

How To Be a VPS(P)



Congratulations on becoming your Chapter's VPS(P)! This is an exciting and important position to have within a chapter. Doing service for the band and community are vital aspects of Tau Beta Sigma, making this position one of the key components in having a successful Chapter. In this packet, you will find several topics that will help guide you through your time in office.

Getting Started	2
Questions to Ask Yourself	3
Self Reflection	4
SWOTiT Table	5
Service Identity	6
List of Service Ideas	7
Recording	9
Service Record Sheet	10
Timeline	11
How to Efficiently Plan Service	13
Contact	15

Getting Started

The main duties of a Chapter VPS(P) are to plan and execute service projects within the Chapter, and promote District and National Programs. More specifically, you may be responsible for things such as contacting organizations to do service, meeting with your Student Affairs office to rent spaces or materials for events, organizing and planning an event from start to finish, and much more. If you have a Brother Chapter, you may also find yourself working closely with their executive board to accomplish joint-service projects. There are many responsibilities that come along with planning service, but you will find that it is extremely rewarding.

Within the executive board, the VPS(P), and other board members, should make themselves available to assist each other. You may find yourself doing tasks from the President, or assisting the Treasurer with something. While we have specific titles, teamwork is key to having a successful executive board. Allowing others to help you, as well as helping your other Sisters, will make for a more successful year.

It should also be the VPS(P)'s goal not only to plan the service and projects but to have fellow Sisters understand what makes that service important, and how it relates to Tau Beta Sigma. It is not enough to just do good deeds if you do not understand why you are doing them. This office allows us to be in a position to instill a sense of service within our members that can become a lifelong gift.

On the next page, you will find some questions you should ask yourself at the start of your time in office. Clearly defining your goals at the start of the year can be the difference between a good year and a great year.

Questions to ask yourself

Upon becoming a Vice President of Service or of Special Projects, it is important to ask yourself some key questions to help shape your time in the position. The questions below will help you discern some important information, such as personal strengths and weaknesses as well as your chapter's strengths and weaknesses.

Why do you want to be a Vice President of Service?

This question is key to building your time in this position. People may have many reasons why they choose a certain position. Is it because you love service? You enjoy event planning? Are you looking to advance into a higher position in the future? Be honest with yourself about why you chose the VPS(P) position. Use this information to understand your interest and goals for this position.

What are your personal goals?

Now is the time to think about any goals you may have for your time in the position. For example, write down any service projects that you are passionate about or would like to see your chapter complete in the coming year. Being on the executive board is also a great opportunity to develop any skills you may have been looking to work on - such as interpersonal skills, computer skills, and more. Write all of your personal goals down so you can work them into your time as VPS(P).

What are your chapter's goals?

In order to best serve your chapter, you must understand what your chapter needs and wants. Before the beginning of the year, meet with the chapter and the new executive board and ask what goals they have for the service aspect of your chapter. Are they interested in doing more music-based service? Are you looking for new ways to help the music department? Do you want more service projects that are quick? Are you looking for a large service project to complete? Ask all these kinds of question to get a deeper sense of what your chapter is looking to do this year.

What strengths do you have?

Anybody is capable of any position, if they find the right way to use their strengths. For example if you are good at event planning, you may do well planning large all-day service projects. If you have seemingly endless ideas, maybe it's better to do many smaller projects. If you have a connection to another organization such as the Girl Scouts or a school, use those connections to your advantage and plan some service events with them.

When thinking about your strengths, also take the time to think about your weaknesses as well as your chapter's weaknesses. If you are very good at following through on plans, but your chapter is not, this is a great opportunity to use your position to better your entire chapter. Alternatively, if you find that your chapter really needs you to have a particular quality, use the opportunity to better yourself and your chapter at the same time.

Below is are two tables designed to help you figure out your strengths, weaknesses, etc. Feel free to share this with other executive board members, as well as general members. It can be a useful tool to help improve your leadership skills and become a cohesive and effective board member.

