

Hempfield High School

Band Handbook

August 2018 Revision



HEMPFIELD
BAND BOOSTER CLUB
Supporting a Tradition of Excellence



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Greetings!

WELCOME to what will be one of the most exciting experiences in which you can be a part – THE HEMPFIELD HIGH SCHOOL BAND! Now, more than ever, we have information to justify why we do this demanding (yet extremely rewarding) activity. Experts have concluded that the study of music helps with spatial reasoning, test taking, and overall quality of life! Factor in social skills, emotional development, leadership training, group interaction, aesthetic perception, music making, and the discipline of being in a band program, and I don't know why anyone would not want to be involved in a successful band program like the one here at Hempfield! The ultimate goal is a lifelong understanding and appreciation for quality music and music making!

EVERYONE SHOULD READ THE INFORMATION IN THE HANDBOOK, even veterans. Some of the information has changed, so make sure that you're informed. For new folks, this is your "go to" resource that keeps us running smoothly and efficiently throughout the entire year. Most questions can be answered by consulting THE HANDBOOK. Policies will be adjusted from year to year as the need arises to clarify issues within the program. It is our hope that the information contained in this handbook will be both INFORMATION and INSPIRATION; sections are written with both the student and the parent in mind. You will quickly find that band is truly a FAMILY in and of itself!



This handbook is designed to answer any questions you might have concerning the instrumental music program at Hempfield High School. Please read all of the information and sign the form located in the back of THE HANDBOOK.

We look forward to working with you as we continue the rich musical tradition of the Hempfield School District!

Matthew Ceresini
Director of Bands
Hempfield High School

I. Statement of Policy

In order to assist band members and parents in understanding areas of responsibility, a statement of band policy is herein set forth. Becoming familiar with this policy will enable each individual to make the most of this great opportunity to be a member of the Hempfield High School Band program, becoming a better person and a better musician.

We firmly believe that the student should improve through regular practice. In the Hempfield High School band program we feel that when the student has lost the will to improve him/herself or make a better contribution to the band, he is wasting the time and efforts of his/her fellow members and the community by continuing in this program. The HAPPIEST student is the one who is improving through regular habits of practice and daily progress. He/she must not only know right from wrong, but must be able to stand for principles. He/she must develop a high sense of purpose toward which he/she is willing to work. RESPONSIBILITY is the focus behind any level of achievement within the program. We intend to conduct ourselves in a manner that will facilitate all students in learning and bettering themselves.



Philosophy

"Through the arts, and especially the divine art of music, can man's highest aspirations . . . communicate to him with a voice of power and of beauty . . . talk to him of love and brotherhood . . . restore his soul. This I believe is the purpose of music."

- Howard Hanson, American Composer and Music Educator

The Hempfield Music Department believes that music is essential to life, and is an integral part of all cultures. Music provides a universal language, which bonds artistically and emotionally all persons. Further, music appreciation creates an emotional and intellectual "wholeness" which cannot be gained through any other discipline. Therefore, the Hempfield Music Department encourages musical experiences for all students in the Hempfield School District, and provides musical enjoyment and understanding through classroom and performance activities at all levels.

Musical competencies resulting from the Hempfield Music Program should include, but not be limited to, **keen perception, aesthetic sensitivity, creativity, analysis, and evaluation**, based upon heightened student musical awareness, enjoyment, and understanding. Other educational outcomes resulting from the Hempfield Music Program include **improved self-image, teamwork and cooperative learning, critical and higher level thinking, goal setting/achievement, self-discipline, decision-making, and informed consumerism**.

The Hempfield Music Department strives to achieve these goals by stressing fundamental skill development, generating lifelong social skills to enhance the quality of human interaction, and providing experiences that foster the sheer "joy of music."

GUIDING PRINCIPLES

Each member of the band program must at all times strive to be the best that he or she can be. These principles are a means to guide the journey, quantify goals, evaluate achievements, and focus the direction on continual success.

Excellence

In all that we do we achieve excellence. We perform with excellence. We rehearse with excellence. We are well prepared and in the right frame of mind. We treat each other and the community with dignity and honor. When we are focused, disciplined, dedicated, thoughtful, understanding, and artistic - then our continual growth towards higher levels of excellence becomes the standard.

Experience

Stakeholders approach each performing ensemble as a powerful and developmental opportunity to gain experience that is musical, artistic, educational, emotional, and social. A variety of experiences will be available, promoting leadership, citizenship, creativity, critical thinking, self-discipline, and teamwork. The display of maturity and wisdom is a sign of positive and impactful life experiences.

Enjoyment

There is no enjoyment quite like that of an excellent performance. A great concert is satisfying. Hard work is enjoyable as we are causing our bodies and minds to reach new levels of competency. We find joy in our excellent experiences - as growth, passion, and deep bonds take shape and form the core what it means to be a member of the Hempfield Bands.



Curricular Ensembles



The heart of the Hempfield Band Program is the Concert Ensemble. During Concert Band (9th Grade) and Symphonic Band (10-12th Grade) students develop their individual technique and ensemble skills through the study and performance of medium-advanced wind band repertoire. Additionally, students that participate in Concert Ensembles enjoy a rewarding emotional experience that develops the soft skills necessary to be successful, not just in music, but in life!

Both Concert Band and Symphonic Band meet every other day for 78 minutes throughout the entire school year. Both groups perform four concerts per year (October, January, March, May) in addition to other community and civic events as well as adjudication festivals across the region!

Scheduling can be complex, particularly for incoming 9th graders. At first, it may seem difficult to find room in your schedule for Concert Band in addition to other electives, so remember:

- 1) **You don't need to take every class available to you in 9th grade!** The number of required courses will become fewer and fewer each year. This creates open space for electives, foreign languages, AP courses, and internships in 10th/11th/12th grade. *It is important to create a PLAN prior to entering 9th grade!*
- 2) **HHS offers summer and online courses**, including required courses like FCS and PE. These courses are GREAT ways to create flexibility in your schedule.
- 3) Honors students enrolled in a music course **are not required to take two math courses in 9th grade.**
- 4) **Two credits of a Foreign Language** are required to graduate from Hempfield High School.
- 5) **Have a scheduling issue that seems impossible to solve?** Your guidance counselors understand the value of music as part of your education and WILL work with you to ensure that you can participate throughout your high school career!



Chamber Ensembles

Students enrolled in curricular ensembles at Hempfield High School will also participate in a Chamber Ensemble. Rehearsals are held during flex periods, and performances are given at school concerts, Tri-M recitals, and church or civic events. Award points are presented to Chamber Ensemble members who perform in concerts or the Tri-M Recital.

Scheduling Guide - Samples*



| 9th Grade College Prep | Semester 1 | Semester 2 |
|------------------------|----------------------------|--------------------|
| Period 1 | Concert Band/Concert Choir | |
| Period 2 | English 9 CP | Gen. Science CP |
| Period 3 | <i>FLEX/LUNCH</i> | <i>FLEX/LUNCH</i> |
| Period 4 | Algebra 1A CP | Algebra 1B CP |
| Period 5 | FCS/PE+ | Amer. History 9 CP |

| 9th Grade Honors | Semester 1 | Semester 2 |
|------------------|----------------------------|-------------------------------|
| Period 1 | Concert Band/Concert Choir | |
| Period 2 | English 9 Honors | Gen. Science Honors |
| Period 3 | <i>FLEX/LUNCH</i> | <i>FLEX/LUNCH</i> |
| Period 4 | Algebra 1B Honors | Spanish II CP/Elective |
| Period 5 | FCS/PE+ | Amer. History 9 Hrs |

| 10th Grade College Prep | Semester 1 | Semester 2 |
|-------------------------|----------------------------------|-----------------------------|
| Period 1 | Symphonic Band/Hempfield Singers | |
| Period 2 | English 10 CP | World History CP |
| Period 3 | <i>FLEX/LUNCH</i> | <i>FLEX/LUNCH</i> |
| Period 4 | Geometry | Biology CP |
| Period 5 | Health/Weight Train PE+ | French 1 CP/Elective |

