

Volunteer Handbook



Broken Arrow Public Schools Instrumental Music Program Volunteer Handbook

*Guidelines for Volunteers
&*

*The Broken Arrow Band Parents' Association
April 2006*

I. Foreword

- a. The Broken Arrow Public Schools (BAPS) Instrumental Music Program (Band Program) has a long history of benefiting from and welcoming band parent volunteers. The band booster club, The Broken Arrow Band Parents' Association (BABPA), functions as a vehicle for assisting the Band Program and the Broken Arrow Public Schools' band directors.
- b. Guidelines for parent volunteers and the BABPA will foster continued success of the Band Program by clarifying relationships, responsibilities, procedures, and policies for parent chaperones, parent volunteers, and the BABPA in their support of the Band Program.

II. Authority

- a. The BAPS 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. BAPS band equipment and property,
 - iii. Site selection and direction of parent volunteers and chaperones,
- c. Additionally, the Supervisor of Instrumental Music has the added, unique responsibilities of coordinating the district instrumental music program, subject to the policies of the BAPS, including but not limited to:
 - i. Directly responsible to the BAPS for all aspects of the Band Program including planning, budgeting, organizing, operations, public relations, decision-making,
 - ii. Directing the BABPA, including,
 - a. Approval of the BABPA By-Laws and Standing Rules,
 - b. Approval of nominees and election of officers,
 - c. Approval of appointments by officers,
 - d. Approval of governance of the BABPA,
 - e. Approval of plans, fundraising, expenditures, and activities of the BABPA including, but not limited to:
 - i. Fundraising per the policies and approval of the BAPS,
 - ii. Concessions at the Senior High School and the Intermediate High School Stadiums,
 - iii. Management of funds raised by and handled by the BABPA,
 - iv. Selection and direction of chaperones and volunteers.

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

- a. In their capacity as volunteers and chaperones for the Band Program, volunteers must adhere to all policies and procedures of the BAPS and the Band Program.
- b. Any authority vested in volunteers and chaperones originates from site directors. Volunteers and chaperones take action under the direction of site directors.
- c. Any authority vested in BABPA officers and BABPA appointees originates from the Supervisor of Instrumental Music, his designee, or a director.

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

- a. The impression made by the Band program in the community and larger public is of great concern to the BAPS and band directors. Parent volunteers, chaperones, and BABPA officers and appointees often form that impression on behalf of the Band Program.
- b. The Supervisor of Instrumental Music will select, approve selection of, and approve of continued service by, parent volunteers, chaperones, and BABPA officers and appointees based in part upon conduct that reflects positively on the Band Program and the BAPS.
- c. Compliance with BAPS policies
 - i. BAPS requires any person, business, or volunteer performing a service or working on School District premises on a full or part time basis to complete, have notarized, and submit an affidavit of felony conviction prior to performing the work or service.

1.The BABPA will make blank forms available at meetings and in concessions stands.

2.Completed forms will be collected by the BABPA and submitted to the secretary to the Supervisor of Instrumental Music.

ii.In compliance with the policies of the BAPS, parent volunteers, chaperones, and BABPA officers and appointees are required to complete BAPS volunteer applications on BAPS approved forms in advance of certain volunteer activities:

1.Volunteers who will be supervising or assisting in the supervision of children,

2.Volunteers who will be responsible for district assets, including facilities, funds, keys, and equipment,

3.All BABPA officers and appointees shall complete such applications upon taking office.

d.Parents of alumni band members and alumni band members frequently volunteer their services. At the discretion of the Supervisor of Instrumental Music, parents of alumni band members may hold appointed positions in the BABPA.

V.BABPA

a.The BABPA shall have officers, managers, and coordinators. The officers, with the approval of the Supervisor of Instrumental Music, shall develop titles and duties for the officers and the other positions in the organization. Officers shall, with the approval of the Supervisor of Instrumental Music, recruit and appoint managers and coordinators.

b.Officers shall fill vacant appointed positions by selecting from among parents/guardians of current and former band members. Persons filling appointed positions will report to officers as specified in the organizing documents of the BABPA.

c.The Supervisor of Instrumental Music, the Director of the PRIDE, and BABPA officers shall constitute a Board of the Association. The Board will conduct the business of the BABPA. The Supervisor of Instrumental Music, the Director of Pride, or the BABPA President may temporarily add members to the Board by selecting from among the appointed positions.

d.Officers are vested with specific authority by the directors with responsibility and authority to take actions for the benefit of the Band Program.

i.Any directive or decision issued by an officer in his or her area of responsibility, shall be considered as a directive or decision of a director.

ii.The Supervisor of Instrumental Music and the Director of Pride shall regularly meet with BABPA officers to ensure that policies and procedures of the BAPS, the band, and the director are well understood by the officers.

