

Carlynton Jr./Sr. High School



Marching Band Handbook

2017-2018

Skills acquired by participation in the Carlynton Band Program

Excellence: Band teaches students to pay close attention to details and work hard to achieve success. Support from family and community encourages students to maximize their potential.

Self Expression: Your child learns how to express ideas and emotions through performing in marching and concert events.

Time Management: The commitment of Band membership forces students to learn how to balance academics and activities. Frequently, Band membership has increased student achievement, as they learn valuable time management skills.

Leadership: There are numerous levels of student leadership positions within the Band, from student officers to section leaders and drum majors.

Interpersonal Skills: The group dynamic of a high school band is very complex, as you might imagine. The Carlynton Band is proud of its diversity and the ability of its members to work together toward a group goal.

Responsibility: As a member of the Carlynton Band, your child has to be on time, account for his or her actions and keep up with equipment and uniform parts. Students become responsible because they realize that the group's success depends on their own exercise of personal responsibilities.

In addition to the skills acquired through participation in the band program, the band program will also strive to:

1. Provide any interested student with opportunities for fun, musical knowledge, and musical fellowship through participation in band.
2. Provide for the mental, physical, social and emotional development of students.
3. Instill pride and discipline in each student.
4. Provide each student with solo and group endeavors to achieve personal goals and satisfaction.
5. Provide basic psychological needs such as recognition, belonging, self-respect, and a feeling of achievement.

Attendance Policies for Marching Band

General Rule: If the school will excuse it, the band will excuse it.

1. In order for you to be a top musical organization in this area, it is imperative that our rehearsal time is maximized. Your commitment to the success of the band will be directly reflected by your attendance and preparation for each and every Scheduled Band Activity (SBA). SBA's are defined as any scheduled activity on the current band calendar. This includes rehearsals and performances. SBA's, whether during or after

school, or in camp, are the means by which students learn, and by their very nature cannot be reproduced or made-up. Every effort will be made to give at least two weeks written notification of any changes. The updated calendar is available at www.carlyntonband.org. The attendance policy will go into effect upon the first day of the first week of band camp and will remain in effect for the entire year. You will succeed or fail as a group, not as individuals. Therefore, it is mandatory that you are present, prepared, and prompt for all SBA's. No unexcused absences will be tolerated.

2. There are occasions when absences cannot be avoided. These must be cleared with the Director at least one week in advance, although a two-week notice is preferable. Please note that only excuses for emergency situations will be accepted after an event.

To facilitate being excused from a Marching Band rehearsal you must submit an SBA Absence Form, available on the band web page. An absence will be considered excused if:

- You have a medical emergency, accompanied by a physician's note
- There is a death in your family
- You have a personal illness (if you are feeling well enough to be in school the day of a SBA, you will be expected to be present at the SBA after school that day)
- You have a significant family responsibility (wedding, re-union, etc.)
- A religious holiday
- A college visit that cannot be made on another date
- A once and a lifetime travel opportunity.

*If an emergency occurs the night or day of an event, call the band room, if possible, and leave a message, send an email to the director, or bring an excuse to the next band event.

3. SBA Absence Forms should be completed at least one week prior to any "planned" absence. This form will include the dates to be missed and the reason. In the event of an emergency absence, the form should be completed before the next SBA. Any student that does not complete an SBA Absence Form will be unable to participate in any event until it is completed and on file. The SBA Absence Form can be found in the band room or on the marching band website.
4. The following procedure will be followed for absences from Marching Band rehearsals:
 - Any unexcused absence will be counted as a strike.

- An accumulation of three strikes throughout the course of the entire marching season (band camp through the end of the school year) will result in the student's removal from the marching band.
 - Students who have been removed from the band may not attend the banquet at the end of the year, or be eligible for a letter or service bar, or awards.
 - Should a member be charged with an unexcused absence from the last scheduled rehearsal prior to a performance, he/she will not be permitted to participate in the upcoming performance.
 - If you have pre-approval of an excused performance miss, you are still required to attend rehearsals prior to your absence for your benefit and the benefit of the organization.
 - Any student who has accumulated 2 strikes is not eligible to attend the spring trip.
5. The following procedure will be followed for absences from performances:
 - Any unexcused absence from a performance will count as two strikes.
 6. Late arrivals and early dismissals will be counted as absences if the band member is not present for enough of the SBA to meet the goals of the group. Failure to be in uniform, lack of necessary equipment or ejection from an SBA due to discipline will be counted as an absence.
 7. In the event that a student belongs to a non-Carlynton organization, which may be appearing, rehearsing, or meeting during the same time, the Carlynton Band will take preference. If the student chooses to participate in the non-Carlynton organization, an unexcused absence will be charged to the student.
 8. The Carlynton Band will adhere to the following philosophy: A Carlynton game or other Carlynton event will take preference over a Band rehearsal; a Marching or Concert Band performance will take preference over any other Carlynton practice or meeting. In the event that a Carlynton game or event is scheduled opposite a Marching or Concert Band performance, the student must inform the Director at least one week in advance of the conflict, so that a solution may be reached. The Band Director's decision will be final, and subject to the above attendance policies.

