

February 25th, 2010



To: LGHS Band Boosters
From: Band Booster Board

Subject: Italy Trip--Required Personnel

The purpose of this memo is to document the trip personnel required for the planning and execution of the LGHS Band, Orchestra and Color Guard's trip to Italy in April of 2010.

Background: there are over 70 students, from a total of approximately 125 people, going on the LGHS Band, Color Guard and Orchestra trip to Italy in April 2010. There are several parents who have volunteered to act as chaperones, and in addition, we have a staff of 4 individuals whose presence is required for the successful planning and execution of this trip. We have two individuals focused on the musical and performance aspects of the trip, and two individuals focused on trip logistics. All four will share responsibility for monitoring student behavior on the trip.

Trip personnel and responsibilities

Joey Fortino: Band Director

Teacher, LGSUHS Representative, California Teaching Credential. Music director, program selection, pre-rehearsals, conducting, student comportment.

Carolyn Simon: Orchestra Director, RJF; K-5 Music Teacher

Warm up and Direct Orchestra, supplement string ensemble performances, support band director where needed, student comportment, California Teaching Credential.

Carolyn Dufort: Trip Chair, K-5 Music Teacher

Liaison with Tour Coordinators, Trip logistics before and during trip, Student supervision as required during trip, support band director where needed, California Teaching Credential.

Lori Ingle: Trip Treasurer, Passport Control

Liaison with Participant Families, Trip finance, passport administration, and participant records before and during trip, Liaison with participant families, Student supervision as required during trip.

Notes on Selection of Required Personnel

Trip committee selection is, as the rest of trip planning, an informal process. The nominating committee is charged with finding a trip chair two years before the trip date to initiate the bidding process and start the trip planning process. Here are some notes on the personnel we have accompanying the trip.

Joey Fortino, Director of Instrumental Music: Joey is the director of the band and orchestra.

Carolyn Simon, Assistant to the Director (Strings): Carolyn Simon is the orchestral director at Fisher Middle School and at the Los Gatos elementary schools. She was asked to join the trip to provide additional musical support for performances, particularly of the orchestra and any string ensembles.

Carolyn Dufort, Trip Chair: Our Austria trip was planned by 2 people who had participated on the previous trip to Ireland. As Booster President, I was an ex-Officio member of the Austria Trip planning committee in 2004-2006. There are 3 parents (Adrienne Jardetzky, Lori Ingle, and I) who went on the Austria trip and are still involved with the band. Per usual, there was no "stampede" of volunteers clamoring to be the Italy Trip Chair, so I decided that I would be the one to initiate the bidding process, which was easy because I had been receiving tour brochures and emails for the past 4 years. I appointed myself as trip chair because no one else had volunteered and I was uniquely qualified to do the job because of what I had learned during the Austria trip process, because I had planned and chaperoned the 2008 Heritage Festival Trip to Disneyland, and because I had been in charge of all band travel logistics since 2004. I also have toured Rome, Florence, and Venice previously and am familiar with the popular historical sights of those towns.

Lori Ingle, Trip Treasurer: Carolyn Dufort recruited Lori in May 2008 to be the Trip Treasurer. Lori has been our Band Camp Food Team Chair, Competition Food Team Chair, and Crab Fest Food Chair since 2006--so we have worked together extensively. Lori's job later grew to involve collecting passports, creating and managing a detailed spreadsheet of our participants, and sending out a multitude of email invoices and due date reminders. Lori went on the Austria trip and she possesses the extreme thoroughness and attention to detail to handle the collection of over \$280K and make prompt progress payments to KI Concerts. Lori has also traveled extensively.

Trip Chair and Treasurer summary of relevant experience

Carolyn/Mike's Chairmanships for 2008-2009 include:

- Band Camp Forms and Registration
- Band Camp Chair (by default)
- Band Camp Sleepover Chair
- Band Camp Leadership Camp Chair
- Uniform Committee Trainer (by default)
- "Claws for a Cause" Chair
- Tree Pick Up Chair
- Candy Sales Delivery and Deposits
- CFO-Reimbursement Request Chair
- Facilities Chair

Trailer and GEM Car Maintenance
Band Room Trophy Shelf Construction
Competition Logistics
Bus ordering
Field Show Entry Forms
WBA Finals lodging for band, bus drivers, and director
Trailer Towing 2007-2009

Previous Chairmanships also include:

Disneyland Trip Chair 2008
Booster President 2005-2009, Acting President 2004-2005
Garage Sale (2005, 2006, 2007, 2008)
Crab Fest (2005, 2006, 2007, 2008, 2009)
Crab Fest Solicitation/Auction Chair (2005, 2006, 2007, 2008, 2009)
Volunteer Coordinator (2004, 2005, 2006, 2007, 2008)
Potato Sales Chair (2004)
Concert Programs
Orienting new band directors
Locating and recommending Field Show Staff
Trolley Caroling Chair (2004, 2005)
"Sound of Music Goes WILD" creator 2005 (fundraiser for Austria Trip)

Lori and Bruce's Chairmanships include:

Band Camp Food Team Chair (2006, 2007, 2008, 2009)
Competition Food Team Chair (2006, 2007, 2008, 2009)
Crab Fest Food Team Chair (2007, 2008, 2009)
Trailer Maintenance
Band Room Trophy Shelf Construction