



Band of the Braves

155 Highway 49 West - Milledgeville, GA 31061
478.453.6429 x308 www.bandofthebraves.com

2004 - 2005

Member Handbook

BALDWIN HIGH SCHOOL BAND OF THE BRAVES MEMBER HANDBOOK

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APPENDIX:

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| - Chair Challenge Form | - Music & Materials Check-Out |
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STUDENT HANDBOOK USE

Almost inevitably, inconsistencies or discrepancies may be found in a student handbook that conflict with other documents. Students and parents should always consult with the director of bands when such discrepancies arise.

BALDWIN HIGH SCHOOL BAND OF THE BRAVES

MISSION STATEMENT

The responsibilities of the Baldwin High School Band are:

1. To provide the students in the program with a full instrumental music education through rehearsal, performance, teaching, testing, and listening.
2. To provide the members of the program with the proper rehearsal and 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.
3. To encourage all band students to strive for musical and personal excellence through a healthy hobby or avocation, which can be useful throughout life.

RESPONSIBILITY OF A BAND MEMBER

We believe that each band member should improve through daily practice. We are firmly convinced that the happiest students are the ones that are 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 to stand for their principles. The Baldwin 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 be present at each rehearsal and performance or to be properly excused from such in accordance with the attendance policy.
2. To put forth a **true effort** to learn and improve daily.
3. To be responsible for and expect to assume the consequences for your actions.
4. Have respect for those in authority (directors, instructors, chaperones, student leaders, etc.)
5. Follow all school and band rules and regulations.
6. Cooperate with your fellow band members and share with them the responsibilities, privileges and rewards that are a part of our program.
7. Contribute positively to your music education and that of others by the best use of your talents.
8. Participate in all band functions.

ORGANIZATIONS

Symphonic Band - The Symphonic Band is the most demanding of our ensembles from a musical standpoint. The music which this organization performs requires a higher level of musicianship of its members than the music performed in the other ensembles. Membership is by audition only. Auditions for the Symphonic Band are held near the end of the school year for membership during the following year. This band will usually perform three to four concerts per year and participate in at least one festival. The Symphonic Band meets as a separate class during the school day and meets during after school hours at times.

Concert Band - This ensemble focuses more on developing the necessary musicianship abilities to master the instrument. The music performed by this ensemble will not be as demanding as that performed by the Symphonic Band. This band will usually perform two to three concerts per year and participate in at least one festival. The Concert Band meets as a separate class during the school day and may meet during after school hours at times.

“Marching Pride” Band - The marching band is a combination of class and extra-curricular activity comprised of the playing members (winds) and the auxiliaries (Spirit Line). This organization meets during after school hours. All playing members of the marching band must be enrolled in a band class. The marching band begins preparation for their fall season during the summer. The marching band performs at every Baldwin High School football game, various parades throughout the year, pep rallies, and usually at two to three contests/festivals during the fall. During the fall semester, students are in classes based on their instrument, Percussion, Brass or Woodwind.

Percussion Ensemble - The Percussion Ensemble(s) are comprised of all percussion students who participate in the marching band program. The members of the percussion ensemble are assigned to the Symphonic or Concert Bands through auditions and rehearse with that group during second semester. This ensemble performs music written for percussion ensembles of various sizes and instrumentation. The Percussion Ensemble meets during the school day as a separate class and may meet during after school hours for marching rehearsal and indoor drum line.

Jazz Band - The jazz band is comprised of students who play any of the following instruments: flute, saxophone (alto, tenor, and baritone), trumpet, trombone, percussion, string or electric bass, piano and/or electric keyboards, and guitar. The jazz band performs jazz, swing, pop, rock, etc. This organization meets before and after school hours. The jazz band will tour on opposite years of the marching band and will perform many times in the spring semester.

Spirit Line - The visual ensemble functions as a visual compliment to the "Marching Pride" Band. Members of this organization are selected through an audition process in the spring of each year. Members are required to audition each year. The visual ensemble performs at each function with the marching band and meets during school and after school hours. Members will also perform at competitions in the spring semester.

