

LAKOTA EAST UPBEAT CLUB
WE NEED YOU! | OPEN VOLUNTEER POSITIONS TO BE FILLED FOR 2016-2017

It takes many people to coordinate different events and positions within the Lakota East Upbeat Club! The volunteer opportunities below range in time commitment, from a just few hours to the entire school year.

If you see **SHADOW** next to the "Chair" position, that means we are looking for people to shadow the current chair and to take on the role of chair next year.

If you see **OPEN** next to the "Chair" position, that means we are looking for someone this year!

Contact the [LEUC President](#) or [LEUC Secretary](#) for more information.

GENERAL VOLUNTEER OPPORTUNITIES: Review SignUpGenius Links Regularly. Volunteer Slots are Always OPEN

If your band member is participating in any aspect of the Band Program at Lakota East High School, you are automatically part of the Lakota East Upbeat Club (LEUC). As a Band Parent, you are asked to participate as much as you are able in any and all aspects of Upbeat functions. Please review the [Lakota East Band Website](#) on a regular basis. Please be sure to [Subscribe to Our Newsletter](#) as well. You are invited to attend the monthly Upbeat meetings and select volunteer roles using the online SignUpGenius links posted for several events. **Time Commitment: Varies as needed.**

VOLUNTEERS WITH SPECIFIC SKILLS AND/OR EQUIPMENT: These Requests are Always OPEN

Photographers and Videographers

Photographer(s) for band events are needed throughout the year. Instructions will be provided to you for how to upload pictures onto the website. Videographers for band events are needed throughout the year. West Chester Twp. (WCTV) brings their equipment for some events, but needs volunteers to operate the cameras (training provided). Volunteers using their own equipment to record and post video onto the band website are needed. Contact the Photography and Digital Media Chairperson. **Time Commitment: June through May as needed.**

Volunteers who can Sew, Hem, or Mend Uniforms

The Marching Band and Concert Band Uniforms sometimes need adjustments that require sewing skills. Contact the Uniform Chairperson. **Time Commitment: June through May as needed, but especially July-September**

Pit Crew Volunteers

The "Pit Crew" is the volunteers that help move, setup and remove Front Ensemble ('pit') equipment and props for Marching Band. Pit equipment is the stationary music instruments. Responsibilities often involve moving equipment long distances from equipment truck to practice/staging areas, onto the performance venue and back to the equipment trucks; helping band members arrange equipment prior to show; transporting and setting up drum major's platform and show props. Members of the Pit Crew get free admission to the events (football games and competitions) and as such, there are typically a limited or varied number of openings available at each event. You should be able to perform physical activities in all kinds of weather: hot, cold, rain, etc. for several hours. Assistance from a few Pit Crew members is also needed for some Concert and Jazz Band events. **Time Commitment: Marching Band Season and as needed.**

Volunteers who can Build, Paint, and/or Use Tools

Props for Marching Band Shows are often designed and built during Band Camp. Contact the Pit Crew Chief(s) or President if you are willing to offer your skills to create props or other Upbeat Club building needs.

Time Commitment: Marching Band Season and as needed.

Drivers with a Hitch on Vehicle

LEUC sells Krispy Kreme Donuts at Home Football Games. Donut pick up is in Monroe, but it requires a vehicle with a hitch to pull the rental trailer. Donuts are sold after Home Football Games, but the trailer and donuts need to be

picked up late in the afternoon. The trailer needs to be returned after the game. Contact the Krispy Kreme Donut Chairperson(s). **Time Commitment: Marching Band Season Home Games**

Volunteers with a Trailer

If you own a trailer and are willing to allow LEUC to utilize it for Krispy Kreme Donuts, please contact the Krispy Kreme Donut Chairperson. **Time Commitment: Marching Band Season Home Games**

Graphic Designers/Artists

Assist with designing Spiritwear T-Shirts, Signage, Event Logos, and Marching Band Show props as needed. Contact the President and/or Directors if you have this specific ability. **Time Commitment: June through May as needed**

CPA

The LEUC must file a tax return every year. Please contact the [LEUC Treasurer](#) if willing to donate your services. **Time Commitment: LEUC fiscal year ends May 31st. Filing date deadline is October 15th.**

People whose companies offer a Donation Matching Program

If you are willing to make a monetary donation to Lakota East Bands and your company offers a matching program, please contact the VP of Ways and Means. **Time Commitment: Once a year**

Volunteers willing to solicit Corporate Sponsors

LEUC would like to receive Corporate Sponsorships from several local area businesses. People are needed to find willing participants. Contact the VP of Ways and Means. **Time Commitment: June through May as needed**

UPBEAT CLUB COMMUNICATION & INFORMATION

Publicity Chairperson SHADOW

The Publicity Chair will coordinate with the LEUC Secretary and/or Event Chairs to create promotional fliers and signage for all LEUC events as needed, but especially for Tag Day, Bake Sale at the Craft Show, Swing Dance, and CJNH. This Chairperson will also contact Lakota Central Office and various news/media sources to promote LEUC events and Lakota East Bands accomplishments. **Time Commitment: June through May as needed.**

WCTV Chairperson OPEN

An assistant to the LEUC Secretary is needed to schedule the availability of West Chester TV camera crews. In addition, this chairperson would schedule LEUC volunteers to operate the WCTV cameras at Football Games and Concerts.

