

Carlynton Jr./Sr. High School



CHS Marching Band Parent Handbook

2024-2025

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 email, 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 an 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 duffle 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 credits) 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 and/or through individual fundraising. Parents may volunteer to help with designated events to offset their assessments. The offset amount can be no more than a \$40 reduction. Reduction is determined by the number of credits earned. Each student you have is available for a maximum \$40 reduction. Details on how credits are converted to monetary value are listed under the Volunteer Hour Credit section.

List of Some, but not all, of the Expenses Covered by the Assessment

- 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 (\$30),
- 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, General Equipment, and Other Unlisted Operating Expenses for the band

Volunteer Hour Credit System

The Carlynton Marching Band is one of the few organizations for your students that reward parents/guardians for volunteer work. **Volunteer hours earn credits toward the student assessment fee set each year.** Parents earn credits for volunteering with different band activities and fundraisers. A total of four(4) credits must be earned before a discount is applied to a student's assessment. If you have multiple students, each student must have 4 credits per account to receive an assessment discount.

Volunteer Opportunities:

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

- **Band Camp Coordinator:(4)** Person who works directly with the Director to coordinate the schedule and activities for the entirety of camp. Coordinator is required to be present a minimum of the first hour of each day. They are the main point of contact for Band Camp and will delegate tasks as needed.
- **Band Camp Volunteer:** Spending one half-day at band camp. Duties include, but are not limited to, supervising check-in, accompanying the medical bag and students to the field, helping Coordinator with needed tasks.

- **Game Refreshments:** Chairperson/Buyer (4). Buys & distributes **approved** snacks & water at all home/away events during a July -June season. Must deliver or delegate delivery of the snacks and drinks to the stadium for home games or the band dock for away games. Must submit receipts to the Treasurer for reimbursement.
- **Game and Parade Chaperones:** (1) Please see Chaperone guidelines for details.
- **Primary Truck Driver/Coordinator:** (4) Ensures a driver & assistant is scheduled for every game & event that will require the transport of equipment. Must be willing to take on that responsibility if no other person volunteers. Responsible for reporting all committee members' volunteer credits to the Secretary.
- **Truck Assistant:** (1) per event. Must have a valid PA driver's license in good standing. Ensure truck-loading checklist is followed for the event, help with loading and unloading at the band dock and at the destination. Meet at school to pick up the truck, as well as make arrangements with the Director on where and when to return the truck to the rental agency.
- **Senior Night Committee Chair:**(2) Parent/guardian of a Junior Band Member, who will form a committee, to plan all Senior Night Activities, Gifts, Decorations, and other elements needed for the evening. Responsible for reporting all committee members' volunteer credits to the Secretary.
- **Senior Night Committee Member:**(1) Help at the Chair's discretion.
- **Officer/Board Member:** (4)Duties as listed in the by-laws and handbook.
- **Uniform Committee Chairperson:**(4) Head of committee assigned to handle all necessary uniform storing, organization, cleaning, and maintenance. Also responsible to notify the Director and/or Board of any necessary replacements. Must be available for 2 days at Band Camp to supervise all uniform fittings. Responsible for reporting all committee members' volunteer credits to the Secretary.
- **Uniform Committee:** Assist Chairperson as needed. One (1) credit per event.
- **Fundraisers:** Chairperson (2) per year, Individual fundraiser event coordinator (1) per event
- **Home Band Festival Chairperson:** (4) Main point of contact for all committee chair members. Directly Communicates issues to the Director/Band.
- **Concession Chair:** (3) Plans menu, sets prices, organizes donations, shops for necessities. Responsible for reporting all Concession volunteer credits to the Secretary.

- **Side Booth Chairperson:**(2) Responsible for organizing donations, sets prices, organizes donations, shops for necessities. Oversees the 50/50, bake sale, auction basket raffle, candy grams, and any other side booths. Main point of contact for the leads for each of the Side Booths. Responsible for reporting all Concession volunteer credits to the Secretary.
- **Lead of Individual Side Booths:** (2) Runs the booth on the day of the Festival. Responsible for communicating all needs such as supplies or additional volunteers to the Side Booth Chair.
- **Festival Volunteer:** (1) Fills in wherever help is needed at the discretion of each chairperson. Responsible for signing in with Chair if working for credits.
- **Festival Program Designer:**(4) In charge of ad solicitation, collect ads from band families and supporters, point of contact for any program related issues. Will work with the Board and or Director to assure that the Program meets the needs and standards set by them.
- **Social Media Coordinator:** (4) per year. Maintains band social media accounts according to policy in both the CBPA handbook and the District policy.
- **Band Photographer:**(4) Responsible for taking candid photos at all band events. Photos should be uploaded to the Google Drive or to a location specified by the Board. All photography equipment is provided by, and maintained by, the band photographer. Mandatory events include a minimum 3 days of band camp, including but not limited to section spirit day and Preview Day, Senior Night, Festival, Kennywood, and at least one parade.
- **Linda Beck Scholarship Coordinator:** (2) Can not be a parent/guardian of a senior band member. Arrange essay date, judges, proctoring essay day, order for the award clock.
 - NOTE: Since the bulk of the effort is at the end of the year, these credits 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 credits will be banked for the following year.

