



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, coordinate with Treasurer.

Activity	Month	Notes
6-10 Coordination	July/August	<ul style="list-style-type: none">• Coordinate with Vice President the Parent Pot Luck for new parents on the first night of Captain's Practice• Coordinate/designate with Vice President to help with Band Secretary, Lisa Gauper, for Rank Pictures and Kickoff• Speak at New Parents Pot Luck• Speak at Kick-off
Heritage Days Parade	September	<ul style="list-style-type: none">• Revise and email Tri 1 Scholarship Application Forms to Band Secretary and Band Directors
Band Halloween Party	October	<ul style="list-style-type: none">• Coordinate with Band Secretary, Lisa Gauper and Student Band Leadership members, students decorate JHS cafeteria, all band members are invited, students circulate communication for party• Coordinate with Volunteer Lead to recruit necessary parent volunteers• Order pizza, quarts of pop, ice, candy, water (water jug at school)• DJ (usually done by a student)
Indoor Concert	October	
JBBC Fall Banquet	November	<ul style="list-style-type: none">• Speak• Coordinate Awards/Recognition with Band Directors & Band Secretary, Lisa Gauper, & Banquet Committee Lead• Revise and email Tri 2 Scholarship Application Forms to Band Secretary and Band Directors
Winter Concert	December	<ul style="list-style-type: none">• Speak - distribute Tri 1 scholarship check to recipient
Bloomington Band Festival	January	
BandCake Breakfast	January	<ul style="list-style-type: none">• Assist BandCake Breakfast co-chairs as needed
JBBC Garage Sale	April/ May	<ul style="list-style-type: none">• Liaison to Garage Sale Lead; provide support/input as needed
Recruit New Board Members	April/ May	
JBBC Spring Banquet	May	<ul style="list-style-type: none">• Speak - distribute Tri 3 scholarship check to winner
Graduation	June	<ul style="list-style-type: none">• Wind Ensemble performs at Graduation Ceremony
JBBC Year End Meeting	June	
JBBC New Board Meeting	July	

JBBC Meetings	Monthly	<ul style="list-style-type: none">● Lead and facilitate JBBC monthly meetings● Solicit agenda items from board members, compile agenda items and create agenda, send agenda to board members● Organize and lead subcommittees as needed● Provide updates at monthly meetings on behalf of absent Board members● Communicate with board/executive board about any issues that arise● Initiate communication with committee chairs/leads to keep business on-track● Ensure follow-up for meeting items that need further research/discussion and bring proposal back to board meetings



JBBC Vice President Responsibilities

The JBBC Vice President shall assume all duties of the JBBC President in times of absence. The JBBC Vice President shall also serve as coordinator of certain non-fundraising activities or internal projects and accordingly will be responsible for obtaining chairperson for those activities or projects, serve as co-signer on JBBC checks, coordinate with Treasurer.

Activity	Month	Notes
6-10 Coordination	July/August	<ul style="list-style-type: none">● Help with production of JBBC Membership packets with Membership team if needed● Coordinate with President the Parent Pot Luck for new parents on the first night of Captain's Practice● Coordinate/designate help with Band Secretary, Lisa Gauper, for Rank Picture and Kickoff● Coordinate Heritage Days promotional items and handouts● Coordinate Parent Social Night during end of 6-10's<ul style="list-style-type: none">○ Reserve location & order food
Heritage Days Parade	September	<ul style="list-style-type: none">● Coordinate volunteers to walk Heritage Days parade with handouts
Band Halloween Party or Other Fall Band Party	October	<ul style="list-style-type: none">● Coordinate with Band Secretary, Lisa Gauper and Student Band Leadership members, students decorate JHS cafeteria, all band members are invited, students circulate communication for party● Coordinate with Volunteer Lead to recruit necessary parent volunteers● Order pizza, quarts of pop, ice, candy, water (water jug at school)● DJ (usually done by a student)
Indoor Concert	October	<ul style="list-style-type: none">● Plan & create Indoor Ad for Sun Current● Coordinate distribution and collection of Indoor Concert yard signs● Advertise Indoor concert in other places<ul style="list-style-type: none">○ Kare 11○ Lunds (flyer)○ Caribou (flyer)
JBBC Fall Banquet	November	
Winter Concert	December	
Bloomington Band Festival Bandcake Breakfast	January	<ul style="list-style-type: none">● Plan & create Bandcake Breakfast ad for Sun Current● Advertise Bandcake Breakfast in other places<ul style="list-style-type: none">○ Kare 11○ Lunds (flyer)○ Caribou (flyer)
POPs Concert	February	<ul style="list-style-type: none">●
JBBC Garage Sale	April/ Mary	<ul style="list-style-type: none">● Plan & create Garage Sale ad for Sun Current● Advertise Garage Sale in other places

