

BERKMAR HIGH SCHOOL



....ALL FOR ONE!

PATRIOT BAND HANDBOOK

2010-2011

Preface

This handbook is to serve as an informational tool for students, parents and other persons interested in the organization and procedures of the Berkmar High School Band Program.

Students and Parents should review the handbook, become familiar with its contents and then sign and return the acknowledgment form no later than Friday, August 6, 2010.

This handbook is a guide. When it is in the best interest of the Berkmar High School Band Program, the Director of Bands shall have authority to amend any policies found in the handbook.

Band Commitment

Band is a team based activity just as much as football, basketball or any team based sport. Your team depends on you and it is also there to support you. By participating in Band, you will forge friendships and make memories that will last you a lifetime. In addition, the self-discipline and work ethic you develop in Band will benefit you as you progress through school and later in life. Take advantage of this opportunity and enjoy the experience. You are only in high school for a short period of time. You should always strive to improve your musicianship and performance abilities. As a Band member, you have made commitments to always do your best, to follow our rules and regulations, to attend our practices and performances, and to represent your family, your school, and yourself in a positive way. Be the best you can be.

Band is also a family based activity. Family support of our program is critical to your success and to the Band's success. Every family situation is different and we do not expect identical levels of commitment from every family. However, meeting the financial commitments of Band by participating in fundraisers and paying Band Camp Fees and Band Dues by the scheduled deadlines is the minimum family commitment. We also expect that every family will make an extra effort to contribute to the program by volunteering in some capacity. Please review the Financial Policy for additional information.

BERKMAR HIGH SCHOOL BAND GOALS

1. We must commit to doing our very best in every practice and performance. Doing anything halfway is not worth the effort exhausted. Always give 110%!!
2. By learning your part and performing it to the best of your ability, we can accomplish our primary goal of raising the level of comprehensive musicianship throughout the band program. It is your responsibility to be able to carry your own weight and this should be a personal goal.
3. We must all strive to entertain our audiences and affect them with our energy, intensity, and enthusiasm. We must always show the crowd that we enjoy performing for them and are glad that we are able to do it to the best of our ability.
4. We must attempt to bring home Superior ratings from festivals and strive to place first at contests. We should also reach for the Best in Class award at marching events and concert performances. This, however, is not our primary goal and indeed will not always happen. Knowing that you have done your best and had fun while performing is the main objective.
5. We should make our community and peer groups proud of us by involving ourselves in community life through service and participation. Also, we should become an integral part of Berkmar High School through performances and school spirit.
6. We must increase Band Booster membership and support. This is necessary if we are to become an even stronger performing group.

These are realistic and obtainable goals. It will take the efforts of every member, along with dedication, hard work, a love for music, and excellence to be successful.

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COMMUNICATION

The two main purposes of performing are to grow and learn as musicians and to entertain people. If each performance teaches us a little more about music and cooperation, then we have won and reached our goal. Striving to achieve successful links of communication will involve countless hours of preparation, practice, and self-discipline. In order for our band to be the best that it can be, we cannot allow ourselves the luxury of making excuses or letting problems go unresolved. We must be dedicated enough to work through these problems and search for the solutions together.

Each band member is blessed with intelligence and common sense. Your suggestions may just be the solution that we need; please communicate with the staff! We want to hear from you! The band staff (including the student leadership and instructors) will be glad to help you with any problem that you may have. Direct your marching and playing problems to any of the teaching staff during rehearsals. This is the time to correct problems. If you feel any anxiety or unhappiness, our home in the band room is always open to you. Good communication is vital if we are to develop a superior tradition!

BAND CURRICULUM

CO-CURRICULAR PERFORMING GROUPS

1. MARCHING PATRIOT CORPS

This is the primary performing organization during the Fall which consists of ALL musicians and auxiliary members. Requirements of rehearsals and performance will also continue into the Spring semester in the roll of parades and sit down performances. After school rehearsals and performances are required. All bandsmen who are capable are expected to perform in the Marching Band. All wind and percussion members are required to be enrolled in a band class in order to participate. All members are required to participate in fundraising events held annually during the year to help meet our budget and pay individual band dues and/or trip payments that may be required year to year. Each member of the Patriot Corps is responsible for having their parent or guardian join the Berkmar Band Booster Association and encouraging their participation at all band events.

EXTRA-CURRICULAR PERFORMING GROUPS

2. AUXILIARIES

These are Color Guard members that perform in the Marching Patriot Corps during all marching performances and will continue in the winter and spring as members of an elite Berkmar High School Winter Guard. They are full members with the full privileges and responsibilities of other band members. This is a year-round commitment through audition/permission only. All members are required to participate in fundraising events held annually during the year to help meet our budget and pay individual band/guard dues and/or trip payments that may be required year to year.

3. JAZZ ENSEMBLE

For saxophones, trumpets, trombones/tubas/baritones, and rhythm section - This group will perform jazz music of all styles and time periods. At this time, this group is an extracurricular performance ensemble only during the late winter and continues through the spring. Any instrument is welcome as long as the student playing the instrument has auditioned for the director and shows dedication to the ensemble by participation. All members are required to participate in fundraising events held annually during the year to help meet our budget and pay individual band dues and/or trip payments that may be required year to year.

4. PEP BAND

This is a student run organization designed to stimulate student involvement and school spirit. The main goal of the pep band is to perform at all available basketball games and any pep rallies or school functions requiring fun and spirited entertainment. Purchase of a T-shirt is required for an official uniform and ticket to all games. This ensemble is open to all instrumentation and performs throughout the year. Audition is required. After school rehearsals and performances will be required. All members are required to participate in fundraising events held annually during the year to help meet our budget and pay individual band dues and/or trip payments that may be required year to year.

CURRICULAR PERFORMING GROUPS

5. SYMPHONIC BAND - (ADVANCED BAND)

This is the top performing ensemble at Berkmar High School and represents the elite few who work extra hard and have shown proficient skill on a specific instrument. The Symphonic Band will be a performing organization open to students who have auditioned and met the requirements as stipulated by the director based on instrumentation needs year to year. This class requires previous instrumental music training such as middle school participation and/or private lessons. All members are required to participate in fundraising events held annually during the year to help meet our budget and pay individual band dues and/or trip payments that may be required year to year.

6. CONCERT BAND – (INTERMEDIATED BAND)

Concert Band is open to all individuals who may need extra attention to the development of techniques and individual characteristics of sound and tone production. This is a performance oriented class and available to students with prior music training. Auditions may be required to enter as stipulated by the director. All members are required to participate in fundraising events held annually during the year to help meet our budget and pay individual band dues and/or trip payments that may be required year to year.

7. PERCUSSION ENSEMBLE – (SYMPHONIC BAND)

This is a performance oriented class and available to students with prior music training in the area of percussion techniques. All percussionist wishing to be apart of the Berkmar High School Band Program must enroll in this class. This class is only offered for those students who play a percussion instrument and have shown prior knowledge of proficient music reading ability. An audition is required as stipulated by the director based on instrumentation needs year to year. This class requires previous instrumental music training such as middle school participation and/or private lessons. All members are required to participate in fundraising events held annually during the year to help meet our budget and pay individual band dues and/or trip payments that may be required year to year.

