

# NORWIN HIGH SCHOOL BAND

“Nobody Does It Better”

Parent Handbook

---

APRIL 17, 2012

## Table of Contents

1 Introduction .....	4
2 Band Staff .....	4
3 “Bands” & “Guards” .....	4
4 Student Officers .....	5
5 Student-Held Service Positions .....	5
5.1 Drum Major .....	5
5.2 Equipment Repair Manager .....	5
5.3 Section Leader .....	5
6 Practice .....	5
6.1 Band Camp .....	6
6.2 Band Class .....	6
6.3 Sectionals .....	6
6.4 Private Practice .....	6
6.5 Private Lessons .....	6
7 Rehearsals/Performances .....	7
7.1 Absences from Rehearsals/Performances .....	7
7.2 Excused Absences .....	7
7.3 Unexcused Absences .....	7
7.4 Tardiness .....	7
8 Parent Attendance at Practice/Rehearsals .....	7
9 Placement and Challenging .....	8
10 Band Instruments .....	8
10.1 Privately Owned .....	8
10.2 Norwin Band Owned .....	8
10.3 Rented .....	8
11 Band Rules and Regulations .....	8
11.1 General Conduct .....	9
11.1.1 Band Room Rules .....	9

11.1.2 Football Games .....	9
12 Performances / Competitions / Events .....	10
13 Student Travel Policies .....	11
13.1 Bus Procedures.....	11
13.2 Overnight trips.....	11
13.3 Hotels and Motels .....	12
14 Uniforms.....	12
14.1 Provided by Norwin Band for Marching Band.....	12
14.2 Provided by Student for Marching Band.....	12
14.3 Provided by Student for Concert Band .....	13
14.4 Replacement Costs for Damaged Items.....	13
15 Personal Grooming.....	13
16 Student and Parent Participation .....	13
17 Parking .....	13
18 Traditions .....	14
19 Accessories.....	14
20 Behind the Scenes.....	15
21 How to Really Enjoy Band Season .....	15
22 Attending Competitions.....	15
23 Norwin Band Aides .....	16
23.1 Purpose.....	16
23.2 Executive Board.....	17
23.3 Band Aide Support Committees.....	17
23.4 Fundraising Committees .....	19
24 Student Fair Share Obligation.....	21
25 Norwin Band Alumni Association .....	21
26 Conclusion .....	21

## Introduction

On behalf of the Norwin Band and the Norwin Band Aides, “Welcome!” The Norwin Band has a proud tradition of excellence. With countless first place awards and numerous National, Regional, and State Championships to our credit, the Norwin Band is recognized as one of the premier band programs in the country. The staff and the parents work together to provide the absolute highest level of music education in an effort to provide positive experiences and opportunities for each member of the band.

Both band parents and students will receive a lot of information over the next few months. During the late summer and fall, the students will be learning and perfecting the Marching Season Show. Although things may seem overwhelming, with a little help from parents who have been there before, you can enjoy the experience, maybe even more than your child. This handbook is designed to provide information and guide you to key people when you have questions or concerns.

## Band Staff

The band staff is comprised of the following positions that are filled by members whom are skilled in assisting our student’s in being successful in the Norwin Band Program:

- Director
- Assistant Director
- Associate Director
- Music Arranger
- Percussion Arranger
- Drill Designer
- Visual Consultant/Choreographers
- Visual Staff
- Music Staff
- Percussion Staff
- Color Guard Staff
- Director of Operations
- Director of Personnel
- Event Coordinator
- Equipment Manager

## The “Bands” and “Guards”

The Norwin Band Program has several performing ensembles including the following:

### Marching Band with Color Guard

The largest and most visible subdivision of the Norwin Band Program, the Marching Band ensemble is comprised of all band students and color guard members. They attend all Friday night football games, performing at halftime, and compete at local and national competitions.

### Wind Ensemble

The Wind Ensemble is comprised of the top musicians within the Norwin Band, each of whom has been placed through an audition process. The Wind Ensemble performs at the Winter Concert, the Spring Concert, and the Spring PMEA Adjudication Festival.

### Concert Band

The Concert Band’s purpose is to introduce wind & percussion students to the fundamentals of ensemble playing. The Concert Band rehearses daily from November to May, and performs at the Winter Concert, the Spring Concert, and the Spring PMEA Adjudication Festival.

### Jazz Band

Performing throughout the year at a variety of events and festivals, this ensemble is open to all students. The Jazz Band plays a variety of styles including swing, Latin, funk, bebop, and rock.

### **World Guard**

The World Guard is comprised of the top color guard in the Norwin Band, each of whom has been placed thru an audition process. The World Guard performs at both the TRWEA (Three Rivers Winter Ensemble Association) and WGI (Winter Guard International) competitions. The World Guard travels out of state for WGI competitions. This winter guard ensemble begins preparing for their season after marching band season. Competitions run from January thru April.

### **A Guard**

The A Guard's purpose is to introduce color guard students to the fundamentals of winter guard performance. They perform locally in mostly the TRWEA (Three Rivers Winter Ensemble) competitions and also participate in the WGI (Winter Guard International) competition held at Norwin. A Guard begins preparing for their season after marching band season. Competitions run from January thru March.

## **Student Officers**

The Norwin Band has the following student officers: President, Vice President, Secretary, and Treasurer.