		<ul style="list-style-type: none"> ○ Kare 11 ○ Lunds (flyer) ○ Caribou (flyer)
Recruit New Board Members	April/ May	
JBBC Spring Banquet	May	
Graduation	June	<ul style="list-style-type: none"> ● Wind Ensemble performs at Graduation Ceremony
JBBC Year End Meeting	June	
JBBC New Board Meeting	July	
JBBC Scholarships	Each Trimester	



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
- 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
- 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.

Activity	Month	Notes
Monthly Duties	Every Month	<ul style="list-style-type: none"> • Reconcile the bank statements • Issue stipend checks as directed by the Board • Write checks to ISD#271 for escrow funds raised during the last month • Prepare report for the JBBC meeting • Miscellaneous checks/deposits as needed
New Fiscal Year	July	<ul style="list-style-type: none"> • <u>July 1st is start of fiscal year</u> • Print a Final General Ledger Report to PDF for easy reference in the future. • Send June Meeting minutes to RBCU with this year's authorized co-signers on it. Sample cover letter is in the Dropbox. • Ensure all the new co-signers got to RBCU and filled out the signature form • Contact 6-10 Diner lead to see who to put on the Cub Account as authorized to charge <ul style="list-style-type: none"> ○ Should be one or two from 6-10 Diner and the VP since the VP is responsible for planning student parties ○ Letter should be sent to (or dropped off at) Cub Foods with those authorized to sign for our house account. Sample letter is in the Dropbox.

6-10s	August	<ul style="list-style-type: none"> ● Stipends for Marching Band Directors and Flags Coordinator (at the start of 6-10s) per Board request ● Complete Federal Taxes before things start getting busy Form 990EZ ● Annual Registration with the Minnesota Attorney General is also best done as soon as the Federal Return is completed. ● Obtain an additional insured policy rider as required for any fundraisers.
Marching Band Season/Indoor Concert	October	Cash box for concession stand at Indoors
	November	TAX DEADLINE: November 15th
Bandcake Breakfast	January	<p>Cash box for concession stand at Indoors</p> <ul style="list-style-type: none"> ● Obtain an additional insured policy rider as required for any fundraisers.
Pops Concert	February	<p>Cash box for concession stand at Pops Concert</p> <p>Miscellaneous checks/deposits as needed</p>
Garage Sale	April	<ul style="list-style-type: none"> ● You will need to get an additional insured policy rider for the garage sale warehouse sometime in April or May. This typically will need to happen during the lease negotiations and will need to be provided at the time of lease is signed. Easily done online via insurer's website.
Graduation / Garage Sale	May	<ul style="list-style-type: none"> ● Cash boxes for Garage sale. Deposit garage sale funds ● Approve next fiscal year's budget if there is no plan for June meeting ● Remind everyone that all receipts and request 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. Garage sale and spring banquet are the sources of most late expenses. ● 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.
JBBC Year End Meeting	June	<ul style="list-style-type: none"> ● <u>June 30th is the close of the fiscal year</u> ● Pay all open invoices and reimbursement requests ● Settle with Band Secretary what escrow still needs to go to the district account ● Get any straggling deposits to the credit union ● 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.



JBBC Secretary

The JBBC Secretary shall take minutes at all meetings of the organization and maintain past records. May serve as a co-signer on JBBC checks, which is coordinated with the Treasurer. May also compose and send correspondence as needed from the organization as well as handle other business as needed (e.g., sending flowers on behalf of JBBC for funerals). This position requires regular attendance at JBBC board meetings but minimal time requirements outside of meetings.