ATTENDANCE POLICY

Attendance at all rehearsals, performances and other official band functions is **required**. An absence will not be excused unless the student has provided the band director with a written notice from the parent at least **ONE WEEK PRIOR** to the absence as to the reason of the expected absence **OR** the student is absent due to personal illness or an emergency. For **5th Block Recovery**, a Band 5th Block slip must be signed by the teacher of which the member is attending 5th Block (This slip can be obtained in the front of the band room. For doctor/dentist appointments, **the note must be from the doctor or dentist's office**. A note from a parent will not be considered an excused absence for a doctor or dentist appointment. **Any other absence other than those mentioned above will be considered as unexcused**. Excessive excused absences will not be tolerated. An **unexcused absence** from a rehearsal will result in the student not participating in the next performance. **Two excused absences** within a one week period may also result in the student not participating in the next performance, if the director feels the student is unprepared. An **unexcused absence from a performance** will result in the suspension of the band member for a period of time to be decided by the band director. Excessive unexcused absences and/or tardies will possibly result in the removal of the student from the ensemble/activity or band program. An **unexcused tardy to a rehearsal, performance or other function** will result in the issuance of a detention to the tardy member and if needed will be handled further by the band director. **Two**

unexcused tardies will be treated as **one unexcused absence**. If a student arrives to a rehearsal late it is the responsibility **of the student** to check in with the person in charge of attendance for that ensemble. **Absences from a Thursday rehearsal will result in the student not participating in weekend performances.** Attendance at those performances will still be required.

QUALITY ASSURANCE PROGRAM

The "**Quality Assurance Program**" (QAP) is designed to help ensure quality performances by the Marching Pride. Students who miss a Monday or Tuesday rehearsal, whether excused or unexcused, will be required to attend QAP to make up work missed. Students having trouble with marching or music may also be assigned QAP to receive additional help. **QAP is not designed as a replacement to the regular rehearsal scheduled.** It is used as a program to help students with an absence stay caught up with the marching band. Thursday rehearsals may **not** be made up in QAP (see rehearsal policy). QAP is for the occasional absence. Excessive absences will result in dismissal from the marching band. QAP may not be used to make up more than one rehearsal during that week.

EXTRA-CURRICULAR ELIGIBILITY

All students who **participate** in extra curricular activities (Marching Band, Jazz Ensemble, etc.) of the band program must meet the following requirements under Baldwin County Board of Education:

1. Completed physical from physician (marching band only)
2. All students involved in extra-curricular activities are under the jurisdiction of the Baldwin County and Baldwin High School discipline policies in addition to Band rules and regulations.
3. Students are expected to dedicate a great deal of time to their studies. 5th block is available through the school.

GENERAL BAND CONDUCT

You are expected to conduct yourself as a lady or gentleman 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 forth by the Baldwin County Board of Education and Baldwin High School. Detentions may be issued to any student(s) who are in violation of these rules.

BEHAVIOR IN AND CARE OF THE BAND ROOM:

1. Do not leave instrument, equipment, music, or any personal belongings out in the band room.
2. Food or drink is **not allowed** on the **carpeted areas** (except bottled water).
3. Put anything that you use back in its proper place.
4. **Do not use other's belongings without their permission.** (This includes school-owned equipment.)
5. **Gum is not permitted in the band room.**
6. Keep your band room in such a condition that you can be proud if a visitor should come by. The condition of your band room reflects the **pride** that you have in your band.
7. **Anyone found to be damaging or destroying band/school-owned property will be required to repair and/or replace the equipment and face possible disciplinary action.**

BEHAVIOR DURING REHEARSALS:

1. Immediately get quiet when a conductor (director, drum major, guest) steps upon the podium or in front of you.
2. Questions should be directed to the podium, not your neighbor.
3. No playing or talking while a conductor is on the podium, unless under his/her direction.

FOOTBALL GAMES:

1. Students must use provided transportation to all football games.
2. Any student who wishes to return from the ball game with his/her parent must provide the director with a **written notice from the parent BEFORE we leave for the game and have the parent personally contact the director. It is also the responsibility of the student to check out with the head chaperone on their bus BEFORE leaving. Students will only be given permission**

to ride home with parents after performances.

3. All band members are to remain in their respective sections of the bleachers during ball games.
4. 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.)
5. No one is to leave the bleachers without the permission of the band director.
6. **No non-band personnel are allowed in the band area of the bleachers at any time.**
7. Always return to the stands following the half-time performance.
8. You will usually be given the **third quarter off** - in which case you are to be back in your seat when the clock reads 2:00. Failure to adhere to this rule will result in the loss of this privilege for the next game.
9. 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.**
10. No food or drink in the stands without the permission of the band director.