## **Student-Held Service Positions**

The Band Director appoints students to hold the following positions through an audition and interview process. These positions are full year appointments.

### **5.1 Drum Major**

Qualifications of the Drum Major include: proficiency on their respective instrument; an ability to read musical scores; and, ability to properly warm-up the band. Duties include:

- Enforces band rules and maintains order.
- Directs the band in field rehearsals and performances.
- Assists with other responsibilities as instructed by the Band Director.

### **5.2 Equipment Repair Manager**

The Equipment Repair Manager assists in maintaining the upkeep of the band instruments.

### **5.3 Section Leader**

Qualifications of a Section Leader include: one year experience in Marching Band; and, proficiency on their respective instrument.

- Enforces band rules and maintains order in their section.
- Inspects uniforms of the section members.
- Assists with other responsibilities as instructed by the Band Director.

## **Practice**

Practice is a necessity for maintaining the "Commitment to Excellence" that the Norwin Band seeks in its students. Practice, in some form, is held year-round. The upcoming freshman join the band practices on Monday nights starting in June of the summer proceeding their freshman year and continue practice throughout their life as a member of the Norwin Band. Students are kept in a constant circle of communication via their section leaders, band website, band bulletin board, and, most importantly, through listening to the Band Directors.

## 6.1 Band Camp

Band Camp begins the first week of August and runs until the start of the school year. First week rehearsals begin promptly at 12:30 p.m. and run through 8 p.m. Second week rehearsals begin promptly at 8:00 a.m. and run through 4:30 p.m. The third week rehearsals begin 5 p.m. and run through 9 p.m. Monday thru Thursday. Attendance to all rehearsals is required, so parents should plan accordingly for student transportation needs (carpooling is suggested). **It is recommended that students to show up to rehearsal 1/2 hour in advance.** This allows students to prepare their instruments, equipment and drill book plus travel time to the practice field. **Rehearsal is held rain or shine.** It is recommended that the students bring the following to Band Camp:

- water jug
- sunscreen and/or insect repellent
- comfortable tennis shoes (**sandals/flip-flops are not allowed**)
- extra socks and foot powder
- rain jacket
- drill book (distributed at first Band Camp practice and is expected to be with student at all times)

**Families are strongly encouraged to schedule any summer vacations before Band Camp begins.**

## 6.2 Band Class

Band Class is held during first period each morning. Additional music courses are available as selected by each individual student. Current offerings include:

- Music Theory
- Jazz Band
- Orchestra
- Chorus
- Guitar Class

## 6.3 Sectionals

Sectionals are small learning ensembles for each instrument (i.e. flute, clarinet, drum line, etc.). They are held after school, on a day designated by the Band Director leading the sectional. Students are required to be at the rehearsals. Should a student miss a rehearsal for any reason they must present an excuse to the ensemble director and the director will determine whether to mark the student as excused or unexcused for a grade.

## 6.4 Private Practice

Students should practice at least 1/2 hour, on their own, everyday. This not only helps to improve the technique, but also insures a regular routine is being established.

## 6.5 Private Lessons

In order to truly achieve the “Commitment to Excellence” that the Norwin Band seeks in its students, they are strongly encouraged to take private lessons in their selected instrument outside of the curriculum. Musical proficiency is required of all Norwin music students, and proficiency generally requires additional training and instruction other than just sectional and ensemble rehearsals.

The Norwin Band Directors have references to distinguished and highly qualified private instructors in the Pittsburgh area. **Financial assistance is available thru “Play It Forward”.** Students should inquire with the Band Director for those references and “Play It Forward” information.

## Rehearsals/Performances

Students are expected to attend every rehearsal and performance. Dates can be found on the Norwin Band website under information/calendar at [www.norwinband.net](http://www.norwinband.net). The schedule can change with very little or no notice. Check the website regularly; communicate with your student, other band parents or staff, to stay on top of any schedule changes.

### 7.1 Absences from Rehearsals/Performances

If a student must miss a rehearsal, they are required to fill out an absence card at least two weeks prior to anticipated absence and turn it in to the Band Secretary.

### 7.2 Excused Absences

- sickness
- death in the family
- pre-arranged conflict -- must be cleared in advance (**at least 2 weeks**) with Band Director
- emergency doctor's appointment

### 7.3 Unexcused Absences

- skipping
- forgetting
- employment conflict
- club meeting
- make-up test that could be scheduled at a different time
- doctor and other appointments that could be scheduled at a different time
- trip made in disregard of band commitment
- any other conflict not cleared in advance with the Band Director

### 7.4 Tardiness

Tardiness is not tolerated. Students who are tardy will be expected to make-up missed time at the discretion of the Band Director.

## Parent Attendance at Practice/Rehearsals

While parents are always welcome, there are a few considerations we must give the staff and our students:

- Remain quiet.
- Watch from an area away from any instructional area so as not to interfere.
- Please remember there is no smoking allowed.
- Please heed any special instructions of the band staff while observing practice.
- See Item 18 for the band parents traditions on "The Hill".

