



CONCORD

High School Bands

2019 – 2020 Band Handbook

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Ed Harper, Director of Bands



Concord High School Bands

Mr. Edward M. Harper, Jr., *Director of Bands*
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Dear Students and Parents,

I am very excited about the prospects of a new year with the Concord High School Band Program! With the next year fast approaching, we hope to see growth and renewal in the program in several ways.

In this handbook, you will find several items, for both students and parents, which will help you become familiar with the expectations, procedures and opportunities available to you. As your director, I plan on standing firm by each of these expectations and promise to be as fair as possible. This year, we are starting the band on a new path. The band program has taken great strides on its way to becoming one of the best in Cabarrus County. With this renewed plan for excellence being brought back to the band program, this year I want to reinforce the meaning of our band's motto, **...With Pride!**. Our motto is simple, but complex; short, but strong; and having great meaning to all who embody it. It's not something that you are born with. There is no talent level you can have that will prepare you to succeed. This is something that is developed and experienced. Pride is also an acronym for the following traits: **P – Professionalism, R – Reliability, I – Integrity, D – Discipline, and E – Excellence**. Through your student's participation in Concord's Band, they will develop a great appreciation for all these traits and will live them daily.

With all of the business out of the way, I would like to say how truly excited I am to have the opportunity to work with the bands at Concord High School. I believe the students at Concord will continue to achieve great things, conquering all challenges and have a great time doing it!

Harmoniously,

Ed Harper
Director of Bands

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I. General Band Information – All Ensembles

A. **General:** The Concord High School Band Program is made up of four ensemble groups:

- Symphonic Band
- Jazz Band
- Marching Spiders
- Winter Guard

For each of these ensembles there are requirements pertaining to attire, fees, and participation/practice. This handbook has been created to address the requirements for each of the band ensembles and provide general information to the students and families participating in the band program. An acknowledgment that you have received and read this handbook is included in the appendix section.

B. Code of Conduct

These items listed below are the expectations of all members of the Concord High School Band program.

- **Respect** – *“A Tradition of Excellence is never inherited, it is earned.”* Respect is earned, not given. Be kind and courteous to others, and treat others as you would like to be treated. If you abide by the rules provided below, you are sure to earn the respect of your director, staff, peers, and parents. Respect of items belonging to the band program is also important. Treat all property with respect by refraining from marking on stands, chairs or walls, participating in activities such as running, horseplay and making sure equipment is properly stored after every rehearsal, including percussion and large instruments.
- **Commitment and Dedication** – Being part of a band program takes a certain level of commitment. Not only are you responsible for doing what is required of you, but others depend on you every day to ensure the progress of each group. Even if you’re having a bad day, or have a ton of homework, you have made a commitment to something larger than yourself and need to honor that commitment. This is one of the biggest character builders the band program can offer you as a maturing young man or woman.
- **Timeliness** – *“To be early is to be on time – To be on time is to be late – to be late is to be early for the next rehearsal.”* If you are late, the director will need to either know ahead of time or have written documentation. This is a common courtesy.
- **Positive attitude** – Everyone understands that people have a bad day once in a while. Everyone should leave their problems *“at the door”* and bring a positive attitude to rehearsal. Let the fact that you are participating in something you enjoy fill you up and keep you going!
- **Behavior** – You are expected to follow all rules and guidelines as a student of Concord High School, in addition to the expectations stated here.
- **Pride and Class** – While in uniform, concert dress or school/band spirit wear, you are representing the pride of Concord High School. You will be aware of all you do and will not disrespect the pride and image of this school or band.
- **Responsibility** – You, the band member, are responsible for all equipment loaned to you for the use in the Concord High School Band Program. This means that you will be responsible for, at minimum, letting the director know when an instrument is of need of repair, as soon as damage occurs. Excessive damage to instruments caused by horseplay or overall neglect and abuse will result in a repair bill charged to the responsible student.

- **Professionalism** – There is an expectation that all students will practice for their respective ensembles. This means that students must take ownership of their work and practice will have to be done outside of the school day to prepare for the next rehearsal. Failing to do so will prevent the ensembles from performing at their best and making sufficient progress.
- **Preparation** – In addition to outside practice, students will be expected to have all equipment needed for rehearsal and performance. This includes, sheet music, instruments, pencils, reeds, mouthpieces, valve oil, sticks, guard equipment, etc.
- **Participation** – Students will actively participate as a member of the ensemble. This means that during rehearsal time, talking out of turn will not be tolerated. This will detract from the musical learning at hand and will slow the progress of the ensemble. We want all ensembles to perform to the best of their abilities.
- **Duty** - “Every Person, All the Time!” No student will leave any band activity before all responsibilities are addressed. This includes unloading buses/trailers, resetting chairs and stands, cleaning the band room and buses after football games / competitions, etc. All students will be dismissed as a whole, by class, at the end of the event.
- **Profanity** – Do not use profanity in any capacity, whether verbal, visual or electronic. All acts will be subject to disciplinary measures.
- **Electronics** – No cell phones will be used during rehearsal for personal needs. Section leaders may use them for metronome or tuner apps only.
- **Food / Drink** – There will be no food or drink allowed in the band room, except for water. This will help keep our room clean and free of pests. Gum chewing, specifically, is prohibited in the band room.

C. Discipline

All Concord High School and Band Program rules apply during **ALL** rehearsals, performances, away events, competitions and parades. (See Code of Conduct) As a member of the Concord High School Band Program, you will follow rules as provided through the chain of command (listed below). Disciplinary measures will be handled as follows:

1. Warning will be given to a specific section or group of individuals.
2. Specific warning will be given to individual(s) involved.
3. Student(s) will be asked to pack up their instrument(s) / equipment and sit out the rest of rehearsal losing all right to participate. Conference with student after class.
4. Phone call home.
5. Student(s) meet with administrator, director and parents to determine further disciplinary action. Depending on the severity of the act, this may result in the expulsion of the student(s) from the Marching Spiders. Class bands will receive an appropriate minor or major, depending on the severity of the discipline issue.

Note - If for any reason, a student is either dismissed from participation by the band director, pulled from participation by parents due to poor grades or home-related matters, or self-removal by the student, the FULL amount of the Fair Share fee will be charged to their account. There is NO refund past the final payment or Band Camp, whichever is sooner.

D. Band Boosters

Every parent and guardian with a child in a Concord Band ensemble is already a member of the Band Boosters. The boosters provide physical and financial assistance to the band program. Your help allows us to continue providing high quality experiences for your students. The Band Boosters meet in the Concord High Band Room once per Quarter, so please check the web for updates. Everyone is welcome and encouraged to attend.

E. Communications

There are several methods employed by Mr. Harper and the Band Boosters to communicate with the students and band families. Several of these are listed below of communication employed by the Band Program and the Band Boosters.

Remind – Text the following to 81010: @8da7b3c for CHS Bands general info, @concordmar for Marching Spiders, @concordwin for Winterguard and @ concordja for Jazz Ensemble

Facebook – Join our closed Facebook group at www.facebook.com/groups/marchingspiders (not just for marching band anymore. Name – Concord High School Bands. We post awesome stuff for and about your kids.

