

Handbook

for the

**ARMSTRONG
RIVER HAWKS**



MARCHING

BAND

Communication

Welcome! We are looking forward to another school year and a GREAT band season and we would love to have you involved with the Boosters. Our meetings are the first Wednesday of every month, at 6:30 pm in the band room, unless otherwise specified. Please try to make time in your schedule and join us.

If you cannot make the meeting and have a question, please send us an email at:

armstronghighschoolband@gmail.com. Emailing is the best way to reach us. We monitor our emails daily and we will get back to you as soon as possible. We are not available by phone, at any time. And we are not available at games due to being responsible for your children. We are busy with dinner, loading the trailer and helping the band get ready to perform and we will NOT remember that you told us something or asked us to do something. This also pertains to seeing us out and about somewhere.

A great source of communication is via Remind. Please sign up for the Boosters Remind by texting @bandboost to 81010. And Mr. Venesky's Remind by texting @mrvenesky to 81010. We send out texts regularly through Remind with important information. Parent's please sign up for both so you can stay informed.

All forms and fundraisers must be turned into Mr. Venesky **at school**. Please do NOT leave items in the office, as we don't always receive them.

These guidelines are being implemented to prevent issues that have occurred in the past. We encourage open communication between parents and the boosters but cannot be available 24/7 to answer questions. Attending the monthly meetings is a great way to be involved and stay informed of the band's activities.

If you would like a copy of the By-laws, email us at armstronghighschoolband@gmail.com and we will email you a copy.

Again, we welcome you to another year of band. We hope to see you at the meetings and getting involved with decisions that affect your child. With your help, our kids can have fun and we all can be successful!

Financial Responsibilities

The Boosters Executive Committee has discussed and decided upon a budget for this year. We will continue to use the individual student accounts. Each band student/guard member will need **\$120.00** in their account. There is a discount for families with more than one student involved in the band/guard. The first student is the **\$120.00**. Second sibling is **\$90.00**. Third sibling is **\$70.00**. The total amount due on each account must be raised through fundraising or paid in full by **November 1, 2017. NO EXCEPTIONS!**

If this balance is not paid in full by November 1, 2017, the student will not be eligible to attend the banquet. Failure to pay the balance by the due date could also prohibit eligibility for a band trip.

If you have a credit in your student account from last year, that money will go towards your balance due for this year. If you have a balance due from last year, it will be carried over and added to this year's balance. Any money paid, or any amount raised through fundraising, above the amount due on account will stay in the student's individual account and can be used for the band trip or carried over to next year.

In addition to the student account balance, there will also be a **\$25.00 meal fee** to cover the student's meals for Friday night football games. We will be providing meals for the students between practice and the games on Friday nights. (see attached meal schedule) Please send your \$25.00 check in an envelope with the student's name on it and marked **FRIDAY'S MEALS**.

This money is due by **August 18th**.

We will be doing lots of fundraising. This is to help defray the cost of the individual student account balances and also help in the payment of upcoming band trips. Please refer to the FUNDRAISING SECTION of the handbook.

All checks must be made payable to:

Armstrong Band Boosters

**ANY CHECKS RETURNED FOR NON-SUFFICIENT FUNDS WILL BE CHARGED A
\$50.00 FEE**

Fundraising & Trips

To assist students and parents in meeting their obligation of the individual student account balance payment (as explained in the Financial Responsibility section), students may generate money towards their accounts through a series of fundraising programs. Travel opportunities also require an additional source of revenue, and with the help of the parent booster organization, students are able to help meet the cost of the trips through fundraising.

There are two tentative trips being planned over the course of the next two school years that will require additional funding over and above the required individual student account balance paid each school year:

1. Spring 2018 one or two day trip to Hersheypark - approximate amount due from each student \$300.00 - \$350.00
2. Spring 2019 - Disney World or Nashville - approximate amount due from each student \$1000.00 - \$1500.00

More details on the trips will be announced as we receive them.

Fundraisers are in place **BEGINNING NOW, AUGUST 2017**, and there will be a new fundraiser monthly. We want to give the students every opportunity to raise the funds necessary to enable as many students as possible to take part in the trips. As these will be performance trips, if there is not a good representation of the band, the trips will be cancelled.

Each student will be required to pay an initial non-refundable deposit (to be determined) on each special trip. The remaining payments will be spaced over a period of time. Fundraising profits will not be refunded if a student withdraws from band or is unable to attend the trip for any reason.