## **Placement and Challenging**

Chair placement in the specific ensembles is decided on by a blind audition process. Challenging may occur any time throughout the year *within the ensemble* that the student was placed in. Should a student want to challenge into the Wind Ensemble from Concert Band, the student has *two weeks from the time of the initial chair postings* to challenge their way through the section by seat into the Wind Ensemble. Any student wishing to challenge must make arrangements with one of the Band Directors to setup a time to hear a challenge. The challenge music will be an excerpt from the coming years PMEA solo as determined by one of the Band Directors.

## **Band Instruments**

No matter the avenue chosen to obtain the instrument, it is always highly recommended that students properly care for and maintain their instrument. It is also recommended that care is taken during marching season to prevent instruments from sustaining damage by improper care during practice. If at all possible during the marching season, it is suggested to use an older instrument when practicing outdoors.

### **10.1 Privately Owned**

All students are expected to maintain their instruments in good playing condition. Parents are asked to provide the best possible quality instrument for their son(s)/daughter(s). Parents are strongly encouraged to upgrade the quality of their students' instrument from that used by their student in the beginner/middle school. Norwin High School and the Norwin Band Aides assume no responsibility for instruments owned by individual students. Parents are encouraged to have instruments insured against theft, damage, etc., through your family's homeowner's or tenant's insurance policy. It is also advisable to keep a record of the make and serial number of the instrument in your family records.

### **10.2 Norwin Band Owned**

If a student uses a Norwin Band-owned instrument, they are responsible for its care and minor maintenance. A normal amount of wear will be allowed for, but damage resulting from mistreatment or carelessness will be charged to the student. Careless treatment of a Norwin Band-owned instrument suggests that the individual is not deserving of its use. In this case, the instrument will be issued to someone more responsible. The student and parent will sign a contract annually to assume responsibility for the loaned instrument.

Instruments loaned by the band, based on availability, include: tubas; trombone; sousaphones; baritone, mellophone (marching French horn), bassoon, English horn, bass clarinet, tenor saxophone; baritone saxophone, soprano saxophone, piccolo, and all percussion equipment except sticks and mallets (which are the student's responsibility).

### **10.3 Rented**

Please contact the Band Director for a list of the currently recommended instrument retailers having rental programs available.

## **Band Rules and Regulations**

At all times, band members should behave in a manner that reflects positively upon the community, school, the band community, their family, and themselves.

## 11.1 General Conduct

- As band is a scheduled class, students are expected to participate in all classes in accordance with school attendance policies. Failure to do so may result in loss of membership in the band.
- All band members must maintain an overall "C" average to be able to participate in band activities.
- The use of alcohol, tobacco, or drug related paraphernalia is strictly forbidden at any band function.
- Norwin School District rules apply to all band functions.
- Band members are required to read the Norwin Knights Band Constitution and sign an agreement to abide by the Constitution rules. (This will be presented to each incoming freshman student at the beginning of band season.)

### 11.1.1 Band Room Rules

- There will be NO gum, food or drink in the band room.
- All instruments are to be stored in the storage area only.
- Music folders should stay in the student's folio unless it is being used for at-home practice.
- Any lost or damaged music must be replaced by the student or grades will be held.
- The band room is for the students, and they must keep it clean and nice by putting any trash in the trash cans, whether they made the mess or not.
- Any student found using someone else's instrument without permission will be dealt with severely. Only percussionists are allowed to use the percussion equipment. The jazz drummer uses the drum set only.
- Only band members are allowed in the band room unless authorized by the Band Director.
- Textbooks and other school-related materials are not to be left in the band room.
- STUDENTS SHOULD NOT LEAVE MONEY AND/OR VALUABLES (besides their instrument!) in the band room or school.
- Practice rooms are for students practicing their music. Students must ask permission to use the practice rooms. If any food or drink is found in the rooms, the rooms will be locked and considered unusable.
- Solo and Ensemble music, method books, tuners, etc., must be checked out with the Band Director.
- The telephone for student use is located by the dry erase board. It will be used only with permission from the Band Director.

### 11.1.2 Football Games

- At the stadium before each game, Section Leaders will conduct a complete inspection of section members' uniform and equipment. Shoes must be clean.
- Students will be expected to sit and remain in the area designated for their section. Only band members in full uniform will be allowed to sit in the band section.
- All guard members will stay seated in their sections at all times.
- All band members will stay seated in their sections at all times unless asked to stand to play.
- All percussionists will stay seated by their respected instruments at all times, ready to play.
- All members should be alert to what is going on down front. Instructions are given from the front of the band by Drum Majors and Band Directors.
- Students must be in full, proper uniform at all times unless otherwise instructed by the Band Director.
- Students are not permitted to walk around with only a part of their uniform on, or with their collar unhooked, coat unfastened, etc. Jewelry and nail polish are not to be worn with the uniform. Hats are worn at all times unless students are told by the Drum Major or Band Director to take them off. All hair is to be under the hat.

- Instruments are to be played only when the band is playing together.
- Gum chewing while in uniform, excessive screaming and yelling will not be tolerated.
- If a student must leave the band section for an emergency, another student must accompany and the Band Director must grant permission.

## **Performances / Competitions / Events**

The year in the life of a Norwin Band Student includes their participation in many activities:

### **Kennywood**

The Norwin Band traditionally marches in the Kennywood Fall Fantasy Parade in August. Students receive ride-all-day passes and enjoy the park all afternoon. Later in the day, they change into uniform, warm up and give a small concert in the pavilion area behind the “Jack Rabbit” (entrance beside the “Garfield’s” ride) before marching through Kennywood. All students depart by bus immediately after the parade to return to the high school.

