



# THE 21<sup>ST</sup> CENTURY BOOSTER CLUB

**Practical Ideas to Create a Delegation of Delegation  
and Creating a Small Business with Volunteers!**

Texas Bandmasters Convention

# THE DISCOVERY

- Grand accomplishments are always the efforts of great teams!
- A Visionary shares their vision with a \_\_\_\_\_ of \_\_\_\_\_ and \_\_\_\_\_.

## EDISON, MICHELANGELO, AND THE GREAT WALL OF CHINA

### COMMONALITIES OF THE MASTERS

- Plans of actions were very complex \_\_\_\_\_
- Attention to \_\_\_\_\_ and \_\_\_\_\_ was enormous
- Teams were \_\_\_\_\_ - \_\_\_\_\_ for specific tasks

### ESSENTIALS IN TEAM BUILDING

- Sharing the \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### TRANSFER:

Qualities of a great leader...to become a great director

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**REALITY...**

**TOO MUCH WORK.  
NOT ENOUGH TIME...**

**Answer: Develop a Delegation of Delegation**

## **MAKE IT A WIN-WIN**

How many different “hats” do you wear on any given day?  
musician....teacher....counselor.....what else?

### **WHAT CAN VOLUNTEERS DO TO CREATE A WIN-WIN**

- The more time the director can spend \_\_\_\_\_ and \_\_\_\_\_ to music...  
the \_\_\_\_\_ our students will be.
  
- The more \_\_\_\_\_ the directors have to spend \_\_\_\_\_.  
the \_\_\_\_\_ **win!** The more the \_\_\_\_\_ gets  
to **teach-** the \_\_\_\_\_ **wins!**

Consider all the things that need to be done for a successful program  
and ask these questions:

- What do I, the band director, have to do verses what has to be done that does not require a music degree?
- What are the tasks that I am not very skilled in completing?
- What things do I procrastinate doing because I don't enjoy doing them?
- What are the most time consuming tasks that burn my time?

# How do we build an effective business team?

Tom Kelly, author of “The Art of Innovation”, categories eight personality types necessary to develop a high performing group of innovation.

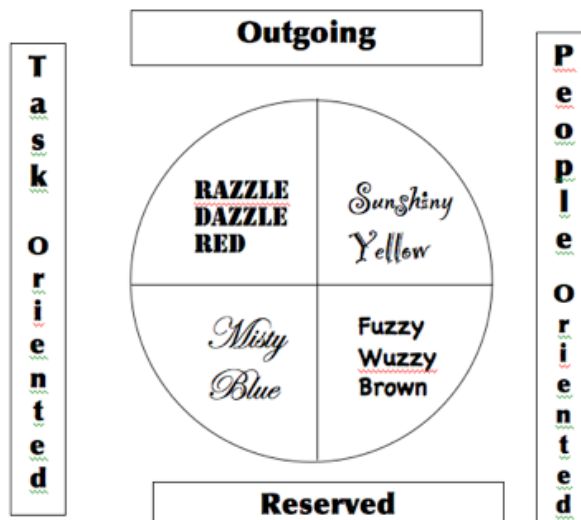
- The Visionary- the one who is most likely to figure out what’s next
- The Troubleshooter- clear thinking, quick actions and brainstorms well
- The Iconoclast- someone who challenges the status quo
- The Pulse Taker- people person, the heart of the group
- The Craftsman- model makers, machinists, and skilled craftsmen, and engineering
- The Technologist- geek with the deeper connections to troubleshoot
- The Entrepreneur- constantly experiments with new ideas and brainstorms, prototypes, and communicates innovations
- The Cross-Dresser- multitaskers, an engineer with an eye for design, etc.