SELF REFLECTION

NAME: _____ POSITION: _____ DATE: _____

Take time to reflect on different aspects of your life – personal, school, band, and TBS.

	WHAT I LIKE TO DO	FAVORITE PROJECT (I DEVELOPED)	WHAT I'M GOOD AT	SOMETHING I'D LIKE TO IMPROVE UPON
Individual				
School				
Band				
TBS Chapter				
Now summarize each column. Are there commonalities or themes?				
Summary				

Your Chapter's Service Identity

Each chapter generally has some sort of service event that defines them. For example, Marist College's band director is heavily involved with veterans and soldiers. This influences Iota Alpha to frequently do veteran and military related service, such as writing cards or performing military songs in honor of fallen soldiers. Figuring out your service identity can help you to plan more events that fall into your chapter's interests. If you are ever at a lack of projects, finding this service identity can help you to quickly identify some projects that you know will be a hit with the chapter.

What is your chapter's service niche?

Do you have a lot of elementary schools that you work with? Do you tend to do a lot of performances as service, such as at nursing homes or for children? Do you mostly do service for your own band and music department?

Figure out what kind of service your chapter tends to lean towards, and follow it. Or change it if your chapter is unhappy with the direction it is going. One of the key steps to planning service is to figure out *who* you are planning to serve. While it is important to help a wide variety of people, finding this niche can help give your chapter a sense of identity rather than just doing service because you have to.

Joint Service

While the ideals of Tau Beta Sigma and Kappa Kappa Psi are not identical, we each share the focus of providing service to bands. Promoting Joint Service is an excellent way to provide even better service to your bands, which cooperating with your brother chapter. Combining KKY and TBS efforts for projects can help get much larger projects done as well as help to get them done quicker if need be.

If you don't feel that you have a service niche, not to worry! It may not always be obvious at first, but there is undoubtedly some special service projects that your chapter loves. Brainstorm similar projects and see where it takes you.

It is important to remember, however, that we should not be having tunnel-vision when it comes to service. It is great to have a niche or certain projects we love and do annually. However, branching out to do a variety of service projects is important and should always be considered when planning service events. Branching out can give us new connections, ideas, and help people in a way that you may not have before.

On the next page, you will find a list of service ideas. Take time to look through them and considering trying some new projects for the upcoming year.

