

Volunteer High School Band



Parent Handbook 2007-2008

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Message from the Booster President

Welcome to all new and returning parents to the VHS Band Boosters! We are a non-profit, tax-exempt organization that exists to support the entire band program at Volunteer High School. Sign-up is not necessary – the fact that your child has chosen to participate in one of the bands (Concert Band, Marching Band, Jazz Band), Color Guard, Winter Guard, and/or Indoor Percussion, you are already a member. The basic objective and purpose of the VHS Band Boosters is to arouse and maintain an enthusiastic interest in band-related activities, to assist in fund-raising activities, and to cooperate with school officials in creating a fun, memorable, and successful band music program. We also promote the ways and means of providing for the needs of the Volunteer High School band program above and beyond those supplied by the Hawkins County School System.

If you are a new band parent, prepare for one of the most amazing, rewarding, fun, and life-enriching experiences you will have the opportunity to share with your child during his or her high school years! The memories and benefits your child can get from a positive experience in an organization such as the Volunteer High School band program can last them a lifetime. In a school such as Volunteer, where individual students can easily get lost in the shuffle of over 1,200 students, the band program gives your child the opportunity to have many friends with common interests. Additionally, it is well known that students involved in arts education often excel in academics, as well.

The success of the Volunteer Band Program depends upon our commitment, time, and resources. The band directors, Mr. Light and Mr. Andies, the Guard Director, Thomas Gilbert, and the Percussion Director, Crandal Curtis are multi-talented, hard-working, dedicated teachers and mentors to our students. They depend upon the dedication and support of the band parent organization to continue the tradition of excellence exhibited by the bands at Volunteer High School.

It takes a tremendous effort of volunteer support and, yes, a lot of money to run a highly competitive and nationally recognized band program. We need many committee chairpersons and volunteers. We want and need your help!

This handbook has been designed to provide information about the Volunteer's band program and to provide specific information about the booster organization. If you can't find the answer in the handbook, please feel free to call or e-mail any board member, check the website www.volunteerband.com, or contact the band office.

Again, welcome, join in, and come have a lot of fun with us this year!

See you at VHS!!!

Organization

The Booster Club Overview

This handbook has been prepared to: give an overview of the Booster Club, give a big picture view of the activities for which we need volunteers, help you to understand the mechanics of being a Band Parent, and to help you to decide where you can best contribute to the success of our wonderful band program.

We need all the parent support that we can get in order to keep the concert band, marching band, jazz band, color guard, winter guard, and indoor percussion competitive. We need so many volunteers for service and fund-raising activities that there is truly something to interest everyone.

The Booster Club is composed of the parents of students who participate in the Volunteer High School music ensembles. ***Booster Club Meetings are held in the band or chorus rooms at 7:00pm on the third Thursday of every month*** unless there is a holiday conflict. Attending Booster Club meetings and reading the announcements on the web site www.volunteerband.com are the best and most reliable ways to get information about upcoming events, deadlines, and fund-raisers. Please make every effort to attend the meetings.

The Booster Club is guided by a Board of Directors, which is made up of officers of the boosters. Current members are listed below, along with their phone numbers. The board meets on a regular basis to discuss business of the band boosters and the band program. Any booster club member who has an item that he or she would like to present to the board should contact one of the board members at least 1 week before the meeting to have the issue placed on the agenda.

2007-08 Executive Board

President:	Tammy Barton	423-357-5570
Vice President:	Kris Carter	423-357-7571
Secretary:	Sheila Peters	423-357-1971
Treasurer:	George Pierce	423-358-0105

A Year in the Life of a Band Student 2007-08

You are embarking upon a four year journey which, in retrospect, will be one of the most rewarding yet sometimes strenuous activities you have ever endured. There will be times of great joy and bitter disappointments ahead; yet ultimately, you will be extremely proud and grateful that you were able to share this experience with your child. Here is a glimpse of your future. Band does not end with football season. There is much to do and experience. Please make an effort to be part of the fun.