VI.Policies and Procedures

a.Chaperones, volunteers, volunteering

i.The BAPS 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 BABPA. The band director(s), or officers of the BABPA under the direction of the band director(s), will determine which activities qualify for tracking of volunteer hours.

iii.Time spent on activities not authorized as qualifying for volunteer hours credit will not be counted.

iv.Chaperones for major trips of the high school band(s) are selected based, in part, upon:

1. approval by the appropriate site director,
2. their child(ren) must be a band member participating in the specific trip for which chaperones are being selected,
3. meeting the qualifications of a chaperone as previously specified herein,
4. specific trip related responsibilities as determined by the director(s),
5. accumulation of volunteer hours contributed on authorized activities,
6. prior satisfactory experience as a chaperone (for example, for away football games and in local area contests).

v. The Vice-President of Functions:

1. accumulates the volunteer hour records,
2. certifies the qualifications of chaperones as approved by the site director(s),
3. maintains the list of authorized activities which shall qualify for accumulating volunteer hours. Questions regarding acceptable activities for accumulating volunteer hours should be directed to the Vice-President of Functions.

vi. Time sheets shall be made available by Officers or their appointee(s) to track volunteer hours for most activities and events. For some activities and events, the specific number of volunteer hours is pre-designated by the Vice-President of Functions (e.g. washing uniforms).

vii. Volunteers are responsible to sign in and out at activities and events.

viii. Officers or their appointee(s) shall validate timesheets. Completed timesheets shall be turned in to the appropriate officer before being provided to the Vice-President of Functions.

ix. The Vice-President of Functions will define the format and requirements for timesheets.

x. Recruitment of volunteers and the number of volunteers required to serve for events shall be determined under the direction of site band directors.

xi. Failure to properly record volunteer hours as specified herein and as instructed by the Vice-President of Functions shall result in disqualification of the hours volunteered for that activity.

b. Communications

i. All written communications including flyers, letters, email, handouts, website, etc. must be reviewed and approved by the site director.

c. Concessions

i. Objectives

1. The Band Program has been granted the privilege and responsibility to operate concession stands. The Supervisor of Instrumental Music has designated the BABPA as operators of concession stands for the Band Program.
2. The Vice-President of Concessions shall maintain records and procedures to ensure the safe and lawful operation of the concession stands.
3. The Vice-President of Concessions and all concession staff persons shall operate the concession stands efficiently, cost effectively, cheerfully, and customer and volunteer friendly.

ii. Workers

1. Workers will be recruited as either a) volunteers, or b) paid workers, as designated by the type activity or event. The Vice-President of Concessions or appointed recruiter(s) will recruit workers for concessions.
2. The Vice-President of Concessions will maintain records of the number of patrons in attendance at major events and the number of volunteers required to adequately service patrons for use in planning.
3. BAPS concession workers must be at least 14 years of age. A parent or guardian who also must work at the same time at the same concession event must accompany workers age 14-15. Band members age 14-15 may be permitted to work events in the absence of their own parent(s) by approval of the Supervisor of Instrumental Music.
4. Concession workers must be properly attired to satisfy health department policies.
5. Complimentary food and drinks will be available to concession workers as approved by the Supervisor of Instrumental Music.
6. The Vice-President of Concessions shall maintain and post in all concession stands currently approved policies regarding worker age, concession health and safety, complimentary food and drink, and other policies as needed.

d. Fundraising

- i. Fundraising and cash management rules of the Broken Arrow Public Schools must be followed.
- ii. A fundraising calendar must be prepared and approved by the Supervisor of Instrumental Music. The calendar must then be submitted to the Activities Director in the spring and at other times each year as defined by BAPS rules.
- iii. For each fundraiser, a form provided by the BAPS must be completed. Copies must be provided to the Activities Director and the Band Secretary. Additionally, a Gross Profit Form must be completed and provided to the Band Secretary.
- iv. At the completion of a fundraiser, money and appropriate documentation will be delivered to the Band Secretary to be attached to the Gross Profit Form.
 1. For student account fundraisers, the band secretary must receive copies of receipts and a copy of the summary sheet. The summary sheet must list the names of each student who participated in the fundraiser and the amount raised by/for that student.
 2. Booster account fundraisers: All copies of receipts must be submitted to the band secretary.
 3. Stadium cleanup: Sign in Sheets must be faxed to the band secretary the day after the event. Originals must be retained and submitted at each monthly BABPA meeting.

e. Paid Events, Non-School Sponsored Events,

- i. The Band Program makes available opportunities to earn "trip account pay" at Paid Events both on and off the school campuses. These events will be announced at meetings of the BABPA and through other means of communication.
- ii. The recruiter, non-school sponsored events, will maintain a roster of students and parents wishing to be called upon to work at Paid Events.
- iii. The Vice-President, Fundraising, or an appointee(s) shall maintain and verify records of hours worked at Paid Events and report such hours to the Treasurer, Trip Accounts on a timely basis.
- iv. Concession and stadium cleanup managers shall make every effort to plan for a workforce sufficient to complete the tasks anticipated while minimizing "payout" or

cost.