| 10th Grade Honors | Semester 1 | Semester 2 |
|-------------------|----------------------------------|-------------------------------|
| Period 1 | Symphonic Band/Hempfield Singers | |
| Period 2 | English 10 Honors | Span. III Hrs/Elective |
| Period 3 | <i>FLEX/LUNCH</i> | <i>FLEX/LUNCH</i> |
| Period 4 | Geometry Honors | Biology Honors |
| Period 5 | Health/Weight Train PE+ | World History Honors |

| 11th Grade College Prep | Semester 1 | Semester 2 |
|-------------------------|----------------------------------|------------------------------|
| Period 1 | Symphonic Band/Hempfield Singers | |
| Period 2 | English 11 CP | Government CP |
| Period 3 | Algebra 2 CP | Chemistry CP |
| Period 4 | <i>FLEX/LUNCH</i> | <i>FLEX/LUNCH</i> |
| Period 5 | Financial Lit/PE+ | French II CP/Elective |

| 11th Grade Honors | Semester 1 | Semester 2 |
|-------------------|----------------------------------|-----------------------------|
| Period 1 | Symphonic Band/Hempfield Singers | |
| Period 2 | English 11 Honors | Government Honors |
| Period 3 | Algebra 2 Honors | Chemistry Honors |
| Period 4 | <i>FLEX/LUNCH</i> | <i>FLEX/LUNCH</i> |
| Period 5 | Financial Lit/PE+ | Span. IV CP/Elective |

| 12th Grade College Prep | Semester 1 | Semester 2 |
|-------------------------|----------------------------------|------------------------------|
| Period 1 | Symphonic Band/Hempfield Singers | |
| Period 2 | English 12 CP | Local History (Select) |
| Period 3 | Precalculus CP | French 4 Hrs/Elective |
| Period 4 | <i>FLEX/LUNCH</i> | <i>FLEX/LUNCH</i> |
| Period 5 | French 3 Honors/Elect. | Internship/Elective |

| 12th Grade Honors | Semester 1 | Semester 2 |
|-------------------|----------------------------------|-------------------------------|
| Period 1 | Symphonic Band/Hempfield Singers | |
| Period 2 | AP English | AP MicroEcon. (Select) |
| Period 3 | Math Analysis Honors | AP Statistics/Elective |
| Period 4 | <i>FLEX/LUNCH</i> | <i>FLEX/LUNCH</i> |
| Period 5 | Span. 5 Honors/Elect. | Internship/Elective |

*Samples were generated with the assistance of the HS Guidance Department.

*Specific classes are not **guaranteed** to be offered during the periods that are presented here. Actual student schedules will vary.
 + Family Consumer Sciences (FCS), Physical Education (PE), and Personal Financial Literacy (PFL) are offered during summer school.
 Taking these courses over the summer provides further flexibility and options for elective courses during the school year.

Honor Groups



A. TRI-M

The name "Tri-M" represents Modern Music Masters, which is an honorary music organization. This group sponsors solo/ensemble recitals during the school year, and serves as ushers for all Music Department concerts. Junior and senior band, orchestra, and chorus members who have an extreme interest in and devotion to music are eligible for membership. Other qualifications include an earned "B" average or better in music courses and a "C" or above average in other subjects. Leadership, responsibility, and excellence in performance are additional criteria.

B. LLMEA County Honor Band

Each year, the Lancaster-Lebanon Music Educators Association (LLMEA) sponsors a Symphonic Band and Wind Ensemble. These two groups are composed of qualified students who either perform in District Band or are recommended by the band director. Traditionally, a guest conductor directs the very select Wind Ensemble, while a county band director conducts the Symphonic Band.

- *Students are elected to LLMEA Band based on their District Band audition placement and the recommendation of their director.*

C. PMEA Honor Band Festivals

The Pennsylvania Music Educators Association sponsors several instrumental music festivals during the school year. To be chosen for one of these ensembles is truly an honor. The groups are 'all-star' ensembles made up of the best instrumentalists from dozens of area high schools. These festivals offer the advanced music student the opportunity to perform music of high quality with advanced music students from other schools under the direction of an outstanding guest conductor.

Selected students must learn their music in advance, largely on their own. The festivals are held in the winter and early spring and are generally three-day events (Thursday-Saturday). Students miss two days of school in order to participate. A public performance is given on Saturday afternoon. Students stay in hotels. Transportation to the festival (but not from), all meals, and expenses are provided by HHS and the host school.

- ◆ *Open by audition to any band member in grades 9-12 (Auditions held in December)*
- ◆ *Selected students must be highly motivated and disciplined*



1. District 7 Band

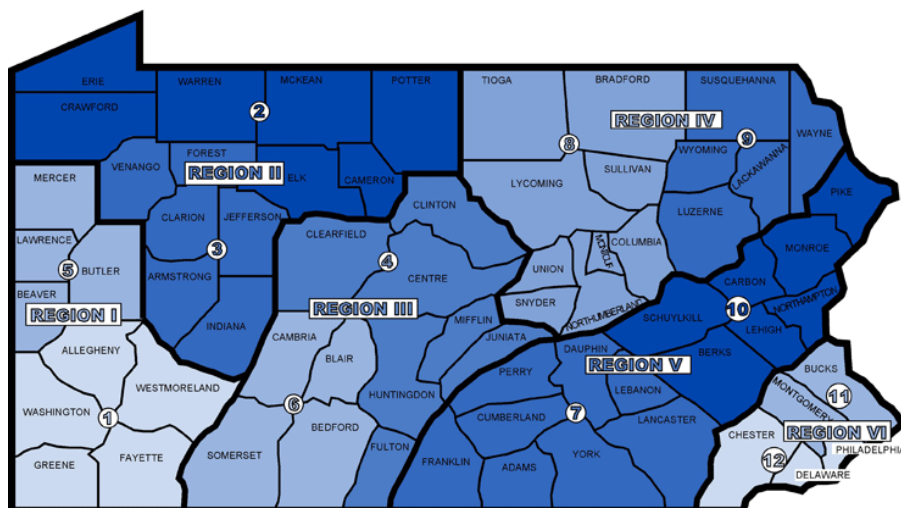
Comprised of the best students from Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry, and York Counties. Students selected for District Level ensemble will be re-auditioned on their music as soon as they arrive at the festival. The results of that audition will be used to determine if the student will be invited to participate in Region V Band/Orchestra.

2. Region V Band

Comprised of the best students from District X and VII. Students selected for this group will be re-auditioned on their music as soon as they arrive at the festival. The results of that audition will be used to determine if the student will be invited to participate in the PMEA All-State Concert.

3. PMEA All-State Band

Comprised of the best students from the state of Pennsylvania. Students selected for this group will be re-auditioned on their must as soon as they arrive at the festival. The results of that audition will be used to determine if the student will be invited to participate in the NAFME All-Eastern/All-National Concert. This concert is held the following year and only every other year so Seniors and Juniors may not be eligible for participation.



Marching Knights (HMK)

Description: The Hempfield Marching Knights is one of the largest and most successful student organizations at Hempfield High School. HMK performs at Hempfield Football Games and competes in local, regional, and national adjudicated contests. In addition, HMK performs at pep rallies, Winter and Spring Parades, as well as other community events. The Marching Knights are committed to excellence and have earned a reputation as one of the premier performance ensembles in the region!

Membership: All students in grades 9-12 are eligible for membership in the HMK. With the HMK, there is no “starting lineup” or “second string”...if you are willing to work hard and strive for excellence then there is a place for you in the Marching Knights!

Schedule*: As with any sport, members of the HMK are expected to attend all practices and performances.