June

Usually the last week of June
Freshman Orientation Camp, Color Guard Camp and Percussion Camp
Parade Practice
Car Washes
Fundraiser

July

Freshman Orientation Camp, Color Guard Camp and Percussion Camp
4th of July Parade
Fun Fest Parade
Fun Fest
Full Band Camp usually starts the last week
Car Washes
Fundraiser

August

Full Band Camp
Football games
Car Washes
Fundraiser

September

Football Games
All-Day Camp on a Saturday (possible)
Fundraiser
Marching Contest (Possible)
Fundraiser

October

Football games
Band Competitions – At least 3 weekends
Fundraiser

November

Chair Auditions
Football games (playoffs)
Jazz Clinic Auditions
Winter Guard
Fundraiser

December

Holiday Concert
Fundraiser

January

Senior Clinic Auditions
Junior Clinic Auditions
Jazz Clinic
Fundraiser

February

Senior Clinic - Gatlinburg
Junior Clinic
Fundraiser

March

Solo & Ensemble
All-State
Fundraiser

April

Indoor Ensembles Championships
District Concert Festival
Fundraiser

May

Spring Concert
Band Banquet
Graduation
Fundraiser

Uniforms

Uniforms are a very important part of the band's overall appearance. The Band Boosters work very hard to insure that the uniforms are properly fitted and maintained. Thanks to the continuing fundraising efforts of students and parents, the band program received new uniforms in the spring of 2002. This is an ongoing effort in order to keep up with the growing number of marchers in the band program here at Volunteer High School. Uniforms are issued each year during Band Camp. Upper classmen and students who have reserved their uniform from the previous year are fitted first. While we strive to properly fit each student, due to the number of students, some uniforms will need to be adjusted. The uniforms are stored in the band room. Students are responsible for these uniforms during football games, marching contests, overnight clinics, and trips which require the use of the uniform. Uniforms must always be carried in the zippered garment bag provided by the band boosters when not worn. To protect the uniform interior from unnecessary soiling, students must always wear the band T-shirt and lightweight shorts or pants under their uniforms. Any gross negligence of these uniforms will result in punishment and will also require reimbursement of the uniform. For cold weather situations, students are encouraged to purchase Under Armor to wear underneath the uniform. Blue jeans are not to be worn under the uniform at any time.

No Jewelry of any kind including earrings or any visible body piercing will be allowed while wearing the uniform. Any student, who does not comply, will not perform with the band. And on away trips, will be sent to the bus and their grade will suffer. Consumption of food is not permitted in any uniform unless permission is given by the director.

Summer Uniform

Everyone will be issued a new VHS Band T-shirt. The summer football game uniform will consist of the VHS band T-shirt tucked in with a belt, blue jean shorts or jeans (no cutoffs), white socks and tennis shoes. The VHS Band T-shirt will also be worn to **all band performances**. This shirt represents and shows RESPECT to the school and the band. Students who chose not to wear appropriate attire will not perform and will be sent to the bus on away trips! Grade will suffer for not performing.

Fall Uniform

Instrument Players: instrument players wear the VHS Band uniform. All incoming student members of the VHS Marching Band will be required to purchase marching shoes and white gloves. These shoes will be worn during each performance of the band that requires the Fall Uniform and will be used all 4 years at Volunteer High School. All members of the band are required have the shoes as specified by the director(s). All new incoming students will need to purchase these shoes and any members of the band that have lost or outgrown their current shoes. Other uniform item requirements are: **BLACK socks, WHITE gloves** for wind players (brass - woodwinds) as specified by the director(s). Percussion students do not wear gloves. For all performances, students will go through inspections to see if they have all uniform parts and accessories. Grades suffer for those who are out of uniform. **On away football games, students will travel with the following items on: Band Shirt, Uniform Pants, Black Socks and Black Marching Shoes. Students will carry jacket in the garment bag provided by the boosters.** Students not meeting these uniform requirements will not be allowed to accompany the band to away games! On football games and marching band contest dates, students should arrive at school with the band T-shirt on. Parent support is needed to maintain the nice new look of

uniforms and the purchase of more uniforms to fit the growing number of students involved with the Volunteer Band Program. Active fundraising and support is what will make this happen!

