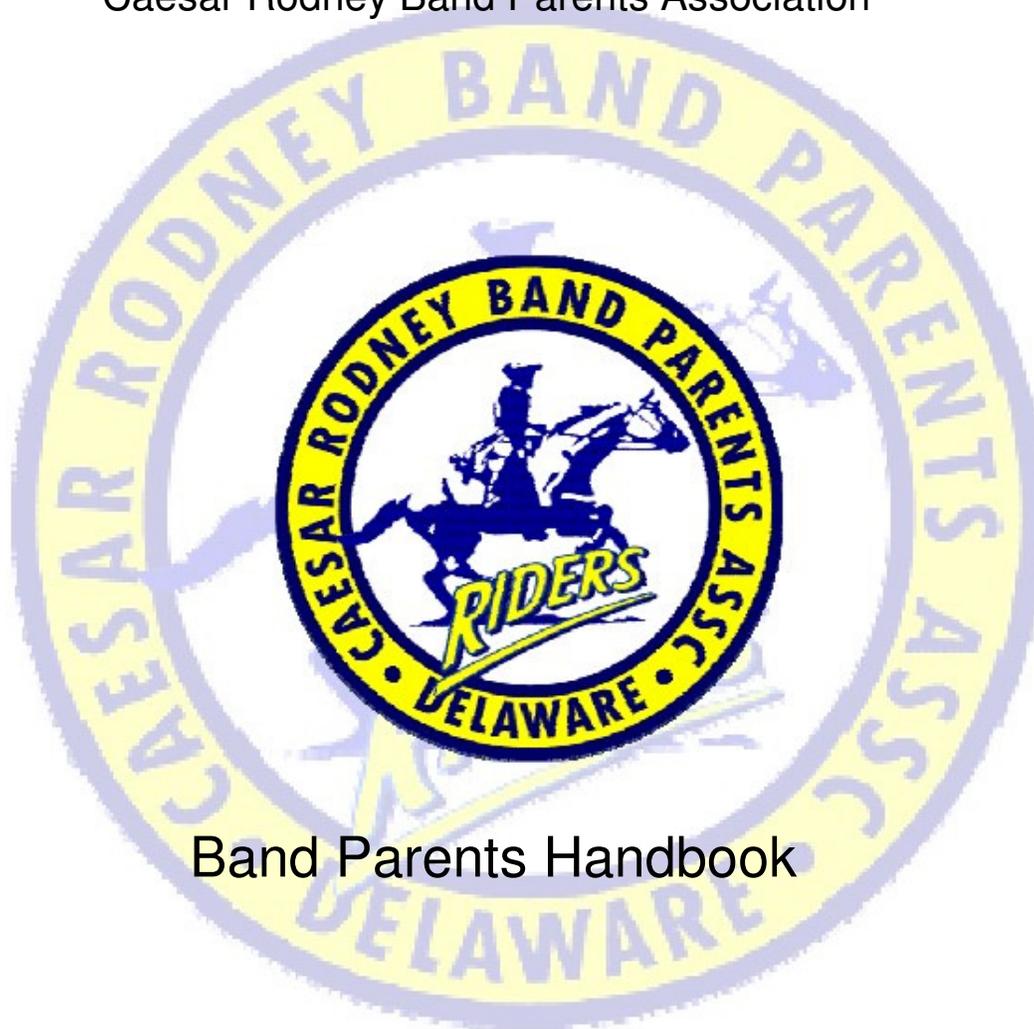


Caesar Rodney High School

Caesar Rodney Band Parents Association



Band Parents Handbook

(AS OF 16 August 12) CRBP

What is the Caesar Rodney Band Parents Association?

The Caesar Rodney Band Parents Association, or CRBPA, is a tax-exempt entity created in accordance with Section 501 (c) (3) of the United States Internal Revenue Code. It is often referred to as "CRBPA".

Our Goals

The objective of the association is to provide financial support to Caesar Rodney HS music activities, augment the band staff through volunteer service, serve as a communication link on issues of importance between members and band staff, and engage in any other lawful activities that further the tax-exempt status of the Association.

The CRBPA benefits performance-based music activities such as the marching band, color guard, concert band, and jazz ensemble ensembles.

