



2009-2010
GHS Marching
Unit Parent
Handbook

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I. Introduction

WELCOME to the 2009-2010 school year from your Glenelg High School Bands and Marching Unit Parent Support Group Executive Committee. This handbook is designed so that both parents and students may better understand the workings of the Marching Unit and the Parent Support Group. If you have any questions, comments or suggestions please don't hesitate to contact us. There have been updates and changes in procedures since last year, so please review carefully.

II. Organizational Information

As the parent of a member of the Glenelg High School Marching Unit, you automatically become a member of the parent support group. Initially, this group was formed to generate funds for much needed uniforms, which the Department of Education did not include in their operating budget. Fund raising opportunities were also developed to give Marching Unit members opportunities to raise funds for their spring trip. Today, our efforts also include helping the directors of the Band, Drill Team and Silks reach goals that might be unattainable without additional practical and financial support.

The more parents who become involved, the better support we can provide our students and directors in achieving their goals. Becoming an active member of the parent support group will allow you to learn much more about the activities of the Marching Unit, introduce new ideas, and understand the school community and students better. The Glenelg Marching Unit is preeminent in Howard County and nationally recognized for their program and performances. Our goal is to help the directors and students continue the tradition of excellence and strive to be the best they can be.

While providing a variety of fundraising activities to reach our goals, we also strive to serve our community and promote good will. The parent support group consists of elected officers, the Directors, voluntary administrative chairs and the chairpersons of the approved fundraising activities. It operates within group's by-laws and the guidance of a budget, which is presented, discussed and voted on at the Fall General Meeting.

A. Meetings

There are three general membership meetings each year to which all parents are strongly encouraged to attend. This year our general meeting dates are:

Tuesday October 13, 2009	7:30pm / Band Room
Tuesday February 9, 2009	7:30pm / Band Room
Wednesday May 19, 2010	6:00pm Awards Banquet / Cafeteria

In addition, there are monthly planning meetings, held on the second Tuesday of each month (except December and April) at 7:30 in the Band Room. We encourage all interested parents to attend these meetings as well.

B. Communications

It is essential for students and parents to stay informed as to schedules and other important information. Our website, www.glenelgbands.com, was launched in the fall of 2001. You are encouraged to check this site for information and updates. In addition, we will also have a list serve for e-mail updates. We ask that you provide us with an up-to-date email address so we can keep you informed.

III. Practices and Performances

A. Marching Unit (includes Band, Silks and Drill Team)

The Marching Band begins practicing the week before school starts, and the first football performance is usually in September. All practices prior to the beginning of school usually are held from 6:30 p.m. - 9:00 p.m. in the Band room. Students must listen for changes in scheduling due to special circumstances.

After school begins, Full Unit practice, which includes the Silks and Drill Team will be held on Wednesdays, rain or shine. The Silks and Drill Team schedule individual practice time either before or after full Unit practice. As the daylight hours become shorter, practice times will be earlier. It is very important that all members of the Marching Unit practice together on the field. Please help make this possible by scheduling appointments and other activities so they do not conflict with practice times.

During football season, Marching Unit members will report to school at the time announced by your director, in order to prepare for the half-time performance. Time will be allotted for a meal, as appropriate, and changing into uniforms. The Marching Unit will be seated together during football games and will leave the stadium as a group at the conclusion of the game. If there is a reason to be excused prior to the end of the game, please see your director for permission. The Marching Unit may have to travel to and from away games on a bus. Student driving is not permitted under any circumstances. If a member must leave with his/her parents, a note must be given to the director from the parent indicating that fact.

B. Symphonic Band

Symphonic Band rehearsals are held during 6th period Monday through Friday. Special practices will be held as announced by the director, usually Wednesday evenings.

C. Jazz Band

Jazz Band rehearsals are held Tuesdays after school and on Thursday evenings. During the course of the year, the Jazz Band performs at various functions both inside and outside the school. You will be informed in advance of any performances and their locations and times. Auditions for the Jazz Band are held in the fall of each year.