Sectional Rehearsals *(occasional changes due to breaks)*

Percussion - Mondays 6:00 - 9:00pm

Winds - Tuesdays 3:15 - 5:30pm

Guard - Tuesdays 6:00 - 9:00pm

Full Ensemble Rehearsals

Usually - Wed 3:15 - 5:30pm & Thurs 6:00 - 9:00pm

Sometimes - Wed 6:00 - 9:00pm & Thurs 3:15 - 5:30pm

Performances -

Fridays - Football Games, Playoffs

Saturdays+ - Rehearsals/Contests/Exhibitions

** Specific conflict or question? Contact Mr. Ceresini ASAP! Many issues that appear to be “deal breakers” at first can have a workable solution!*

+ Most Saturdays from September - November will have a rehearsal/performance commitment. A detailed calendar will be



HEMPFIELD MARCHING KNIGHTS



New Member Camps will focus on learning fundamentals and learning the “HMK Way.” Rehearsals are scheduled prior to the end of the school year to ensure families are still in town! **Mandatory for New Members and Student Leaders Only!** See Charms and/or online calendar for dates/times.

Summer Training Camp begin in June and culminate in August Training Camp. A tentative Summer Schedule is distributed in February.

Membership in HMK requires strenuous physical exercise and the ability to play the difficult literature encountered in the activity.

Fees - HSD Activity Fee, Instrument Rental Fee

More Details - visit bands.hempfieldsd.org

Questions? -Email Matthew_Ceresini@HempfieldSD.org



HEMPFIELD PERCUSSION

Directors: Alex Santa, Rich Klimowicz

In addition to performing with our Concert Ensembles, Hempfield Percussionists are eligible for membership in the Hempfield Marching Knights as well as the Hempfield Indoor Percussion Ensemble. Percussionists at Hempfield form strong bonds that resemble a close-knit family!

Battery Percussion includes marching snare drums, bass drums, tenors, and cymbals.

Pit Percussion includes keyboard percussion (marimbas, vibraphones, xylophones, chimes, bells, timpani, auxiliary instruments).

Any student interested in indoor percussion WILL be given a spot within the ensemble! Placement within the percussion section is based on what is most appropriate for the ability/experience level of the student as well as the needs of the ensemble.



Fees - HSD Activity Fee, Uniform Fee, Trip Costs

Booster Club Fundraising Activities are made available to offset costs associated with participation!

More Details - visit bands.hempfieldsd.org

Questions? - Email Rich or Alex (Email on Charms)

Color Guard (BKCG)

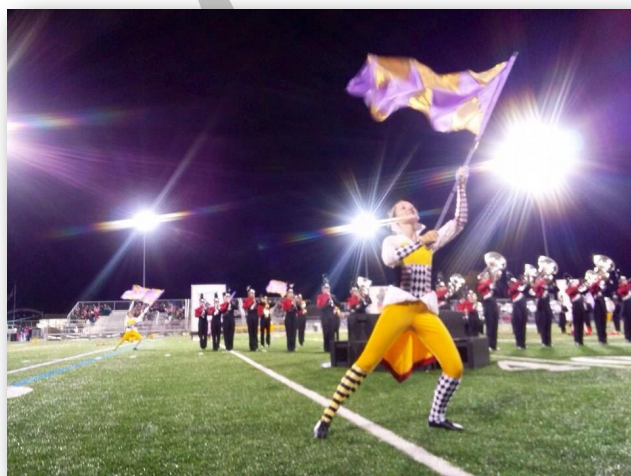
Director: Devyn Heinbaugh (devynraquel@gmail.com)

Description: The Black Knight Color Guard is a performance ensemble that combines choreographed dance, theater, and equipment work into a piece athletic artistry. Members are highly motivated and love to perform!

Outdoor: During the Fall months, the Color Guard performs with the Hempfield Marching Knights and performs at all football games, competitions, and parades. In recent years, the BKCG has earned a reputation as one of the best Color Guards in the state!

Indoor: During the Winter and Spring months, the Color Guard moves from the football field to the basketball court for Indoor Guard. The Indoor Guard competes at local and regional contests across PA and NJ.

Membership: All students in grades 9-12 are eligible to audition for the Black Knight Color Guard. Auditions will take place in the Spring (HMK) and Fall (Indoor Guard).



Fees - HSD Activity Fee, Uniform Fee, Trip Costs

Booster Club Fundraising Activities are made available to offset costs associated with participation!

More Details - visit bands.hempfieldsd.org

Questions? - Email devynraquel@gmail.com



Hempfield Jazz

Description: The Hempfield High School Bands are committed to preserving the truest of American art forms. Hempfield Jazz has received nothing but Superior ratings at local and regional festivals and have received critical acclaim for their authentic and energetic performances!

Season: Jazz at Hempfield High School meets after school in the Winter and Spring months (January through early May) and focuses on developing musicianship through the performance of Jazz and Popular musical styles. Students involved with Jazz Ensemble must attend all rehearsals and performances.

Membership: All students in grades 9-12 are eligible to audition for Hempfield Jazz. Auditions will take place in December/January.



Jazz Performances

Hempfield Jazz Ensembles perform at local and regional jazz festivals as well as civic events throughout the Lancaster area.

In recent years, Hempfield Jazz has earned consistent Superior ratings along with Best Section and Soloist awards at high school jazz festivals throughout Central and Southeastern PA.

Fees - HSD Activity Fee, Trip Costs.
Booster Club Fundraising Activities are made available to offset costs associated with participation!

More Details - visit bands.hempfieldsd.org

Questions - Email Matthew_Ceresini@HempfieldSD.org



Awards and Merit Points

"Credit where credit is due" is a phrase often heard throughout life. In keeping with this expression, students accrue Merit Points for participation and achievement throughout their careers in the Hempfield Band Program.

Merit System

| Band | Awards |
|---|--|
| Four Year Member (Concert) - 1 point (1x only) Chamber Ensemble - .5 points/year Pit Orchestra - 1 point/year County Band - 1 point/year District Band - 1 point/year Region Band - 1 point/year State Band - 1 point/year Marching Band - 1 point/year Section Leader/Tech - .5 points/year Student Staff - .5 points/year Indoor Perc. - 1 point/year | Varsity Letter (4 total points) Bronze Pin (6) Silver Pin (9) Gold Pin (12) Year Guard (13+) |
| Jazz Jazz Ensemble - 1 point/year Jazz Lab - 1 point/year District/State Jazz - 1 point/year | Jazz Varsity Letter (3) Jazz Gold Pin (4) Jazz Gold Year Guard (5+) |
| Color Guard Outdoor Guard - 1 point/year Indoor Guard - 1 point/year Captain - .5 points/year | CG Varsity Letter (4) CG Gold Pin (6) CG Gold Year Guard (8+) |

Note that loss of point can result from: unexcused absence from a performance, unexcused absence from more than one rehearsal, or failure to meet all responsibilities required by membership, election, or appointment. Loss of a point is at the discretion of the director.

Music Department Awards Banquet

The Music Department holds an annual awards banquet in June of each year. All members are encouraged to attend the event to honor award recipients and senior members!

Senior Awards

In addition to Merit awards, awards are presented to outstanding senior members that have gone above-and-beyond over the course of their career in the band program.

John Philip Sousa Award - Outstanding Senior Band Member

Louis Armstrong Award - Outstanding Senior Achievement in Jazz

Booster Club Scholarships - Monetary Award from the Hempfield Band Booster Club

Additional awards are added periodically.



Assessment

The HHS Concert Bands are 1.0-credit elective courses that meet every other day for the entire school year. Since they span both semesters and four marking periods, grades will be given each marking period.

Participation in the HHS Band program requires a great deal of commitment. **Please note that simply attending all of the scheduled events will not necessarily ensure good grades or positive assessment, it is the achievement at these scheduled events that will determine the result of assessments.** Students who consistently give maximum effort will have no problem achieving good grades in instrumental music.