The CRBPA Board of Directors:

Band Director
President
Vice-President
Immediate Past President
Secretary
Treasurer
Ways and Means
Member at Large
Member at Large

Monthly Meetings:

Meetings are held at CRHS (Band room) at 7:30pm. on the first Tuesday of the month from September through June. In August the regular meeting occurs on the second Tuesday of the month.

The monthly meetings are a great source of CRBPA information and a way to get current information from Mr. Sandlin. You can also turn in money from fundraisers, sign up for various events, order logo items, and meet other parents.

There's no meeting during the month of July. Additionally, annual meetings are held each May for the purpose of holding elections, receiving reports of officers, Board of Directors, and committees, and for any other business that may arise.

Membership Fees

Membership dues and any fees will be recommended by the Finance chair to the Board for approval, then to the general membership for vote. In 2007 the fee was set at \$5 per family. There will be no limit to family size but "family" for purposes of dues payment is defined as those living in the same household.

How Do We Keep Informed?

Band Website: www.crband.org

The website is the band staff's primary means of communication with students and parents. Click the CRBPA tab for information specific to the association. The Instrumental Music Department calendar is linked to the home page and includes performance and rehearsal dates and times. Also check out photos of our performing ensembles as well as band activities, including trips.

Weekly Handouts (Marching Band only)

During marching band season, Mr. Sandlin will issue your student a schedule that outlines in detail the events for the week. This sheet is extremely valuable! Ask your student for it and post it on the fridge or some public location in your home. The Weekly Schedule is also posted each Monday on the band website.

Band Box

A locked box known as the "Band Box" is located just inside the band room. This box is used to submit items such as money for fundraisers, deposits for trips, etc. Please place items in a sealed envelope with the name of your student and the event written on the front. Only Board members have access to this box.

How Do Parents Get Involved?

Become a Member

The easiest way to volunteer is to join the Caesar Rodney Band Parents Association and attend the monthly meetings. At the meetings you can learn more about the committees and other programs that need help. As a guideline, the CRPBA suggests that each family contribute 25 volunteer hours each season.

Involvement Means Low Fees

You may have noticed that there are minimal “band fees” at CRHS. The CRBPA chooses to offset costs through fundraising. Nearly all costs associated with a band season are covered by the annual budget. In contrast, many schools charge fees that can amount to hundreds of dollars. As a result, all CRHS students have an equal chance to participate. This happens because parents get involved. Anyone can help; grandparents, siblings, any member of your family can get involved and make a difference. Friends are welcome, too.

Committees

Committees are the basic building blocks of the CRBPA; they efficiently and effectively provide services and fundraising for the Association. Fundraising activities are wide ranging, there’s something for everyone’s time allowance. These can be a single, one-time event or activities that span the entire season.

The Budget

The association depends on fundraisers to produce income that will meet budget goals.

Awards Banquet:

Annual banquet that recognizes marching band members and spring reception that honors graduating seniors. 5-10 volunteers.

Car Wash:

Held at least twice each year, mostly a student event, chaperones provide supervision.

Chaperones

Provides supervision to students when out of contact with band staff. 10 Permanent with 3-4 event chaperones needed per event. We also have two medical chaperones that tend to minor medical needs.

Dover Downs

Work for Dover Downs on race days. Approximately 6 volunteers per race day.

Equipment

AKA the “Pit Crew”. Moving, setting up, tearing down, and packing all equipment related to marching band. 8-10 volunteers per event.

Golf Tournament

Annual major fundraiser held at Jonathan’s Landings Golf Course. 5 volunteers needed.

Logo Wear

Sell promotional products and merchandise customized with the CR logo. 2 volunteers per event.

Membership

Maintains a membership database; point of contact to join.

Mentor

Program designed to acquaint freshman and new parents to the band program.

Point Tracking

Reward program that provides an incentive to volunteer by “paying” back for participation.

Public Relations/Media

Interface between the department and various media outlets. Need volunteers who like to write/take pictures.

Raffles

50/50 Raffle held at home football games. 8 volunteers per game.

Rider Band Card

Discount card that provides savings at many area businesses. 2-4 volunteers to solicit participating businesses. Need all members to help sell the cards.

