

**Lakeview Bands**

***Volunteer Handbook***

A well-organized volunteer program can be extremely beneficial to the smooth operation of the band program\*. The success of the band is dependent on the support and assistance of dedicated parents, family members, and/or guardians who believe wholeheartedly in supporting a strong band program and providing a positive environment for students. The role of a volunteer is to promote positivity and success in all band program activities, with heaviest emphasis on protecting the health, safety, and wellbeing of all students participating in the band program.

It is the responsibility of the LFO Band Boosters to secure an adequate number of volunteers to provide appropriate support of band and band booster activities. Where applicable, committee chairperson(s) shall be in general charge of designated events and activities. However, the Band Booster Board and/or Band Director shall retain final responsibility and decision-making authority.

**General Qualifications**

Volunteers must:

* Actively participate as a member of the LFO Band Boosters and in remain good standing as defined by the LFO Booster By-laws, or be approved by the Board or Band Director to volunteer (includes alumni, family members, and friends)
* Maintain positive relationships with students, other booster members, band program directors, and demonstrate exemplary behavior at all volunteer functions,
* Support all students engaged in the volunteer activity without favoritism or bias,
* Be a good role model to all band students,
* Remain visible and accessible as a volunteer for the duration of assigned events, including transport, breaks, and meals,
* Report any significant negative issues using the band booster incident reporting form (hard copy or electronically) within 24 hours of the event’s end, including issues involving their own children or children’s friends,
* Adhere to the Catoosa County School District Code of Conduct while in the presence of chaperoned students, including:
  + No smoking or vaping,
  + No alcohol consumption or intoxication,
  + No illegal drug use or intoxication, and
  + No profanity, and
* Adhere to the Catoosa County School District dress code, which prohibits:
  + Drooping pants and other poorly-fitting clothing
  + Revealing shirts with low necklines or exposure of the midriff area
  + Inappropriate images or writing on clothing, including references to sex, drugs, alcohol, gang symbols, or discriminatory remarks
  + Ripped or torn clothing, or
  + Short dresses or skirts shorter than knee-length.

**Volunteers handling money or providing financial management must:**

* Demonstrate responsible compliance with all financial, fundraising, and money-earning expectations, including, but not limited to:
  + Money handling,
  + Banking,
  + Record keeping,
  + Timely reporting,
  + Expenditures,
  + Vendor agreements,
  + Invoicing,
  + Payment of orders,
  + Unsold product inventory,
* Act as a trustee of funds raised, ensuring that the LFO Band Booster organization receives all of the money raised in its entirety as soon as possible or at reasonable intervals,
* Ensure checks received for the LFO Band Booster organization are made payable to the organization,
* Work with only vendors who are pre-approved to support a specific event or activity by the LFO Booster Board, including printing of t-shirts, spirit items, stickers, tickets, signage, and any other printed items.
* Understand if a debt is incurred through mismanagement of funds, volunteers may be released from volunteer positions and/or subject to legal action, including but not limited to potential criminal prosecution, for misappropriation of funds. A volunteer who repays a past due debt may be re-appointed as a volunteer, but will not be allowed to hold a money handling or leadership position.

Volunteers are required to sign the handbook stating that s/he has read and acknowledges the Volunteer Handbook, and agrees to follow guidelines consistently. If at any time the Booster Board or Band Director feels a volunteer does not meet one or more of the general qualifications, that person may be removed from the volunteer program for the current and future activities.

**General Responsibilities**

1. Volunteers should be prepared to pay the gate admission to ballgames, festivals, and competitions, and to cover the cost of their personal concessions and/or meals, although food will be provided at some functions.
2. Volunteers should not discuss any student, faculty, or staff in a negative way in the presence of students, boosters, or faculty. Any concerns should be addressed with the Chairperson of the event or with the Booster Board.
3. Volunteers should be able to contribute without the need of shouting, yelling at others, cursing, or using sarcasm.
4. Any inappropriate behavior administered by a volunteer may result in immediate dismissal from the event or activity.
5. Volunteers must maintain a good sense of humor, but maintain a business-like atmosphere. Please be flexible. Unusual situations should be reported to the event Chairperson or Booster Board.
6. Matters of serious concern or emergencies should be brought to the attention of the Chairperson, Booster Board, and/or Band Director and documented using the booster incident reporting form.
7. When finishing an event or activity, volunteers should gather all their belongings and assist with event cleanup, if possible.
8. Volunteers should confirm they are free to leave after an event is over with the event Chairperson.
9. Volunteers may be asked to wait with students after events until they are picked up by their parent/guardian or to assist in cleaning up / putting away items.
10. Volunteers should have flexibility in their schedules to show up early or stay late as needed, although the responsibility for timely set up and clean up belongs to the Chairperson
11. Community service hours may be awarded to student volunteers on a discretionary basis by the Booster Board.