Concord High School Band Website: Mr. Harper has a website to which he posts calendars, syllabi, music, and general information about the band programs. The URL is <http://www.concordhsbands.com/>

Charms Office Assistant: This is the primary tool used by the CHS Band Boosters for volunteer sign ups, calendars, student financial accounts, and for emailing information out to band members and families. Please be certain we have accurate and up-to-date emails for each student and band family member(s) so that we can be sure we are communicating information to you about events, activities, and information about the program. The URL is <https://www.charmsoffice.com/>.

Once in Charms – go to the Enter/Login drop down and select Parents/Students/Members. The school code you will need is “ConcordHSBands.” That takes you into the Charms site. Between the icons and the menu selections it is generally easy to follow. You password initially should be your Student’s ID number. The system may then prompt you to change the password to one of your choosing. This is how the Band Boosters send out group emails. You can also click on the financial icon and check on the account of your student. You can also click on the calendar icon to sign up to volunteer for events or fundraisers.

There are currently numerous Band Facebook pages out there. The Band Boosters communication team is working on streamlining the pages for communications – and we may also employ new methods of communicating with our band family.

F. Fees

There are fees associated with each of the ensemble groups:

Symphonic Band and Jazz Band – There is a fee of \$10 for each semester (or full year for IB students) payable at the beginning of each semester or school year. Costs to attend MPA events will be incurred during the school year.

Marching Spiders– The total fee for the season is \$500, payable on or before the date listed in the following manner (option 2 as an example):

	Due Date	Payment Amount
1 st Payment	April 15 th	\$125
2 nd Payment	May 15 th	\$125
3 rd Payment	June 15 th	\$125
4 th Payment	July 15 th	\$125

Winter Guard – The total fee for the season is \$500, payable on or before the date listed in the following manner:

	Due Date	Payment Amount
1 st Payment	December 1 st	\$125
2 nd Payment	January 1 st	\$125
3 rd Payment	February 1 st	\$125
4 th Payment	March 1 st	\$125

Families may also engage in all fundraising opportunities that we offer, including but not limited to: Selling Autobel Tickets, Raffle Tickets, Sundrop, World’s Finest Chocolate, Working at Charlotte Motor Speedway, Cabarrus Arena and PNC Pavillion. We encourage every family to seek multiple forms of raising funds to make it affordable for them, but also to help provide additional funds for the band program itself.

If you are unable to meet the financial commitment for the band, please contact the Band Director for more information about a variety of payment plans, fundraising opportunities, and other components to help meet your needs. **Every student who desires to participate WILL be afforded the opportunity.** There is a financial form that accompanies this handbook that will help you make arrangements with the band director. The form is found attached in the Appendices.

Note - Fundraising and account credits may not be used to pay for items purchased for students, i.e. marching shoes, gloves, show shirts, etc.

Note - If for any reason, a student is either dismissed from participation by the band director, pulled from participation by parents due to poor grades or home-related matters, or self-removal by the student, the FULL amount of the Fair Share fee will be charged to their account. There is NO refund past the final payment or Band Camp, whichever is sooner..

G. Financial / Fundraising

The CHS Band Boosters carry an annual budget of approximately \$80-90,000. This does **NOT** include any money provided to the program by CCS. This budget includes items such as staff that assist Mr. Harper with all band ensembles, transportation (MPAs, Games, Competitions, and Events), equipment (instruments not provided by students – mainly percussion/front ensemble type equipment, larger and unique instruments, as well as equipment/supplies needed to maintain/play the instruments), and music. This total dollar amount is raised through fees from band families and in large part, fundraising by the band program. Please know that the cost per student to run this program exceeds what the families pay into the program and we need everyone’s support to raise additional funds to maintain the program.

Fundraising: The CHS Band Boosters endeavors to keep fundraising to a minimum. Currently, our largest fundraisers are working at Charlotte Motor Speedway, the Cabarrus Arena, and participation in other sales. The Boosters have formed a committee to look into fundraising opportunities to identify ways to get more “bang for the buck” and not put the burden on our families to continually sell something. As more information is garnered this will be communicated.

ALL Band ensembles may participate in **ALL** fundraising - if you participate in the marching Spiders and/or Winter Guard – families are expected to volunteer to work **at least one** fundraising event (Speedway, Arena, PNC Pavillion, etc.) to benefit the Band Booster General Fund in addition to competitions and other non-fundraising events. These fundraising opportunities enable families to earn credits toward their student account. Participating in fundraising opportunities is an excellent way to meet other band families, pay your band fees, support your student and have **FUN!**

H. Student Account Information

We maintain a "Student Account" for each band student. This account operates similarly to a bank account and is applied, on your child's behalf, toward most band expenses. Money for the student account is earned through fundraising activities or deposits. Student account funds can be directed to any band-related expense, such as marching fees, concert ensemble fees, winter guard fees, or trip fees (if applicable). Account fund balances can be carried over from year to year. Student Account funds CANNOT be paid directly to a student. Should you have excess funds when your child graduates, they may be directed to a sibling of the same household's account or to the General Band Booster Fund. Upon graduation, any remaining undirected student account funds will be moved automatically to the General Band Booster Fund. We make updates to Student Accounts on a regular basis. You can get access to your student account 24/7 through our CHARMS website. You can also contact our treasurer if you have questions.

I. Supplies

This is a list of supplies that every student should have. All students also need to have their **instrument, pencil and their music**.

- Flute – cleaning rod and cloth or swab
- Clarinet – 3 extra working reeds (**Vandoren or D'Addario Reserve**), cleaning swab, cork grease
- Alto, Tenor, and Baritone Saxophone – 3 extra working reeds (**Vandoren or D'Addario Reserve**), cleaning swab, cork grease, neck strap
- Trumpet / Mellophone – Valve oil (**Hetman Synthetic Piston Lubricant 2 or Blue Juice**), cleaning cloth, tuning slide grease
- Horn – Rotor oil (**Hetman Synthetic Rotor Lubricant 12**), cleaning cloth, tuning slide grease
- Trombone – Slide grease or oil (**Slide-O Mix**), cleaning cloth, tuning slide grease
- Euphonium – Valve oil (**Hetman Synthetic Piston Lubricant 2 or Blue Juice**), cleaning cloth, tuning slide grease
- Tuba – Valve oil (**Hetman Synthetic Piston Lubricant 2 or Blue Juice**), cleaning cloth, tuning slide grease
- Percussion – Snare drum sticks (**Vic-Firth SD-1 General**), Medium-hard yarn mallets, timpani mallets

Please keep your instruments in playing condition at all times. If something breaks, tell the Director **IMMEDIATELY**, so that it may be repaired ASAP. Any repair needed due to damage of school owned instruments found to be more than normal wear and tear will be charged to the responsible party's family.

Instrument storage lockers are available for all instruments. All students will be assigned a locker at the beginning of each semester / school year. Each student will also need to **provide a combination lock** to keep their equipment safe. Neither Concord High School, nor the Concord Band Boosters are liable for damage, theft or loss of a student's instrument.

Some instruments are available for use if a student does not have the means to purchase. These include, but are not limited to: Oboe, Bassoon, Bass Clarinet, Tenor and Baritone Saxophones, French Horn, Trombone, Baritone, Tuba and Percussion.

