

Bentonville Public Schools Band Program Volunteer Handbook

Guidelines for Volunteers

Amended and adopted: 6/1/2015

I. Foreword

- a. The Bentonville Public Schools (BPS) Band Program (Band Program) has a long history of benefitting from and welcoming band parent volunteers. The band booster club, The Bentonville Band Boosters (BBB) functions as a vehicle for assisting the Band Program and the Bentonville Public Schools' band directors.
- b. Guidelines for parent volunteers and the BBB will foster continued success of the Band Program by clarifying relationships, responsibilities, procedures, and policies for parent chaperones, parent volunteers, and the BBB in their support of the Band Program.

II. Authority

- a. BPS has ultimate responsibility for the Band Program.
- b. Site band directors (directors) have direct responsibility for operation of the Band Program at and away from their site, including but not limited to:
 - i. Band students at all band functions,
 - ii. BPS band equipment and property,
 - iii. Site selection and direction of parent volunteers and chaperones
- c. Additionally, the Director of Band has the added, unique responsibilities of coordinating the district Band Program, subject to the policies of BPS, including but not limited to:
 - i. Directly responsible to the BPS for all aspects of the Band Program including planning, budgeting, organizing, operations, public relations, decision-making,
 - ii. Providing assistance to the BBB through:
 - a. Recommendations on BBB By-Laws and Standing Rules,
 - b. Recommendations on nominees and election of officers,
 - c. Recommendations of appointments by officers,
 - d. Approval of plans, fundraising, expenditures, and activities of the BBB including, but not limited to:

- i. Fundraising per the policies and approval of the BPS.
- ii. Concessions at Tiger Stadium for all events
- iii. Selection and direction of chaperones and volunteers.

III. Responsibilities of parent volunteers, chaperones, and the BBB

- a. In their capacity as volunteers and chaperones for the Band Program, volunteers must adhere to all policies and procedures of the BPS and the Band Program.
- b. Any authority vested in volunteers and chaperones originates from site directors. Volunteers and chaperones take action under direction of the site directors.
- c. Any authority vested in BBB officers and BBB appointees originates from the Director of Bands, his designee, and the BPS.

IV. Qualifications and Conduct of parent volunteers, chaperones, and BBB officers

- a. The impression made by the Band Program in the community and larger public is of great concern to the BPS and band directors. Parent volunteers, chaperones, and BBB officers and appointees often form that impression on behalf of the Band Program.
- b. The Director of Bands will provide input on the selection of and continued service by, parent volunteers, chaperones, BBB officers and appointees based in part upon conduct that reflects positively on the Band Program and the BPS.
- c. Must comply with BPS policies.
- d. Parents of alumni band members and alumni band members frequently volunteer their services. Parents of alumni band members may hold appointed positions under the VP Alumni in the BBB.

V. BBB

- a. The BBB shall have officers, managers, and coordinators. The officers shall develop titles and duties for the officers and the other

positions in the organization. Officers shall recruit and appoint managers and coordinators.

- b. Officers shall fill vacant appointed positions by selecting from among parents/guardians of current band members. Persons filling appointed positions will report to officers as specified in the organizing documents of the BBB.
- c. BBB officers shall constitute an Executive Board of the Boosters. The Executive Board will conduct the business of the BBB. The Director of Bands and/or designees may participate in the Executive Board as non-voting members.
- d. The Director of Bands shall regularly meet with BBB officers to ensure that policies and procedures of the BPS, the band, and the director are well understood by the officers.

VI. Policies and Procedures

- a. Chaperones, volunteers, volunteering
 - i. The Band Program relies heavily on volunteering.
 - ii. The time volunteers donate to the Band Program (volunteer hours) should be tracked and recorded by the BBB.
 - iii. Each volunteer shall sign a Confidentiality Agreement regarding any and all student information that may be viewed during their volunteer work. A new Confidentiality Form will be filled out each July or the beginning of BBB's fiscal year.
 - iv. Chaperones for major trips of the high school band(s) are selected based, in part, upon:
 - a. Approval by the BPS Director of Bands,
 - b. Their child(ren) must be a band member, in good standing, participating in the specific trip for which chaperones are being selected,
 - c. Meeting the qualifications of a chaperone as previously specified herein,
 - d. Specific trip related responsibilities as determined by the director(s),

- e. Prior satisfactory experience as a chaperone (for example, for away football games and in local area contests),
- f. Satisfactorily meeting all financial responsibilities of the current year in a timely manner as outlined in the PRIDE agreement.
- v. Timesheets shall be made available by BBB officers or their appointees to track volunteer hours for most activities and events.
- vi. Volunteers are responsible to sign in and out at activities and events.
- vii. Recruitment of volunteers and the number of volunteers required to serve for events shall be determined under the direction of the site band director and the VP Volunteers based on the event needing volunteers.