TRAVEL RULES OF CONDUCT:

1. Any rules regarding football games which would apply to other band trips are in effect.
2. **Each student must have completed a permission/medical form in order to attend any trips with the band.** If a student does not return a completed Baldwin High Band permission slip prior to the event the student will not be allowed to participate in the trip by any means of transportation.
3. **ALWAYS conduct yourself with class.** Treat other bands, their members and their parents with the same respect you would want shown toward us.
4. Any personal familiarity (PDA) between any band members will not be tolerated while a part of any band function.
5. Band members are expected to obey appointed chaperones and bus drivers while on a trip.

6. **No band members are to completely dress/undress on the bus.**
7. The use of alcohol, tobacco or illegal drugs will not be tolerated. Any violation of this policy will result in the following action as prescribed in the BHS Handbook:
XI. Disciplinary Policy and Procedures pg.35
 - a) **1st offense** – Immediate suspension (10 days)
Possible referral to Student Disciplinary Hearing Officer
Suspension from semester band activities.
 - b) **2nd offense** – Immediate suspension (10 days)
Referral to Student Disciplinary Hearing Officer
Notify Law Enforcement
Expulsion from band

Any student violating any of the above rules while on a trip with this band will be sent home on a commercial carrier at the parent's expense, unless taken home by parents. Parents will be notified of the student's arrival time.
8. For your safety, travel in groups of three or more.
9. Do not fraternize with strangers.

HOUSING RULES

- A. Do not run, shout or otherwise disturb other hotel/motel guests.
- B. Students are not allowed to leave the immediate housing area without Director/chaperone's permission.
- C. No boys in girls rooms or girls in boys rooms unless permission is obtained from the director.
- D. All students must be in their rooms at the designated room check time.
- E. Do not open doors unless visual identification is made. This is for your safety.
- F. No one is allowed out of their room after room check (unless fire or other natural disaster warrants leaving).
- G. Any illness or other problem occurring during the night should be reported by phone to a chaperone or staff member.

H. Keep room noise to a minimum. There are other paying guests other than you.

I. Rooms will be checked after all stays. They should be clean. Any damage done to any room will be the responsibility of **all** the individuals staying in the room unless identification of the one doing the damage is reported.

J. Room keys are the responsibility of the student to whom they are issued. It is the responsibility of that student to pay for any key which they do not turn in.

INSTRUMENTS & EQUIPMENT

STUDENT INSTRUMENTS & EQUIPMENT:

1. Each student is expected to **have in class and rehearsal each day** the following:

A. Instrument in **good working condition** or auxiliary equipment (flag, etc.)

B. Any necessary accessories such as extra reeds, valve oil, slide cream, etc.

C. **Pencil**, not pen.

D. Band folder or flip folder with all music and method books are necessary. Music, concert folders, and some method books are provided by the band program. There will be a charge to replace any items not returned.

2. Instruments (personal and school-owned) will be inspected for proper care from time to time. **These inspections may count as a grade.**

3. Instruments are to be stored in a case in a storage slot or designated area at **all** times in the band instrument room except when in use.

4. When instruments are removed from cases for rehearsal, cases are to be returned to the storage slots.

5. Each **playing member of the marching band** (other than percussion) is responsible for purchasing their own **flip folder and lyre** (if not already with the instrument). These two items are required to participate in the marching band and will be checked at each inspection prior to a football game. **Flip folders must have student's name written on it.**

SCHOOL OWNED INSTRUMENTS & EQUIPMENT:

All school owned instruments, equipment, books, etc. will be signed out with a check-out form that must be signed by a parent (see appendix). Students are responsible for providing a mouthpiece for school owned instruments. Mouthpieces can be purchased through the band office. This fee will be waived if the student was asked by the director to play the instrument. Once an instrument or piece of equipment has been assigned to a student, the student/parent is responsible for it. Any damage done to the piece of equipment, other than normal wear, will be the responsibility of the student/parent. It will also be the responsibility of the student/parent to replace any lost or stolen equipment that may be assigned to them if found that this occurred due to neglect.