Auxiliary Group Uniforms

Drum Major and Color Guard Uniforms will be discussed with the director. **Members of these groups are required to purchase their own uniform, shoes included, since the visual aspect of the show changes from year to year!** Since prices on this uniform vary, the members selected to the auxiliary corps will be informed of uniform selection and cost as soon as it becomes available. The director(s) will decide on the appearance and styles that the groups will wear. Weather acceptable uniforms for wetness and coldness will be considered as well. Appearance means a lot to the band, and we want to represent the school in the correct way.

On away football games, students will travel with the uniform on. Changing on the bus is not allowed by any member of the AUXILIARY groups. Students should be more self-conscious, and respectful to other members of the band than to change in front of not only students, but parent chaperone volunteers. Auxiliary members not dressed will be left at school! Grades will suffer for missed performances. At Football games and Marching Band contests, students should arrive at school with the Band T-shirt on Auxiliary. uniforms should be placed in garment bags for protection. All members of the Auxiliary unit will also be required to purchase a warm-up suit to wear over uniforms at games. These will be ordered by the director so that all members of the group will match. Since auxiliary group uniforms are designed to match the show each year, the warm-up suit serves as a standard uniform for these groups.

What You Can Do To Help The Band

Throughout the band year there will be several opportunities for you the parent to assist the band director and the boosters with the band. Some of these are: Band Camp, Equipment Crew, Special events, Marching band, Concession Stand Workers, Fundraisers, Fun Fest, Winter Guard chaperones, Uniforms and Trip coordination to name a few.

Band Camp

The directors prefer to have two or more parents present at all times to help with assorted activities or problems that arise. These volunteers work in approximately three hour shifts to do whatever is needed. Tasks include filling water coolers, watch over students who stay at school during lunch or dinner breaks, attend to students who do not feel well, icing down overheated students, applying band-aids, answering questions and assisting the band directors and band camp staff.

Equipment Crew

The equipment crew is responsible for building props, transportation and protection of equipment, instruments and all support items needed for all performances and competitions. For every performance or competition each band member has the primary responsibility for loading and unloading the band trailer. Adult volunteers are needed to assist the director and students.

Special Events

Volunteers are needed for a variety of jobs. The time commitments can range from one hour to several hours. Volunteers are needed to furnish food or supplies, water, help with set-up and clean up, etc. These events are organized by a committee which organize the event and gather the necessary volunteers.

Marching Band

During marching season volunteers are needed for all home and away games. Duties include concession stand workers, uniform closet volunteers, and to assist the band directors in various tasks. These volunteers usually report to the band room or concession stand around 4:30.

Concession Stand

Positions in the concession stand are assigned upon the volunteer's arrival at the concession stand. We need 10 volunteers to work the concession stand at each Freshman, Junior Varsity, and 20 volunteers to work at each Varsity home game. Duties are to assist the concession stand coordinator.

Fundraisers

Approximately 30% of selected fundraisers profit goes to student's trip account. Participation in fundraisers helps the band and is a way to earn Falcon Bucks for your student account. Fund Fest is our biggest fundraiser, we in association with Sullivan Central and Sullivan South Band Boosters, are solely responsible for Fun Fest concessions. We also have car washes, a fall fundraiser, a spring fundraiser, host a Winter Guard show, and have several other fundraisers during the band season.

Uniforms

These volunteers hand out the uniforms to the band members before each performance. They make sure that the uniforms stay in perfect condition. They oversee fitting of the uniforms during band camp and maintenance of the uniforms during marching season. Parent volunteers provide routine maintenance including sewing buttons, making minor repairs, and periodic cleaning.