Other groups or organizations that may change schedules or make demands of students on short notice should not interfere with the Carlynton Band's long-term plans. Similarly, any short notice changes in the band schedule should not affect other activities' long-term plans. Do not come to the directors the day before or the day of another scheduled activity, club, or sport and say that you have conflict. You have to take the responsibility of your own time management and schedule synchronization. You must communicate these conflicts at least one week in advance in order to avoid difficult situations and unexcused absences!

9. Employment, including babysitting, is NOT an excuse for missing a rehearsal or a performance. Any student who misses a rehearsal or performance due to work will be charged with an unexcused absence and subject to the above attendance policies.
10. Any student that is assigned to suspension may not participate in any band activities for that week. There will be no exceptions to this policy.
11. Consistent tardiness to rehearsals and performances impedes the flow of the band's progress and negatively affects the morale of the organization. Beginning with the third unexcused tardy, you will be charged with an unexcused absence.
12. If the football team should make the playoffs, the Marching Band will perform as long as the team remains in the playoffs. The WPIAL and PIM do not post schedules for playoff games until the Monday before the game. We will be expected to participate in all playoff games. These games are required and are subject to the attendance policies. Playoff games are usually on Friday evenings, but may also occur on Saturday afternoons.
13. The attendance policies listed above apply to all Marching Band rehearsals and performances, football games, parades, and special events.
14. Each student is expected to come to a rehearsal and a performance prepared and ready to participate to the fullest of their ability. Any student that comes to a rehearsal or performance and does not actively participate will be subject to disciplinary action. This includes, but is not limited to: forgetting an instrument, not having a reed, mouthpiece, sticks, mallets, poms, or flags, not having music, not having the correct shoes for marching, etc. (Students that have medical excuses or verified instrument repair issues will be exempt from penalty).

Eligibility

All Marching Band members will be subject to the Carlynton School District athletic eligibility policies. (Please see Parent/Student Handbook).

Discipline

When you become a member of this band, you do so knowing your obligations and our excellent reputation. It is now your responsibility not only to maintain this reputation, but also raise it to a higher notch.

The pride of this band is built on self-discipline, genuine respect for other people, hard work and high standards of personal conduct and performance. Please think seriously about the fact that you will be treated like a mature, responsible person and you are expected always to act like one. You will be held accountable for your own actions.

As a representative group from Carlynton, the Band must adhere to the latest Code of Conduct as set forth by the Carlynton Administration and School Board. We should all be familiar with the contents of the Code of Conduct since it is distributed each year to

all students in school. Additional copies can be obtained in the main Carlynton High School office.

The Code of Conduct will be in effect at all scheduled band activities including band trips. Examples of disciplinary options contained under each Level of misbehavior will be interpreted by the directors, staff and building level administrators whenever necessary. Disrespect of any staff member, parent volunteer or fellow student will not be tolerated and will result in disciplinary action. Students are to remain in designated areas during ALL scheduled band activities. Any departures or absences, without prior permission from the band director or assistant director, are grounds for permanent dismissal from the band.

Disciplinary options for The Carlynton Marching and Concert Band members include, but are not limited to:

- Those found in the Code of Conduct
- The loss of performance privileges
- Dismissal from the Carlynton Band Program

Whom To Ask About What?

