



# Parent Handbook

2019 – 2020

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## BAND BOOSTER OFFICERS 2019 – 2020

### Presidents:

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### Vice Presidents:

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Laura Welch  
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### Secretary:

Cindy Heidelberger-Larson  
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### Treasurer:

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### Student Accounts:

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Follow the band on facebook! Like their page – The Lennox Bands.

## Band Fees

The marching fee for 2019-2020 will be \$100.00 per student. Marching season fees cover the cost of supplies for summer marching camp and all marching competitions (there will be 5-6 competitions this fall for the band), and meals are provided for the students at marching competitions. Parents will be able to pay the marching season fee during the Marching Band Camp.

### Additional Fall Band Fees

Fall band fees include the following: Marching shoes for all students. This fee is for incoming freshmen or new students to the band. The average cost of shoes is \$35.00. You can order shoes during the Marching Band Camp. Most students keep the same pair of shoes for the entire 4 years of band.

Colorguard members will be responsible for purchasing their own shoes and gloves (\$45 for both) as well as any necessary hair and makeup supplies. This varies year to year, depending on the show theme. The rest of the colorguard uniform will be purchased using the marching band budget.

All Color Guard team members have the opportunity to earn the cost of uniform supplies by working the Booster popcorn sale on July 4<sup>th</sup> during the Municipal Band Concert at the Bandshell in Westerman Park. Only those Color Guard members who work the popcorn sale are eligible.

T-Shirts: The Boosters provide the costs of the student marching t-shirts. However, parents and siblings who would also like a t-shirt may order one during the summer marching band camp at cost. The Boosters do not charge extra for the shirts. The average cost for the shirts is less than \$10.00. Please note: Only one t-shirt order will be taken. T-shirts will be ordered immediately after the Marching Band Camp along with the student shirts to insure best cost.

## Volunteer Opportunities

### Marching Season Committees and Volunteers

**Uniform Committee:** In charge of fitting and altering uniforms for band, drum majors and color guard for marching season. Committee will also collect, inventory and coordinate uniform cleaning with band director at the end of marching season.

**Chaperones:** The role of chaperones is to travel with the band to our competitions and assist with supervision of the students. The chaperones will assist with loading and hauling equipment, helping students dress, and provide encouragement to the students. Chaperones are required to ride the bus and may be asked to assist with props for show and/or meal time during travel as needed.

**Pit Crew:** The Pit Crew is in charge of assisting transportation of instruments for marching competitions on and off the field as needed by the band director. This role also includes assistance in loading and unloading.

**Meals/Food:** The Food Committee is in charge of helping or providing meals for band during travel for competitions.

### Additional Committees and Volunteers

**Festival of Tables:** This fundraiser is held in December. The leader will work with other volunteers to coordinate food, programs, table decorating, raffle, ticket sales, etc. The leader will also maintain notes each year for future volunteer reference.

**Pops Concert:** This fundraiser occurs in the spring and is an All School Band Concert. The leader will coordinate volunteers as needed for service, setup and cleanup and work with school janitors. The leader will also maintain notes each year for future volunteer reference.

**Fundraising Committee:** The fundraising committee coordinates and makes suggestions to the general membership regarding general and student fundraising activities. The purpose of general fundraising is to

help support the general booster budget used to support the bank needs each year. The purpose of student fundraising is to make possible the educational trips taken by the band every other year. Fundraising efforts provide necessary funds to allow students to participate in educational trips without unnecessary financial strain.

**Concession Committee:** The concession committee is in charge of coordinating and leading the concession responsibilities for the Boosters as assigned by the school Activities Director during the school year. Responsibilities include: staffing concessions with volunteers and student workers, purchasing supplies and equipment as needed, setup and clean up for all concession times, and working with other volunteers and committees as needed for additional concession opportunities such as popcorn sales during Municipal Band concerts during the summer. The leader of the concession committee should communicate regularly with Band Booster Treasurer for both purchasing supplies and maintaining cash box during the concession season. The leader will also maintain notes each year for future volunteer reference.

## Become a Volunteer or Committee Leader!

It is the responsibility of the Booster Presidents and Vice Presidents to fill the leadership positions for all committees. Committee leaders can work with officers on finding additional volunteers as needed. A volunteer list will be available at the Parent Marching Orientation. If you would like to volunteer, please contact the Booster officers directly – they will be glad to hear from you!

# Lennox Band Boosters Constitution

## Adapted 1994

## Revised 10/2002

### Article I – Name

The name of this organization shall be the Lennox Band Boosters

### Article II – Objectives

- To arouse, stimulate and maintain an enthusiastic interest in all phases of the band program.
- To cooperate with and abide by the decisions of those in charge of the band program in the schools to the end that this program be brought to and kept at the highest point of efficiency.
- To encourage and make possible educational trips, exchange programs and concerts that are sanctioned and approved by required school officials.
- To aid in chaperoning band trips and performances. To provide an exemplary model of loyalty, respect, integrity, cooperation and dedication through parental participation in all activities of the organization.