J. Participation/Attendance

Participation and/or attendance at all ensemble events is required unless cleared with the band director – **IN ADVANCE**. Details for each ensemble group are contained below.

II. Non-Marching Ensembles

A. Symphonic Band

The Symphonic Band serves the overall band program and is composed mainly of 9th through 12th graders. The Symphonic Band is a performance class for wind and percussion students with a minimum of two years playing experience on their instruments and ability to read music. The class focuses on developing music skills including instrumental techniques and performance practices as it relates to various idioms of selected band literature. Typically, the course will cover literature ranging from Grade III-VI. Chair placements are determined by seating tests throughout the school year. All students are expected to practice a minimum of 5 hours each week. A syllabus for the course may be found on the band website (see section I.E, above)

The Symphonic Band is expected to play a maximum of four (4) concerts throughout the year. Students are encouraged to take private lessons.

Concert Attire:

Women – Long, below the knee, Black Dresses or a Black Blouse and Black Slacks. Black, flat heel dress shoes.

Men – Black Button-Down Dress Shirt, Black Dress Slacks, Black Business Length Socks and Black Dress Shoes.

NOTE: Jeans, Polos, T-Shirts or Tennis Shoes are not viewed as acceptable forms of Concert Attire. You will not be allowed to perform with the ensemble if the attire needs are not met.

B. Jazz Band

The Jazz Ensemble is an audition ensemble open to all band members. It is a requirement that all *wind players* (sax/trombone/trumpet) must also be in another ensemble (Concert, Symphonic or Marching Spiders) in order to be eligible to participate. This ensemble plays at concerts and “gigs” throughout the community. The Jazz Ensemble will explore many styles of music, including, but not limited to big band swing, Latin jazz, rock, pop, funk and others. Students will also spend time developing skills in improvisation. The Jazz Ensemble will meet as an extra-curricular activity at the conclusion of marching band season.

Attire: The Jazz Ensemble typically wears black pants and a black dress shirt or CHS band polo shirt which will be purchased at the beginning of their season.

C. Other Playing Opportunities

Students are encouraged to seek out other performance venues, including for family, friends, and church. These opportunities are chances for students to advance themselves outside of the classroom. The opportunities are open to all students and include Solo and Ensemble Festival, Honor Bands and Clinics, and private lessons. Community Bands, like the Piedmont Primetime Community Band which rehearses here at Concord High, offer students the opportunity to play outside of the school day. Students are encouraged to participate in these community programs. Information about the other opportunities will be given out as they come to the Director’s attention.

III. Marching Spiders

A. General: The Marching Band marches at all home football games and performs at competitions in the fall. The program is approximately 10 minutes in length and with the music and drill – the marching band tells a story. Students who participate in this ensemble will be required to attend Band Camp in the summer and all scheduled practices and competitions.

B. Band Camp: Every summer, the Marching Spiders host band camp for two weeks to prepare the program for the competition season. At camp, the students learn the fundamentals of marching and the “drill” (marching formations) to accompany the selected music and make huge strides in assembling the program. For that reason, camp is required. Camp will be held the week of July 22nd - 26th from 8:00 AM – 4:00 PM and the week of July 29th – August 2nd from 7:00 AM – 7:00 PM. Details about camp and what is needed will be provided to all Marching Spiders members.

1. Student Needs for Band Camp

- **Instrument** (Mouthpiece, valve oil, reeds, cork grease, neck strap, color guard equipment, sticks, mallets, etc.)
- **Your Lunch** – Please pack a lunch **EVERYDAY**. We will provide snacks throughout the day.
- **Book bag** – It’s easy to carry stuff from the band room to the field and back and it keeps your stuff organized.
- **Fanny Pack** – Optional equipment (Holds dot book, valve oil, lip balm, pencil, etc.)
- **Binder w/ sheet protectors** for your music (for winds and percussion only)
- **Dot book** - Bound notecards on a shoestring or lanyard (Used to plot drill coordinates – front ensemble will not need, but everyone else will)
- **Lyre and Flip Folder** (Winds only – purchase at local music store – bring instrument for perfect fit)
- **PENCIL(s)** – sharpened and usable
- **Water Jug – Mandatory Equipment.** Igloo 1/2 Gal. Legend works best / something similar is fine – You will go through a lot of water. Camel Backs are not permitted on the field. All students will receive ample water breaks. We will provide large water jugs to refill your personal bottles. Make sure to load yours up with ice in the morning.
- **Sunscreen** – (SPF 50 or higher) – This is not the time to get a tan... you will burn if not careful
- **Insect Repellent...** AKA Bug Spray
- **Lip Balm** – Winds, consider purchasing Chop Saver.
- **Hat** – Wide brim if possible
- **Sunglasses**
- **T-Shirt and Shorts** (Athletic shorts are best) – School regulations for dress are also enforced during camp. This means you are covered. Ladies (or gentlemen), spandex may be worn if covered by shorts, but not your only bottoms.
- **Socks and Tennis Shoes** – No Flip Flops / Sandals / Bare Feet allowed on the field or at basics block.
- **A change of clothes** (shirt, shorts, socks, shoes, etc.) – You will sweat... you will feel nasty.
- **Deodorant** – We will check... No one wants to smell that... Please be considerate of others with breathing allergies / asthma... if possible, stick only – no spray.
- **Other Hygienic Needs...**
- **A Beach Towel** – for stretches, as the grass may be wet with dew in the early morning.

C. Practices: Marching practices will be on **TUESDAYS AND THURSDAYS from 4:00-7:30 pm**. As a member of this organization your band student is expected to attend every rehearsal. This means all appointments (doctors, drivers ed, tutoring, club meetings, etc.) must be scheduled on days other than Tuesday and Thursday for the months of August, September, and October. Winds, Brass, Percussion and Color Guard will hold additional practices on selected days, with times to be announced. **Water Jugs (same used for band camp) are required** for all students for all their practices as well as band camp.

As you can see from the calendar attached (Appendix), we will compete at several competitions as well as performing at home and away football games. Please make note of all of the dates listed in the schedule for this school year. **Band camp is mandatory: if your band student cannot attend band camp, IT MUST BE CLEARED WITH THE BAND DIRECTOR FAR IN ADVANCE!**

D. Attendance

1. Sectionals: Each member should expect to meet after school for one-hour sectional rehearsal, once each week during the school year. Sectional times will be decided by each group, but will occur during Tuesday and Thursday afternoons. If a sectional is cancelled, it must be made up during the same week, at the discretion of the band director.

2. Parades: The band will perform in a variety of parades throughout the year, including but not limited to the Concord Christmas Parade, the Kannapolis Parade of Lights and the Harrisburg Fourth of July Parade. These parades are **MANDATORY** for all band members. We want to represent ourselves and our school with the best, and we can only do that with representation from all students.

3. Tardies: 4 tardies are equal to 1 unexcused absence. Tardies are not broken down into excused versus unexcused. Tardy members must report to their section leader upon arrival. No one should assume that their section leader sees them when they arrive late.

4. Excused Absences: An absence is considered excused for:

- School-related activities (to be approved in advance by Mr. Harper)
- Students who missed the regular school day due to illness
- Severe illness
- Death
- Anything else on a case-by-case basis approved by Mr. Harper

5. Performance Absences: This must be communicated to Mr. Harper as soon as you know about them. If a vacation or important family function is planned during a performance, it is planned well in advance. Advising Mr. Harper of planned events less than 2 weeks in advance will result in an Unexcused Absence.