UNIFORMS

The uniform that you wear as a member of the Baldwin High School Band is one which should be worn with **pride**. Whether it be at contests, football games, concerts, or any other function, others who see you in your uniform will not only judge you as a member of our band but as a student of Baldwin High School and the state of Georgia. The opinion others have of your band, school and community are influenced by your behavior in uniform, **on and off the field**. When we are in uniform in public, we are in **complete** uniform. Unless you have been told otherwise by one of the directors, this will always be the rule. **No part** of the uniform is to be removed, unbuttoned, unzipped, etc., unless you have been given permission by the director or instructor to do so.

REHEARSAL UNIFORM

The rehearsal uniform for every Tuesday and Thursday rehearsal will be the red practice shirts received at the beginning of the season. Other requirements on those days are black bando shoes. Disciplinary actions will be enforced for a person who fails to wear this uniform on the assigned days.

MARCHING BAND UNIFORMS

UNIFORM ISSUANCE & FEE:

Band uniforms will be issued prior to the beginning of the school year. A uniform rental fee will be charged to each member requiring a uniform. This fee will be charged to each member requiring a uniform. This fee will be set yearly by the Baldwin High School Band Boosters Organization. **A student will not be**

issued a uniform until the band fee has been paid in full or payment arrangements have been made with the booster treasurer.

The band uniforms are the property of the band booster organization. The band member will never take the uniform home unless for some special event where this is needed. Each student will have a uniform number issued to him/her. The member is **required** to wear the following under the band uniform:

1. Band T-shirt (If performing two days in a row, a plain white T-shirt may be worn at a ball game.)
2. Black shorts (White or off-white long underwear is fine for cold weather.)
3. Solid black socks.
4. Marching shoes.

All of this should be on when arriving at the band room.

UNIFORM ACCESSORIES

In addition to the parts of the uniform which are issued to the band member, each member is responsible for purchasing the following accessories which may be used year to year:

1. **Band shoes** - Solid Black. Brand is to be approved by the band director. **These must be a pair of lace-up marching band shoes. Must have student's name labeled on the inside.**
2. **Socks** - Solid black. (All or mostly cotton are suggested.)
3. **Gloves** - Black (Cotton or Poly/Cotton) 2-3 pair recommended.
4. **Band T-Shirt** - This is part of the band uniform and will be worn as such at various times.
5. Visual Ensemble members will have additional accessories, which will be announced at tryouts.

UNIFORM RULES

1. All students will complete and sign a uniform issuance/rental form and pay the uniform rental fee in full before they will be issued a uniform. (See appendix)
2. All uniform parts will be numbered. You are responsible for the uniform and uniform parts assigned to you, when you are wearing them.
3. If any part of your uniform is lost, you may be able to find it in the

lost and found. You may retrieve the items(s) for \$1.00 per item.
(Ex: 2 gauntlets are 2 items.)

4. If you are not able to find the lost part or damage or destroy it, your account will be charged for the part at the following amount:

Uniform jacket: \$180.00
Uniform bibbers: \$80.00
Uniform shako (hat): \$45.00
Slash: \$37.00
Collar: \$5.00
Citation Cord: \$10.00
Gauntlets: \$26.00
Garment Bag: \$15.00
Uniform Hanger: \$2.00
Hat Box: \$8.00
Poncho: \$5.00

(Lost shoes, socks, gloves and T-shirts are also the student's responsibility.)

1. Unless it is being worn by the student, the uniform is to be on the uniform hanger, in the garment bag. After performances, uniforms should be stored in the garment bag, hanging in a closet, un zipped for airing.
2. Students are required to be in their band T-shirt and shorts ready to put on their uniform in the band room, before any performance at the school or for a trip. The director only, will announce any exceptions to this.
3. Any student not in complete uniform to the satisfaction of the band director will not leave the band room as a member of the band for that trip or performance.
4. Uniform inspections will be conducted for each performance.
5. Uniforms should be cleaned at the dry cleaners on a regular basis.
6. **No jewelry** is to be worn with the uniform unless it is **completely** concealed by the uniform. No facial jewelry or excessive makeup is to be worn while in uniform.
7. Hair is not to touch the collar of the **band uniform** (male & female).
8. The band director and band booster executive committee reserve

the right to revoke the uniform rental opportunity of any individual found to be negligent in use of the uniform.

