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WHY we Volunteer

To assist the band director and band students so they can focus on the band program. This is a very important function and we **thank you** for your time and energy. We believe you will find it very rewarding. So again, thanks for being a “Band”-Aid!

HOW to Sign-up to Volunteer

STEP 1: Annually signup in ADDitions

Each year you must 1st sign-up via the OCPS ADDitions site. If you have any questions about their site, please see someone on the Wekiva Admin staff. You should only have to do this once per year.
<https://ocps.samaritan.com/custom/503/index.php?redirectedFromHttp>

STEP 2: Sign-up in CHARMS for each event

- Login to CHARMS Student/Parent Site <https://www.charmsoffice.com/charms/login.asp>
 - (If using mobile app, it's the Blue Screen CHARMS mobile app for Students/Parents, not the CHARMS Teacher/Helper app).
- School ID: **WekivaHSBand**
- Password: your **student's OCPS ID** by default (unless they have changed their password).
- Two easy ways to sign-up:
 - One - on main page go to **Calender**
 - Locate event and click on Volunteer Hands
 - Complete form - name, cell number, cell carrier, and email
 - Two - on main page go to **Volunteer**
 - Use dropdown to find event
 - Complete form - name, cell number, cell carrier, and email
 - Either way, you will receive more information via email, and also a text reminder (usually the day before the event).

So it's real easy - just make sure you are registered in ADDitions each school year, then use CHARMS to sign-up for each event.

Here is an example of the form you will see in CHARMS...

Pick volunteer area such as concessions, equipment, or uniforms. Fill in form, and then hit Enter to save.

EVENT: TEST Event
 TIME: 7:00 PM
 LOCATION: WHS Band Room
 DETAILS:
 DIRECT LINK: <https://www.charmsoffice.com/charms/volunteerR.asp?s=wekivhsb&v=3678746>

SIGN-UP NOTIFICATIONS TO BE SENT TO: Save

Please enter a name, email address and phone to signup for one of the areas listed below.

Area	Name	Stu ID	Cell Phone	Carrier	Email	
Concessions (1/2) Concessions (2/2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Carrier"/>	<input type="text"/>	✓ Enter
Equipment (1/2) Equipment (2/2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Carrier"/>	<input type="text"/>	✓ Enter
Uniforms and Hydration (1/2) Uniforms and Hydration (2/2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Carrier"/>	<input type="text"/>	✓ Enter
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Carrier"/>	<input type="text"/>	✓ Enter



If you have CHARMS questions, please see Jeff Milligan (jeffmlligan7@gmail.com or 407-310-1984).

WHAT Volunteer Opportunities exist?

On the remaining pages we list the typical opportunities we have. We are sure you'll find something to your liking! Thanks ahead of time for your support of the Band!

Home Football Games

Home games require the most volunteers, especially in the concession stand.

- Uniforms & Hydration - typically 4 adult volunteers per game.
- Equipment - typically 4-6 adult volunteers per game.
- Concession Stand - typically 12-14 adult volunteers per game (10-12 in the stand, 2 on grill).

Note: All home game volunteers must wear **volunteer wrist bands**. We'll tell you where you can pickup.

Uniforms & Hydration (Home Games)

The short story:

The Adult Uniform/Hydration duties include - help the students get their uniforms before the game, move plumes and other accessories to the field, keep students hydrated, help students prepare for halftime show, and also help students and Equipment Crew during halftime show. HINT: There are also a few student leaders who will be assigned the Uniform Room and will do much of the work there. Typically 4 adult volunteers.

The details:

Pre Game

- Meet in the uniform room (off the band room), typically at 5:30pm, unless otherwise communicated.
- Pickup volunteer lanyard.
- Help students get uniforms (and accessories) from the uniform room.
- Assist with uniform issues / repairs, etc.
- Transport the following to the field when the students head to the field.
 - Medical/Heath Forms and First Aid Kit.
 - Plumes (get Equipment Crew to assist if needed).
 - Ponchos in case of rain.
 - Other items as necessary.
 - Note:** use back gate to the field, not the main entrance.

During Game

- Keep students hydrated.
- Ensure water is replenished - can get water refilled at Concession stand. Can also get additional cups from Concession. (See Equipment Crew if need help).