Questions about band problems.....	Band Director or Assistant Directors
Questions about attendance.....	Band Directors Or Your Section Leader
Any music problems	Section Leaders or Band Staff
Flag problems or question.....	Color Guard Instructor
Dance problems or questions.....	Cougarette Instructor
Percussion problems or questions.....	Percussion Staff
Instrument checkout or repair	Band Director
Getting extra music or charts.....	Band Managers
Music or drill questions	Student Leaders or Band Staff
Missing uniform part or repair.....	Uniform Committee Members
Medical problems	Band Director or Nurse
Permission for absence or early dismissal.....	Band Directors
Financial difficulties relating to participation in band.....	Band Director

Travel Guidelines

Band Trip/Performance Expectations

The band program will go on an annual trip to perform and attend an educational workshop each year. The purpose of the trip is educational in nature as supported by the school board and district administration. It is expected that each member of the band do their best to participate because the band cannot perform with out its members. Every student should do their best to go on the trip to perform with the ensembles.

The band will frequently travel on both school and chartered buses. Student conduct is expected to be at the highest level on any trip.

1. Students must go and return on the bus. Students attending the trip must travel with the band for the entirety of the trip. They may not ride with parents, family, or friends.
2. Students must have all medical forms completed and returned prior to any travel with the band.
3. While on the bus, students will:
 - A. Remain seated at all times
 - B. Sit properly in a forward position
 - C. Keep the bus clear of food, drinks, and debris
 - D. Keep all body parts inside the bus
 - E. Remain silent when an adult is addressing the bus
 - F. Refrain from loud, boisterous talking, screaming, whistling, etc.
 - G. Refrain from public displays of affection. Parent chaperone has final say as to what is acceptable and what is not at the moment of the infraction.
4. Each student is responsible for his or her own instrument and uniform. If you forget something, you will have to sit out of the performance.
5. Only smaller instruments may go on the bus, All other instruments go on the equipment truck unless otherwise noted, You are responsible for getting large instruments to the truck, where they will be loaded for you.
6. After dark students are only permitted to sit with other students of the same gender.
7. Buses will be loaded in the following order: seniors, juniors, sophomores, freshmen, and junior high, The first rows of seats on each bus are reserved for chaperones and staff. If a staff member and/or chaperone asks a student to move to allow room for a

staff member, chaperone, or any necessary equipment, the student will comply with this request, hassle free,

8. No changing from one bus to another.

Marching Band Uniform Maintenance

Care and maintenance of our marching band uniforms is the responsibility of each band member. They were designed exclusively for the Carlynton High School Marching Band. They are very easily soiled. Therefore, each band member must be mindful of the following instructions. These uniforms **MUST** last and **WILL** last if they are worn and cared for with pride and responsibility. Students/Parents will be financially responsible for the damage or loss of any uniform item(s),

1. Be sure your uniform and hat are placed in their proper locations, where they will not get dirty, wrinkled or damaged when not being worn.
2. Specific adults assigned by the Carlynton Band Parent Organization will do all uniform alterations and repairs, Parents are **NOT** permitted to alter or repair the Marching Band uniforms either themselves or by another person. The marching band uniforms must look uniform in all ways. Having multiple people alter and repair the uniforms can result in a non-uniform look to the band.
3. Never wash or launder your uniform! Uniforms will be dry cleaned, all at once, periodically by a professional service.
4. To avoid soiling, **NO EATING** will be allowed while in uniform except when designated by the director(s),
5. When in uniform, avoid dirty, greasy and muddy areas, Never let a uniform touch the floor.
6. When in transport, uniforms should be placed in garment bags and hung from the window frame. Uniforms **WILL NOT** be draped over seat backs.
7. **NEVER** cut the material in an attempt to alter the uniform.

Placing Marching Band Uniforms on Hangers

When not being worn, uniforms should be hung correctly on a hanger as follows:

Musicians

1. Trousers shall be folded with inseams and creases together. They shall be placed smoothly on the crossbar and balanced so they will not slip off.
2. The jacket shall be hung over the trousers with the shoulders "square" on the hanger with the curve of the hanger facing the front of the jacket, and fastened in the back.
3. Nothing but the uniform is to be stored in the large zipper section.

4. Shoes are never to be stored in the garment bag.

Color Guard and Cougarettes

1. Uniform pants should be clipped into place with locking hanger. Tops shall be placed neatly on the hanger.
2. No other items should be placed in the uniform section of the bag.
3. Shoes are never to be stored in the garment bag.

Care of Shakos (Hats) and Plumes

1. Keep your shako in the black hatbox at all times when not in use.
2. Nothing but the shakos is to be stored in the hatbox.
3. Be sure the shako is in the hatbox when returned. If wet, you must leave your hatbox open to dry.
4. Plumes should be carefully returned to the Plume cases. Plumes should NEVER be left in a uniform bag or anywhere else. Plumes should NEVER get wet and never touch the ground. They are ruined very easily, so be careful!

