



**FAIRFIELD HIGH SCHOOL
MARCHING BAND**

2017-2018

Dear Members and Parents,

The Fairfield High School Marching Band Staff would like to welcome back all of the veteran members and their parents, and especially welcome the new members and their parents to the high school marching band. We are very excited about the upcoming season and all of the challenges and opportunities that will present themselves. We are looking forward to maintaining the tradition of excellence and growing as a group, individuals, and artists.

The 2017 season will feature several performances including parades, football games, competitions, and much more. This year's show will be titled, "*Wonder Crossing*" and will feature the music arranged by **Randall Standridge**. The color guard choreography will be done by Christopher Pohlman and drill design is by Greg Dalton.

The first official events for the 2017-18 season are the 4th of July parade and the performance of the *Star Spangled Banner* at the Summer Music Games on June 26th. Practice for football games and competitions starts in the beginning of August this year. (Please note, that we typically begin in the middle to end of July and plan to go back to this schedule next year.) Further information about summer band camps is provided in this handbook under "REHEARSAL SCHEDULE."

This handbook is designed to give you an overview of the marching band as well as the rules and guidelines that govern it. Please read this handbook CAREFULLY. Once you have read the material, both parent and member sign the contract and return it to the band office by **June 22, 2017**.

Sincerely,

Colin Celek, Director
Darren Ling, Director
Maddie Wessel, Director
Jill Wilhelm, Director
Cody Schuster, Percussion Instructor
Chris Pohlman, Color Guard Instructor

Mr. Bill Rice, Principal

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www.fftempclub.org

HELPFUL INFORMATION

GLOSSARY:

Arena – High School gym/basketball arena

Vipers – Marching shoes

Shako – Uniform hat

Gauntlets – Decorative cuff worn over the sleeves of the uniform.

Bibs – Uniform pants

Call time – Time students are expected to be in place and ready to play.

Call sheet – Information handed out to students on Wednesdays detailing times and places as above.

Call sheet may also give information about uniform to be worn, competition schedules, and directions to performances.

Drill – Refers to the marching routine.

Dot book – clear protector mandatory at each rehearsal hung on a lanyard around each performer's neck. These need to be reinforced as they won't last through the season through continued use. Each performer is encouraged to make multiple copies of each of his/her dot sheets as to have back-ups in the event a set is lost or destroyed. Students use these to mark their "dots" (their placement in the drill).

Battery – Drumline consists of front ensemble and battery (marching percussion).

Parade Block – The formation we march in for parades. Not used as much as Fundamental Block.

Fundamental Block – The formation we set up in almost daily to practice our marching fundamentals.

Door 17 – Back door of FHS which leads into the main hallway in front of the band room. This is where you will most often drop off and pick up your student for camps, away games, and competitions.

**Please park in one of the bottom lots behind FHS. Traffic in the top lot gets congested with buses, pit crew, and many students walking to and from. Parents should not park in the grass while waiting to pick up their students.

Practice "Field" – Lowest lot in front of FHS, where the scaffolding is located.

OMEA – Ohio Music Education Association; governing body overseeing the competitions we attend.

Chain of Command – Squad Leaders → Section Leaders → Drum Majors → Band Director/Staff

TEMPO CLUB:

Booster Club for music department (includes band, chorus, and orchestra).

Anyone who has a musician in the Fairfield schools grades 6-12 is a member. Meetings are held on the first Monday of each month at 7:30 pm in the FHS Community Room. Please come to meetings for the latest information on all music programs or visit the website at www.fftempoclub.org

ADDITIONAL EXPENSES:

All of the below listed items are optional.

- Band photos – both individual and group photos taken during band camp.
- Show shirts – shirts/sweatshirts printed with the current year's show theme.
- Section shirts – each instrument section usually designs their own t-shirts. Design must be approved by a director.
- Band Banquet or end-of-year celebration – usually a fee requested from those choosing to attend to cover expenses.
- Copy of the Band Video shown at the band banquet – order forms usually available with band banquet reservation form. You will be unable to attend if you have outstanding marching band fees.
- Food! Students will need money to buy concession food/drinks at football games and competitions. They also often enjoy going out with their friends after the games/competitions.