8. MUSIC TECHNOLOGY CLASSES

These classes include: Beginning Music Technology (offered fall semester), Intermediate Music Technology (offered spring semester), and Advanced Music Technology (offered fall and spring semesters). These courses are designed to influence and develop an individuals understanding of music theory, history, appreciation, and future as to music technology. Basic computer keyboarding skills, understanding of basic computer language and Internet use are required. Interview by director is required before enrollment will be allowed. All members are required to participate in fundraising events held annually during the year to help meet class material needs and the constant need to improve and upgrade technology.

IMPORTANT!

Complete dedication to the entire band program on the part of each individual is essential to the success of the group as a whole. Any individual wishing to participate in band trips or top performing ensembles such as Symphonic Band, Jazz Ensemble, Percussion Ensemble, or Pep Band MUST participate in the Marching Patriot Corps. Only these students will be recommended for UGA Jan Fest, All-District, All-State, or any other honors.

Year round participation in the Berkmar Marching Patriot Corps is mandatory for those students wishing to accompany the band on special trips.

THE 4-YEAR PLAN

BASED ON EARNING A COLLEGE SEAL DIPLOMA

YES, you can take Band ALL 4-years of High School and still have extra time your senior year!!!!

9 th Grade		10 th Grade	
<u>1st Semester</u> •Band •Health •Math •Language Arts •Science •World Geography	<u>2nd Semester</u> •Band •PE •Math •Language Arts •Science •World Geography	<u>1st Semester</u> •Band •Social Studies •Math •Language Arts •Science •Foreign Language*	<u>2nd Semester</u> •Band •Social Studies •Math •Language Arts •Science •Foreign Language*
11 th Grade		12 th Grade	
<u>1st Semester</u> •Band •Social Studies •Math •Language Arts •Science •Foreign Language*	<u>2nd Semester</u> •Band •Social Studies •Math •Language Arts •Science •Foreign Language*	<u>1st Semester</u> •Band •Social Studies •Math •Language Arts •Science •Elective You can take Music Tech your senior year!!	<u>2nd Semester</u> •Band •Social Studies •Math •Language Arts •Science •Elective You can take Music Tech your senior year!!

*** Foreign Language is no longer a required course for high school graduation, BUT two years of the same foreign language are still required in order to obtain entrance into a Georgia College or University and recommended that ALL fine art (band, orchestra, chorus, drama) students begin this requirement their sophomore year of high school.**

ELIGIBILITY

Students are encouraged to maintain a high standard in academic classes. There is no substitute for hard work! Good study habits and time management is the key to a successful high school graduation.

The State Board of Education approves the offering of extracurricular activities subject to the provision that participation in such activities shall not interfere with the academic achievement of participating students.

Students eligible for All Music Ensembles must have passed five (5) courses or their equivalent the semester immediately preceding participation and must be "on track" for graduation to participate in competitive events. Beginning 9th grade students must have passed five (5) courses the previous semester (last 18 weeks) to participate in competitive events.

Students not meeting these requirements are ineligible and cannot participate in any extracurricular band functions. Ineligible students may practice and travel with the band during after school or in-school functions as long as said function is not a competitive event.

IT IS VERY IMPORTANT THAT STUDENTS REPORT THEIR ELIGIBILITY STATUS TO THE BAND DIRECTOR IF THEY KNOW OR SUSPECT THAT THEY MAY BE INELIGIBLE.

ATTENDANCE POLICY

All rehearsals and performances as stipulated by the director are mandatory. Should a student be involved in another school activity, which conflicts with rehearsal time, an arrangement between the advisors and the student will be discussed. An unexcused absence from a weekly rehearsal will result in a loss of the performance spot for that week. Any absence from a Thursday rehearsal (or any rehearsal just prior to a performance) will also result in a temporary loss of the performance spot for that week. AN UNEXCUSED ABSENCE FROM A PUBLIC PERFORMANCE WILL RESULT IN THE LOSS OF ANY AWARDS FOR THAT CURRENT YEAR AND WILL SERIOUSLY AFFECT THE STATUS OF ANY STUDENT AS A MEMBER OF THE BERKMAR HIGH SCHOOL BAND.

Absences from an extra or co-curricular rehearsal or performance because of work or a doctor appointment will be counted as unexcused. Schedules should be given to employers well in advance so that proper planning may take place. Remember that you made a commitment to the Band. It is your responsibility to schedule and budget your time. The director realizes that everyone's family is different and scheduling time between work and band can be worked out in advance. *The director **MUST** have a written excuse note within 24 hours **prior** to any rehearsal or performance before an absence will be excused!* 24 hour prior written notice (such as email) on an 8 ½ X 11 sheet of paper must be provided with students name, date of absence, reason for absence and student signature. There is no need for a parent signature. It is the *Student's* responsibility to find a way to be at rehearsals.

	<u>Rehearsal</u>	<u>Performance/Event</u>
Unexcused Tardy	2 points off final grade	5 points off final grade
Unexcused Absence	5 points off final grade	10 points off final grade

As long as an absence from a rehearsal or performance has been excused, a student may then complete the band make-up assignment to earn the grade they would have been issued for the rehearsal or performance. This is due to time. Rehearsals and Performances require students physically being here as apart of the team and putting in the time to practice. If you can't make it, then you need to put forth the time in the make-up assignment in order to earn the grade for the absence.

If a student is NOT involved in the band class such as an auxiliary position, he/she will be allowed only 2 Unexcused Absences. If more than 2 Unexcused Absences are taken, that student may be asked to leave the band program. If the student is only tardy, he/she will be allowed 3 Unexcused Tardies. Any further tardiness and the student may be asked to leave.

Any personal conflicts with rehearsals or performances should be given in writing at least 24 hours prior to the day of the event. This will give the director time to make any adjustments necessary. If the director considers the request valid, it will be honored whenever possible. Please give the director enough information to make the correct judgment.

WHAT CONSTITUTES AN UNEXCUSED OR EXCUSED?

EXCUSED ABSENCES

(*with advanced knowledge only*)

1. Personal Illness from school
2. Religious Holidays
3. Close family wedding/funeral
4. Prearranged College Interviews
(No other dates available)
5. Private Music Lessons
(No other time slots available)
6. Club or Sport conflicting practice time discussed a least one week in advance to a band practice. NO such permission will be given on dress rehearsals or performances.

UNEXCUSED ABSENCES

1. Doctor/Dentist Appointments
2. Work scheduling conflicts
3. School club meetings without approval from band director
4. An excused absence w/o a 24 hour written advanced excuse.
5. Hair/Beauty Appointments
6. Practice with other clubs or sport organization not approved at least one week in advance or offered to split rehearsal time.
7. No Ride Available

When in doubt, **ask in advance**. In case of sudden illnesses, a telephone call or email is appreciated. In all cases of absence from a public appearance, a written statement is necessary. Please check the website for current up to date information and calendar. www.berkmarband.com

In the event that a member belongs to another performing organization that will be appearing at the same time as the band, the band will take precedence. This is standard procedure for most organizations, amateur or professional.

