

EVENT: Lyman Band DC Trip Travel Logistics Meeting
DATE: Monday, January 25th, at 6:30 PM
LOCATION: In the Lyman Library/Media Center

Dear Volunteers:

Thanks so much for volunteering - or in some cases allowing to be drafted - to help with tasks needing to be done at January's trip meeting!!!

RSVP: Please let me know whether or not you are available to help at the meeting.

CONTACT: Mirtha at dctrip@lymanband.com (Subject: RSVP DC Trip Volunteer).

SET-UP TIME: Please plan on being at the library between 6:00 - 6:15 p.m. to receive instructions and/or set up a table for the activity you'll be working on.

MEETING TASKS AND ASSIGNMENTS:

1. NOTARIES: Medical Travel Form - Teren Lawler, Eileen Mathias, Kim Coble, Dee Cash (Lisa Kimbrough), Renee Halladay
2. CLERKS: Collect & file notarized Medical Travel Forms & Behavior Contracts - Nancy Camden, Dana Jickell, Crystal Howard, Cerese Van Hooven
3. TREASURER: Payments/Account Balance - Lisa Smith
4. GREETERS: Sign-in participants (attendance), distribute agenda and other forms - Marsha Martin, Terri Avellone
5. UNIFORMS: Band/Dance/Color Guard* - Receive reports on any repairs needed - Ellie Owens, Karen Larson *Students should check uniforms prior to meeting for missing buttons, ripped seams, hems undone, missing hat strings, etc.
6. HOTEL ROOM: Supervise student sign-up for hotel room - Karen Fuller, Rhonda Asfoor, Olga Torres
7. DAY-GROUP SIGN-UP: Supervise student sign-up for Day-Group and Chaperone - Pat Gosha, Terri Avellone, Elena Lugo, Steve Parrish
8. CONTACT INFORMATION: Register contact information for families traveling to DC - Rebecca Poliner, Vikki Hackley
9. ID COPYING: Copy parent's photo ID & student's insurance card - Karen Bennett
10. PHOTOGRAPHERS: Document trip meeting activities (photos/video) - Lisa Kimbrough, Paula Pease, Ashley Hass
11. TRIP T-SHIRTS: Take orders & payment of shirts from parents & supporters - Peggy Donovan, LeeAnn Paglia

12. DC TRIP UPDATES: Sign-Up - Mike Kazazis

13. WORKDAY VOLUNTEER SIGN-UP: Trip Workday(s) and Departure-Day sign-up sheet - Rachel VanDemark

14. CHAPERONES:

-Distribute "Medicine Dispensing Form" (To be submitted on departure day to chaperone along with medication in zip-locked baggies) -Collect t-shirt size for each student in your day group -Exchange contact information between/among students and parents.

Lori Dowers

Elizabeth Villagran

Lester Grimes

Teresa Grimes

Lisa Kimbrough

Clem Gecewicz

Dana Jickell

Ray Martin

Paula Pease

Bowen Naomi

Karla Carta

Zoraida Diaz

Ken Halladay

Karin Fisher

Thanks so much for your help!!! Go Greyhounds! :)

Happy New Year!

Mirtha Martinez