Grades for Curricular Ensembles will be determined each marking period based on (but not limited to) the following criteria:

- Attendance, preparation, participation, and achievement during rehearsals
- Live and/or Recorded Playing Exams
- Chamber Ensemble participation
- Concert Performance
- Occasional online quizzes on music theory, history, drill sets, musical analysis, etc.
- Extra-credit concert attendance and recruitment trips

A detailed "Assessment and Requirement Sheet" will be distributed within the first cycle of each marking period. This sheet will list and weigh all of the requirements for that particular marking period and is provided so that students (and their parents) are easily able to monitor student progress. Parents should review this sheet with their students to note requirements and to ensure that positive progress and improvement occur throughout the course of each marking period.

Equipment

A. School Owned Instruments

The Hempfield School District provides many instruments for marching and concert use. Generally, these instruments are too expensive for individual band members to purchase and are rented through the HSD for a nominal usage fee. Fees are charged by semester - questions regarding HSD rental fees should be directed to the HSD Business Office.

1. **Loan Agreement:** Students and their parents will sign an "Instrument Loan Agreement" before any instrument is distributed.
2. **Member Responsibility:** While the school provides the instrument, students are responsible for providing their own accessories and supplies as prescribed by the director (mouthpieces, reeds, oils, sticks, mallets, etc.)
3. **Repairs:** Repairs due to carelessness are the responsibility of the student, however they need to be made through a district approved repair shop. If repairs are needed, contact Mr. Ceresini ASAP.
4. **Storage:** School-owned instruments must be stored in their assigned locker in the ensemble room.
5. **Check-In:** Each instrument will be "checked-in" by the director upon return. The instrument and case must be cleaned prior to this inspection. If the instrument fails inspection, the family may be required to pay for repair (as per the "Instrument Loan Agreement").

B. Instrument Care and Maintenance

School and personal instruments must be cared for at all times! Follow the directions below:

1. **Clean:** Keep your instrument clean! Smudges, dirt, and dust must be wiped or brushed
2. **Cases:** Be sure to have a name-tag on your case. If your case locks, don't forget the key!
3. **Insurance:** Register your Make, Model, and Serial number with your parents' homeowners' insurance policy.
4. **Repair and Maintenance:** Have your instrument repaired during the summer. Avoid school conflicts. We recommend SeaCats Music for your instrument repair needs.

Attendance



Students learn many things by participating in a high school music program – many of those lessons are not necessarily about music. It is our goal to help our students learn about the commitment and responsibility necessary to produce a first class musical group.

In order to maintain the high standards set by Hempfield High School and its many successful curricular and extra-curricular programs, we adhere to the following policies on attendance at after school music functions:

- A. **Schedule Distribution:** Students are required to attend all after school rehearsals and performances. Detailed calendars that outline rehearsal and performance requirements are distributed prior to the first meeting of every curricular and extra curricular group.
- B. **Commitment Contracts/Statements of Understanding:** Students must review the schedule, rules and regulations, and financial agreement with their parents. Students and parents will be required to sign a commitment contract prior to their participation in any ensemble.
- C. **Extra Rehearsals:** Students will be notified in advance if extra rehearsals or performances are scheduled. Every effort will be made by the directors to avoid adding to the published schedule.
- D. **Conflicts:** The music department works closely with the athletic department and other extra-curricular activities in the school to avoid scheduling conflicts in advance. Seldom will a music event be scheduled at a time when a student is required to be somewhere else by another school activity. When these conflicts do occur, the music faculty, coaches or advisors concerned, and the administration will work out a compromise so that the student is not caught in the middle.
 - o **NOTE:** There will not be an attempt to accommodate scheduling conflicts with non-school activities. Members must help us by alerting us to scheduling conflicts as far in advance as possible.
- E. **Valid Absences:** The following are valid reasons for missing a required after school rehearsal or performance:
 - o **Illness:** If the student is absent from school on the day of the event, we would appreciate a phone call at the band office (717.898.5500 ext. 24-139) or an email (Matthew_Ceresini@HempfieldSD.org). Please leave a message if no one answers.
 - o **Emergencies:** Medical emergencies, traffic accidents, 'Acts of God', etc. (When it is safe to do so, a quick phone call to let us know where you are would be appreciated).
- F. **Invalid Absences:** The following are **NOT** valid reasons for missing an after school rehearsal or performance:
 1. Non-School Activities
 2. After-school Jobs
 3. Homework
 4. Forgetting to show up
 5. Vacations
 6. Other personal activities
 7. Lack of transportation
 - o **NOTE:** Let the director know in advance if you don't have a ride. The Booster Club also works to connect families interested in carpooling. Chances are that there are several other families living in your area that would love to give you a lift!
- G. **Excused Absences:** For an absence from a rehearsal or performance to be officially excused:
 1. If you are unable to attend a dress rehearsal or performance due to illness, and the event occurs on a day on which there is no school, you must call the music office **prior to** the event to report your absence (717.898.5500 ext. 24-139) or email Matthew_Ceresini@HempfieldSD.org . Then, submit a written note to the director within five days of the absence. The note must be signed and dated by a parent and should explain the nature of your absence.
 2. Please submit requests to be excused from a rehearsal or a performance to the director **at least one month in advance** of the event. Requests must be signed and dated by a parent. The director will determine whether the planned absence will be excused based on the criteria listed above.
- H. **Unexcused Absences**
 1. A student whose absence is unexcused the week prior to a scheduled performance will be required to attend the performance but may not be permitted to perform with the group. The student will then be given an alternative assignment to make up the missed work.
 2. Unexcused absences can result in a loss of the year's award point. Students who forfeit their award point are expected to complete their obligation to the band for the season.



Duties of the Band Member

1. **Punctuality:** Be on time to all rehearsals and performances. 15 minutes prior to report time is a good rule of thumb, but adjust as necessary. **EARLY IS ON TIME...ON TIME IS LATE.**
2. **Set-up:** Upon entering the rehearsal setting, acquire your instrument and go directly to your seat
3. **Rule #1:** When the director, staff member, or drum major steps in front of the group or asks for your attention, all sound should cease
4. **Practice:** Make a real effort to do your best on a daily basis and establish a good practice routine
5. **Respect the Space:** At the end of rehearsal, take care to put all materials back in their proper place
6. **Academics:** Maintain a strong academic standing in all course work
7. **Personal Responsibility:** Become responsible for and assume responsibility for your own actions
8. **Personal Respect:** Have a proper respect for yourself and those in authority
9. **Be Musical:** Read and play music with insight – have musical expectations

A. Attitude

The greatest single factor that will determine the success of any individual or organization is **attitude**. The kind of person that you are is an individual choice and how we feel about something, which involves attitude, is one of the few actual independent choices that we have in life. It takes intense dedication to reach our goals. Students should learn to discipline themselves to daily practice on fundamentals. The “right attitude” must be present along with sincerity, concentration, and dedication as the basic foundation. Such an attitude makes an artistic performance inevitable and is the difference between an excellent organization and a mediocre group.

The band can do much for you. Make the most of it in every rehearsal and performance!

B. Discipline

Because of the nature of the organization, band discipline must be strict. Band students and parents must believe in the ideals, principles, and philosophy of the organization. Each member must always be aware of good behavior and think for him/herself. Any misconduct sheds a bad light on the school, community, and band program. Any member who casts discredit to the organization by his/her conduct or actions in band, in another class, or on a trip, shall be subject to a loss of privilege within the program. This may include the chance to go on band trips, perform in festival experiences, etc. This decision will be made at the director’s discretion.

C. Responsibility

As members of this organization, you have a great deal of responsibility. It is essential to any program that if certain expectations are to be met that they coordinate with the privileges, rewards, and duties of the band program.

1. TO OURSELVES

YOU have the primary responsibility of developing your own abilities. The benefits of a good instrument and private instruction can never be underestimated. What you put into it is what you will get out of it. The director is ALWAYS available for your guidance and encouragement – just ask!

2. TO THE SCHOOL

The Hempfield School District provides us with the resources for rehearsals, performances, and equipment. Our booster club provides a support network, both financially and philosophically. WE have the responsibility to provide the best possible service to our community!