6. Unexcused Absences: Are considered anything that is not excused by the items listed above.

- 2 Unexcused Absences will result in Probationary Status. During the performance weekend immediately following (or first eligible performance in the case of early season absences), the member will perform the show without his/her instrument/equipment from the sideline and not participate alongside other band members during football games, although attendance at these performances is still required. This is meant to reinforce the importance of attendance and the role that each member has in contributing to the overall success of the band.
- 4 Unexcused Absences will result in dismissal from the Marching Spiders. Excessive absenteeism causes poor performance, disregard for standards and is counterproductive to the goals of the Marching Spiders. Students will not be refunded any portion of their fees due to dismissal.

E. Code of Conduct – Marching Spiders Specific

1. **All conduct guidelines set earlier in the handbook**, both school and band related, apply to all members and parents.

2. **While in the stands at home or away football games**, each band member will:

- Support the football team and cheerleaders. We are at the game to help energize the crowd, team and cheerleaders to ensure a Spider victory or help ease an unfortunate loss. Band members will participate in cheers of their own in addition to those of the cheerleaders.
- Play instruments when instructed to do so by staff and/or drum majors. We only play on defense as to not distract our offensive players. We will also play between 1st and 2nd quarter and 3rd and 4th Quarter.
- Sit in assigned seats, with your section and keep non-playing persons out of the band area. This is to insure the safety of personal and school instruments.
- Come to attention when drum major or director is in front of the group.
- Be prepared to start each song with the downbeat – especially the Fight Song!
- Return from breaks at designated times. We will always have 3rd quarter off at both home and away games, and will return, ready to play with three (3) minutes left in the 3rd Quarter.
- Line up properly to go into stand formations, stand at “standby” once designated seat is reached (Drum Major will indicate when it is appropriate to sit if necessary). Keep shako (hat) and gloves on until drum major indicates.
- Stand at attention at away games when anyone is performing the National Anthem.

3. **Any issues regarding inappropriate conduct** while at band functions may be addressed by student leaders, who will document attempts to correct poor conduct. If problems continue, staff will be consulted for action. If behaviors continue following attempts by student leader and director to correct, and contact with family has been made, dismissal from band due to inappropriate conduct will occur.

4. **Severe behavioral episodes** will be addressed by directors on a case-by-case basis. Members who display inappropriate behavior will be given the chance to correct the behavior prior to dismissal, unless the behavior is of a dangerous nature.

5. **Transportation:** Students will be provided activity bus transportation for all events within the state of North Carolina. Charter Buses will be provided in most other cases when it is financially responsible to do so. There may be some instances where carpooling is required. Here are some items pertaining to transportation conduct:

- All students are expected to ride activity bus transportation, to and from events. This is a Cabarrus County Schools policy.
- Students will be assigned to buses based on their section (usually winds and guard / percussion) and bus captains will be responsible for taking attendance for each bus. Students may not switch buses for any reason.
- There will be a minimum of 2 Parent Chaperones per bus for every trip. This will help greatly in monitoring students and handling any issues that might arise during travel.
- Students are expected to load and unload their own equipment. This helps to expedite the process for all students and takes the liability of damage of / loss to personal equipment out of the equation.
- If a student misses the bus, they are required to get themselves to a performance. This will not be considered an excused absence.

- Students, with arrangements made prior to an event, may ride home with their parent. In the event, students must take their uniform and all equipment with them and return them to the band room the very next school day.

F. Marching Uniform

1. Marching Uniform: Our marching uniform consists of jacket and pants (“bibs”) and is provided by the band boosters. They remain at CHS always and are cleaned at the end of the marching season or as needed. Color Guard will have a specific uniform that is show-theme related and will be purchased for them each year. This uniform is also property of Concord High School and not the individual student. Students will be responsible for the purchase of the following items as part of their uniform:

2. Winds and Percussion:

- **Socks:** Black mid-calf socks are to be worn with the marching uniform and must be supplied by the marcher. Bare legs cannot show when marching.
- **Marching Shoes:** Specific marching shoes are required. Shoe fitting will take place at band camp or before at the convenience of the band director. The cost will be billed to your student account. All marching shoes must be purchased through the band boosters.
- **Undershirt:** Marchers always wear their show shirt or a Concord Band shirt under their uniform jacket.

3. Color Guard:

- **Guard Shoes:** Specific shoes (Jazz Shoes) will need to be purchased through the band (at the cost of the student) and are coordinated based on the uniform selected each year.
- **Guard Gloves:** These gloves are used by students that spin Rifle or Sabre. They also will be purchased through the band (at the cost of the student) for each student asked to spin a weapon.
- **Undergarments:** Students may be asked to provide their own unitard to go under their uniform. Each student will have one purchased for them through the band (at the cost of the student).
- **** A Word on Jewelry for ALL BAND STUDENTS– NO VISIBLE JEWELRY,** (earrings, gauges, facial piercings, rings, necklaces, etc...) SHALL BE WORN WHEN IN UNIFORM. NO EXCEPTIONS!!! Items may be worn under your uniform if hidden.

Summer Uniform: Our summer uniform consists of athletic shoes, khaki shorts, white socks, and our show t-shirt. All Marchers need a Summer Uniform.

- **Khaki Shorts or Capris:** Shorts should be light brown or tan and of appropriate length.
- **White Socks:** Socks should be ankle or “no show” length
- **Show T-Shirt Size: A show shirt will be distributed at Band camp.** Please indicate size on Registration Form. Every member will be provided with **one** shirt. Many families choose to order extra shirts for parents and/or siblings to wear at games/competitions. If you desire to do so they are \$10 for each additional shirt.

G. Band Item Needs Outside of Uniform

1. Woodwinds and Brass:

- **Music Lyre and Flip Folio** – Can be purchased at any local or online music retailer. Please take instrument when fitting lyre because not every clarinet/saxophone/trumpet lyre is the same for all instruments. Especially from brand to brand. Flutes, piccolos and Contras will need a “Flautist’s Friend” to hold their music. It is suggested that students purchase extra “windows” for their flip folio because we play a lot of music in the stands.

2. Color Guard:

- **Flag Pole and Flag** – It is strongly encouraged for each student to purchase their own flag pole (6ft) and a flag of their own choice to use as their individual practice flag. This is to be kept at home for them to practice with outside of band practice. Places like <https://www.bandshoppe.com/>, <https://www.mccormicksnet.com/> and <https://thebandhall.com/> are great places to get color guard and band equipment.
- **Rifle / Sabre** - Students that are asked to spin rifle or sabre should consider purchasing their own. The recommended weapons should come from Designs by King and are found here: <https://www.designsbyking.com/index.html>
 - o Rifle – King 39” – Silver Bolt / Black Strap
 - o Sabre – King KS2 39”

H. Color Guard and Winter Guard Specifics:

Color Guard is a precision flag and weapons corps comprised of students in grade levels 9-12, with special permission given to Middle School students. During the marching band season, they perform as an integral part of the Marching Spiders. The color guard uses props, flags, and weapons, along with movement, to express dynamic passages in the music accompanying the marching band show. They are a significant component of the visual representation of the musical score. Their flag colors and shapes, along with their costumes, help to convey the overall theme of the marching band show.

