



## TEAM DC Meeting Tuesday, June 23, 2009, 6:00 PM AGENDA

### **Before & After Meeting: Trip Sign-Up / Deposit and First Installment Payment**

1. Trip Information – Karen Fuller, Booster President
  - a. Itinerary / Dates: April 6 – 11, 2010 (No conflict with religious holidays – Do not miss school days)
  - b. Parade or Concert?
 

*A minimum of 100 students is needed with the “right mix” of musicians, a “dazzling” corps of dancers and color guard, and a strong percussion line in order to apply to participate in the parade.*  
*Parade Application Deadline: June 30, 2009 - Strong portfolio being sent in – Big thanks to Ashley Hass!!!*
  - c. Participants’ List - Students and Chaperones:
    - Buses 1 and 2 - 100 Students, 8 Chaperones, 2 Directors
    - Bus 3 Waiting List: Possible price reduction for ALL Needed 49 students & 6 chaperones (4 already on list)

2. Payment Schedule (See box) – Lisa Smith [treasurer@lymanband.com](mailto:treasurer@lymanband.com)
  - a. Personal Account – Individual student may raise funds by participating in traditional fall fundraisers, Adopt-a-Greyhound Letter
  - b. November Booster Meeting: Point of No Refund

3. Volunteer Opportunities – Mirtha Martinez [dctrip@lymanband.com](mailto:dctrip@lymanband.com)
  - a. Volunteer Needs (See box below) – Sign-up sheets available
  - b. SCPS Requirements for Overnight Trip Chaperones
 

Registered Dividend and Fingerprinting / Background Check

    - Must be completed after November and by January 31<sup>st</sup>
    - Dividend Hours\* – Report to Pat Gosha at [dividendhours@lymanband.com](mailto:dividendhours@lymanband.com)
  - c. Mandatory Trip Meeting – Parents & Students:
 

January (Date/Time TBD)  
Medical Travel Forms, Hotel & Chaperone Group Sign-Up

4. Trip Fundraising – Karen Fuller, Booster President
  - a. Personal Account Fundraisers – Fall
  - b. General Trip Funding Needs (See box)
 

*After “extra” costs are covered, if possible, general fundraising will be used to off-set per participant costs.*

5. Trip Communications & Sponsorships – Mike Kazazis, Web Administrator
  - a. [DCupdates@lymanband.com](mailto:DCupdates@lymanband.com) – Subscribe for group mailings
  - b. Corporate Contacts / Posting on Webpage:
 

Community Organizations, Businesses, City of Longwood, etc.
  - c. Grant Opportunities: Research and Filing Applications – Volunteers needed
  - d. Other Ideas...? Send to [board@lymanband.com](mailto:board@lymanband.com)

6. Trip Fundraising Brainstorming Session – Karen Fuller, Booster President
  - a. Trip T-Shirts Fundraiser Report – Mirtha Martinez
  - b. Small Group Breakout Sessions (See planning form)
    - Summer School Sale (i.e., Pizza, Baked Goods, Italian ice)
    - Band Camp Sale (i.e., Pizza, Baked Goods, Italian ice)
    - Car Washes
    - Canvassing in Front of Local Store
    - Glass Block Lanterns – Olga Torres
    - Other Ideas...?
  - c. Fundraising Teams report to [board@lymanband.com](mailto:board@lymanband.com)
  - d. Fundraising Coordinator Needed

### **Trip Payment Schedule\*** Payment Coupons at [www.lymanband.com](http://www.lymanband.com)

**DEPOSIT\*\***

April & May Booster Meetings / Concerts  
\$25 Non-Refundable

**INSTALLMENT #1:**

June 23 Tuesday Rehearsal - \$100

**INSTALLMENT #2:**

September Booster Meeting - \$100

**INSTALLMENT #3:**

October Booster Meeting - \$135

**INSTALLMENT #4:**

November Booster Meeting - \$135  
No Refunds after this point.

**INSTALLMENT #5:**

December Booster Meeting - \$100

**BALANCE:**

February Booster Meeting - \$100

**TRIP: April 6 - 11, 2010**

*\* Payments may be made in increments of any amount prior to installment deadlines, but amount goals must be met on schedule in order for the Booster Board to meet the tour company's payment schedule.*

**\*\*Deposit for Student and Chaperone**

**Participants:** A \$25 non-refundable deposit is required. In the event that a trip participant chooses not to participate, the deposit will remain in the trip's general account until all trip costs are covered. Any remaining monies after that will revert to the band's general fund.

### Volunteer Opportunities

**Trip Related Needs**

- Notaries
- Medical Travel Form Collectors
- Trip T-Shirt Designer
- Trip T-Shirt Size Sign-Up
- Trip T-Shirt Distributors
- Band Uniform Repair / Cleaning
- Auxiliary Team Repair / Cleaning
- Gauntlet Cleaning / Packing
- Banner Cleaning / Packing
- Luggage Inspectors (Males/Females)
- Luggage Tag Distributors
- Trip Photographers
- Trip CD/DVD Producers / Editors
- Bus Loading (Assisting Students)
- Other

**Trip Fundraising**

- Fundraiser Project Coordinators
- Corporate Sponsorship Coordinators
- Grant Application Writers

### **Trip Funding Needs** (Not covered by participants)

- Parade Application Fee - \$300
- Chaperone Fingerprinting - \$47.25 each
- Two One-Way Plane Tickets / Taxi Fare
- Luggage and Instrument Case Tags
- Trip T-Shirt Design and Printing
- Parade Banner??
- Trip Photo CD or DVD Project ??
- Other



Team DC - Together we can do it!  
Go Greyhounds!