

Oakton High School Orchestra Booster Club, Inc.

2009-2010

Oakton High School Orchestra Booster Club is a parent-run organization dedicated to supporting your musician and the overall OHS orchestra program through fund-raising and other "hands on" volunteer support. Your HELP is needed. Please volunteer for one of the open positions below. We need to be planning for the year's activities now. I realize that we all lead extremely busy lives and finding room for one more commitment likely seems impossible. But the quality of your child's orchestra experience truly depends on your willingness to be involved.

	Name	E-mail or phone number
OFFICERS		
President	Patty Lankenau	Patty.lankenau@cox.net Home: 703-715-8527 Cell: 703-862-8527
Vice President	Carole Dicker	carlotad43@gmail.com Home: 703- 620-2474 Cell: 703-593-8782
Treasurer	Diane Farmer	dianea.farmer@verizon.net Cell: 703- 927-0965
Secretary	Wendy Smith	wendysmith7@gmail.com Home: 703-218-1817 Cell: 571-225-3407
DIRECTOR SUPPORT		
<i>Uniforms (9/2009)</i>	Sue Krieger	Home: 703-264-0585
<i>Concert Support</i>	Ines Carreno	inescarreno@gmail.com Home: 703-385-5192 Cell: 703-629-8968
<i>Spring Trip</i>	Araceli Manoatl	aramano@msn.com Home: 703-319-0049 Cell: 571-722-8624
<i>Award dinner (Spring 2010)</i>	OPEN	
FUNDRAISING		
<i>Barnes & Noble performance (Thanksgiving)</i>	OPEN	
<i>Outreach Performances</i>	Patty Lankenau	Patty.lankenau@cox.net Home: 703-715-8527 Cell: 703-862-8527
<i>GLScrip and eScrip (monthly)</i>	Wendy Smith	wendysmith7@gmail.com Home: 703-218-1817 Cell: 571-225-3407
<i>Car Wash</i>	OPEN	
<i>Cheesecake Sales (11/2009)</i>	Rita Dettmar	rita.dettmar@gmail.com Home: 703-620-6296 Cell: 703 864-2156
	Kim Mitchell	kmitchell51@verizon.net Home: 703-390-0519 Cell: 703-963-1614
<i>Cookie Dough (2/2010)</i>	Rita Dettmar	rita.dettmar@gmail.com Home: 703-620-6296 Cell: 703 864-2156
	Kim Mitchell	kmitchell51@verizon.net Home: 703-390-0519 Cell: 703-963-1614
COMMUNICATIONS		
<i>Webmaster</i>	OPEN	
<i>Press Release</i>	OPEN	
<i>Photographers</i>	OPEN	

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Officers

President	<ul style="list-style-type: none">• Be vested with the customary powers of the office.• Preside at all membership meetings of the Club and the Board of Directors.• Recommend the chairperson(s) of all committees for approval by the Board of Directors.• Serve as ex-officio member of all committees.• Coordinate the work of the officers in order that the objectives and goals of the Club may be achieved.• Provide an agenda for each meeting with input from the Board of Directors.• Communicate any activities to the Board of Directors.• Have the power to approve, in the absence of any vice president, all check requests.• Approve personal reimbursements.• Have signatory authority to any bank accounts.• Act as liaison to the Oakton High School Administration.
Vice President	<ul style="list-style-type: none">• Be vested with the customary powers of the office of President in the absence or inability to act of the President.• Provide support to the Board of Directors in whatever manner is deemed necessary.• Coordinate the work of the committees of the Club in order that the objectives and goals of the Club may be achieved.• Communicate committee activities to the President.• Have signatory authority to any bank accounts.• Act as liaison to the Oakton High School administration.• In cooperation with the Secretary, be responsible for the filing all reports and records required by the Oakton High School administration.• Ensure the Annual Registration Fee for non-stock corporations is remitted in compliance with the Virginia SCC.• Prepare and file the Annual Report in compliance with the Virginia State Corporation Commission (“SCC”)• Prepare, and timely file, on an annual basis, such tax returns and supporting financial statements as shall be necessary to comply with the filing requirements of non-profit corporations in order to attain and maintain tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
Treasurer	<ul style="list-style-type: none">• Collect and have custody of all the funds, securities, and assets of the Club.• Have custody and power of signature of all the funds of the Club.• Have authority for payment of all obligations of the Club.• Monitor the fact that no check or check request can be made “payable to” the person or persons signing the check.