When the marching season comes to a close, they continue to train and hone their skills with a specially designed competition piece. The Winter Guard training begins in the month of November and competitions begin at the end of January and continue through April. The Winter Guard is a member of the Carolina Winter Ensemble Association (CWEA) and the group travels to several competitions within this circuit. Participants are selected through a rigorous audition process including the manipulation of equipment, dance, and performance skills.

Band Registration

Please visit <http://www.concordhsbands.com/band-registration-info.html> to complete the online registration form. All students regardless of ensemble will need to fill this out every year to help us update our contact information in Charms.



Concord High School Bands

Travel Release Form

In consideration of our child being allowed to participate in the Concord High School Band program, for all band and band affiliated trips, sponsored by the Board of Education for Cabarrus County Schools and compliance with the cost of arrangements made for transportation, food, and lodging:

We, the undersigned, parents or guardians of our child _____ age _____, Hereby give our permission for our child to participate in all trips with any and all groups of the Concord High School Band Program in the 2019-2020 school year. This permission is granted with the full knowledge and understanding of the length of time to be spent away from home, the distance to be traveled, the normal routes of interstate, and the risks that accompany any such journey, and at times students might have to ride with designated parent chaperones in vehicles to and from band related events.

We, the undersigned, do hereby release and agree not to hold liable the Cabarrus County Schools, NC, the Board of Education for Cabarrus County Schools, Its officers, agents, and employees, Concord High School, its administration and employees, and the Concord High School Band Boosters, its officers, agents, and employees, and any designated Concord High School Band parent chaperone drive from any and all actions, causes of actions, claims for delays in travel, personal injuries or death sustained by our child while participating in the aforesaid trip. We, the undersigned, agree to indemnify, hold and save harmless the Cabarrus County and the Board of Education of Cabarrus County Schools, its officers, agents, and employees, Concord High School, its administration and employees, and the Concord High School Band Boosters, its officers, agents, and employees, and any designated Concord High School Band parent chaperone driver from any and all actions, causes of actions, liability, action claim, damage award or judgment incurred or suffered by the its individual officers, agents, or employees as a result of any act or omission by our child or caused by our child while participating in the aforesaid trips.

We understand that all rules and regulations of Concord High School and the Board of Education of Cabarrus County Schools as well as all band rules will be enforced. We fully understand that failure to comply with these rules may result in being sent home immediately at the parent’s expense and disciplinary action will then be taken by the school administration.

Student signature: _____

Parent signature: _____

Date: ____/____/____ **Emergency phone number:** (____) _____

Parent work phone: (____) _____ **Home phone:** (____) _____

Notary Public of North Carolina: _____

County: _____

My commission expires: ____/____/____

Seal:



Concord High School Bands

Mr. Edward M. Harper, Jr., *Director of Bands*
Concord High School
481 Burrage Rd NE
Concord, NC 28025
704-260-6000 Phone
704-260-6019 Fax

Medical Release Form

Student Name: _____ Date of Birth: _____

Phone Numbers where Parents can be reached:

Home: (____) _____ Work: (____) _____ Cell: (____) _____

Family Physician: _____ Phone: (____) _____

Specify any medical conditions of which an attending physician should be aware:

Insurance Information:

Name of Policy Holder: _____

Insurance Company: _____

Policy Number: _____ Group Number: _____

Consent:

If deemed necessary by school officials during a function of the Concord High School Band, permission is hereby granted to the attending physician to proceed with any medical or minor surgical treatment, x-ray, examinations, and immunizations for the above named student. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way. If said physician is not able to communicate with me, the treatment necessary for the best interest of the student may be given.

Signature of Parent or Guardian: _____ Date: _____

Notary Public of North Carolina: _____

County: _____

My Commission Expires ____ / ____ / ____ Seal



Concord High School Bands

OPTION #1

FAIR SHARE FOR MARCHING BAND SEASON, 2019

Student's Name: _____, Parent's Name: _____

- I choose to pay my Student's Fair Share of \$500.00 in full on _____.
- I further understand that there are **NO REFUNDS**. Parent's Initial, _____.

Signature of Parent or Guardian: _____ Date: _____

Notary Public of North Carolina: _____

County: _____

My Commission Expires ___ / ___ / ___ Seal

ATTACH COPY OF CHECK.



Concord High School Bands

OPTION #2

FAIR SHARE PAYMENT PLAN FOR MARCHING BAND, 2019

I choose to pay my Student's Fair Share of \$500.00 in 4 equal payments of \$125.00 each.

- The first payment of \$125.00 will be paid on or before April 15, 2018.
Parent's initial, _____.
- The second payment of \$125.00 will be paid on or before May 15, 2018.
Parent's initial, _____.
- The third payment of \$125.00 will be paid on or before June 15, 2018.
Parent's Initial, _____.
- The fourth and final payment of \$125.00 will be paid on or before July 15, 2018. Parent's Initial, _____.

I, (print) _____, the parent or guardian of
 (print) _____, agree to make the payments presented to me above and understand that without a payment being made that my student will not be allowed to participate in the Concord High School Bands Program. I also understand that as of April 15, 2019 that I am committing to paying the full amount of Student Fair Share fees (\$500.00) under the provided payment plan. I understand that if at any time, my student decides to not participate in the 2018 Band Program of Concord High School, the unpaid balance is still to be paid in full. Parent's initial, _____. I further understand that there are **NO REFUNDS**. Parent's Initial, _____. I understand that all unpaid balances will be recorded onto my student's school account until paid in full. I fully understand that nonpayment will prevent my student from participating in other extracurricular activities, such as but not limited to; sports, field trips, senior trips, prom, senior graduation, etc.. Parent's Initial, _____.

Signature of Parent or Guardian: _____ Date: _____

Notary Public of North Carolina: _____

County: _____

My Commission Expires ___ / ___ / ___ Seal

ATTACH COPY OF FIRST PAYMENT _____ WITNESS INITIALS

ATTACH COPY OF SECOND PAYMENT _____ WITNESS INITIALS

ATTACH COPY OF THIRD PAYMENT _____ WITNESS INITIALS

ATTACH COPY OF FOURTH PAYMENT _____ WITNESS INITIALS



Concord High School Bands

OPTION #3

FAIR SHARE PAYMENT PLAN INCLUDING SERVING OPPORTUNITIES

The Concord High Bands Program is dedicated to creating many opportunities for families to earn “Fair Share” funding in order to lower the out of pocket expenses for families. A family can earn funding through the sales of Band Booster Board approved items and by working approved Band Booster Board “Fair Share Hours”. In some cases, and pending upon the age of your student, each family member can earn hourly, “Fair Share Compensation” that is applied directly towards your student’s Fair Share account. These funds are to be used to lower the cost of band fees only. It is understood that these funds raised are **NOT REFUNDABLE** under any circumstances. Parent’s Initials _____

These Fair Share opportunities may include and may not be limited to:

- Working hours at the Charlotte Motor Speedway twice a year.
- Working hours at the Arena twice a year.
- Selling Chocolate bars.
- Selling Raffle Tickets.
- Selling Sundrop.
- Serving at other opportunities to be determined.