3. TO EACH OTHER

We must always do what is best for the WELFARE of the group. There can be no selfish acts solely for the benefit of the individual, but for all. Respect each other. If there are conflicts, find a way to resolve them. Never insult another band member’s integrity. The word “band” means that we are banded together and that there is no separation!



Parental Responsibilities

It is the responsibility of every parent and guardian to see that the policies outlined in the handbook are followed and that the form in the back is signed and returned. This states that you understand the policies as set within, and that any questions are to be directed to the band director by making an appointment. **Each parent IS responsible for the attendance of his/her child at all band functions.** In all cases, the hands of the directors are tied without the help of parents.

A. How Can Parents Help?

1. **Interest:** Show an interest in the music study of your child
2. **Equipment:** Keep the instrument in good repair and keep at least three reeds in the case. Purchase a metronome and tuner for your student...steady time is essential to quality musicianship
3. **Preparedness:** Teach your child to be prepared and on time to each rehearsal or lesson
4. **Enrichment:** Provide private instruction
5. **Fundraisers:** Participate actively in fundraising activities through the Booster Club. Turn in fundraising money on time
6. **Attendance:** Attend booster meetings, concerts, games, and contests
- 7.

When a “band question” arises, it is important that you get factual information before discussing it with others.

If questions arise, it is important to use the following axiom:

- If it is a performance issue or anything dealing with the band proper, contact Mr. Ceresini.
- If it is a fundraising question or anything dealing with parent issues, contact the committee chair for the Hempfield Band Booster Club (HBBC)

B. Private Instruction

Traditionally, private instruction has played an important role in the quality of the Hempfield Bands. After grade six, all band members are strongly encouraged to begin private study for the following reasons:

1. Each student will benefit by working with a specialist.
2. Far more time and attention will be provided than is available during a school lesson.
3. Students who study privately are far more likely to audition and be selected for LLMEA, PMEA, and other honor groups.
4. Students who study privately are more likely to maximize their musical experience!
5. Music and performance are more enjoyable when you reach higher levels of excellence!

When time and interest are available, lessons may be scheduled with the director during a study hall. An approved list of private instructors is available in the band room or at bands.hempfieldsd.org

“Success... is peace of mind, which is a direct result of self-satisfaction in knowing you made the effort to do your best to become the best that you are capable of becoming.”

- John Wooden

Appendix A.

HMK Policies and Expectations



In order to operate efficiently, every organization must establish and abide by certain policies. HMK is no exception. The following guidelines are written so that this organization will be able to run smoothly and effectively. This list has been orchestrated for the betterment of the entire band! **NOTE:** "Extenuating circumstances" do exist. When dealing with these individual situations the director will determine flexibility.

I. Rules and Regulations

A. HHS Code of Conduct

All members of HMK are subject to the HHS Code of Conduct.

B. Alcohol/Drugs

Smoking, drinking of alcoholic beverages, or the use of any drug or stimulant will not be permitted when organized for ANYTHING involving HMK. Students found to be in violation of this policy will be reported to the administration and disciplinary action will be taken.

C. Transportation

All members of HMK are required to ride the school district's buses to and from every engagement; unless a specific written and signed notification is received from the parent/guardian at least one (1) day prior to the request. The directors reserve the right to contact the parent/guardian to confirm the request. Failure to comply with this rule will result in automatic dismissal from the program.

D. Bus Travel Regulations

- i. No more than two persons in a seat at any time
- ii. Once the bus is in motion – no standing, sitting, or lying in the aisles
- iii. No standing up or sitting on the backs of seats to get dressed while bus is in motion
- iv. No striking the tops/sides of the bus with hands, sticks, etc.
- v. No abusive or offensive language inside or outside of the bus at any time
- vi. Buses will not be locked while games/competitions are in progress – MEMBERS are responsible for valuables left on the buses
- vii. Students are responsible for asking chaperones for assistance
- viii. Parent chaperones will accompany each bus – feel free to ask for their help if you feel ill, need first-aid, or have uniform problems.
- ix. Public Display of Affection (PDA) is not appropriate while at band, especially on a bus.

E. Attendance

- i. Students must attend all scheduled rehearsals and performances as outlined in Section VIII of the Band Handbook.
- ii. Family vacations taken in June and July will be considered excused. Please send staff members postcards.
- iii. Missing rehearsals in August is extremely detrimental to the entire group. Please make every effort to schedule vacations in June and July.
- iv. Any abuse of attendance guidelines will result in loss of privileges, including: third quarter at football games, performance privileges, forfeiture of the year's award point, loss of leadership position, or removal from the group.

F. Lateness

- i. Each member of the ensemble is expected to be ready for rehearsal at the designated time (instrument/equipment unloaded and ready to begin). Chronic lateness shows disrespect for the ensemble's time and a lack of time-management skills. Late arrivals will be dealt with strongly by the director. Please be respectful of your peers and be prompt at all times.

G. Physical Conditioning

- i. HMK requires an enhanced level of athletic involvement. All members will participate in a conditioning program designed to help build muscle strength and cardiovascular endurance.
- ii. Students who are unable to participate due to physical limitations must provide a signed excuse for the director explaining the nature of the situation. Circumstances such as these which demand more than two days must be verified by a doctor's excuse.
- iii. Permanent injuries that might jeopardize both the student and the show production itself must be reported immediately to the directors. Continued participation will be determined by the directors, parents, family doctor, and school administration (if necessary).

H. Inclement Weather

- i. **Rehearsal:** Rehearsal will not be cancelled in the event of inclement weather. Generally, we rehearse in all conditions – students should be prepared to be outside in the elements. If the weather poses a threat to our safety (ie – lightning, muddy field) the group will move indoors.
- ii. **Performances:** Likewise, we will perform in all types of weather. Be prepared!
- iii. **Rain Attire:** In the event of consistent rain, the director may decide to perform in jeans, sneakers, and HMK Stadium Jackets (raincoats).
- iv. **Uniform Care:** If the uniform has received moisture, it is imperative that the jacket and pants be "aired out" – that is, kept outside of the garment bag to dry. Uniforms may need to be dry-cleaned at the expense of the member.

Appendix A.

HMK Policies and Expectations



II. Member Responsibilities

A. Music Memorization

- i. Each musician is responsible for practicing and memorizing music. All musicians will be “checked-off” periodically by student leaders and/or staff to ensure adequate performance proficiency.

B. Dot Books/Dot Sheets/DrillBookNext

- i. Each member is responsible for maintaining an accurate notebook that contains his or her drill coordinates for each set. These “dot books” will be referred to consistently throughout each rehearsal in order to facilitate ensemble progress.
- ii. Failure to maintain an accurate dot book seriously hinders the progress of the group. Students who do not have their dot books at rehearsal/filled out completely and accurately will lose 3rd Quarter privileges until the book is completed.

C. Student Leadership

- i. **Role:** Student leaders are critical to the success of the organization. Students who are chosen as student leaders must be constantly aware of their responsibilities as a role model, leader, and teacher.
- ii. **Student Executive Council:** The Student Executive Council is comprised of the President, Drum Majors, Captains, Executive Student Staff (Quartermaster, Librarian, Equipment Manager, Historian) and Class Representatives. This group will meet on a regular basis and will make decisions that impact the membership.
- iii. **Eligibility:** All student leadership positions may be applied for by any veteran member of the ensemble.
- iv. **Leadership Workshops:** HMK instructional staff will offer a series of leadership workshops during the spring months. These sessions are open to all veteran members of HMK and will focus on fostering leadership skills, musicianship, and pedagogical techniques. Students applying for leadership positions are required to attend these sessions.
- v. **Selection:** Student leaders will be selected based on the staff’s assessment of current skills and predictability of potential success in the desired leadership role. A job description sheet outlining the inherent responsibilities of each position will be available to all students.
- vi. **Dismissal:** Student leaders who are not fulfilling their commitment may be relieved of their position at the discretion of the director.

