



2018 Booster Handbook

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Introduction

Welcome to the Webster High School Marching Band (WHSMB)

The mission of the Webster Marching Band Boosters, Inc. is to maintain the viability of the Webster High School Marching Band by supporting the Band Director and Staff. In doing so, the boosters shall act as a team to support the band.

**Booster's actions shall exemplify the Band's motto of
"Excellence through Class, Style, and Pride."**

If you are a new parent, the current boosters look forward to meeting you and getting to know you better. We hope your involvement with the marching band will enrich your family life and the life of your band member. We also feel your participation will greatly enhance our organization.

This handbook contains a wealth of information, so please keep it handy! It will prove an invaluable resource to you as the season progresses. All information will also be posted to the Webster Marching Band Website - <http://www.webstermarchingband.org/>

In addition, we encourage you to read the Student Handbook with your student to understand the student's responsibilities in the WHSMB. The Student Handbook also contains district policies on Student Eligibility pertaining to academics and alcohol and drug abuse as well as the commitment form that you and your student must sign to become part of the band.

As always, feel free to contact a Board Member or any booster with any questions or concerns you may have.

Welcome to the Band!

WHSMB Roles and Responsibilities

WHSMB Boosters

The WHSMB is supported by a booster organization comprised of parents, alumni, and other interested persons who share a common dedication of time and effort for the good of the band.

If you have a child in the band, you are automatically a member of the booster organization.

We hope that you will bring your individual talents, expertise, and experience to the boosters as we need everyone's participation to continue the success of the band and our children.

Booster Activities

- Act as chaperone, medic or equipment crew for practices, parades, and competitions
- Organize and participate in fundraising
- Promote the Band in the community
- Attend Band events and cheer on the Band!

Funding the Band

Although the WHSMB is currently receiving funding from the School District including support by providing facilities, busses and equipment purchases, a major portion of our activities are funded through fundraising. Fundraisers are classified as a general fundraiser (100% of the proceeds go to the general booster account) or individual fundraiser (a portion of the proceeds are credited to the individual student's member account). Our two major Booster Fundraisers each year are the two Bottle and Can drives and the Autumn Fanfare home competition. These events are mandatory for Band members and their families. More information is provided in the sections on Fundraising and Financial Obligations

Booster meetings

The General Booster meetings are open to all. The expectation is that at least one parent from each family will attend our monthly booster meetings which:

- Are usually held once a month in the Webster Schroeder High School Cafeteria or one of the rooms at the school for about an hour. Watch for information on the Yahoo group, and on the website for specific times, location and dates.
- Give you an opportunity to learn about issues brought before the boosters and an opportunity to vote on these issues as necessary.
- Allow the Band Director, Paul VanHorn, to address the boosters and provide information on all aspects of the band.
- Allow committee members to make individual reports.
- Allow fundraising chairpersons an opportunity to inform the boosters of their activities, request booster help, and provide accounting.
- Provide a forum for asking questions and expressing ideas.
- Provide you with an opportunity to socialize.
- Are kept as short as possible, but feel free to leave at any time – even a half hour of your time can prove to benefit you and the organization.

WHSMB Board of Directors

The booster organization is governed by the board, which is elected by the booster members. Nominations are submitted in November each year, with the election taking place in December. These elected members, along with the Band Director, are referred to as the Board of Directors. The Board of Directors' responsibility is to manage the day to day details of supporting the Band Director and band members, achieving booster goals and keeping boosters informed.

Feel free to contact any member of the Board of Directors with questions concerning the Booster Organization.

The 2018 Board of Directors

Director

Paul VanHorn

paul_vanhorn@webstercsd.org

Chairperson

Tracy Small

tsmall5@rochester.rr.com

Vice Chairperson

Kelly Farrar

kfarrar@rochester.rr.com

Secretary

Michelle McElroy

mmcelroy109@gmail.com

Treasurer

Penny Neidig

pddaknn@verizon.net

Members-at-Large

Allison Coulombe

allison.coulombe@gmail.com

Sue Gramowski

sgramows@gmail.com

Mike Penza

mikepenza@outlook.com

Kara SanAngelo

zakatak211@hotmail.com

WHSMB Staff

The WHSMB is very fortunate to have what we consider the best and most dedicated, professional staff working with our band members. This year's staff is listed on our website under Programs -> Marching Band -> Staff.