List of Service Ideas

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| <ul style="list-style-type: none"> ● Distribute water bottles at band camp ● Piano Extravaganza <ul style="list-style-type: none"> ○ Young kids come and play piano and compete for fun, and the performances are scored by sisters ● Welcome Days for Auditions <ul style="list-style-type: none"> ○ Direct auditioning students where to go and maybe provide food and drink ● Re-paint music stands ● Clean up trash around the music department ● Free Yoga Class <ul style="list-style-type: none"> ○ Help de-stress your sisters, brothers, and band with a free yoga class if you have a brother or sister who is certified to teach yoga. ● Halloween Bash <ul style="list-style-type: none"> ○ Plan a Halloween Party for your band with games, a costume contest, and themed treats. ● Band Camp Check-ins <ul style="list-style-type: none"> ○ Brothers and Sisters hold a cookout for new and returning band members the night before band begins ● Operation Hydration <ul style="list-style-type: none"> ○ Provide water for the band from band camp all the way until the season is over by providing coolers at all practices ● Freshman Survival Kit <ul style="list-style-type: none"> ○ Hand out at band camp. Includes a binder, pencil, white t-shirt for practice, gatorade, granola bar. (Could also be used as a fundraiser by selling these kits before bandcamp). ● Care Packages for Troops <ul style="list-style-type: none"> ○ Collect care packages and letters for the troops and then send them out. This can be a campus-wide event. ● Empowering Women in Band (EWIB) <ul style="list-style-type: none"> ○ All-year program. Help women grow through hosting outings, forums, and | <ul style="list-style-type: none"> ● Post inspirational posters around the music department, if you can post fliers ● Penny Wars <ul style="list-style-type: none"> ○ Host a pennywars, between sections. At the end, the winning section chooses what charity all of the collected money will be donated to. ● Spirit Box <ul style="list-style-type: none"> ○ Provide a box for the whole band at sporting events. Inside, it has things like necklaces, face paint, boas, etc. to make sports games fun. ● Workshops for high schoolers <ul style="list-style-type: none"> ○ Host workshops at your school or at your high school to help budding marching band players work on their skills such as playing, marching, and other topics. ● Explosion Day <ul style="list-style-type: none"> ○ Host a day for high school students to come to the college and learn music, participate in games and workshops, etc. ● Tau Spa <ul style="list-style-type: none"> ○ Hold a spa day with manicure station and facials, and just relax. ● Visit a home for children with disabilities <ul style="list-style-type: none"> ○ Bring music, play games, or share a meal with the disabled children in your local community. Many studies show that music is therapeutic for those with developmental disabilities. ● Ronald McDonald House ● Holding a reception after a concert ● Play with a high school band at their football game ● Hold an event and use a non-perishable good as an “admission price” ● Host an Ice Cream social ● At band camp, give out freeze-pops to all your band members as a treat for their hard work. ● Offer shoe-shining before performances ● Participate in Relay for Life |
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<p>activities that empower women, specifically in band and music.</p> <ul style="list-style-type: none"> ● Fitting band members for their uniforms. ● Emergency Response Team (ERT) <ul style="list-style-type: none"> ○ Task force created to help band director with any last minute needs, and check-in regularly with your DoB ● Host an instrument cleaning session, or workshop to teach band members proper instrument care ● Hold a Senior Cook-Out for graduating senior band members at the end of the year ● Collect and redistribute old instruments to other bands in your area who may be in need of instruments ● Breakdown after sports events <ul style="list-style-type: none"> ○ This includes any moveable bleachers, picking up trash, moving the podium, etc. ● Painting the field before practice ● Instrument Petting Zoo <ul style="list-style-type: none"> ○ Hold an even that allow children to try playing your instrument. This may help spark an interest in music for some kids who may not otherwise have an opportunity to try playing an instrument. (Don't forget the alcohol wipes.) ● Manage Uniforms ● Provide a First Aid Kit to all practices and outings ● Banquet ● Freshman move-in <ul style="list-style-type: none"> ○ Help the incoming freshman move-in before band. Even if your school does this already using other student workers, offer to move in all the band kids with yourself. This is a great joint service opportunity. 	<ul style="list-style-type: none"> ● Set up spaces for your band's performances ● Play music in a Nursing Home for the residents <ul style="list-style-type: none"> ○ Choose music that fits the time of year, or maybe try some music from an older era. ● Write letters to Soldiers and send them overseas for Thanksgiving or Veteran's Day. ● Have a "Music Day" at the local library <ul style="list-style-type: none"> ○ Include worksheets to teach children how to read music, make maracas using toilet paper rolls and beans, and teach about the different instruments ● Usher for your local schools band concerts ● Put pencils in your band folders for all your band members ● Collect box tops and bottle tabs to donate to help your local schools ● Provide face-painting for your fellow band members at sports events to help boost morale and have some fun ● Field Day <ul style="list-style-type: none"> ○ Have this fun chance for bonding with TBS, KKY, and/or your whole band by offering flag football, water balloon volleyball, tug of war, and other games that give us a chance to unwind. ● Maintain flipbooks <ul style="list-style-type: none"> ○ Offer a flipbook maintenance day where band members can come and have their flip books fixed by sisters for no cost.
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These ideas were taken from my personal experience, as well as the submissions of Chapter's within the Northeast District. Thank you to everyone who contributed to this list.

Recording

Just as we record meeting minutes, it is important to record service projects completed throughout the year. Recording your service projects with short description, can make planning much easier in the future. Any service project you complete should be recorded, even if it is as simple as setting up the band room before practice. Below is an example spreadsheet you can use to record your service projects. For recurring events, just leave the date blank or write something like “ongoing.”

