

McIntosh High School Band Handbook

Philosophy

The McIntosh High School Band Program serves to develop each student into a well-rounded musician. Through music, our students will learn self-discipline, high character and responsibility in a supportive atmosphere. A clear emphasis will be placed on building and strengthening the concert program, which will in turn strengthen the marching band and other ensemble offerings. This program will strive to develop a better awareness and appreciation for the fine arts within the school and the community. We believe that an education in the arts strengthens the student as a whole.

“Education In The Arts. Education Through The Arts.”

Responsibility and Dedication

We believe that each band member should improve through daily practice. The happiest and most productive student is the one improving themselves through regular habits of practice and daily progress. A band member must develop a high sense of purpose toward which they are willing to work. They must know right from wrong and stand for their principles. The McIntosh High School Band program will be conducted in a manner that will encourage all students to set and achieve goals.

The Band Member’s Responsibility to the Band Program:

1. To maintain a positive attitude.
2. To adhere to and follow all school and band rules, policies and guidelines at all times.
3. To maintain courteous and friendly relationships with all members of the band.
4. To have respect for those in authority (administration, directors, instructors, chaperones, student leaders, etc.)
5. To be generous and courteous to other bands.
6. To be present at each rehearsal and performance or to be properly excused from such in accordance with the attendance policy.
7. To always conduct yourself in such a way that you reflect not only credit to yourself and to the band but to your family, school and community.
8. Participate in ALL band functions.

The Responsibility of the Band Program to the Member:

1. Provide the students in the program with a full instrumental music education through rehearsal, performance, team building, testing and listening.
2. Maintain discipline and order in all functions and activities.
3. Provide the members of the program with the proper rehearsal areas, storage areas, music, methods and other equipment and/or instruments as is considered necessary to aid in developing the student’s musical ability and good citizenship habits.
4. Plan each day’s assignments and encourage daily progress of the entire band.
5. Encourage all band students to strive for musical and personal excellence.
6. To provide members the opportunity to participate in Georgia Music Educators Association (GMEA) sponsored events (i.e. Solo and Ensemble Festival, All-State, District Honor Band, etc.).
7. Keep parents informed as to the progress of the band member.
8. Provide students with a healthy skill or avocation that can be useful throughout life.

The Responsibility of the Parent to the Band Program:

1. To provide moral and financial support to the band program through participation in the Band Booster organization and its activities.
2. To ensure your child's attendance at required band rehearsals and performances.
3. To encourage your child's academic achievements and musical excellence.
4. To encourage and support your child in their daily class preparation at home.
5. To provide the opportunity for your child to study privately to further enhance their education in the arts.
6. Provide or arrange transportation to and from rehearsals.

Performing Groups

To be a member of the McIntosh Band Program students must follow an audition process. Sometimes students will be allowed to participate in the lower ensembles without an audition based on the needs of that particular group. Student placement in performance groups is based on the Spring audition and the student's level of commitment to the program the previous year. Audition guidelines will be presented to students as each group is formed throughout the school year. Students must follow all guidelines as set by the Directors in order to remain as an active member of each group. Any student who does not meet the requirements for their group will be placed in a lower ensemble or possibly removed from the program.

Wind Ensemble and Wind Symphony – These two groups will be made up of the top students from the Spring audition. The goal of these performing ensembles will be to regularly perform grade level V and VI music. From a musical proficiency standpoint, these pieces will be the most demanding, therefore, these two groups require a higher level of musicianship. It is necessary for most, if not all, of the students in these two ensembles to study privately in order to perform the demanding literature in this class. These two groups will usually perform three to four concerts per year and participate in Georgia Music Educators Association (GMEA) Festival Competition in the Spring. Practice at home or school outside of the school day is extremely important for mastery of this level of music. These ensembles will have a daily class and mandatory rehearsals after school hours prior to performances.