D. Drill Team

Drill Team practices are held Tuesday-Wednesday-Thursday and Saturday at times designated by the director or officers. Practice times vary as the gym, auxiliary gym or other practice areas are available. Every effort will be made to give as much advance notice as possible for practice times. During football season, the Drill Team also practices each Wednesday evening with the complete Marching Unit.

The Drill Team performs during half-time at football and varsity basketball games. The Drill Team also competes at local and national competitions; the dates and times of which will be given to the Team as soon as they are known. At the conclusion of the year, the Drill Team competes during the annual spring trip, and at the Howard County Championships.

E. Silks Squad

The Silks Squad practices will be held Monday-Wednesday-Friday from 2:40 - 4:40 p.m. During football season, the Silks will practice each Wednesday evening with the complete Marching Unit. November through April, practices are held Monday & Wednesday evenings, and Friday afternoons. Practice times vary as the gyms or other practice areas are available. Every effort will be made to give as much advance notice as possible for practice times. Silks perform during half time at football and basketball games and compete during the annual spring trip.

IV. Uniforms

A. Marching Band

As a member of the Marching Band, you will be issued a uniform that will be worn during football season and during the parade at our spring trip competition. This uniform consists of overalls, a jacket and a hat. Black shoes with black soles and black socks must be worn with this uniform and are to be purchased by the student.

B. Symphonic Band

As a member of the Symphonic Band, you will be expected to wear the following:

Men:	Black Tuxedo (issued by Director) Red cummerbund & bow tie (purchased by student through Director) White Tux shirt (purchased by student through Director) Black dress shoes (purchased by student)
Women:	Black, floor length skirt (purchased by student) White dress blouse (purchased by student) Red sash (purchased by student through Director) Black dress shoes and black socks (purchased by student)

C. Jazz Band

As a member of the Jazz Band, the director will instruct to wear a sport coat, slacks, shirt and tie or casual attire consisting of slacks and the "Jazz Band" polo-shirt, depending on the performance venue.

D. Drill Team

As a member of the Drill Team performing with the Marching Unit, you will be issued a uniform to be worn during football season and spring trip, consisting of:

Issued By Director:	Black short sleeved A-line dress Bolero jacket worn over dress
Purchased by Student:	Support pantyhose Black Jazz shoes Black slouch socks

E. Silks Squad

As a member of the Silks Squad performing with the Marching Unit, you will be issued a uniform to be worn during football season and during the spring trip parade competition. Any other outfits or pieces of equipment will be determined by the director, the cost of which may be borne by the Marching Unit if allocated in the budget, or by the student if not allocated and funded through the budget.

Issued By Director:	Bolero jacket (Marching jacket) & Pants Bows Pleated short skirt Shell
Purchased by Student:	Vest and Jazz Pants Black Jazz shoes (purchased through Director) Black knee-hi's, Socks (purchased through Director)

F. General Information

At the end of the year, the uniforms issued by the Directors will be collected. All uniforms will be dry cleaned together. You may not have your uniform cleaned separately from the group (unless prior arrangements have been made with the director). A fee is collected yearly from each member to cover the cost of dry cleaning.

V. Spring Trip

Each year the Marching Unit participates in a national-level competition held some distance from the Glenelg area. The Marching Unit competes as a whole in the parade category, and each individual group enters categories relative to their area of performance. These trips have been most successful for the group and we look forward to the spring trip as the culmination of our year. As soon as the details are known, you will be informed about cost, dates, etc. A complete description of the trip and discipline guide will be given to the students and parents. As representatives of Glenelg High School, we expect only the best behavior and have always had nothing but compliments from our hosts.

Parents do accompany the Marching Unit as chaperones along with the directors and other school faculty. Only a limited number of chaperones are needed. Parents also take this trip, planning their own transportation and lodgings. Attending the competitions and concerts is welcomed and encouraged. It is a very rewarding experience to view these award-winning performances. If you have questions, call one of the officers or ask a veteran parent about this great experience.