Videographer/Senior DVD

Produces video montage presented to graduating seniors. Photos and video of band members are encouraged and may be submitted.

Snack Shack

Major fundraiser that sells snacks and drinks during all home football games and occasionally other events. 10 volunteers per event.

Uniforms

Manages issue, tracking, repair and storage of all band uniforms. 4-6 volunteers.

Ways and Means

Develops and employs plans to achieve the budget goals. Fundraising activities fall under the Ways and Means Chair.

Are There Any Incentives to Helping Out?

Earn Reward Money. By volunteering you not only help meet budget goals but you can earn money towards your student's special trip costs. The CRBPA uses a point system that awards points based on dollars you help earn during fundraisers.

You can also collect points for time spent volunteering. The points have a single goal which is to offset your student's trip expenses related to the "big" trip (usually to Florida) or the smaller trip.

Points earned cannot be used for any other purpose. The more points earned the less money you'll spend on your students trip.

Point System

Every time you help with an activity, your event chairperson will submit your points earned to the Points Chair. (Points are normally tracked by your student's name, but you can assign points to any student) Then, before a trip, the Points Chair will receive from the Board a monetary value for each point.

Points are then converted to cash that is applied to the trip bill. You can carry points over from a "small" trip year and apply them to the following year's "big" trip. The key here is to volunteer early and often. Several students in the past have had their entire Florida trip paid through the point system.

What Do We Need to Know About Band Camp?

Band camp is a week and a half rigorous program designed to build teamwork, learn drill, and practice music. It's held at CRHS.

All marching band members must attend the August band camp. Typical schedule has students beginning weekdays at 8:30 AM and wrapping up at 8:00 PM (except for Fridays, which end at 4:00 PM) Students have an hour for lunch and two hours for dinner. Since there's just an hour for lunch it's recommended that students stay on campus for lunch. The Association will typically offer lunch (See the Snack Shack chair if you can help) offering a new menu item daily such as subs, pizza, hotdogs, or meatball subs. Dinner is not offered.

Water is available all day. Students may also bring water bottles.

Exhibition Night

On the last day of camp, an evening exhibition is given for families and friends to preview the new show. Following the exhibition, a school tradition called the March-Off takes place. The March-Off challenges each band member's ability to follow complicated marching commands. The top three finalists will receive a coveted prize: The bronze, silver, or golden shoe award. At the completion of the show the CRBPA holds a cookout at the snack shack.

What is a Typical Marching Band Season Like?

The marching band season begins early in June with summer marching rehearsals, band camp in August, then football and band competitions until November. Time commitment is absolute. Band camp lasts a week and a half, and then daily rehearsals are scheduled every weekday in the fall from 3 – 5 PM. The band attends most football games, home and away, and competes against other high schools bands on Saturdays.

Games.

At home games the band will take its place in the stands in the section nearest to the school. They play "stand music" until late in the second quarter when they move down to the field for the half-time show warm up. Following the halftime show, the band will take a break during the third quarter to visit the snack shack and restrooms. At the start of the fourth quarter they move back to the stands.

For away games, the band will typically perform the show prior to the start of the game. Afterwards they move to the stands until halftime when they are allowed to go on a break.

Competitions

Competitions are a very focused and important aspect of the marching band. At competitions the band is given a block of time to enter, present the performance, and exit the field. The judges rate the band's performance on a group level as well as an individual level. They rate visual proficiency, music proficiency, composition, technique, and showmanship. There are often specialty awards for Percussion, Auxiliary, Drum Major, Brass, and Woodwinds. Anticipation is intense as the students wait for the announcement of specialty awards and individual band placement at show's end.

Etiquette

Band competitions have their own set rules for conduct just like any other spectator event. For instance, it's not proper to enter or leave your seat during a performance. (Usually ushers will close the entrance to the stands as the performance starts) Please wait until the band has completed its performance before moving in the stands.

Caesar Rodney HS typically has a large contingent of fans to motivate the band and they appreciate our cheering. This is a good thing; however, other band parents may not enjoy our enthusiasm as much. Please keep it positive and sportsmanlike.