Halftime

- Pass out Plumes and other items to students.
- If needed, assist pit crew - moving large drums, gong, marimbas, etc. to edge of field (center with 50 yard line). (Note Equipment Crew will handle Drum Major stands and most items that students can't move, but sometimes we need a few extra hands.)

Post game

- Transport Medical Forms, First Aid Kit, Plumes, Ponchos, etc. back to the band room.
- Help students put uniforms away.

Equipment (Home Games)

The short story:

The Adult Equipment duties - move large equipment before, at halftime, and after the game; set up chairs; provide water to both bands (home team and visiting team); and assist the Uniform/Hydration crew. The student equipment crew will also do much of the work.

Typically 4-6 adult volunteers per game.

The details:

Pre Game

- Meet at the field /concession typically around 5:30pm, unless otherwise communicated.
- Pickup volunteer lanyard.
- Help students transport large instruments from band room to field. Use back way through practice field, not main field entrance.
- Find a cart to use for water, etc. See band room or concessions.
- Go to concession stand to prep water for bands:
 - Home band - fill at least (2) 5-gallon round water jugs with ice & tap water.
 - Visiting band - fill at least (2) 5-gallon round water jugs with ice & tap water
 - ICE note - to conserve ice for our band concessions, you may need to get ice from the concession stand across from the gym or concession stand near softball field. (Get key from Band Director; return).
- Transport water and cups to field.



Home team setup

- Home team sits on the portable stands adjacent to the main home stands, so no chairs are needed.
- Setup at least (2) round 5-gallon water jugs and cups.
- Setup the two drum major stands facing the band (pull stands from the band shed).



Visiting (guest) team setup

- Setup approx 150 chairs (depending on band size) for away band on other side (pull various "blue" and other chairs from band shed).
 - See Band Director for more accurate count (e.g., Apopka High may need 200 chairs).
- Setup at least (2) round 5-gallon water jugs and cups.
- Introduce yourselves to visiting band parents, see if they need anything else (e.g. power for show), and check back mid-game. FYI - power is located on light poles just behind fence that separates the field from the home spectator stands.



Halftime

- Move drum major stands to the 40 yard lines.
- Assist pit crew - moving large drums, gong, marimbas, etc. to edge of field (center with 50 yard line).
- After show - move items off field, put drum major stands back in front of home team chairs.

Post game

- Put “blue” visiting band chairs and drum major stands back in shed. Stack orderly.
- Dump ice buckets and put back in concession stand (leave lids off so air out).
- Help transport large instruments back to the band room (students should get most items).

Concession Stand (Home Games)

The short story:

The concession stand profits help fund the general band / color guard program, so this is a critically important volunteer opportunity. The Concession stand and burger serving tent normally need about 12 volunteers. We also need at least 2 volunteers to work the grill (usually setup behind the concession stand under a tent).

The details:

Pre Game

- Meet at concession stand around 5:30pm, unless otherwise communicated.
 - Pickup volunteer wrist band.
- Setup the following stations:
 - DRINKS - Ice down (4) large drink coolers with soda, water, and sports drinks.
 - BUNS - Setup table for staging hamburger and hotdog rolls in paper trays.
 - Note, the buns are handed out by counter folks who take money. Then the customer takes the tray/bun over to the burger “serving” tent where meat is provided.
 - If you prep trays with buns, make sure you put in a bag so the buns don’t get stale.
 - NACHO / CHIPS
 - CANDY - setup candy off to side so floater can provide counter crew.
 - BURGERS/HOTDOGS:
 - Setup at burger/hotdog “serving” station to left of concession stand.
 - Setup tent and (4) tables, with tablecloths, under tent. Hint: tape tablecloths in case of wind.
 - (2) tables in front for serving guests
 - Setup several aluminum serving trays with broth.
 - Put over Sterno to keep meat warm.
 - (1) at side for condiments and napkins
 - (1) at rear for prepping student meals, etc.
 - FRONT WINDOW - place copies of menu, napkins, etc. Get aprons for money collection. Get with Concession Mgr on plan for money collection.
- Typical Assignments at Concession stand and burger serving tent - see Concession Mgr.
 - 2-4 at counter taking orders/money.
 - 1-2 at nacho station.
 - 2-3 floaters helping fulfill orders by handing drinks, candy, nachos, etc. to counter folks. They also keep items stocked, making several trips to back room.
 - 2-3 in burger serving station to left of concession stand - coordinating with grill crew and keeping meat warm, serving customers who have paid and received buns...