Activity	Month	Notes
6-10 Coordination	August	<ul style="list-style-type: none">● Assist as needed with 6-10 practices● Assist as needed with New Parents Pot Luck
Bi-Annual meeting	May	
JBBC Meetings	Monthly	<ul style="list-style-type: none">● Take minutes during monthly JBBC meetings● Maintain past minutes/records of meetings● Forward minutes to the board for review prior to the next month's meeting● Notate and make any needed corrections to minutes● Work with Communications coordinator to post JBBC minutes on the JBBC website● Communicate with board/executive board about any issues that arise● Initiate communication with committee chairs/leads to keep business on-track● Ensure follow-up for meeting items that need further research/discussion and bring proposal back to board meetings



JBBC Friends of the Band

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.

A thank you note should be sent following each donation using FOB logo printed on provided paper. This position is responsible for purchasing paper/envelope supplies as needed with reimbursement from JBBC. Donations are tracked in a database and a financial report/membership update is given at the monthly JBBC board meeting. The database of members is also used to alert all FOB and alumni to concerts, fundraisers and special band events. The time commitment for this position is heaviest in August/September and is more limited during the rest of the year.

Activity	Month	Notes
Letter to alumni/parents that have graduated within past 5 years plus any previous FOB donors	July/August	<ul style="list-style-type: none"> • Letter sent to alumni/parents • Coordinate/research small reward gift to be sent with letter to alumni/parents • Acknowledge FOB donations with thank you letter • Attend JBBC meeting and provide financial/membership report
	September	<ul style="list-style-type: none"> • Acknowledge FOB donations with thank you letter/reward • Track FOB donations and update database • Attend JBBC meeting and provide financial/membership report
Fall Concert	October	<ul style="list-style-type: none"> • Coordinate with Band Secretary, Lisa Gauper to include concert program insert encouraging membership in FOB and acknowledging members • Acknowledge FOB donations with thank you letter/reward • Track FOB donations and update database • Attend JBBC meeting and provide financial/membership report
MB Indoor Concert	October	<ul style="list-style-type: none"> • Coordinate with Band Secretary, Lisa Gauper to include concert program insert encouraging membership in FOB and acknowledging members • Provide names of FOB receiving free Indoor Concert tickets to Lisa Gauper • Provide quantity of Indoor Concert DVDs needed for FOB to Lisa Gauper
	November	<ul style="list-style-type: none"> • Acknowledge FOB donations with thank you letter/reward • Provide Banquet Coordinator with names of FOB receiving free banquet ticket(s) • Track FOB donations and update database • Attend JBBC meeting and provide membership/financial report

Winter Concert	December	<ul style="list-style-type: none"> ● Coordinate with Band Secretary, Lisa Gauper to include concert program insert encouraging membership in FOB and acknowledging members ● Acknowledge FOB donations with thank you letter/reward ● Track FOB donations ● Distribute/mail Indoor Concert DVDs to FOBs ● Attend JBBC meeting and provide membership/financial report
	January	<ul style="list-style-type: none"> ● Acknowledge FOB donations with thank you letter/reward ● Track FOB donations ● Provide Bandcake Breakfast Coordinator with names of FOB receiving free pancake breakfast ticket(s) ● Attend JBBC meeting and provide membership/financial report
POPs Concert	February	<ul style="list-style-type: none"> ● Coordinate with Band Secretary, Lisa Gauper to include concert program insert encouraging membership in FOB and acknowledging members ● Acknowledge FOB donations with thank you letter/reward ● Track FOB donations ● Attend JBBC meeting and provide membership/financial report
	March	<ul style="list-style-type: none"> ● Acknowledge FOB donations with thank you letter/reward ● Track FOB donations ● Attend JBBC meeting and provide membership/financial report
	April	<ul style="list-style-type: none"> ● Acknowledge FOB donations with thank you letter/reward ● Track FOB donations ● Attend JBBC meeting and provide membership/financial report
Spring Concert	May	<ul style="list-style-type: none"> ● Coordinate with Band Secretary, Lisa Gauper to include concert program insert encouraging membership in FOB and acknowledging members ● Acknowledge FOB donations with thank you letter/reward ● Track FOB donations ● Provide Banquet Coordinator with names of FOB receiving free banquet ticket(s) ● Attend JBBC meeting and provide membership/financial report
JBBC Year End Meeting	June	<ul style="list-style-type: none"> ● Acknowledge FOB donations with thank you letter/reward ● Track FOB donations ● Attend JBBC meeting and provide financial report of donations



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 10-50%, depending on the restaurant) from Band supporters on specific date. Some restaurants require tax paperwork which requires coordination with the JBBC Treasurer. It's easier to get people to attend an event when there is band things already going on.