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- Keep an accurate record of all receipts and disbursements, showing each activity separately.
- Establish all accounts as directed by the Board of Directors.
- Make prompt payment for all Club liabilities.
- Present financial reports at all regular and special meetings of the membership and of the Board of Directors and at other times as requested by the Board of Directors.

Secretary

- Record the minutes of all Board of Directors meetings and general membership meetings of the Club.
- Record all actions taken by members of the Board of Directors without a meeting.
- Provide copies of the minutes for the Board of Directors for approval before the next meeting.
- Maintain the list of membership.
- Maintain clear records of all meetings of the members and of the Board of Directors, including vote results.
- Provide notice of all meetings to the appropriate members.
- Prepare correspondence of the Club as requested by the Board of Directors.
- Maintain an official record book with Articles of Incorporation, Bylaws, minutes, correspondence, treasurer's reports, membership list, and other documents at the request of the Board of Directors.
- Perform duties that customarily pertain to the office of secretary.
- Affix the corporate seal, if any, to any lawfully executed instrument requiring it.

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Volunteer Positions

Director Support	
<i>Uniforms (9/2009)</i>	<ul style="list-style-type: none"> • Take Inventory and tally what we have in spreadsheet. • Send out order form. • Determine what is needed and order uniforms • Keep tally as to who rented • Delivery
<i>Concert Support</i>	<ul style="list-style-type: none"> • Coordinate advertising in concert programs. • Provide stage and auditorium support. • Coordinate concert chaperones.
<i>Spring Trips</i>	<ul style="list-style-type: none"> • Work closely with Orchestra director with requirement for the trip. • Obtain estimates from different travel company. • Propose estimated cost of the trip. • Coordinate chaperones.
<i>Award dinner (Spring 2010)</i>	<ul style="list-style-type: none"> • Provide Support Chairperson with plans of event. • Coordinate volunteers for award dinner. • Reserve space for award dinner.
Fundraising	
<i>Barnes & Noble performance (Thanksgiving)</i>	<ul style="list-style-type: none"> • Reserve performance dates with Barnes & Noble (Fair Lakes). • Coordinate ensemble groups with orchestra director. • Coordinate adult volunteers.
<i>Outreach Performances</i>	<ul style="list-style-type: none"> • Coordinate ensemble groups with orchestra director. • Contact community liaisons to schedule performances. • Coordinate adult volunteers.
<i>GLScrip and eScrip (monthly)</i>	<ul style="list-style-type: none"> • Setup schedule for order and delivery for GLScrip from June 2008 to May 2009. • Send monthly reminders for GLScrip. • Record each order, collect payments, and place orders with GLScrip. • Send payment to Treasurer for deposit. • Accept delivery, sort gift cards and notify parents for pickup. • Send notification along with instructions for re-registration for eScrip.
<i>Car Wash</i>	<ul style="list-style-type: none"> • Setup car wash schedule and notify parents and students. • Coordinate adult volunteers. • Coordinate performers and students.
<i>Cheesecake Sales (11/2009)</i>	<ul style="list-style-type: none"> • Setup fundraising directly with vendor. • Distribute fundraising material to students. • Record each order, collect payments, and place orders.

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	<ul style="list-style-type: none">• Coordinate volunteers to help sort and delivery.
<i>Cookie Dough (2/2010)</i>	<ul style="list-style-type: none">• Setup fundraising directly with vendor.• Distribute fundraising material to students.• Record each order, collect payments, and place orders.• Coordinate volunteers to help sort and delivery.
Communications	
<i>Web site</i>	<ul style="list-style-type: none">• Work with Orchestra Director and Officers to create and maintain website.
<i>Press release</i>	<ul style="list-style-type: none">• Write press release to local papers and school publications.
<i>Photographers</i>	<ul style="list-style-type: none">• Provide website volunteer and press release volunteer with photos relating to orchestra activities.