VI. Fundraising

The Parent Support Group is a fund raising organization. Our basic philosophy is to generate funds through activities that will be beneficial to our school and community. The parent support group needs to raise a significant amount of money each year to meet the needs of the Unit, beyond what is provided by the Department of Education. This money goes towards uniforms, music and instruments, competition fees and training, transportation, awards, honorarium, and other related expenses. In addition, the parent support group provides opportunities for the student members to raise additional money for the spring trip that occurs every year.

We encourage participation in our fundraisers by all members of the Marching Unit and their parents. ***All parents are expected to volunteer for at least one fund raising activity.*** The Parent Support Group has been very fortunate that parents volunteer their time generously and regularly! All funds raised are divided into two accounts: the General Fund and individual student Trip Funds.

A. General Fund and Trip Fund

The **General Fund** is the way in which we maintain our Band program by providing money for uniforms (both current and future), equipment (not supplied by Board of Education), transportation to and from competitions, adjudications and half-time productions, etc. Each year the Executive Committee presents the proposed budget detailing the income and expenditures of the General Fund for approval to the general membership at the Fall General Meeting.

The **Trip Fund** is money credited to an individual Marching Unit Member's Student Account through his or her involvement in fundraising activities. Most of our fundraisers are organized so that both parent and student can actively participate, and we encourage joint involvement. With regard to those activities which raise money for trip funds, we will only credit students for the student hours worked. Parents, siblings and friends cannot earn money for the student's trip fund. In addition, upon graduation, resignation, or termination of membership from the Marching Unit, all trip fund money remaining shall be transferred to the General Fund. No money credited to a student's trip fund can be "cashed out" or transferred to another account except for those seniors who have siblings currently in or entering the next year into the Marching Unit.

B. Fund Raising Activities

Each parent is expected to volunteer for at least one of the committees or activities discussed in this handbook. These activities are a fun way to get to know more about your child, your neighbors, the Marching Unit and Glenelg High School. At the same time, we are raising money for the Marching Unit. We are always looking for new ideas for fundraising activities. If you have any ideas, please call one of the officers, or bring it to the monthly meetings which are held on second Tuesday of each month in the Band Room.

Please call and volunteer for one of the committees!! A brief description of each activity follows.

- **Grocery Certificates**: This is an easy way to earn money for both the Marching Unit General Fund and students Trip Fund. Just buy grocery certificates from the Marching Unit and use them like cash at the grocery store. Certificates are available for Giant, Martins, Shoppers, Weis, Food Lion, and Superfresh Markets. Buy certificates for your family, friends and neighbors. 1 1/2% of the proceeds go to the General Fund, and 3 1/2 % go to the student's trip fund.
- **Snack Bar**: The Parent Support Group operates a snack bar, in the hall outside of the gym. The snack bar is open immediately after school for 1 hour, and is very popular with the students that have after school activities. One parent is needed for each school day, one hour per day,

to sell snacks and sodas immediately after school. This is a great way to get to know the students and what goes on at your high school. This is one of our largest moneymakers so please volunteer one hour per month. It is imperative we get volunteers for this activity. 100% of the profits go to the general fund.

In addition to volunteers for after-school shifts, parents are needed at basketball games and wrestling matches, which occur in late afternoon or early evening. We sell hot dogs, soda, and candy at games/matches. This is also a fun way to meet other parent volunteers.

- **Fruit sales:** The group also sponsors fruit sales (oranges, grapefruit, tangerines, etc. brought in from Florida) from November through March. Order forms are mailed monthly, (either snail mail or e-mail), can be picked up at the Glenelg front office, or found at many feeder schools. Fruit deliveries are made one Saturday a month. One parent is needed to sell the extra fruit, check on the storeroom fruit and correct any incorrect deliveries.

1) Parents are needed for bulk mailing. This is a relaxed social time and a great way to meet other parents. One parent needs to chair/run these mailing get-togethers. Six parents are needed in October and November.

2) Parents and students are needed to unload the truck on Saturday morning. This usually takes an hour. The number varies according to the size of the fruit order. Anywhere from six to twelve students are needed. Four parents are usually adequate.

