

Band Parent Handbook

The Band Patrons

As a parent of a band student, you are automatically a member of the W. T. Woodson Band Patrons organization! The Band Patrons are committed to supporting our wonderful band program. We want to help make your child's band experience a very memorable one.

The Band Patrons rely heavily on the participation of band members' parents. The need for parent volunteers is especially heavy during the marching band season (August through early November), when parents are called upon to chaperone summer and after-school rehearsals, football games and competitions. In addition to chaperoning responsibilities, we need help with the sideline equipment (Pit), uniforms, first aid, and concession stands.

Without your commitment, we cannot support the band program in the many meaningful ways that are essential to the success of the program: attending monthly patrons meetings, chaperoning, volunteering at events and concerts, and most importantly, FUND-RAISING. We must face the fact that, in today's economy, the school system targets the Band Programs first when making its budget cuts. It is up to us to provide what the school system does not: uniforms, music, band instruments, music stands, etc. We rely on all parents to help in our varied fund raising efforts.

The Band Patrons hold monthly meetings, normally on the 3rd Thursday of each month (except December and July). The purpose of these meetings is to provide vital information, discuss current goings-on and to gather with fellow band parents. The band director always attends these meetings and speaks to us about any issues affecting the band program and our children.

In order to best serve the needs of the Band Patrons and the band as a whole, and to maintain a positive, amicable atmosphere in which to get through a lot of band business as efficiently as possible, we ask that parent/teacher or teacher/student issues and concerns be brought up with the director at a separate time. We respect your concern for your student's welfare in the band program, and we're sure you'll agree that issues of an individual nature are best discussed in a more private forum.

Communication is our best asset. Parents and students should become familiar with the band website www.woodsonband.org because it contains any important up-to-date information, calendars and news. The Band Patrons also publish a monthly newsletter called **The Trumpeter**, which contains calendars, performance updates, fund raising information, etc. The Trumpeter is distributed via e-mail. We hope you have been receiving it! Trumpeter "Blasts" are also e-mailed out periodically when information needs to be communicated such as schedule changes or other important information prior to the next monthly publication.

We encourage you to become an active participant in the Band Patrons organization. We have a large number of parents who participate and volunteer their time. We have a great time together, and especially enjoy watching our children grow in this wonderful band program.

How Can I Help My Child Succeed?

Probably 95% of the effort required for success in the band program must come from your child, and will require significant discipline and commitment on his/her part. However, there are a number of things that parents can do to support their children and encourage their enthusiastic participation. Here is a list of proven suggestions, gleaned from the cumulative years of experience of several band parents that will help you and your child on your way to a great year:

- Attend Band Patron meetings each month. This is the easiest way to stay up-to-date on your child's band activities and learn of schedule changes.
- Be informed!! Read the Band Handbook, Trumpeter and Trumpeter "Blasts" carefully each month and transfer dates to the family calendars. Save the monthly newsletters for future reference. Refer to the band website frequently for dates, events and information.
- Communicate concerns or conflicts to the director immediately so that they can be resolved.
- Acquire and keep handy the Band Roster. You'll have names, addresses, and phone numbers handy for when your child needs an unexpected ride to band practice!
- Support the very important ideals of a team effort. *"Others before self"* is the greatest attitude to encourage in your child.
- Volunteer your time for an activity that interests you. This is the best way to get to know the kids and the other parents. Your student will be aware of your support. Just don't expect them to acknowledge it! The Band Patrons need the involvement of every parent!
- Encourage your child to stay ahead of the game by practicing daily, learning music before the deadline, and getting it checked off by his/her section leader. Avoid nagging! It is unproductive and will generate hostile interaction around band activities and responsibilities.
- Encourage, remind, offer assistance where appropriate, but do not do everything for your child. Taking responsibility is one of the most difficult, but most valuable, life skills your child will acquire through band membership. Inform your child, ahead of time, of the consequences of potential misjudgments or inappropriate behavior and then let them handle their schedules and their situations.
- Participate in the Band's activities by cheering at competitions and half-time shows. It is hard to perform your best to an absent or silent audience.
- Remember that once your child graduates from high school, these opportunities to enjoy their performances are few. Enjoy it while you can.
- Keep a positive attitude. Find things to compliment or praise. Avoid criticizing, particularly the band's performance. If they made a mistake, they know it. Leave the musical critique to the director or clinicians. If your child is upset about a performance, you might say that you are sure they did their personal best.
- Be prompt and encourage your child to be prompt. It is important to your child's development of self-discipline and it is important to the entire band program. Quite often, the tardiness of even one student will hold up an entire rehearsal. ***To be early is to be on time. To be on time is to be late.***
- Remember that everything we do, we do for the kids and the program.

