

Carlynton Jr./Sr. High School



Parent Marching Band Handbook

2021-2022

The Carlynton Band Parent Association

The Carlynton Band Parent Association (CBPA) is the parent group recognized by the School District that represents the Golden Cougar Marching 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 CBPA meeting agenda is set prior to the meeting and is available at each meeting and afterward through the shared minutes. Any band parent wanting an item placed on the agenda should see an executive board member so that it can be discussed by the board. 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 CBPA 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. Important 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 issues as necessary. Please try to attend as often as possible, so that you can stay informed. Much of the information shared at these meetings is not provided elsewhere to students.

Please see the appendix for a marching band glossary and responsibilities for chaperones.

Responsibilities of Band Parents

In order to ensure that our band members have 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 fundraisers, 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. Parents are responsible for ensuring that their students arrive and are picked up promptly at events and for communicating about absences or illnesses with the band director. We rely on parents for monitoring the care and keeping of students' band instruments, duffel bag, gloves, socks, and other performance attire. Families will be held financially responsible for damaged equipment or uniform pieces and students may be unable to perform without required attendance and supplies. Chaperones must stay at each venue with your child until they are safely in your care, so please be considerate of their time.

Ding System

Dings are credits toward the student assessment or cost to participate in marching band. Parents earn a ding for volunteering with different band activities and fundraisers. 4 dings equal a \$40 discount on assessments, and no partial credit is given. The Carlynton Marching Band is one of the few organizations for your students that reward parents/guardians for volunteer work. Please see the appendix for chaperone responsibilities.

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 band camp supervising check-in, accompanying medical bag and students to the field, helping as needed by director and board (1).
- **Game Refreshments:** Chairperson/Buyer (4). Buys & distributes **approved** snacks & water at all home/away events during a July -June season. Delivered to the stadium for home games or band dock for away games. Submit receipts to treasurer for reimbursement.
- **Chaperones:** Chairperson (4). Chaperone (1) per event. Please see chaperone guidelines.
- **Truck Driver:** (1) per event. Ensure truck-loading checklist is followed for the event, help with loading and unloading at band dock and at destination. Meet at school to pick up truck, arrange with band director to return truck after the event.
- **Truck Assistant:** (1) per event. Ensure truck-loading checklist is followed for the event, help with loading and unloading at band dock and at the destination.
- **Truck Supervisor:** (2) per year (Maintain truck-loading checklist & coordinate truck crew schedule (driver and assistant) for each the full season (July-June).
- **Ding Coordinator:** (3) Collects ding signoffs for full season (July-June) and reports to the treasurer for account adjustments.
- **Senior Night Committee:** Chairperson (2); Committee Member/Helper (1)
- **Officer/Board Member:** Duties as listed in the by-laws and handbook (4)
- **Summer Uniforms & Shoes Chairperson:** (2) for year
- **Uniform Committee:** Chairperson (4); Distribution Helper (1) per session; Dry Cleaning all uniforms at approved vendor; (1) per delivery & pickup; Clean Up helper for post-event mud removal, brushing, etc.
- **Fundraisers:** Chairperson (2) per year, Individual fundraiser event coordinator (1) per event
- **Home Band Festival: (EVERY parent is expected to help in some way)** Chairperson (4); Concession Chair (3); Side Booth Chairperson (2); Worker (1)
- **Social Media Coordinator:** (2) per year. Maintains band social media accounts according to policy in the handbook.

- **Linda Beck Scholarship Coordinator:** Arrange essay date, judges, sitting event, & manage the award clock and payment according to the policy from President.
 - NOTE: Since the bulk of the effort is at the end of the year, this ding will be banked for the following year.
- **Banquet Video Show Producer:** (2) Show must be delivered to the vice president by the due date in accordance with guidelines. The producer is responsible for using photographs from the season to create a video/slideshow with music to showcase the season, including all students and many events. Access will be given to the producer to use the google photo album.

NOTE: Since the bulk of the effort is at the end of the year, these dings will be banked for the following year.

Senior Photobook/Memory Book 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 almost every activity within the school district to cover various expenses (see list below). For marching band, the assessment is \$125.00. **The assessment payments will be due as follows: \$50.00 on the first day of full band camp and the remainder (\$35 or \$75 depending on reductions) on October 1 each year. Non-payment of the first assessment fee, due on the first day of band camp 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 designated 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 4 by the number of students. Parents are encouraged to volunteer to help with more than four events but no further fee reductions are provided.

List of Some Expenses the Assessment Fees Cover

Liability Insurance (required), Band Jacket Refund after 3 years of participation (\$120 refund to parent), Refreshments for all games and activities (includes refreshments for visiting bands), Senior Gift (for Senior Night \$30), Banquet dinner (\$25), Ice throughout the season, 5 x 7 picture and frame from Senior Night (Seniors only), Band Camp Supplies & Expenses, Leadership Camps for drum majors & section leaders, Senior Albums, Website & Domain fees, Equipment for Band Banquet, Other miscellaneous expenses for the band

Fundraising

Fundraising is done in two different ways for the CBPA:

- **General fundraising** is done by way of group activities such as Jewelry sales, Kona Ice, and the band festival. Car washes, spaghetti dinners and other such events may be scheduled and stipulated as going to the general fund or trip funds 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 Sarris Candy bars and catalog sales, Dunkin Donuts Mugs, Appleicious, Hoagies, Car Washes, other candies and various other sales.

