</li> </ul>

		<ul style="list-style-type: none"> <li>• Troubleshoot any issues that may arise with Gertens or customers</li> </ul> <p>If selling on day-of distribution:</p> <ul style="list-style-type: none"> <li>• coordinate with Treasurer for cash box, Venmo transactions</li> </ul>
Review Fundraisers	May	<ul style="list-style-type: none"> <li>• Talk with other general fundraiser coordinators to review how fundraisers went, determine if any need to be eliminated, changed, etc.</li> <li>• Talk with JBBC Board on what fundraising needs are for next school year to help set budget</li> </ul>



### **JBBC Friends of the Band Coordinator**

The Friends of the Band is a 501(c)3 program that supports the band with financial gifts. The person holding this position maintains a database and contact information for alumni, their parents, and members of the community.

- Create donation form for current school year donations for Friends of the Band
- Donations are tracked in a database and a financial report/membership update is given at the monthly JBBC board meeting.
- This position is responsible for purchasing paper/envelope supplies as needed with reimbursement from JBBC.
- FOB Coordinator works closely with the Treasurer to coordinate donation deposits
- The database of members is also used to alert all FOB and alumni to concerts, fundraisers and special band events.
- A thank you note should be sent following each donation using the FOB logo printed on provided paper.

**The time commitment for this position is heaviest in August/September and is more limited during the rest of the year.**

The Friends of the Band Coordinator must be a member of the Jefferson Band Booster club and attend the monthly Jefferson Band Booster Club Meetings.

<b>Activity</b>	<b>Month</b>	<b>Notes</b>
Letter to alumni/parents that have graduated within past 5 years plus any previous FOB donors	July/August	<ul style="list-style-type: none"><li>● Create donation form and cover letter for year, coordinating with Board about incentives</li><li>● Letter sent to alumni/parents</li><li>● Coordinate/research small reward gift to be sent with letter to alumni/parents</li><li>● Acknowledge FOB donations with thank you letter</li></ul>
Monthly		<ul style="list-style-type: none"><li>● Acknowledge FOB donations with thank you letter/reward</li><li>● Track FOB donations and update database</li></ul>
Fall Concert	October	<ul style="list-style-type: none"><li>● Coordinate with Band Secretary, Lisa Gauper to include concert program insert encouraging membership in FOB and acknowledging members</li></ul>
MB Indoor Concert	October	<ul style="list-style-type: none"><li>● Coordinate with Band Secretary, Lisa Gauper to include concert program insert encouraging membership in FOB and acknowledging members</li><li>● Provide names of FOB receiving free Indoor Concert tickets to Lisa Gauper</li><li>● Provide quantity of Indoor Concert DVDs needed for FOB to Lisa Gauper</li></ul>
	November	<ul style="list-style-type: none"><li>● Provide Banquet Coordinator with names of FOB receiving free banquet ticket(s)</li></ul>
Winter Concert	December	<ul style="list-style-type: none"><li>● Coordinate with Band Secretary, Lisa Gauper to</li></ul>



		<p>include concert program insert encouraging membership in FOB and acknowledging members</p> <ul style="list-style-type: none"> <li>● Distribute/mail Indoor Concert DVDs to FOBs</li> </ul>
	January	<ul style="list-style-type: none"> <li>● Provide Pancake Breakfast Coordinator with names of FOB receiving free pancake breakfast ticket(s)</li> </ul>
POPs Concert	February	<ul style="list-style-type: none"> <li>● Coordinate with Band Secretary, Lisa Gauper to include concert program insert encouraging membership in FOB and acknowledging members</li> </ul>
Spring Concert	May	<ul style="list-style-type: none"> <li>● Coordinate with Band Secretary, Lisa Gauper to include concert program insert encouraging membership in FOB and acknowledging members</li> <li>● Provide Banquet Coordinator with names of FOB receiving free banquet ticket(s)</li> <li>● Determine fundraising goals for next school year, to be included in the next year's budget</li> </ul>
JBBC Year End Meeting	June	<ul style="list-style-type: none"> <li>● Final Report</li> </ul>