Title	Description	Date	Contacts
Nursing Home Performance	Sisters playing holiday music for 45 minutes for a local nursing home during their activity hour.	December 10th, 2015	Judy, Activities Director (123) - 456 - 7890
Music Day	The chapter invited local children to come to campus and learn about music through worksheets, crafts, and more. Worksheets and craft instructions should be included as an attachment.	October 17th, 2015	Mark, Band Director at local school (987) - 654 - 321 markband@gmail.com
Flip Books	Sisters fill flip books in the beginning of the year, help maintain them throughout the year if needed, and collect them when the season is over.	Ongoing	None

It is very important to keep contact information of anyone who helped in planning the event. Recording this information can help making it easier to plan events with these people or organizations again in the future, as well as open other doors. For example, you may chose to make one of these people an honorary or invite them to future events.

In addition, you may want to take note of any materials needed, things that went well or things that did not go well. This can help you improve upon your service as well as make future planning easier. On the next page, you can find a sheet (made by Erin Kreeger, 2015-2016 Northeast District Historian) that you may use to record your service.

Service Record Sheet

Name of Service Project:

Date and Semester of Service Project:

Description:

Name, class, and contact information of the person who planned the event:

Did this project.....

Need Materials?

Further Sorority Ideals?

Complete National Programs?

Complete District Programs?

What went well?

What could be changed next time?

VPSP Timeline

Below is a suggested timeline to help you keep yourself and your chapter's service goals in check. Your Chapter should aim for at least one service project every month that your school is in session. It is never a bad idea to think about service for the next semester, as some projects may take many months to set up.

August/September

- Meet with your executive board to find out their thoughts on service for the year
- Give at least 4 service ideas to get you started.
- Plan tentative dates for those service events based off your academic calendar and band calendar.
- Have your first full-chapter meeting, and ask everybody what kind of service they would like to you
 - This may even be done via survey or facebook post before band camp starts!
- Give your suggestions, and see how the chapter responds. Remove or add events accordingly.
- Meet with your Director of Bands to see if there is any projects they may have.
- Do at least 1 service event by the end of September to get the year started off.

October

- Revisit your chapter and executive board to see if they have come up with any new ideas for service.
- Do at least one service event.
- Check in on National and District Programs and see if there is any way for you to participate, if you haven't already.
 - National and District Programs are great ways to get involved: you may even use some of the Program Guide Books provided on the National Website.

[Women in Music Program Guide](#)

[Crescendo Program Guide](#)

November/December

- Check to make sure that your service recording is neat and easy to understand. Your President will need this to complete the Fall Activity Report, due December 1st.
- Revisit your chapter and executive board to see if they have come up with any new ideas for service.
- If you have a Fall Concert around this time, check in with your Band Director to see if there is any way you can help.
- Finish off the semester with something fun!

January/February

- Over your Winter Break, begin thinking about service events for the spring.
- Again, talk to your DoB, Chapter, and executive board. Plan early!
- If you are a graduating senior, or not interested in continuing the position the following year, you may want to start seeing who is interested in the VPSP position for the next election.
- Attend Precincts

- Central Precinct (University of Pittsburgh, January 28)
- Northern Precinct (Boston University, February 4)
- Southern Precinct (George Mason University, February 25)

March

- Attend District Convention!
- Depending on your Chapter's schedule, March may be a month to take it easy on service. Many Chapters have District Convention, Spring Break, and Elections.
- Consider doing smaller or quicker projects, such as writing letters to soldiers or put new pencils in band members' music folders for the upcoming concert - something that can be done quickly, perhaps even during a weekly meeting, yet is still worthwhile.

How to Efficiently Plan Service

Many great projects and service events fall through because they were not well planned out. Below are some steps to ensuring that your service events are well thought out and well planned.