### **Preview Show**

The preview show is the first dress performance of the competitive marching show for family, friends and the community at Norwin High School Stadium. It usually takes place the Saturday evening before the first day of school. It is usually followed by a dessert social for students and parents. Parents should check the monthly newsletter for information. A group photo of the Norwin Band will be taken by a professional photographer before the preview show and will later be made available to parents.

### **Football Games**

The Marching Band performs half-time shows at all football games throughout the football season and any playoff games. Parents and family are encouraged to attend games.

### **Norwin Band Festival**

The Annual Band Festival held at Norwin is a PIMBA (Pennsylvania Interscholastic Marching Band Association) competition. The Norwin Band does not compete at its own festival, but performs in exhibition.

### **Homecoming Parade / Game**

The Homecoming game is held on a Friday night, and is followed on Saturday morning by a Homecoming parade through Downtown Irwin.

### **Senior Night**

Occurring once a year during the football season, Senior Night usually takes place at the last regularly scheduled home football game. The purpose of Senior Night is to honor the seniors and their parents from the football team, cheerleaders, marching band and color guard. Traditionally, the seniors and their parents are honored by having the parents escort their senior student across the football field at a ceremony before the game. As the student and their parents walk across the field, they are introduced to the audience and a list of the student’s accomplishments and future plans are announced.

### **BOA (Bands of America) Competitions**

BOA presents a prestigious nationwide series of regional competitions. These competitions are out of state, require more extensive travel, and present an opportunity for educational adjudication by leading experts from around the country.

### **PIMBA Competition / Festivals**

Pennsylvania Interscholastic Marching Band Association is the local competitive marching circuit contracting educational adjudicators from the PFCJ (Pennsylvania Federation of Contest Judges). The Norwin Band performs many Saturday nights in September and October at local high school band competitions / festivals (excluding Homecoming weekend).

### **PIMBA State Championship**

This Championship show is usually the last competition of the Marching Band season.

### **Combined Winter Concert**

The Combined Winter Concert is held in January and features the Norwin Middle School and Norwin High School Bands.

### **Winter Guard Competitions**

The Winter Guard competition season runs from January thru April. The World Guard and A Guard participate in TRWEA and WGI competitions both locally and out of state.

### **Spring Concert**

This concert, held in May, features the Norwin Concert Band and the Norwin Wind Ensemble.

### **Percussion Ensemble Concert**

Held in May, the Percussion Ensemble Concert features the Norwin percussion students.

### **Small Ensembles Concert**

This concert, held in May, highlights the talents of Norwin students in specific sections of the band.

### **Jazz Band Concert**

The Jazz Band Concert is held in May and features the Jazz Band students.

### **Band Banquet**

The band season completes at an annual banquet held the Saturday night of Memorial Day weekend. Seniors and their parents are honored at this dinner which includes a student created slide-show followed by an evening of activities for student band members only to wrap up the year. The senior band members plan and host the event for their parents, band staff and Board members.

## **Student Travel Policies**

### **13.1 Bus Procedures**

- Students are divided into 5 buses. One for each class and one for the members of the Color Guard.
- Bus captains will be assigned for each bus.
- Students will not load the buses until roll is checked in the band room and announcements are made.
- All equipment to be loaded on the truck must be put in the back of the band room by the person who will use the equipment in the performance.
- At the performance site, buses will not unload until told to do so by the Band Director.

### **13.2 Overnight trips**

- Room lists will be assigned before all overnight trips.
- Before checking into the motel, room captains will pick up room keys.
- All bus captains will be responsible for checking roll each time we load.
- No one may change buses or rooms without permission from the Band Director. Bus captain and chaperones must be informed of any such change.
- All band members will ride the bus to and from events. **NO PRIVATE CARS ALLOWED.**
- Some overnight stays will be spent in a local high school. The same rules will apply for acceptable student behavior, etc.

### **13.3 Hotels and Motels**

- All rooms will be assigned and no changes will be made except those made by the Band Director and/or head chaperone.
- Students and their roommates will be expected to keep their room neat and clean. If the room is messy at checkout time, students and their roommates will clean the room before the bus departs.
- Students must follow curfew set by the Band Director and be polite to each other, hotel staff and other hotel guests.

### **Uniforms**

Uniforms will be fitted in late July/early August. Students will receive a schedule and are expected to arrive at the assigned time to be fitted. After the uniform fit is approved, a professional photographer will take formal photos of each band student. If you desire to purchase the photos, students should be prepared with a check to pay for the photos and photo button(s) for parent(s) to wear throughout the season.

Uniforms remain in the uniform room at all times unless in use for a scheduled event. Students are responsible for properly storing hats and hanging uniforms. Students must arrive early to acquire their uniform and get properly dressed for each performance. The uniform room opens 1 hour prior to a scheduled event, and closes 15 minutes before the scheduled warm-up or departure time.

#### **14.1 Provided by Norwin Band for Marching Band**

The Norwin Band uniform includes navy blue pants with suspenders and is topped by a jacket of navy, gold and white, with white and gold wrist gauntlets. The hat is navy and includes a plume of real feathers. Please tend to the feathers gently as they tend to shed. Also, the hat must be air dried before storage.