ATTENDANCE POLICY

REHEARSALS - Attendance at all scheduled rehearsals is MANDATORY. All rehearsals will take place at the high school unless otherwise stated. If for any reason a student must miss a marching band practice/event, written communication from the parent must be supplied to a director upon return.

- Attendance at Pre Camps, Band Camp, and Post Camp is mandatory. Absence from any part of these weeks will result in the member sitting out for some performance(s). Students missing up to two rehearsals during these weeks will be required to stand during one football performance. (Will attend the performance in full uniform, standing at attention on the sidelines while the band performs.) Those missing 3-5 will be standing during two performances. Students missing 6 or more will stand during three football games. These games CANNOT be ones that happen the same weekend as a competition.
- All regular football season rehearsals will be Monday, Wednesday, and Thursday from 3:00 – 5:30 from **September 6, 2017 – Nov. 2, 2017**. These rehearsals will be held at the FHS practice field.
- Additional rehearsals may be scheduled in the event of football playoff games through **Dec. 10th** which are also mandatory.
- There are NO excused absences from rehearsal the week of a scheduled competition. In the case of a personal illness or emergency, contact from the parent to a director is required. If the staff feels that the member is **prepared** to perform, then the staff may give the member permission to perform in that week's events. In the case of other school related activity conflicts the week of a competition, members must contact the supervising teacher or coach in advance of the meeting and inform them of the requirement to be at marching band practice.
- One unexcused absence from a scheduled rehearsal shall result in removal of the member from the performance(s) of the week. Member will attend the performance(s) as an alternate in full uniform and stand on the side-line during the performance(s). If the member fails to attend the performance(s) as an alternate, he/she will receive one unexcused absence from a performance and be removed from the group.
- If a student attends the entire school day, but feels too ill to attend rehearsal, the student MUST communicate with a director(s) prior to that day's practice in order for an absence to be considered excused. Not communicating with a director is considered an unexcused absence.
- Students must not leave a rehearsal at any time without the permission of a Fairfield City School staff member.
- Twice a month, each member of the marching band will be allotted two 20 minute time periods at the beginning of a rehearsal to attend a school related activity. **This time period cannot be used by a member the week of a scheduled competition.** Doctor, dentist and other appointments should be scheduled for band members on Tuesday throughout the marching band season. PLAN AHEAD!!!
- **Students are expected to be** in "fundamental block," or in the assigned starting position on the practice field for scheduled rehearsals at the stated time. This includes daily rehearsals, as well as rehearsals the day of competition. (The assigned starting position will be listed on the chalk board in the band room at the end of school on each rehearsal day.)
- Attendance at Marching Band rehearsals is defined with active participation. If students are unable to actively and fully participate, it will be at the discretion of the directors as to whether or not the student will perform at the following weekend's activities. If an inability to fully participate persists, students may be removed from the ensemble for the remainder of the season.
- Students must attend ½ of the school day in order to participate in that day's rehearsals and/or performances. Possible exceptions to this may include absence due to a scheduled college visit, a field trip, or a funeral.

PERFORMANCES - Attendance at ALL scheduled performances is MANDATORY!!

1. A complete list of performances (as of today) is on pg. 9.
2. A scheduled performance is any appearance of the marching band announced at least three weeks in advance.
3. One unexcused absence from a scheduled performance may result in dismissal from the marching band.
4. An excused absence shall be granted for:
 - A. Verifiable personal illness
 - B. Death in the family
 - C. Other uncontrollable circumstances discussed in conference with the parent and director.

****Personal contact between parent and staff IS highly encouraged!!****

CODE OF CONDUCT

As a member of the Fairfield High School Marching Band, you are a representative of the music department, Fairfield High School, and the city of Fairfield, Ohio. You are expected to conduct yourself in a professional, courteous and respectful manner at all times. This manner of conduct is required and expected during all marching band activities including:

- time between the end of the school day and marching band rehearsal
- bus trips
- any time on school property, including while in personal vehicle
- from the time we leave FHS until we return
- rehearsals
- performances

Any behavior or action which is a distraction to the progress of the marching band or interrupts the educational process of the marching band is a violation of the code of conduct and may result in a conference with directors and parent, removal from a performance, removal from the marching band and/or other appropriate consequences at the discretion of the directors and principals.