↪ **ALL Absences whether they be excused or not MUST have a written excuse turned into the band director 24 hours in advance.**

↪ **In instances due to sudden absences, accidents, or family emergencies a written excuse MUST be turned into the director as soon as the student returns to the band.**

POLICIES

FOOTBALL GAMES/BAND TRIPS/ FESTIVALS /COMPETITIONS

1. Berkmar High School and Gwinnett County rules and regulations apply at all times.
2. Students will adhere strictly to the itinerary for a given trip. Tardiness will result in a reprimand or punishment from the director.
3. For the safety of all students and keeping in accordance with Berkmar High School policy, **ALL BAND MEMBERS WILL RIDE THE BUS TO AND FROM PERFORMANCES AND TRIPS**. A written and signed note from the parent is required for any deviation of this rule. This practice is not encouraged, but requests will be honored as long as the signed note has been filed with the director **PRIOR** to departure time for a particular trip. **VERBAL** requests will not be honored. *Students will only be released to their actual parent or guardian*, not to friends or neighbors. Students cannot leave by themselves at any time. Chaperones are always on patrol and check-in times will be set if needed while away on trips. Exceptions to this rule would be at the director's discretion only in the most extreme emergency.
4. Students will abide by the rules for a given trip. Failure to do so will result in an immediate call to a parent who will then be required to pick up their student or cover any transportation charges to deliver their child to their custody. Such charges might include: a taxi ride with a chaperone or air fair home if needed while on an out of state trip. Additional disciplinary measures will be taken upon arrival back at school.
5. The director or head chaperones reserve the right to keep students out of the sun or confine them to their rooms if it becomes necessary for health reasons. Please bring sun block!
6. Tobacco, alcohol, and un-prescribed drugs are prohibited under school and state law. Penalties include immediate suspension and possible expulsion from band and school. If a student is taking prescription or over-the-counter medication for any reason, **IT MUST BE REGISTERED WITH THE STAFF AND CHAPERONES ON THE "BERKMAR BAND STUDENT INFORMATION/MEDICAL INFORMATION" FORM**.
7. Creating any kind of scene in public that will bring attention to the band in a derogatory manner will not be tolerated.
8. Profanity of any kind heard publicly and reported will receive quick and severe consequences.
9. Performances by other bands/performing groups should always be rewarded with applause; remember that all bands have dedicated themselves to a good performance. Treat any other band's performance in the manner in which you would like to be received. Excessive talking or leaving the stands or auditorium during another band's performance is not allowed. There are no losers at a festival or competition, so always be a good sport.
10. There will be **ABSOLUTELY NO CHEWING GUM** allowed in the band room or during any official band function that entails a rehearsal or performance.

11. Students are not allowed to play an instrument other than their own. This is due to the high replacement/repair cost of these instruments. School owned instruments are not to be tampered with. Keep this equipment in good order at all times. School-owned instruments that are checked out to students are their responsibility. Excessive damage will result in a repair bill being sent to you.
12. The band room is to be cleaned and straightened after each rehearsal and performance. This also applies to the storage and practice rooms. Officers will be responsible for seeing that these rooms are kept clean and orderly.
13. The telephone in the director's office will be used only for school and/or band business. You must have permission of the director to use the phone. Excessive use of the band phone will result in the privilege being removed. No long distance, directory assistance, or interrupt calls will be made at any time. Please make transportation arrangements before you come to school.
14. Parents are asked to cooperate by picking up their student immediately after a rehearsal or performance. Know what time an activity ends and be there at that time. The band staff will attempt to be consistent about ending rehearsals on time. Please don't wait for a phone call to "come and get me."
15. No student should be in the band office when the director is away.
16. Only authorized persons will have access to the library or uniform areas. If this is not your assigned duty, do not enter these areas.
17. Because of the large numbers of visitors and guests, the general appearance of the band room, instrument storage closet, uniform room, practice rooms, and library must be kept neat at all times. Books and personal belongings will not be allowed left in any of these rooms because of the disorderly look and liability. Your locker will give you ample storage space. Take pride in the areas that you work in.
18. Each band member will receive folders containing show, stands, and concert music throughout the year. It is your responsibility to make sure that it is not lost or damaged. You must have your music at all times!
19. If you share a music folder or have someone else's music and you are absent from school or a rehearsal, it is your responsibility to make sure that the music gets to the band room before rehearsal begins. A band without music is lost.
20. You are responsible for your instrument, music, charts, and any other necessary equipment or supplies. These should accompany you to all rehearsals and performances.

INSPECTION AND BUS PROCEDURES

1. Several days prior to departure for any type of band trip, a bus list will be posted for sign-up. Seniors and/or officers may have priority seating. Students may sign only their own name to the list and no changes will be made. This list will be typed and given to the assigned chaperones as a means for roll call.
2. Students are expected to report on time for each event dressed in full uniform. Ample time will be given for all students to receive all items at the uniform closet. Members not ready for inspection at call time will be counted as tardy. All members with long hair must wear it up for performances. There will be an inspection before each and every performance. Students not in complete uniform or those members who have soiled uniforms as well as those not wearing the uniform correctly **WILL NOT BE ALLOWED TO PERFORM UNLESS THE PROBLEM IS RESOLVED**. Not being allowed to perform will be treated as an unexcused absence from the performance. (See: UNIFORMS)
3. Chaperones will be dispersed throughout each bus. These chaperones as well as the officers and band staff will be respected. The Band Officers have been selected to serve as student leaders on the basis of their abilities, leadership qualifications, and responsibility. Anyone not obeying an officer, chaperone, or instructor is subject to disciplinary actions by the director and/or school administration. Officers not following the policies may be reported to the director for disciplinary action.
4. **ON CAMPUS RULE:** Once on the bus, there will be no talking until the bus leaves campus. Roll call will be taken immediately preceding departure by a bus captain or chaperone. Students are to listen carefully and answer properly. Members are expected to be silent until buses have departed campus. Silence should also be observed upon entering the campus of the performance and/or railroad tracks and areas where the bus driver needs quiet. All students should be silent while marching out of any performance area and back on the buses until roll call is finished and buses have departed campus.
5. Once the destination has been reached, silence should be observed until the director releases the band. Students may not enter or leave the bus until instructed to do so. Upon arrival at a performance site or other destination, students will quietly remain on the bus until the director provides instructions.
6. The loading and unloading process will be done in an orderly manner. Each student will be responsible for his/her equipment. Larger instruments should be loaded on an assigned truck or van and smaller instruments should always be carried on the bus. A loading crew may be assigned. **IT IS EVERY STUDENT'S RESPONSIBILITY TO SEE THAT HIS/HER INSTRUMENT HAS BEEN LOADED AND UNLOADED FROM THE EQUIPMENT TRUCK OR BUS**. Do not assume that it has been loaded/unloaded simply because it was grouped with other instruments.
7. Every student will stay in **FULL UNIFORM** until he/she reaches home or is able to change clothes. **THERE WILL BE NO CHANGING OF CLOTHES ON THE BUSES!** Any exceptions to this rule will be only with the permission of head chaperone/director.
8. Radios/MP3 players/Audio Devices are only allowed with the use of headphones.
9. No food or drink will be consumed on the buses. Exceptions to this may be made on long trips. However, in any case, please do not assume; always ask.
10. Follow all Bus Safety, School and County Rules at all times.

HOUSING POLICIES

1. There will be no boys allowed in the girl housing areas and no girls will be allowed in the boy housing areas.
2. Students will be notified at least one half hour before lights out. Once lights are out, no one may leave their room except in an emergency.
3. There will be no loud TV or music in rooms that may disturb others.

