

Find us on the Web
www.AfftonMusicBoosters.com

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Sheridan Hermann

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Co-Chairperson -

Carol Million

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Secretary -

Records meeting minutes and assists with correspondence to Affton Music Boosters.

Treasurer -

Liesl Lytle

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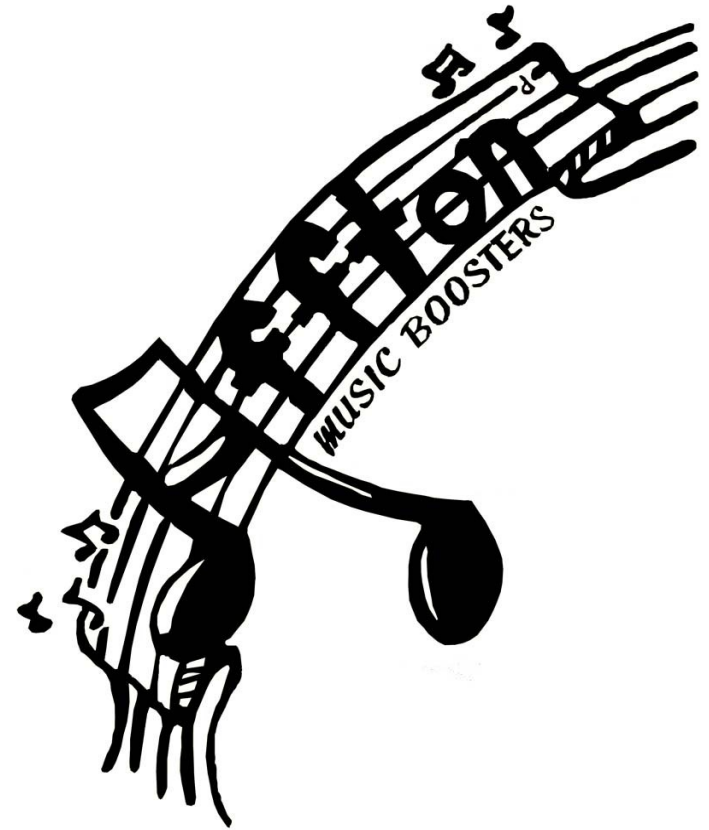
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Marketing Specialist -

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2012 - 2013

Handbook

Our Mission

The Mission of the Affton Music Boosters is to offer financial and representative assistance to our Music Department.

We believe in music as a foundation.

We strive to accommodate the needs of our educators and students,

to ensure a superlative level of understanding and appreciation for all things that relate to the world of music.

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Article V Continued

Section III - Presentation

- The chosen applicant will be presented with the Affton Music Boosters Scholarship Award at the Senior Awards Ceremony.
- Upon receiving confirmation of a completed and successful first semester (including a pursuance of a major or minor degree in music), the Affton Music Boosters will produce a check directly to the Affton High School Counselor to be distributed to the university, college, or recognized music school attended by the awarded applicant.

Section IV - Monetary Value

The Affton Music Boosters Board reserves the right to annually decide, by a majority vote, the following characteristics of the AMB Scholarship Award:

- The number of qualifying students to be presented with the award
- Monetary value of each awarded scholarship.

Article V

AMB Scholarship Award

Section I - Purpose

The Affton Music Boosters annually offers a one-time scholarship to any vocal or instrumental senior music student graduating from Affton High School that is enrolled to pursue a major or minor degree in music.

Section II - Requirements

- Students must be enrolled at a university, college, or recognized music school during the summer or fall term immediately following graduation from Affton High School.
- Applicants must complete and present all required information to the Affton Music Boosters by April 15. Applications are available at Affton High School's Counselors Office.
- Recommendation Applications, available to the Music Department Staff, can be found at www.afftonmusicboosters.com and should be submitted by email to the Affton Music Boosters Chairperson by April 15.

Officers

Chairperson -

Overall coordinator of Affton Music Boosters program. Liaison to the Music Directors and Staff.