Storage of Uniforms

Uniforms shall be stored in the high school uniform room at all times.

Checking Uniforms In and Out

1. Each person is responsible for the checking-out or returning of his/her own uniform, shako, and plume and caring for them while they are checked out.
2. DO NOT ask another person to checkout or return your uniform.
3. DO NOT agree to checkout and/or return the uniform of another person.
4. Remove all personal items, music, waste paper, programs, etc. from inside hats, uniform, and garment bags.
5. Unless otherwise instructed, when returning from a performance with wet uniforms, each piece of the uniform shall be carefully draped over a chair in the designated area. When dry, uniforms will be collected and returned to the uniform room.
6. If repairs are needed to your uniform, describe them on a form, which is available in the uniform room, and submit this form to the uniform personnel.
7. If your uniform is not properly placed on a hanger, it will not be accepted and you will be sent to the rear of the line.

Uniform Replacement Fees (as of May 2017)

Coat	\$295.00	Tunic	\$84.00
Pants.....	\$160.00	Pants	\$40.00
Shako (Hat)	\$ 70.00	Headpiece	TBD
Plume.....	\$ 25.00	Gloves	\$ 3.00
Gloves	\$15.00		
Raincoat.....	\$ 50.00	Raincoat.....	\$ 50.00
Garment Bag	\$ 15.00	Hatbox.....	\$ 7.00
Garment Bag	\$ 15.00		

Rules and Regulations For Marching Band Attire

I. Musicians:

A. Rehearsals

1. Tennis shoes & socks only! (NO SANDALS, FLIP FLOPS, OR DRESS SHOES).
2. No chewing gum.
3. No hats or sunglasses are to be worn inside the building.

B. Performances

1. Jackets completely fastened at all times unless otherwise instructed by the director(s).
2. Band t-shirt under uniform band jacket.
3. Shorts or under armor under band uniform.
4. Clean black band shoes and black socks.
5. Shako with chinstrap under the chin and long hair up in hat.
6. No jewelry, including watches.
7. Moderate to no make-up.
8. No chewing gum.
9. No nail polish.

II. Color Guard and Cougarettes:

A. Rehearsals

1. Hair in ponytail or French braid, bangs out of face.
2. Shorts, under armor or warm-up pants, tennis shoes and socks.
3. No chewing gum.
4. Always check with your advisor for appropriate dress.
5. No hats or sunglasses are to be worn inside the building.

B. Performances

1. Hair in ponytail or French braid, bangs out of face.
2. Required full uniform, gloves, etc.
3. Clean performance shoe.
4. No jewelry, including watches.
5. Make-up to suit the performance.
6. No chewing gum.
7. No nail polish.
8. Always check with your advisor for appropriate dress.

III. Managers

A. Rehearsals

1. Comfortable attire appropriate for working.
2. Socks and tennis shoes.
3. No chewing gum.
4. Always check with your advisor for appropriate dress.

B. Performance:

1. Hair in ponytail or French braid; out of face.
2. Required uniform: Green polo and khaki or black pants.
3. Black shoes and black socks.
4. Moderate to no make-up.
5. No chewing gum.
6. No nail polish.

7. Always check with your advisor for appropriate dress.

General Rules of Conduct

All rules will remain consistent with the High School's Code of Conduct Booklet.

Instrument Care

1. The Carlynton Band Program will provide the following instruments, free of charge, to its members: mellophones, baritone horns/euphoniums, sousaphones/basses, tenor/baritone saxophones, all marching percussion and pit equipment, as well as, as much of the auxiliary accessories for the field show such as flags, poles, etc. that our current budget will permit. Just as brass and woodwind players are expected to purchase their own mouthpieces, reeds, valve oil, etc., auxiliary members and percussionist may be asked to purchase certain items not provided as a part of our band budget. The band may also have a limited supply of other band instruments for its members to use. Check with the Director about the availability of an instrument. These instruments must be checked out to you prior to band camp and you will be held responsible for their playing condition during the season.
2. Check-in of all Carlynton owned instruments will occur during the final week of the marching band season. Instruments must be returned in good working order (as issued). If an instrument is damaged at a rehearsal or performance through no fault of yours, the section leader and Director must be notified immediately so that the appropriate repairs can be done expeditiously. If an instrument is maliciously or carelessly lost or damaged, you will be charged for either the repair to the instrument or the purchase of a replacement if necessary.
3. Proper care of all instruments (personal and school owned) during the marching season is essential. It is impossible to present a musical performance on an instrument with stuck slides, bad pads, split reeds, or chipped mouthpieces. Also, be aware that many students bring their own instruments to play in the band. When in the stands, treat all instruments with the same respect as if the instrument were your own. We highly recommend that brass instruments and mouthpieces be flushed periodically in order to remove accumulated dirt and grime. There is no excuse for not keeping your instrument in good playing condition.