***Volunteer Confidentiality Agreement***



**Lakeview Bands**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that in the course of my volunteer time with the Lakeview-Fort Oglethorpe High School Band Booster organization during the \_\_\_\_\_\_\_\_\_\_\_\_\_ school year, I may become aware of confidential information about students and their families. This information may include students’ academic performance, behavior, health, disabilities and related matters, family hardships, as well as social media activities.

I understand and agree I will not disclose confidential or sensitive information about students or their families except to the Booster organization board, designated committee chairpersons, or the LFO HS administrative staff when there is a demonstrated need for consideration or intervention.

Students in the LFO HS Band and Auxiliary units have the right to expect that information about them will be kept confidential by all volunteers.

* Each student with whom I work has the right to expect that nothing that happens to him/her or information about him/her will be repeated to anyone other than the Booster organization board, designated committee chairpersons, or the LFO HS administrative staff when there is a demonstrated need for consideration or intervention.
* I may not share information about a student even with others who are genuinely interested in the student’s welfare. I must refer all such questions to the Booster organization board, designated committee chairpersons, or the LFO HS administrative staff.
* Parents, friends, or community members may, in good faith, ask me questions about a student’s problems or progress. I must refer all such questions to the Booster organization board, designated committee chairpersons, or the LFO HS administrative staff.
* Before I speak, I must remember that sharing information about a student is a violation of the student’s right to confidentiality.

Respecting one’s privacy and confidentiality is very important to me. I have read, understand, and agree to the information presented above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer’s Printed Name

***Incident Reporting Form***



**Lakeview Bands**

Use this form to submit and document incidents for the LFO Band Booster Organization. Chaperones can fill out the paper form or ***submit an incident using the electronic Incident Reporting Form***.

**Today’s Date:** \_\_\_\_\_\_\_\_\_ **Name of Person Reporting Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of People Involved:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Injury Status** | **Organization** | **Status** | **Participant / Witness** |
|  | \_\_\_Injured  \_\_\_ Not Injured | \_\_\_LFO  \_\_\_LMS  \_\_\_Other | \_\_\_ Student  \_\_\_ Parent/Guardian  \_\_\_ Faculty  \_\_\_ Other | \_\_\_ Participant  \_\_\_ Witness  \_\_\_ Heard from another source  \_\_\_Other |
|  | \_\_\_Injured  \_\_\_ Not Injured | \_\_\_LFO  \_\_\_LMS  \_\_\_Other | \_\_\_ Student  \_\_\_ Parent/Guardian  \_\_\_ Faculty  \_\_\_ Other | \_\_\_ Participant  \_\_\_ Witness  \_\_\_ Heard from another source  \_\_\_Other |
|  | \_\_\_Injured  \_\_\_ Not Injured | \_\_\_LFO  \_\_\_LMS  \_\_\_Other | \_\_\_ Student  \_\_\_ Parent/Guardian  \_\_\_ Faculty  \_\_\_ Other | \_\_\_ Participant  \_\_\_ Witness  \_\_\_ Heard from another source  \_\_\_Other |
|  | \_\_\_Injured  \_\_\_ Not Injured | \_\_\_LFO  \_\_\_LMS  \_\_\_Other | \_\_\_ Student  \_\_\_ Parent/Guardian  \_\_\_ Faculty  \_\_\_ Other | \_\_\_ Participant  \_\_\_ Witness  \_\_\_ Heard from another source  \_\_\_Other |
|  | \_\_\_Injured  \_\_\_ Not Injured | \_\_\_LFO  \_\_\_LMS  \_\_\_Other | \_\_\_ Student  \_\_\_ Parent/Guardian  \_\_\_ Faculty  \_\_\_ Other | \_\_\_ Participant  \_\_\_ Witness  \_\_\_ Heard from another source  \_\_\_Other |

**Incident Date:** \_\_\_\_\_\_\_\_\_ **Incident Time:** \_\_\_\_\_\_\_\_\_ AM/PM **When did the incident occur?**

\_\_\_ Immediately before function \_\_\_ During function \_\_\_ Immediately after function

\_\_\_ En route to or from while riding on transportation provided by the school \_\_\_ Other

**Name of Function, if applicable:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Location:** \_\_\_ LMS \_\_\_ LFO \_\_\_ Another school \_\_\_ On School Transportation

\_\_\_ Field Trip (concert, competition, exhibition) \_\_\_ Food/Pit Stop \_\_\_ Cyber Bullying \_\_\_ Other

**Incident Description:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Booster Board Action (to be completed by board) – Notify: \_\_\_ LMS \_\_\_ LFO \_\_\_ Parent/Guardian \_\_\_ Police \_\_\_ No Notification

\_\_\_ Band Director \_\_\_ Color guard Faculty \_\_\_ Counselor \_\_\_ Assistant Principal \_\_\_ Principal \_\_\_ Faculty Member

***Volunteer Acknowledgement Form***

**Lakeview Bands**



**Please return signed acknowledgements to a Booster Board Member**

I read, acknowledge, and agree to comply with the requirements stated in the LFO HS Band Booster Organization Volunteer Handbook during the \_\_\_\_\_\_\_\_\_\_\_\_\_ school year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Printed Name