WHSMB Members

The WHSMB consists of color guard and musicians. The color guard provides visual enhancement to the program through dance, drama, and spinning of flags, rifles and sabers. The musicians consist of field musicians and pit musicians. The field musicians play their instruments while marching intricate designs that coordinate with the selected music. The pit musicians stand at the 50-yard line, usually in the front of the field, and enhance the field musicians with additional rhythm and percussion. Member responsibilities are detailed in the Student Handbook, and include:

- Signing a commitment confirming that they understand Band and District policies and will comply with them while a member of the band.
- Maintaining uniform, equipment and instruments
- Attending all practices, parades and competitions - The competitions are sometimes in the evening and in those cases, we get home late that night. Some events are on Saturday evenings, but others are on Sunday afternoons before a school day. Please remember that ***according to the Webster Central School policy, attendance at school is expected the day following, even after a late return.***
- Participating in all mandatory Fundraisers. (Bottle & Can drives **6/9/18** and **8/4/18**, Autumn Fanfare **10/6/18**)
- Attending Band Camp – **July 30th - Aug 2, 2018** and **August 6 - 9, 2018**
- Notifying Mr. VanHorn at paul_vanhorn@webstercsd.org at least three days prior to a rehearsal of a possible conflict. If a student is sick, the student or parent must notify Mr. VanHorn no later than two hours prior to the rehearsal. (paul_vanhorn@webstercsd.org - call or text (585) 732-3627). Please DO NOT use our Facebook page for attendance purposes.
- Completing a Summer Conflict Form and discussing any vacation requests with Mr. VanHorn prior to the due date on the form.

Behaving at all times with Class, Style and Pride

WHSMB Communication

The booster organization communicates via four main methods:

1. The WHSMB Yahoo Group – we send messages to the group that go to all members.
It is important to be on this mailing list as it is our primary form of communication!
This group is maintained by Mily Ojeda. To join, please email her at mily673@gmail.com . Include your full email address and your first and last name. Once you are invited to the group and accept the invitation, you can go in and set up notifications so that you are sent emails when information is shared.
2. Student folders which are available in the music wing hallway. We provide information about many different things in this folder, so encourage your student to check it at the end of each practice – or stop in to check it yourself and visit with the other parents. We have adults (medic and/or chaperone) on duty at every practice and they are more than willing to answer questions or point you in the right direction.
3. The Webster Marching Band Website - <http://www.webstermarchingband.org/> . Our Google calendar is on the top menu bar and updated throughout the season. Fall Calendar will be added as soon as is available. Other important information and forms are made available on the website. It is highly recommended you explore the site.
4. The Webster Marching Band Facebook group – for pictures, events and other public info about the band! You must be a member of Facebook to join the group. While participation in the Facebook group is not required, it does enrich your experience with the band.
<https://www.facebook.com/groups/125623737479579/>
5. New! We added a Facebook public page called 'Friends of the Webster Marching Band'. Feel free to invite family and friends. Fundraiser, events and other news will be posted there.
<https://www.facebook.com/FriendsOfWHSMB/>
6. Follow us on
 - a. Twitter - [@W H S M B](#)
 - b. Instagram - [webstermarchingband](#)

WHSMB Financial Obligations

Member Account – Each student has their own account that the booster organization maintains on their behalf to collect fundraising and payments toward expenses. It is possible for all member account fees to be fundraised through individual fundraisers that we provide. Member Account payments can be paid either in full or in scheduled payments. This year, the total amount due will be published as soon as the trip details are firmed up. A payment schedule will be made available at that time. An initial \$50 Deposit is collected in May prior to the first parade. This deposit is non-refundable.

You will receive a statement each month during the installment period showing what monies have been collected from the individual fundraisers and what is owed for that month. Should a member leave the band at any time during the season, money earned toward member accounts **through fundraising** is non-refundable. Cash or personal check payments towards member accounts, apart from the initial deposit amount, may be refunded upon request. If you have any concerns about your ability to make this financial commitment, please see Mr. VanHorn immediately.

Typically, the band will go on an extended weekend trip which includes a competition. This year's trip will be announced soon! The bulk of a student's member account covers the trips cost.

As part of your Member Account fees, the following items are included:

- Musicians:
 - Uniform Shoes - black band shoes (Dinkles) for new members, or veterans if needed due to size or condition.
 - Gloves - We will supply two pairs of gloves to each member during the year - one when they receive their uniforms, and one at the beginning of the competition season. If a student loses their gloves or requires more than the two pairs provided, the student can purchase their gloves from the boosters for the cost of \$3.50 per pair.
 - Any special uniform requirements for specific sections of the band (i.e. the pit, drum majors)
 - Uniform Shirt – to be worn under uniform jackets.
- Guard members:
 - Uniform shoes – these shoes will be worn for both the parade and fall season.
 - Guard Gloves – One pair for the year, if the student loses their gloves, they can purchase new ones from the boosters for \$15 per pair
 - Guard Body Stockings and Makeup for competitions. (Students may purchase their own makeup.)
- Other expenses included in your Member Fees:
 - Band Camp snacks
 - Special activities (team building, etc)

WHSMB Activities

The WHSMB is a very active organization starting in the spring with practice season, performing at parades during the spring and summer and finishing up with our competition season in the fall.