#### **14.2 Provided by Student for Marching Band**

The following items will be needed for the Marching Band Season:

- White short sleeve t-shirt and shorts - worn under the band uniform by both male and female students.
- Thermal wear – worn under the band uniform during colder months.
- Black socks - required
- Band shoes - must be black MTX. (These may be purchased when the salesperson visits the school in May.)
- White gloves - ordered at a practice, it's a good idea to order several pairs. Some instruments require slits made in fingertips. No finger tips are to be removed.
- Garment bag - Students must have a garment bag. This is to be used each time the uniform is removed from the Uniform Room for away performances or to transport it home. It is also taken on the bus to performances where students change out of their uniform on the bus. It is best to purchase a good quality one that will last 4 years. The Bandwear committee has available a high-quality garment & tote bags that will hold Uniform / Shoes / Gloves / Black Socks. Shoes are not to be stored or transported in the garment bag.

### 14.3 Provided by Student for Concert Band

Some ensembles will have their own specific attire such as khaki pants and black shirts. Specific requirements will be communicated to members of each ensemble. Required attire is as follows:

#### Girls

- White blouse
- Long, black skirt
- Black shoes

#### Boys

- White dress tux shirt
- Black tuxedo (provided by the band – must be returned to uniform room after each performance)
- Black shoes

### 14.4 Replacement Costs for Damaged Items

Items that are intentionally damaged by the student, or neglected by the student, will be subjected to a repair/replacement fee as designated by the Band Director.

### Personal Grooming

For Marching Band, hair must be up and concealed beneath the hat, neat and off the collar. No facial hair, makeup, earrings, jewelry, or nail polish. Shoes must be cleaned and polished. Uniforms must be clean. No eating or drinking in uniform. Spotted or dirty uniforms must be cleaned at student expense. Students are **expected** to maintain a regular routine of personal hygiene.

### Student and Parent Participation

Our students are privileged to be able to experience and enjoy the Norwin Band Program throughout their high school years. The success of the band, however, can only be accomplished with the support of all parents. All parents are expected to volunteer a portion of their time and talents to one or more of the activities that make the Norwin Band Program one of the best in the Country.

Information on volunteer opportunities is available throughout this Handbook, especially in section 23, Norwin Band Aides.

### Parking

The following guidelines will assist in making sure you adhere to acceptable parking practices:

- Only park in designated parking area and please leave the disabled persons parking spaces for those who require them.
- Any time students have been transported from Norwin, it is critical that you **do not park along the curb or in the loading dock area**. Motor coaches, school buses, and the equipment trucks need to be able to load and unload.

- ***Picking up from rehearsals/performances all year long, DO NOT LINE UP OR PARK ALONG THE CURB IN FRONT OF DOOR #9! That area gets very congested during pickup times and it is very difficult to back out of parking spaces with all the traffic when cars are lined up or parked on the curb. Please park in a designated parking area and wait for your student. Pick a parking area for the year and let your student know to meet you there to be picked up.***
- At practice, please observe the parking restrictions near the practice area. This is for the safety of both students and parents.

In addition, even though Norwin's campus provides an ample amount of parking space for attendance of home games and competitions, local visiting schools tend to bring a rather large amount of traffic. It is recommended that parents arrive early to ensure that they obtain a parking space.

## Traditions

### The "Hill"

As the season progresses, a final run through of the show is usually performed at the end of practice. About 30 minutes before an outside practice is scheduled to end, the band parents begin to gather at the practice field to watch the performance. This is a great time to get to know other parents, as well as support our kids. It is a long-standing enjoyable tradition. (Please refer to Item 8 for expected considerations given to the staff and students while you are enjoying practices or performances.)

### Norwin Cheer

Be prepared at all competitions to hear and **PARTICIPATE IN** the Norwin Cheer. One parent calls out the letters to spell out N-O-R-W-I-N and we all answer (yell) back. This cheer is anticipated by our students and psyches them for the performance!

### Seating at competitions

Look for your fellow Band Aides at competitions. Many of us arrive early and save seats so that we can sit as a group to cheer on our sons and daughters!

## Accessories

Accessories are available to show your Norwin Band spirit. Most items are sold at little or no profit to make them affordable.

- **Bandwear** - Wear your Blue and Gold or season show shirt whenever we go to competitions to support and cheer our sons and daughters! The Bandwear Committee will take orders a couple of times a year for a wide variety of apparel to choose from, including t-shirts, jackets, golf shirts, sweatshirts and other miscellaneous items. Please order early as the Bandwear Committee only places orders for requested items and amounts, typically there is no inventory. Special order items are also offered throughout the season. Garment bags and totes are also offered at the beginning of marching season for new students.
- **Videos** – a compilation of season performances will be available for sale after the season is completed.
- **Band Photos** – individual, sectional and full Band (usually taken in August).
- **Program Books** - each competition will have a program book to purchase. Get one if you want a record of the performances, and be sure to have a waterproof pen or pencil to record the scores!
- **Patches and Pins** - these can be purchased to wear on jackets. Local competitions usually have a variety of items for sale. BOA offers a patch and pin for each Regional. If the students qualify for finals, they will receive a finalist patch at school. However, they don't have the opportunity to purchase the patch, so make sure to pick them up for them. These patches are usually attached to the Band Letterman jacket.