III. Equipment

- A. **School-Owned Equipment:** At the beginning of each season, members using a school instrument will sign an Instrument Contract. This contract will be made void when the instrument is cleaned and returned. Maintenance and repair of school-owned instruments and equipment will be handled through established HSD policies relative to signed agreements describing family obligations of privilege, maintenance, and repairs. School-owned instruments are subject to the HSD Instrument Rental Fee.
- B. **Storage:** Instruments and equipment are to be stored in their assigned places in the HS Ensemble Room (ER).
- C. **Music:** Flip folios and music (which are provided) will be carried unless otherwise announced. Each player will use and provide a music lyre for their instrument (school or personal).
- D. **Member Responsibility:** Band members are responsible for providing instrument-appropriate mouthpieces, reeds, valve or slide oil, sticks, and/or mallets.
- E. **Equipment Loading:** For away games, contests, and parades, all members will be responsible for loading and unloading their instruments onto and from the buses or equipment truck.

Appendix A.

HMK Policies and Expectations



IV. Uniform Guidelines

1. **Fittings:** Marching band uniforms will be fitted by student quartermasters during summer rehearsals. The Executive Quartermaster and band director will determine the master-fitting schedule. In the event of absence, it is the responsibility of the student to reschedule a fitting time with the Executive Quartermaster.
2. **Dry Cleaning:** Students will receive their uniform dry cleaned and ready to wear. Each uniform will need to be dry cleaned at least twice during the season (at the discretion of the director). This financial responsibility will be assumed by the member family.
3. **Full Uniform:** The entire unit will be in full uniform before exiting the bus at a performance. This means:
 - i. **Jackets** are fully zipped
 - ii. **Shoes** are tied neatly
 - iii. **Shako** is carried in the left hand (three fingers and a thumb)
 - iv. **Black socks** (not ankle length)
 - v. **Gloves**

It is the student's responsibility to be in 'full uniform' for every performance. This means remembering to bring all parts of the uniform, wearing each part in the proper way with correct alterations, and not wearing anything that is not part of the uniform. **Students not in full uniform will be unable to perform.**

4. **Shoes:** Black "Dinkles" are an essential part of the uniform. Information will be provided as to how to order the appropriate shoes.
5. **Gloves:** Black gloves are an essential part of the uniform. Wind players should have a pair of Rehearsal Gloves (any condition) and Show Gloves (excellent condition) at all times. Gloves can be purchased through the Executive Equipment Manager.
6. **Shakos:** Each shako will come with a hatbox. Shakos are carried in the left hand by the brim (three fingers and a thumb). Shakos are worn at the discretion of the director.
7. **Jewelry:** No jewelry is to be worn anytime while in uniform. Do not get any visible, additional piercings during the marching band season. All piercings that could interfere with the playing of your instrument must also be avoided. This rule applies to all band members, male and female alike.
8. **Cold Weather:** In the stands, red, white, and black hats and gloves may be worn in cold weather. Only BLACK turtlenecks, thermals, or tee shirts may be worn under the uniform jacket. Band members may not carry extra clothing or gear while marching. Jeans and other clothes with rivets may not be worn under the uniform.
9. **Sunglasses:** Other than prescription sunglasses, sunglasses may not be worn while in uniform.
10. **Hair:** Long hair is not part of the uniform. Hair must be tucked-up under the shako, or pulled back into braids or a ponytail, so that there is no interference with the uniform. Anything worn in the hair must be invisible to the audience. Please wear nothing in the hair that is large or brightly colored.
11. **Guard:** Color Guard members will purchase and wear a Guard Windbreaker while entering and leaving performances.

A. Alterations

1. All garments will be distributed cleaned and pressed. UNDER NO CIRCUMSTANCE should excess fabric be CUT from any garment – even if the hem must be turned under 6 inches or more. Next year, someone who is much taller may need that garment! Any student who returns a garment that has been cut will be charged for the replacement of that garment.
2. Absolutely no *stitch-witch* or iron on adhesive should be used to secure hems. These products WILL NOT come out once they have been heat set. Garments that have been treated with iron-on adhesive are ruined. Students will be charged for replacement.
3. Jackets will probably not need alterations.
4. Pants should be hemmed so that the front crease barely touches your shoe as you are standing with your legs straight. The hem should taper down about an inch to the back crease. We will attempt to mark the correct length during uniform fittings. The hem should be sewn by hand (not machine stitched) with black thread or with a clear monofilament, and then pressed with a warm iron. Please do not use iron-on adhesives, duct tape, masking tape, staples, paper clips, etc. to secure the hem. *Yes, these are all true instances.*

B. Uniform Care/Check-In

- Uniforms are turned in following each performance. Procedure for check-in will be discussed prior to our first performance in uniform.

Appendix A.

HMK Policies and Expectations



V. Uniform Guidelines (continued)

C. Lost or Damaged Uniforms

Students are responsible to return all parts of their uniforms in good condition. Students will be charged for replacement of any part of their uniform that is lost or damaged. Below is a list of replacement costs for the various garments:

| | |
|---------------------|-----------|
| Band Jacket | \$ 240.00 |
| Band Pants | \$ 120.00 |
| Band Hat and Box | \$ 60.00 |
| Band Raincoat | \$ 64.00 |
| Band Garment Bag | \$ 20.00 |
| Band Uniform Hanger | \$ 3.00 |

D. Uniform Turn-In

Hempfield High School policy states:

Seniors are not allowed to pick up their cap and gown until all uniforms and music have been returned and/or paid for.

Underclassmen are not allowed to pick up their final report card until all uniforms and music have been returned and/or paid for.

It takes several days for us to take inventory of all returned uniforms. To avoid delays in picking up caps and gowns, and report cards please make sure that all uniforms and music are returned on time.



Appendix A.

HMK Policies and Expectations



VI. Football Games

While at games, we are constantly in public view and our conduct must reflect the highest standards. Remember that everything we do is a *direct reflection* on the band. In this setting, we are not acting as an individual. We are part of the whole body and cannot be separated from it when we are in uniform. Don't let carelessness, restlessness, or irresponsibility taint the reputation of our group, our school, or our community.

- A. **Friday Schedule:** Students will stay after school on Fridays during the football season. Rehearsal will begin promptly at 3:15 PM. Following rehearsal, the band will eat dinner (packed or purchased through the Booster Club), get changed, and gather to march to the field or load the buses.
- B. **Performance Times:** Generally, HMK performs pre-game (6:40 performance time) and post-game (following the game) when at home. HMK will perform Halftime when at away games (times vary).
- C. **Uniform:** This includes tucked-in shirt and properly worn pants and jacket, etc.
- D. **Seating:** Students will sit in the stands according to section during the game. Students will stand when performing and must remain attentive to the happenings within the game.
- E. **Break:** Students will have "off" during third quarter. Students will remain in full uniform and must continue to act professionally during "down time." All members must be ready to perform when the clock strikes "0:00" (the end of the third quarter). Failure to do so will result in a loss of third quarter privileges at the following football game for the entire ensemble.
- F. **Restroom:** Students may use the restroom during the third quarter. Any other restroom requests are with the director's permission only.
- G. **Spirit:** Spirit is GREAT, but cheering should be done with the cheerleaders or as a group. Needless to say, language should not reflect unfavorably on the band.
- H. **Individual Playing:** Absolutely no individual playing on any instrument will be allowed.
- I. **Attentiveness:** Members are reminded that the band is providing a public performance at each game. We have a job to do, therefore, WATCH the director and drum majors at all times when they are standing in front of the band. LISTEN for directions, get the music out *quickly* and be ready to play.
- J. **Refreshments:** In addition to water provided by the pit crew, students may have refreshments during their third quarter break. No food or drinks are permitted in the stands at any time.
- K. **Visitors:** NO ONE but uniformed personnel and band chaperones are allowed in the band section. Visitors are allowed in the band section only with the director's approval.
- L. **Attitude:** Be courteous to visiting bands, officers, directors, fans, and anyone else with whom you come in contact. When traveling to other schools, be courteous to our hosts.
- M. **Respect:** At halftime, put your shako on properly, stand at attention and show respect as the other band performs. Our goal is to be the BEST AUDIENCE that ANY group sees ALL YEAR!
- N. **End-of-Game:** Following the game, we will support our team by playing the Hempfield Alma Mater. Following the alma mater, pass trash to the end of the row and check to see if you have all of your belongings: music, lyres, shakos, etc. The ensemble will be dismissed by section to line up and march back to the school/buses.
- O. **Language:** Inappropriate language will not be tolerated. Your behavior reflects upon the entire group and our school.