Halftime

- This is the busiest time, be on your toes!
- Also need a group of folks to help get band student burgers/hot dogs wrapped in foil and set aside (e.g., in a cooler) - for their 3rd quarter break.

3rd Quarter Break

- The WHS band comes to get their meals (that should have been set aside), so also a busy time.
Hint: WHS band is served on back side of the burger serving tent, thus keeping the concession stand from getting overly congested.

Post game

- Cleanup assigned station - everyone
- General cleanup, trash, etc. -- make sure at least 3-4 stay late to ensure all general areas are cleaned up and trash is taken to dumpster, etc.

Concession - Grill (Home Games)

Pre Game

- Meet at concession stand around 5:30pm, unless otherwise communicated.
 - Pickup volunteer wrist band.
 - Setup tent and grill, etc.
 - Hint:** Propane tanks are in the special room (at southeast corner of the athletic building). Special key needed from Band Director.

During Game

- Cook burgers/hot dogs and coordinate with the Concession Mgr and/or the burger serving station folks.

Post Game

- Clean grill and grill tools and return to Concession stand
- Take tent down and return to Concession back room.
- Take propane tanks so can be refilled (band board will reimburse)
 - If refill not needed, make sure tanks are loaded back into the special room (at southeast corner of the athletic building). Special key needed from Band Director.

A big **THANKS** to our Concession Crew, and especially our **Grill** folks - it's a hot and tiring job!!!

Away Football Games

For away games we have two opportunities - either Uniforms or Equipment. Either way all away game volunteers are also Bus Chaperones (except for the folks pulling the equipment trailer).

Uniform and Bus Chaperones (Away Games)

The short story:

The Adult Uniform and Bus Chaperones help the students get their uniforms before the game, ensure plumes and other items (medical forms, first aid kit, ponchos) get loaded on the trailer or buses. Also keep students hydrated during the game, help student's prep for halftime show, and help students and Equipment Crew during halftime show. HINT: There are also a few student leaders who will be assigned the Uniform Room and will do much of the work in the Uniform Room.

Typically 4-6 adult volunteers.

The details:

Pre Game

- Meet in the uniform room (off the band room), typically at 5:30pm, unless otherwise communicated.
- Help students get uniforms (and accessories) from the uniform room.
- Assist with uniform issues / repairs, etc.
- Ensure the following are loaded on the trailer or buses:
 - On Trailer:
 - Plumes (get Equipment Crew to assist if needed).
 - Ponchos in case of rain.
 - On Bus:
 - Medical/Heath Forms and First Aid Kit.
 - (Also the Equipment Crew will load water, cups, and a trash bag on each bus).

Loading Buses and Bus Trip to Away Location

- Assign at least 3 volunteers (from all Bus Chaperones - both Uniform and Equipment) to each bus. Key is to meet or exceed the 1 adult per 10 student minimum.
- Ensure one person for each bus has the attendance sheet/clipboard.
- Beat the students to the buses so you can take role before students board the buses.
 - Have one adult with clipboard stand outside each bus taking role.
 - Good to have a 2nd person standing just inside bus to do a headcount.
 - Compare the attendance sheet count to the 2nd headcount.

During Game

- Keep students hydrated.
- Ensure water is replenished - see opposing band parents or the Equipment Crew for assistance.

Halftime

- Pass out Plumes and other items to students.
- If needed, assist pit crew - moving large drums, gong, marimbas, etc. to edge of field (center with 50 yard line). (Note Equipment Crew will handle Drum Major stands and most items that students can't move, but sometimes we need a few extra hands).

Post game

- Ensure Medical Forms, First Aid Kit are taken on bus.
- Ensure Plumes and Ponchos are loaded on trailer.
- Take attendance as students get on buses. Again make sure you beat students back to buses to make attendance much easier and accurate.