The Band Patron Executive Board

The Band Patron Executive Board consists of the President, 1st Vice President, 2nd Vice President (Guard), Secretary, Treasurer and the Director of Bands. Their responsibilities are stated as follows:

President: Chairman of the Executive Board and Director of the corporation. Conducts and coordinates the business of the Band Patrons by presiding at all regular, unscheduled, Executive Board and Executive Committee meetings. Coordinates programs with the Band Director. Serves as ex-officio member of all committees.

First Vice President: Assists the President and serves as the President in his/her absence. Performs other duties as the President may prescribe. Supervises the activities of committees as directed by the President.

Second Vice President: Assists the President and serves as the President in the absence of the President and First Vice President. Performs other duties as the President may prescribe. Supervises the activities of committees as directed by the President. Assists the President as needed. Works with other officers to propose a budget. Works with other officers to establish and approve the band activities requiring funding by the Patrons. Represents the unique guard interests as part of the band.

Secretary: Serves as the recorder for the minutes of all regular, unscheduled, Executive Board and Executive Committee meetings. Maintains for official purposes the Constitution and By-Laws, Articles of Incorporation and Annual Report. Keeps a roll of active members for quorum and other purposes. Performs other duties as the President may prescribe. Supervises the activities of committees as directed by the President.

Treasurer: Reports financial status at each regular and Executive Committee meeting. Prepares an annual budget with the assistance and approval of the Executive Board that is then submitted to the general membership no later than October 15 of each year. Deposits funds in the band bank account, pays bills, submits tax forms annually to the IRS to ensure our non-profit status is maintained.

Committee Chairpersons: Perform duties as prescribed by the President. These committees may include but not be limited to such groups as Chaperones, First Aid, Uniforms, Video, Guard/Flag Representatives, Trip Coordinator, Equipment, Alumni Parents, Telephone Tree, Publicity, Newsletter, PTSO Representative, Hospitality, Concessions, Tag Day, SCRIP, Tiny Tots Concert and Fruit Sale.

Committee Descriptions

Alumni Activities: Maintains current contact list of former Band alumni and serves as liaison between them and the current band patron officers regarding band/guard appearances, fund raising projects and social events.

Cavalier Cards: Plans and executes all aspects of Cavalier Card sales: solicits and coordinates local vendor participation; arranges printing of cards; distributes cards to students and tracks student sales; coordinates sale of cards at football games, WTW pyramid school and community functions and through written publications; sells cards by mail order.

Trip Coordinator: Arranges overnight band trip logistics including, meals, lodging and entertainment per instructions from the Band Director. Serves as liaison with hotel and restaurant representatives and assists with preparation of paperwork and correspondence.

Chaperones: Schedules and supervises chaperones for summer and after-school rehearsals, band trips, football games and other band related activities. Maintains close communication with the band director and briefs chaperones regarding duties, responsibilities, travel specifics, etc.

Concessions: Operates both Band Patron Concession Stands in the football stadium and provides concessions for other band-related activities. They are also responsible for purchasing supplies, securing volunteers, and maintaining upkeep of both stands.

End of Year DVD: Videotapes band, guard and related functions to provide a DVD of the year's performances and memorable events for students.

Equipment: Arranges truck rental and transport of props and sideline percussion equipment for home games and competitions. Supervises equipment set up and take down and arranges volunteer assistance. Coordinates pre-trip inspection of student luggage for band trips.

First Aid: Maintains student health records, travels with band on trips, and is present at all performances. Assembles and maintains First Aid kits and administers First Aid as necessary. Briefs chaperones for summer rehearsals and all trips. The First Aid Chair must have a working knowledge of First Aid/CPR procedures and should be a registered nurse or physician.