There's a time to be quiet and a time to be loud. Field shows are like golf matches in that the crowd is expected to remain quiet during the performance. At the end of a particular movement spectators will sometimes cheer if the performance was crisp.

Conduct During Concerts?

Please remember to turn off cell phones, pagers, and other electronic devices. If you have young children in attendance, remind them how they should behave. If they are disruptive during the concert, please be considerate of others and leave the auditorium. Catching up with friends can be done after the concert. This is the time to focus on our student's accomplishments. Please eat and drink before or after the performance, not during.

What's a Typical Concert Band Season Like?

The symphonic band concentrates on the mastery of music fundamentals and techniques, as well as the exploration, rehearsal, and performance of concert band literature.

The symphonic band (also referred to as the concert band) season begins with school year as students rehearse their during band class.

Typically concerts are given two times each year; the winter concert in December and the spring concert in May. The winter concert usually has a holiday theme. The concert band is divided into the Gold Band and the Blue Band; students are placed according to their music level.

Additionally, concert band members will provide musical accompaniment during the fall and spring theatrical/musical productions. These students are known as "Pit Bulls" and are musicians chosen from the concert bands.

What's a Typical Jazz Ensemble Season Like?

Jazz Ensemble is similar to the concert band in that it starts at the beginning of the school year with practice held during the school day. Performances are given at the Night-O-Jazz concert in May. The Jazz Ensemble plays at the school Holiday luncheon in Dec. And, like the concert band, students are placed according to their abilities in either Jazz I or Jazz II. Jazz I is frequently invited to perform for various community events. Many members of the Jazz Band will also play in the Basketball Band which provides entertainment for basketball and wrestling games.

How Will My Student Have Time?

For new students time management can be a challenging concept. With rehearsals each weekday, Friday night football, and competitions on Saturdays they can find themselves wondering where all the time went. How will they have the time to do all of this, and keep up grades?

Time management is the answer, and the good news is that students learn this skill precisely because the band program keeps them busy. Your student will learn how to keep a schedule, how to be punctual, and how to set priorities. Yes, your student. They learn that they must use their time wisely or they will not have their work completed on time. Time away from practice or performing has to be spent doing schoolwork, and they'll soon realize that.

Uniforms: What Do They Wear?

Types of Uniforms

There are two types of uniforms; the marching band uniform and the concert band/jazz ensemble uniform. The uniforms are the property of the school and are issued to each student during band camp for marching band and mid-November for concert band. Once the uniform is issued, it's the student's responsibility to ensure proper care and upkeep until they are returned in the following winter/spring. Each student receives a copy of the signed contract. Care instructions are issued along with each uniform and are also on the website.

Please Take Care of the Uniform

The CRBPA raises funds to purchase new uniforms and to pay maintenance costs. Therefore it's important to take care of the uniform so that the band will portray an outstanding image, provide a long and useful life, and keep uniform maintenance costs to a minimum. Should excessive damage occur to the uniform, the student will be charged to repair the damage. This will be in accordance with the actual uniform repair or replacement cost, as appropriate. The approximate replacement costs are provided with the Care and Instructions handout.

School-supplied Marching Band Uniforms

The marching band uniform for ladies and gentlemen consists of a jacket, pants, cape, baldric (sash), hat, garment bag, gauntlets (pair), hatbox, and collar band. Plumes are issued just prior to each event and are returned at the conclusion of every show. Color guard members are issued a separate costume with a design based around the show theme. Except for special occasions, they do not receive a marching band uniform.

Student-supplied Marching Band Uniform Items

Black gloves (Available at B&B Music, black shoes (B&B Music--Tell them you are with the Caesar Rodney HS Band to get our special price), black socks (at least mid-calf high.) For color guard members please see their coach for student-supplied items.

Please note that the students should have appropriate attire to wear under their uniform as they often need to change on the bus.

School-supplied Concert Band/Jazz Ensemble Uniform Items

The men's concert uniform consists of a tuxedo jacket, tuxedo pants, tuxedo shirt, cummerbund, and tie. For the ladies, the concert uniform consists of a black velvet top and floor length skirt.

Student-supplied Concert Band/Jazz Ensemble Uniform Items

For gentlemen: black socks and black dress shoes. For ladies: nylon socks (nude or black) and black dress shoes (heels no greater than 2 inches.)