AMUSEMENT PARK REGULATIONS

1. Travel in-groups of at least 3 or more.
2. Check-in times and locations will be designated before the band enters the park. Any tardiness may result in loss of park privileges or other punishments.
3. Do not leave the park for any reason.
4. If an emergency occurs, proceed immediately to the First Aid Station in that park. This location will be determined prior to entrance.

RULES CONCERNING FREE-TIME

1. Boundaries and check-in times will be set and kept
2. Housing areas should be well in sight at all times.
3. Association with groups other than those with Berkmar High School is permitted. However, students may not leave the premises with these people or have them in rooms designated to our school.
4. Long distance telephone calls may be made on available pay phones using personal credit cards. Collect calls may also be made on pay phones only. NO fees may be charged to your room or the motel/hotel.

COMPETITIONS / FESTIVALS

1. The band will observe strict silence on the bus as director registers the band and instructions are given.
2. The band will sit as a group. Students may leave the seating area in groups of three or more to go to the restroom or eat, but must return when finished. Always travel in-groups of three or more. No one is to leave the immediate area without adult chaperone/director authorization. Please do not exit the gate for any reason without permission.
3. During the awards ceremony, students are to sit together. This will make it easier to load buses during the confusing time following the competition/festival. Students may cheer as long as it does not interfere with the announcement of awards. When our scores are announced, dignified responses of a *quick* cheer and/or applause is acceptable. Remember that courtesy to others is the mark of a class act.

FOOTBALL GAMES IN PARTICULAR

1. Attendance is mandatory for all members of the Marching Patriot Corps. Please refer to ATTENDANCE POLICY for details.
2. Any coats, blankets, etc. must be contained in a band bag to be allowed into the game. Band bags will be the only bags allowed into stadiums for all band members. UNIFORMITY IS MOST IMPORTANT.
3. Students are expected to conduct themselves in an appropriate manner during each event including third quarter break at football games. Students are not allowed to leave their assigned seating area without the director's/chaperone's permission. Students should travel to the restrooms in small groups. Friends and relatives are not allowed to sit in or enter the band block seating area. They will have their own assigned band member guest seating.
4. At away games, the band will be called to attention while the home band is performing the National Anthem. Courtesy and respect will always be shown to other bands.
5. A third quarter break will be given to the band if the director wishes. Tardiness by ANY member of the band after third quarter will result in that person missing the next weeks break. If more than 5 persons are tardy, the entire band will lose its third quarter break at the next game.
6. There will be no unorganized playing in the stands. The director or the drum major will authorize group playing.
7. While in an official capacity, the drum major(s) should be treated as the director. Do not shout requests unless asked to do so. Be prepared to play/perform when the drum major(s) instruct you to do so. Members who are chronically slow or unprepared only hurt the sound and appearance of the ensemble and will be dealt with accordingly. UNIFORMITY IS MOST IMPORTANT.
8. Students are to play their assigned/designated instruments only! Do not play or tamper with any other member's instrument or equipment.
9. Coats are not to be worn unless authorized by the director. All students are expected to wear appropriate under garments to stay warm. UNIFORMITY IS MOST IMPORTANT. Please refer to UNIFORM POLICIES.
10. No hats other than the uniform "shako" or band ball hat will be worn while in uniform. The director reserves the right to take up any hat if it is worn while in uniform or at any other inappropriate time. Excessive problems with this policy will result in the removal of the hat or suspension from public performance. UNIFORMITY IS MOST IMPORTANT.
11. Students are to eat only in designated areas near concession stands. No food is to be brought into the band block or stands. Students may also be instructed to avoid certain foods while in uniform as carelessness would allow staining. PLEASE BE CAREFUL NOT TO STAIN THE UNIFORM!
12. Students are to sit in their appropriate sections for the duration of the game. Moving between sections only weakens the overall sound and look of the ensemble. UNIFORMITY IS MOST IMPORTANT.
13. Inappropriate language, even for the sake of school spirit, will not be tolerated. Our image depends on the language and actions of each individual member.
14. No cell phones, MP3 players, CD players or other electronic devices are permitted in the band block. We are here to support our team and our school. It is our duty to show support by contributing to the overall atmosphere through musical performance and spirit throughout the entire game.

UNIFORMS

A uniform will be issued to each student with all the necessary parts prior to each performance. Each item has an identification number, and each student is responsible for his or her own uniform. When the uniform is returned, all the issued items are to be accounted for. If items are lost, the student will be expected to pay the replacement cost. Replacement costs are:

Hat/Plume	\$ 60.00	Tuxedo <i>concert</i>	\$150.00
Marching Coat	350.00	Bow Tie/Cumber bun	10.00
Collar	3.00	Bibbers	80.00
Buttons	1.00	Band T-shirt	15.00
Band Bag	20.00	Seat Cushion	15.00
Poncho	8.00	Gloves	4.00

The student is responsible for the care of his/her uniform and it should be worn in top performance condition at all times. The shoes are to be cleaned before every performance. If a stain should occur during the wearing of the uniform, then the student should inform the uniform committee so that necessary steps may be taken in order to remove the stain as quickly as possible. When mud gets on the uniform, please allow it to dry before you try to brush it off. This will prevent the mud from getting into the fabric. Negligence, which results in damage to the uniform, will result in additional cleaning/repair charges to the student. Uniforms will be kept at school in the uniform closet and sent out periodically to be dry-cleaned.

When the uniform is carried on trips, it must be taken in a band garment bag with student's name, uniform part numbers, and hat number clearly marked on it. Uniforms are NEVER to be wadded or folded up. Always place your uniform on a hanger after you take it off. Always store the uniform in a dry place to prevent moisture retention and mildew, which can destroy the fabric. All uniforms should be returned to the closet at the earliest possible time following performances.

It is impossible to perfectly fit each student; however, every effort will be made. Therefore, it is very important that each student try on his/her uniform upon receipt in order to determine if alterations are necessary. The only alterations that should be made will be to the sleeve and/ or pant length. These may be done at any time, but NEVER cut any material from the uniform, simply fold it under. The band uniform committee will do inexpensive alterations. Please check with the uniform committee.

Band and Guard members must purchase band shoes from the specific merchandiser through the band, which will be the only footwear allowed to be worn as part of the uniform. The cost will be approximately \$18.00. Guard members will need to purchase special shoes at a cost of approximately \$34.00.

Student Responsibilities for Uniforms Parts - Students are responsible for their own black socks, white socks, band gloves, band shoes, band bag, white tuxedo shirts for guys, or any other items required by the director/uniform chairman. Gloves may be purchased from the uniform committee at a cost of approximately \$4.00. See BAND EXPENSES.

An official band T-shirt will be provided to each student and should be worn under the marching uniform. No other shirt will be acceptable. Tuxedo shirts will be worn with the concert tuxedo. Each male student will be responsible for the purchase of a tuxedo shirt through the uniform committee at a cost of approximately \$20.00 or less. The official T-shirt or tuxedo shirt is to be worn underneath the uniform at all times, NO substitutions will be allowed. See POLICIES: INSPECTION AND BUS PROCEDURES.

