



University High School
Instrumental Music Parents Association
Informational Handbook
2017
www.uhighmusic.com

Revised 6/2017

Meetings and Participation

Meetings:

Meetings are usually held on the 2nd Monday of each month at 7:00pm in the University High School Band room. (Check calendar or newsletters for any exceptions) Parents, Guardians, Relatives, Friends and Community of all Bands, Orchestra and Color Guard members are encouraged to attend to keep you updated with the most current information. Decisions regarding travel, fundraising events, budget etc, are made at these meetings and your input is important.

Participation:

If you would like to become an officer, committee chair or a volunteer, all you have to do is volunteer. Officers are voted in at the regularly scheduled December IMPA meeting. It's as simple as that. Positions are listed below. Chaperone roles are listed further down. YOU WILL HAVE TO FILL OUT A PARENT VOLUNTEER FORM FROM THE SCHOOL DISTRICT AND SUBMIT TO A BACK GROUND CHECK. This has to be done every other year. This is to assure you that your children will be in a safe environment in all school band and orchestra activities.

Management Structure

President:

The president presides over the meetings held by the Board and the general membership meetings.

Vice President:

Will perform the duties of the President during periods of prolonged absence. All duties of the Board will be performed by the Vice President if the Board President is removed from office for any reason.

Secretary:

Will perform the duties of the Vice President during periods of prolonged absence. Record and publish the minutes of all meetings held by the Board and the general membership. Will maintain and publish updates of the IMPA bylaws on the website and electronically, via email, to all members in September and publish approved minutes to the website.

Treasurer:

Serve at the pleasure of the Board. Maintain the financial records of the Association. Publish monthly financial reports of the Association's activities.

Committee Chairs

Advertising Chair:

Work with other Chair persons in getting out the pertinent information regarding our fundraisers. This includes, but is not limited to TV stations, radio stations, newspapers, trade and hobby publications.

****Year round position. Time Commitment: Approximately 3-5 hours per month****

Clothing Sales Chair:

In charge of ordering/selling band apparel (band shirts, tour jackets, etc...).

****Year round position. Time Commitment: Approximately 3 hours per month****

Band & Orchestra Chaperones Chair:

Chaperones are needed for various events during the year. The chaperone chair arranges a group of volunteers to be available for every trip and helps them understand their role. This chaperone also attends the trips whenever possible.

****Year round position. Busiest time is in the fall. Time Commitment: 2-4 hours per month depending on need****

Food Coordinator Chair:

The person that holds this position is responsible for planning and coordinating meals to be served by the chaperones. ****THIS PERSON MUST OBTAIN A HEALTH CARD**** Responsibilities include managing the master grocery list and coordinate volunteers to help with the shopping if necessary. He or she will designate su-chef's, from the chaperones/volunteers at each event, who will assist in preparing the meals. The Food Coordinator is also in charge of the "Tamale" food truck. He or she will make sure the truck is always stocked with items necessary for the preparation, cooking and serving of the meals and that all of the equipment is operating correctly.

****Year round position. Busiest time is Aug-October. Time Commitment: Menu planning 1-2 hrs, shopping 1-3 hrs, food prep 2-4 hrs per event/trip. Showcase: Menu planning 1-2 hrs, shopping 3-5 hrs, food prep 4-6 hrs.****

Su-Chef's:

These positions are chosen by the Food Coordinator from the chaperones/volunteers at each event. Those interested need to let the Chaperone Chair know that you want to help on the trips so you can be added to the chaperone list.

Dessert Brigade

We need multiple people to help on the Dessert Brigade. Every meal (except breakfast) that we provide for the students, we also provide dessert. Those of you who help with this position will provide homemade or store bought desserts. We also have a bake sale each year at our annual Craft Fair, and will call upon the Dessert Brigade to help provide yummy treats to sell.

Fundraising Committee Chair:

This person is responsible for finding people to coordinate each fundraiser, or coordinate the fundraiser(s) themselves. They will also research fundraising opportunities, when asked, and present them to the group at IMPA Meetings. Student fundraisers will be approved and facilitated by ASB. Monies earned by a participating student will be turned in to the ASB Secretary in the business office (Cheryl) to be credited to their ASB account.

***** See below for current fundraisers. These may be added to or change during the year *****

Car Wash: (Student Fundraiser)

This person coordinates the Fall car wash each school year, including creating the tickets for pre-sales, and tracking tickets sold/monies collected. Work with the ASB Secretary (Cheryl) to make sure all money earned by students is put in the proper account.

****Time Commitment: Approximately 15-30 hrs per event****

Butter Braids: (Student Fundraiser)

Coordinate student orders and sales. Work with the ASB Secretary (Cheryl) to make sure all money earned by students is put in the proper account. Distributes product to students for delivery.

****Time Commitment: Approximately 3-5 hrs****

Candy Bar: (Student Fundraiser)

Coordinate student orders and sales. Work with the ASB Secretary (Cheryl) to make sure all money earned by students is put in the proper account. Distributes product to students for delivery.