Symphonic Winds – This ensemble is designed for the student with a solid foundation and competent level of mastery on their instrument. The focus in this group is developing the more advanced techniques required for performing band literature. This performing ensemble plays grade level IV and V music. Students are highly encouraged to study privately especially if it is their goal to move up to one of the more advanced bands. This band will usually perform three to four concerts per year and participate in Georgia Music Educators Association (GMEA) Festival Competition in the Spring. Symphonic Winds will meet as a separate class during the school day and occasionally has mandatory rehearsals after school hours.

Symphonic Band – This ensemble will focus more on developing the necessary musicianship skills to master the instrument. Time is spent on the fundamentals of their instrument and level III and IV music. This ensemble will perform two or more concerts per year and, if instrumentation and ability allow, will also participate in Georgia Music Educators Association (GMEA) Festival Competition in the Spring. Symphonic Band meets as a separate class during the school day and occasionally has mandatory rehearsals after school hours.

“Spirit of McIntosh” Marching Band – This is the most visible aspect of the school band program. The marching band is comprised of wind players, percussionists and color guard (the visual ensemble of the marching band). Some instruction will be addressed during the regular band class period but the majority of daily band class will focus on the concert band setting. All playing members (winds and percussion) of the marching band must be enrolled in a band class. Exceptions will only be made in situations where scheduling would interfere with graduation requirements. The marching band begins preparation for their Fall season with band camp during the summer. Please check the McIntosh Bands calendar for the specific dates when band camp will be held. Once school starts, practices are after school two-three afternoons per week and occasionally on a Saturday. The marching band performs at all McIntosh football games, all away games, at various parades and events through out the year, pep rallies and also participates in three metro area competitions on Saturdays in October. Please see the Band website at www.mcintoshbands.com for scheduled performances and for directions to football games. The **Spirit of McIntosh** was honored to be chosen to march in the Nations Day Parade in New York City on Veteran’s Day, Nov 2005 and in the Gator Bowl Parade on New Years Eve 2008.

Percussion Ensemble – The Percussion Ensemble can exist anytime during the school year. This musical ensemble can involve any number of students based on the Directors discretion. The group’s performance demands and schedule will be determined by the Director and student availability. The Directors will decide when and how this group will function in the band program. This is a special ensemble like any other and may not happen every year. The establishment of this group each year will be based on student interest, financial support as well as a host of other factors. As personnel needs are established, membership may be opened to students outside of the concert band roster. This decision will be made by the Directors each year. The Percussion Ensemble may rehearse during band class or after school hours. The participation fee will be determined by type of show, number of participants, staff needs etc....

Color Guard -- The Color Guard is the visual unit of the Marching Band. The Color Guard rehearses with the marching band throughout the Fall season. The participation fee will be the same as it is for all marching band members and is based on the total number of participants in the marching band. Students will have specific pay schedules and totals in their marching band contract. For more information contact the Director of Bands or the Color Guard Sponsor. Contact information is available on the band website: www.mcintoshbands.com.

Winter Color Guard – The Winter guard is a visual unit that performs to taped music/spoken word, etc. The Directors will decide when and how this group will function in the band program. This is a special ensemble like any other and may not happen every year. The establishment of this group each year will be based on student interest, financial support as well as a host of other factors. As personnel needs are established, membership may be opened to students outside of the fall color guard. This decision will be made by the Directors each year. The Winter Guard rehearses after school hours usually during the months from November to March. The participation fee will be determined by type of show, number of participants, staff needs etc...

Jazz Ensemble – The ensemble will be offered each year when there is enough student interest and an available instructor. It is also dependent upon the ability of the students and boosters to financially support the existence of this group. The Jazz Ensemble performs jazz, swing, pop, rock and other lighter forms of music. This ensemble will perform at District Jazz Festival, as well as concerts and

various community functions. This group membership is decided on by the Director. This organization meets during and after school hours. There will be a student fee if necessary for supplies and instruction.

Chamber Music Ensembles – Students have the opportunity to perform with fellow classmates in a variety of chamber and small ensembles. The groups will be set up according to student interest and will meet at different times throughout the year. These groups also have the option of participating in District Solo/Ensemble Festival and various other events.