UNIFORM POLICIES

1. The uniform is to be worn in its entirety at all times. Only the Director may tell you when you may take off a portion of the uniform. This means keeping zippers up at all times while the jackets are worn.
2. The rain gear/casual uniform will consist of the band show T-shirt, blue jeans and belt, and white tennis shoes, and white socks. Students should plan to have this uniform at each and every performance for inspection in their band bag.
3. Hats (shakos) will be worn until the director or drum major has given permission to take them off.
4. Facial make-up must be kept at a minimum. Only one pair of stud earrings will be allowed unless part of the guard uniform.
5. There will be an inspection before each performance. Students not passing the inspection will not perform. The director reserves the right to pull any members from a performance who does not follow these uniform rules explicitly. See **POLICIES: INSPECTION AND BUS PROCEDURES**.
6. Members are not allowed to wear uniforms when not performing with the band. You may not wear your uniform when going out after a performance.
7. Wear your uniform with pride. You are always representing Berkmar High School. The uniform is on loan to you, take care of it.
8. Members with long hair need to arrive with their hair up for a performance. This is part of your being in uniform.
9. Each student's uniform fee is charged at the beginning of the year included in each student's band dues. This fee covers both fall and spring semesters for the Patriot Corps uniform and for the concert attire. All fees are to be paid by the last dues installment date.
10. Should a student forget any part of their uniform prior to a performance, that item usually can be loaned to the student, but must be returned after the performance. A loan fee of \$1.00 or more, depending on the part and the judgment of the uniform committee, will be payable upon receipt of the item. There will also be a penalty charge for uniforms or parts of uniforms found lying around the band room. This fee cannot be taken out of student accounts. Failure to correct any problem will result in the loss of the member's performance spot for that week. See **POLICIES: INSPECTION AND BUS PROCEDURES**.

FUND-RAISING OBLIGATION

Every year the Georgia Legislature and State Department continue to cut funding for education in our state. This in turn forces our local school system to cut back on vital funding in all areas; but probably the most in the area of the fine arts. It is ironic that as state and county funding decreases, the need for *more* funding increases. One of the most important functions of the Berkmar High Band Booster Association is to supplement this ever decreasing funding with the purchase of needed instruments, supplies, repairs, uniforms, and services necessary to allow the band to grow and perform at an ever increasing higher level. The only way that this is possible is through fund-raising. The band boosters are constantly looking for new, innovative, and less troublesome forms of raising money.

Please contact the Ways and Means Committee if you have a particular activity you wish to work on or if you have new ideas for fund-raising. Parents will find that these activities are as personally fulfilling in building friendships as they are in supplying the needed funding to the band program. These efforts are also a direct investment in the student's education. They fulfill the need of each student to know that their parents are involved and interested in school functions. So, when a band booster representative contacts you, please help by signing up. If everyone makes the effort, no one will be over-worked. Work credits as described in the next section are available. People are needed to work in the concession stand and many areas for the students to be successful. Contact the Ways and Means Committee to volunteer. All parents are highly encouraged to schedule times that they will work.

FINANCIAL POLICY

The purpose of the Financial Policy is to encourage all band families to honor their financial commitments. This establishes a formal policy for identifying students with legitimate financial needs and provides alternative funding arrangements, including sweat equity programs, and/or additional fund-raising programs to those students. All students must adhere to the Financial Policy in order to continue their participation in band programs.

Berkmar High School Band Financial Policy

Financial support of the Berkmar Band Program is required and expected of all band students and families. Participation in the Berkmar Band Program requires a commitment by the band student and band family to pay all band fees and dues and to actively participate in all fund-raising activities. It is the Berkmar Band Booster Association's intent that no student will be denied participation in band programs because of an inability to meet his or her financial obligations due to bona fide and documented family financial need. However, any student or family that is unable to meet their financial obligations, including payment of required fees and dues by scheduled deadlines, must formally address the issue with the Band Booster Board President and Treasurer and provide requested documentation prior to the beginning of Band Camp in the case of Band Camp fees and prior to the start of Marching Band season in cases involving payment of Band Member Dues. In such cases, the President and Treasurer will make reasonable efforts, within the constraints of the Band Booster's budget and capabilities, to work with the student and family to restructure or extend the payments and/or arrange for their participation in additional fund-raising or band support activities in lieu of full payment. All students must adhere to this Financial Policy in order to continue their participation in band programs.

STUDENT ORGANIZATION

A. Band Captain

1. Student representative of the band.
2. Sees that Band Council meetings are held.
3. Conducts all Band Council meetings and coordinates agenda.
4. Promotes band activities.
5. Coordinates all student officers.
6. Acts as a liaison between band and director.
7. Should always be the example of the ideal band member
8. Instructs the Pep Band
9. Leads the marching band in stretch and on field drill instruction and discipline

B. Auxiliary Captain

1. Assumes all duties of the band captain when necessary.
2. Assists band captain.
3. Helps aid in the execution of marching maneuvers for the color guard
4. Acts as a liaison between band and color guard

C. Drum Major

1. Takes charge of band in all marching formations.
2. Assists director in marching drills.
3. Assists in maintaining discipline and spirit.
4. Should always be the example of the ideal band member.
5. Acts as director in his absence.
6. Acts as Roll Taker.
7. Student representative of the band.
8. Sees that Band Council meetings are held.
9. Conducts all Band Council meetings and coordinates agenda.
10. Promotes band activities.
11. Coordinates all student officers.
12. Acts as a liaison between band and director

D. Head Librarian

1. Keeps records and conducts all correspondence.
2. Keeps track of filing.
3. Keeps attendance
4. Maintains copies and organization of office and library
5. Sets a good example
6. Student representative of the band.
7. Promotes band activities

E. Section leaders

1. Assist in teaching drill during marching band.
2. Assist Librarian in keeping music for their section in order.
3. Responsible for seeing that all parts are being played and learned.
4. Sets a good example
5. Student representative of the band.
6. Promotes band activities

F. Percussion Captain

1. Assigns all parts.
2. Responsible for seeing that all parts are being played and learned.
3. Assists in teaching drill and rehearses section in the absence of instructor or director.
4. Sets a good example
5. Student representative of the band.
6. Promotes band activities
7. Sees over the Battery and Pit and makes sure all are on task.

G. Pit Captain

1. Assigns all parts.
2. Responsible for seeing that all parts are being played and learned.
3. Assists in teaching and rehearses section in the absence of instructor or director.
4. Sets a good example
5. Student representative of the band.
6. Promotes band activities
7. Sees over the Battery and Pit and makes sure all are on task.

H. Equipment Manager

1. Responsible for assigning any equipment needed during rehearsals, performances or shows and that it is delivered to its proper spot on time.
2. Make sure that all equipment is loaded in a timely manner and works with the parent equipment crew to make sure all equipment is cared for properly.
3. Assists in teaching and rehearses section in the absence of section leaders.
4. Sets a good example
5. Student representative of the band.
6. Promotes band activities
7. Responsible for instrument inventory and all loading and unloading.
8. Responsible for setting up a duty roster for moving equipment.

I. Auxiliary Officers

1. Duties as assigned by instructor, sponsor, and band director
1. Assigns all parts and routines.
2. Responsible for seeing that all parts are being performed and learned.
3. Assists in teaching and rehearses section in the absence of instructor or director.
4. Sets a good example
5. Student representative of the band and guard.
6. Promotes band activities
7. Responsible for inventory and all loading and unloading.
8. Responsible for setting up a duty roster for moving equipment

J. Field Crew

Representatives of the student officers and volunteers that line our practice football field every Wednesday correctly and efficiently

Band Council and Duties

- A. Council is comprised of the band student officers and band director.
- B. Meets periodically to discuss projects and/or problems.
- C. Assists in establishing a policy for the band.
- D. Responsible for maintaining esprit de corps.
- E. Organizes work details.
- F. At festivals/contests only the Drum Major(s), Band Captain, Percussion Captain, and Auxiliary Captains will accept awards. Others will represent at attention on field.
- G. All officers must allow time for duties each week. This may include time during summer vacation as well as some weekends during the school year.
- H. Responsible for organizing moral boosting activities at band camp and throughout the year.