Appendix B. Boosters

HEMPFIELD BAND BOOSTER CLUB

Supporting a Tradition of Excellence

I. Purpose

The purpose of the Hempfield Band Booster Club shall be to serve as a resource and support group for the Hempfield High School Band Program. Specifically, the Booster Club will provide time, talent, and financial resources to the Band for events, materials, and services in addition to those provided by the Hempfield School District.

II. Membership

Membership in the Hempfield Band Booster Club includes parents of all indoor and outdoor band activities, including but not limited to: Concert Bands, Marching Knights, Jazz Ensembles, Indoor (Percussion and Color Guard), and Chamber Ensembles. Other members include alumni and members of the greater Hempfield community who wish to contribute their personal energy to the achievement of the Purpose described above.

III. Framework

The organizational framework for the Hempfield Band Booster Club is comprised of:

1. Officers (President, Vice Presidents (2), Secretary, Treasurer, Ways & Means Director)
2. Committee Chairpersons (one for each committee)
 - 2.1. Standing Committees (including, but not limited to: Chaperones, Equipment Crew, Merchandise, Sewing, and Special Events)
 - 2.2. Festival Committees (including but not be limited to: Advertising, Awards, Candy Grams, Clean-Up, Concessions, Greeters, Hospitality, Program, Parking, Set-Up, and Tickets). Festival Committees and their Chairpersons will function for all outdoor and indoor festivals sponsored by the Booster Club.
 - 2.3. Fundraising Committees (as needed).

IV. Decisions

Decision-making by the Hempfield Band Booster Club rests in the hands of the Officers, the Committee Chairpersons, the Committees, and the General Membership. Decisions shall be made in accordance with Robert's Rules of Order, with a simple majority of the members present needed to reach a decision. All decisions shall be made in the best interests of the members of the Hempfield High School Band Program, and with respect for the educational principles of the Hempfield School District. Consideration shall be given to other Musical Organizations (Chorus and Orchestra) when decisions are made regarding the Band Program.

V. Fundraising

Fundraising shall be conducted to support the Yearly Goals and Yearly Budget of the Hempfield Band Booster Club, and shall be coordinated with other fundraising projects in Hempfield High School. Typically, fundraising should stem from parental rather than student effort, which reflects the Purpose of the Hempfield Band Booster Club. Fundraising projects should be undertaken with respect for the greater Hempfield Community, while stressing community-centered activities from which residents may benefit.

VI. Financial Support

When it is established as a yearly goal, the Hempfield Band Booster Club may provide financial support to the Band Program. This financial support is not intended to replace the responsibility of the Hempfield School District. Rather, this financial support is intended to enhance the existing financial responsibility of the Hempfield School District. Financial contributions to the Hempfield School District require Booster Club approval.

VII. Purchase of Materials and Service

When materials are purchased by the Hempfield Band Booster Club for student use the ownership of these materials is immediately turned over to the Hempfield School District. When the services of one or more individuals are provided through the resources of the Hempfield Band Booster Club, these services will be provided in an educational, professional, and ethical manner, which coincides with employment practices of the Hempfield School District. Purchased services will also be subject to Administrative review by the Hempfield School District. Purchases of materials and services may be approved by the majority vote of the Officers during the course of the fiscal year; the annual total not to exceed five percent (5%) of the approved budget total. Purchases exceeding this limit are to be presented in the form of a motion at a meeting of the Club and require a two-thirds vote of the majority of members attending.

Appendix B.

Boosters

HEMPFIELD

BAND BOOSTER CLUB

Supporting a Tradition of Excellence

IIX. Fair Share

To support the programs under the Hempfield Bands umbrella, the Booster Club runs on an operating budget of close to \$100,000. This budget includes: show designs (props, flags, drill, uniforms, etc.), instructional staff, special events, and more! Like any family, members of the extracurricular Hempfield Bands (Marching Knights, Indoor Groups, and Jazz Ensemble) are encouraged to do fundraise their "Fair Share" each year. **NOTE:** Fair Share is NOT a fee required for membership.

Funds raised from the following activities will be applied to Fair Share.

- Advertising Fundraiser
- Scrip
- Sub Sales
- Other "Member Account" Fundraisers! (TBA)

Once Fair Share has been met, 50% of funds earned through designated fundraisers will go toward earning Member Account Credits. Credits from Member Accounts may be applied to trip fees, season expenses (including reimbursement for HSD fees), camps and lessons, and/or equipment.

IX. Member Accounts

One of the aims of the Hempfield Band Booster Club is to provide a supportive financial infrastructure so that any student can participate in a band program of the highest quality! Member Accounts allow each student to benefit from GREAT instruction, GREAT show design, and GREAT travel experiences without having to spend a SINGLE DOLLAR out of pocket!

When entering the High School Band Program, each family will have a Club Member Account set up in their name. Club Member Accounts will be administered by a Student Financial Administrator that is elected each year. Account Statements will be available via email or via the Charms platform.

X. Member Account Credits

Once a member family has met Fair Share, credits are earned through fundraising efforts that become available throughout the year.

- Members and member families are not required to participate in "for credit" fundraisers.
- At no time are credits "real money" or the "property" of any student or family.
- Member Accounts are not actual bank accounts but rather a method for tracking credits earned by families.
- Persons administering Member Accounts are not handling actual money but rather accounting for the accrual of credit by member families.
- Credits are tracked under the name of the family who may benefit from the use of credit under the policy, but they are AT ALL TIMES the property of The Hempfield Band Booster Club and not "real money."
- Credits may be used to assist students with financial need as set forth in the policy.
- Credits may be applied toward Booster Club-sponsored trips and Enrichment Experiences as set forth in the policy.
- Any/All donations that are made toward Member Accounts are NOT tax-deductible.
- Credits remaining when a student graduates or leaves the program may transfer within to a sibling who is entering the program within 18 months of the original student's departure.
- Credits not transferring to a sibling in that time frame and remaining in the Booster Club account will be used for the benefit of the program as set forth in the policy.

Before Member Account Credits can be earned, each family must sign and return the "Member Account Statement Of Understanding."

XI. Member Account Withdrawals

Once the yearly Fair Share is met, credits can be applied toward:

- Trip Costs
- HSD Fees
- Equipment Purchases
- Instruction (camps and/or lessons)
- Expenses listed on the "Season Expenses" sheet

A "Credit Transfer" slip must be submitted by the family and approved by the Club in order for Credits to transfer.

Appendix B.

Boosters

HEMPFIELD

BAND BOOSTER CLUB

Supporting a Tradition of Excellence

XII. Scrip

What is Scrip?

Scrip is an ongoing fundraiser run by the Band Booster Club in association with the Great Lakes Scrip Center. Scrip takes the money that you already spend on gas, groceries, clothing, dining, travel, and recreation and puts a percentage of it towards the Club! Think of it as your Band Cashback Rewards Program!

- Gift cards are purchased at face value on ShopwithScrip.com.
- A percentage of EVERY purchase cost (anywhere from 2-15%) is kicked back to the Club
- With SCRIPNOW, gift cards are INSTANTLY USABLE! Cards that are not SCRIPNOW are sent to our Scrip Coordinator who will distribute them each week.

How Do I Sign Up?

- Visit ShopwithScrip.com
- Click on the "Family Sign-up" Tab (Left Side)
- Complete the information - NO BANK ACCOUNT INFO IS REQUIRED TO SIGN-UP!
- Booster Club Enrollment Code:E4C8F62F33251

What Can I Earn?