Time Commitment: June through May as needed.

Hopewell Junior School Liaison OPEN

Ideally this position would be filled by a parent of HJS alum or someone who has band members in both HJS and Lakota East, but could also be filled by any LEUC member. Responsibilities include communicating with HJS Band Director about upcoming Upbeat events/fundraisers; introducing incoming High School families to Upbeat Club activities; attending Upbeat Meetings to provide information about what's happening at the Junior High level when HJS Band Director is not able to be in attendance. This position includes assisting with LEUC Spiritwear Sales at HJS Concerts.

Time Commitment: June through May as needed.

UPBEAT CLUB FUNDRAISERS & EVENTS

Kroger Plus Card Community Rewards® Program Chairperson OPEN

The LEUC Treasurer monitors the account, but a Chairperson is needed to promote the program by assisting members to sign up or reenroll for the program at various times throughout the year.

Time Commitment: June through May as needed.

Spiritwear Chairperson(s) SHADOW/ Co-Chair OPEN

Co-Chairs would be ideal. Responsibilities include ordering and maintaining Spiritwear Inventory, scheduling and selling Spiritwear at Home Football Games, Concert and Jazz Band concerts including Junior High concerts, and other Upbeat events like CJNH. The physical ability to set up tables and haul/lift bins containing Spiritwear items is necessary. The Chair(s) will also coordinate the accounting with the LEUC Treasurer. **Time Commitment: June through May as needed.**

Tag Day Routes Chairperson SHADOW

The LEUC Officers coordinate Tag Day, which is the largest fundraiser of the year. A Chairperson is needed to coordinate the assigning drivers and teams to Tag Day Routes utilizing Lakota East High School Attendance Zone Maps. This Chair will need to be the point person the day of Tag Day remaining in the Main Campus Band Room to assist as needed the day of the event. **Time Commitment: July/August through Tag Day.**

Swing Dance Coordinator(s) SHADOW/ Co-Chair OPEN

Co-Chairs are ideal. The Swing Dance, typically scheduled in late January, is a fundraiser that showcases Lakota East Jazz Bands. A professional dance instructor leads Swing Dance steps throughout the event that closes with a dance contest. Light refreshments are provided and donations to Reach Out Lakota are collected. Coordinator (s) works with the Jazz Director and LEUC Officers. The Coordinator(s) will also coordinate the accounting with the LEUC Treasurer. **Time Commitment: November through Swing Dance**

LEUC Officers, SignUpGenius Chair and Publicity Chair will assist with advertising the Swing Dance and creating Sign Ups for refreshment donations and volunteers. Additional assistance is provided by Chairpersons overseeing specific aspects of the event as outlined here:

***Swing Dance Refreshment Chair/Co-Chairs* SHADOW**

Responsibilities include coordinating refreshments and setting up, serving, and cleaning up refreshment area evening of the event with the help of volunteers. **Time Commitment: January through Swing Dance**

***Swing Dance Volunteer Chair* SHADOW**

Responsibilities include coordinating with Swing Dance Coordinator(s) and SUG Chair prior to event to finalize Sign UP. At the Swing Dance, this Chair will greet and instruct volunteers about their duties during set up, the event, and clean up. **Time Commitment: January through Swing Dance**

***Reach Out Lakota Chair* SHADOW**

Responsibilities include coordinating with ROL for a list of requested supplies, providing boxes to collect donations, and coordinating drop off of donations to ROL. A Raffle Ticket is given for each item a person donates. Assistance to obtain the Raffle Prize is needed. **Time Commitment: January through Swing Dance**

Cool Jazz n' Hotcakes Coordinator(s) Co-Chair OPEN

Co-Chairs are ideal. CJNH, typically scheduled in late April, is a fundraiser that showcases Lakota East Jazz Bands. Admission includes an All You Care to Eat Pancake Breakfast prepared by Adult Volunteers and served by Lakota East Student Volunteers mostly from the Lakota East Band Programs. Coordinator (s) works with the Jazz Director and LEUC Officers. The Coordinator(s) and/or Ticket Chairperson will also coordinate the accounting with the LEUC Treasurer.

