

Carlynton Jr./Sr. High School



CHS Marching Band Parent Handbook

2023-2024

Welcome to the Carlynton Band Parent Association!

Just like the students of our Marching Band, the parents & guardians usually end up feeling like family. We spend a lot of time together as chaperones, event volunteers, band camp helpers, planning meetings, and most importantly: helping our kids have the best experience possible. This guidebook will give you a good introduction to how we operate and depend on each other throughout the year. We are glad you're here!

Our official description is as follows:

"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."

Meetings:

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 get information about all band related events and activities. Agendas are set prior to the meeting and are 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 required but are welcome to attend the meeting.**
- ❖ Should a band member have a concern, but cannot work it out with the Director and/or Section Leader, they can also work with a CBPA officer to possibly get their concern included on the agenda.
- ❖ Meetings are typically 30 minutes to an hour long. 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.***

Responsibilities of Band Parents & Guardians:

- ★ ***Attend Meetings*** - Send at least one adult per family to the monthly meetings
- ★ ***Volunteer*** - There are many Marching Band functions, fundraisers, & events throughout the entire school year that can only happen thanks to volunteers. We are always sharing these opportunities via e-mail, so please make sure you have the Carlynton Marching Band gmail marked as "Not Junk" so our communications get to your Inbox!
- ★ ***Read the Emails*** - as mentioned above, this is our best way to communicate with the entire group.
- ★ ***Communicate With the Board & Band Director*** - Just as we are asking you to give attention to our messages, we are ready to receive yours. Absences and illnesses are to be reported to the Director. If there is any issue, question, concern about anything band related, please bring it to our attention asap. Our "Band Family" is not

immune to conflict, but we can set the example for our students by addressing things directly instead of engaging in whispers and gossip.

- ★ **Join the Remind App** - the Director uses this for quick reminders about Call Times, dress code, etc. Sometimes the CBPA Board uses it as well, when there is something urgent to pass along.
- ★ **Home Band Festival: Mark Your Calendar** - The biggest fundraiser of the year is our annual home Band Festival, and its success truly *depends on every family helping* in some way. There are a lot of different jobs, so you will definitely be able to find an opportunity to contribute, regardless of your personal schedule.
- ★ **Plan to be Ready On Time** - we know that life is busy, and that the unexpected jumps in to mess it up even more. Traffic issues, show shirts not drying, missing socks, getting out of work late... it can all happen on a Friday evening when you are just trying to get your student to Call Time. Please do your best to plan ahead for these things. Set out everything on Thursday nights. Keep an extra pair of black socks in their duffel bag. Arrange with another parent to be your back-up carpool person. Know the alternate routes to Honus Wagner. The Marching Band starts, plays, and ends together. When someone is late, everyone is late!
- ★ **Plan to Pick Up On Time** - almost every student has a cell phone or can borrow one, and when we leave away games the Directors & Chaperones let everyone know they must "CALL YOUR PARENTS!" to let them know when we are expected to arrive back at CHS. It is very important to be prompt for pick up, as the Band Director is obligated to wait until every single person has gone home, and usually the Chaperones stay as well. Please help everyone get home at a reasonable time by picking up your student promptly or pre-arranging a ride with another adult.
- ★ **Monitor Care of Equipment** - Please help your student to take proper care of their instrument, 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 supplies. Problems or damage should be immediately reported to one of the Band Managers or the Uniform Manager so it can be assessed and fixed for the next game.

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 \$130.00. The assessment payments will be due as follows:

- \$50.00 on the first day of full band camp each summer
- Remainder (\$40 or \$80 depending on dings) on October 1 each year

Non-payment of the first assessment fee 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 may reduce their assessment fee by volunteering (see "Volunteer Incentive Dings") and/or 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

Show shirt, 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

Volunteer Incentive (“Ding”) System

The Carlynton Marching Band is one of the few organizations for your students that reward parents/guardians for volunteer work. **Dings are credits toward the student assessment** fee set each year. 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. If you have more than 1 student in the band, your 4 Dings will be applied to the oldest account first, with an additional 4 going toward the next eldest, and so on.

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.
- **Primary Truck Driver/Coordinator:** (4) Ensures a driver & assistant is scheduled for every game & event that will require the transport of equipment, taking on that responsibility if no other person volunteers. 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:** (2) 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)
- **Shoes Chairperson:** (2) for year
- **Uniform Committee:** Chairperson (4); Fittings/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. (1)
- **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:** (2) Arrange essay date, judges, proctoring essay day, order/pay for the award clock 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) The producer is responsible for using photographs & videos from the season to create a video/slideshow with music to showcase the season, to be shown at the annual banquet, 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.

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, and car washes.

If anyone has an idea for a fundraiser, please discuss it with the fundraising chairperson or bring it up at a monthly meeting. All fundraisers must be approved by the CBPA as well as be registered and approved by the school district. 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.

Chaperone Opportunities & Responsibilities:

- 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 may 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, 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.

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, 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: 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, offer assistance to managers as needed, 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 may need to accompany the band to the field anytime they are working outside. Assist with paperwork collection, organization and distributing papers to 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 according to the Director's set 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 with chaperones.*

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:

Collective name for the Colorguard, Cougarettes, Majorettes; also called the "Band Front". 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.

CBPA:

Carlynton Band Parents' Association. A group of the most awesomest parents & guardians of band members in good standing. Board is elected on a rotating cycle and these officers coordinate events, chaperones, fundraising, fun activities, and generally support the Director. 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 well-choreographed dances, using pom poms for props. 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 a special training program over the summer at no cost to the student.

Drumline:

Marching Band percussion section; 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. Some might argue that THIS is the best section of the band.

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, which is obviously the best 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 application 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. Legendary tales say this instrument rules all others.