Participation in fundraising is optional. If a student does not participate or cannot raise the necessary money to pay their required individual student account balance through fundraising, parents will be responsible for any balance due to be paid in full by November 1, 2017. Students with accounts not paid in full by this date will not be permitted to attend the Spring Band Banquet and may prohibit eligibility for band trips. THERE WILL BE NO EXCEPTIONS.

When a student leaves the band for any reason, money earned through band fundraising will stay with the band and go into the general fund.

Fundraiser Guidelines

1. With each project, **COLLECT THE MONEY UP FRONT WHEN YOU TAKE ORDERS AND THEN WRITE ONE CHECK FOR THE ENTIRE ORDER PAYABLE TO "ARMSTRONG BAND BOOSTERS". CASH WILL NOT BE ACCEPTED WITH YOUR ORDER. EACH RETURNED NSF CHECK WILL BE CHARGED A \$50.00 FEE.**
2. **YOUR ORDER MUST BE TURNED IN ON TIME DIRECTLY TO MR. VENESKY. LATE ORDERS WILL NOT BE ACCEPTED. THERE ARE NO EXCEPTIONS TO THIS RULE.**
3. If you fail to pick up your order on the designated date and time it will be left at the distribution site. **WE CANNOT BE RESPONSIBLE FOR ANY ORDER THAT IS NOT PICKED UP – MARK YOUR CALENDARS, CHECK THE BAND WEBSITE OR EMAIL IF YOU ARE NOT SURE.**
4. In the event that we sale lottery tickets. If you fail to return the tickets, your child's account will be charged \$100.
5. If you fail to adhere to the above policies you will not be permitted to participate in future fundraising opportunities.

Chaperone Duties

Chaperones are welcome and *ALWAYS* needed to assist the band for events such as football games, parades and special trips. Some of the duties include serving dinner on football Fridays, loading the trailer, riding the bus, and assisting the students and Mr. Venesky at the events. **Clearances are required!!!** *Instructions for obtaining clearances can be found on the school district's website:*

<http://www.asd.k12.pa.us/> go to *Departments*, along the top of the page. Under *Departments* click on *Human Resources*. When that page opens, on the right of that page, in the blue box you will see the link for *Clearances*.

If you have chaperoned in the past you know it is a fun and rewarding experience. We work together as a team to ensure the band has what they need to perform. If you have not chaperoned, we invite you to sign up for any event you are interested in. We will contact you in advance to let you know when and where to report. We are hoping for a few new chaperones for each event and will show you what needs done. You may not be called to attend every event you sign up for so please choose a few different dates. We have a limited number of chaperones that we can take on the buses and must have our "seasoned veterans" available to keep things running smoothly.

Chaperones for special trips will be required to have chaperoned in the past so they are familiar with the students. They will be chosen by Mr. Venesky and the band boosters. All chaperones will be required to pay their own way on special trips. Chaperoning is a great way to become involved in your child's activities and an excellent opportunity to meet a great group of young people and their parents!

Concession Stand

We are **ALWAYS** looking for help in the concession stand, Moms, Dads, Grandparents, or Guardians of the band student! To work in the stand you DO NOT need security clearances!!! Please look for the sign up sheet in the packet and come out and help us, *at least 1 night!!!*

The duties in the stand will either be taking orders or getting the food together to give to the customers. All food will be cooked and in roasters/crock pots, keeping warm, except for popcorn that is made as needed throughout the evening.

A few things to keep in mind if you sign up to work:

1. If you say you are going to work, you will be contacted Monday or Tuesday before the game. If you confirm, please be sure to show up!! If something comes up please let the person who contacted you know immediately that you will not be able to make it. But PLEASE, PLEASE, PLEASE do not wait till the last minute to cancel because a replacement will need to be found. Only a certain number of people will be scheduled to work as space in the stand is limited.
2. Plan to arrive between 5:30-6:00. You may come earlier, but not before 5:00. We usually start selling food about 5:00, and it starts getting busy by 6:00. Please plan to stay after the game to help clean up. We understand some will have to leave to get your child from the school, but keep in mind that you are needed until the end of the game.
3. No Children are allowed in the stand. There is a lot going on and it is easy for a little one to get hurt.
4. Temperature in the Stand: When it is hot outside, the stand is usually pretty warm. When it is cold, the stand can be chilly, especially if you work towards the serving windows. Dress accordingly.
5. Try to eat dinner before coming to the field. If you get there early, before we get busy, it is fine to eat. Just keep in mind, that once we get a line, it is hard to take a break.

I understand everyone is busy, but please pitch in (all we are asking for is 5 hours of your time, 1 night of the week - there are only 5 home games). Come support your child and the organization that they love!