During practices and events, we need parents to volunteer as equipment crew, medics or chaperones. Equipment crew helps to transport our instruments and props to parades, competitions and on and off the field. Medics are needed to administer basic first aid if needed and remain within sight of the musicians and color guard. Medics are volunteer parents who hold current certifications in CPR/AED and First Aid. Chaperones monitor the band members when the students are not with the staff to keep order and assist the director with a smooth transition from break to practice or performance. Volunteer lists are organized by the chaperone and medic chairpersons and are available for sign-up at Schroeder and/or online. Please see the Chaperone Guidelines for responsibilities and expectations. We will offer training to all parents interested in any of these volunteer positions.

Per school district policy, volunteers volunteer "at their own risk". This is similar to volunteering for your child's field trip.

Although we encourage parent participation in the Marching Band activities, please be aware that during practice and events we ask that you minimize interactions with your student to allow them to concentrate on the instruction being provided by the staff. If you have any concerns about your student during a practice or event, please speak to Mr VanHorn directly.

Please understand that attendance at band camps, parades, football games and competitions is MANDATORY. Every member participates in our program, so when someone is absent, it creates a hole in the show. If your child may have to miss an event, please see Mr. VanHorn immediately to discuss.

Practices:

A practice schedule will be sent home at the beginning of spring, summer and fall season. Typically, practices are Monday and Wednesday evenings from 6:00pm - 9:00pm, but may be adjusted due to availability of practice facilities. Please be aware that updates to the schedule are made throughout the season as we have to work around the activities scheduled in the schools. A current schedule will be posted on the website and will be available near the student folders. Students are encouraged to schedule other activities around practice. All conflicts should be reported a minimum of three days in advance and absences due to illness a minimum of 2 hrs in advance to Mr. VanHorn at 585-732-3627 or by email at paul_vanhorn@webstercsd.org.

◆Students are expected to bring the following with them to practices:

- Writing utensils
- Water Bottle
- Music & Dot Books

◆Students are required to dress appropriately at all rehearsals. Students are expected to wear sneakers at all times during practices. **Be prepared for any type of weather!**

During practice, there are many students moving to and from the practice field. We ask that everyone observe the following safety rules:

1. **PLEASE DO NOT DRIVE ACROSS THE PARKING LOT USED BY THE BAND BEFORE, DURING OR AFTER PRACTICES.**

2. **PLEASE DO NOT PARK ALONG THE CURB NEAR THE BAND ROOM DOOR AS IT MAKES IT NECESSARY FOR THE STUDENT TO WALK OUT BETWEEN CARS WITH EQUIPMENT AND INSTRUMENTS.**
3. **PLEASE OBSERVE A SLOW, SAFE AND REASONABLE SPEED FOR THE SAFETY OF THE BAND AND OTHER BOOSTERS.**
4. **PLEASE DO NOT PARK ALONG THE EDGE OF THE MAIN DRIVEWAY NEAR THE FRONT PARKING LOT.**

Band Camps - MANDATORY

Band camp is an intensive block of practices held in August when the band rehearses the specific field music and movements for the competitive field show. Practices usually start in the afternoon and continue into the evening with breaks for water, rest, and snacks. Snacks will be provided during band camp. Band members can bring additional snacks. Snack time is limited and band members are **not** allowed to leave the school grounds. An information sheet will be sent home to give ideas on how to dress and what your band member might need. Carpools can usually be arranged for kids who need rides. Just ask one of the board members if you are interested. Parents may wish to come early, before dismissal to watch practice, but be careful not to distract the band members. On the last day of the August band camp the field show is performed for family members and is followed by a dinner and ice cream social.

Parades:

The WHSMB usually performs in several parades during the spring and summer. The schedule is released early so that you can plan ahead. Handouts should be coming home to let you know the details of each parade such as uniform information, transportation arrangements, and time schedules.

It is a wonderful experience to watch and cheer on the band, but do not expect them to respond. They are not allowed.

Also, please note that **only chaperones and staff may walk with the band** along the parade route. Please do not follow the band and **DO NOT** walk in the road with the band as this can keep the chaperones, staff and medics from doing their job which is to watch out for the band's safety. In addition, the band is typically judged along the way, so additional people can be distracting to the judges.

Football Games:

Typically, the WHSMB plays at halftime for one or more of the high school football games. These games will be identified as part of the fall schedule and more information will be provided prior to each game.

Competitions:

Our competition season runs about eight weeks in the fall, usually during September and October. We travel on weekends to various locations in New York. In addition, the band may travel to a Regional Competition through US Bands or Bands of America. We encourage you to attend as many competitions as possible as a large cheering section is a very positive influence on our band's performance.

