

Tasks of Booster club:

President

- Preside over quarterly meetings, create agenda
- Attend principal's cabinet meetings with Dr. Cook
- Confer with teachers on next year planning
- Line up help from the Board for registration (2 at 6th grade)
- Make sure all duties are performed

Shadowing for President: _____

- Attend meetings
- Work with officer so you can take over the job in the following year

Vice-President

- Serve as backup for President
- Serve in the absence of the President
- Attend quarterly meetings

Shadowing for VP: _____

- Attend meetings
- Work with officer so you can take over the job in the following year

Treasurer

- Sets up ticketing for all events
- Invoicing for dues
- Taxes and bookkeeping; full and accurate account of all receipts and expenditures
- Attend quarterly meetings, with financial report and a final financial statement EOY
- Research financial inquiries as needed

Shadowing for Treasurer: _____

- Attend meetings
- Work with officer so you can take over the job in the following year

Secretary

Take and publish minutes for the meetings

Keep parents informed of events

Attend quarterly meetings

Trip Coordinator: _____

Works with teachers on organizing and planning trips

Reserving hotels, transportation

Recruit chaperones when needed

Fundraising Chairman: _____

Identify fundraisers students can participate in

Help to coordinate and oversee fundraisers

Community Sponsorship Coordinator*:

Get info on community sponsorship program out to parents

Coordinate incentives for ad sales

Make sure ads are credited to students

Field questions on artwork (we have always required artwork be supplied or a logo/information be given.) Graphic artist can create a handout of ad specifications

Make sure we have a slide with sponsors listed for shows

Make sure sponsor certificates are dispersed

Dancing with the Teachers*:

Event chair will coordinate event

Needs to be promoted: eblasts, emails, posters, ads, etc.

Promote sales: ticket selling contests? Required sales?

Ticket sales need to be coordinated

Trophies must be purchased

*** For Department Discretionary funds, vital to the offerings we give students Goal for 2019-2020: \$6500.**

Graphic Designer (can be more than one person): Kathy Hallen

Student handbooks: update and have printed by start of school

Makes posters and ads for dance events

Create/size ads for programs (half letter and Departmental full page)

Create programs 4 similar half letter, Senior Thesis and Departmental full page

Create student ad promotion sheet to sell Departmental ads

Create student ads for Departmental (type only and Senior photo ads)

Arrange for photographer for Departmental, action and class (Susan Lloyd)

Promotional Coordinator: _____

If contest is being run for Tshirt saying: get this going beginning of the year

Create/have someone create class Tshirt designs

Coordinate with tshirt vendor on styles and pricing, order, supply art, oversee job

Open the school store for logo items for sale in the fall, sometimes spring

Make sure Senior colors are included in list

Arrange for Senior items to have their names (paid for by boosters)

Buy Trophies for DWTT

Buy trophies/get certificates for Departmental

Get senior and teacher gifts

Director of communications (social /web): _____

Update soadance.com webpage and facebook accounts

Contact Elizabeth Hart about posts on SOA Facebook page

Sends out eblasts

Revise parent list in MailChimp each year

Website pictures/content should be updating yearly

Charge for SOAdance.com url paid in September

Meals (dance, tech, teachers)/Volunteers provided for junior comp (2); senior thesis (2); 8th grade solos; middle school dance day; Departmental; Choreography Showcase

Volunteers only for SOA Showcase

Meal Coordinator: _____

Orders meals for dance shows, buys and delivers

Keep snacks and water for department up to date

Parent volunteer Coordinator: _____

Set up sign up genius serve meals, roll marley, chaperone dance events at school when needed, etc. See breakout below.

Recruits parents to help

Recruit parent involvement in Dance Boosters for meetings, etc.

Junior Parent Planner for Senior Reception (spring): _____

Purchase and deliver cake and roses for seniors

Coordinate junior class plans for senior reception

Slowenski statue/Garden maintenance: _____

Oversee upkeep of the garden

Solicit help from parents, students for hours/extra credit

Performance Help: Many

Backstage help, rolling marley, Food, tickets. See below.

Volunteer need breakout:

DWTT Event –need parents to help set up/clean up event, to sell food during event, other purposes per committee TBD

Middle school dance day –need 1 parent to pick up Chickfila for dinner and deliver to school, 2 parents to set up/clean up the meal Junior

Comp 1–need to arrange dinner for Jrs dancing and Sophmores tech'ing and parent to pick up and deliver unless restaurant delivers, need 2 parents to set up/clean up the meal, need parents to roll marley after performance

Senior thesis 1 -need to arrange dinner for seniors dancing and jr's tech'ing and parent to pick up and deliver unless restaurant delivers, need 2 parents to set up/clean up the meal, need parents to roll marley after performance

Choreography performance (high school) –TBD parents for meal delivery, set up, clean up, marley rolling after performance
8th grade solos -need to arrange dinner for dancers/tech and parent to pick up and deliver unless restaurant delivers, need 2 parents to set up/clean up the meal, need parent to assist backstage, need parents to roll marley after performance

SOA showcase –need parents to supervise middleschool dancers to/from food trucks between school and performanceJunior

Comp 2–need to arrange dinner for Jrs dancing and Sophmores tech'ing and parent to pick up and deliver unless restaurant delivers, need 2 parents to set up/clean up the meal, need parents to roll marley after performance

Senior thesis 2 -need to arrange dinner for seniors dancing and jr's tech'ing and parent to pick up and deliver unless restaurant delivers, need 2 parents to set up/clean up the meal; need to purchase and deliver sheet cake (for reception) and roses (close of performance) for seniors; need to coordinate with Junior classtheirreception for seniors following performance; need parents to roll marley after performance

Departmental –need parents in Dance dept rooms, backstage, and runners during tech, dress rehearsaland performance, need parents to roll marley after performance, need parents to run ticket will call and sales window and to be ushers