Back at WHS

- Ensure Medical Forms, First Aid Kit, and Attendance sheets are put back in the Uniform Room.
- Help students put uniforms away.

Equipment - Trailer Puller (Away Games)

These two folks actually provide a truck that can pull the trailer.

The Trailer stats:

- Ball size 2 5/8" (a two inch ball will work)
- Electrical hookup on trailer is 6 sided. See picture at right....



Pre Game

- Show up early, say 5:30p or earlier.
- Get field gate key (and trailer lock key) from Band Director or Board President.
- Go to field and hookup trailer, **load drum major stands** (in shed) then pull trailer to band room.
- Supervise **loading** of trailer.
 - o Student Equipment Crew as well as Adult Equipment Crew will assist. Keep in mind Adult Equipment is also getting water iced down and loaded on buses, plus helping Uniform Crew with any large items.
 - o Hint: After the 1st successful loading of the season, a picture should be taken of inside of loaded trailer and shared - as that will help the next team.

When arrive at away location

- Ask WHS Director or local away game rep where to park for unloading.
- Supervise **unloading** of trailer. (Note: may have to move trailer after unloading).

Post game

- Supervise **loading** of trailer.

Back at WHS

- Supervise **unloading** of trailer outside the WHS band room.
- Park trailer out at field and lock up.
- Return gate and trailer lock keys.

Equipment and Bus Chaperones (Away Games)**The short story:**

The Adult Equipment and Bus Chaperones help load/unload the band trailer, move large equipment before, at halftime, and after the game. They ride the buses, acting as chaperones. They also assist the Uniform and Bus Chaperones - by moving large items, etc. The student equipment crew will also do much of the work. Typically 4-6 adult volunteers.

The details:**Prep work (30 minutes prior to buses leaving)**

- Meet at WHS band room at about 5:30pm, unless otherwise communicated.
- Split into two teams - water crew and help load trailer crew.
- Water Crew ...
 - Get key to concession from band director or board president.
 - Fill (3) or (4) 5-gallon round water jugs with ice and cold tap water -- one for each bus.
 - Load on each bus:
 - (1) water jug
 - Approx. 50 cups
 - One trash bag (for used cups)
- Load Trailer Crew
 - Help student equipment crew and Adult Trailer Puller load trailer with large instruments.

Bus Trip to away Location

- Again make sure volunteers are evening distributed among buses - say 3-4 vols each bus (keeping to the 1 volunteer per 10 students minimum).
- Assist in checking students (tracking role) before we leave WHS.

When arrive at away location

- Assist in unloading trailer.
 - Students will take most instruments.
 - Volunteers ensure the drum major stands are moved to where the WHS band will be setup - sometimes in stands, sometimes in chairs next to field.
- Find water that the away band parents usually provide the visiting team. If can't find, may have to use the water jugs we use on the bus (just refill before return trip).

Halftime

- Move drum major stands to the 40 yard lines.
- Assist pit crew - moving large drums, gong, marimbas, etc. to edge of field (center with 50 yard line).
- After show - move items off field, put drum major stands back in front of the WHS band.

Post game

- Assist student equipment Crew in loading the trailer.

Bus Trip back to WHS

- Again make sure volunteers are evening distributed among buses.
- Assist in checking students (tracking role) as load buses for return trip.

When back at WHS

- Water crew.
 - Take water jugs off buses and dump water in a place where someone will not slip on ice.
 - Put empty jugs (with lids off) in band room, preferably on a cart.
 - Throw away trash.
 - Put unused cups in uniform room.
- Any other Equipment crew.
 - Help unload band trailer.
 - Take any items back to concession stand (e.g., if Band Director does not want empty round coolers in the band room over weekend). Hitch ride with trailer puller, but make sure someone has concession key, not just field gate key.

Summer Camp

The short story:

Summer band camp is a two-week camp for all band and color guard, usually held the last week of July and 1st week of August. The duties of volunteers include:

- Checking in students - attendance, taking lunch orders/money, updating CHARMS database.
- Setting up hydration and other items at the practice field.
- Hydration and “chaperoning” of students while on practice field in morning.
- Ordering and serving lunch.
- “Chaperoning” inside in afternoon.
- Total volunteers needed each day approximately 8-10.