The advantage of the “Fair Share Opportunities” are;

- These opportunities open the door for the entire family to work to earn “Fair Share Funding” for your student’s account.
- The earning possibilities are solely up to you.
- With enough family support, the possibility of earning enough funds to cover all Fair Share Fees is a great possibility.
- Working “Fair Share Hours” limits the amount of “out of pocket” expenses.
- It builds friendships with other Band Families.
- Builds positive relationships with other Band Families.

How do we participate in “Fair Share Opportunities”?

- Available hours will be posted; you must sign up in order to participate.
- You must be present for the hours you have signed up for. If you sign up and do not attend, you will be pushing someone else out of earning “Fair Share Funds”.
- You must provide your own transportation to and from the event or arrange transportation with a responsible party.

Here is how it will work for the 2018 Season.

- Your First "Fair Share Payment" of \$200.00 in cash or Fair Share Hours, is due by June 1, 2019. I, and/or my 16-year-old or older student, will work at the Charlotte Motor Speedway for "Fair Share Hours" and earn funding towards our first "Fair Share" account payment. Sundrop sales will also be available coming soon.

Parent's Initials _____

- Your Second Payment of \$100.00 in cash or "Fair Share" is due July 1, 2019.

Parent's Initials _____

- Your Third Payment of \$100.00 in cash or "Fair Share" is due August 1, 2019.

Parent's Initials _____

- Your Fourth and final payment of \$100.00 in cash or "Fair Share" is due September 1, 2019.

Parent's Initials _____

It is understood that this is a payment plan. It is understood that the payments listed above will be due regardless if the "Fair Share Fundraising Opportunities" are available or not available. Sometimes circumstances beyond our control will determine if a "Fair Share Opportunity" is available or not. Sometimes slots are limited at events outside of our control. As a parent, I do understand that my payment is due at the dates listed above.

Parent's Initials _____

Signature of Parent or Guardian: _____ Date: _____

Notary Public of North Carolina: _____

County: _____

My Commission Expires ___ / ___ / ___ Seal

First Payment Made: June 1, 2019

Cash amount _____, Date _____

Fair Share amount earned and event served: _____, Date _____

Witness _____

Copy of First Payment is attached: _____, Date: _____

Second Payment Made: July 1, 2019

Cash amount _____, Date _____

Fair Share amount earned and event served: _____, Date _____

Witness _____

Copy of Second Payment is attached: _____, Date: _____

Third Payment Made: August 1, 201

Cash amount _____, Date _____

Fair Share amount earned and event served: _____, Date _____

Witness _____

Copy of Third Payment is attached: _____, Date: _____

Fourth and Final Payment Made: September 1, 2019

Cash amount _____, Date _____

Fair Share amount earned and event served: _____, Date _____

Witness _____

Copy of Fourth Payment is attached: _____, Date: _____

CONCORD MARCHING SPIDERS

TENTATIVE SUMMER / FALL SCHEDULE 2019

Summer Service Project – Leaders and Vols.

June 17-21 – 9:00am – 4:00pm

July 4th Parade Rehearsals

June 25, 27 & July 2 – 6:00pm-8:00pm

July 4th Parade - Harrisburg

July 4 – Time TBD

Band Camp – Sectional (REQUIRED)

July 22-26 – 8:00am – 4:00pm

Band Camp – Full Camp (REQUIRED)

July 29 – August 2 – 7:00am – 7:00pm

Week #1 – August 4-10

August 6 – Rehearsal 5:00pm-9:00pm

August 8 – Rehearsal 5:00pm-9:00pm

Week #2 – August 11-17

August 13 – Rehearsal 5:00pm-9:00pm

August 15 – Rehearsal 5:00pm-9:00pm

Week #3 – August 18-24

August 20 – Rehearsal 5:00pm-9:00pm

August 22 – Rehearsal 5:00pm-9:00pm

August 23 – FOOTBALL @ Pinecrest (not attending)

August 25 – CAMP DAY 8:00am-4:00pm

Week #4 – August 25 – 31

August 26 – First day of school!

August 27 – Rehearsal 4:00pm-7:30pm

August 29 – Rehearsal 4:00pm-7:30pm

August 30 – FOOTBALL – @ Hickory Ridge*

Week #5 – September 1-7

September 2 – Labor Day-NO SCHOOL

September 3 – Rehearsal 4:00pm-7:30pm

September 5 – Rehearsal 4:00pm-7:30pm

September 6 – FOOTBALL – HOME# (Sun Valley)

September 7 – CAMP DAY 8:00am-4:00pm

Week #6 – September 8-14

September 10 – Rehearsal 4:00pm-7:30pm

September 12 – Rehearsal 4:00pm-7:30pm

September 13 – HOME# (Mt. Pleasant)

September 14 – MOUNT PLEASANT PREVIEW*%

Week #7 – September 15-21

September 17 – Rehearsal 4:00pm-7:30pm

September 19 – Rehearsal 4:00pm-7:30pm

September 20 – FOOTBALL @ Statesville*

September 21 – CAMP DAY 8:00am-4:00pm

Week #8 – September 22-28

September 24 – Rehearsal 4:00pm-7:30pm

September 26 – Rehearsal 4:00pm-7:30pm

September 27 – FOOTBALL – BYE WEEK

September 27-29 – RACE WEEKEND%

Week #9 – September 29 – October 5

October 1 – Rehearsal 4:00pm-7:30pm

October 3 – Rehearsal 4:00pm-7:30pm

October 4 – FOOTBALL – HOME# (Cox Mill)

October 5 – SAT TESTING – NORTH LINCOLN COMPETITION*%

Week #10 – October 6-12

October 8 – Rehearsal 4:00pm-7:30pm

October 10 – Rehearsal 4:00pm-7:30pm

October 11 – FOOTBALL @ Cox Mill*

October 12 – CAMP DAY 8:00am-4:00pm

Week #11 – October 13-19

October 15 – Rehearsal 4:00pm-7:30pm

October 17 – Rehearsal 4:00pm-7:30pm

October 18 – FOOTBALL – @ J.M. Robinson*

October 19 – MOORESVILLE COMPETITION*%

Week #12 – October 20-26

October 23 – Rehearsal 4:00pm-7:30pm

October 25 – ½ Day Rehearse 4:00pm-7:30pm

October 26 – FOOTBALL @ Central Cabarrus*

October 27 – PROVIDENCE COMPETITION*%

Week #13 – October 27-November 2

October 30 – Rehearsal 4:00pm-7:00pm

November 1 – Rehearsal 4:00pm-7:00pm

November 2 – FOOTBALL – HOME# (NW Cabarrus) SENIOR NIGHT

November 3 – CARY BAND DAY COMPETITION*%

Week #14 – November 3-19 KTOWN WEEK

Weekly Events - TBD

November 5 – Rehearsal 4:00pm-7:00pm

November 7 – Rehearsal 4:00pm-7:00pm

November 8 – FOOTBALL - @ A.L.Brown*

November 9 – HALFTIME HIGHLIGHTS CONCERT

Post Season

PLAYOFF FOOTBALL - Fridays November & December

November 12 – Parade Rehearsal 4:00pm-6:00pm

November 14 – Parade Rehearsal 4:00pm-6:00pm

November 16 – Concord Christmas Parade* (MANDATORY)