To promote the Lennox District 41-4 bands in local communities through the media and special projects throughout the year.

### Article III – Membership

The membership of this organization shall include any and all parents of students currently enrolled in the Lennox District 41-4 program.

### Article IV – Officers

The officers of this organization will consist of a president or co-presidents, vice president or co-vice presidents, secretary, general fund treasurer and student accounts treasurer. Elections will take place on an annual basis in the spring.

Election Schedule:

- President – One-year term
- Vice-President – Two-year term,
- First year as vice-president with second year as president
- Secretary – Two-year term
- General Fund Treasurer – Two-year term
- Student Fund Treasurer – Two-year term

All terms will be for two years. The Secretary and Student Account Treasurer will be elected on the even numbered years. The General Fund Treasurer will be elected on the odd numbered years. The Vice-

President will be elected every year. The Vice-President automatically moves up to President. In the event that the vice-president is unable to assume the role of the President as schedule, a President will be elected to serve one year.

All Lennox District 41-4 band directors shall be ex-officio members on all committees and shall be permanent members of the Executive board.

#### **Article V – Amendment**

This constitution may be amended by a 2/3 vote of the members present at a regular meeting or a called meeting of this organization.

#### **Article VI – Officer duties**

**President/Co-President:** The duty of the President is to preside at all meetings and act as the Chairperson of the Executive Board and shall be an ex-officio member of all committees. The President is a voting member.

**Vice-President:** The duty of the Vice-President is to act as an aide to the President and to perform the duties of the president in his/her absence. The Vice-President is a voting member.

**Secretary:** The Secretary shall record the minutes of all meetings of the organization or Executive Board. Minutes from the Fall and Spring Booster organization meetings shall be posted on the official Band website. The Secretary will maintain correspondence for Booster organization and maintain the minutes from all meetings in a manner that may be easily archived and referenced by future officers. The Secretary will also be charged with editing/updating the parent handbook and arranging for it's printing each fall.

**Treasurer:** The Treasurer shall keep accurate records of debits and credits to the Band Booster account. The Treasurer will also work with Executive Board to develop budget each year to be voted on in the Spring by the Band Booster organization. The Treasurer will track budget spending and report to the Executive Board or Booster organization as requested.

**Student Account Treasurer:** The student account treasurer shall keep accurate records for each individual students' fundraising account. The

student account treasurer is in charge of payments from these accounts and/or needed for band trips and communicating with students and/or parents as requested. The student account treasurer communicates regularly with committees and volunteers for student work times and requests funds from the General Fund Treasurer each spring for student work times.

#### **Article VII – The Executive Board**

The Executive Board shall be composed of the officers of the organization with all band directors being ex-officio members. The Executive Board shall be the decision making branch of the organization. Any and all decisions by the Executive Board that directly affect any part of any of the bands shall be subject to the approval of the band directors. The Executive Board shall appoint all committee chairpersons. Financial prerogative of the Executive Board shall not exceed \$500.00 without a majority vote of the organization.

A Quorum of the Executive Board shall consist of 50% + members.

The Executive Board shall be responsible for contacting nominees and presenting a nomination list of officers at the annual spring meeting.

#### **Article VIII – Meetings**

There shall be two regular meetings of this organization: one at the beginning of the school year and one in the spring. Only the President and Executive Board may call additional meetings any time during the year.

#### **Article IX – Standing Committees**

There shall be the following standing committees: Uniform, Pit Crew, Chaperone, Marching Meals/Food, Fundraising, Concessions, Festival of Tables, and Pops Concert. The Executive Board will appoint the standing committee's chairperson. All committee chairpersons shall select their committee members by volunteer or appointment. All decisions by the standing committee shall be subject to the approval of the Executive Board.

Duties and responsibilities for the Standing Committees can be found on the volunteer section of this handbook.

## **Band Booster Student Accounts Policy on Earning Dollars from Working Events**

Students may earn funds for their individual student accounts by signing up to work at band fund raising events.

If a band student in 7th-12th grade or their parent works an event it will count as one work time. Other people cannot work an event for a student to get credit nor can excess work times from one student be given to another.

If both the parent/guardian and band student work at the same event it is still only counted as one work time. Exceptions would be if there are multiple students from the same family in 7-12 grade band, for example; if two parents work – their two children would each get credit for one work time.

If a student and/or parent/guardian work three events, the student will earn \$50/year for their student account. If a student and/or parent/guardian work six or more events the student will earn \$100/year for their student account. (with \$100 being the maximum amount that can be earned each year) Students are able to earn work time funds each school year during 7-12 grade years.

