

Little Miami Band Boosters Policies

Policy Name	Trailer Pulling Agreement
Date Approved	April 23, 2018
Description:	<p>Anyone designated to pull the trailer must submit the “Trailer Agreement” form along with proof of insurance and a valid driver’s license to the Board of Directors. This will be done on a yearly basis.</p> <p><i>This is a way to be sure that the drivers and the boosters are protected and to clearly state the responsibilities of the drivers and the boosters in regard to the operations of the trailer.</i></p>

Policy Name	Chaperoning policies
Date Approved	April 23, 2018
Description:	<p>Any individual who volunteers to be a chaperone at band events will be required to sign the approved “Chaperone Agreement”. The “agreement” will then be reviewed and approved by the LM Band Director(s) and the LMBB Board of Directors. The LM Director has the final approval of all chaperone related policies, including selection of chaperones.</p> <p>All approved chaperones must have a current background check completed and on file with Little Miami prior to the start of the season.</p> <p>Chaperones are required to submit an emergency contact/medical form. This will be kept by the trip lead chaperone on all trips (electronic or paper form).</p> <p>Chaperones should never have 1 on 1 contact with any student. There should always be 2 chaperones present with a student or 2 students with a chaperone.</p> <p><i>This is to insure the proper safety for the students, provide proper guidelines for chaperones, and provide the band director the ability set instructions for each event.</i></p>

Policy Name	Event Volunteer Duty Roster/Guidelines
Date Approved	April 23, 2018
Description:	<p>Any organized event requiring volunteers, will have a duty roster created and posted for the event along with a set of guidelines for the event if required. This includes but not limited to home football games, away games, band festivals, parades, band contests, fundraising events, etc. The organizer of the event will create a duty roster prior to the event and will post via email or in hard copy. All booster members will be given the opportunity to engage in the events via email requests, online signups, hand written signups, etc.</p> <p><i>This is to insure that all booster members are given the opportunity to participate and receive equal treatment. This will also ensure a certain level of organization to all involved. Also, provide the volunteers a clear understanding of what is expected of them during the event.</i></p>

Little Miami Band Boosters Policies

Policy Name	Changes to Policies
Date Approved	April 23, 2018
Description:	Any changes to policies require previous notice to the membership before a vote is taken. <i>This is allows all members the ability to be present and cast a vote for a policy change.</i>

Policy Name	Hardship Fund Application
Date Approved	April 23, 2018
Description:	Anyone interested in applying for hardship funds must submit the “Hardship Fund Application”. This will be submitted to the Board of Directors for consideration. This will also be kept confidential. <i>This is a way to be sure that funds are available to anyone in need yet prevent any abuse of funds.</i>

Policy Name	Student accounts
Date Approved	April 23, 2018
Description:	Any monies left after a student graduates can be transferred to a sibling’s account. Otherwise all monies will be transferred into the general fund. <i>This is because LMBB is a non-profit organization.</i>

Policy Name	Instrument Loan Contract for Booster Owned Instruments
Date Approved	April 23, 2018
Description:	Any student, in grades 6 – 12, who will require the use of a booster owned or school owned instrument must submit the “Music Instrument Loan Contract” and fee. This includes students in concert band, symphonic band, and marching band. There will be one fee per student per year. <i>This is a way to be sure that the all students and parents agree to the responsibility of their use of the borrowed instrument.</i>

Little Miami Band Boosters Policies

Policy Name	Fundraising Ideas New/Changes
Date Approved	April 23, 2018
Description:	<p>Any booster member who has ideas for fundraising must submit a “Fundraising Suggestion” form to the Board of Directors for review.</p> <p>Any changes to current fundraising efforts need to be outlined in detail and sent to the LMBB Board of Directors for discussion and further review. If approved by the LMBB Board, it then must be submitted to the LM School Board for approval.</p> <p><i>This is a way to be sure that fundraising ideas can be reviewed properly to make sure they meet the goals and objectives of the LMBB.</i></p>

Policy Name	Communications
Date Approved	April 23, 2018
Description:	<p>Any communications sent on behalf of the LMBB needs to be approved by the LMBB Board of Directors. This includes any general communications to the LMBB membership, sponsors, or third parties. Unless otherwise directed by the LMBB Board of Directors.</p> <p><i>This is to ensure all communications are in line with our Code of Regulations and any IRS regulations.</i></p>

Policy Name	Little Miami Band Booster Insurance Disclaimer
Date Approved	April 23, 2018
Description:	<p>All parents of Marching Band Students must submit the “Little Miami Band Booster Insurance Disclaimer” form.</p> <p><i>This is a way to remove the LMBB from any liability for medical costs ensued as a result of an injury during a band activity.</i></p>

Policy Name	Emails and Personal information collected by LMBB
Date Approved	April 23, 2018
Description:	<p>Personal information such as but not limited to email addresses, contact information, etc. should only be collected by the director or LMBB. Medical information can only be collected by a school employee. Any information collected by LMBB deemed to be of a personal nature, will only be used for the purpose of supporting the LMBB and its stated purposes. This information will not be sold or given to any third party without permission of the families.</p> <p><i>This is to insure the safe keeping of all personal information.</i></p>

Little Miami Band Boosters Policies

Policy Name	Booster Members voting policy.
Date Approved	April 23, 2018
Description:	<p>A Booster member must be present at a Booster meeting in order to vote on any items put up for a vote during that meeting. No email, regular mail, texting or phone call votes will be accepted.</p> <p><i>This rule is not necessary based on the fact that it is stated in "Robert's Rules". This rule is being recorded merely as a formality.</i></p>

Policy Name	Band Fees Due Date
Date Approved	April 23, 2018
Description:	<p>All Marching Band Fees will be due by the first day of band camp. Student accounts must either be paid in full or up-to-date in a pre- approved payment plan with the LMBB Treasurer. Students may not participate in activities until their band fees are current.</p> <p><i>This rule is to ensure all fess are paid in a timely manner.</i></p>

Policy Name	IFA Declaration
Date Approved	April 23, 2018
Description:	<p>Parents/guardians of all band students must sign the "Individual Fundraising Account Declaration" form each year.</p> <p><i>This rule is to ensure parents/guardians understand the IFA policy of the LMBB.</i></p>

Policy Name	Sponsorship Recruiting
Date Approved	April 23, 2018
Description:	<p>All plans and documents will be approved by the LMBB board prior to any solicitation of sponsors.</p> <p>At this time, there will be no monopoly on types of businesses solicited. Any business that wants to sponsor the band will be considered and we may seek multiple companies of the same business type.</p> <p>Any signage thanking and acknowledging our sponsors needs the approval of the LMBB board of directors and a vote of the membership.</p> <p><i>This is to ensure that LMBB knows who people are going to ask to sponsor and that everyone will be advising sponsors of the same benefits.</i></p>