Music, Flip Folders, Lyres

1. Every Carlynton Marching Band musician will be issued one set of Marching Band music. Drum Majors, Captains, and Section Leaders will also be issued drill charts. It is your responsibility as young adults to organize these materials as each member sees fit. In the event that edits need to be made, you are required to have access to these materials at every rehearsal along with a writing utensil, even after the music and drill are memorized.

2. If you lose something, report it immediately to either your section leader or the band director, who will replace it as soon as possible. Do not wait a couple of days and then expect the music or drill to be replaced immediately.
3. Each student will need to purchase an instrument lyre and flip folder for stand tunes (show music must be memorized). Lyres and marching band flip folders are available through your local music store.

Marching Band Chain of Command

In any organization, it is important to have a leadership structure that is easy to understand. This structure allows the director to quickly and accurately convey information to a large number of people. This will allow students to know where they should turn when they have a question. The chain of command is in effect on any given day. However, on game day, the chain of command should be used for all questions and information concerning all aspects of the performance. The directors have far too many responsibilities on game days to be answering questions that could be answered by a student leader. If possible to find the answer to your question on your own, then please follow the chain of command (see pg. 14.)

1. The Director of Bands is in charge of administering the total musical and visual marching band program at Carlynton.
2. The Assistant Director(s) of the Marching Band helps the Director in the following areas: the teaching and selection of music, assisting with drill, evaluation of the musical and visual program, evaluation of personnel and working with the Director throughout the marching and concert band season.
3. The Percussion Instructor(s) is directly responsible to the Directors. This person is in charge of the entire aspect of the marching percussion section including: show music, cadence, warm-ups, and marching/maneuvering. They are in charge of running and maintaining sectional rehearsals, as well as contributing during the full band rehearsals.
4. The Auxiliary Instructors are directly responsible to the Directors and are in charge of administering the Color Guard, Cougarette, and Banner Carrier portion of the program.
5. The Drum Majors are directly responsible to the Directors and have specific responsibilities assisting in the drilling of the band and in rehearsals and performances. Auditions/interviews for this position will be held in April/May. All Drum Majors must attend an educational/motivational camp during the summer.
6. Section Leaders and Captains will be appointed through the recommendation of the Director, Assistant Director(s), and Instructors. These positions will be selected in April/May through an application process. Section Leaders are responsible for their specific units or sections of the band. Section Leaders will be outstanding marchers, teachers and leaders. They are to help maintain order during all events, submit

requests for necessary equipment and props to a staff member, and to act as peer leaders; both on and off the rehearsal field.

7. The Carlynton High School Band member --YOU -the individual band member is the backbone of the organization -the one who sees that tasks get accomplished. You are the future leaders of this organization!

LEADERSHIP GUIDELINES AND EXPECTATIONS

Student Leadership

The following positions are chosen by the Band Staff and include the listed responsibilities:

Drum Majors

- Attend a summer leadership camp paid for by the band parent association
- Conduct at performances and rehearsals as directed by the band director
- Act as liaison to staff
- Student motivators
- Role models and positive leaders
- Meet with opposing team's band during football games

Captains and Section Leaders

- Take attendance at all events and rehearsals
- Prepare and organize their section
- Run sectionals when staff deems necessary
- Report disciplinary problems
- Uniform inspection before every band performance
- Create positive sectional morale

The Carlynton Band Parent Association

The Carlynton Band Parent Association (CBPA) is the parent group recognized by the School District that represents the Band. The CBPA provides support to the Band in a variety of ways, ranging from chaperoning Scheduled Band Activities to fundraising for student trips. This organization depends upon the involvement of every parent with a student in the Band.