- **Blankets and stadium seats** - add to the comfort of a long evening. Be prepared for the dropping temperatures of fall evenings and an occasional rain shower.
- **Section T-shirts** – each section in the band makes its own season shirt for purchase by its members and section parents, if desired.

## **Behind the Scenes**

There are groups of parents and alumni who help the band take to the road. At the beginning of the band season, the leader for each of the following responsibilities will communicate if any volunteer members are needed. If you are interested, you can then sign-up for the activity you are interested in at any of monthly band meetings, or contact the leader directly. The number of people for each group will vary from year to year depending on what is needed for the performance. Behind the scenes are:

### **Prop Crew**

The Prop Crew works throughout the Marching Band and Winter Guard seasons constructing props that enhance the shows.

### **Seat Cover Crew**

The Seat Cover Crew accompanies the Band to all football games and covers the bleachers to protect the Band member's uniforms.

### **Pit Crew**

The Pit Crew organizes and unloads heavy percussion instruments and equipment at football games, performances and competitions. The Band is allocated a limited amount of time for setup and takedown of the equipment at football games, performances and competitions; therefore, this group requires a lot of skill in completing their task quickly and accurately.

## **How to Really Enjoy Band Season**

As band parents, we try to attend as many performances as we can, to support our talented hard-working students and to enjoy their performances. All band boosters are part of a special family who feel about their bands the same way we feel about ours. We all admire our kids and are amazed at their accomplishments. The rewards from this great commitment of time and effort are many, including new friends, comradeship, school spirit, and a sense of accomplishment. In general:

- Be sure band/guard members attend practices, football games, competitions, and special events (parades, homecoming, and pep rallies).
- Be an AUDIENCE!! Attend performances and cheer for our band, especially the Championships (remember this is the goal to which all hard work is aimed!!)
- Provide miscellaneous items as needed (socks, gloves, long underwear!!)
- Help kids keep track of all uniform parts and keep the uniforms clean.
- Attend Band Parent meetings monthly. General meetings are usually held the 4<sup>th</sup> Monday of the month, at the High School. Check the band website, [NorwinBand.net](http://NorwinBand.net), frequently for up to date notices, information and schedule changes.
- Pack lunches, snacks and/or money for practices, games, and events.

## **Attending Competitions**

The Norwin Band Aides look forward to a successful and entertaining season. Half time shows offer an opportunity for the band to perform for the entire community, while band competitions allow the finer points of a performance to be appreciated.

At competitions special considerations are needed for everyone to enjoy the performances. When representing our community and our students, **we have a responsibility to be positive, supportive and courteous.**

Please keep these points in mind when you are enjoying a competition:

- Save your conversations for times between performances, and be sure to turn off cell phones and pagers.
- Wait until a band completes their show to enter or leave the stands, to avoid causing distractions for the band performing or other patrons watching the show.
- Be careful of your remarks about other bands because you never know who is sitting near you. Your remarks may hurt the feelings of a parent whose child has worked just as hard as yours, and may leave a lasting negative impression of the Norwin community.
- Always applaud a band's performance. All students work hard to perfect their performance and relish your appreciation of their efforts.
- Be prepared for inclement weather – bring a poncho! Avoid umbrellas because they can block the view of those behind you, and the spokes can be dangerous in the close quarters of stadium seating.
- If you video-tape local competitions (BOA competitions forbid the use of recording devices), stand where you will not block the view of other members of the audience.

## **Norwin Band Aides**

The Norwin Band Aides is a non-profit organization. General membership includes parents and guardians of students participating in the band, plus friends of the band and band alumni. Membership is free, and your volunteer participation as a supporting parent is expected to support the many activities that the Band Aides sponsor to provide the best for our students. Committee chairpersons will be contacting you to schedule your support for various functions and fundraising activities that the Band Aides sponsor. Please do what you can to volunteer your time and talents to support the Band Aides. Every little bit helps and volunteers are always highly appreciated!

The Norwin Band Aides has an elected Executive Board consisting of a president, 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, secretary and treasurer. There are also many committees involved in supporting our mission. The Executive Board and committee chairpersons meet on the 2<sup>nd</sup> Monday of each month. The general membership meetings are held every 4<sup>th</sup> Monday night at 7 p.m. unless notification is given otherwise. Officer elections are held in April. A complete listing of the Executive Board, the committee chairpersons and their phone numbers is published in every issue of the newsletter as well as on the website at [www.norwinband.net](http://www.norwinband.net).

### **23.1 Purpose**

The purpose of the Norwin Band Aides, as stated in the by-laws is:

- To stimulate and sustain interest among the Band Aides and the students at Norwin Senior High School in band activities at Norwin High School by cooperating with school authorities and the Norwin Band Director.
- To raise and distribute monies, as required for the activities of the band, not funded by the Norwin School District. All fund drives to be organized at the recommendation of the Board of Directors.
- To support and promote music education in the Norwin School District by advocating for policies that will enhance the music education of students in the Norwin School District in cooperation with the Norwin Band Director and school officials.

The Norwin Band Aides also maintain a direct line of communication in keeping parents informed through newsletters, parent e-mails, and monthly meetings. (If you have any concerns regarding your student and the Norwin Band, please see the Band Director. The Band Aides are a booster group and DO NOT intercede on issues between band members and/or the Band Director.)