The Band Booster fiscal year runs June – May (see May 2019 minutes). Band work times will follow the same year for allowed work times. Example June 2019 – May 2020 – 3 work times = \$50; 6 work times = \$100 to the student account.

Years in which there is a spring band trip student work times will be counted only through March 1st. Years in which there is a fall band trip student work times will be counted only through November 1<sup>st</sup>. This will allow the work time funds be deposited in the student account prior to the band trip so students can utilize funds that year.

The student's account will have funds earned from all fundraising events and from student work times and can be used for the student's band trip payments. Funds cannot be used to pay for a parent who is going on the trip. Please refer to the IRS website on fundraising.

## **Fundraising**

Students have the opportunity to earn additional funds to apply towards band trips. Past fundraising opportunities include selling wreaths, cake pans, candles, candies, raffle tickets, pizza cards, and more. The purpose of fundraising is to assist in raising money to alleviate a portion of the cost each student/family is responsible to pay when participating in a band trip. Fundraising is optional. The money raised can be used towards the cost of the trip and meals on the trip (limited to \$25 per day) Any money raised will carry over each year the student remains active in school. If a student has money available in their account they are also able to use to pay for band fees. If a student leaves band, their individual account will remain open for one year after leaving band. If the student does not enroll in band the following year, the funds will be turned over to the band booster board for direction. If at the end of a student's school year there are funds available, they cannot be distributed to the student or parent. The funds will be turned over to the band booster board for direction. Students may not withdraw, assign, keep, deposit or otherwise control funds raised by them. The funds can be transferred to a sibling currently in band or entering the band program the following year. All other unused funds will become part of the band booster fund and will be available for program use. No refunds will be given for unused funds. Please refer to the IRS website on fundraising.

## **Scholarships**

Students who wish to expand their music education during the summer by attending a band camp are eligible to receive a scholarship. The band boosters will pay half of the cost up to \$75.00. All requests should be submitted in writing to your band director by May 1<sup>st</sup>. Please include a copy of the camp and registration fees. If a student is not able to attend after registering, the funds will need to be returned to the band booster account.

## **Sign-Up Genius**

Sign-Up Genius is the website used to sign up for work times, chaperone, donations, etc. Please make sure you are receiving notifications or reach out to a band board member to be added.

## 2019 – 2020 BUDGET

### Marching Band Calendar

<b>Marching Band</b>	
Sectionals	June 4 – July 24, 2019
Band Camp	July 25 – August 7, 2019 7:00 AM – 4:00 PM
Rehearsal	August 8-16, and 20, 2019
<b>Parent Preview</b>	August 17, 2019
<b>Homecoming</b>	September 20, 2019
Lennox, SD	
<b>Pursuit of Excellence</b>	September 21, 2019
Marshall, MN	
<b>Tri-State Band Festival</b>	September 28, 2019
Luverne, MN	
and	
<b>Big Sioux Review</b>	
Brandon, SD	
<b>The Festival of Bands</b>	October 5, 2019
Sioux Falls SD	
<b>The Dutchman Field Championship</b>	October 12, 2019
Orange City IA	
<b>Quad-State Festival</b>	October 19, 2019
Vermillion SD	

### Band Booster Meeting Schedule

There are two required band booster meetings and are held one in the spring and one in the fall.

Marching Band 2019	\$ 16,000.00
Music, drill, shirts, color guard, techs, props, meals, gloves, etc.	
Student Camps	\$ 1,200.00
Drum Major, Color Guard, Summer Band Camps	
Flowers/Special Gifts	\$ 750.00
Student Work Times	\$ 5,500.00
Money transferred to individual student accounts	
JV Band	\$ 1,000.00
JV Fun Day and prizes	
Miscellaneous	\$ 500.00
Mailing, Administrative, Copying, Website, etc.	
Trailer/3-Wheeler	\$ 500.00
Yearly expense	
Festival of Tables	\$ 500.00
Raffle prizes	
Band Trip	\$ 4,516.00
<b>TOTAL</b>	<b>\$29,616.00</b>

\*The budget is not approved. The band boosters cannot finalize the budget until the track concessions are complete in May.

## **Band Booster Events 2019-2020**

June – August

Municipal Band popcorn./pop sales during Thurs. performances

July

Cruise Night – popcorn/pop sales

Fourth of July – popcorn/pop sales during Municipal Band performance

and during the fireworks

August

Marching Band Preview Show

Football Concessions

September

Football Concessions

Homecoming

Tailgates

Marching Band Competitions and Meals

October

Football Concessions

Tailgates

Marching Band Competitions and Meals

Fundraising

November

Indoor Marching Band

Band Trip

December

Festival of Tables

February

Winter Concert

Drawing for Chalet

March

Solo Competition

April

Track Meet Concessions

May

Track Meet Concessions

Pops Concert