We will provide advance sale tickets and directions to each event. Typically, the competitions are on Saturdays and the members will attend practice starting at 10am and stay through until we leave for the event in the afternoon. We typically do not arrive home from the competition until around 10-11 pm.

Most events are on Saturdays, but for the few that are on Sunday before a school day, please remember that

according to the Webster Central School District policy, attendance at school is expected the day following a late return. Please see the Competitions Tips and Hints for more details about the competition season.

When picking up our band members after every competition we form two lines with our cars on the parking lot used by the band for practice. While the buses drive through the lines we welcome our band members home with bright lights and cheers. **Please note: HORN HONKING IS NOT ALLOWED because of the late hour.**

The New York State Field Band Competition at Syracuse (NYSFBC) (aka “THE DOME” or “STATES”)

This event is the grand finale of the New York State Field Band Conference competition season and will be held Sunday **October 28, 2018**. This is the day your band member, staff, and booster organization have worked hard for through dedication and perseverance. Your support of this event is critical. This year the WHSMB will compete in the Large School 2 Class on Sunday afternoon. Following the competition is the retreat of the bands and award ceremony. More details will be provided prior to the event.

Weekend Trip:

The weekend trip is described in the Member Account section above. More information about the itinerary and logistics of the event will be communicated.

Sportsmanship

We encourage the members to always display good sportsmanship to other bands, parents and guests that we compete with. It may be difficult, at times, to understand the outcomes and decisions of the judges. However, it is at these times that members need encouragement and praise for "giving their all." All we ask is that they do their best and have fun. Enjoy the performances, congratulate the band and help them accept the scores and placements.

Fundraising

Fundraising is a critical responsibility for every member of our organization. The band receives a nominal amount of money from the school district and therefore needs to do supplemental fund-raising to be able to create and perform our field show as well as purchase equipment and props. Fundraisers are classified as general or individual. Proceeds from general fundraisers are deposited into the general booster account which is managed by our Treasurer. Proceeds from individual fundraisers are credited to the participating student's individual member account as a way to help defray the parent's out-of-pocket expenses.

Our two largest general fund-raising events are **Autumn Fanfare** and the **Bottle and Can drives**.

These are mandatory fundraisers that require the full participation of all boosters.

AUTUMN FANFARE: Autumn Fanfare is the band competition hosted by the Webster Marching Band Boosters and will be held on **Saturday, October 6, 2018**. It is one of our biggest fundraisers and requires full participation from the Boosters.

Income from Autumn Fanfare assists in supporting a large portion of operating expenses. This event is very well organized. There is a plan in place, making it easy for volunteers to step in and do whatever is needed. There are many different kinds of jobs and a number of experienced boosters to guide you through your duties.

BOTTLE AND CAN DRIVES: The boosters hold two bottle and can drives annually. This year they will be on **June 9th** and **August 4th**. These drives have become the largest fund-raiser for the band and we ask for 100% participation from the band members and their parents for the distribution of flyers and collection for both drives.

Flyer Distribution: Routes in the Webster School District are assigned to all families. Flyers are distributed to each home about 2 weeks prior to the collection date. It takes a couple hours to distribute these materials.

Collection: Members return to the routes where they distributed flyers and knock on all doors that do not have a bag out. Full loads are brought to the collection site for sorting.

In addition to the Bottle and Can drives, the WHSMB collects bottles year-round from the community as well as at designated locations. This is a Student Account Fundraiser. Volunteer to pick up from the Bottle & Can Hotline for one month and make money for your student's account!

OTHER FUNDRAISING OPPORTUNITIES: During the season, there will be many opportunities to earn money for the general fund or member accounts. Information will be sent home in your member's folder for each fundraiser documenting the type of fundraiser – general or individual and the instructions and contact person for the fundraiser. Some of the fund-raising events we have sponsored in the past include:

- Bruster's coupon books
- Candy sales
- Frontier Field concessions
- Football Mania tickets
- Car washes
- Panera's and Uno's nights, pasta dinner, Applebee's pancake breakfast, etc.
- And more!

We always welcome new ideas and encourage full participation in each fundraising event.

NOTE: *Any New fundraiser must be presented to the Board of Directors at a Board Meeting. A written request describing the fundraiser must be submitted prior to the meeting. Once approved, the fundraiser can be scheduled.*

Other WHSMB Documents

As a large organization with many subcommittees and responsibilities, we have created a number of documents that supplement our Handbooks. These documents will be published when needed and will also be available on the website.

- Volunteer Handbook
- Uniform Care Instructions
- Bottle and Can Hotline Instructions
- Competition Day Checklist
- Forms: Medical, student information, etc