The JBBC Dining for Dollars Coordinator encourages Jefferson Band Family and Friends to dine at the the restaurant on the date specified. Promotes event through Jefferson Band Parents Facebook (create event), sends e-mail to Communications Coordinator to post on website and send out through band e-mail, and sends printed fliers to band secretary to copy and/or put in concert programs.

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.

Activity	Month	Notes
Picture Day/Kick Off	August	Ideas include Chipotle, Rita's Italian Ice, and Yogurt Sundae.
Heritage Days Parade	September	Ideas include Bruegger's. Some years we have passed out fliers at the football game the night before and even at the Parade.
Indoor Concert	October	Ideas include Fuddrucker's. It's hard to find someone that will do an entire week-end.
Fall Fundraiser Delivery or a Trip Meeting	November	Ideas include PizzaRev or Streetz
POPs Concert	February	Ideas include Fuddrucker's. It's hard to find someone that will do an entire week-end.
	April	
JBBC Garage Sale	May	Ideas include Yogurt Sundae or Papa John's.

Other ideas of restaurants include Papa Murphy's, Panchero's, Panera, Dairy Queen, Buffalo Wild Wings, Noodles & Co., Smashburger



JBBC Escrow Fundraising Coordinator

The Escrow Fundraising Coordinator identifies new escrow fundraising opportunities, continues to revisit previous escrow opportunities and proposes and obtains board approval for all escrow fundraising opportunities. Continuous evaluation of fundraisers is also necessary to keep only the most profitable ones in use.

Prior to the beginning of the school year the Escrow Fundraising Coordinator should plan the Escrow Fundraisers for the school year.

The Escrow Fundraising Coordinator works with the Volunteer Coordinator to recruit a "chair/lead" to run the individual Escrow Fundraisers and assists the chair/lead to ensure a successful Escrow Fundraiser.

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

Current Successful Escrow Fundraisers

- Droolin' Moose
- Heggie's Pizza
- Gerten's Holiday Greens
- Butter Braid
- Gerten's Spring Plant and Flower Sale
- Scrip (on going)
- Schwan's
- Carlson's Pies

From the JBBC Webiste - JBBC Escrow (Individual) Fundraising Opportunities

Please note that all funds earned from a Escrow fundraiser for an individual band or flag member are paid into that student's escrow account. Membership in JBBC is required for students to use individual escrow funds for their own benefit. All escrow accounts are managed by Mrs. Gauper and account balances are updated monthly, if not more frequently. Funds in the escrow accounts can be used to make trip payments, pay for uniform and/or instrument rental fees, or any other "music" related fees.



JBBC General Fundraiser Coordinator

The General Fundraiser Coordinator identifies new general fundraising opportunities, continues to revisit previous general fundraising opportunities and proposes and obtains board approval for all new general fundraising opportunities. Continuous evaluation of fundraisers is also necessary 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.

Prior to the beginning of the school year the General Fundraising Coordinator should plan the General Fundraisers for the school year.

The General Fundraising Coordinator works with the Volunteer Coordinator to recruit a "chair/lead" to run the General Fundraisers and assists the chair/lead to ensure a successful Fundraiser.

The General Fundraising Coordinator encourages Jefferson Band Family and Friends to participate in the General Fundraisers. Promotes fundraisers through Jefferson Band Parents Facebook and sends e-mail to Communications Coordinator to post on website and send out through band e-mail.