1) Consult your chapter and executive board

- a) Ask what their interests are.
- b) Keep in mind: service for the music department, local community, larger community, music in general.
- c) Consider the NED and National programs when planning your service as well. They are a great resource for service ideas.

2) Choose the date and time you would like to do the service event.

- a) This ensures that we will actually have members at the service event we are planning.
- b) It is a good idea to always have a calendar of chapter events during your regular meetings for this meeting.
- c) It may also be good to pick a few back-up times/days. You can do this by using Facebook polls if your chapter has a private page, or websites such as When2Meet.com.

3) After pinpointing the idea, plan the concept.

- a) Decide the details of exactly what will happen at the event.
 - i) This helps us to make sure we have fully thought through the process of the event before reaching out to any other involved groups or people.
 - ii) When we call to plan events, people often want the details up-front before agreeing to anything.
 - iii) This also helps us to think of all the possible materials or funds we might need.
- b) For example, if you are making goodie bags for your band before they go on a trip, plan exactly what will be in the bags and how you plan to pay for it before just going out and buying supplies.
- c) This should typically fall on the executive board as a whole, particularly keeping your treasurer involved in any expenses that may arise.

4) Reach out to any appropriate parties.

- a) Do not reach out to anyone else (schools, groups, college activities office, etc) until after you have completed the above steps.
- b) Present the service idea, and be open to their suggestions.
- c) Present the time and adjust according to their availability.
- d) Ask what materials they need to provide, if applicable.

5) Confirm the project with your chapter and anyone else involved

- a) Do this about 1 week before the event is scheduled to happen.
- b) Do it again 2 or 3 days before.
- c) This is to prevent any changes or cancellations from occurring without your knowledge or realization.

Example: The VPS asks for service ideas at a meeting, and members express interest in participating in Crescendo with the local Girl Scout troop. We look through our schedule, and find 3 days that work best for the chapter. At the next executive board meeting, the board decides exactly what activities will be done, what supplies will be used, and any other details depending on the event. We decide to do a worksheet on rhythm, a worksheet on note values, teach our Fight Song, and a station to make maracas with beans. Before we find these supplies, we call the troop leader and ask if they are interested in having us. Good news! - They want us to come. We explain our ideas for the event and they like it, no changes needed. They meet on Wednesdays, so we use one of the dates suggested by the chapter. We leave our contact information. After speaking with them, we go to the store and get the necessary supplies with our designated funds. One week before it is scheduled to happen, we reach out to confirm. They say everything is good-to-go, and we have a great service event.

Example: The chapter decides to play at a nursing home. The VPSP reaches out to a local nursing home that they have a connection to, and plans to go for an afternoon that is currently open on the calendar. At the next general meeting, the VPSP tells the chapter. However, the band director has planned an event for the same day. This is a problem because the VPSP did not consult the rest of the executive board and therefore was unaware of the band event, and they already reached out to the nursing home. Now, they must tell the nursing home that they are unable to come, which could make it less likely for the nursing home to be interested in having them return.

Alternate problem: The same VPSP plans the nursing home event, following steps 1 & 2. They ask the chapter and board when is best, book the event early in advance, and everyone seems to be excited. They follow up 1 week before the event, and everything is set to go. They plan a quick rehearsal for two days before. At the rehearsal, the group realizes that they do not have enough songs to play and are scrambling to find more music to make copies of. This VPSP neglected to follow step 3. In this case, step 3 would be to figure out exactly what songs are being played, and making sure there are enough copies for everyone. If they had figured it out well in advance, they would not be in a rush to find music or make copies, and spending time on something that could've been figured out a while ago.

I hope that this packet has given you some useful tips and ideas for your time in the VPS(P) position. Feel free to contact me at nedvpsp@tbsigma.org for any questions about this packet, service ideas that you would like to add to the list, or for any other questions. Again, congratulations on being selected for this amazing position!

MLITB,
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Northeast District Vice President of Special Projects 2016-2017