b. Communications

- i. PRIDE eNews and/or CHARMS email(s) [as provided by the Director of Bands] is the only authorized method of mass email communication for general information to supporters and parents of the BPS Band Program.
- ii. All written communications including flyers, letters, email, handouts, website, etc. must be reviewed and approved by the BBB President and the Director of Bands.
- iii. All approved emails not falling under the guidelines of PRIDE eNews will be distributed utilizing blind copy to protect the privacy of all recipients.
- iv. The Bentonville PRIDE has a Facebook (FB) page that was set up to communicate with current members of the marching band. It has grown to include family members, alumni and others who have an interest in the PRIDE. Therefore, the nature of messages put on the PRIDE FB page should be of congratulatory and/or positive nature as it reflects on the BPS, BBB and the Band Program as a whole within the Bentonville

community. The Director of Bands, or appointee, will monitor the FB page and remove comments that do not reflect this philosophy without consent and/or knowledge of the post's author.

c. Concessions

i. Objectives

- a. The Band Program has been granted the privilege and responsibility to operate the concession stand at the football stadium. The Director of Bands has designated the BBB as operators of the concession stand for the Band Program.
- b. The VP Concessions shall maintain records and procedures to ensure the safe and lawful operation of the concession stand.
- c. The VP Concessions and all concession staff persons shall operate the concession stand efficiently, cost effectively, cheerfully, and customer and volunteer friendly.

ii. Workers

- a. Volunteers will be recruited as workers. The VP Concessions or appointed recruiter(s) will recruit workers for concessions.
- b. BPS concession workers must be at least 18 years of age except for Monday and Thursday night football games. On Monday and Thursday nights, students aged 14-18 may work in the concession stand. At no time are children younger than high school age allowed to work in the concession stand.
- c. Concession workers must be properly attired to satisfy health department policies. This includes closed-toed shoes, hair pulled back or in a hat, and gloves worn during the shift.

- d. Food and drinks will be available at half-price to concession workers except for Chick Fil-A sandwiches which will be paid for at full price.
 - e. The VP Concessions shall maintain and post in the concession stand currently approved policies regarding worker age, concession health and safety, reduced price food and drink, and other policies as needed.
- d. Fundraising
 - i. Fundraising and cash management rules of the BPS must be followed.
 - ii. All purchases of merchandise for resale or for the benefit of the band, including all functions of the BBB, must be approved by the Director of Bands in advance of a purchase commitment.
 - iii. A fundraising calendar must be prepared and approved by the Director of Bands and the BPS as outlined in the Fundraising Approval Request Form.
- e. Meal and Concession Purchasing
 - i. Receipts are required for all purchases. Receipts shall show the place, date, and amount of purchase. Receipts are to be turned in to the BBB Treasurer within one month of the purchase date.
 - ii. Purchases for the benefit of the band or the BBB shall be made separately from personal purchases and separate receipts shall show evidence of the same.
 - iii. Members and volunteers are not reimbursed for their personal time, mileage, travel, or expenses.
- f. Treasury and Cash Management
 - i. All rules of the BPS shall be followed.
 - ii. All persons handling cash can be protected by strictly following the rules and procedures of the BPS and those stated herein.
 - iii. Security

- a. All moneys collected and handled by the BBB are the property of the BBB. Maximum effort to maintain security of funds and safety of those handling cash must be made.
 - b. For varsity football games, the final count of money should take place in a secure location.
- iv. Counting and verification
- a. Event Cashier
 - i. For every event where cash is required, there shall be an event cashier.
 - i. The cashier for varsity football games shall be a member of the BBB board.
 - ii. The cashier for other events will be appointed by the BBB from among members of the Treasury.
 - b. Second Counter
 - i. A second counter will be required to verify deposits of cash.
 - ii. Every effort shall be made to obtain a second who is either a member of the BBB or an employee of the BPS.
 - iii. A BBB member serving in the BBB organization may serve as a second in the event the cashier is not a member of the BBB board.
 - iv. The second may not be an immediate family member of the cashier.
 - c. The cashier and a second shall verify the accounting of cash deposits prior to making any deposits.
 - d. Verification shall consist of independently:
 - i. Counting all cash
 - ii. Verifying entries and mathematical computations on deposit accounting forms.
 - e. Verification shall be recorded by signatures of the cashier and the second on the deposit accounting form or other

standard form maintained by the VP Treasury of the BBB and approved by the board of the BBB.

f. Copies of all treasury documents including verifications in all parts of this section shall be maintained by the BBB VP Treasury.

g. Violations of Policies and Procedures

i. Violations of any of the policies and procedures of the BPS, the policies and procedures noted herein, or the directives of authorized school or band representatives acting on behalf of the BPS, or the bands site director(s) may result in:

- a. A personal meeting with the site band director and/or other appropriate persons
- b. A written notice of the violation
- c. If appropriate, a request for reimbursement
- d. If appropriate, a denial of reimbursement
- e. A written reprimand
- f. Loss of position
- g. Referral to appropriate authorities for further actions

Signed copy on file

Scott Tomlinson, Director of Bands

Signed copy on file

Brad Carpenter, President of Bentonville Band Boosters