

# POLICIES OF THE LIBERTY BAND BOOSTERS

## Section 1. Fees and Volunteering

1. The fee to participate in Fall Marching/Colorguard season shall be determined by the budgeting process and voted on by the general membership.
2. The fee to participate in Winter Percussion or Winterguard season shall be determined by the budgeting process and voted on by the general membership.
3. Multi-student family discounts are offered starting with the second student participating from the same family. Exact amounts for these discounts are determined by the budgeting process.
4. A fee shall be assessed for the purchase of new marching shoes when required by a student. This fee shall be determined by the budgeting process.
5. The Marching Uniform Fund fee is assessed per student. This fee is only assessed during the Fall Marching/Colorguard Season. This fee shall be reviewed annually as part of the budget process to ensure the future Marching Uniform Fund will meet the anticipated needs. The exact amount is determined by the budgeting process.
6. The Volunteering Discount toward participation fees may be offered for students and families who commit to the Volunteering requirements. The dollars per hour, and maximum discount is set annually during the budgeting process. The discount and hours are seasonal. Families who participate in both Fall and Winter will make a separate volunteer commitment for each season.
  - A. Opportunities that count toward the Volunteering Discount may include
    - i. Volunteer shifts for competitions
    - ii. Pushing instruments on/off for halftime at football games
    - iii. Chaperones for away competitions
    - iv. Set/prop construction
    - v. Miscellaneous needs throughout Fall and Winter session examples: Uniform sizing, potluck meal help, repairing gear, etc.
    - vi. Providing supplies for food service at competitions such as food, snacks, and/or plates, bowls, napkins, etc.
    - vii. Other supply items, such as first aid, equipment, tools, etc.
  - B. Volunteer hours are to be completed by end of each season. Nov 15<sup>th</sup> for fall and May 15<sup>th</sup> for winter.

C. Any family who does not meet the committed number of volunteer hours by the end of season deadline will be charged per unmet volunteer hour.

7. The yearly Fundraising Requirement is set annually during the budgeting process, as a specific number of shifts and one or more events. This requirement does not have an opt-out and are per school year not per season. To fulfill the Fundraising Requirement, families participate in Liberty Band Booster fundraising event.

A. Fundraising opportunities include

- i. Parent/guardian working shift(s) at Liberty Marching Arts Challenge
- ii. Parent/guardian working shift(s) at Liberty Winter Classic
- iii. Parent/guardian helping with miscellaneous fundraising activities such as soliciting business donations, etc.
- iv. organizing and/or bringing in new sponsorships

B. Fundraising shift(s) are to be completed by May 15<sup>th</sup> of the current school year.

C. Any family who does not meet the Parent/Guardian Fundraising requirement will be charged **to their student account a 4 hour shift at \$20/hr.** There is no option to opt-out.

8. The Student Fundraising/Volunteering expectations shall be to participate in:

A. Can Drive Fundraiser:

- i. For Fall Season: at least 5 Can Drives per year. Students must participate in at least 8 Can Drives to be eligible to participate in the end of year Band Can Drive Party.
- ii. For Winter Season-only students: at least 3 Can Drives per year. Students must participate in at least 5 Can Drives to be eligible to participate in the end of year Band Can Drive Party. (The lower numbers are due to the number of Can Drive opportunities starting from that point in the year)
- iii. Note: Band class-only students who participate in at least 8 Can Drives are eligible to participate in the end of year Band Can Drive Reward.

B. Volunteer at least one shift at a LBB-sponsored event (like the fall Liberty Marching Arts Challenge or the winter Liberty Winter Classic).

9. When signing up for a program, both Students and Parents/Guardians will receive a form, and provide written acknowledgement of receiving such, outlining the total costs of the program, the required fundraising information, payment, and volunteering expectations. Students are eligible to participate in the end of year Band Party only if all fees are paid current.

10. Overdue fees not paid by the end of the fiscal year will be posted to the Student's HSD Account.

11. Excess funds in a student's LBB band account are not refundable however they can be rolled over to the next season (fall/winter marching band or colorguard), transferred to other band members, or donated to the band's general fund. Funds in a LBB band account cannot be used to pay for Liberty High School fees such as ASB, activity fees, or other fees.

12. Hillsboro School District employees and LBB paid staff members (eg, Instructors, Design Staff, Coaches, etc) who have a child in the program are not required to fulfill the LBB Parent/Guardian volunteer expectations to receive the discount (due to the conflict in requiring employees to volunteer). However, the participating student(s) are required to fulfill the student volunteer expectations.

## **Section 2. Budget/Financial**

1. The annual Scholarship budget shall be funded with 10% of the proceeds of general fundraisers.

2. LBB shall maintain a reserve of approximately 10% of the annual budget in order to have sufficient funds to maintain operations throughout the year including at the end of each fiscal year to seed the following year.

3. The LBB shall establish and maintain a Capital Improvement Fund budget line item, with two purposes:

A. to annually budget for one year's portion of replacement costs for durable equipment (ie with multiple year but still limited life span). This amount is to be retained year over year to fund such purchases.

B. to cover the costs of regular equipment maintenance and routine expenses / improvements.

4. In recognition of the fact that Marching Band Uniforms represent a substantial recurring cost approximately every 8-10 years, the LBB shall establish and maintain a Uniform Fund budget line item.