3) Parents and students are also needed to deliver/distribute the fruit to customers. This takes two hours on Saturday. This also varies according to the fruit order. Anywhere from six to twelve students are needed. Six parents are usually adequate.

The students who participate in activities 1, 2, or 3 earn \$6 an hour towards their trip account. Depending on the year, the fruit sale may generate more profit than its allocated budget. At the end of the March fruit sale, if the budget for the General Fund has been met, and all outstanding rental fees have been covered, then the remaining profit will be distributed among the student's accounts as an extra percentage, based on actual sales during any of the 4 fruit sales.

- **CD sales:** Each year the unit records the winter, spring and jazz concerts. The recordings are transferred to professional quality CDs, which make lasting mementos of these wonderful performances. Orders are taken before and after the concerts and during intermissions. The CDs are

delivered a few weeks later. Several parent volunteers are needed to take orders at each concert.

- **Fried Dough Booth**: The Fried Dough Booth operates during the Howard County Fair, which is usually held the first week of August. The booth operates from 11 AM to 11 PM. Students and parents are asked to volunteer to work in the booth for one 4 hour shift. The shifts run from 11-3, 3-7, and 7-11. Seven adults and 11 students are needed each day. An optional special training session for parents only is held the Friday before the fair opens. First time students are given on the job training during their scheduled shift. Parents are also needed to help set up the booth the Saturday before the fair opens and tear down the booth the Sunday after the fair ends. Students who work will be credited money to their trip account based on an hourly wage. The hourly wage is computed at the end of the fair and is based on how profitable the stand was. The wage for students is a maximum of \$10 an hour. Students are also limited to working no more than 24 labor hours per week for any fundraising event.
- **Subway Cards**: This fundraiser is held several times a year, and supports both the General Fund and the student's accounts. 5% of the card's value goes to the students account, and 1% of the card's value goes to the General Fund.
- **Pizza Hut Discount Cards***: This has proven to be an easy way for the students who choose to participate to supplement their trip accounts. The students simply check out the number of discount cards they think they can sell; contact friends, family, and neighbors during the sales period; turn in the money and any unsold cards at the end of the fund drive. The cards sell for \$10.00 and there is a 50/50 split of this amount between Pizza Hut and the Marching Unit. The students trip account will be credited 100% of the \$5.00 amount for each card sold. Coordinating the kickoff of this fundraiser prior to the winter break will provide sales opportunities during Winter Concert intermission and the December or January fruit sale in addition to the student holiday sales. The fundraiser parent volunteer(s) need to interface with the Pizza Hut representative (two short meetings), be available at the school during Band period for distribution and collection (at least twice), and coordinate any other sales activity.
- **Town and Country***: Another fundraiser to support the marching unit, students and the business community are discount cards for Town and Country Auto Repair. Normally sold during the fall marching season and just prior to Christmas. For \$20.00, the purchaser of a Good Neighbor Card receives up to \$105.00 of free services, including: 2 free oil changes (valued at \$29.95 each), \$20.00 towards the cost of front or rear brake services, and 10% (up to \$25.00) off of any other service needs.

The cards are registered to individual purchasers, are non-transferable, and expire 1 year from the date of purchase. Town and Country Auto Repair are staffed by ASE certified technicians, and offer a 12 month/12,000 nationwide warranty on all repairs done at their shop. The Marching Unit keeps 100% of the proceeds from the sale of the card - \$15.00 to the student account and \$5.00 to the general fund.

**It is possible that these two fundraisers will alternate years, the decision will be made based on demand and cost for the current year's activities and spring trip.*