If anyone has an idea for a fundraiser, please discuss it with the 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 and posted on the website. Contact the person listed in charge of the individual fundraiser you are interested in with any questions. Be sure to check the band website regularly for news on these events.

Student Accounts

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

Monies raised by the student can be used for trips, assessments and other fees associated with the marching band. The parent/guardian must sign a release form to assign money to a particular fee. To check individual accounts, contact the CBPA 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 (Le., 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 non-cash money disbursed. **Monies will be disbursed no later than June 30th:**
 - 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.
 - C. Monies may only be refunded to a student leaving band until June 30 of their final year. 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.

I. Chaperone Opportunities & Responsibilities:

- Chaperone a parade
- Help with band camp
- Work at our home band festival
- Chaperone an away band festival
- Chaperone Kennywood Parade day
- Chair or work an event

*Please remember that when you chaperone or work at a band event, your full attention is needed on the band students. **Additional children or family members must not attend with a chaperone. If this policy is not followed, dings may not be awarded since others may need to take responsibility for your job.**

-Chaperone an away football game: ride the bus with the band, take attendance, escort students to the restrooms, help hold items for students, carry the medical supplies and distribute and record needs, supervise students returning to buses, and monitor the band section during the half-time show, pass out snacks to the band, help directors with anything they need, pass out plumes before half time, collect plumes after half time, assist with any uniform issues, ride the bus home with the band, take attendance, monitor and check any students who ride home with family instead of band, stay at high school after return until all students have been picked up. Festivals at other schools are very similar to these duties and also earn one ding.

-Chaperone a home football game: arrive early to the field with students, monitor the changing area in the gym, help unload uniforms and instruments from the truck, help reload the truck with instruments and uniforms, monitor band seating section during half time, pass out plumes before half time, collect plumes after half time, pass out snacks to band, assist with any uniform issues, keep non-band members out of band section of bleachers, monitor medical supplies and distribute and record needs, check every uniform as students turn them in for proper hanging and cleaning needs, stay at the football field until all students have been picked up.

****Additional children or family members must not be in the band section or on the field at any time. This is a safety issue. Please ensure that you have childcare arranged for any band events you chaperone.****

-Chaperone a parade: (This includes Veteran's Day, Homecoming, Halloween, Memorial Day and Crafton Celebrates) arrive at the high school (or other starting site as specified) at call time, take attendance on buses, assist with loading and unloading the truck at parade location, monitor students in warm up and help manage traffic movement around the band during line up, walk with band on parade route, prevent crowd from disturbing band members, monitor student needs during parade, carry medical supplies, reload truck, ride the bus home with band and ensure all students have been picked up before leaving high school.

-Help with ½ day of band camp (Full day earns 2 dings): Direct students to place lunches on cart, ensure managers fill water coolers and obtain cups to take to the field with the band. Ensure managers put lunches on cart in the cafeteria refrigerator, help with any questions regarding uniforms, paperwork, medical needs, etc. Help with any events occurring during camp

such as uniform fitting, shoe fitting, pictures, ice cream day, potluck lunch, fill balloons and squirt bottles for water balloon day. Assist directors and staff with any needs. Remind students to apply sunscreen, drink water, etc. Chaperones need to accompany the band to the field anytime they are working outside. Assist with paperwork collection, organization and distributing papers to mailboxes and students. *Children and family members cannot be supervised during band camp. If you need to bring another child with you to drop off supplies, **they must stay with you at all times and must not interfere with your duties.***

-Work at the Band Festival: Depending on what you volunteer for, your responsibilities will vary. The festival chairperson will communicate what is needed from you. Regardless of your position, you will need to attend the festival before start time and help with general setup. Individual jobs will include: help set up the booth or table you are working, help students with uniform changes, help with band seating, distribute snacks, supervise bathroom needs, sell programs, sell tickets, collect tickets, work at the concession stand, sell tickets and monitor the Silent Auction Basket table, sell and coordinate grams at the gram table, etc.

-Kennywood Parade Day: each year the band performs in one of the August Kennywood Fall Fantasy parades. In addition to marching in the parade, the band travels on buses to the park and spends the day at Kennywood in groups so that students have the day to ride, enjoy time with their friends, and eat funnel cakes! The parade is in the evening, then everyone rides back to the high school. Chaperones for this event are needed to ride the bus from the high school, take attendance, check-in with students at Mr. Obidowski's times, assist students with changing into uniforms as needed, supervise students as they move between buses and parade line-up help with truck unloading and reloading, assist with any issues throughout the park and then walk with the band in the parade, ensuring that there are no issues or crowds disturbing the students. We then supervise reloading the buses and ride home, again staying at the high school until all students have been picked up. *No children or extra family members can ride the bus or attend with chaperones. Your primary responsibility is to ensure the safety and needs of the band students in the park and parade.*

II. Marching Band Glossary:

Assessment:

Mandatory participation fee for marching band. This covers uniform cleaning and repairs, banquet ticket, band camp, music copies. Paid in full to participate, then a discount is given with the completion and submission of all 4 dings.