PLEASE NOTE: The Fairfield High School Marching Band is a school activity and all rules and regulations set forth by the Fairfield City Schools apply during all rehearsals, performances and bus trips! (This includes dress code.)

Please note: Students who are removed from the program or choose to drop out will NOT be refunded fees.

UNIFORMS

UNIFORM CONSISTS OF THE FOLLOWING:

Summer Uniform

Red Microfiber Polo Shirt
Khaki shorts
White tennis shoes
White low socks

Full Uniform

Red T shirt or other designated shirt
Dark shorts or sweats
Gray bib overalls
Uniform jacket
Sleeve Gauntlets
Long ALL BLACK athletic socks
Vipers
Black/White gloves
Shako and Wrap

Rain Uniform

Red T-shirt
Long-sleeved white shirt underneath
polo for cold weather
Blue Jeans
Long ALL BLACK athletic socks
Vipers
Uniform Raincoat

Each student will be issued one red t-shirt and one red polo their first year of marching that are theirs to keep. This cost is worked into the uniform fee paid each year. Any replacement shirts required will need to be purchased by the student at an additional fee (\$10 for t-shirt, \$20 for polo). These shirts will be worn through the senior year; please choose size accordingly.

PROPER UNIFORM USAGE FOR PERFORMANCES:

- During performances designated band shirts must be worn under jacket. This will be either the issued red t-shirt or a section shirt. If anything other than the designated shirt is worn under the jacket, the student will not be permitted to remove the uniform jacket at games.
- Layering is allowed during the cold season. Long-sleeved t-shirts can be worn under the designated t-shirt.
- Long black socks must be worn (NOT ankle socks – we do not want to see your ankles showing as you march).
- Gloves and shoes must be clean for every performance.
- No pants can be seen below the hemline of the black pants (shorts or pants with elastic at the ankle are encouraged).
- If wearing bibs and t-shirt, pants must be zipped and arms through straps.
- No visible jewelry or nail polish should be worn when in uniform. This includes any piercing – these must be removed when in uniform. Please wait until the end of the entire marching/football season for new piercings. Wearing Band-Aids over piercings is not acceptable.
- Students should maintain a natural looking hair color.
- Long hair must all be put up into the shako. *All hair is required to be up in the shako.
- No glitter may be worn or applied while in uniform.
- Uniforms should only be worn in the manner in which they are intended.
- Follow staff instructions regarding uniform usage at all events.

UNIFORM CARE:

- If your student gets a stain on the uniform, have them go to a uniform parent volunteer.
- Periodically over the season, uniforms will be collected for cleaning and inventory purposes. If you feel you need to wash the uniform in between these collections, please follow these instructions:
 - Please make sure to remove senior pins before washing.
 - Machine wash on gentle cycle with cold water only! Please use a mild laundry detergent such as Woolite.
 - Detergent CANNOT have a bleach alternative, or colors will run.
 - Remove the uniform immediately from the washer and hang to dry.
 - Please hang pants carefully by the crease to maintain quality.
- The uniform is given to your student on 3 hangers with a garment bag. Please return the uniform at the end of the season on these 3 hangers.
- Hang up the uniforms neatly in the garment bag after performances.
- Every uniform is assigned and has a specific number in the pants, jacket, gauntlets, hat, and raincoat. Record these numbers and save them at home in case a mix-up occurs with another member.
- It is the student's responsibility to keep the shoes clean. (Remember, you'll typically use these shoes for multiple years, so take care of them!) Your marching shoes are only to be worn during our Thursday pre-contest rehearsals and performances.
- One pair of gloves is distributed with the uniform, and one replacement pair is allowed. Please see a uniform parent volunteer if needed.