Attendance and Participation

Students who are a part of performing groups are required to attend ALL after school rehearsals and concerts. These are considered an important part of participation in the band program. For the concert bands, this includes scheduled after school rehearsals, performances and other events. For the marching band, this includes marching band practices, competitions, football games and special events. It is not acceptable to schedule other events on top of the band calendar events. The band calendar is set well in advance and is always available at www.mcintoshbands.com. We simply cannot excuse a student from practice because of his/her work schedule. If a student needs to work, they should plan to arrange their work schedule around practices and performances. If academic concerns are presented, we will address the situation per the needs of the student. These policies will be upheld throughout the year, during concert and marching season.

Absence Forms – Parents and students must use an absence form when reporting a future or emergency absence. The absence form gives Directors all the information required for an excused absence in a format that is easy to document. The form is available at www.mcintoshbands.com and in the band room. Students who attend a doctor must turn in a note. Students who have a last minute emergency should call the band room and leave a message at 770-631-3267 or call the front office 770-631-3232 ext. 219. Students may also e-mail the directors in the event of an emergency. After the emergency the student should turn in the absence form immediately upon their return to McIntosh High School. Students will be told when their absence has not been excused. Absences that are not excused will result in a consequence, which will be chosen by a Director, based on that student's individual circumstance. Consequences may include make up practice time, clean up duty, suspension from activity, etc.

Note: Students who do not complete a season in an extra-curricular band activity will sit out the next season

Extra-Curricular Eligibility

All students who participate in extra-curricular activities (marching band, winter guard, indoor drum line, jazz band, etc.) of the band program must meet the eligibility requirements under the guidelines of the Fayette County Board of Education.

1. State requirements for eligibility in competitive extra-curricular activities:
 - A. Aspiring participants must pass a minimum of 2 ½ units the semester prior to participation.
 - B. Aspiring participants must be on academic track in order to participate in competitive extra-curricular activities. In order for a student to be on track, he/she must:

1. Have completed 3 units after one year of high school.
 2. Have completed 9 units after two years of high school.
 3. Have completed 15 units after three years of high school.
2. All students involved in extra-curricular activities are under the jurisdiction of the Fayette County and McIntosh High School discipline policies, in addition to Band rules and regulations.

Grading Policy

Parents should refer to the class syllabus for this policy.

General Band Conduct

Students are expected to conduct themselves as ladies or gentlemen at all times in all band activities. Always remember that you are a representative of your school and community. Dress and behave accordingly. Be proud, but never arrogant. You never get a second chance at a first impression. The following rules are in addition to any policies set for the by the Fayette County Board of Education and McIntosh High School. Failure to adhere to these rules will result in detention and/or an administrative discipline referral.

Disciplinary Procedures

All Performance Ensembles

Students may receive consequences for the following situations:

- Disrespect of others or equipment
- Absence
- Tardiness
- Talking or disrupting rehearsal
- Talking or being disruptive during performance
- Improper care of uniform, instrument, or music
- Bringing gum, food or drinks into the band room
- Playing an instrument that is not yours
- Being in one of the rehearsal rooms, loft, equipment rooms without permission
- Leaving trash in the band room or not straightening up after oneself
- Not having proper attire, uniform or equipment for a rehearsal or performance
- Failure to complete assigned duty before or after rehearsals
- Failure to comply to school guidelines for student behavior

Students may also receive an administrative disciplinary referral for a disruption or behavior deemed inappropriate or in direct violation of any school/county policy.

Marching Band Disciplinary Procedures

Student may receive clean up duty, laps, push ups, extra practice time, etc. Consequences are decided upon case by case situations.