A. This line item is to annually budget for one year's portion of the total replacement costs for Marching Band Uniforms (hereafter "annual uniform cost").

B. This line item may be funded by a combination of fundraisers and student fees enacted specifically for this purpose, and by a portion of surplus revenue above costs at the end of each fiscal year.

C. The current philosophy is to set the student fee such that it will generate approximately 25-33% of the estimated annual uniform cost.

5. At the end of each year, surplus revenue above costs shall be allocated as follows (and in the following order):

- A. 1/10<sup>th</sup> to the Uniform Fund
- B. to fund the reserve (if needed)
- C. to fund the capital improvement funds (balance available).

6. In order to encourage increased Parent/Guardian volunteering, beginning with the 2016-17 season (and modified as follows beginning with the 2017-18 season) LBB shall offer the following incentives:

A. Full time roles:

a. List of qualifying roles:

- i. President
- ii. Vice President of Operations
- iii. Treasurer
- iv. Secretary
- v. Vice President of Equipment
- vi. Vice President of Marching – Food
- vii. Vice President of Fundraising
- viii. Vice President of Volunteering
- ix. Vice President of Communications
- x. Vice President of Marching and Concert Attire
- xi. Coordinator of a year-round LBB chartered effort that also meets the criteria below, eg leader of a monthly fundraiser, as approved by the President or the Vice President of Volunteering.
- xii. Note: Band Director (Advisor) is excluded as this is not an LBB volunteer position, and the purpose of the incentive is to encourage volunteering.

b. Criteria:

- i. Serves in the role for the full 12-month fiscal year
- ii. Minimum of 75 hours volunteered in fulfilling the duties of the role as well as assisting other members of the board and reported to the Vice President of Volunteering or President
- iii. Regular attendance at LBB meetings and events as approved by the Vice President of Volunteering or President

c. Incentive:

- i. One discount for one student for one season's (Marching, Winter Percussion, OR Winter Guard) Fair Share fees to each Parent/Guardian who fulfills a designated LBB Board of Directors role as listed above. Exact amount of discount is determined during the budgeting process.
- ii. Exemption from Fundraising hour/role expectations

d. Only one incentive is offered even if a person fulfills multiple roles.

B. Part Time:

a. List of qualifying roles:

- i. Vice President of Winter Percussion

ii. Vice President of Winterguard

b. Criteria:

- i. Serves in the role for the full 12-month fiscal year (these roles have a shorter duration “busy season” but engagement is needed for the full year
- ii. Minimum of 35 hours volunteered in fulfilling the duties of the role as well as assisting other members of the board and reported to the Vice President of Volunteering
- iii. Regular attendance at LBB meetings and events as approved by the Vice President of Volunteering or President

c. Incentive:

- i. One discount for one student for one season’s (Marching, Winter Percussion, OR Winter Guard) Fair Share fees to each Parent/Guardian who fulfills a designated LBB Board of Directors role as listed above. Exact amount of discount is determined during the budgeting process. This amount shall be one half the amount of a full-time role unless otherwise approved by the LBB Board of Directors.
- ii. Exemption from Fundraising hour/role expectations

C. In the event a person fulfills multiple roles:

- i. In the case where a person holds the position and fulfills the requirements for both a full-time role and for a part-time role in the same fiscal year, the full-time role incentive shall apply.
- ii. In the case where a person holds the position and fulfills the requirements for two part time roles, both part time incentives shall apply, totaling a discount for a full-time role.

D. The incentive shall be applied as a credit to the student account at the end of the fiscal year. The credit is not redeemable for cash.

E. Any disputes will be resolved by the President, Vice President of Volunteering, and Band Director, or if one member of the above is involved in the dispute, then that person shall be replaced with another Board Member. The decision of this subcommittee is final.

7. Two Members shall count money collected by any LBB committee or at any LBB sponsored event. These two members will then record and verify the amount collected before being deposited by the Treasurer. The President, Treasurer, and head of a particular event must approve any changes in this procedure due to special circumstances.

8. Only adults may handle money at a LBB event (eg a fundraiser, selling concessions).

A. This applies to all LBB events where money is handled.

B. Note that in particular Oregon State Law prohibits minors from selling fireworks.

This means that minors cannot take money (cash or credit) in exchange for fireworks, and also cannot even enter the list of fireworks being purchased into a point of sale device (eg an iPad).

### **Section 3. Other**

1. LBB intends to hold the following General Membership Meetings (as described in Bylaws section 3.3):

- A. Annual Budget Meeting – April
- B. Annual Elections and Parent Information for Fall – May
- C. Marching Season Kickoff – August/September
- D. Winterguard Kickoff – December/January
- E. Winter Percussion Kickoff – December/January

2. In the interest of useful, timely communication, LBB strives to publish meeting minutes within 10 days of an official meeting.

3. The LBB currently maintains several methods of communicating with its Members, including a Closed Facebook Group for each of the three ensembles (Fall Marching, Winterguard, Winter Percussion), an email list with all members, Signup Genius to manage volunteer signups, and a public Facebook Page open to members, alumni, and interested members of the public.

4. The Vice President of Fundraising leads a standing committee whose members are the people who lead each of the fundraisers, such as Can Drives, Fireworks Stand, etc.