## **JBBC Bandcake Breakfast Coordinators**

### Promotions/Communication

- General oversight – communicate with other chairs and coordinate meetings
- Coordinate with Band Secretary printing posters and distribution/hanging
- Coordinate Tickets with Band Secretary (update file/print/distribute/return/follow-up/list of those who paid at ticket table)
- Write and coordinate email blasts with Silent Auction Lead and Band Secretary (to families, alums) – at 3 weeks prior, 2 weeks prior, 5 days prior, and 2 days prior
- Update slide show for Band Director – update and coordinate student volunteer needs with Bandcake Volunteer Coordinator
- Coordinate silent auction needs with silent auction lead
- Coordinate with Band Secretary – PeachTree

Promote event on social media and media outlets here:

<https://docs.google.com/document/d/1PyXLcHMF022R9GLEMmNue2hOQzDDeCbZEs7qqLfiCdY/edit>

### Bandcake Volunteer Coordinator/Supply Donations

- Coordinate posting and filling student and adult volunteer positions with JBBC Volunteer Coordinator - to post on Signup.com
- Day of – coordinate volunteer check-in
- Orient adult volunteers and students to duties
- Coordinate Name Tags for volunteers and students
- Grouping students and orienting/giving instructions day-of
- Coordinate Supply Donations with Volunteer Coordinator to post on Signup.com and link to Amazon, and with Band Secretary to coordinate receipt of donations

### Logistics/Contracts/Parking

- Contract with ChrisCakes/coordinate with Holy Family Catholic School in Shakopee
- Room reservations with school (cafeteria/band room/parking lot)
- Cash box from treasurer/cash box back to treasurer for both advance ticket sales to families and day of Bandcake
- Check to ChrisCakes
- Food permit with City of Bloomington/health inspector day of Bandcake
- Coordinated Projector/Music to play during Bandcake – set up by PM's

### All

- Supply inventory in the dungeon
- Set-up
- Take-down

## Bandcake To-Do's

### **Spring Before Breakfast:**

1. Contact <http://www.chriscakesofamerica.com/> to secure date
  - a. We have been lucky so far to split their travel/hotel expenses by piggy-backing with a school group from Shakopee
  - b. If this is not an option, the price would certainly go up
2. Reserve Cafeteria & parking lot (coordinate with Band Secretary)

### **Fall:**

1. Evaluate supplies in the dungeon and meet to discuss logistics with Bandcake chairs, silent auction chair, Volunteer Coordinator, and any others involved with organizing
2. Coordinate silent auction component with silent auction chair
3. Decide on poster design or go with the old one--2015 had a competition
4. Print & distribute tickets – we coordinated with trip meetings and passed out trip tickets then. Promote as holiday gifts for coaches/family/neighbors and/or stocking stuffers. Don't distribute before December...families forget about them.

### **Nov-Dec:**

1. Coordinate with Volunteer Coordinator to put the donations and volunteers into Sign Up (Volunteer Spot)
2. Decide which supplies will be donated instead of bought and put those in Sign Up (Vol Spot) with link to Amazon
3. Updates at JBBC
4. Organize & help distribute tickets
  - a. Will there be a required # to be purchased per family? 2019 was 4 tickets/family for \$28
  - b. 2019 tickets were \$7 presale, \$8 at the door
  - c. Create a ticket
  - d. Make decisions on ticket distribution: 2019 it was at the LA pre-trip meeting and winter concert
    - i. Created an envelope for each family
    - ii. They could pick up and pay at the trip meeting – coordinate money box with treasurer
    - iii. Work with Band Secretary to distribute tickets not picked up

### **Dec.-Jan.:**

1. Collect ticket envelopes, distribute extra purchased tickets
2. Send e-mail asking families to pick up tickets, solicit silent auction donations, volunteer for shifts and to donate items
3. Coordinate with Communications to put Bandcake poster/flier on JBBC Website
4. Band Director/Band Secretary can help:
  1. Present information about Bandcake to students/encourage student workers
  2. Students with conflicts the day of the breakfast may choose to do activities ahead of time:
    - A. Make signs needed the day of the breakfast\*\*(see below)
    - B. Help with set-up

Here is a [Talking Points slides for Fretland](#)