Each uniform piece has a unique identification number sewn into the garment. Please do not cut off, deface, or change these identification numbers. This number is significant because it is recorded in the contract signed by the student. Students should check all identification numbers to make sure they have been recorded properly.

Cleaning Fee

Students must pay a cleaning fee before being fitted for a uniform. This fee pays for the cleaning of the uniform after the student returns it at the end of the year. These are the current CRPBA cleaning fees:

Marching Band Uniform	\$10.00
Concert Band Uniform	\$10.00
Combined (Marching /Concert Band Uniforms).....	\$20.00

All other cleaning tasks during the year-- scheduling, dropping off and picking-up pieces from the cleaner, costs for the cleanings, and so forth--are the responsibility of the student.

Marching Band Uniforms: What Should We Know?

Appearance at Marching Band

Competitions. Presentation is critical during Tournament of Bands competitions as points are deducted for poor appearance. Dirty pant legs, shoes, etc., as well as any incomplete or improperly worn uniform parts can result in a lower score for our school.

In addition to the general cleanliness, students must not wear earrings, facial rings, or other visible ornamentation. Students must keep their hair above their shirt collar (stuffed into the hat, as appropriate). Please encourage your student to take the extra time to ensure they look their very best.

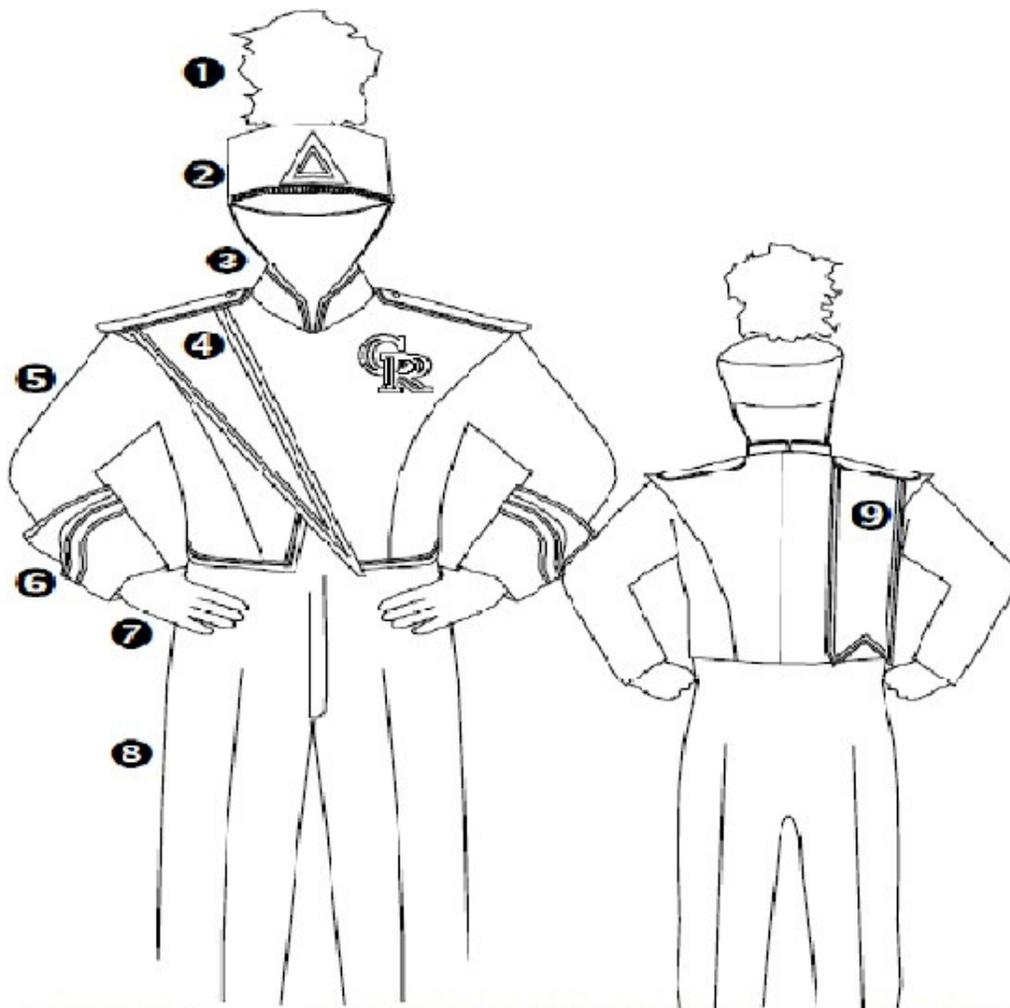
Hat Boxes and Garment Bags

Each marching band student is issued a hatbox (which will hold the hat, gloves, and gauntlets) and a garment bag for the uniform. The hatbox and garment bag will have a matching number to make identification easier. Please remind your student to not place the hat box or shoes in the garment bag; this puts undue stress on the bottom seam of the bag. Likewise, please do not allow the hatbox or garment bag to drag along the ground. Do not mark, alter, or otherwise decorate the hatbox or the garment bag in any way. As soon as the uniform is brought home following an event, it should be examined for dirt. If the uniform has become damp, remove it from the bag and allow it to "air out." Don't let it set in the garment bag to grow mold.

Handling, Care and Cleaning of Uniforms