Football Games, Parades, and Competitions

1. Students must use school provided transportation to all events.

2. Any student who wishes to return from the ballgame by any other means must provide the head chaperone with a written notice from the parent **prior** to departure for performance; the note must include the name of the person the student will leave with. The person picking the student up must check in with that student's chaperone prior to leaving the event.
3. Band members are expected to obey chaperones and bus drivers at all times.
4. All band members are to remain in their respective section of the bleachers during the ballgames.
5. Members are expected to be on time and to stay with the band until the end of the group's commitment. No one may leave early without the directors' permission.
6. No solo or small group playing in the stands that has not been approved by the band director. (Small group playing will be approved if it has been worked upon and it is appropriate.)
7. No one is to leave the band without the permission of the band director.
8. No non-band personnel are allowed in the band area of the bleachers without permission.
9. Always return to the designated location following the half-time performance.
10. Students will break during the third quarter. Students may eat certain foods during the break provided they remove the jacket from their uniform and are wearing the designated band shirt. Once jackets are taken off they **must** be hung on the designated hanger on the uniform racks.
11. Do not bring food/drinks – eaten or uneaten - to the stands once your break time is over.
12. Band members should cheer with the cheerleaders and support the team at all games.
13. Students are expected to be quiet while another band is performing. Band members should clap and cheer for them in a respectful manner when they are finished.
14. We are at the football game to perform for the public and to support our team. All members are expected to be attentive and ready to perform in the stands at all times.
15. Students are allowed to have water while in the stands, but *no food or other beverages*.
16. No band members are to dress/undress on the bus without permission.
17. The band room will be open before and after each game and competition. If a student does not ride a bus back to school, it is his/her responsibility to get their equipment back to the proper place in the band room by the next rehearsal.
18. Each student must have a completed parent permission form and the Fayette County Pre-Participation Physical Form on file in order to participate in any Marching Band activity.
19. All students will remain until their bus is completely clean.

Any student involved in a severe disruption will be sent home on a commercial carrier at the parent's expense, unless taken home by his/her parent.

Instruments & Equipment

With care, instruments and equipment can have a long life expectancy. The following guidelines will be adhered to:

1. All instrumentalists in the marching band are required to have a flip folder and lyre (if applicable). Such items can be purchased at local music stores. Students should label these pieces of equipment.
2. Instruments are to be stored in a case and placed in a storage space if left in the band room during the school day. Instruments should be labeled with student's name and students should turn their serial number in to a Director for security purposes. At no time is the school, Fayette County Board of Education or the Directors responsible for any personal equipment left in the band room.

3. When instruments are removed from cases for rehearsal, cases are to be returned to the storage slots.
4. Students (marching or concert) who use school-owned equipment are required to treat such materials as if they were their own. After use, equipment should be returned. Any damage done to a piece of equipment, other than usual wear and tear, will be the responsibility of the student/parent. It will be the responsibility of the student/parent to replace any lost or stolen equipment that may be assigned to them if found that said damage or loss occurred as a result of neglect.
5. The Boosters cover partial maintenance of school-owned instruments; students will be assessed a user/rental fee per semester to cover costs. Any individual who breaks, looses or destroys an instrument is held responsible for its repair or replacement. The Band Directors will determine what constitutes normal wear on all instruments and, if necessary, assess a fine based on the extent of the damage. Students who do not pay their assessed fines are subject to an administrative obligation in which a financial assessment is placed on your student school record.
6. Students are responsible for their individual instrumental needs: reeds, mouthpieces, drumsticks, valve oil, repair, etc.

Awards

Various awards may be presented during the Spring Awards Ceremony. These include but are not limited to:

- John Philip Sousa Award – Presented to the outstanding senior band member. Selection is based upon musicianship, character, leadership, responsibility and other such qualities.
- Louis Armstrong Jazz Award – Presented to an outstanding member of the jazz ensemble. Selection is based upon musicianship, character, leadership, and responsibility.

Marching Letter Award Policy

Receiving a letter for marching band is in recognition of the hard work and dedication necessary to have a successful year. Each student is assessed individually to determine qualification for the letter award. Qualification is base on:

Attendance

- Attendance, as stated in the handbook, is mandatory at all rehearsals and performances. Students who have more than one (1) unexcused absence from a rehearsal will forfeit their letter. Students who have an unexcused absence from a performance will forfeit their letter.
- Excused absences shall be granted at the discretion of the Directors. The appropriate form can be found at www.mcintoshbands.com or in the band office. Absence Forms must be completed and turned in promptly giving as much advance notice as possible.