2. Purchase items not being donated (all items were donated in 2018 & 2019!)
3. Make Name Tags for Volunteers – students name tags are first name and instrument, had volunteers write their own name tags in 2019
4. Prepare/organize the following:
  - Tip jars for tables (can find these in the dungeon)
  - Coloring sheets and crayons for tables
5. Start advertising
  - Posters
  - Email blasts to Alumni/Friends of the Band (if we can get this list)
  - Social Media promotion (ask President to promote on Band Alumni Facebook page and see this list of where to post promotion here:  
<https://docs.google.com/spreadsheets/d/1V8rBUw0XDB5WDDpL8Sb8kvw2ZmPdy2wfgShmEfrFPpo/edit?usp=drivesdk>
6. Get Food Permit from city hall
7. Have student volunteers re-make any signs that need replacing (Tickets, Silent Auction, “Servers will bring you beverages at your table” and “Sugar-Free Syrup Available upon Request”)
8. Updates at January JBBC
9. Coordinate music/projector to play at Breakfast

Evening before –

- A. Set-up tables – move tables, tablecloths, tip jars, coloring sheets/crayons, signs
- B. Ticket Table – signs, cash box
- C. Bleach water station
- D. Beverage station (coffee makers, trays for serving, carafes, juice, water pitchers, cups)

Day-of Details:

- A. To-go station (foam to-go containers, to-go syrup, water, juice, coffee???)
- B. give tickets to volunteers staffing the parking lot to sell & give them nail aprons with change, and hand warmers
- C. Projector/TV with band concert and MB video clips
- D. Bandcake Chair handling volunteers provides orientation for adult and student groups helping (write out descriptions with this info and email ahead of time?)
- E. Bandcake Chair handling food permit meets with health department inspector
- F. Signs & flags out & in (change signs for 2020 since they all say “drive-through”?)
- G. PM’s set up music/projector
- H. Put out coat racks + chairs for older people to sit in to wait if dropped off

Wrap-Up:

- A. Meeting with chairs to discuss what went well, what to improve for next year
- B. Final wrap-up at February JBBC meeting

The Bandcake Leads are members of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings., at minimum



### JBBC Silent Auction Coordinator

The JBBC Silent Auction Coordinator plans the annual silent auction to coincide with the Bandcake Breakfast in January. Time commitment is based on the number of volunteers available. The majority of the time spent will be shortly before the auction (usually the end of January) for set-up.

The JBBC Silent Auction Coordinator is a member of the Jefferson Band Booster Club and attends the monthly JBBC meetings.

Activity	Month	Notes
Solicitation	October	<ul style="list-style-type: none"><li>● Start soliciting donations via online forms, emails and mail</li></ul>
Set up and Run Auction	November - January	<ul style="list-style-type: none"><li>● Keep track of incoming donations and retail values</li><li>● Some donations will need to be picked up at the business</li><li>● Create item baskets as needed</li><li>● Set-up online auction including descriptions and photos of items</li><li>● Watch auction to see if opening bid price needs to be adjusted (for items not being bid upon)</li></ul>
Auction Follow-up	February	<ul style="list-style-type: none"><li>● After the auction, organize winning item pick-up, generally at JHS</li><li>● Thank you notes as needed</li></ul>



### JBBC Dining for Dollars Responsibilities

The JBBC Dining for Dollars Coordinator is responsible for arranging local restaurants to donate a percentage of sales (anywhere from 10-33%) from Band supporters on a specific date. Some restaurants require tax paperwork which will require our 501(c)(3) information.

The JBBC Dining for Dollars Coordinator encourages Jefferson Band Family and Friends to dine at the restaurant on the date specified. Promotes events by sending email to Website and Social Media Coordinator to post on website and social media channels and Band Secretary sends out through band e-mail. Send printed fliers to the band secretary to copy and/or put in concert programs or hang at school.

Be sure to check the school calendar, or for events such as concert dates, tax day or elections to avoid as many conflicts as possible. Quick-service and fast food establishments work a lot better than sit-down restaurants as it is easier and faster for supporters to get their meal. Don't set up too far ahead of time because store management may change and we have run into problems in the past with this.

Money raised from the Dining for Dollars Fundraising Program will be for the General Fund, which supports all of the Jefferson Band Booster Club. The JBBC Dining for Dollars Coordinator is a member of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings as needed.