Fruit Sales: Coordinates sale and distribution of citrus fruit fund raiser. Ensures accurate student sales records for service points and maintains liaison with the Treasurer.

Guard Assistant/2nd VP: Oversees the effective and efficient operation of the Color Guard and Winter Guard and works closely with the Guard Instructor and Band director. Distributes, collects and maintains guard uniforms and equipment. Schedules chaperones for guard rehearsals held separately from the band.

Hospitality: Coordinates lunch and refreshments for Tag Day and concerts. Plans food logistics for band social events including the Senior Party, Pool Party, Awards Banquet and other special events such as District Band.

New Band Parent Sponsorship: Matches new band parents with veteran parent sponsors. Prepares and coordinates information for Band Parent Orientation Handbook. This person enlists volunteers to call rising 8th grade parents in February each year and to answer their questions about the Woodson Band for recruiting purposes.

PTSO Representative: Serves as liaison between the Band Patrons/Band Program and the PTSO (Parent/Teacher/Student Organization). Reports concerns/issues affecting the band program. Ensures that band fund raisers are advertised in PTSO newsletter and We-mail.

Publicity: Publicizes band/guard activities, performances and fund raising efforts via print publications, e-mail, radio and television outlets, civic associations, newsletters and other school organizations. Also arranges announcements on the school marquee.

Grocery Scrip Sales: Coordinates purchase and sale of grocery Scrip.

Great Lakes Scrip Sales: Coordinates purchase and sale of Great Lakes Scrip.

Spring Fundraiser: Organizes all aspects of the spring performance fund raiser including the sale of tickets and publicity.

Tag Day Coordinator: Organizes all aspects of the annual Tag Day fund raiser including developing routes; securing drivers and tabulators; providing maps, flyers, collection envelopes and pens; providing instructions for band members, drivers and tabulators.

Tiny Tots Concert Coordinator: Coordinates all aspects of the Tiny Tots Concerts including costumes, decorations, publicity, solicitation of pre-schools and ticket sales. The Treasurer coordinates the tabulation of the funds collected.

Trumpeter Newsletter: Acquires information from the Band Director, Band Patrons Officers, Color Guard, Committee chairs and students in order to compile, design, edit, produce and e-mail a monthly newsletter for Band Patrons. Sends out periodic e-mails to band parents as the need arises to inform and remind them of important band issues. The Trumpeter Chair helps update roster information and keeps the Director and editor of the “Banana News” (band student newsletter) informed of any data changes.

Uniforms: Fits band uniforms and supervises distribution and collection of marching and concert uniforms. Ensures that a uniform volunteer is present at each performance to handle uniform emergencies. Oversees ordering of replacement uniform parts, gloves and marching band shoes.

Webmaster: Maintains the Woodson Band Web Site (www.woodsonband.org).

Woodson Band Fundraisers

The following paragraphs describe some of our traditional fund raising activities. We're always open to suggestions for new ideas!

Car Washes: Car washes are held during the summer at various community locations. Students are supervised by chaperones and a parent is in charge of collecting donations from customers. Students should wear clothing that is cool and can get wet! Students should bring a water bottle and an old towel. Pizza is provided for lunch. Generally speaking, car washes are held on Saturdays from 11:00am to 3:00pm. There are usually four car washes held in the summer starting either the last weekend in July or the first weekend in August. They usually bring in hundreds of dollars for the band.

Cavalier Card: This discount card is good for year-round savings on food, entertainment, and services in the community. The card is good for discounts at area merchants; the exact merchants vary from year-to-year but in the past MJ Designs, Subway, Mama Lucia's and Papa Johns have been just a few of the participants in this program. Cavalier Cards are sold in September and each band member is asked to sell four cards. Each student receives four cards as part of the Band registration and then get back the money when the cards are sold. Students may earn service points through the sales of additional cards.

Tag Day: Tag Day is a one-day-a-year fund raising event: a door-to-door canvassing of homes in our school district to solicit monetary donations for the band program. Tag Day is our biggest fund raiser of the year. Every band and guard member is required to participate and exemptions may only be granted by the director. Tag Day is held on a Saturday, usually from 8:00am to 4:00pm with a break for lunch. Students are assigned specific neighborhoods to canvass and will travel in groups. No one is permitted to canvass alone. A band parent in a car accompanies each group. Students wear their band uniforms. The community knows about, understands, and expects Tag Day each year and people are very supportive and very generous.