- **Senior Photo Book/Memory Book:** Curate photos throughout the year. Send out a senior survey via Google Form in March. Use Shutterfly or a similar application to create the scrap books. Scrapbooks are to be handed out at the Banquet.

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 District approved 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 Board 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.
- Money may only be refunded to a student leaving the 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 Linda Beck Scholarship 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, credit will not be awarded since others may need to take responsibility for your job. Remember: the whole reason we are here is for the betterment, safety, and enjoyment of the kids. They should always be our priority, well beyond our own personal agendas.

You are required to coordinate and cooperate with all other chaperones and the Staff.

The following are some, but not all of the events where chaperones are needed, as well as some of the expectations of the position during the event. Events and duties at each event can change. Stressing again, the success of each event and the safety of our kids during every band event is our MAIN PRIORITY!

****Additional children or family members must not be in the band section or on the field at any time. Nor are they allowed on the bus or other band only transportation. This is a safety issue. Please ensure that you have childcare arranged for any band events you chaperone. ****

Some expectations while chaperoning at an away football game:

- Ride the bus with the band to and from the game.
- Take attendance before, during, and after the game prior to departure
- Escort students to the restrooms and to and from the buses
- Assist students with their equipment needs, including but no limited to, the drill major platforms and instrument harnesses
- Monitor the band section during the game, including during the half-time show,
- Pass out snacks to the band,
- Help students with all uniform needs such as passing out plumes before and after half time,
- Monitor and check out students who ride home with family instead of band,
- Stay at high school after returning until all students have been picked up.

Some expectations while chaperoning at a home football game:

- Arrive early to the field
- Monitor the changing area in the Elementary School
- Escort students to the restrooms and to and from the buses
- Assist students with their equipment needs, including but not limited to, the drill major platforms and instrument harnesses
- Monitor the band section during the game, including during the half-time show,
- Pass out snacks to the band,
- Help students with all uniform needs such as passing out plumes before and after half time,
- Stay at the field until all students have been picked up.

Some expectations while chaperoning at a parade:

- Arrive at the high school (or other starting site as specified) at call time,
- Take attendance when traveling 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 the band on the parade route, prevent the crowd from disturbing band members,
- Attend to all students' needs during parade,
- Carry medical supplies,
- Ensure all students have been picked up before leaving high school.

Kennywood Parade Day Chaperones:

- Ride the bus to and from the high school and take attendance before each departure
- Coordinate with Director and other Chaperones to handle the manning of the Cafe for check-ins
- Be available to all students while at the park to assist with any needs
- Help with loading and unloading the truck
- Help students with all their uniform needs, including plumage
- Walk with the band during the parade, ensuring that there are no issues or crowds disturbing the students
- Stay at the high school until all students have been picked up.

Marching Band Glossary:

Auxiliary:

Collective name for the Colorguard, Cougarettes, Majorettes; also called the “Band Front”. They are full members of the band.

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. 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 part of the Auxiliary, the term originally used for the flag/rifle carriers who stood at the front of a marching show. Evolved into a more 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 part of the Auxiliary.

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 have applied and auditioned for the position and were chosen by the Director and Staff. They 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), bells, 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, it 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.

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.

Majorettes: A group of students who add color and style to marching band performances with well-choreographed dances, using batons for props. These students are also part of the Auxiliary.

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. They are considered to be members of the band.

Mellophone:

Marching french horn. Contender for 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.

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 (*pronounced “shay-co”*):

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

Show Shirt:

A shirt matching the theme of the performance. Great souvenir for the year. Required 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! *Remember the Golden Rule: “We do not share things that go on our hair”!*

Sousaphone:

Another term for the marching tuba. Legendary tales say this instrument rules all others.