

Leesville Road High School Bands Club



Sign-up and Worker Assignment Policies for Fundraising Events at Walnut Creek and RBC Center

Revised: April 2005

The following criteria have been developed to establish a process for sign-ups and worker assignments for fund-raising events at Walnut Creek and the RBC Center. The goals of the process are to:

- Ensure that the worker assignments at Walnut Creek and RBC events are as equitable as possible for all students and their families.
 - Prevent the assignment process from becoming overly complex and burdensome for the coordinators who manage these programs for the benefit of all band families.
1. All announcements of fund-raising events at Walnut Creek and the RBC Center will be made through the official bands club email lists (symphonic and concert band lists). Bands club members should take care to ensure that message filters, anti-spam software, or other email client settings do not affect reception of messages coming from the bands club lists.
 2. Bands club members who do not have email accounts should contact the Walnut Creek or RBC coordinators periodically via phone or at bands club meetings to learn of upcoming events. Walnut Creek and RBC coordinators are only responsible for announcing upcoming events through the bands club's official email lists.
 3. In order to give all potential workers a chance to make plans and respond to announcements of upcoming events, Walnut Creek and RBC coordinators will make every effort to announce events well in advance. Workers should note, however, that advance notice may not always be possible and that events – especially at the RBC Center – often come up at the last minute. In those cases worker assignments will have to be made on short notice, so workers should pay attention to email announcements and make work requests in a timely manner.
 4. Coordinators may also announce a series of events in advance with a sign-up period or deadline. For example, all the events for a given month at Walnut Creek may be included in one announcement, and that announcement may have a deadline for sign-up that applies to all the events in that announcement. Again, this may not always be possible, and some events will come up at the last minute.
 5. Once they learn of upcoming events, workers should contact the Walnut Creek or RBC chair via email or telephone to request assignment to events they wish to work. Note: contacting the Walnut Creek or RBC coordinator only establishes a *request* to work at a given event, not a guaranteed assignment.

6. Walnut Creek and RBC coordinators will make worker assignments based on staffing needs (need for trained show captains, required ALE training, need for experienced workers, etc), equitable distribution of assignments, and other factors that ensure a high level of service to our RBC and Walnut Creek clients.
7. Occasionally, Walnut Creek or RBC Center may make changes to their events or shows that affect our worker assignments: projected attendance at an event may change, concession stands may be taken out of service, etc.. In those cases, Walnut Creek and RBC coordinators may have to reduce the number of worker assignments or make other adjustments.
8. When responding to a multi-event announcement, workers may request assignment to several events at one time. When requesting several events, workers should list the events in order of priority with the most desired events at the top of the list. Walnut Creek and RBC coordinators will try to assign workers to the events ranked higher in priority, but assignment to higher priority events cannot be guaranteed.
9. Event requests may contain the names of more than one worker (for example, both parents – or both parents and a student – may request to work at a given event) but all workers for one student or one family should be included in one single request. Depending on demand for the event, staffing requirements, and other factors, coordinators may not be able to assign all workers in the request to the event.
10. After receiving event requests from workers, the Walnut Creek or RBC coordinator will finalize assignments and inform workers of the assignments as soon as possible. It is assumed that workers will accept an assignment to every event they have requested, even though they may not be assigned to all events they requested. Workers should not request multiple events if they cannot work at all the events requested.
11. If a worker cannot work at an assigned event for any reason, the worker should notify the Walnut Creek or RBC coordinator immediately. The worker should not immediately try to find a replacement for the missed assignment. The coordinator will have sole discretion of assigning a replacement worker for the missed event, for example from a waiting list that the coordinator may be maintaining for that event. If coordinators have no replacement options for a missed assignment, they may ask the worker to help in finding a replacement. But the worker should always contact the coordinator first before looking for a replacement.