December 7 – Kannapolis Christmas Parade* (MANDATORY)

Key

* - Report times may vary % - Competitions are ALL DAY activities

- Report time for home games is 5:30pm

Appendix – Band Booster FAQs

Concord High School Band – FAQs

I. Band Boosters/Leadership

- a. What? Band boosters are the funding and support organization for **the entire** band programs. This includes all ensemble groups - Concert Band, Symphonic Band, Wind Ensemble, Jazz Band, Marching Band & Color Guard, Winter Guard, etc.
- b. Who? Every parent and guardian with a student participating in any of the ensembles is automatically a member of the Band Boosters. The program relies heavily on parent/student volunteers to support fundraising efforts and to support activities such as football games, competitions, concerts, etc. Your participation is necessary. All boosters serve under the direction of the Band Director and CHS Administration. We know time is valuable – but we need everyone’s help.
- c. The boosters and the students are like family! We work hard together – but we have a lot of fun!
- d. When? Meetings - The Band Boosters meet once per Quarter. Everyone is encouraged to attend and participate.
- e. Where? CHS Band Room
- f. Structure – Leadership (Executive Board); Volunteer Positions; Volunteer Participation (See Appendix for Descriptions)
- g. How? Sign up to volunteer for any of the competitions/football games/chaperoning through CHARMS. You may also sign up for specific volunteer positions tonight!

II. Communication:

- a. HOW? The main source of communication/information for the CHS Band Boosters is an online tool called CHARMS (www.charmsoffice.com). On Charms you will find the calendar of events (games, competitions, concerts, MPAs, etc.); volunteer needs; and student financial accounts may be tracked for band fees. Information is sent to parents/students via email through Charms from the Communications Secretary. More information about Charms is found in the Appendix and in the Band handbook.
- b. Band Website – Mr. Harper has a website site for all Band ensembles and programs. The site is used to track events, concerts, assignments, handbooks, codes of conduct, etc. www.concordhsbands.com
- c. Facebook sites –The main site is labelled Concord High School Bands. Other sites are set up by sections to communicate rehearsals and events for smaller groups. These are all closed groups and access is granted by the administrator of the site.
- d. Remind – Text the following to 81010: @8da7b3c for CHS Bands general info, @concordmar for Marching Spiders, @concordwin for Winterguard and @ concordja for Jazz Ensemble

III. Financial:

a. Budget – The band boosters manage an annual budget of approximately \$80-90,000 to support the entire band program. The band fees paid for each groups only makes up a portion of what it takes to pay for the program.

b. Benefit – the budget benefits the entire program. Music, instruments, transportation, events (e.g. All District, MPAs, jazz performances, graduation), staff, equipment, etc.

c. Fundraising is necessary to help offset the cost of the band programs. Many of the fundraising events allow students to offset personal account.

d. Purchases – All purchases made in the name of the Concord High School Band Boosters needs prior approval by the Band Director and President. All purchases or expenses not on prior approved will be accepted graciously as a donation to the Concord HS Band.

e. Fees/Payment Schedules

i. Non Marching ensembles (concert, symphonic, wind ensemble and jazz band): Fees are \$10 payable to Concord High School at the start of the school year or semester.

ii. Marching Spiders: Fees are \$500 split into four payments. Payments will be made on or before the schedule below (option 2 as an example).

Due Date	Amount
1st Payment April 15	\$125
2nd Payment May 15	\$125
3rd Payment June 15	\$125
Final Payment July 15	\$125

iii. Winter Guard: Fees are HS: \$500 / MS: \$350 split into four payments. Payments will be made on or before the schedule below.

Due Date	Amount
1st Payment December 1	\$125
2nd Payment January 1	\$125
3rd Payment February 1	\$125
Final Payment March 1	\$125

f. Where: Fees may be mailed to the school or dropped into the mail slot in the band conference room door. Place payments inside an envelope clearly marked with the student’s name; purpose (e.g. Band Fees, Fundraising Event, Spirit Wear); and amount. Payments are picked up by the Treasurer who maintains the student accounts.

Note - Fundraising and account credits may not be used to pay for items purchased for students, ie. marching shoes, gloves, show shirts, etc.

Note - If for any reason, a student is either dismissed from participation by the band director, pulled from participation by parents due to poor grades or home-related matters, or self-removal by the student, the FULL amount of the Fair Share fee will be charged to their account. There is NO refund past the final payment or Band Camp, whichever is sooner, unless extenuating circumstances exist, which will be at the discretion of the Band Director.

f. Student Account on Charms: Parents can monitor the account for their student in Charms.

IV. Fundraising – Sales:

The Band Boosters organize a variety of fundraising opportunities that enable families to earn credits toward their student account.

V. Fundraising Events

There are several fundraising events throughout the year for the entire band program. **ALL** families are expected to volunteer to work fundraising events that benefit the Band Booster General Fund. The volunteer requirement for students and parents is a minimum of 1 events per year for each student and 1 family member. Here are some of the methods we use to fundraise for events.

- a. Working Charlotte Motor Speedway Races – There are two big race times each year; the end of May for 2 weeks and generally the first weekend in October. Shifts are typically a minimum of 8 hours.
- b. Working the Cabarrus Arena – Events are called in to our VP's and they will post the event and the needs. These events are completely random in terms of when they are held and pop up at a moment's notice. These are first come first serve to several non-profit groups in the area. Shift times may vary depending on the event.
- c. Parades and Public Performances – the band program retains the funds.

VI. Fundraising – Affinity Nights

Affinity Nights are events we setup with local restaurants or stores that will send a portion of their profits to help support the band program. They could include visiting a local restaurant for a special event or recurring schedule, loyalty card benefits at local grocery stores and even online shopping. We are in the process of getting these events set up and will be rolling them out this fall.

VII. General Band

- a. Concerts (4 per year for Symphonic and 1-2 for Jazz)
 - i. Fall, Winter, MPA and Spring Concerts for Bands
 - b. All District Auditions end of 1st semester
 - c. MPAs (final exam for band programs) – March and May
 - d. Participation – Students are required to participate in concerts for their grades!
 - e. Concert Attire – Students are responsible for purchasing their concert attire. This information is also included in the Handbook.

VIII. Marching Spiders

- a. Color Guard/Fall Guard - Color Guard is a precision flag and weapons corps. They are an integral part of the Marching Spiders. They are a significant component of the visual representation of the musical score. Their flag colors and shapes, along with their costumes, help to convey the overall theme of the marching band show.
- b. Band Camp:
 - i. When: Two weeks – the last week of July and the first week of August, every year.
 - ii. Time: First week 8 AM – 4 PM every day. Second week 7AM – 7PM
 - iii. There are MANY opportunities and needs for volunteers in preparation for camp and during these two weeks (Medical volunteers, uniform help, day captains, field clean-up).
 - c. Rehearsals – Once the season starts – rehearsals are on Tues, Thurs, and sometimes Saturdays.
 - d. Marching Band Competitions (students and volunteer needs) – Marching Band competitions begin in September and go through the first weekend in November. Competitions occur on Saturdays and are typically an all-day event for students. Some of the volunteer help is all day – some is limited to helping prior to leaving.
 - e. Football Games – The Marching Spiders perform in the stands and at halftime at all home football games. The band will also travel to play in the stands at all away games.