## 23.2 Executive Board

The Executive Board consists of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer. Their functions are as follows:

### **President**

The President presides at all meetings, appoints committee chairs and act as an interface with the Band Director and the staff.

### **1<sup>st</sup> Vice President - Ways and Means**

The 1<sup>st</sup> Vice President shall perform the duties of the President in his/her absence and assists the President when called upon. This position will oversee all inter-functions of the Norwin Band Aides organization.

### **2<sup>nd</sup> Vice President - Operations**

The 2<sup>nd</sup> Vice President shall oversee all functions outside the Norwin Band Aides organization.

### **Secretary**

The Secretary keeps minutes of all general and board meetings. He/she also organizes Senior Night and Band Banquet.

### **Treasurer**

The Treasurer collects monies, deposits monies in a bank designated by the Board of Directors, and disperses funds. He/she also keeps all records regarding income, expenses, assets and liabilities, and prepares and distributes copies of the financial reports.

## 23.3 Band Aide Support Committees

The Band Aide Support Committees are developed to assist as follows:

### **Bandwear**

This committee outfits the Norwin Band Parents so we can show our support for the band wherever it performs. A wide variety of shirts, hats, pins, buttons, and jackets are available. Specialty items are sometimes produced based upon demand. Purchases can be made at monthly meetings, events, or practices, and can occasionally be found in the newsletter. As noted in previous sections, the Bandwear committee also has available a number of items that students may desire to purchase, such as, a garment bag and a duffle bag.

### **Budget**

The outgoing president from the previous year usually chairs this committee. The chairperson gives a monthly report and an overall status is relayed to the general membership. The yearly budget is compiled at a special Executive Board meeting and presented to the general membership for clarification, questions, and recommendations. It will then receive preliminary approval at the June Board meeting and subsequently the final approval in July. Each committee is given a budget goal. This is based on the previous year's activity and projected potential for the upcoming year.

### **By-Laws**

The By-laws chairperson is responsible for the maintenance and interpretation of the corporation's By-laws. Changes in the By-laws must be approved by the Board and voted on by the general membership.

### **Communications**

Band Note e-mail messages that contain important information for parents are sent out on a regular basis.

### **Medical**

The purpose of the Medical Committee is to provide first-aid coverage at all band performances. It functions under the direction of the band staff. The medical committee consists of volunteers trained in the medical field. The medical committee maintains a set of guidelines outlined by the band staff. Volunteers assisting the medical committee will refer to these guidelines before working with the committee. The medical committee will be with the band at all times. Parents should allow the medical committee to deal with the first aid needs of the band students. Parents will be called for if necessary.

The medical committee will not interrupt band activities to dispense medications. Parents should try to adjust timing of medications to accommodate the band activities. The medical committee will provide supplies for each activity, handle emergencies, and monitor band students' medical conditions.

### **KnightLine Blog**

Blogs are posted to the Knightline Blog by Mr. Traugh and the KnightLine Blogger a NBA board member. Information is posted as it becomes available. It will include messages from the president and articles of interest from various committees. Special information such as directions to competitions, order forms for tickets, transportation, fundraisers and band merchandise can also be included. You can access the KnightLine Blog by visiting [www.norwinband.net](http://www.norwinband.net) and following the link KNIGHTLINE BLOG.

### **Website**

The website can be found at [www.norwinband.net](http://www.norwinband.net). The password for the student section is given to them by the Band Director.

### **Parent Liaison**

The Parent Liaison Committee consists of Parent Captains representing each section of the band. These Parent Captains are responsible for coordinating section meetings prior to each band season in order to provide information to all parents about the upcoming year. These meetings will address questions and concerns that parents may have, as well as encouraging involvement in the Band Aides organization.

### **Parent Transportation**

This committee provides a means to obtain tickets, transportation and hotel accommodations for the Band Aides. Information regarding any event will be found in the Knightline newsletter. Directions to local competitions will also be made available in the newsletter and on the website.

### **Publicity**

The purpose of this committee is to make the public aware of the band's local and away performances and accomplishments via newspapers, radio or TV. We also publicize various Band Aide fundraisers on message boards throughout the community.

### **Social Committee**

The social committee is responsible for providing refreshments after general Band Aides meetings and at special meetings that may be called for new parents groups, etc. The social committee also holds a bake sale at the Norwin Band Festival, the craft show, and Winter Guard Show. The Band Aides provide items for each of these bake sales.

### **Student Points Account Manager**

The Student Points Account Manager maintains records of all student accounts, including a breakdown of points earned for each fundraiser.

### **Fair Share Coordinator**

The Fair Share Coordinator maintains a record of all student fair share accounts collects and records payments and balances due.

### **Student Transportation**

This position is held by a member of the band's executive staff who is also a member of the Band Aides. This committee is responsible for handling arrangements when the band travels both locally and out of state. Bus, hotel/sleeping accommodations and logistics for the students are all a part of this committee. It is subject to the direct input and approval of the Band Director.

### **Webmaster**

The webmaster(s) maintain the NorwinBand.net website and update the website as needed with current information.