Participation

Participation shall include, but not be limited to, attitude, meeting financial obligations, and effort. Students not meeting the participation expectations may be suspended or removed from the band program.

- Attitude: Students should exhibit a good attitude; arrive at band events early and prepared, and ready to work.
- Financial Obligations: Students should meet all financial obligations in a timely manner.

- Failure to do so may result in temporary or permanent removal from this performing ensemble. Students who are removed will not be eligible for the letter. Students may also receive a school obligation with a financial assessment placed on their student record.
- Effort: Each marching student is expected to uphold the commitment of working together as a group by attending practices, exerting strenuous physical effort, and memorizing music and drill.

MCINTOSH HIGH SCHOOL BAND BOOSTERS

*A 501(c) 3 non-profit organization established January 1, 1984
Incorporated May 11, 1988.*

Mission Statement

Our mission is to:

- Promote the instrumental music (band) program at McIntosh High School
- Encourage active participation in the band program
- Provide financial support
- Enhance the band program through cooperative efforts with the Band Director, the School Administration, and the Fayette County Board of Education
- Build and maintain an organization of parents which will help promote the general activities of the McIntosh High School Instrumental Music Program

Membership

Every parent or guardian of current band and auxiliary students, as well as any other interested member of the community is a MHS Band Booster.

Parent Meetings

Parent Meetings are held periodically throughout the school year. All pertinent information from the meetings will be posted on our website, www.mcintoshbands.com

Parents are welcome at all rehearsals. Even though the directors are always happy to speak with parents, they are also very busy. If you wish to speak with one of them, please try to make an appointment.

Please see the band website – www.mcintoshband.com – for a complete Band Booster Board of Directors roster and contact information.

The MHS Band Booster Board meets monthly. These meetings are open to any interested Booster member, although only Board members may vote. Meeting dates are listed on the web site calendar. The McIntosh High School Band Booster By-Laws are posted on the band website or a paper copy is available upon request.

Volunteer Opportunities

The following is a list of committees and their responsibilities to the band program:

- **Chaperones** – Coordinates adult chaperones for all band activities per Fayette County guidelines.

Chaperones are needed for all football games, marching band competitions, festivals and field trips. Band activities may occur during school hours, evenings and weekends. Official chaperones receive free admission into all games and competitions. Chaperones for over-night activities will be required to undergo a background check.

- **Communications** – Maintains a band roster with the name, phone number and parent email address for each student. This committee also organizes and distributes news updates to all band participants and maintains the band website. Email addresses are only used for band communications.
- **Fundraising/Concessions** – Responsible for Stadium Concession sales during JV and Varsity Football games. Concession stand workers are credited \$5.00 per hour to their student's fundraising account. Sales profits are used for the marching band uniform fund. This committee also maintains booster-owned concession stand equipment.
- **Fundraising/Corporate** – Coordinates the Corporate Sponsorship program.
- **Fundraising/Sales** – Coordinates official fundraising events approved by the Band Boosters.
- **Public Relations** – Coordinates Senior Night, 8th Grade Night, Marching Band Awards Night, Concert Band Awards Night and other "fun" activities for band students. Submits pictures and news articles to local newspapers. Keeps the band scrapbook.
- **Transportation** – Transports props, podiums and instruments to all performances. Committee members include parents with access to tow-capable vehicles (equipped full size pick-up or SUV). ***Only approved Fayette County bus drivers transport students.***
- **Uniforms** – Issues and maintains all marching band uniforms and accessories. Performs marching uniform fittings and alterations. Coordinates the concert wear sale/resale program; and orders the concert wear dress for all female students.
- **Hospitality** – Coordinates food and snacks before and during games, competitions and other events such as 8th Grade Night, Awards Night and Senior Dinners. Coordinates food and snacks for band camp.
- **First Aid** – Assemble and maintain binders with all required forms, maintain first aid kits, set up first aid station as needed for all band events and activities.
- **Scrip**- Coordinates the purchase and distribution of retail gift cards. Rebate percentages are credited to student accounts and the Band General Fund using the 70/30 guideline.

