

# **Pride of Herndon Band**

## **Tag Day – Area Chair FAQs**

**Q: What is Tag Day?**

**A:** Tag Day is one of the HHS Band's biggest fundraisers of the year. Students knock on doors of homes in our community to ask for donations to support the band.

**Q: Why is it called Tag Day?**

**A:** Tag Day is named for the small cards, called tags, that students hand-out when asking for donations. Each tag includes a Herndon Band Concert Schedule and features our school colors.

**Q: What is an Area Chair?**

**A:** To make the process of canvassing for donations more manageable, students are divided into groups of about 20 that use a host's house as their base for the day. Area Chairs are hosts, but as important, with the help of a co-chair and other volunteers, they coordinate the activities of their group of students.

**Q: What are the Responsibilities of an Area Chair?**

**A:** Area Chairs have 5 main responsibilities:

- 1) Assure Student Participation in Tag Day,
- 2) Coordinate Fundraising Activities,
- 3) Assure the Safety of Participants,
- 4) Provide Hospitality for Participants, and
- 5) Count and Reconcile Donations.

The Band Parents Association provides support and assistance to help make the job of area chairs easier.

**Q: Specifically, What Tasks Need to be Done?**

**A:** You have received a Tag Day Planner that provides a timeline and specific tasks. Note that you have lots of flexibility in determining how to plan for students you host/coordinate. If you have any questions, or need help, please don't hesitate to let the Band's Tag Day Coordinator(s) know.

**Q: Are there Materials I Can Use to Help Plan?**

**A:** There are lots of materials, agendas, checklists, flyers, tags, sign-in sheets, and maps. You are not required to use them, but we believe they will make your job easier. You will receive a red folder of planning materials and a box of canvassing materials. Additional copies of some materials are online: Visit <http://herndonband.org>, click on the Fundraising tab, go to Tag Day Maps and Forms, and use the password hhsbandpride.

**Q: Must I Follow a Particular Schedule of Activities on Tag Day?**

**A:** We have prepared a sample schedule to help you plan. In your red folder is a document labeled *Tag Day Agenda and Checklist*. Use it as a general reference or as a checklist.

**Q: How Do I Plan Routes and Maps?**

**A:** Our goal is to have visited every street and neighborhood in the Herndon High School Area. You have received a map that identifies all the streets in your area. You can assure your teams cover the territory by dividing your map into sections and methodically assigning teams to canvass particular parts of the map. As

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sections of the map are completed, you can color them in. It will be easier for teams if they have a map in-hand of the section in which they are canvassing, so useful to provide maps that highlight each individual segment. Additional copies of your area map is online: <http://herndonband.org> (Fundraising tab) using the password hhsbandpride.

**Q: What If We Finish Canvassing Early, Or Have Trouble Covering All Areas?**

**A:** Track your area's progress over the course of the day, and check-in with the Tag Day Coordinator if you think you will finish early, or need help covering the territory. We can shift teams to other areas, if needed, in the afternoon.

**Q: What Materials Do Tag Day Participants Need?**

**A:** We have prepared an envelope of materials for each Tag Day Participant. Each envelope includes a supply of Tags, Flyers and Reply Envelopes. If anyone runs out of materials, have others share. If you are running low on materials, let Area Coordinator know as soon as possible.

**Q: What Food and Refreshments Are Needed?**

**A:** You should plan to serve breakfast and lunch, and have snacks on-hand for the students. Normally, students are asked to contribute about \$10 to cover the costs. As an alternative, you might want to organize a pot-luck (or ask another volunteer to help). Bottled water is good to have on-hand, especially if hot outside. Nevertheless, there are no particular rules about how to handle food and refreshments.

**Q: How Do We Account for Contributions Collected?**

**A:** When students return from canvassing, count the donations they receive with them, and record in the log provided. We will schedule appointments on Sunday to double-check counts and turn-in contributions to the band treasurer.

**Q: Who should I contact with questions about Tag Day?**

**A:** You can contact your Tag Day Coordinator by email: [tagday@herndonband.org](mailto:tagday@herndonband.org).