TIPS FOR PARENTS:

- Try to encourage your student to be responsible for their own uniform and for packing all parts before performances.
- That being said, ask questions! Double-check the uniform bag before a performance.
- We are always looking for parent volunteers interested in helping make sure our uniforms stay looking great! If you sew, we'd love to have your help! Please mark the volunteer form for "Uniform Parent" if you are willing to help.

Please note students are responsible for all uniform parts assigned to him/her. The costs assessed to students who lose uniform parts or ruin them due to misuse is as follows.

Jacket- \$175.00

Shako - \$46.00

Hat Wrap - \$44.00

Plume- \$22.00

Gauntlets -\$42.00

Bibs - \$75.00

FOOTBALL GAMES

EXPECTATIONS:

Fairfield football games are some of the best times you will have as a member of the marching band. In order to ensure that everyone enjoys him/herself, and that we represent our school and organization the best we can, it is important that we all follow a few guidelines.

- Sit with your section in the stands designated for our group.
- Be prepared to play at all times. (This means that you have music, and are listening for instructions.)
- Play only YOUR instrument. Remember, the majority of people that hear us perform, will hear us at a football game!
- ONLY play when the entire group is playing.
- Remain in full uniform unless given permission to do otherwise. Jackets of uniforms may only be removed if the designated marching band shirt is on underneath the uniform.
- Third quarter is yours to have fun, and enjoy your friends. EVERYONE must be back in the stands with instrument ready to play at the end of the third quarter. If one person is late the entire band will sit in the stands during third quarter the following game. No exceptions will be made.
- We will supply water for you. Concessions may only be eaten third quarter and must **not** be brought back into the stands.

YOU ARE A MEMBER OF A FANTASTIC ORGANIZATION,
AND SHOULD CARRY YOURSELF WITH PRIDE!!!!

TIPS FOR PARENTS:

- Home game drop off/pick up area is at the Intermediate School playground/parking lot. Uniform bags must be stored in a vehicle and not in the trailer or on the ground surrounding FIS.
- Away game drop off/ pick up area is by door 17 at the High School.
**Please park in one of the bottom lots behind FHS. Traffic in the top lot gets congested with buses, pit crew, and many students walking to and from. Parents should not park in the grass while waiting to pick up their students.
- Third quarter is the only time the band is given the privilege to get something to eat and visit family and friends in the stands. This privilege may be lost if rules are not followed. Students must return to the designated band stands and be ready to play in proper uniform *before* 3rd quarter time runs out on the scoreboard.
- Water and cookies are provided for the students during 3rd quarter. Students may visit the concession stands for additional snacks. The south concession stand (nearest the scoreboard) is run by the Tempo Club, and proceeds from this stand will help to benefit the Marching Band.
- Away games may run late or buses may encounter problems, so pre-arranged pickup times may fluctuate. Please be patient if buses run late.

COMPETITIONS

SUMMARY OF COMPETITIONS:

The Fairfield High School Marching Band competes in events sponsored by the OMEA (Ohio Music Education Association).

At a competition, the band competes against the other bands that are performing in our class (AA), as well as attempting to earn a Superior rating. Classes are C, B, A, and AA, and are determined by the enrollment number at the school, not by the number of students marching.

Awards are given in each class category and are determined by the hosting school. Usually awards are given for “Best Auxiliary” and “Best Percussion.” In addition, overall awards (cross class category) such as “Best Music” and “Best Overall Execution” are given, ending with “Grand Champion” of the competition.

Earning a Superior rating at a competition qualifies the band to perform at the OMEA State Marching Band Competition at the end of the season, where they will compete only for their rating. The FHS Marching Band has a long history of Superior ratings at State and the band strives for this each year.