For a more detailed list of committee responsibilities, please refer to the MHS Band By-laws.

In addition to these committees, other volunteer needs occur during the school year. Your special talents are always appreciated and needed. Note: Starting at Marching Band Camp each summer, we need help with sewing and prop construction. **We welcome your involvement**, please contact the chairman of the activity in which you are interested, or the Booster President or Vice President. Contact information is available on the MHS band website.

"Boosting" the Band

Our students will spend countless hours over the next year preparing for the Marching Show, and the Georgia Music Educators Association (GMEA) Festival Competition in the Spring. Parents "boost the band" by volunteering, supporting the practice schedule, attending performances, and sharing the excitement through active involvement with other band parent boosters.

Please schedule doctor's appointments and vacations to minimize conflicts with rehearsals and performances. Please refer to the band calendar at www.mcintoshbands.com

Marching Uniforms

The marching uniform consist of a jacket, bib-style black pants, black gloves, black marching shoes, black socks, and black hat. The Boosters provide the jacket, pants, hat, and show shirt. **Show shirt and black athletic type shorts must be worn under the marching uniform.** Note: Please also have a pair of khaki shorts available to wear as the Directors request this on occasion.

Students must purchase their shoes, socks, and gloves. These are available for purchase at the beginning of the marching season through the Uniform Committee. Shoes will be fitted and ordered during marching band camp in July, and gloves are sold to the students at cost. No profit is made for the Boosters on these sales.

Marching Uniform Purchase Plan

In 1999, a financial plan was established to ensure the ability to purchase new uniforms every 8-10 years at an anticipated cost of \$50,000. This plan calls for 50% of the cost for new uniforms to be saved in the four years prior to the purchase, with the remaining 50% of the expense being paid over the four years following the purchase.

All marching students are responsible for the proper care of their issued uniform. Students and parents are financially liable for damage to uniform items.

Instructions for the Marching Band Uniform

1. Uniforms will be stored in the band room. Students will not take uniforms home.
2. A commercial cleaner is under contract to pick up and deliver the uniforms. Routine cleaning is included in the marching band participation fee.
3. Students must refrain from eating anything that stains when wearing the uniform.
4. If a uniform requires extra cleaning because a student failed to follow these instructions, the student will be assessed the cost of that cleaning.
5. The jacket must be hung on the proper hanger on the uniform rack anytime it is not being worn during a game or performance.
6. Students are responsible for returning their uniforms to the proper hanger in the uniform room. Students who fail to do this may be assessed a fine for negligence.

Alterations/Mending

1. The uniform committee will make arrangements for alterations of pants and jacket sleeves.
2. Extra buttons are available if any are lost during the marching season.

Uniform Configuration

1. The band directors will tell the students what to wear for each event.
2. Uniform committee volunteers will have extra gloves and socks for purchase if a student does not have these required items prior to a game or competition.
3. Black athletic type shorts and issued show shirt must be worn under the marching uniform.
4. Please also have a pair of khaki shorts available to wear as the Directors request this for home events.

Spirit Wear

The Booster organization has various styles of shirts, sweatshirts, and jackets for purchase by parents and band students. A very small profit is made on these items, which goes to the general fund.

Concert Wear

All students must purchase a concert uniform as described below. Graduating seniors or students leaving the band program can sell their uniforms to other band members. The concert uniform cost is ***not included*** in the Concert Band Financial Participation Obligation.

Girls:

Girls will wear a washable black top and skirt. This outfit will be ordered from Stage Accents through the Band Uniform committee. Fittings will take place during band classes in mid-September for new students and those students who need to change sizes from their previous concert outfit. Used concert dresses may be available on the band website on the Band Gear for Sale page.

The uniform committee has a fit line of dresses for girls to determine their correct size. Payment for the Concert Band dress is due at the time of ordering. Checks should be made payable to *McIntosh High School Band Boosters*. Students may use fundraising credit if it is available. Black closed-toe dress shoes with black or neutral colored hosiery must be worn with the concert dress. Only white/cream pearl jewelry is allowed.