Auxiliary:

Colorguard and Cougarettes. Members of the band.

Banquet:

Year-end honors and awards dinner ceremony arranged by band parents' association and coordinated by the vice president. Tickets for students are included in band assessment. Family members purchase tickets to attend. Attendance is optional but encouraged.

Bibber:

Marching band uniform overall-type pants. Dark green and issued by the school.

CBPA:

Carlynton Band Parents' Association. A group of all parents of band members in good standing. Board is elected on a rotating cycle and these officers coordinate events, chaperones, fundraising, fun activities, and generally help the band. Meetings are held one time per month at the high school. All parents are encouraged to attend.

ColorGuard:

A group of students who add color and style to marching band performances with flags and other props. Also known as Auxiliary, the term originally used for the flag/rifle carriers who stood at the front of a marching show. Evolved into modern colorguard when dance and decorative flags were added.

Cougarettes:

A group of students who add color and style to marching band performances with pom poms and dances. These students are also known as auxiliary.

Ding(s):

A signature earned by volunteering for a job or at a game or event. These must be documented on the "Ding Form" from your band packet and must be turned in to the "Ding Chairperson" for credit. Families who collect all 4 dings during the season receive a discount on their assessment.

Drill:

The actual choreography of the show. It involves the development of the patterns in which the band will march while playing the show music. The drill is written with each band member represented by a specific dot. If a band member is not available for a show, it creates a hole where the dot is and affects the visual aspect of the performance. Each dot is essential to each performance!

Drum Major(s):

Student conductor(s) who direct the marching band as it plays. These students are selected by audition and attend the FJM leadership program over the summer at no cost to the student.

Drumline:

Marching Band percussion section that carries drums and marches; is comprised of snare drums, bass drums, quads (see quads), and cymbals.

Duffle:

Band duffle bags are given to each student embroidered with their name. These bags are to be brought to every band event and used to carry poncho, shoes, hand warmers etc. If lost or damaged, must be replaced at the student's cost.

Festival:

Demonstration events at home and at other stadia through the season at which the band performs their extended show and cheers on the other bands in the area. Home festival is a fundraiser and is a big event!

Field Markers/Yard Markers:

Set of plastic tri-fold number markers placed on the home sideline during performances marking the yard marks on the field. At the home stadium these are placed off by 5 yards.

Flip Chart & Lyre:

Plastic sleeves with a solid back and metal piece to attach music to your instrument for reading while marching. Sold at music stores.

Gloves:

White gloves distributed and worn with your uniform. Can be replaced at a cost to the student. Should be washed REGULARLY. Should never be placed in the Shako box!

Linda Beck Scholarship:

Money awarded to a senior (or 2 seniors) based on a blind-read essay in the spring of the senior year. Established by the Beck family in memory of their daughter who was killed on her way to a band event.

Managers:

Student assistants to the director and drum majors. These amazing helpers carry stands, place yard markers, fill water coolers, load and unload the truck and help communicate uniform issues to the parent chairperson. Members of the band.

Mellophone:

Marching french horn. (The best instrument) :-)

Percussion:

Any striking instrument, not just drums. Snare, quads, bass, cymbals, and others as selected by the director.

Poncho/Raincoat:

Uniform dark green Carlynton waterproof hooded attire issued with your uniform and carried in your band duffle bag, brought to all games and festivals. Worn as directed by the band director.

Plume:

Feather adornment worn on the Shako with the marching band uniform. Distributed and collected by parents and managers in the stands. Stored in two large black zippered containers.

Section:

The grouping of instruments that each student warms up with, practices with and is led under. Ex: Trumpets are in the High Brass Section.

Section Leader:

Student leaders of the band sections. These students are responsible for helping rookies, leading their section, peer mentorship, communicating to and from their section to the band parents, and coordinating ideas for shirts, band camp, etc. These students are selected by audition and may attend leadership events in the summer.

Shako:

Hat worn during performances. Take good care of your shako!

Show Shirt:

A shirt matching with the theme of the performance. Great souvenir for the year. To be worn

under uniforms at home games and group trips. Designed by the seniors and distributed during band camp. Family members can purchase to show support in the stands!

Shako Box:

Black plastic box with your name on it for storing ONLY your hat. These are loaded into large boxes for transport to and from games and festivals. Not to be used for any other purpose!

Sousaphone:

Another term for the marching tuba.

Quads:

Set of 4 connected drums carried by members of the drumline and worn with a harness.