- f. Uniforms – Marching Spiders Uniforms (both marching band and guard) are included in the fees for participation. Guard students are measured for uniforms to be ordered during band camp weeks. Likewise, marching band students are fitted for their uniforms during band camp. Parent help may be needed to help with some minor sewing. Students are required to purchase additional individual items such as shoes, socks, special make up/accessories. Shoes are ordered through the program so that the correct (matching) shoes are purchased.
- g. Show shirts – each student will be given a show shirt at the start of the season. Families may order extra shirts for their own collection! Show shirts are often worn under the uniform and at away football games.

IX. Events

- a. MS Night – During the football season – one game is designated as MS night. Current 8th graders from feeder schools are invited to participate with the Marching Spiders that evening. It begins with a Pizza/information session prior to marching down to the field. Parent help is needed to help organize and serve at MS night
- b. Senior Night – This occurs during football season the same evening seniors from the team/cheerleading are recognized. We need volunteers to assist with things like picture taking and flowers.
- c. Halftime Highlights – This event is traditionally the last performance of the Marching Spiders competitive show. This will be done in conjunction with a concert performance of the CMS Middle School Band.
- d. Band Banquet - at the end of the school year, we have a band banquet honoring all students in the entire band program. The Jazz Ensemble plays, it's a great dinner and lots of fun. Needless to say – with set up, tickets, procurement of food, etc. – this takes parent coordination and volunteers!

X. Work Days

- a. Props for marching band
- b. Storage building clean up
- c. Trailer work
- d. Field Work

XI. Football Games

- a. Volunteer Needs
- i. Hospitality (2) – taking care of snacks/water for the Marching Spiders
- ii. Pit/Prop Crew (8) – helping students move equipment and props onto the field at the designated time.
- iii. Away Games – Chaperones (4-5) –They do not go in uniform and do not play the show at half time.
- b. Snack/Water Needs
- i. Band Section – Students sit together at far end of the stands (walking in from front gate). They march to the field together and after playing the national anthem file into the stands.
- ii. Parent Section – many of the parents sit together at the games just behind and to the right of the student section. When you come out – look for some friendly waves.
- iii. Tickets (Pay at Gate/Season Passes available through athletic boosters) If you are signed up to assist in Charms, you can walk in with the band. If you are merely attending – you are required to pay.

XII. Competitions

- a. Volunteer Needs
- i. Chaperones (2 per bus)
- ii. Pit/Prop Crew (8)
- iii. Trailer driver
- b. Snack/Water Needs – while there is typically food at the venues – snacks are also needed prior to the point where students have free time to purchase food. Students will need money with them at the competitions IF they

desire to purchase food. There may also be items such as shirts, bumper stickers, etc to entice the families / students.

c. Entry to competition covered by wristband if you are signed up to work through Charms.

d. Count on Full Day – beginning Saturdays in September through first weekend in Nov.

XII. CHS Band Boosters Executive Board:

- **President** — Serves as Chairman of the Concord Band Booster executive board. Schedules and presides at all meetings. Performs other duties as directed by the board. Supervise all business activities, sign and execute any papers on behalf of the Band Boosters. Serves as ex-officio member of all committees, except the Nominating Committee. Maintain communication with Director and, school administration.
- **Vice President of Fundraising-** Serves to oversee all fundraising for the group. Appoints chairs to all fundraisers, including sales and events.
- **Secretary-** Sends out email communications to band students and parents through Charms. Takes notes during Band Booster meetings and Executive Board meetings.
- **Treasurer** - Report on financial status of the booster organization and budget. Collect and account for funds from band members, families, events, donations, etc. and allocate them. Charms is the primary accounting tool used to plan and report financial activity.
- **At-Large Members** – These members (1 or 3) will chair committees at the discretion of the President and Band Director to facilitate the many needs of the program. They will also assist in the overall decision making of the executive board.

Volunteer Positions – The following table lists most of the volunteer areas supporting the band program. A coordinator for each area leads the activity and the many volunteer slots. Sign-ups are in Charms.

Position	Description
Affinity/Spirit Nights	Work with restaurants or other businesses to host fundraising spirit events & help publicize within band and school.
Awards	Coordinate with director senior night during football season and awards and letters at spring banquet. Two times of activity – October and late April/early May.
Band Banquet	Schedules and plans all logistics before, during, and after this annual event held in the spring
Band Wear/Spirit Wear	Order and sale of Concord logo items. Items are designed and planned during the summer to be sold in the fall and late spring.
Chaperones	Group of adults required by the school system to be with the students at all times during football games, competitions, or any scheduled event. Coordinator announces chaperone opportunities throughout the year and maintains list of CCS registered chaperones.

Sale Coordinator	Coordinates ordering, collection of moneys, accounting, and distribution for a specific fundraiser. Will assist the VP of Fundraising with the organization of the sale.
Middle School Coordinator	Act as liaison between the Concord band director and the middle school band directors. Plans Middle School night in September or October.
Photos/Scrap Book	Takes photos during practice, camp, games, competitions to be put on website and used throughout the year
Pit Crew	Load and unload all equipment for competitions and football games, responsible for equipment set up on and off field.
Props	Work with band director and Logistics VP with team of parents in planning, building and execution of props for marching band show
Sponsorship	Work with director to develop community sponsors of band including student & family involvement in sponsor solicitation. Most of activity is in summer and fall, but sponsorships requested throughout year.
Uniforms – Marching Spiders	Coordinates the fitting of uniforms during band camp. Also, instructs student leaders on the care of the uniforms, the proper wear and all items used during the season which the student leaders will monitor during the season.

How to Access Student Accounts in...



- Log on to www.charmsoffice.com
- Locate the ENTER button in the upper right corner.
- Locate the "PARENT/STUDENT LOGIN" section of the web page.
- Login to your child's program account using the following login: **ConcordHSBands**
- Click the Enter Charms button. The Charms: Parent-Student Area window appears
- This will bring up the main parent page. This will allow you to look at your child's program's **public calendar, event list, handouts and other files.**
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on "event list" puts all of the calendar information in a list form for easy printing.
- When you enter your child's **STUDENT ID NUMBER (first initial of their first name, then their last name. i.e. John Doe would be jdoe)** in the Student Area Password field, another more detailed screen appears with even more options to view your student's uniform assignments, music assignments, financial records, forms and inventory.
- Enter your child's ID FIRST – then you may create your own, unique password by clicking on the "keys icon."
- Update your address, phone numbers, and email addresses. You may have done this last year and not had any changes but please verify that what we have on file for you is correct. This will help the band director and the Band Boosters communicate with you more effectively.

VOLUNTEERING - There's a shortcut to signing up to volunteer!

- Start on the CharmsOffice web site: <http://www.charmsoffice.com>
- Click on **Enter / Login**
- Select **Parents/Students/Members**
- Enter school code **ConcordHSBands**
- Click on the **Public Calendar** (lower left corner on screen)
- Find the Event on the Calendar,
- Click on the "**little hand**" below the event
- Add your **name and contact information** to the event
- **Click "Sign Up" to finish**
- Don't forget to **mark your calendar** so you don't forget!