Boys:

All boys in the Concert Bands will wear a black tuxedo, obtained by the student.

The tuxedo must have the following details:

1. Tux and satin details in black only.
2. **Classic style one-button jacket with satin notch lapel.** Note: NO shawl lapels, extra long jackets, modern styles, etc. are permitted.
3. Trousers with satin stripe down side. Adjustable waist is OK.
4. White wing-collared shirt.
5. Black satin cummerbund and bow tie.
6. Black dress shoes (polished band shoes are OK) and black socks.

Several local and online vendors offer acceptable tuxedos at reasonable prices. Please visit the Concert Bands page at www.mcintoshbands.com to view an updated list of recommended merchants. You may purchase a tux from any source you choose, as long as it meets the requirements above.

MHS Band Booster Budget

The MHS Band Booster Budget is our “financial blueprint” for the current school year based on needs identified by the Band Directors. This budget is divided into Marching Band costs, Concert Band costs, and General costs covered by Booster sponsored revenue-producing events. Our operating budget includes the cost of special instructors, buses, uniforms, equipment, music, instrument replacement, instrument repairs and many other expenses not covered as part of the band class through the Fayette County School Board budget.

The primary way in which the “Spirit of McIntosh” Marching Band and the McIntosh High School Concert Bands pay their operating expenses is to collect revenue through our volunteer fundraising

efforts and through individual student financial “fair share” assessments.

The Band Booster budget does not include marching uniform accessories (shoes, gloves, etc.), Concert Band uniforms, or individual instrumental needs. Each student covers the costs for these items. Indoor Drumline and Color Guard will have additional costs for their programs.

Any income raised by the Booster organization above the projected expenses may be used to purchase items from the Directors’ Wish List.

Individual Fair Share Amounts

Every band student contributes equally to the band’s operating costs through the Band Participation Financial Obligation, or Individual Fair Share Amount. The Band Boosters sponsor numerous fundraising activities throughout the year that provide all families the opportunity to meet their Band Participation Financial Obligation. Many families cover all band fees by participating in fundraising. The Individual Fair Share Amount does not include marching uniform accessories, concert uniform, or individual instrumental needs.

Due Dates for Individual Fair Share Amounts

All scheduled marching band fees must be paid before the beginning of Band Camp to be eligible to participate in band camp. All fees are nonrefundable. Band Camp attendance is mandatory to participate in marching season unless a student has an excused absence from the band directors. Please understand that the majority of the Marching Band Program expenses are incurred by June 1st. Music and drill must be written, instructors must be offered contracts, equipment and supplies must be ordered and other services may be requested long before band camp begins. Monies paid for Marching Band may be reimbursed through future fundraising efforts.

Payment for Concert band is due by August 30th. This covers music and supplies that are not provided by the school system. The Fine Arts budget has been consistently reduced over the years and the cost of funding these programs falls largely on the participants.

Payments should be placed in the locked Treasurer’s Box in the MHS Band room, or mailed to the Deposits volunteer (June & July payments). Mailing information is available on the band website.

Multiple Child Discount

A ***multiple-child*** discount (10% of total amount) will be applied to the total Band Participation Financial Obligation per eligible family.

Nonpayment of Individual Fair Share Amount

A student will not be denied participation in band because of financial hardship. However, the student and their parents must show that every effort has been made to fundraise to the best of the family’s ability. It is the student’s responsibility to request a Financial Assistance Form from the band director and the family’s responsibility to return the completed form before financial assistance can be provided. The decision to waive a portion of the fees will be made by the School Principal, Band Director, and the Band Booster president. This information is kept confidential.

Failure to pay your band financial commitment may result in an obligation being placed on

your student's school record.

Student Fundraising/Financial Activity Record-Keeping System

Every MHS band student has a Student Fundraising/Financial Activity Account. This financial record remains active as long as the student is in band. This "account" is an accounting system for individual payments and fundraising activities. Remember: the IRS considers these funds to be band monies, so this account can be used only for band-related fees and activities.