Trip Coordination

The trip coordinator works closely with the band director and the event staff on all overnight trips. The trip coordinator is the primary source for information pertaining to the trip. They are responsible for arranging chaperones, assigning chaperones to the band members, working with the hotel, assigning room numbers, arranging meals, assigning duties, and keeping the itinerary current. Any changes during the trip, such as room changes, sickness, group chaperone changes, etc., need to be brought to the attention of the Band director and the trip coordinator. All adult Volunteer Band Boosters members assume chaperone duties for all band functions.

Chaperone Guidelines

- Every effort will be made by the Director and the Trip Coordinator to supply as complete an itinerary as possible. However, due to circumstances beyond their control, chaperones should be prepared for changes in schedules, accommodations, etc.
- Any booster member traveling to an event as part of the band program is expected to assume equal chaperone duties. This means if you purchase your room, tickets or receive passes with the band, you are a chaperone.
- Assignments will be made available as soon as possible before leaving for a major trip. If you have a conflict or personal preference regarding your assignment, please do not hesitate to contact the Trip Coordinator. He or she will be happy to work with you to make your job as easy as possible. It is much easier to make changes before leaving on a trip than to try to make adjustments after everyone has already received their assignments.
- Chaperones are responsible for their assigned group at all times—even while they are performing. You must be available and ready to respond when needed. Most events are fast paced and we cannot be searching for missing chaperones when its time to move. You will have time to sightsee and shop with your group at appointed times.
- If for some reason during the trip you cannot fulfill your duties (such as sudden illness), please notify the Trip Coordinator and Director. It is imperative that we know who is responsible for each student at all times. Please do not just ask someone to cover for you and stay at the hotel. We need to know where everyone is in case of an emergency, chaperones included.
- There will be absolutely no alcohol consumption during trips. That means no cocktails or beer with meals whether in the presence of students or not. This is a county-wide rule for school trips. Violation of this policy could cause the band to be unable to participate in future educational opportunities. Those who fail to comply will not be allowed to chaperone future trips.

- Hotel accommodations for the band are always made in non-smoking rooms when available. There is to be absolutely no smoking in chaperone rooms. Disregarding this rule sets a bad example for our students who would be reprimanded for such behavior. Any additional charges incurred to the band by the hotel for smoking in a non-smoking room will be the paid by the offending party.
- There is to be no smoking on school buses or chartered buses. Rest stops are scheduled about every two hours on long trips.
- Upon arrival, room keys will be distributed to chaperones for disbursements. You must inspect student rooms before allowing the students to occupy the room. Look for existing damage, appropriate number of towels, linens and amenities. Please remove any matches if available and check windows (especially on ground floors) for stops.
- Prior to dismissing students for check out, inspect rooms again for damage or missing items. Make sure there are no personal items left in the room. Collect all room keys and turn them in to the Trip Coordinator at the appointed time and place.
- You will be given a lights-out time nightly. Check to make sure that all of your students and only your students are in the room. Students are not allowed to be outside the room after the appointed time. This is also a good time to remind them of the next day's itinerary and wake up time.
- During "Free Time" students are allowed to visit rooms of the opposite sex under the condition that the door is propped open with a chair. Please check in on these rooms periodically.
- Above all, be flexible and ready to pitch in when needed. Timing is always crucial when loading and unloading and getting a large group into restaurants and rest stops. Always be alert and aware of your surroundings.

The Budget

The budget is established every spring for the coming year. Copies may be obtained from the Booster Club treasurer.

The budget provides money to support the entire band program. Students who choose to participate in Marching Band, Indoor Percussion, and Winter Guard pay a fee to help cover the cost of their uniforms, instruction, equipment, and other facets needed to run the ensemble. The purchase and repair of school-owned instruments, the purchase of music, etc., benefit all components of the band program.

In order to supplement the concert band resources and to keep the extra-curricular activity fees as low as possible, the Booster Club sponsors a variety of fund-raisers every year. We cannot possibly meet our budgetary requirements unless we have the support of all parents and students. Several of the fund-raisers require selling: holiday fruit, magazines, candies, etc. Other fund-raisers involve working at sponsored events such as Fun-Fest, securing corporate sponsorships, or other fund-raising events.