Fruit Sale: The annual fruit sale is one of our biggest fund raisers and everyone is expected to participate. In mid-November students take orders for boxes of Florida oranges and grapefruit shipped directly to the Band for subsequent delivery by the students. Students are given packets of materials containing price and delivery schedule information and pictures of the product that they can show potential customers. We recommend that students do not canvass neighborhoods alone. Parents are encouraged to take orders from co-workers if it's not prohibited. Fruit orders can also be placed online and can be shipped directly from the grove in Florida to customers living outside of the Woodson area. The fruit arrives in December.

Tiny Tots Concert: These concerts are held in early December at Woodson High school. The band and guard members put together a show of traditional holiday favorites for pre-school children. There are usually two performances during the school day on succeeding days in the main gym and one evening performance in the auditorium. The profits from the ticket sales go to the Band Patrons.

Scrip

Scrip is a terrific way to help the band raise money. Scrip is gift certificates or gift cards that you buy for your favorite stores, restaurants, and service providers – where you shop every day -- and the Band Patrons receive a percent (ranging from 2% to as high as 18% or more) of your card purchase. There is no additional cost to you, and you get the full value of your gift card. Please consider keeping scrip cards on hand for teen drivers (they can stop by the grocery store for you and pick up milk and bread on their way home), and for holiday and thank you gifts for mail deliverers, the beautician, manicurist, teachers, coaches and college kids. Scrip gift cards are always appreciated!

Grocery Scrip

Grocery Scrip for Giant, Safeway, and Shoppers Food Warehouse may be purchased through the PTSO. Scrip is available in various denominations and is used just like cash at the grocery store. When grocery scrip is purchased, 4% of the value of the certificates is credited to the organization designated by you on the scrip purchase form. To designate band, simply check the “Band” box and indicate Band General Fund. Grocery scrip may be purchased at Woodson on Monday, Wednesday and Friday from 9:30 to 12:30 in the library. Or an order and check may be sent in with a student. Checks should be made out to “WTW/PTSO Scrip Sales” when purchasing from the PTSO. The band grocery scrip chair also sells grocery scrip at band patrons meetings and other band functions. The Chair may also be contacted by phone or email (check the Trumpeter or band website for contact info) to arrange for scrip delivery at your convenience. 4% of the value of the purchase will automatically be credited to the band. When buying grocery scrip through the band patrons, checks should be made payable to “WT Woodson Band Patrons.”

Great Lakes Scrip: Great Lakes Scrip enables participants to purchase scrip for everyday expenses like food, clothing, and entertainment. The band earns a percentage of each dollar of scrip purchased; the percentages for Great Lakes scrip varying according to the retailer. Hundreds of cards are available including Chipotle, Noodles and Company, Kohl’s, Sears, iTunes, Best Buy and Walgreens. Several commonly ordered scrip cards are available for immediate purchase at band events from our Great Lakes scrip coordinator. Cards for immediate purchase typically include Starbucks, Chipotle, Outback Steakhouse, and Panera Bread.

Placing Orders: Place your orders online at www.shopwithscrip.com. Just create an account (all you need is an e-mail address) and associate your account with our organization, the W.T. Woodson Cavalier Band Patrons, Inc., by entering our enrollment code: 787DC8EF2145. You can shop anytime, but we generally submit our group order monthly, on the first Tuesday of the month to allow for delivery of the cards for distribution at the next Band Patrons’ meeting. We can process your order however, outside of our normal cycle if it is large enough to cover the shipping costs, and we will then make arrangements to deliver it as soon as possible. Many cards are eligible for “reload” like AMC Theaters, CVS, Dominos Pizza, and Starbucks), which we can process almost immediately. Scrip ordered online may be purchased by submitting a check (payable to the WT Woodson Band Patrons) to the Great Lakes scrip coordinator, or may be paid for online via Prestopay. See the Band website or www.shopwithscrip.com for details on this option. Questions may be answered by the Band Scrip Coordinator.