# What is your favorite color?

RED BLUE YELLOW OR BROWN

- The world is colorized with four basic personality temperaments:

Color	Temperaments	Characteristics
<b>Razzle-Dazzle Red</b>	Dominant (15%)	Outgoing Task Oriented Takes Control Likes Change
<b>Sunshiny Yellow</b>	Influencer/ Inspirational (30%)	Outgoing Entertaining Talkative Loves People
<b>Fuzzy-Wuzzy Brown</b>	Steady (35%)	Reserved People Oriented Observer Calm/Quiet
<b>Misty Blue</b>	Conscientious (20%)	Reserved Task Oriented Likes Routines/schedule Compliant



## Each Project Team should include a minimum of the following:

**Project Manager:** \_\_\_\_\_

The team manager is responsible for the:  
Project plan development, implementation,  
and total goal completion.  
Enables and empowers others to reach  
and achieve goals.  
Keeps the vision and plan alive.  
Assists the Logistics Coordinator

**Project Promoter:** \_\_\_\_\_

Without a Marketing Director  
(project promoter) most businesses will fail.

The promoter is the person who focuses on getting the project vision out to the public, general community, and band community.

**Project Recruiter:** \_\_\_\_\_ **or**

\_\_\_\_\_

The recruiter is the one who enlists and assigns volunteers to the defined tasks established by the project plan.

**Project Logistics Coordinator:** \_\_\_\_\_

The project logistical coordinator is the person who manages the nuts and bolts to the success of the event. This is the person who is responsible for the event itself.

**Several Logistics Associates:** \_\_\_\_\_ **and**

\_\_\_\_\_

These people fill in the gaps and do the nuts and bolts work.

## Guidelines for Event Coordinators/Project Managers

The Coordinator should always:

- Maintain a close relationship with the supervising VP-Director.
- Show patience, consideration, and understanding in dealings with the students and parents of the band while maintaining appropriate standards of excellence.
- Assist the directors and staff in achieving the mission and vision of the ensemble.
- Review all documents and standard procedures as well as the event timelines established in the event notebooks. A meeting should occur between the chair and the appropriate booster VP-Director to outline and update any necessary procedures and timelines to the current event as planned for this school year.
- Manage and empower the committee for success. It is not the responsibility for the chairman to take on the "superhero" role and feel compelled to have to do everything. Strength comes from the small contributions of the many!
- Run efficient and effective committee meetings in order to provide the necessary planning and preparation while respecting the time of the volunteers.
- Coordinate all facets of your event based on the procedures event timelines provided or established with your Director or VP.
- Account for all expenditures related to your event. Be mindful of the approved budget allotments. It is required that all expenses be covered through either the budgeted allotment or the income generated by the event.
- Submit all receipts to the treasurer for reimbursement. The executive board in advance of the allocation or expense should approve all non-approved expenses.
- Utilize communications and marketing for your event. Per school policy, any document disseminated under title or letterhead of the band, school or booster club must have prior approval of the faculty director. If you wish for the materials to be dispersed to the students via the school, the directors must be notified one week in advance.

## Project Manager Action Items

Updated:			
Project:			
Manager:			
Action	Person Responsible	Date Due	Status

## [Your School] Band Fundraiser Submission Form

Fundraiser Item or Event: \_\_\_\_\_

Date of Request \_\_\_\_\_ Person making request: \_\_\_\_\_

Item title or name: \_\_\_\_\_

Item graphic description or photo

Item Cost/Price: \_\_\_\_\_

Fundraiser Price: \_\_\_\_\_

Profit \_\_\_\_\_

Quantity Minimum Order: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Insert digital photo or catalog

## EVENT PLANNING WORKSHEET

EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

FACILITY: \_\_\_\_\_

COORDINATOR: \_\_\_\_\_

### STAGE 1 (3-6 MONTHS BEFORE EVENT)

deadline date \_\_\_\_\_

- Reserve venue/facility
- Facility request form copied and submitted
- Field trip form if needed
- Schedule event with \_\_\_\_\_

### STAGE 2 (15- 60 DAYS BEFORE EVENT)

deadline date \_\_\_\_\_

- Send second invitations
- Confirm school facility
- Follow up with any administration needs or requests

### STAGE 3 (10-30 DAYS BEFORE EVENT)

deadline date \_\_\_\_\_

- Send final invitation press releases
- Post signage/ads
- Confirm media needs
- Finalize set-up info \_\_\_\_\_