TIPS FOR PARENTS:

- Parents are encouraged to come and cheer the band on! You do not need to arrive at the start of the competition, but can come and go in between band performances. The order of performance usually begins with Class C bands and ends with Class AA bands.
 - Talking and cell phone use during a band’s performance is discouraged. Please be courteous of all bands performing and the surrounding audience members and refrain from talking in the stands once a band has taken the field.
 - Students should ride buses to and from competitions unless otherwise arranged through a director.
 - Drop off and pickup area is by Door 17 at FHS.
- **Please park in one of the bottom lots behind FHS. Traffic in the top lot gets congested with buses, pit crew, and many students walking to and from. Parents should not park in the grass while waiting to pick up their students.
- Students should arrive at FHS dressed in comfortable clothing and prepared for a run through on the practice field.
 - Complete uniform should be in the garment bag. Rainy day uniform will never be used for a competition.
 - Students should bring money for snacks at the concession stand.
 - Students should eat well and hydrate well before arriving at FHS. This is a long day, and free time is very limited. Students can bring water for use during the run through.
 - Pick up time may be delayed; please be patient. Best to keep in touch with your student via cell phone if possible.
 - Please be prompt about picking up your child at the high school after performances.

REHEARSAL SCHEDULE

FOURTH OF JULY PARADE

Rehearsal: June 22nd 9:00 am -11:00 am

*You are responsible for either loading your instrument on the white truck early in the morning on the 4th or bringing it to the parade on the 4th. We will wear summer uniform (red polo, khaki shorts, tennis shoes)

Meet: Butler County Fair Grounds and travel to Hamilton Court House

When: We will meet at 9:00 am, the parade steps off at 10:00 am on July 4th

DRUM CORPS SHOW

June 26th! This is HUGE!! We will be performing the *Star Spangled Banner* in summer uniform.

CAMPS:

Leadership Camp

Wednesday August 2nd for all Seniors, Section Leaders and Squad Leaders. There is a \$5 fee and we will meet at FHS at 9:00 am. Lunch will be provided. Please bring a drink. The day will conclude at 1:00 pm.

New Marcher Camp

Thursday and Friday August 3rd and 4th (9:00 am - noon)

*Seniors, Section Leaders/Squad Leaders, and new marchers are all **required** to attend.

PLEASE NOTE: There will be a picnic at Harbin Park with seniors and new marchers immediately following rehearsal on Friday.

Mandatory Prep Camp

Monday - Friday, August 7th – 11th (7:00 am - 4:00 pm)

Students will have a lunch break from 11:00-12:00

**Students will be eating the lunch that is provided or a packed lunch and are NOT permitted to leave campus.*

Mandatory Band Camp

Monday - Friday, August 14th – 18th

We will meet at 6:45 am and march in parade block to rehearse until 2:00 pm

Students will have a lunch break from 11:00 -12:00

**Students will be eating the lunch that is provided or a packed lunch and are NOT permitted to leave campus*

We will then meet back at 5:45 pm and march in parade block to rehearse until dark.

There will be a 4-hour break in the afternoon. On Friday there will be a talent show on Friday during the break.

Students are **STRONGLY** encouraged to attend and then go home for a nap and good dinner before returning at 6:00 pm.

Mandatory Post Camp

Tuesday - Wednesday, August 22nd – 23rd. 9:00 am - 1:00 pm.

Rehearsal and Picnic

Thursday, August 24th. Rehearsal 5:00 - 7:00. Show and picnic at 7:00 pm.

***There will be a FHS Marching Band 101 Meeting for all parents interested in the cafeteria at 5:00 pm.

Final Summer Rehearsals

Tuesday, August 28th – Wednesday, August 30th 9 am – noon.

AFTER SCHOOL REHEARSALS

Monday, Wednesday, and Thursday 3:00 – 5:30. **September 6, 2017 – Nov. 2, 2017.**

Please note that rehearsals could be added through December 10 due to playoffs.

ITEMS NEEDED AT EVERY REHEARSAL:

Athletic Shoes and socks (rubber soled athletic shoes

WITH laces)

Athletic shorts/sweatpants

Dot book

Instrument/equipment

Music

Pencil

Great attitude and mental focus

Water

TIPS FOR PARENTS:

- Students should bring water, snacks, and sunscreen to camps.
- Sunglasses, hats, and light-colored clothing are strongly suggested.
- Camp weeks are very long and tiring. Please encourage your student to stick with it; they will be making some of the best memories of their high school career!