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

Current Successful General Fundraisers

Annual Garage Sale in May

Bandcake Breakfast

Dining for Dollars

Papa John's

Amazon Smile

United Way

Some companies will donate to an organization where their employee volunteers



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

Activity	Month	Notes
6-10's	July/August	<ul style="list-style-type: none"> Coordinate with the vendor to have samples available for families to view at 6-10 practices and coordinators staff the table to answer any questions Arrange with communications chair to email spirit wear information to families Vendor handles website, money, sorting items after they have been ordered and resolves any problems Organize and coordinate distribution of spirit wear orders to families
	September	<ul style="list-style-type: none"> Ensure any profit from spirit wear sale has been received by JBBC treasurer Work with vendor to organize a pre-holiday offering of spirit wear to be delivered in December
	October	<ul style="list-style-type: none"> Arrange for communications chair to promote spirit wear offering to families
	November/December	<ul style="list-style-type: none"> Organize and coordinate distribution of spirit wear orders to families Ensure any profit from spirit wear sale has been received by JBBC treasurer
	March/April	<ul style="list-style-type: none"> Research new vendors and present options to JBBC board for approval
	May	<ul style="list-style-type: none"> Work with incoming student band reps to choose spirit wear offerings for coming season
	June	<ul style="list-style-type: none"> Wind Ensemble performs at Graduation Ceremony
JBBC Meetings	Monthly	<ul style="list-style-type: none"> Attend JBBC monthly meetings and provide spirit wear updates and gather feedback as needed Ensure follow-up for meeting items that need further research/discussion and bring proposal back to board meetings



JBBC Volunteer Coordinator

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

Event Coordinators provide the Volunteer Coordinator with volunteer positions and descriptions. Volunteer Coordinator enters this information into Volunteer Spot.

Volunteer Coordinator sends Volunteer Spot event link (Puts a button on a website) to the Communications Coordinator to update the Jefferson Band Booster Club website Volunteer page.

Volunteer Coordinator sends an e-mail with a shareable link to the Communications Coordinator to advertise the volunteer opportunities via the JeffersonBandsMN@gmail.com e-mail.

Volunteer Coordinator 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.

Volunteer Coordinator tracks volunteer hours against Jefferson Band Booster Club requirements and is in contact with families not meeting volunteer requirements with the goal of encouraging JBBC families to fulfill their volunteer requirements.

Volunteer Coordinator must be willing to learn how to use Volunteer Spot. Organizational skills are essential as is the ability to persuade and influence.

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

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.

Example Events and Months.....

Month	Example Events
August	6-10 Diner 6-10 Tables Picture Day Kick-Off State Fair Parade Band Photographers Escrow Fundraisers
September	Heritage Day Parade Band Pre-Game Cook-Out
October	Indoor Concert Halloween/Fall Party

	Fall Concert
November	Marching Band Banquet Fall Fundraiser Delivery
December	Winter Concert
January	Bloomington Band Festival Bandcake Breakfast
February	Pops Concert
March	Fundraiser Deliveries
April	Garage Sale Next School Year Committee Positions
May	Garage Sale Spring Concert Spring Banquet
June	Graduation



JBBC Membership Chairperson Responsibilities

The Chairperson 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.

Activity	Month	Notes
6-10 Coordination	July/August	<ul style="list-style-type: none"> • Coordinate with Band Secretary, Lisa Gauper, for updating membership forms and inserting them in the fee packets handed out at Captains' practice. • Coordinate/designate with Volunteer Coordinator people to staff a membership table at 6-10s • Speak at New Parents Pot Luck • Provide membership list to Band Secretary before Kick-off • As soon as possible after 6-10s compile an accurate membership directory for email distribution to member families. • Make membership buttons for new members and returning members who need new ones.
Before first day of school	September	<ul style="list-style-type: none"> • Revise and email membership form to Band Secretary and Band Directors. These forms should target classroom band families .
Fall Band Concert	October	<ul style="list-style-type: none"> • Provide up-to-date membership list to Band Secretary, Lisa Gauper for inclusion in program.
Indoor Concert	October	<ul style="list-style-type: none"> • Provide up-to-date membership list to Band Secretary, Lisa Gauper for inclusion in program.
JBBC Fall Banquet	November	<ul style="list-style-type: none"> • Provide up-to-date membership list to Banquet committee as soon as invitations go out. This will enable accuracy in records for payments received.
Winter Concert	December	<ul style="list-style-type: none"> • Provide up-to-date membership list to Band Secretary, Lisa Gauper for inclusion in program.
Pops Concert	February	<ul style="list-style-type: none"> • Provide up-to-date membership list to Band Secretary, Lisa Gauper for inclusion in program.
Spring Concert	May	<ul style="list-style-type: none"> • Provide up-to-date membership list to Band Secretary, Lisa Gauper for inclusion in program.
JBBC Spring Banquet	May	<ul style="list-style-type: none"> • Provide up-to-date membership list to Banquet committee as soon as invitations go out. This will enable accuracy in records for payments received.
JBBC Year End Meeting	June	
JBBC New Board Meeting	July	
JBBC Meetings	Monthly	<ul style="list-style-type: none"> • Provide up-to date membership information to the JBBC board.