All students who make up the Band Council were chosen by the band director through their successful passing of a tough audition. All other members are to respect these fine band students and follow their examples. Members have the right to report abuses of officer position or misconduct to the director who will immediately deal with any such problem.

OFFICER AUDITION REQUIREMENTS AND PROCEDURES

Requirements:

1. All candidates must have been a member of the BHS Patriot Corps for at least (1) one full year.
2. Every candidate must have at least a 2.5 cumulative grade point average at the time of the audition.
3. All candidates must attend and successfully pass an annual audition process and interview.
4. If chosen, you will be required to give up time during the summer for special projects and officer camp. Time will also be needed during the year on a weekly basis.
5. All officers will need to attend the summer leadership camp chosen by Mr. Wiebers. Please consult with Mr. Wiebers if major conflicts would occur.

Procedure:

1. Sign up on the Officer Registration form/application.
2. Fill out the necessary forms to the best of your ability and return them to the director by the chosen due date.
3. Attend all after school/evening clinics.

The audition will consist in (3) parts:

1. Vocal Commands. (Graded on confidence, authority, leadership potential, clapping, clarity, and teaching ability.)
2. Marching Execution through a self-developed routine. (Graded on marching fundamentals, posture, confidence, originality, and general effect) All candidates will use their instruments/flags to show proper horn/flag carriage. Marching style must be idiomatic to individual instrument.
3. Interview. (Graded on poise, confidence, originality, leadership potential, and written statements.)

In addition, Drum Major applicants will also be graded on:

4. An individually prepared salute. (Graded on originality and GE.)
5. Conducting the National Anthem and Fight Song. (Graded on tempi, clarity, confidence, and conducting fundamentals.)
6. Conducting to a taped excerpt (graded on clarity, conducting fundamentals, and confidence.)

WHAT IS A BAND PARENT?

A BAND PARENT IS ONE WHO IS WILLING TO INVEST TIME IN THEIR CHILD...

It begins with the simple smile from your child who says they want to participate in the band. This starts your time investment as you listen to hours of monotonous scales or watch flag spins, then you learn that this is important to your child and others. It builds their self-esteem and allows them to be a part of something good in a society that can be unkind.

Now that your child has joined the High School Band, you have the opportunity to be introduced to a new way of life. This life consists of quick meals, a great deal of organization, and learning to allow your child to have fun with friends and staff members as your child runs to practices and events. It is also the opportunity to be introduced to fund-raising and volunteering your time to support your child and the activity they love. This means hours of togetherness with concession stands, yard sales, car washes and other money-raising events. Over the next four years of school, you will gain a new idea of family and understanding of thanks as you see the success and enjoyment of each student who plays an equal part in a big picture.

HOW PARENTS CAN HELP

AT HOME:

- Show an interest in the music study of your child.
- Arrange a regular time for him/her to practice.
- Find a quiet place where he/she can practice without interruption
- Help him/her with his/her practice as much as possible by counting, studying music, texts, etc.
- Help the student keep a daily record of his practicing.
- Give him/her a safe place in which to keep the instrument.
- Keep the instrument in good repair with reeds, etc., in the case.
- Be very careful with school owned instruments. Repair costs are very high.
- Require him/her to be early for rehearsals and lessons.
- Make faithful attendance at all activities.
- Encourage him/her to play for others when opportunities arise, in the home, at school, at church, and in the community.

AT SCHOOL:

- Notify the teacher if he/she is to be absent or tardy for lesson, rehearsals, etc., and explain why in writing.
- See that he/she takes the instrument and the music when needed at school and brings it home for individual practice.
- Teach him/her to be early to lessons and rehearsals, etc.
- See that he/she stays current with classroom studies and makes up work he/she has missed.
- Visit rehearsals often.
- Discuss with the Band Director anything that will help him to understand your child.
- Attend concerts and parent meetings whenever possible.
- Attend Band Parent meetings. Check calendar for dates.
- Help with parent activities, such as fundraisers.
- Assure that all Student dues are current.

TAKE PRIVATE INSTRUCTION – We teach many students each day and this number will only get higher with the successes of our middle school band program. While no student should be ignored or overlooked, you and your parents should realize that we simply do not have the time to work as closely as we would like with you on an individual basis. Quality private teachers in our area can help make the most of your musical endeavors which in turn, raises the musical level of our program as a whole. Currently, 3% or less of our ensemble takes or has taken a private lesson. At other schools in Gwinnett, the average band has 20-30% of its members in private lessons. You'll be amazed at how even just a month or two of private instruction can help a student and an ensemble.

JOIN THE BOOSTER ORGANIZATION AND BE ACTIVE!!!

Stay informed – Regularly visit our website at www.berkmarband.com for the most current up-to-date information. You can always call the band office at 770-925-9266 and ask for information.

Attend all functions – Every member depends on your presence for success.

Be on time – 15 minutes early is on time, on time is late!

Be courteous and attentive during rehearsals and performances

Take proper care of instruments, music, and supplies

Anyone who has ever played in a band or other musical organization will tell you how much more fun and rewarding it is to actually be playing music as opposed to just listening to it. It is a genuine cooperative activity, with all the pleasures this kind of group provides. In our age of automation, spectator sports, and instant entertainment, it is all the more important that you cultivate active participation in some field of constructive endeavor rather than merely passive amusement.

FUND-RAISING

Every year the Georgia Legislature and State Department continue to cut funding for education in our state. This in turn forces our local school system to cut back on vital funding in all areas; but probably the most in the area of the fine arts. It is ironic that as state and county funding decreases, the need for *more* funding increases. One of the most important functions of the Berkmar High Band Booster Association is to supplement this ever decreasing funding with the purchase of needed instruments, supplies, repairs, uniforms, and services necessary to allow the band to grow and perform at an ever increasing higher level. The only way that this is possible is through fund-raising. The band boosters are constantly looking for new, innovative, and less troublesome forms of raising money.

Please contact the Ways and Means Committee if you have a particular activity you wish to work on or if you have new ideas for fundraising. Parents will find that these activities are as personally fulfilling in building friendships as they are in supplying the needed funding to the band program. These efforts are also a direct investment in the student's education. They fulfill the need of each student to know that their parents are involved and interested in school functions. So, when a band booster representative contacts you, please help by signing up. If everyone makes the effort, no one will be over-worked. Work credits as described in the next section are available. People are needed to work in the concession stand and many areas for the students to be successful. Contact the Ways and Means Committee to volunteer. All parents are highly encouraged to schedule times that they will work.

BAND BOOSTERS

All parents of a currently enrolled student in any of the Berkmar Band's are considered a member of the Berkmar High School Band Booster Association. If we are to become an integral part of the community, we must have parent and community support. Regular meetings are scheduled for the last Thursday of each month. The following is a listing of officers and responsibilities. Please utilize this when questions or concerns arise.