2017-2018 PERFORMANCE SCHEDULE

<u>Date</u>	<u>Performance</u>	<u>Location</u>	<u>Tentative Call Time</u>
June 26	DCI Show “SSB”	Hamilton Stadium	5:30 pm
July 4	Parade	Hamilton	9:00 am
Aug. 25	Football vs. Centerville	FHS Stadium	5:45 pm
Sept. 1	Teacher Performance	Fairfield PAC	7:00 am
Sept. 1	Football @ Northmont	Northmont	4:30 pm
Sept. 8	Football @ Lakota West	Lakota West	5:15 pm
Sept. 9	CALENDAR DAY	FHS	9:00 am
Sept. 15	Football vs. Lakota East	Fairfield	5:45 pm
Sept. 16	CONTEST – TIPP CITY	Tipp City	TBA
Sept. 22	Fairfield @ Princeton	Princeton	4:45 pm
Sept. 23	CONTEST – HAMILTON	Hamilton, OH	TBA
Sept. 28	Football @ Sycamore	Sycamore	4:45 pm
Sept. 30	“Band”cake Breakfast	Fairfield	8:00 am
Oct. 6	Football vs. Oak Hills HOMECOMING	Fairfield	5:45 pm
Oct. 13	Football vs. Colerain BAND NIGHT	Fairfield	5:45 pm
Oct. 14	CONTEST – KETTERING	Kettering	TBA
Oct. 20	Football @ Mason	Mason	4:45 pm
Oct. 21	CONTEST - TECUMSEH	Tecumseh	TBA
Oct. 27	Football vs. Middletown SENIOR NIGHT	Fairfield	5:45 pm

OMEA STATE FINALS – October 28th or 29th OR November 3rd or 4th

****Possible football playoffs through Dec. 10th. Attendance is mandatory at all games, including playoff games.**

May 6, 2018	Arts Fair	FHS	TBA
May 28, 2018	Memorial Day Parade	Fairfield	TBA

FORMS

Included with this packet, you will find the following forms:

AGREEMENT FORM (red)
RULES and POLICIES ACKNOWLEDGEMENT FORM (orange)
EMERGENCY MEDICAL FORM (yellow)
(Please copy your insurance card on the back of the form)
PHYSICAL EVALUATION FORM (light blue)
SCHOOL MEDICATION PERMITS/EPINEPHRINE (Optional-white)
DISTRICT ATHLETIC ELIGIBILITY (green)
CHARMS INFORMATION to REGISTER (lavender)
FEE WORKSHEET/PAYMENT PLAN (light pink)
LUNCH OPTION OUT (Optional – white)
FINANCIAL ASSISTANCE (Optional – white)
DCI COMMITMENT FORM (bright pink)
DCI Ticket Form (white)
VOLUNTEER FORM (purple)

In an effort to make things easier, the band staff will be here to collect all forms, payments and payment plans on Thursday, June 22nd from 11-1 in the band room. We will also be collecting forms and final payments on August 7 from 4-6 pm in the band room. All forms, fees must be submitted by August 7, 2017. Without the emergency medical form, and physical form your student will not be allowed to participate in any marching band activity.

PHYSICALS:

Physicals must be completed each year. Mercy Health Plex is offering physicals on July 19th for \$20. Feel free to have physicals done at the medical center of your choice. The physical form **MUST** be completed/signed by the doctor to be valid. This is also a great time to have medication forms completed/signed.

UNIFORM FITTINGS:

We will be fitting for uniforms on several days during the beginning of the season:

Seniors/Leaders – Wednesday, August 2nd from 12:00 -3:00

New Marchers – Thursday, August 3rd from 12:00-3:00

Returning Members – Monday, August 7th – 4:00-6:00 pm and Tuesday, August 8th 4:00-6:00 pm

PICTURES:

We will be doing a group picture at 3:30 on August 10th in the Arena. Any student interested in an individual picture will be able to get one until 5:30 pm. Seniors, you are required to get an individual picture.

