

VII. Points —

Introduction –

One of our Association's goals is to meet the Band's service and funding needs – the Band needs both service and financial assistance in order to continue improving the level of excellence that has become our tradition.

- Service is needed in performing tasks that “keep things running smoothly and safely”. The Association contributes many hours of physical assistance each year to support Band activities. Examples of service needs include maintaining uniforms, chaperoning, and moving the pit equipment. Special skills are always desirable, but no experience is necessary for most work; and the camaraderie is a real spirit booster. Points are awarded to those who help the organization by volunteering service time.
- Funding is needed to pay for equipment, supplies, honor band fees, show expenses, scholarships, transportation, and other expenses involved in operating the Band. While the School District pays a part of the Band's costs, the Band's operating costs far exceeds these funds. Each year the Association approves a budget that commits over \$25,000 to the Band for these expenses. Through Board-authorized fundraisers, scheduled throughout the school year, we expect to meet these commitments. These fundraisers are a mixture of sales and donated-time events – and almost all of them can involve the students. Points are awarded to those who help the organization by raising funds.

Historically, we have rewarded success in meeting our needs and goals by subsidizing part of the costs of a Band Trip. If fundraising exceeds the basic needs of the Band, excess funds are used toward lowering the cost of the Trip. Our Association uses the number of points earned to determine the proportional subsidy to each student to participate in the Trip.

Parents, guardians, students, friends, and relatives are all strongly encouraged to participate and help earn points. Volunteering for service activities and committees is accomplished through the Membership Registration Form or by contacting the Chair of the activity. Fundraising and service activities, and how to contact their respective Chairs, will be announced periodically at meetings or can be found on the CRBPA website. Feel free to contact appropriate Chairs, or Board members, if you have questions about these activities.

Fundraising and Service Categories –

There are three categories of fundraising and service activities through which points can be earned. They are outlined below, with typical examples (there may be others and these may change).

1. Sales Fundraisers (sales with net profit – points are awarded on profit, not gross sales):
 - a. Rider Band Cards
 - b. Miscellaneous Product/Event Sales (such as Candles, Pizza, etc.)
1. Donated-Time Fundraisers (points are awarded based on profit and time donated: the total profit at the end of the activity period is allocated proportionally by the hours donated):

- a. Dover Downs (for each weekend event period)
 - b. Snack Shack (for the season)
 - c. Car Washes (for each event)
1. Service Activities (points are awarded based on time donated):
- a. Event Chaperones
 - b. Uniform Committee members
 - c. Pit Crew

General Point-Earning Guidelines –

The following are general guidelines for earning points:

- Fairness is the primary objective in awarding points for the different activities; therefore, the Board reserves the right to make revisions to any of these guidelines and procedures for allocating points, as situations change.
- The Board approves all Chairs. Two or more co-Chairs may be appropriate for certain events or activities.
- For areas of fundraising events or service activities where a limited number of volunteers can be accommodated or allocated, the Chair will involve the first people who both volunteer and are available when needed. The Chair should try to accommodate as many volunteers as possible.
- For events and activities that award points based on time, the Chair is responsible for having a sign-in/out sheet, or alternate method of accurately tracking time. It is the volunteer's responsibility to properly sign in and out with the Chair.
- Each student will be credited with the points they or their families earn as reported by the activity Chair. Unless the parents request otherwise, for families with more than one student in the band, points will be equally distributed to each of their students.
- For individuals who earn points, but who are not student parents, the individual earning the points must designate who should receive their points; otherwise, the points will not be credited to anyone. Prior to each event, or at the time of sign-in for a timed event or activity, the Chair must be told about the desired designation.
- A student's points can carry over from one fiscal year to the next, but only from a year when the Board does not require redemption of the points toward subsidizing the Band Trip. (The Board will typically require point redemption for the "big trip". Historically the "big trip" involves going to Florida for several days.) For the carry-over year, the student may redeem points; and if excess points remain at the end of the year, the remaining points will be carried over. When carried over, the points will be converted to a monetary value based on the rate established by the Board for the fiscal year when the points were earned. This value must be redeemed toward the next Band Trip that requires the redemption of points; the value of a student's points cannot be redeemed except by subsidizing the cost of a Band Trip by that student.
- At the end of a fiscal year, for those fundraising events after the "earning cutoff date" for the Band Trip requiring point redemption, the parents of senior class band students may designate a recipient of their points earned for these events; the recipient may be a current high school student, or an incoming freshman. These points will be handled as described for points carried over from one fiscal year to the next.

- Board members do not receive points for serving in their offices.

Sales Fundraisers –

1 point will be awarded per \$1 profit. 1 point is awarded per \$1 donated to the band. The applicable Committee Chair will identify the relationship between gross sales and profit. Before each sales event begins, this profit margin value will be announced.

Each event will have a deadline by which all proceeds must be turned in. Although the sale may be accepted, those failing to meet the turn-in deadline may or may not receive points for the event; the Committee Chair or Board will make this decision.