Time Commitment: January through CJNH

LEUC Officers, SignUpGenius Chair and Publicity Chair will assist with advertising CJNH and creating Sign Ups for volunteers. Additional assistance is provided by Chairpersons overseeing specific aspects of the event as outlined here:

***Admission Chairperson(s)* SHADOW**

This position could be done by one person, but a co-chair may be helpful. Admission is collected at the door the day of the event. However, Junior High families need to be informed about admission for Jr. High BAND students prior to the event: Jr. High Band Students are admitted free of charge. CJNH STUDENT Volunteers are also admitted free of charge. ALL Adult Volunteers must purchase admission. The Coordinator(s) and/or Ticket Chairperson will also coordinate the accounting with the LEUC Treasurer.

Time Commitment: April/After Spring Break through CJNH

***Shopping Chairperson(s)* SHADOW/ Co-Chair OPEN**

Co-Chairs are ideal. Donation Request Letters are sent by the CJNH Coordinator(s) to the list of places who give donations each year. Pick up of the Gift Cards and/or Donations is in April. The shopping list needs to be organized based on what is being donated and what needs to be purchased. Shopping for supplies takes place in late March - April and the week of the event. Purchased supplies need to be stored by the Shopping Chair(s) and then delivered to Lakota East the Friday of CJNH.

Time Commitment: March through CJNH, but especially week of CJNH

***Raffle Basket Chairperson(s)* SHADOW**

Co-Chairs are ideal. Responsibilities include delivering Donation Request Letters to local businesses a few months before the event. Donation requests could be made as early as the start of the school year. Follow up contact with these businesses help secure their donations. Items that are donated need to be picked up and then organized into raffle baskets/bundled packages. This chair position also includes instructing adult volunteers throughout Set Up, Selling of Raffle Tickets, and Distribution of baskets to winners during the CJNH event. **Time Commitment: January/February or earlier through CJNH**

***Director's Assistant* OPEN**

This person helps as a chaperone for the bands in Warm Up, helps reset the stage for each band, and is 'on call' for anything the Jazz Directors might need during the event, as well as assist with tear down as needed.

Time Commitment: Day of CJNH (7:30 AM-Tear Down)

MARCHING BAND, CONCERT BAND, JAZZ BAND CHAIRPERSON ROLES

Photography & Digital Media Chairperson(s) SHADOW/ Co-Chair OPEN

This role can be led by one chair or split between two chairs. The primary duty of this Chairperson(s) is to oversee the SmugMug Account. This requires organizing pictures and posting updates shortly after band events. Photos and Video Recordings need to be taken at ALL band events: Marching Band, Concert Band, Jazz Band, and Upbeat Club events. This Chair would recruit and instruct volunteer photographers/videographers so as to have a 'team' for all of the events. This Chair would also select pictures to send to the LEHS Yearbook Coordinator to populate the Marching Band, Concert Band, and Jazz Band pages. This chair is a valuable resource for the Band Awards Slide Show Chairperson.

Time Commitment: June through May

Pit Crew Chief(s) SHADOW

Co-Chiefs are necessary. The Pit Crew Chiefs oversee and instruct the Pit Crew members, coordinate with the Directors regarding transportation of equipment for Marching Band and Adjudicated Events, maintain the Band Trailer, and assist in keeping the Thunder Hut organized. Often, the Pit Crew Chiefs are relied upon to coordinate the repair or construction of physical structures used in the Band Programs such as Marching Band props, equipment, shelving, etc. Primary coordination will be with the Band Directors.

Time Commitment: June through May, but especially during Marching Band Season

Senior Night Recognition Chairperson(s) SHADOW

Ideally this position should be filled by two people, but never a parent of a Senior. All Senior Marching Band Members are recognized at a football game during half time. All Senior Concert and Jazz Band Members are recognized at the last concerts of the year. Co-Chairs order and pick up flowers for these events. They are also responsible for pinning the flowers onto the seniors prior to the game and concert.

Time Commitment: Two Weeks prior to each scheduled Senior Nights and Senior Nights

Uniform Chairperson(s) Co-Chair OPEN

Co-Chairs are ideal. Chairs can work together or split the responsibilities between Marching Band and Concert Band Uniforms. Chair(s) oversee the organization and maintenance of Lakota East Band Uniforms. This position includes coordinating a team of Uniform Volunteers to measure, fit, and assign each band member with the proper uniform(s). Chair(s) instructs Uniform Volunteers with details about organizing, ironing, mending, cleaning, and storing uniforms,

and working with band members to help them look their best for each performance. Chair(s) coordinate with Band Directors to schedule dates and procedures for uniform fitting, distribution, turn in and cleaning. Chair(s) provide Band Directors and LEUC Treasurer with detailed information if additional uniform purchases and/or supplies are required so a Purchase Order can be obtained.