Activity	Month	Notes
Ongoing		<ul style="list-style-type: none"> <li>Some restaurants will provide a promotional flyer/coupon to promote, others you will need to create your own</li> <li>Give website and social media coordinator the information to post on website</li> <li>Give website and social media coordinator the info to promote fundraisers thru social media</li> <li>For bigger events, work with band secretary to promote flyers through Peachjar</li> <li>Send email to band secretary to send to band students and parents before event</li> </ul>
	July	<ul style="list-style-type: none"> <li>Set up September and October fundraisers</li> </ul>
	September	<ul style="list-style-type: none"> <li>Set up November and December fundraisers</li> </ul>
	December	<ul style="list-style-type: none"> <li>Set up February and March fundraisers</li> </ul>
	January	<ul style="list-style-type: none"> <li>No Dining for Dollars this month due to Bandcake breakfast</li> </ul>
	February	<ul style="list-style-type: none"> <li>Set up fundraisers for April and May</li> </ul>
	June	<ul style="list-style-type: none"> <li>Chipotle works well to get two of their fundraisers in per calendar year</li> </ul>
July - August		<ul style="list-style-type: none"> <li>No Dining for Dollars fundraisers during this time</li> </ul>



### **JBBC 6-10 Diner Co-Coordinator**

The JBBC 6-10 Diner Co-Coordinator organizes, sets up and manages the 6-10 diner during August rehearsals.

Is a member of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings in the summer prior to the 6-10 diner operation.

<b>Activity</b>	<b>Month</b>	<b>Notes</b>
Prep Work	July	<ul style="list-style-type: none"><li>● Work with band secretary on set up location based on practice field location</li><li>● Arrange for food license with City of Bloomington</li><li>● Seek out donations from Von Hanson's, Frito Lay and Pepsi, others</li><li>● Arrange for use of show choir trailer</li><li>● Work with volunteer coordinator to get volunteer shifts posted online and promoted thru emails and social media posts</li></ul>
	Early August	<ul style="list-style-type: none"><li>● Arrange for use of grills, tent</li><li>● Purchase supplies - gloves, napkins, etc.</li><li>● Purchase food</li><li>● Coordinate use of cash box and cash needed on-hand with the Treasurer</li><li>● Let volunteer coordinator know how many volunteer spots to post</li></ul>
6-10's	August	<ul style="list-style-type: none"><li>● Assist in setting up and running diner</li><li>● Keep track of cash box daily, get cash to Treasurer as needed</li><li>● Close up diner and get extra food and supplies to the band secretary for the cook out later in the season</li></ul>



### JBBC Spirit Wear Coordinator

The JBBC Spirit Wear Coordinator works with a merchandise vendor and student band reps to select spirit wear logo items for the upcoming year and coordinate .

The JBBC Dining for Dollars Coordinator is a member of the Jefferson Band Booster Club and attends the monthly Jefferson Band Booster Club Meetings as needed.

Activity	Month	Notes
6-10's	August	<ul style="list-style-type: none"><li>Organize and coordinate distribution of spirit wear orders to families ordered last May</li><li>Ensure any profit from spiritwear sale has been received by JBBC treasurer</li></ul>
Ongoing Sales	September	<ul style="list-style-type: none"><li>Work with vendor to organize a fall offering of spiritwear or to have spiritwear online store open year-round. If year-round sales occur, check with vendor for monthly sales and ensure any profit has been received y Treasurer</li></ul>
	March/April	<ul style="list-style-type: none"><li>Research new vendors and present options to JBBC board for approval (if needed)</li></ul>
Spring Sales	May	<ul style="list-style-type: none"><li>Work with incoming student band reps to choose spirit wear offerings for coming season</li><li>Arrange with band secretary to email spirit wear information to families</li><li>Offer spirit wear sales in May to be delivered first week of 6-10s in August</li><li>Vendor typically handles website, money, sorting items after they have been ordered and resolves any problems</li></ul>
JBBC Meetings	Monthly	<ul style="list-style-type: none"><li>Attend JBBC monthly meetings and provide spirit wear updates and gather feedback when needed</li><li>Ensure follow-up for meeting items that need further research/discussion and bring proposal back to board meetings</li></ul>





### JBBC Banquet Coordinator

The JBBC Banquet Coordinator plans the fall marching band banquet and the spring awards ceremony. Time commitment is based on the number of volunteers available.