BAND BOOSTERS EXECUTIVE BOARD POSITIONS

PRESIDENT and/or CO-PRESIDENT

VICE-PRESIDENT and/or Co-Vice President

SECRETARY and/or CO-SECRETARY

TREASURER and/or CO-TREASURER

VICE PRESIDENT OF WAYS AND MEANS and/or CO-VICE PRESIDENTS'S

COMITTEE CHAIRPERSON POSITIONS

AUDIT

BAND CAMP

HEAD CHAPERONE

CONCESSIONS

EQUIPMENT/PROPS CREW

FUND-RAISING – WAYS & MEANS

HOSPITALITY

MIDDLE SCHOOL BOOSTERS

TELEPHONE

RECRUITING

UNIFORM

PUBLICITY

AUXILIARY

BERKMAR HIGH SCHOOL BAND BOOSTER ASSOCIATION CONSTITUTION

ARTICLE I - Name of the Organization

Sec. 1

The name of this organization shall be the Berkmar High School Band Booster Association and will be referred to in the By-Laws as the "Band Boosters".

Sec. 2

The band consists of all musicians and auxiliary units as defined by the Band Director/Instrumental Music Director.

ARTICLE II - Objectives of the Organization

Sec. 1

To arouse and maintain an enthusiastic interest in all phases of the Instrumental Music Department at Berkmar High School.

Sec. 2

To cooperate with those in charge of the Instrumental Music Department and the school administration to the end that this department be brought to and kept at the highest possible degree of efficiency.

Sec. 3

To lend all possible support, both moral and financial to the general Instrumental Music Program of Berkmar High School.

Sec. 4

To build and maintain an organization of boosters who will help to promote the general activities of the Instrumental Music Department.

Sec. 5

The purpose for which the Band Boosters is organized is exclusively educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision on any future United States Internal Revenue Law.

Sec. 6

Notwithstanding any other provisions of these articles, this organization shall carry on no activities restricted by Federal Income Tax exemption under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Sec. 7

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal, State or Local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court or competent jurisdiction of Gwinnett County, exclusively for such purposes.

ARTICLE III - Membership

Sec. 1

The membership of this organization shall include all parents of active band members interested in the progress and development of the Instrumental Music Department of Berkmar High School.

Sec. 2

Any interested person, who does not have a child in the Instrumental Music Department, may become an honorary member without voting rights.

ARTICLE IV - Officers

Sec. 1

The officers of this organization shall be the following: President and/or Co-Presidents, Vice President and/or Co-Vice Presidents, Vice President of Ways & Means and/or Co-Vice Presidents of Ways & Means, Secretary and/or Co-Secretaries, Treasurer and/or Co-Treasurers.

BY-LAWS

ARTICLE I - Duties of the Officers

Sec. 1

The President(s) shall preside at all meetings of the Band Boosters, designate all committees, and appoint chairpersons; and shall be an ex-officio member of all committees.

Sec. 2

The Vice-President(s) shall assume all the duties of the President(s) in his/her absence and shall carry out duties as delegated by the President(s). The Vice-President(s) of Ways & Means shall be responsible for organizing activities which will generate funds for the Booster Club.

Sec. 3

The Secretary(s) shall keep the records and minutes of all meetings and conduct the correspondence of the Band Boosters. The minutes shall become part of the permanent records of the Band Boosters. A copy of the minutes of all meetings shall be provided to the school administration.

Sec. 4

The Treasurer shall keep an accurate record of all receipts and disbursements showing each activity separately, as well as a complete record of all funds. He/She shall be required to prepare a financial report for audit within thirty days of installation and file this report with the newly elected President of the Executive Committee. An audit of financial records shall be performed yearly by an independent auditor approved by the Executive Committee. This shall become a part of the permanent records of the Band Boosters.

ARTICLE II - The Executive Board

Sec. 1

The Executive Board shall be composed of the officers of the Band Boosters, the Band Director of Berkmar High School and the Chairmen of the Standing Committees.

Sec. 2

The Executive Board shall have general supervision of the general and financial operation of the Band Boosters through coordination with the Band Director of Berkmar High School.

Sec. 3

The Executive Board shall meet prior to each membership meeting to determine the business to be transacted at the meeting. Special meetings may be called by the Band Director or the President with 24 hours notice.

Sec. 4

The Executive Board meeting dates and time shall be made known to the general membership and shall be open for attendance by any member of the Booster Club. Members attending, other than Executive Board members shall not be eligible to vote on Board items at the Executive Board Meeting.

Sec. 5

Executive Board members shall be required to attend all meetings or provide proxy. Should an Executive Board member be absent without reasonable cause, it shall be assumed they can no longer carry out the duties and a replacement may be appointed by the President.

MEETINGS

Sec. 1

The general meetings will normally be held on the fourth Thursday of each calendar month, with the exception of December. The Executive Board will have the authority to change the meeting day in the event it is necessary.

Sec. 2

Special meetings of the Booster Association may be called by the President with 24 hours notice.

COMMITTEES

Sec. 1

There shall be the following Standing Committees including, but not limited to: Audit, Auxiliary, Band Camp, Chaperone, Concessions, Equipment/Props Crew, Fund-Raising, Hospitality, Public Information, Recruiting, Spirit Wear, Middle School Boosters, Telephone and Uniforms.

Sec. 2

The Band Director and the President shall be ex-officio members of all committees.

Sec. 3

Ad Hoc committees may be established by the President as the need arises.

Sec. 4

The duties of the Committees shall include, but not limited to:

AUDIT: Justify all monies earned. Do internal auditing of Treasurer's records. Give the Treasurer an itemized account for disbursement to Student Escrow Accounts and the General Fund.

AUXILIARY: Provide liaison between the music portion of the band and the auxiliary. Help provide the auxiliary with the equipment needed and keep it organized. Be at auxiliary rehearsals and assign "helpers" to set out their equipment.

BAND CAMP: Will be responsible for and coordinate with the Band Director and Student Officers as well as the Chaperone and Equipment Committees in the preparations for summer band camp. Will assemble and maintain a list of attending students, instructors, and chaperones. Will assist in record keeping for fees and expenses in coordination with Audit Committee and Treasurer.

CHAPERONE: Provide supervision for the band at all band functions, including Band Camp.

CONCESSIONS: Ensure concession stands are ready prior to football season. Make sure there is a Purchaser and a Manager for each stand, sign up workers for each game, obtain any repairs necessary to the stands and/or equipment and be in charge of any concession sales off campus.

EQUIPMENT/PROPS: In charge of getting help to load and unload all necessary equipment and setting up said equipment at all performances. Sectioning off a band seating area in the bleachers for the band to sit while roping off areas and providing water for both bands at home games.

FUND-RAISING: Work with the President of Ways and Means to establish and provide materials and the manpower for fund-raising activities to provide the funds to meet the annual budget.

HOSPITALITY: Provide drinks for both bands at all home games. Greet all visitors and aid them in set-up instruction and area in which to unload and load equipment. Provide refreshments, when approved by the Executive Board, at functions such as concerts and Festival (when we host), and organizing the Band Banquet.

PUBLIC INFORMATION: Provide whatever "publicity" is needed to keep the general public informed of all band functions.

RECRUITING: Will be responsible for recruiting new band members and keep their interest level high for enrollment in the High School Band.

SPIRIT WEAR: To assist in the purchasing and disbursement of spirit wear items.