1. Persons who report for Paid Events who are not scheduled will be accepted for work ONLY upon approval of the responsible manager(s) if there is a clear need for additional workers.
2. Workers will be expected to work and may be dismissed and “clocked out” at the discretion of the responsible manager(s) after a single warning by the responsible manager(s).

f. Purchasing

- i. All purchases for the benefit of the band, including all functions of the BABPA, must be approved by The Supervisor of Instrumental Music in advance of a purchase commitment.
- ii. Purchases for the band are exempt from sales taxation. Members making purchases for the band should obtain a copy of the school’s tax-exempt status letter.
- iii. A BAPS purchase order must be obtained from the Secretary of Instrumental Music before making any purchase.
- iv. Receipts are required for all purchases. Receipts shall show the place, date, and amount of purchase. Receipts are to be turned in to the Secretary of Instrumental Music within one week of the purchase date.
- v. No cash expenditures shall be made at any time, even when a concession stand is open and supplies are needed immediately.
- vi. Purchases for the benefit of the band or the BABPA shall be made separately from personal purchases and separate receipts shall show evidence of the same.
- vii. Members and volunteers are not reimbursed for their personal time, mileage, travel, or mileage expenses.

g. Treasury and Cash Management

- i. All rules of the Broken Arrow Public Schools shall be followed.
- ii. All persons handling cash can be protected by strictly following the rules and procedures of the BAPS and those stated herein.
- iii. Security
 1. All moneys collected and handled by the BABPA are the property of the BAPS. Maximum effort to maintain security of funds and safety of those handling cash must be made.
 2. Doors to concession stands, ticket booths, etc. must be locked whenever cash is on hand. When armed security is present, access will be determined at their sole discretion.
 3. For varsity football games and other large events, the final count of money should take place in a secure location, other than the concession stand, in the presence of an armed security guard or officer.
 4. Cash and deposits shall be moved from location to location by more than one person. Whenever possible, armed security escorts will be utilized.
 5. Cash boxes and cash “mailboxes” shall be utilized at all times.
 6. Cash in excess of \$2,000 shall be bundled and deposited in locked “mailboxes.”
 7. Cash in excess of \$5,000 shall be bundled and a deposit made as soon as practically possible.

iv.Counting and verification

1.Event Cashier

a.For every event where cash is required, there shall be an event cashier (Cashier)

i.The Cashier for varsity football games shall be the Treasurer, if at all possible. The Cashier may be assisted by members of the BABPA Treasury function.

ii.The Cashier for other events will be appointed by the BABPA Treasurer from among members of the BABPA treasury organization.

2.Second

a.A second counter (Second) will be required to verify deposits and transfers of cash.

b.Every effort shall be made to obtain a second who is either a member of the BABPA or an employee of the BAPS.

c.A BABPA member serving in the BABPA treasury organization may serve as a Second in the event the Cashier is not a member of the BABPA treasury organization.

d.The BABPA President., Vice-President of Concessions, and any persons serving in appointed concession positions may not serve as a Second.

e.The Second may not be an immediate family member of the Cashier.

3.The Cashier and a Second shall verify the accounting of cash deposits prior to making any deposits.

4.Verification shall consist of independently:

a.Counting all cash and checks, and

b.Verifying entries and mathematical computations on deposit accounting forms.

5.Verification shall be recorded by signatures of the Cashier and the Second on the deposit accounting form or other standard form maintained by the Treasurer of the BABPA and approved by the board of the BABPA.

6.Transportation of deposits or money (e.g. to obtain change) may be needed during an event.

a.Transportation shall occur after verification of the money to be transported by an Cashier, a Second, and the person making transport.

b.Documentation compliant with part 2 of this section shall be prepared before and after transportation of money.

c.All witnesses must agree with the dollar amount of money sent out prior to transport and exchange and received back after transport and exchange.

7.Copies of all treasury documents including verifications in all parts of this section shall be maintained by the treasurer, secretary and approved school representative within two (2) school days of the completion of an event.

v.Availability of Treasury policies and procedures.

- 1.The BABPA Treasurer shall make available for inspection a copy of the policies and procedures listed herein to any persons requested to act as second or transport.

h.Violations of Policies and Procedures

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

- 1.a personal meeting with the site band director and/or other appropriate persons
- 2.a written notice of the violation
- 3.if appropriate, a request for reimbursement
- 4.if appropriate, denial of reimbursement
- 5.a written reprimand
- 6.loss of position
- 7.referral to appropriate authorities for further actions.

Effective _____

Scott Tomlinson, Supervisor of Instrumental Music

Rob Armstrong, Principal, Broken Arrow Senior High School