Co-Chairperson -

Assists the Chairperson's needs and fulfills the Chairman's role in case of absence. Oversees fundraising efforts.

Secretary -

Records meeting minutes and assists with correspondence to Affton Music Boosters.

Treasurer -

Maintains all accounting records, checkbook, and savings.

Marketing Specialist -

Creates and maintains website, Facebook, newsletters, and fliers. Oversees marketing strategies.

Committee Chairpersons

Fundraiser -

Coordinates fundraising efforts of the Music Boosters.

Fundraiser Treasurer -

Assists AMB Treasurer with accounting activity related to Affton Music Boosters Fundraiser.

Coordinator -

Liaison between Music Department Staff and Marketing Specialist - collects newsletter information; Coordinates performance recordings, activities, etc.

Distributor -

Sends/picks up orders to print shop; Fills and delivers orders; Distributes/delivers merchandise, newsletters, fliers, etc.

Article I Purpose

Section I - Function

Affton Music Boosters is a Parent Organization that subsidizes funds to the district-wide Affton Music Department. Teachers in the music department can request funding for needs not covered under the school budget.

Section II - Requests

Request of funds by the Music Department Staff are presented and/or discussed during monthly Board meetings. Authorization of requests are determined by a majority vote of the Board Members. In the event of a tie, ruling falls to elected Chairperson.

As a subsidiary to an exhausted school budget, it is expressly intended that the Affton Music Boosters fund is used for, but not limited to:

- Repairs of equipment
- Purchase of new equipment
- Tickets to functions involving music
- Audition fees
- Uniforms / T-shirts
- Marketing
- Meeting refreshments

Article IV Fundraising

Section I - Fundraisers

Fundraisers are to be chosen by the board with a majority vote. Co-Chairperson to oversee delegation and follow-through of duties and responsibilities of all things related to fundraiser. If applicable, Committee and Volunteers should be advised of and participate in the following:

- Date, time, and location of packing party
- Date, time, and location of pick-up

Section II - Performance DVDs

The Affton Music Boosters will organize, film and distribute a DVD of winter and spring performances to Music Department Staff. Students participating in elected music courses will each receive a free copy. Additional copies may be ordered from our website. AMB will request, but not require, a donation to all that apply.

Section III - T-Shirts

AMB T-Shirts should be worn by all Staff, Board, Committee Members, and Volunteers for duration of all working functions. T-shirts will be available for purchase on our website and orders taken at all functions in relation to the Music Department.

Article III Communications

Section I - Request of Funds

Music Department Staff may submit a request form (found at www.afftonmusicboosters.com) to Chairperson by email prior to scheduled Board Meeting. All applicable requests are discussed and voted on by the Board. All requests submitted at Board Meetings will be voted on during the next meeting.

Section II - Meetings

Meetings of the AMB Board to be held at 6:30 P.M. the Second Wednesday of Every Month. Open to the Music Department Staff and the Public at 7:00 P.M.

- Discuss teacher requests, treasury report, fundraiser(s), current events, calendar
- Open floor
- New business

Section III - Email and Website

An AMB website and Facebook page will be established and maintained by the Marketing Specialist. All Members will have an email address linked to these sites and will utilize this channel as a means to communicate. Social Media will be used to assist in marketing and promotion of the Affton Music Boosters.

Article II Elections

Section I - Nominations

Nominations for Board Members are officially presented during the February Board Meeting at 8 P.M. This is a public action and should include all present. Potential Board Members should possess abilities suited to chosen position and live in the Affton School District.

Section II - Election

Elections are held during the scheduled April Board Meeting at 8 P.M. This is a public action and should include all present. In the event an office is elected to change hands, current position holders are requested to relay all information regarding their responsibilities in a timely manner that will allow for a successful transition. New Member terms begin the Second Wednesday of May.

Section II - Stepping Down

Should any Board Member choose to step down before term is completed, the Board may recruit a replacement until the next election.