The details:

Checkin / Lunch Crew (AM duties)

The Checkin crew (of 3-4) will work in the band room from approximately 7:30am to 9:30am, then join the band out at the practice field, and eventually head back to the band room/cafeteria/courtyard area to setup for lunch prior to the band finishing up. Duties include:

- Collecting medical **forms**, talent forms, etc that each student must turn-in.
- Taking **attendance** via CHARMS - you should have a manual (paper) way of taking attendance in case the PCs/iPads fail or you get too backed up (can add to CHARMS after the rush).
 - Add new students to CHARMS - make sure you get student ID, email, and cell number.
- Take **lunch** orders/money and keep records. Hint: Encourage students to pay for whole week.
 - Order lunch and arrange for delivery (typically lunch should be delivered by 11:30).

So probably best to have maybe one person assigned to each function above - so setup tables with signs indicating:

- TURN IN FORMS
- SIGN-IN EACH DAY (attendance)
- LUNCH ORDER / PAYMENT

- After the morning duties are finished, most of Checkin Crew can join the students outside and help with Hydration/Chaperoning. Someone needs to **place the lunch order**.

- Then return to band room/courtyard to setup for lunch at least 30 minutes prior to band finishing up. Lunch should be delivered or picked up by 11:30am (adjust based on Director’s plan for the day).

Equipment Crew (AM duties)

The Equipment Crew (of at least 2) should start by 7:30a or 8:00a getting water and other items setup at the practice field; ice down the lunch drinks mid-morning (so have time to chill); and assist Checkin/Lunch Crew in setup/teardown of lunch, and packing up stuff. Duties include:

- 1st thing, get keys for golf cart and the concession stand(s).
- Load cart with any items that the team wants to take to the field.
- Go to concession stand to get the following:
 - (2) round water jugs filled with ice and water for drinking
 - (1) round water jug filled with ice and water for dunking (make sure different color cooler and marked "NOT FOR DRINKING").
 - Cups
 - Trash bags - at least one large
 - Emergency snack/drink bag -- filled with granola bars and small Gatorade
 - Shade tent
 - (2) water sprayer filled with ice and water (for misting students)
 - Other items as required
- Take items to practice field and setup.
- Stay in touch with band director and Checkin/Lunch Crew and be prepared to make several runs to band room, concession stand, etc.
- Prepare 4-5 wheeled coolers with iced down water and large Gatorade for lunch - do this mid-morning and take to band room so they have time to chill. Later help move coolers to courtyard or wherever lunch will be served.
- Help setup for lunch, including possibly moving tables from the band room to the courtyard.
- Tear down the field stuff immediately upon the Director dismissing band for lunch (unless the Director says they are going back out in afternoon). **Hint:** Usually (2) Equipment Crew folks, along with the golf cart can put most of the field items back in concession as the students are heading back for lunch. Then those (2) will take lunch break also.

Lunch Duties

All volunteers including any lunch-only volunteers can assist in setting, serving, and tear down of lunch. Equipment Crew can do most of the heavy lifting. Checkin/Lunch Crew will take care of ensuring students who paid get lunch, etc.

- Setup tables, paper plates (if needed), napkins, (4) wheeled coolers with drinks

Equipment Crew (PM Duties, Immediately after lunch)

- Equipment Crew should return tables to band room and coolers to concession stand.
- Equipment Crew should take down any practice field stuff that might still be setup - unless the Director says they are going back out in the afternoon (unlikely).

Afternoon Duties

Assuming all lunch stuff is put away, and assuming the band director does not take the students back to the field (usually does not due to heat/storms in afternoon), we only need 2-4 adult volunteers to "chaperone" by checking in the various rooms as the band practices inside (e.g., band room, auditorium)

Other Events

Below is a list of other events with a very short description of the needs.

Other Home Events

Sometimes we need a few ticket sellers/takers at home concerts. We also need chaperones in the staging area (cafeteria) for the annual two-night PRISM concert. These are all very fun and additional information will be shared as needed.

Other Away Events

Other events, such as March MPA or Concert MPA look real similar to an away game, with a few minor differences. Basically you still need folks to pull the band trailer (with possibly a modified list of items) and bus chaperones to focus on Uniforms/Hydration as well as Equipment.