The CBPA meets on the first Tuesday of each month, at 7:00 p.m. in the high school band room. Our monthly meetings are the best way to stay "in touch" with everything

that is band related. The BPA meeting agenda is set at the executive board meeting usually held the fourth Tuesday of the month. Any band parent wanting an item placed on the agenda should see an executive board member so that it can be discussed at the board meeting for agenda placement. The band director will attend the meetings to answer questions and address concerns. Band members are not permitted to attend the meeting. Should a band member have a concern, they should see the band director or BPA president for inclusion on the agenda. The students may be invited to the portion of the meeting concerning their issue.

CBPA meetings are typically 30 minutes to an hour in duration. Significant information is exchanged at the meetings. Their purpose is to foster communication between the Staff, CBPA Executive Board and parents, coordinate support for band activities, and allow members to vote on pending resolutions as necessary. Please try to attend as many meetings as you can to stay informed.

Responsibilities of Band Parents

In order to assure our band members the support they deserve, it is requested that at least one parent or guardian of each band member join the CBPA. All members are expected to contribute some time to functions for the band, such as organizing and/or participating in fund raisers, chaperoning events, etc., as well as attending the monthly general meeting to keep abreast of the latest information and events occurring concerning the band. Everyone is needed to help in some way for our home Band Festival, the biggest band fundraiser of the year. Participation of all members is necessary in order for the festival to run smoothly. We ask that all parents try to volunteer in some way with the festival.

Ding System

Parents that volunteer are able to earn "dings". Dings are good. Parents earn a ding for helping with different band activities and fundraisers. 4 dings equal a \$40 discount on assessments. The Carlynton Marching Band is one of the few organizations for your children that reward parents/guardians for volunteerism.

Ding Opportunities:

(NOTE: If a task is co-chaired, the listed dings are split between the co-chairs.)

- Band Camp: Chairperson (4). Spending one half day at the band camp check-in table (1).
- Game Refreshments: Chairperson/Buyer (4). Buys & distributes authorized snacks & water at all home/away events. Turns receipts in to treasurer for reimbursement.
- Chaperones: Chairperson (4). Chaperone (1) per event.
- Truck Driver: (1) per event

- **Truck Loading Supervisor:** Supervisor (2) per year (Update Truck Loading Checklist & coordinates truck loading each event.)
- **Band Announcer:** Announces the band from the press box (4) per year. Announcer must be approved by the Band Director.
- **Band Photographer:** Pictures at Band Camp, games & events (4) for the entire season (issue to Scrapbook Coordinator) Candid photos of all band members to use in the Banquet Slide Show & Scrapbooks.
- **Band Videographer:** Video performances during Band Camp, games, and events for use as a teaching tool & for scrapbook insert. Coordinate dates with the Band Director. (4) per season.
- **Phone Chain Chairperson:** (4) = Information Director (on the executive board) Callers (1) per year of service on committee
- **Ding Coordinator:** Chairman (3) Collects ding signoff sheets each week and reports to treasurer.
- **Tailgate Party:** Chairperson (2); Servers/Helpers (1).
- **Senior Night Coordinator:** Chairperson (2); Committee Member/Helper (1)
- **Officer/Board Member:** Duties as listed in the by-laws and handbook (4)
- **Summer Uniforms Chairperson:** (2) for year
- **Uniform Committee:** Chairperson (4); Distribution Helper (1) per session; Sewers (must be trained & on approved list for new 2010/11 uniforms): Hemming only (hand sewn) (1 ding) for each set of 4 uniforms; Alterations requiring only side seams (1 ding) for each set of 2 uniforms; Alterations requiring major changes (1 ding) for each uniform. Dry Cleaning all uniforms; (1) per delivery & pickup
- **Fundraisers:** (brochure type or single event) Chairperson (1) per sale
- **Boxed Bar Candy Sales Chairperson:** (2) per year
- **Car Wash Fundraiser:** Chairperson (2) per event Worker: (1) per event
- **Band Festival:** (EVERY parent is expected to help in some way) Chairperson (4); Concession Chair (3); Program Coordinator (3); Side Booth Chairperson (2); Worker (1)
- **Lottery Ticket Fundraiser:** Chairperson (2); oversees setting up lottery, ticket printing, logging distribution, logging sales, money collection, payouts, etc.
- **Linda Beck Scholarship Coordinator:** Arrange essay date and coordinate with the Beck Family (2) per year.

