

BANDSTANDERS

COMMITTEE BEST PRACTICES MANUAL

EVENT:

Band Packets

TOTAL TIME COMMITMENT:

6 Months

NUMBER OF VOLUNTEERS NEEDED:

3-4 at packet mailing time

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: **Obtain roster from both 8th grade and High School band directors; change dates and information on previous year packet; arrange copying.**

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): **Computer, Copy Center rights**

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other): **Envelopes for mailing and return mailing, address labels.**

WHERE/HOW TO ORDER SUPPLIES: **Office Max or Office Depot**

ADDITIONAL SUPPLIES NEEDED: **Computer with Excel and Word programs.**

SET UP GUIDELINES (When? Where?): **Green binder to be passed on that has directions and guidelines.**

SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other): **Copy Center at time of printing. High School mailing availability coordinated with High School band director.**

WHO TO CONTACT WITH QUESTIONS: **Leisa Ukja**

ADDITIONAL COMMENTS: **Must have basic computer skills and organizational skills.**