The JBBC Banquet Coordinator is a member of the Jefferson Band Booster Club and attends the monthly JBBC meetings.

Activity	Month	Notes
Set dates, venues	July/August	<ul style="list-style-type: none"><li>● Have volunteer coordinator set up spots to assist with banquet and spring awards</li><li>● Coordinate A/V rentals, food</li></ul>
	September	<ul style="list-style-type: none"><li>● Set prices, create registration form</li><li>● Decide on decorations, create</li></ul>
MB Banquet	November	<ul style="list-style-type: none"><li>● Work with JBBC President, Band Secretary and Mr Fretland on program</li><li>● Work with slideshow coordinator on A/V needs</li><li>● Banquet held after marching band season is over</li></ul>
Set location for Spring Awards	December	<ul style="list-style-type: none"><li>● Work with Board to determine location of spring band awards ceremony</li><li>● Work with band staff to determine date</li><li>● Set up contract (if needed)</li></ul>
	March	<ul style="list-style-type: none"><li>● Set prices, create registration form</li><li>● Decide on decorations, create</li></ul>
Spring Awards	April/May	<ul style="list-style-type: none"><li>● Work with JBBC President, Band Secretary and Mr Fretland on program</li><li>● Work with slideshow coordinator on A/V needs</li><li>● Awards Ceremony held in May</li></ul>
Set location for MB Banquet	May	<ul style="list-style-type: none"><li>● Work with Board to determine location of marching band banquet</li><li>● Work with band and flag staff to determine date</li><li>● Set up contract (if needed)</li></ul>



### **JBBC Photo & Slideshow Coordinator**

The JBBC Photo & Slideshow Coordinator puts together slideshows for the annual marching band banquet as well as the spring awards ceremony. The Photo & Slideshow Coordinator works with the Banquet Coordinator to discuss needs for the banquet/ceremony. The Photo & Slideshow Coordinator seeks out pictures taken during the year from parents/guardians of the band/flag/twirlers students to put together a comprehensive show showcasing the most students as possible. If no one volunteers to take pictures, the JBBC Photo & Slideshow Coordinator will step in to ensure photos are taken.

<b>Activity</b>	<b>Month</b>	<b>Notes</b>
Board Meetings	If Needed	<ul style="list-style-type: none"><li>● Discuss slideshow needs</li></ul>
	August	<ul style="list-style-type: none"><li>● Work with volunteer coordinator to get volunteers to take pictures at events</li></ul>
	September - May	<ul style="list-style-type: none"><li>● Obtain pictures from volunteers after events</li></ul>
	October	<ul style="list-style-type: none"><li>● Reach out to parents/guardians to obtain digital copies of photos</li><li>● Put together slideshow with music</li></ul>
	November	<ul style="list-style-type: none"><li>● Present slideshow at MB banquet</li></ul>
	April	<ul style="list-style-type: none"><li>● Reach out to parents/guardians to obtain digital copies of photos</li><li>● Put together slideshow with music</li></ul>
	May	<ul style="list-style-type: none"><li>● Present slideshow at awards ceremony</li></ul>



### **JBBC Usher Lead**

The Usher Lead assists the band department in coordinating and staffing volunteers for all band concerts during the school year. The Lead instructs ushers for each concert on protocol. The Usher Lead must be a member of the Jefferson Band Booster Club and must attend all concerts listed.

<b>Activity</b>	<b>Month</b>	<b>Notes</b>
1-2 Months Prior to each Concert		<ul style="list-style-type: none"><li>• Coordinate with Band Secretary the number of volunteers needed and work with Volunteer Coordinator to post and publicize a month prior to each concert</li></ul>
Day of Concert		<ul style="list-style-type: none"><li>• Arrive at auditorium 45 minutes prior to concert to touch base with Band Secretary about details for the concert and where ushers are needed, set out programs</li><li>• Instruct usher volunteers on which doors to use, exit instructions, programs, including cleaning up any programs left in auditorium after concert</li></ul>

Concerts:

- Fall Concert (October)
- Marching Band Indoor Concerts (three concerts in October)
- Winter Concert (December)
- Pops Concert (February)
- Spring Concert (May)