- NOTE: Since the bulk of the effort is at the end of the year, this ding will be banked for the following year.
- Banquet Slide Show Producer Producer: (2)
 - NOTE: Since the bulk of the effort is at the end of the year, these dings will be banked for the following year.
- Senior Scrapbook Coordinator: Coordinator (2) Worker: (1) for every 2 work sessions.
 - NOTE: Since the bulk of the effort is at the end of the year, these dings will be banked for the following year.

Assessment Fees

Assessments are levied for about every activity within the school district to cover various expenses (see list below). For marching band, the assessment is \$125.00. The assessments will be due as follows: \$50.00 on July 31st, 2017 and remainder (\$35 or \$75 depending on reductions) on October 1, 2017. Non-payment of the first assessment fee, due July 31st will result in the student not being allowed to participate in any band activities. Fundraising is available and payment arrangements are welcomed prior to the due date. Families are given the opportunity to reduce their assessment fee by volunteering and/or to earn the assessment fee through individual fundraising. Parents may volunteer to help with sanctioned events (see ding system section) to offset their assessments (a \$40.00 reduction, also known as earning 4 "dings"). If you have more than one student in the band, multiply by the number of kids. First year band members are required to pay for their students shirts and once your child remains in the band that amount is credited to your account for your assessment. Parents MAY volunteer to help with more than four events but no further fee reductions are provided.

List of Expenses the Assessment Fees Cover

- Liability Insurance (required)
- Band Jacket Refund after 3 years of participation (\$120 refund to parent -need receipt)
- Refreshments for all games and activities (includes refreshments for visiting bands)
- Senior Gift (for Senior Night \$30)
- Banquet dinner (\$25)
- Ice for everything
- 5 x 7 picture for Senior Night (Seniors only)
- Expenses for Home Band Camp
- Senior Albums (\$25)
- Money for special activities (i.e. trips, parties, t-shirts)

- Postage
- Film and video for Band Banquet slide show
- Other miscellaneous expenses for band

Fundraising

Fundraising is done in two different ways for the CBPA:

- General fundraising is done by way of group activities such as Turkey Bingo (November), Candy Bingo (spring) and the band festival. Car washes, spaghetti dinners and other such events may be scheduled and stipulated as going to the general fund of the CBPA.
- Individual fundraising is done via band-sanctioned sales that the student/parent sells with the designated profit going directly into the student's individual account. Fundraising is not mandatory but these funds can be used to satisfy the required assessment fee as well as other out of pocket expenses. Individual fundraising gives every student the opportunity to raise money for their account. Past sales have included Entertainment Books, Krispy Kreme Donut Cards, Pizza Hut Cards, CHS Garden Flags, Tambellini soups and pasta, Sarris' candy, hoagies, coffee, pumpkin rolls, other candies and various other sales.

If anyone has an idea for a fundraiser, please discuss it with fundraising chairperson. All fundraisers must be approved by the CBPA as well as be registered and approved by the school district. Fundraising forms will be available in the band room mailboxes. Contact the person listed in charge of the individual fundraiser you are interested in with any questions. Be sure to check the newsletter and the band website for news on these events. 3% of all fundraisers will go into the general band fund off the top of each fundraiser. The student's share of the profit will be decreased accordingly.

Student Accounts

The CBPA maintains a checking account that consists of general funds and student accounts. The student accounts are made up of funds that have been raised (through fundraising activities) by or on behalf of the student.

Monies raised by the student can be used for trips, assessments and other fees associated with Marching band. The parent/guardian must sign a release form to assign money to a particular fee. To check individual accounts, contact the BPA Treasurer.

Some notes on student account monies:

- No monies may be taken out of the student account as cash unless it went in as such (i.e., you paid for the trip but then sold hoagies to cover the trip.) You may only get back the cash that was put into the account and no more.

- Leftover monies at the end of the school year may be carried over for students to the next year provided the student will be in the band again. If not the guidelines for graduating seniors apply.
- Seniors must inform the treasurer by the end of the school year which of the two ways they would like to have their money disbursed. Monies will be disbursed no later than July 1st:
 - A. The money may be turned over to another current band member.
 - B. The money may be donated to the Linda Beck Scholarship (LBS) fund.

(Monies may only be removed as cash payment only during the year that the cash payment was made into the account -Le., you can't come to the treasurer and say "I have paid in X number of dollars over the last 8 years and want it back now" -it is stipulated as being by the end of each school year ONLY. So when you don't ask for it at the end of the school year it carries over to the next year until graduation. After a student graduates, any funds remaining in their account not earmarked for another band member will be transferred to the LBS fund by default.)