Time Commitment: June through May, but especially April/May & Marching Band Season

UPBEAT CLUB ACTIVITIES

Band Awards Slide Show Chairperson(s) SHADOW

Band Awards Night at the end of the school year includes the Year in Review Slide Show and the Senior Slide Show. Software is provided to 'morph' the baby pictures into senior pictures. Deadline for senior band members to submit baby and senior pictures should be by the end of March. Pictures can be collected and contributed throughout the school year. Though some pictures can be of the Marching Band season, the primary focus is to create a slide show of band concerts and events as well as Upbeat Club events that take place through the entire school year.

Time Commitment: March or earlier through Band Awards Night

OMEA State Contest

Lakota East Bands hosts the Large OMEA State Adjudicated Event at Lakota East Freshman Campus, typically scheduled on a Friday in April. Additional assistance is provided by Chairpersons overseeing specific aspects of the event as outlined here:

***AE Front Office Chairperson* SHADOW**

This Chair position is typically selected by the Coordinator in conjunction with the Band Director. Duties include collecting and organizing the paperwork, scores, and adjudicator results for the band directors. Chair will also work with Student Volunteers. **Time Commitment: Duration of OMEA AE**

***Concession Stand Chairperson(s)* OPEN**

The Chair will shop for snacks, beverages and supplies necessary to run the Concession Stand. Duties include Set Up, Instructing Volunteers assigned to Concessions, and Clean Up. The Chair(s) will also coordinate the accounting with the LEUC Treasurer. **Time Commitment: Week of and Duration of OMEA AE**

***Stage Crew Chairperson* SHADOW**

The Chair oversees the set up for each band before their performance on stage. The Band Directors provide a map/chart and volunteers can assist with the effort. **Time Commitment: Duration of OMEA AE**

UPBEAT CLUB MARCHING BAND

Parents' Show Potluck Dinner Chairperson(s) SHADOW

The Chairperson oversees every aspect of the Potluck Dinner. The Potluck Dinner takes place prior to the Marching Band Parents' Show the very last evening of Band Camp. LEUC VP of Activities and SignUpGenius Chair will assist with creating Sign Ups for volunteers, but every band family is asked to bring a dish of some kind. Volunteers are needed for Set Up, Serving, and Clean Up. **Time Commitment: Band Camp through Potluck Dinner**

3rd Quarter Refreshments Chairperson(s) OPEN

Co-Chairs are ideal. Cookies and Water/Clear Pop are provided to Lakota East Marching Band members and visiting Marching Band members at every Home Football Game. Responsibilities include purchasing and maintaining an inventory of drink cups and other supplies for the season. Each band member donates cookies and pop on a rotating schedule, but the 3Q Cookie Chair(s) organize the donations. Duties include Set up of refreshment tables and water coolers, distribution of cookies/drinks, and clean up. Chair(s) will instruct Volunteers for this endeavor.

Time Commitment: Preparation and Marching Band Season Home Games

East Band Night Dinner Chairperson OPEN

Current 8th and 9th graders not already participating in Marching Band, join the Marching Thunderhawks on the field during one Home Game. Rehearsal begins after school and dinner is provided by the Upbeat Club before the game. The Chair coordinates the menu and oversees the Dinner with the VP of Activities. Volunteers sign up to assist with Set Up, Serving and Clean Up as well as to bring donations of food and supplies through SignUpGenius. **Time Commitment: Preparations and East Band Night**

Homecoming Dinner Chairperson OPEN

The Chair coordinates the menu and oversees the Dinner with the VP of Activities. Volunteers sign up to assist with Set Up, Serving and Clean Up as well as to bring donations of food and supplies through SignUpGenius. Dinner is served to all Marching Band members between after school rehearsal and the game. **Time Commitment: Preparations and Homecoming Game Night**

Photo Buttons Chairperson SHADOW

The Chair coordinates the picture taking and button making. The Chair coordinates with the Photography Chair to schedule photographers during Uniform Fitting Day, typically on a Saturday during Band Camp. Marching Band members have their picture taken while in uniform holding their instrument. Duties include assisting the Photographers by setting up the photo backdrop, maintaining the line of band members, matching pictures to names, etc. Following Uniform Fitting Day, the Chair will have the photographs processed/printed as quickly as possible. During the remainder of Band Camp, volunteers will make the photos into buttons using the Button Making Machine owned by the Upbeat Club. The Chair needs to inventory and order any supplies needed for this project. Once all the buttons are made, the Chair and volunteers organize buttons into baggies by band section. Buttons are distributed to parents at the Parents' Show. **Time Commitment: Preparations, Uniform Fitting Day through Parents' Show**