****Time Commitment: Approximately 10-20 hrs****

Coupon Books: (Student Fundraiser)

Coordinate student orders and sales. Work with the ASB Secretary (Cheryl) to make sure all money earned by students is put in the proper account. Distributes product to students for delivery.

****Time Commitment: Approximately 6-8 hrs****

Flea Market Chair: (IMPA Fundraiser)

Organization and operation of the flea market. Oversee committee for craft fair. Communicates with vendors. Communicate with the Advertising Chair for advertising.

****Time Commitment: Approximately 20 hrs per event***

Craft Fair Chair: (IMPA Fundraiser)

Organization and operation of the craft fair. Oversee committee for the craft fair. Obtains and schedules student volunteers for booth set up and take down. Communicates with the vendors. Communicate with the Advertising Chair for advertising.

****Time Commitment: Year round****

Sports Concessions Chair: (IMPA Fundraiser)

Coordinate with the school Booster Club Concessions Board. Organize IMPA Parent volunteers to work at the concessions booth for games.

****Time Commitment: Year round, Approximately 3-6 hrs per event***

Pit Crew Coordinator chair:

In charge of pit crew as needed. Works with the Band Director and volunteers on the event to assist with the pit crew and set the schedule for the crew to operate. This person works closely to the pit instructor and Band Director as to the needs of equipment movement and loading. The students do the majority of the work, the pit crew chair and volunteers help assist the students by setting up and moving equipment on and off the field at competitions/performances.

****Time Commitment: Marching Season; home games (approximately 2 hrs) & competitions****

Uniforms:

Coordinate a small group of people to help fit the students in uniforms. They will also hem and repair uniform seams.

****Time Commitment: Marching Season; 6-9 hours. Parade Season; 4-6 hours***

Marching Band Showcase Chair: (IMPA Fundraiser)

Coordinate with the band director and president to organize the marching band showcase volunteers. Provide instruction for the Band Hosts. Work with the Advertising Chair, Treasurer, Food Coordinator and the Showcase Director to establish advertising, ticketing, meals and schedule.

****Time Commitment: July-September Approximately 30 hrs****

Website Chair:

Maintain and update the various websites and Facebook coordinating with the President, Secretary and various activity Chairs to provide information to our parents and students.

****Time Commitment: Year round, Approximately 2-6 hrs per month****

Email Chair:

Maintain and update the various email lists within IMPA coordinating with the Band Director, President, and Secretary. Collect parent and student information at various venues throughout the year. Send out announcements and requests from the various activity Chairs to provide information to our parents and students.

****Time Commitment: Year round, Approximately 3-8 hrs per month****

Awards and Scholarships

John Philip Sousa Award:

This is a national award which is given to a senior band member, and is voted on by the students.

Louis B Armstrong Award:

This is a national award given to an outstanding senior Jazz Band member, which is voted on by the students in Jazz Band.

Chaperone Guidelines and Duties

The staff and IMPA association invite and encourage any parent, guardian, relative, friend or community member to volunteer as a chaperone during any band activity. This is a great way to become involved in a wonderful program and to help support the children during the school year. **YOU MUST FILL OUT A VOLUNTEER FORM FROM THE DISTRICT AND PASS A BACKGROUND CHECK IN ORDER TO BECOME A CHAPERONE.**

When you travel with the band, anticipate that there will be times when one or more adults must remain at the bands gym site to keep the area secure and /or help with food preparation. With cooperation and planning, no one should have to miss both preliminary and finals competitions at any one event.

1. Arrive at school at the same time as students to help loading and other preparations.
2. Discipline is the direct responsibility of the Band Director. Notify the director or head chaperone if you notice something that needs to be addressed.
3. Be sensitive to the needs of the students, and assist them in solving unexpected problems.
4. Any health problems or medical emergencies should immediately be brought to the attention of the Band Director.
5. Keep track of students, including counting students when loading buses.
6. All Central Valley School District rules and regulations should be followed just as if we were at school. Notify any violations to the Band Director.
7. Remain with the band at all times unless a break time is established. Sometimes schedules change at the last minute.
8. Waiting is a necessary part of chaperoning. Consider bringing along a book.
9. Chaperones are expected to help with the food preparation and serving. The food coordinator will coordinate these duties.
10. Smoking, drinking, drug use, and excessive displays of affection are not permitted on band trips by students or volunteers/chaperones. Violations of these rules will result in chaperoning privileges and duties being revoked.
11. After the band returns to the school, chaperones should stay until the all the uniforms, equipment, etc have been unloaded.
12. Parents are needed to get equipment on and off the field. Check with the Pit Crew Coordinator for your assignment at that event.
13. Chaperones are expected to sleep in the gym amongst the students. Some chaperones may sleep in close proximity of the group (ie: in a hallway, outside of a door, etc...) depending on space and duties (ie: getting up early to cook)
14. Have fun!! Be friendly and get to know the students. You'll be surprised by how much you will enjoy the camaraderie with the kids and the other adults.