The student fundraising record-keeping system *encourages* students and parents to fundraise. Your fundraising efforts put money into your student's account as well as into the general fund to purchase new instruments and equipment for the band program. This system makes all students and parents equally accountable for the operating costs of the band program.

All band-related expenses can be paid out of your student account, as long as there is a positive balance. Any out of pocket band expense within the current Booster fiscal year can be reimbursed by future fundraising. (For example, if you write a check for band fees and you work fundraisers later in the year, you can earn a reimbursement from the organization up to the amount you paid out of pocket providing your student's financial band obligation has been met.)

At the end of each year, any positive balance in your account will rollover to the next fiscal year.

MHS Band Boosters is a volunteer organization; only active participation in fundraising activities will put fundraising credits into your student's band account.

Using Your Band Account To Pay for a Band Expense

All requests to use band account funds must be in writing and placed in the Treasurer's box in the band room. The Reimbursement Request Form is available at www.mcintoshbands.com

Remember that your account must have a positive balance after all financial participation obligation amounts are assessed in order to use funds from your account.

Student Account Statements

Student account statements will be sent to parents at regular intervals and are always available upon request. The accounts are updated after each fundraising event, as well as after financial obligation due dates. Proceeds from fundraisers will be credited to student accounts after each sales event is closed and the books are reconciled. Concession worker's amounts will be credited to the individual student's record at the end of the football season.

We encourage you to review your student's statement carefully. If you have any questions, please contact the Band Booster Student Account Manager. Information about your student's account is confidential. Access to the account information is restricted to the Directors, Booster President, Treasurer, and Student Accounts Manager.

Reimbursement and Disbursement of Band Account Monies

Students with an account balance of \$25 or more may ask for a reimbursement of funds. To comply with IRS regulations, reimbursement of funds is permitted if the student or parent has paid band-related expenses during the **current** Booster fiscal year of June 1 - May 31. Students will be reimbursed no more than the final balance in their account even though *out of pocket expenses* may exceed that amount. (For example, if a student has a final balance of \$95 in her account and her parents wrote a \$125 check for private music lessons, the student may only be reimbursed the \$95.)

Requests for reimbursement must be made in writing by May 15 of the current fiscal year. A parent's signature is required. Reimbursement Request Forms are available on our band website, www.mcintoshbands.com.

If a student graduates, moves, or quits band, disbursement of student account money is as follows:

- Band account funds can be transferred to a sibling, only if the sibling is currently enrolled in high school or is a rising freshman. We do not hold funds for siblings who will not be in high school the next school year.
- Students can "will" their balance to another MHS band student.
- Students can donate their balance toward an item on the Band Director's *wish list* or pool their money with other students to purchase an item.
- After May 15 of the current fiscal year, all money in senior or transfer student accounts will revert to the MHS Band Booster General Fund.

Rising freshmen with a positive balance in their J.C. Booth Band Account will have their monies credited to their MHS Band Booster Student Account at the beginning of the school year.

As per IRS non-profit guidelines, all student account monies are the property of MHS Band Boosters.

Fundraising

The MHS Band Booster organization sponsors many different types of fundraising activities. **Active participation in fundraising events can cover 100% of your band commitments and other band related expenses.**

Most fundraising proceeds are split 70/30, with 70% going directly to the student's band account and 30% going into the Band General Fund.

Exceptions to this policy are:

Concession stand workers at home games receive credit for the time worked during the season at a rate of \$5.00 per hour.

Sending Money to School

PLEASE PAY BY CHECK. We cannot be responsible for cash. Write the name of your student at the bottom of the check and indicate what the check is for. If you are sending one check for multiple expenses, please indicate on the check the amount of each expense.

Envelopes are provided in the band room for all payments. PLEASE HAVE YOUR STUDENT PLACE PAYMENT ENVELOPES IN THE TREASURER'S LOCK BOX IN THE BAND ROOM.

Revised 8/30/10