(Some students may need extra assistance, encouragement, and reminders to fulfill their responsibility of properly caring for their uniforms. Please help them learn how to do this by themselves). If you take the uniform to a dry cleaner schedule this work so that the jacket will be available for the next performance. Check all uniform parts before leaving the cleaners to make sure all parts are accounted for and have the correct numbers.

Number one rule: Don't wait to learn about the condition of the uniform until just before it is needed.



No.	Item	Cost	Care
1	Plume	\$9.00	Issued by chaperones just prior to an event. Returned at conclusion of each performance.
2	Hat	\$25.00	Wipe the hat with a damp cloth and a mild cleaning solution regularly, especially the inside of the hat if hairspray or gel is used.
3	Collar Band	\$4.00	After each event, remove the white collar band on the jacket and machine wash. Lay flat to dry and do not dry clean or put them in the dryer – they will shrink.
4	Baldric (sash)	\$35.00	Before each performance, use “Scotch Guard”, or other “water/dirt repellent” spray product. Do not dry clean.
5	Jacket	\$135.00	On a regular basis, dry-clean the uniform jacket. Don’t forget to remove the collar band. Remove the Cape and Baldrick before going to the dry cleaners.
6	Gauntlets (pr)	\$12.00	The gauntlets may be cleaned with a damp cloth only. Make sure the hat and gauntlets are dry before storing them in the hatbox.
7	Black Gloves	\$4.00	Student-supplied. Available at B&B Music for about \$3.00 to \$5.00. Good to have a back-up pair.

8	Pants	\$55.00	Before each performance, use "Scotch Guard", or other "water/dirt repellent" spray product (especially the inside cuff). The pants may be machine washed and hung up to dry. To prolong the life of the pants do not put them in the dryer. Spot clean. Does not get dry cleaned.
9	Cape	\$35.00	
-	Garment Bag	\$14.00	Do not place the hat box or shoes in the garment bag.
-	Hatbox	\$6.00	Store gloves and gauntlets in the hatbox.
-	Shoes	\$20.00-30.00	Student-supplied. Regular polishing of shoes will ensure that they will stay in good condition. Available at B&B Music. Tell them you are with the Caesar Rodney Band to get our special price. Student-supplied. At least mid-calf high.
-	Black Socks	N/A	
-	Color Guard	N/A	Re-established each year. Mrs. Sandlin will provide separate care instructions.

Concert Band Uniforms: What Should We Know?

Concert band uniforms also include the Jazz Band and Pit Bull members. Since the uniform is worn only a few times, wear and tear is less of an issue. However, as with the marching band uniform, if the concert band uniform becomes soiled, please take care it as soon as possible. Listed below are instructions for care.

