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feed the kids (ftk) Procedures

March 1, 2022

Crimson Band Booster Club

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# Welcome to the feed the kids program

Thank you so much for volunteering your time! The Crimson Band Booster Club conducts a ‘Feed the Kids’ (FTK) program for the marching band. This program came about because Mr. Hicks does not allow the band members to leave the campus after school on the afternoons of the game. This is for 1) safety and 2) to rehearse the game show. This is a 2-hour volunteer opportunity, from 3:30-5:30 on afternoons of our Varsity football games. **Thank you so much for volunteering your time!** If you know of any band parents who would be interested in helping, please let us know and we will contact them.

It takes a about eight volunteers to run our program. There is a ‘Feed the Kids’ Team Leader who will coordinate this program with the help of the Food Committee Chair. Understanding that some people cannot always be there it is always a good thing to have extra volunteers.

Thank you for signing up for this committee. I believe you will find it a rewarding experience.

A flash drive containing all the information in this guide has been provided to the Team Leader

**CBBC President**

# What we do:

The Band Booster Club provides a protein, side dish, dessert and drink for the band members who are playing at the game. There will be an alternate dinner for those with allergies. Stacy Russell’s cooking class will be preparing dinners for some of the Away games.

Set up three (3) tables in front of the kitchen/washroom in the cafeteria and arrange plates, napkins, utensils, and food to serve. We serve them to move the line along faster.

Mix Gatorade (powder) in two 5-gallon coolers and fill one 5-gallon cooler with water. The coolers are stored in the concession stand.

Place coolers on the edge of the stage and pour cups of Gatorade and water so the kids can grab the drinks after going through the food line. The number of band members eating will vary between Home and Away games. We will have an approximate headcount for each game.

The band members will show up around 4:30. We will check them in with the band roster, so we know that each gets dinner and has come through the line. We will announce seconds after the band members have come through the line once.

Cleanup! There is a container stored in the concession stand pantry with cleaning supplies for the FTKs program.

An email will be sent to all team members prior to each game with details for that week.

# Volunteer Roster

The FTK Team Leader is responsible for maintaining a roster of team members. Below is a format we ask for so the team can effectively communicate with each other. A copy of this roster will be distributed to all team members

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Game Dates** | | | | | | | | | | **Contact Info** |
| Me | x | x | x | x | x | x | x | x |  |  | Email or phone |
| You |  | x |  | x | x | x |  |  | x | X | Email or phone |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

If you know of any band parents who would be interested in helping, please let us know and we will contact them.

Once the game schedule is published, simply check your calendars, and reply with the dates you can volunteer. If a conflict arises, just let us know.

# Annex 1 – necessary supplies

\*\* NOTE \*\* BEFORE FTK BEGINS!! GET MOST UPDATED ROSTER OF BAND MEMBERS FROM MILLER

Supplies for Feed the Kids.

* Cups, plates, napkins, utensils (lots leftover from this year in concessions…keep them at your home)
* Three 5-gallon coolers
* Powdered Gatorade (divide tall 76.5 oz canister between 2 coolers, 3rd cooler is for water)
* Ice for three 5-gallon coolers
* 3 drip mats (black and red) to position under 5-gallon coolers which are placed on “stage”
* Stir paddle
* Food for band (alternate food for allergy/vegetarian kids)
* Disposable gloves
* Serving spoons, tongs, etc… for food
* Marching band roster w/ assigned numbers. On 1st week of FTK, hang roster with assigned numbers on Miller’s glass office window for 2 weeks and bring duplicate to cafeteria with numbers highlighted. This helps the kids learn their assigned number.
* You will be adding new band members to the roster for 2-3 weeks. Add them to the end of the list.
* Cleaning supplies (paper towels, cleaning spray, trash bags, etc…)

**When you arrive:**

* Hide away extra trash cans so only three (3) cans are used. Usually there are five (5) trash cans total.
* Find custodian who will turn on cafeteria lights and unlock bathrooms.
* Unlock wash-room (or climb through opening, otherwise either Mr. Hicks or Mr. Miller has key.
* Pull out two (2) portable salad bars to place filled Gatorade cups onto.
* Arrange plates, napkins, utensils, and food across three (3) rectangular tables.