Middle School Boosters: Chairperson(s) of this committee shall be the current President(s) of the band boosters at the middle schools in the Berkmar cluster as established by the administration of Gwinnett County Public Schools. The middle school band booster President(s) may designate a proxy to serve as the Chairperson(s). Will serve as liaison between the Berkmar High School Band Boosters and the associated middle school Band Boosters. Will report on middle school Band Booster activities, events and needs as they relate to Berkmar High School Band Boosters and the Berkmar High School Band. Will coordinate with the Recruiting Committee Chairman to promote the musical and fund-raising events of all bands and to promote the growth, communications, and good will between all bands and booster organizations.

COMMUNICATIONS: Will maintain the Berkmar Band website. Will communicate important news and information as requested by the Band Director or President to the Booster membership.

UNIFORMS: Keep uniform closet organized, issue uniforms to students and keep appropriate records on issued uniform parts. Order uniform "parts" as needed, such as gloves or replacement pieces. Be available at all functions needed to sell gloves or rent uniform items and do inspection prior to all performances. Ensure uniforms are cleaned when needed.

ARTICLE III - Quorum

Sec. 1

The members present at the general meetings shall constitute a quorum.

Sec. 2

One half of the Executive Board shall constitute a quorum at Executive Board meetings.

ARTICLE IV - Elections

Sec. 1

A nominating committee shall be appointed by the President at the regular March meeting of each year and ratified by the general membership. Nominations may be made from the floor after the report of the nominating committee at the April general meeting.

Sec. 2

Officers will be elected during the April meeting and installed at the annual Band Banquet normally held in May.

Sec. 3

Term of office to begin at installation. All records, books, ledgers, year end reports and documents pertaining to the Band Boosters shall be turned over to the newly installed President within 30 days of installation.

Sec. 4

Officers may serve in the same elected position for a maximum of two (2) consecutive terms.

Sec. 5

A majority vote of the members present shall constitute an election.

ARTICLE V - Membership Fees

Sec. 1 There shall be no membership fees

ARTICLE VI - Authority

Sec. 1

The rules contained in ROBERT'S RULES OF ORDER, revised, shall govern this organization.

ARTICLE VII - Amendments

Sec. 1

The Constitution and By-Laws may be amended by a two-thirds majority vote of the members present at any regular meeting, providing the amendment has been presented in writing and read at the preceding regular meeting of the Band Boosters.

***RETURN THIS SLIP BY FRIDAY, AUGUST 6, 2010 TO YOUR DIRECTOR
PARENTS AND/OR GUARDIANS,
CUT OUT AND RETURN THIS SLIP TO DIRECTOR!!!***

I _____ have read and understand all the rules, regulations, and guidelines provided in the band handbook. I hereby agree to all it involves and promise to support the band program to the best of my abilities. It is with my permission that I allow my son(s)/daughter(s) to participate in band this year and hereby affirm their commitment to the Berkmar High School Band Booster Association as a member.

Parent/Guardian Signature

Date

Student(s)

Date

Contact Info:

Address

City/State/Zip

Home Phone

Cell Phone

Work Phone

Active Email

Other comments or areas you may be able to help in:

RETURN THIS SLIP BY FRIDAY, AUGUST 6, 2010 TO YOUR DIRECTOR

BHS BAND STUDENT INFO PAGE

Student Name _____ Grade Level _____ T-shirt Size: _____

Instrument _____ Sex: Male Female

Address: _____ Phone: _____

_____ Email: _____

Parent/Guardian (s) _____ Phone: _____

Address: _____ Work Phone: _____

_____ Email: _____

Emergency Contact Name: _____ Relation: _____

Phone: _____

Please provide a brief medical history of your child and whether or not he/she is currently taking any medication: _____

I am currently interested in helping out the Berkmar High School Band program by participating in:

PLEASE CIRCLE ALL WAYS YOU WOULD LIKE TO HELP:

CHAPERONE

PHONE COMMITTEE

FUND-RAISING REPRESENTATIVE

EXECUTIVE BAND BOOSTER POSITION

CONCESSIONS

HISTORIAN

TREASURER

BAND CAMP

EQUIPMENT/PROPS CREW

HOSPITALITY

UNIFORM COMMITTEE

PUBLICITY

OTHER: _____

Berkmar High School Band Booster Parent Information Sheet

Name: _____

Home # _____

Email: _____

Cell # _____

Home Address: _____

Berkmar Band Booster Position: _____

Place of Employment: _____

Work # _____

Work Address: _____

Student(s) in band and instrument played: _____

Student(s) year in school: _____

Please list the best way to reach you during the day: _____

Please list the best way to reach you during the night and hours not to call past: _____

Please briefly describe your best attributes and characteristics: _____

List items you feel you can particularly help the band program with: _____

Please describe any experiences you personally have/had related to music, band, or work areas that may be of service to the BHS band program: _____

Please check the boxes below to grant permission to allow persons within the band program to be able to access your information provided here through the band director, band website, and/or band handbook:

Band Director Permission

Band Website

Band Member Directory

If other or wish to have specific items omitted from listings, please explain here: _____

Booster Parent Signature: _____

Date: _____

BERKMAR BAND AFTER SCHOOL POLICY

When staying after school for any band activity, these rules along with all Berkmar High School, Gwinnett County, and Berkmar Band policies, rules and procedures must be followed at all times 24/7.

INITIAL *When I am staying after school:*

_____ I will follow the Berkmar High School After School Study Hall Policy as outlined in the school handbook agenda.

_____ I realize the ONLY place I should be when staying after school and waiting on a rehearsal, concert, or other scheduled practice to begin is in the media center by 2:30 and remain there until 30 minutes prior to the start time of my after school event. During the 30 minute time prior to an after school event, I am to remain in the band room and prepare for the activity about to occur.

_____ I cannot wait for any after school scheduled event in the hallways, other teachers rooms, bathrooms, outside walking around school campus, walking up/down Hwy 29 or Pleasant Hill Rd to get something to eat or other, school parking lots, commons area or gyms without teacher supervision, or any other inappropriate place on campus after 2:30 PM without an instructor.

_____ I must be within eye sight of a teacher or coach/administrator who is the sponsor of my after school event while on campus at all times after 2:30 PM.

_____ I know the band room will be locked and off limits to all students until 30 minutes prior to a rehearsal or scheduled practice/concert.

_____ If there is a scheduled rehearsal or practice being held in the band room that I am not apart of, I cannot stay in the band room and MUST go to the media center while waiting for my portion of rehearsal to begin.

_____ I realize that if I am doing something after school other than as instructed by a teacher or administrator at Berkmar High School, I am subject to discipline and referrals as outlined in the Berkmar High School Handbook Agenda and this action could also call for other such disciplines or removal from the Berkmar Band.

_____ I will abide by all county, school, and band policies, rules, and procedures while active as a student at Berkmar High School and as a member of the Berkmar High School Band Program.

_____ I realize that if I leave campus to get something to eat, go home, attend a doctors appointment, or other and need to return to campus prior to a rehearsal, practice, game or concert, then I must report directly to the media center for study hall unless I arrive within the 30 minutes prior to the event and the band room is open. I must then remain in the band room preparing for the activity.

I have read and understand all rules regarding the Berkmar High School Rules and Policies in the school handbook agenda and the Berkmar High School Band Handbook.

_____ Student Signature

_____ Date