The 2007-08 Volunteer Band Monetary Obligations

It requires a great deal of revenue to operate a band program. This revenue is split between band fees, fundraiser revenue, and trip fees. It includes the cost of the individual fundraiser, which is often half of the total revenue.

Approximately 65% of these funds are for Marching Season and 35% are for Concert Season. These monies go to provide adjunct staff salaries, music, lodging, clinic school fees, instrument repair and other expenses.

Students through the fundraising programs have the opportunity to fund raise to cover trip expenses. Approximately 30% of selected fundraisers profit goes to student's trip account.

Guard members may be asked pay an additional guard fee that covers uniforms that are not provided by the band program and additional guard necessities like a warm-up suit.

No student is prevented from participation in the Volunteer Band because of financial limitations. The Band Boosters are able to offer some full and partial scholarships for fees and travel. The Band Boosters are also able to offer **Payment Plans** for families in need. If your family has a need, please communicate with the Band Directors or a member of the Executive Board. All students who are on Fee Waiver through Hawkins County Schools need to communicate this to the Band Director. Each student who is on Fee Waiver will be responsible for these fees until the Director receives notice from the front office.

Initial Cost

\$175.00 - Each member of the Marching Band is required to pay this fee. This fee will include payment for band camp; the band T-shirt, the school fee, and garment bag (see explanation below).

Each member is charged a \$10.00 fee to rent a garment bag for the VHS Marching Uniform. Garment bags are required to carry the necessary parts of the uniform and to make sure they are stored in the appropriate manner. These are quality garment bags and will endure normal wear and tear throughout the marching season. The members of the color guard are also charged this fee so that they have a place to keep their necessary uniform parts. At the end of the school year, if the garment bag is not returned to the Band Boosters in satisfactory condition, the student will be charged to replace the bag.

Additional Charges

\$70.00 - Students who use any school instruments or equipment are charged this fee. (\$35 per semester)

\$18.00 - All new members of the marching band are required to purchase a pair of marching shoes to be worn with their uniform. These are purchased through the band boosters to make sure that all shoes are of the correct style and that all the uniforms match. Orders for these are taken during band camp and a mass order is placed to cut down on the cost for shipping for all. Students are responsible for keeping up with these items.

\$3.00 - All horn-line members are required to wear white gloves. These gloves can be bought at local music stores or through the band boosters. We try to give the students a break on these items and only charge \$3.00 where they are around \$5.00 if bought outside the band boosters. These can be washed. Students are responsible for keeping up with these items. These are available for purchase in the uniform room before every game when the students pick up their uniform.

*If a student is on Fee Waiver through the Hawkins County School System, they are still **REQUIRED** to pay for all personal items (Items that will only be used by them) they will use. This includes marching shoes, gloves, the marching band t-shirt, and the garment bag.*

We have made every effort to keep band fees affordable while maintaining a competitive edge. These fees not only pay for music and drill for the fall, but also for additional instructors which provide assistance to the director, transportation and other costs incurred by the band program.

Below is an example of what it will cost to be in the VHS Marching Band:

Please note, this is an example only and subject to change.

Please also note that all percussion and color guard members rent equipment from the band program.

Freshman Student – Non Rental

Band Camp - \$175
Marching Shoes - \$18
Marching Gloves - \$3

Total - \$196

Freshman Student – Rental

Band Camp - \$175
Marching Shoes - \$18
Marching Gloves \$3
Equipment Rental Fee - \$35/sem
Total - \$231/\$266

10th -12th Grade Student – Non Rental

Band Camp - \$175

Total - \$175

10th -12th Grade Student - Rental

Band Camp - \$175
Equipment Rental Fee - \$35/sem
Total - \$210/\$245

All Color Guard Members (Fall Only)

Band Camp - \$175
Equipment Rental - \$35
Equipment Bag - \$25
Warm-up Suit - \$55

Total - \$290*

Winter Guard Members

To be announced after
show is determined.

*Does not include the cost of the color guard uniform which will be added once it is determined by the directors.