## **23.4 Fundraising Committees**

Fundraising is a necessary ingredient to the success of the Norwin Band, and is a year-round project. The Band Aides raise money to cover the following types of costs:

- General operating expenses of the band – the purchase of instruments, equipment, music, clinicians, extra uniform parts, filing cabinets and folders, flags, rifles, competition registration fees, music stands, chairs, copy machine expenses, newsletter expenses, paper, phone line, fax line, computer software, general office supplies, etc.
- Uniform - cleaning, maintenance, replacement fund, part replacement, guard uniforms
- Marching Band/Winter Guard Season - drill design, music arrangements, and clinicians during the summer and fall, music copies, pencils, drill chart copies for teaching, and sheet copying for all students.
- Bus transportation - to out-of-state competitions.
- Concert Band Season - guest conductors, master-classes conducted by specialists for each instrument, equipment rental for rehearsals, recital expenses, catered meals, and new music.
- Meals for the Students while on trips.
- Any extracurricular entertainment as planned by the Band Directors.
- Annual Band Banquet.
- Additional staff fees such as visual techs, music techs and the pit instructor, and color guard techs.

Without the support of all parents in the fundraising programs, the Norwin Band Aides cannot continue to supplement the Norwin Band operating budget. Parents are expected to volunteer and assist with any of the committees detailed in this section. Some of the programs are held year round and some are intermittent. Participation in the fund-raising opportunities can provide for an alternative out-of-pocket funding solution that will more than meet the annual Student Fair Share Obligation needed to fund the year's activities.

### **Concession Stand**

The Band Aides are under contract with the Norwin School District to operate the concession stand at the majority of the events held at the stadium, including but not limited to football games, girls and boys soccer games, other sports events, and the annual Norwin Band Festival. The concession stand also provides service at other events, including Winter Guard shows, Craft Show and the Car Cruise. Revenues from the concession stand are a very important contribution to the yearly budget. Volunteers provide the level of parent support that has enabled us to provide first class service and products to our Community. The success of this fundraising effort depends on each family's participation. Each family is expected to volunteer time in manning the concession stand for the stadium fall sports events.

### **Norwin Band Festival**

The Festival co-chair works closely with the Festival Chairperson. Together they plan the Norwin Band Festival. The co-chair works on the program book by coordinating with the program advertisement chairperson, the layout chairperson, and the printer. When any event is hosted by the Norwin Band, all parents are requested to assist in some way. There are many ways to help with the event, even if you are unable to assist that day.

### **Winter Guard Shows**

Norwin hosts 2 winter guard events annually TRWEA (Three Rivers Winter Ensemble Association) and WGI (World Guard International). The Winter Guard Shows usually draw very big crowds and provide an outstanding opportunity for the band to grow their fundraising efforts.

### **Hoagies**

This committee is responsible for coordinating the orders for the hoagies sold by the band parents on a monthly basis. Orders are placed with section captains that handle a specific list of parent names based on their band student's section. The hoagies are delivered to the Circleville Fire Hall where they are sorted and then distributed to the band members and/or their parents. There is also a local delivery service to Norwin businesses.

### **Market Day**

Market Day items are made available through monthly sales.

### **Car Wash Marathon**

The car wash is free to all customers, but donations are cheerfully accepted! The band student body is divided into four work units, one at each car wash location. Band parents are also recruited to oversee each site.

### **Aramark**

Parents can work the concession stands at Heinz Field and/or Pitt Football games. Aramark contributes a portion of the proceeds to the Norwin Band for each of the workers at each scheduled event.

### **Car Cruise**

A Car Cruise is held each spring on the Norwin School's Campus.

### **Craft Show**

A craft show is held at the High School every November. Band students assist in the setting-up and taking-down of the tables.

### **Development/ Appeal**

This committee increases / starts development ideas as an alternative to fundraising.

### **Sarris Candy**

Sarris Candy is sold at Christmas and Easter.

### **Parking**

There are several opportunities for band parents to raise extra funds: stipend from the Athletic Department for coordinating parking at home football games; we also receive a stipend from the high school for assistance with graduation parking and other school related events; and, the Jacktown Ride & Hunt Club provides a stipend for parking assistance at their summer picnic.

**NOTE:** Any monies needed to support the organizing of any event, must be approved via a Fundraising Event Application, submitted to the Board for approval before any arrangements have been made. Monies spent in excess of approved funds will NOT be reimbursed by the Norwin Band Aides – NO EXCEPTIONS!

## **Student Fair Share Obligation**

Participation in the Norwin Band Program, as with any other school activity, does require a membership fee. Norwin Band's fair share obligation is determined annually by the elected Board and Band Director and adopted by the Organization. Fair Share is based on the Organization's operating budget, including but not limited to out-of-state travel expenses. All students regardless of the number per family or fee exempt status will be responsible for the cash-equivalent portion of fees. Please see the 2012-2013 Points System Guidelines for a current schedule of the "Points" system used to help meet the Student Fair Share Obligations.

## **Norwin Band Alumni Association**

The Norwin Band Alumni Association provides a resource for music scholarships, alumni events, maintaining acquaintances with alumni of the Norwin Band and other useful information. Their website is found at: [NorwinBandAlumni.com](http://NorwinBandAlumni.com).

## **Conclusion**

In conclusion, please remember that participation as a band parent is very important! Your level of participation, no matter how much, is greatly appreciated and provides the support necessary to allow your child to have a positive musical experience! Remember...

**Everything We Do ... Is For Our Kids!**