FEES (Fees are non-refundable)

1. Uniform/Camp Staff/Band Expense Fee - \$225
This fee is required in full for *all* participants.
2. Marching Band shoes - \$38 (Color Guard Shoes TBA)
Marching band shoes (Vipers) must be purchased through us. We use one particular style of shoe which we order from a supplier at a discount price. These shoes are specifically designed for marching and are a required part of the uniform. Athletic shoes are not a substitute for uniform shoes.
3. Band Camp Lunch – \$60
We will be bringing in lunch for students during prep camp and band camp for \$6 per day. The total cost should be paid in full *in advance of band camp*. There will be a peanut butter and jelly or cheese sandwich option provided for students in the event they do not like the day's menu choices. If you choose not to purchase these lunches, you must fill out the attached **Lunch Option OUT** form and return it by May 12th. All students who have not turned in this form by the deadline date will be expected to pay the \$60 lunch fee.
NO STUDENTS WILL BE ALLOWED TO LEAVE CAMPUS DURING THE LUNCH PERIOD.
4. Equipment Fee/Instrument Fee - \$100
This applies only to students using school-owned instruments or flags. Percussion students pay separate participation/equipment usage fee, so do *not* need to pay this fee.
5. **Pay to participate - \$75**
There is a “Pay to Participate” fee of \$75 that is collected by the school district for all extra-curricular activities. This check must be made to “Fairfield City Schools” and turned into the high school bookkeeper or freshman school main office secretary between August 1st and August 28th. Please note the student’s name and “Marching Band” on the check. Please keep one copy of your receipt for your own records and submit a copy to the band staff.

ADDITIONAL NOTES

- Please make checks payable to **TEMPO CLUB** (except “Pay to Participate” – see #5 above).
- Please put your student’s name on the memo line of the check.
- Fees should be paid in full by **August 7**. Students will not receive their uniform unless fees are paid in full.
- You may pay in a lump sum, installments, or using money from your child’s individual account. Please see the attached for fee payment schedule, worksheet and *Authorization for Payment or Transfer of Funds* forms.
- Please do not hesitate to contact a director if you are encountering financial difficulties with fees. Discussions with directors will be held in the strictest of confidence. We would be happy to discuss a payment plan with you.
- Students that have outstanding fees will be unable to participate in the marching band end of the season banquet, OMEA State Marching Band Finals, and will not receive band show shirts.
- Please note: Per Fairfield City Schools Policy JN-R, *Student Fees, Fines and Charges*: “Any student who owes delinquent fees, fines and charges will not be allowed to participate in any extracurricular activity until all fees, past and present, are paid or a payment plan is established.” This **INCLUDES** the \$75 Pay to Participate fee listed in #5 above as well as any outstanding school fees.
- Also please note: **Students who have school fees waived are still responsible for the Marching Band Tempo Club fees. The only marching band fee that is waived for free and reduced lunch is the \$75 Pay to Participate fee.** There are numerous ways to help pay for the marching band fees including fund raising, and submitting the request for financial assistance form.
- Please use the Charms website for updated bills and fees.

PARENT INVOLVEMENT (VOLUNTEER OPTIONS)

Please be sure to fill out the volunteer form attached to this packet. We need a lot of parents to keep things running smoothly. This is a great way to meet other marching band parents!

Many of these committees need both a chairperson and volunteers. Please indicate how you would be willing to help. This is not a commitment. You will be contacted to confirm your participation.