Item	Cost	Care
Men		
Tuxedo Jacket	\$120.00	Dry Clean Only
Tuxedo Pants	\$60.00	May be machined washed and hung to dry or dry clean.
Tuxedo Shirt	\$20.00	Machine wash
Cummerbund	\$10.00	Spot clean
Tie	\$4.00	Spot clean
Button Studs (4)	\$2.00	Easy to lose
Black Shoes	N/A	Student-supplied
Black socks	N/A	Student-supplied
Women		
White Blouse		
Skirt	\$20.00	Machine wash
Nylon Socks (nude or black)	\$60.00	Machine wash, line dry
Black dress Shoes (heels not greater than 2")	N/A	Student-supplied
	N/A	Student-supplied

Is There Any Fun Stuff?

First of all, it's ALL fun!!!

Every other year, usually in February, the band is invited lead the Parade on Main Street at Walt Disney World. The band departs Delaware on a Tuesday and arrives home on Sunday. They spend four days enjoying the sights and sounds of Disney World and will usually visit another park such as Universal Studios. This is normally considered the highlight of most students' band careers.

On the year that the band doesn't travel to Florida, a one-day trip is arranged to Hershey Park in Hershey, PA in May.

What If My Child Takes Medication?

You must give written, notarized permission before your student may take any medication. Forms are available at the first parents meeting in August. There should be a notary available to finalize the document.

The form must be filled out for each student, and it must be completed prior to the first away band event or your student will not be allowed to participate.

Before leaving for away events the chaperones will receive a medications list for each bus. Chaperones will refer to that list before allowing a student any medication to ensure parental permission is authorized. This does not apply to other first aid items such as Band-Aids, sunscreen, feminine needs, etc.

Helpful Hints to Save You Time and Grief

Make your child responsible for being prepared. The first time they are late or not ready will be the last. They learn to be resourceful when they have to be.

Try and carpool to competitions on Saturdays; it's a great way to meet other parents and save a little gas money as well.

Be prepared to cheer! Although they may not readily admit it, the band likes having their own cheering section. At competitions, you can purchase Air Grams (shout outs), candy grams, flowers, and/or other small things the host school might be selling.

Don't put uniform items away in the closet or drawers when cleaned. Keep all items (socks, shoes, band shirt, gloves, etc.) in a bag. This will save time spent hunting for them when they are needed.

Visit the band web site to stay informed. Adjudicate means to judge.

If you want to drive to a competition, directions to all events can be found on the web site.

How Does the Band Travel?

When the marching band travels to football games and competitions, it will be on standard yellow school busses, with anywhere from four to six busses all traveling together. Students are assigned to the same buses for the year.

For longer range trips such as Florida, Hershey, or Allentown, the band will travel on coach buses.

All trips originate and terminate at the back of the high school. Please pay particular attention to the arrival times back at CRHS; Mr. Sandlin is rarely late by more than a few minutes. Often times the band returns early. When this happens, the chaperones will ensure students call their ride home with the new arrival time.

If you wish for your child to ride home with you after an event, there is a very strict procedure for this. You must write a note that your child will be traveling home with you, and send it in to the band office prior to the travel day. In addition, please provide a phone number where Mr. Sandlin can call to confirm. Students may be released to a parent only.

If you haven't seen it already, the marching band has a semi-tractor trailer to haul all the show equipment. The truck usually follows the busses to competitions and tries to stay behind the last bus. Please to not get in between the truck and the busses while on the road. This will only increase the chance of the truck separating from the busses. Keeping the truck and busses together is important due to the limited parking at many competition sites. If the truck arrives after the busses it may be parked in a distant location making pre-show preparations difficult.

Also, regarding the truck, many times it will leave a little early to get a head start on unloading back at the school. If you find yourself in the parking lot waiting for your student and can spare some help, the pit crew parents will appreciate an extra hand unloading

How Are Our Students Supervised?

The staff has responsibility for the students at all times. However, when the students are out of contact with staff they are supervised by 10 permanently assigned chaperones. Chaperones have one primary role and that is to ensure the safety and welfare of the students. Chaperones also assist in getting everyone where they need to be, with everything they need, in a timely manner. Finally, chaperones help the band deal with a wide range of issues, potential disasters, calamities, and ordinary routines--most often during a stressful time crunch.

There are two parent chaperones per bus. One to two nurses travel with the band and carry the medical cards. Permanent chaperones on the busses get to know the students well, this is beneficial for a number of reasons. Chaperones often provide drinks and snacks for the students.