**AFTER DINNER:**

* Empty all trash cans after dinner and replace with new liners which should be in cafeteria
* Clean tables and replace where moved from.
* Wash 3 coolers. Dump ice, wash and dry insides then sanitize.
* Aluminum trays are not to be reused. For home games if any food remains turn it over to the band directors or you may bring it to the concession stand for the volunteers to eat. If it is an away game, either give to the band directors or throw away.
* Ensure the students clean up their mess.

# Annex 2 – Sample Weekly Email to Team Members

Hello Band Mom/Dad/Grandparent!!

I would like to start off by saying “Thank You” for volunteering for “Feed the Kids” tomorrow, Friday, September 17, from 3:30 to 5:30. The band is playing their first football game of the year!!!

Here are the details! We will be preparing to serve dinner to approximately ninety band members prior to the football game in Franklinton. The band members typically come in around 4:30 for dinner.

The dinner this week is Chicken/Pasta with a green salad, garlic knots and brownies.

This is what needs to be done:

* Set up three (3) tables in front of the kitchen/washroom in the cafeteria and arrange plates, napkins, utensils, and food to serve. We serve them to move the line along faster.
* Mix Gatorade (powder) in two 5-gallon coolers and fill one 5-gallon cooler with water. The coolers are stored in the concession stand. One tall canister of Gatorade powder can be divided between two of the coolers.
* Place the two coolers on the edge of the stage and pour cups of Gatorade so the kids can grab the drinks after going through the food line. There are two carts in the cafeteria that we use to put drinks on so the kids can grab their drink after going through the food line.
* Leave the 5-gallon cooler of water on the stage with cups. The kids will help themselves to water.
* We will use only three of the large trash cans and will “hide” the others in the back! After they finish, the drum majors typically take the trash out to the dumpster, and we replace the liners.
* Cleanup! There is a container stored in the concession stand pantry with cleaning supplies for the FTKs program.
* Toss out any remaining ice in the coolers. There is a drain just outside the side door near the restrooms.
* Put the tops back on the aluminum service trays that still have food and I will give them to the band directors to do with as they see fit. All used trays will be disposed of.

The band members will show up around 4:30. I will check them in with the band roster, so we know that each gets dinner and has come through the line. We will announce seconds after the band members have come through the line once.

Just a side note: Mr. Hicks and the drum majors require the band members to say thank you to the volunteer parents! Interacting with the band kids has always been fun for me and I enjoy seeing my son before the game. They will be excited for our first football game!!

\*\*IMPORTANT NOTE!! There is a chance of rain tomorrow. Even if it rains, we will still feed the kids!! Feed the Kids will not be cancelled.

Thanks again and see you Friday!!

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name)

# ANnex 3 – memorize your number

MEMORIZE your assigned number and give it to the Band Parent when checking in for dinners.

# Annex 4 – Script to ask for donations

1. Ask for store manager or store owner:
2. “Hi, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am part of the Booster Club for the

(name)

1. Fontainebleau High School Marching Band. We are a non-profit club, and I am in charge of feeding the band members before each football game.”
2. “Do you ever make donations to non-profits in the community?”
3. “Are you in a financial position to make a food donation?”

# ANnex 5 – Sample thank you note for donations

September 21, 2021

Jen Villarreal, Store Manager

JD Lough, General Manager

Domino’s Pizza

3845 LA-22, Suite 3

Mandeville, LA 70471

Dear Jen,

The Fontainebleau High School Crimson Band appreciates your generous donation of 20 large pizzas for our Band’s dinner before the football game on September 23rd. Your contribution will allow the Booster Club to get closer to its goal of purchasing new instruments that our musicians need. Because the Crimson Band has experienced financial hardships over the past 18 months due to our inability to both perform at Mardi Gras and participate in fundraising events at the Superdome and JazzFest, your donation is vitally important.

Our Band is a 501(c)(3) non-profit organization, making your donation tax deductible. You will find our W-9 form attached for your reference. We will gratefully recognize your donation both at the high school and on social media.

Thank you again for your donation and your community support.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name)

Crimson Band Booster Club

\*\* NOTE \*\* The CBBC can provide band letterhead for this requirement.