Once your family has met their 2018 Fair Share (\$150 for individual members, \$240 for families with multiple members), 50% of the funds that you raise through Scrip will be available through your Club Member Account!

By buying gift cards through the Scrip program, the money that you are already spending can earn money for the Band Booster Club and YOUR Member Account!

Food @ \$75/week x 4 = \$300/month

Gas @ \$25/week x 4 = \$100/month

Clothing \$50/month

Dining Out \$50/month

Total: \$500/month x 12 = \$6000/year

Using the average Scrip rebate of 5%, member families can be earning \$300 per year!!!!

As you can see, it is EASY to earn money simply by utilizing the Scrip program! Many of our families have earned HUNDREDS of dollars for their Member Accounts and have paid NO MONEY out of pocket for trips, lessons, or Fair Share by becoming regular Scrip users!

Appendix B.

Boosters

HEMPFIELD

BAND BOOSTER CLUB

Supporting a Tradition of Excellence

XIII. Financial Assistance for Band Students (FABS)

The Hempfield Band Booster Club is announcing the Financial Assistance for Band Students (FABS) Fund. This fund is being created to specifically address situations where member families cannot meet the full financial obligations of band membership. We ask that our band Families, Alumni, and Friends consider donating any amount possible to make the rewards of Hempfield Band Membership available for all!

The FABS Fund operates as follows:

Confidentiality: The family members awarded fee/balance reductions will be kept confidential. The HBBC Executive Committee will be the only members of the HBBC to review these situations and award relief. It must be recognized that financial hardships can also be emotional hardships. Individuals in this situation must be assured that their plight is not public knowledge.

Eligibility: In order to be eligible for financial aid there are three ways of requesting assistance:

- Requested by the family (using a FABS Request Form)
- Recommended by a fellow band member or the Band Directors
- Determined by the treasurers through review of band member outstanding balances

Qualifications: Those needing assistance must provide information to the review committee as to the basis of the need and the amount of relief needed. The HBBC review committee will discuss the need and determine if an installment payment plan is in order, or if any or all of the debt should be relieved. Wherever possible, debt relief through payment plans or participation in fund raising activities, which generate student account credits, will be an integral part of the relief solution.

Scholarship Funding: The FABS Fund is to be 100% supported by donations from the community, the current band membership, and band alumni. The following methods of donation are available:

- **Anonymous Donation:** Individuals choosing to donate to this fund may do so anonymously. When submitting an anonymous donation, please note "ANONYMOUS" in the memo line of the check/PayPal Donation.
- **Public Donation:** Individuals choosing to donate to this fund may do so and have their name printed in the Opening Knight Program and/or on the HBBC Web Site. When submitting a public donation, please note "PUBLIC" in the memo line of the check/PayPal Donation.
- **Targeted Donation:** Individuals, through their own means, who know of a family in need can make targeted donations to assist those families in need. Targeted donations will offset the targeted band member's account directly and are not subject to the review of the HBBC review committee. Targeted donations may be anonymous or public depending on the wishes of the donor. The recipient family, however, will remain confidential. (Note: Targeted Donations are not tax deductible) When submitting a targeted donation, please note "TARGETED: *Recipient*" in the memo line of the check/PayPal Donation.
- **Fund Raiser Donations:** Individuals working those fund raisers that offer Member Account Credits may, at their request, funnel those credits toward the FABS Fund or may direct those credits as a Targeted Donation.
- **Member Account Donation Upon Graduation:** Upon graduating, member families often choose to donate their remaining credits to the FABS program. Unless credits are requested for an approved reimbursement within 30 days of graduation, credits will automatically be reallocated to the FABS program.

Tax Implications: All non-targeted donations to the Hempfield Band Booster Club FABS Fund are tax deductible. A confirmation of the donation will be sent to each participant for tax purposes upon request.

How to Donate: Checks or Charge Card Authorization (with account #, amount, exp. date) for the FABS Fund may be placed in the HBBC Box in the band room or mailed to the HBBC, 200 Stanley Avenue, Landisville, PA 17538. Donations can also be made online at bands.hempfieldsd.org/home/boosters/FABS

Please include a note indicating the type of donation and your wish, if applicable, to remain anonymous.

Appendix C.

Charms

What is Charms?

Charms is an online management solution designed specifically for band programs! All aspects of the concert, marching, jazz, and indoor program can be coordinated through Charms making communication as simple and transparent as possible!

Logging On

When logging in to the Student Area for the first time...

- **Update Your Information!** The information that is entered here will be the information that is used for communication, so please ensure that it is accurate!
- **Change your password** to something that you will remember (If you forget your password, you will need to email the Student Account Coordinator to have it reset.)
- **Explore!** Take a minute to explore the features that are available to you! This will be the main hub for communication, so it is important that everyone builds familiarity with the features that are included in the software

1. Visit www.charmsoffice.com
2. "Enter/Log-In" Button (Upper Right)
3. School Code - hempfieldband
4. Password - YOUR HSD STUDENT ID
(you should change password by clicking on the "lock"...make sure that it's something that you'll remember - parents and students will use the same password!)

This will take you to the main page. From here, you will be able to access:

- **Personal Information...**To help streamline communication, please update the following:
 - Phone Numbers (Parent/Student)
 - Email Addresses (Parent/Student)
- Calendar and Event Listings
- Handouts
- Forms
- Inventory
- Financial Records
- Uniform Assignments
- Practice Logs
- Recording Studio



Appendix D.

Social Media

Social Media is an extremely powerful tool that can help maintain open and effective communication between the stakeholders in our organization.

NOTE: The use of social media is NOT A REQUIREMENT OF MEMBERSHIP!

While instant updates (scores, pictures, videos) may be “social only,” all pertinent information (schedules, updates, blog posts, newsletters, etc.) will continue to be posted on bands.hempfieldsd.org and emailed to the entire group.

Responsible Use of Social Media

Posts on social media by members of our group are a reflection of our group! What is done on the internet leaves a lasting imprint that is difficult (and sometimes impossible) to remove.

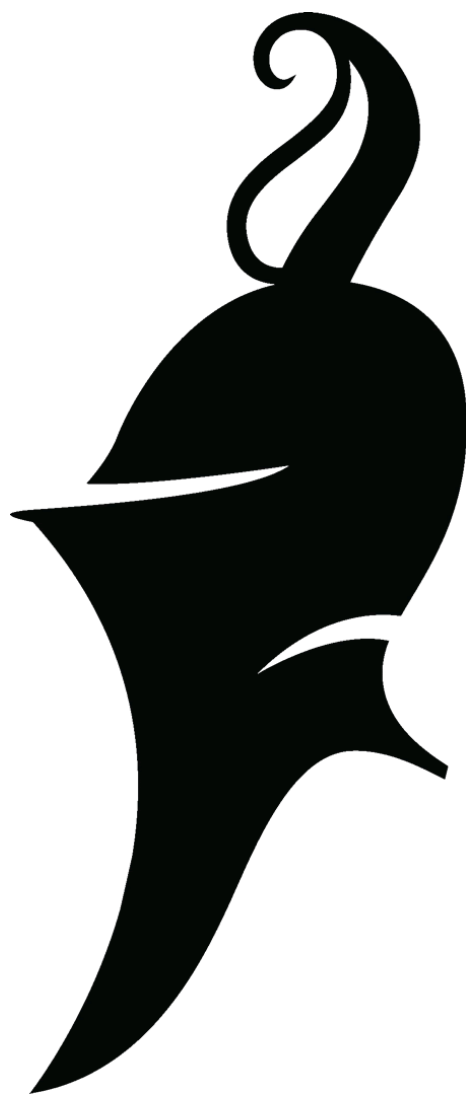
All members and families are expected to use social media responsibly!

NOTE: The use of inappropriate language in any post or bullying of any kind will result in immediate removal from every group.

A COMPLETE LIST OF SOCIAL MEDIA OUTLETS WILL BE DISTRIBUTED AT THE BEGINNING OF EACH SEASON



BE GREAT!



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