Payments

The schedule for making payments for fees, trips, etc. will be communicated by an invoice and on event flyers sent home with students, extra copies are available in the band room, via the web site, or the newsletter. **Please make sure that you get this information.** If you need to make special arrangements for a modified payment plan, please contact the treasurer in advance. We are always willing to work with you on a payment plan that may be more convenient. Payments may be made by personal check, transfer of funds from student accounts, or cash.

Personal Check – Personal checks should be made out to the VHS Band Boosters. Please be absolutely sure to write your student’s name and what the payment is for (marching fees, fruit sale, etc.) on the check. **Payments should be placed in a sealed envelope with the student’s name and a description of what the payment is for, written on the outside of the envelope.** Envelopes should be given to the band director who will log in the money and place it in the lock box in the band office, where the treasurer will collect them. **All payments will be applied to the oldest outstanding balance.** Checks may be mailed to the following address:

VHS Band Boosters
P.O. Box 952
Church Hill, TN 37642

Student Accounts – If you choose to make payments by using Falcon Bucks from your student account, please fill out one of the **Student Account Transfer Checks** located in the band office. Indicate the amount and what you are paying for on the “for payment of” line, and then print your name and sign the **Student Account Transfer Check** as indicated. If you prefer to write a note requesting that Student Account funds be used, you should include the student’s name, the date, the amount of credit you want to apply, and what fee the credit is being applied to.

Cash – If you must pay by cash, please seal the cash in an envelope. On the outside of the envelope, write the student’s name, the amount enclosed, the date, and what the cash is for. These payments should be presented directly to the Director only. **Do Not Mail Cash.**

An invoice will be sent to all members of the band for each expense incurred by the band member. All invoices are due 30 days from invoice date. Please pay this invoice within 30 days of the invoice date or make payment arrangements with the treasurer to avoid late charges. Members of the band are allowed and encouraged to make payments to help get all fees paid in a timely manner and to make it easier on parents by spreading out the cost over a time period. Payment plans will be set up in the following increments.

1st Payment	\$75.00 (<i>Please mail to P.O. Box</i>)	Due June 16th
2nd Payment	\$50.00	Due June 30th
Final Payment	\$50.00 (\$85 if you rent equipment)	Due July 14th

Students who qualify for school fee waiver need to communicate this to the band director so arrangements can be made toward getting applicable band fees waived.

Student Account Q&A's

What are student accounts? The Booster Club established the student accounts both to help parents and students offset band expenses and to encourage participation in fund-raising activities. Students earn “Falcon Bucks” by participating in a variety of Booster Club fund-raising projects. Accrued “Falcon Bucks” can be used to pay for fees and outstanding balances. The treasurer may remove “Falcon Bucks” from a student’s account to offset any outstanding unpaid debt that the student has incurred.

How do I establish a student account? When “Falcon Bucks” are earned a student’s name will automatically be added to the account list. Committee chairmen are responsible for reporting all “Falcon Bucks” earned to the treasurer by the end of each month. The treasurer then updates the student account list. The account balance can be known at any time by asking the treasurer in person or by phone call.

How are “Falcon Buck” earned? “Falcon Bucks” are earned by the student by participating in designated fund-raisers. Students receive 30% of the profits that they generate in the form of “Falcon Bucks”. The remaining seventy percent will go into the band’s general fund. Sponsorships are dispersed 50% to the Band and 50% to the Student Account.

How will my account be affected when my sibling joins the band? When two or more students from one family are in the program, each student in the family has their own separate account.

Do the student account balances roll over from year to year? As long as a student is in the program their student account will not expire. Some students use their “Falcon Bucks” in their student accounts as soon as it is earned. Other students choose to let them accumulate for several years, then use them to completely cover a major expense such as marching fees or band trips.

What happens to unused funds when I graduate or if I leave the program? Unused student account “Falcon Bucks” revert to the general band fund when a student graduates or leaves the Volunteer instrumental music program. A balance may be transferred to a sibling in the band program but only to a sibling, not to a relative or friend.