- **Sally Foster**: In the fall of each year, each student is provided a sales packet for Sally Foster gift wrap and assorted items. Completed order forms are collected and sent to the Sally Foster representative to fill the orders. The orders are usually available the week before Thanksgiving. Students earn 50% of their total sales for their trip fund. A parent is required to coordinate this event with the Sally Foster representative, provide the sales packets, and collect the packets and money.
- **Sub Sales**: Twice a year, in November and January, students gather orders for meat (ham, bologna, and salami) and meatless (also known as "veggie") subs. Any student who places a sub order must assist in the preparation of the subs (family member substitutes are allowed). Once prepared the students deliver the subs to their customers. Students earn 100% of the profit, after expenses, for the trip fund. A parent is needed to coordinate the sales, buy the ingredients, and oversee the preparation.
- **Wreath Sales**: Holiday wreaths, centerpieces, sprays, and small trees are pre-sold by the Marching Unit beginning in October, with a pick-up date by early December. All profit is credited to students' accounts. Any sales not named to a specific student will go to the Marching Unit General Fund.
- **Concert Tickets**: Concert ticket sales are available for any concert the Symphonic or Jazz Band performs in at the school. Usually this will consist of the winter, spring, Jazz, and guest (Jazz) concerts each year. Normally students who sell tickets earn 100% of proceeds for their trip fund, after any expenses.
- **Jazz Under the Stars**: This concert usually held the third Sunday in May at Chapel View Farm, about 10 miles west of the school. The event is held outdoors, consisting of a hot catered dinner followed by the Glenelg Jazz Ensemble and a guest artist performing. Students get 10% of ticket sales and 10% of sponsorships they sell to their trip fund, the remaining profit, after expenses, goes to the general fund. A parent, typically from the Jazz Band, is needed to coordinate the event. The large event building at the Howard County Fair Grounds is used in case of rain.

Jazz Under the Stars is the only fund raising event which utilizes sponsorships, this is actually where the profit from the event is made. All Marching Unit parents should make an attempt to get sponsors for this event, which helps the general fund. Sponsorship materials are available on the Glenelg Bands website by clicking the ICON Jazz Under the Stars.

- **Holiday Bazaar:** This event may be held in years when the spring trip is more expensive. Vendors are invited to participate in a holiday bazaar for a fixed fee plus percentage of their profit. All the money after expenses is credited to the cost of the spring trip and divided equally between all Marching Unit members who go on the trip.

C. Student Account Statements

The statements go out 3 times a year: mid-end January, mid-March (cut-off - a couple weeks before the Spring Trip) and Mid-May. The report in May is so parents can know what amount is being carried over to the next fiscal year, and also so that any discrepancies can be resolved prior to the end of the current fiscal year.

D. Fund Allocation

The following shows how the money raised is allocated. Any funds credited to either the general fund or trip funds are net after all expenses have been deducted.

EVENT	GENERAL FUND	TRIP FUNDS
Fried Dough	100% after expenses	Hourly rate ¹
Grocery Certificates	30%	70%
Fruit Sales	100% after expenses	\$6.00 per hour ² \$1.00 per full box, 50¢ per half box sold
Intermission(s)	100% soda sales	100% baked goods
Winter Concert	100% of door sales	100% of student sales ³
Spring Concert	100% of door sales	100% of student sales
Jazz Band Concert	100% of door sales	100% of student sales ⁴
Snack Bar	100%	-
CD Sales	100%	-
Guest Concert	100% door, 40% student sales after expenses	60% of student sales after expenses
Jazz Under the Stars	100% after expenses	10% of student ticket sales or sponsorships
Pizza Hut Cards		100%
Subway Cards	~17%	~83%
Sub sales		100% after expenses
Wreath sales		100% after expenses

Notes:

1. Fried Dough: After all Fried Dough expenses have been deducted, and \$1000 set aside for startup purposes for the next year, the net profit will be allocated 100% to trip funds based on the hours worked by the student, not to exceed \$10/hour. Any excess goes to the General Fund. All students are given an equal opportunity to participate.
2. Fruit Sales: Trip funds are credited for student time spent working on the bulk mailing and/or loading/unloading boxes of fruit.
3. Winter and Spring Concerts: Concert proceeds are split between Choir and Concert Band; therefore student sales are limited for Band members.
4. Jazz Band Concert: In years when the Jazz Band is making a European trip, student sales are limited to Jazz Band members.

The Trip Fund is money credited individually to each Marching Unit member, to offset the cost of his or her annual spring trip. Students may earn trip money through any and all Marching Unit fundraisers.