Donated-Time Fundraisers & Service Activities–

For donated-time fundraiser events, points will be awarded based on total profit (including any donations to the band) and the total time donated to the activity. Points will be awarded after the event is complete, and after the total net income is determined; points will be allocated proportionally by the hours donated, on a ratio of 1 point for each \$1 raised for the Band. A minimum of 3 points per hour donated will be awarded.

For service activities, 3 points will be awarded per hour for service time donated performing work authorized by the Board or Band Director. The Chair will maintain time records; time will be rounded to the nearest hour.

Physical appearance at a fundraiser event or service activity does not constitute physical work for points. The Chair has the authority to adjust points accordingly if work guidelines are not followed. It is each person's responsibility to clearly sign in and out of each event. Each volunteer must give 72 hours advance notice to the appropriate Chair should an occasion arise that prevents an individual from working. If adequate notice is not given, individuals may be penalized the number of points they would have earned; the Chair or Board will make this decision.

Committee and Fundraising Event Chairs –

60 points will be awarded to the Chair of each committee and fundraising event. If the committee has more than one Chair, the points will be distributed equally to each Chair. Each Board-authorized committee will have a Committee Chair or co-Chairs, also authorized through the Board. The points awarded to the Chairs cover the coordination of the activity and reporting the results of the committee's work and points earned. Additional points will be awarded for work at the service or for the fundraising activity itself, as appropriate.

Permanent Chaperone, or Medical Chaperone, or Pit Crew Chair, or Truck Driver –

No points are awarded to these people for work involved in these duties. However, each of these people who fulfills their commitment earns the privilege to travel and perform their usual duties during the annual Band trip without charge (at the full subsidized value granted to a student). The Board will recognize a maximum of two Permanent Chaperones per bus (there are 6 buses), a maximum of two Medical Chaperones, a maximum of two Permanent Pit Crew Chairs, and one Truck Driver. These arrangements are made in order to assure continuity through the year for these

important tasks. The required commitment includes performing their duties at every band event (football games – both home and away, including playoffs; TOB's; parades; and car washes and other scheduled band events where they are needed).

The permanent Chaperones and Pit Crew Members must have served previously as chaperones or pit crew, respectively, so that they are experienced in the duties of these areas of work. Medical chaperones must have a qualified medical background in order to assist in providing students medical attention. The truck driver must have a valid Commercial Driver's License.

Each of these people is expected to have a stand-by person ready to replace them in case of any absence. They must coordinate any changes through the Head Chaperone. If an inexcusable absence occurs, or an absence without an available replacement occurs, the person will no longer be considered to have fulfilled their commitment, and all previous time of service rendered will be awarded at the rate a typical applicable event service provider had received.

Permanent and Medical Chaperones are expected to be dedicated to chaperoning, and they should not also be involved with pit crew work, snack shack work, or other service or fundraising activities that may conflict with their chaperoning duties, unless specifically approved by the Board. The purpose of this requirement is to assure safety of the students and to allow others the chance to earn points by volunteering service in those other areas.

Event Chaperone (chaperones other than Permanent Chaperones) –

12 points will be awarded for home football games, and 24 points will be awarded for each away football game and each TOB. Chaperone duties include observing and maintaining control when the students are not under the direction of the Band Director. Other activities not related to chaperoning duties may be involved, as directed by the Head Chaperone. Additional points, above those expected for the event chaperone work, will not be awarded for being involved in other activities. The purpose of this requirement is to be fair about awarding points; for example, during the time one is earning points for chaperoning, one should not also be earning points for doing another task (double-dipping). The Head Chaperone will determine the number of Event Chaperones needed for each event, and when other activities may be authorized.

Event Pit Crew –

9 points will be awarded for home football games and 12 points will be awarded for each away football game and each TOB. The Pit Crew duties include loading and unloading equipment onto and off of the truck trailer and the show trailer. In addition, the Pit Crew is responsible for placing and removing instruments, equipment, etc. on and off the field, within a set period of time for the show. Other activities may be involved, as directed by the Pit Crew Chair. Extra points, above those expected for the event pit crew work, will not be awarded for being involved in other activities. The purpose of this requirement is to be fair about awarding points; for example, during the time one is earning points for pit crew work, one should not also be earning points for doing another

task (double-dipping). The Pit Crew Chair will determine the number of volunteers needed, and when other activities may be authorized.

Membership and Membership Meeting Attendance –

15 points will be awarded for the payment of membership dues. In addition, 3 points will be awarded for each membership meeting attended by a member (however, students cannot earn points for attending meetings). Points will be only awarded for those meetings at the time, and after, dues have been paid. Additional points are not awarded for member families with more than one student or with more than one family member attending the meeting. Although points are awarded for only one family member, all parents and guardians are encouraged to attend CRBPA membership meetings. In order to receive credit, at least one person must sign the meeting attendance sheet for the member family.