- *Uniform parents* – Volunteers needed to help fit students for uniforms, collect and distribute uniforms before and after washings, and help with uniform “emergencies” (mending stains, etc.) Will also assist with ordering MTXs and gloves. Volunteers also needed to help with the washing. This can be done at your home or at the high school. **Heather Stephens is the contact.**
- *Bandcake Breakfast* – Parent and student volunteers will be needed to sell tickets, prepare food and serve guests.
- *Picture Day*– Single and group pictures are taken in full uniform one day during band camp. Parent needed to coordinate between the band director and Baker Photography. Volunteers needed to assist photographers and facilitate the process. **Lisa Perry is the contact.**
- *Band Camp Lunch* – Parent needed to coordinate and order lunches for band camp. Volunteers needed to help serve lunch during band camp. Involves cleanup also. **Ann Bowling is the contact.**
- *Band Picnic* – Parents needed to organize and facilitate the picnic dinner held in the FHS cafeteria after the band’s first show performance for parents.
- *Pit Crew* – Volunteers needed to help load and unload all the equipment to/from our trailer for all games, competitions, and special events. Also help bring equipment onto the field for all games/competitions. **Todd Mattingly is the contact.**
- *Bus Chaperone* – Help keep order on bus rides to/from away games and competitions. **Linda Boyer is the contact.**
- *Concession Stand* – Help grill or sell food to football fans. This is for one home game only, date to be announced.
- *Cookie Parents* – Parent needed to coordinate and schedule bakers. Volunteers needed to help set up tables and distribute donated cookies to marching band students. Bakers (or buyers) needed to donate cookies. **Jamie Pence is the contact.**
- *Band “Banquet” Committee* – Freshman, Sophomore, and Junior parents needed to plan and organize the end of season celebration. **We are currently looking for a chair for this event.**
- *Summer Music Games (DCI)* – There are many volunteer options available for this special show on June 26th. This is the major source of income for the marching band and takes many volunteers to ensure its success. Please review and fill out the separate volunteer form attached to this packet for volunteer opportunities. Bruce Brown is the contact.

ADDITIONAL HELP/SPECIAL SKILLS NEEDED:

We have several other areas where volunteers are needed. Generally, these positions are held by a parent for several consecutive years and require special skills or knowledge. Although these positions may currently be filled, we always need to be looking for future volunteers. Please contact a band director if you can help in any of the following areas:

- E-mail list administrator – We are trying to rely on e-mail to disseminate information as often as possible. A parent is needed to maintain this e-mail list and forward information to the entire list as requested by the band directors. (Leigh Harlow)
- Volunteer Coordinator – A parent is needed to receive all volunteer forms and help to contact parents to fill volunteer positions. Will provide list of parent volunteers to appropriate committee chairpersons when applicable. (Leigh Harlow)
- **Band video – Each year at the “Band Banquet” a re-cap video showing highlights from the season is shown. The video usually includes photos of any siblings who marched together, along with baby and current pictures of all seniors. A parent is needed who has video editing experience (or who is willing to learn!) *If you take pictures or video, send them via e-mail or CD/DVD to the parent producing this year’s video and they might be used! Allison Curran is the contact.**
- Sub treasurer – Angela Hampton
Accounting/spreadsheet skills or experience are preferred. Volunteer must be very detail-oriented!
 - The sub-treasurer is responsible for keeping track of the individual accounts for each student (A900). This includes posting any earnings to the account and approving any requests for withdrawals.
 - The sub-treasurer is responsible for keeping track of the forms and fees that are due as a part participating in the marching band.

QUESTIONS:

Although the band directors always welcome communication from parents, it is often easier to contact an experienced band parent for help as you learn your way around the marching band. The following is a list of parents who have volunteered to be available to answer questions or to direct you to where you can find answers. Please feel free to contact any of the parents listed below.

Leigh Harlow – 513-295-8668 fairfieldbandvolunteer@fuse.net

Leanne Myers – 513-312-3172

Angela Hampton – 255-5683

AGREEMENT FORM

Please read the Fairfield Marching Band Policy thoroughly and return this form with signatures to a band director no later than June 22, 2017.

Student:

I have read and agree to comply with the band expectations and guidelines.

Student Name (Please print) _____

Student Signature: _____ Date: _____

Parents:

Please sign this document to indicate that your child has shown you this band packet and that you have gone over it together and understand the expectations and guidelines of the Fairfield Marching Band.

_____ Date: _____
Parent/Guardian Signature

PARENT E-MAIL _____

STUDENT SCHOOL ID # _____

HOME PHONE NUMBER _____