Communication

Mailboxes

Each student is assigned a file or "mail box" which is located just inside the band room in file boxes. Parents are able to check the boxes on rehearsal nights, band parent meeting nights or any time the band room is open for a band event. Most information is now going to be transmitted electronically and is available by email. If you do not have internet access, please let an officer know and we will provide a hard copy for you.

Website

Periodically check the band web page at www.carlyntonband.org. This is the most up to date source of information regarding the marching band. There are links to the band calendar, as well as for various forms and other papers.

Facebook and Twitter

The band has a facebook page, and twitter account. Facebook page: Carlynton High School Marching Band. Twitter: @CarlyntonBand1. These resources are used for announcements and any other information.

Text Message System

If you would like to receive text message updates regarding band information text the word "cougarband" (with no space) to the number 84483. You may unsubscribe at any time by texting the word "stop".

Information Committee

This committee is in charge of communicating information to the CBPA group at large, with each family being placed on the e-mail list or phone chain. Information concerning changes to report time, uniform issues, schedules and other information will be communicated. This committee is also responsible for putting together the band camp packets to be distributed at the final spring concert and also for putting together the medical binder with insurance cards and medical consent forms during band camp.

Physicals

All band members must have a current physical in order to participate. The School District provides physicals for participating members, free of charge. The physicals were scheduled last year around June 1st. If you miss the School Physical, you are responsible for getting your child a physical from your private doctor. Forms are available from the Band Director or the BPA. Failure to submit a physical form by the first day of band camp (July 31st, 2017) will result in your son or daughter being sent home.

Band Camp

Band camp is mandatory for all members. Band camp is two weeks long and will be held Monday through Friday from July 31st through August 11th from 8 am – 2:30 pm. Students should bring a lunch and come with their instruments and comfortable shoes. Be prepared for the sun with sunscreen and dress appropriately for the weather.

All insurance/physical forms/first assessment payments are due the first day of band camp at the latest. No student will be permitted to participate without complete forms submitted to the Band Director. Students will be fitted for jackets and shoes during the first week of band camp. Fun events will be scheduled for band members throughout band camp. Uniform fittings will be done during band camp according to the schedule sent home with students the first day of band camp. Please see our uniform care section for any questions about uniforms.

BANQUET, AWARDS AND SCHOLARSHIPS

Banquet

A banquet for all band members and their families is held toward the end of the school year. Participating band members for that year with paid assessments are admitted free of charge. Parents and other guests are welcome to attend for an additional fee. The band directors, school board members and Carlynton Administration are invited and paid for by the BPA. The students will be recognized and given a certificate of participation, a letter "C" for their first year in marching band and a bar for every year after that. The seniors are recognized and given a gift paid for by the band parents. The Linda Beck Scholarship winners are announced. The John Phillips Sousa Award and Director's award are also presented at the banquet. The vice-president will organize and emcee this event. Attendance is not mandatory, but highly

recommended. Students must be present at both Memorial Day parades or have an excused absence from them to be eligible to attend the banquet.

Linda Beck Scholarship (LBS)

Linda Beck was a member of the Carlynton Band in the early 1980's. During her freshman year at West Liberty College in West Virginia, Linda was killed in an automobile accident while travelling home to participate in the Alumni Band performance at the home Band Festival. In recognition of her love of music in general and her love of the Carlynton band in particular, her family established the Linda Beck Memorial Scholarship Fund. All senior marching band members (musician, drum major and auxiliary) interested and in good standing as of the date of the band banquet, may write an essay on a predetermined Saturday (usually in April). Judging of the essays, as well as recommendations from the Band Director and Executive Board, are considered in determining the scholarship winners. In recent years, 1st place has been \$1200, 2nd place - \$700, 3rd place - \$500. These amounts may vary depending on the scholarship fund.

John Phillip Sousa Award

The John Phillip Sousa Award is a national award given to a senior musician in the band that exhibits excellence in musicianship and dedication to the band in general. The band director and staff select the recipient of this award. The recipient will receive a trophy, pin, and recognition on a plaque.

Director's Award

The director's Award is an award given to an outstanding senior member of the marching band who has displayed superb leadership and character qualities throughout their time in the marching band. This award is selected by the band director. The recipient will receive an award as well as recognition on a plaque.