VISUAL ENSEMBLE UNIFORMS

The uniforms for all auxiliary units and cymbals line are the responsibility of the individual students. The band director reserves the right to remove any member of these units from participation/performance due to neglectful wearing or care of their uniform.

CONCERT & SYMPHONIC BAND UNIFORMS

All members of the Concert & Symphonic Band will wear the band uniform at all performances unless instructed otherwise. The uniform is the same as the marching band uniform minus the hat, gauntlet, and gloves. Band students who are not in the marching band will be required to pay a \$15.00 uniform fee for the cleaning of the uniforms. This cost is covered in the band fee for marching band students. Band students who are not in marching band will also need to buy a pair of solid black, lace-up marching band shoes.

***All** members of the concert and symphonic bands must purchase a band T-shirt each year as this is worn from time to time at informal concerts.

JAZZ BAND UNIFORMS

The following is the required dress for all members of the Jazz Ensemble at all performance unless instructed otherwise. These will be the responsibility of the individual to purchase.

- ◆ Jazz Band Shirt
- ◆ Khaki Pants
- ◆ Dark Dress Shoes
- ◆ Dark Socks

DISCIPLINARY PROCEDURES

DETENTIONS:

1. A detention may be issued to a member for various disciplinary reasons including the following:
 - A. Tardiness to rehearsals
 - B. Failure to replace instrument/equipment following rehearsal

- C. Not prepared for class
 - D. Disruption during rehearsal or performance
 - E. Infraction of uniform inspection
 - F. Chewing gum during rehearsal
 - G. Having food or drink on carpeted area
2. All detentions are served in the band room or on the practice field. Each detention is equal to one hour.
 3. Detentions will be served on Wednesday afternoons from 3:30 to 4:30 p.m. unless otherwise noted.
 4. Detentions are not issued at the convenience of the student. You will be expected to serve a detention on the date assigned to you.
 5. A detention slip will be issued at the time the detention is issued.

CONDUCT AT PERFORMANCES

It is expected for all members to have exceptional conduct at all performances including performing in the stands at football games. This varies from behavior, to attitude and to being ready to play with horns in playing position when directed by the drum majors or directors.

SUSPENSION AND EXPULSION

A band member may be removed from a particular event or performance, or suspended from all band functions for a designated period of time if an offense is deemed serious enough by the director. A student may be expelled from the band program by recommendation of the director and the principal. Any student who is expelled from the band program will not be readmitted.

GRADING POLICY

The grading system for the Baldwin High School Band classes is based upon individual playing/performance, tests/pass-offs, after-school rehearsal and performance attendance, practice record, and exams.

Students may earn extra credit by participating in such events as all-state band auditions, district band auditions, honor bands, solo and ensemble festival, workshops, clinics, etc.

AWARDS

Various awards may be presented during the spring band banquet. These include but are not limited to:

John Philip Sousa Award - Presented to the most outstanding band member. Selection is based upon musicianship, character, leadership, responsibility and other such qualities.

Louis Armstrong Jazz Award - Presented to the most outstanding member of the Jazz Band. Selection is based upon musicianship, character, leadership, responsibility and other such qualities.

Patrick S. Gilmore Award – Presented to the runner-up of the John Philip Sousa Award.

Woody Herman Jazz Award – Presented to the runner-up of the Louis Armstrong Jazz Award.

Director's Award - Presented to any member of the band program. Selection is based upon exceptional leadership, responsibility, and assistance to the director and the band program.

"MVP" Awards - Presented to one member in each of the Symphonic Band, Concert Band, Marching Band, Percussion Ensemble, & Jazz Ensemble.

Rookie of the Year Award - Presented to the most outstanding Rookie band member of the year who was successful in both marching and concert bands.

All-State Band Award - Any member of the Baldwin High School Bands program who is selected for the Georgia Music Educators Association All-State Bands will have his/her name placed upon the permanent plaque.

Outstanding Section Award - Presented to the section of our band program that has demonstrated the following qualities throughout the school year; pride, loyalty, spirit, character, musicianship, and reliability. The name of the section will be placed upon the permanent plaque in the rehearsal hall.

BAND LETTERS AND BARS

Members who complete an entire season of band, including marching band and concert/symphonic band with no unexcused absences from a performance will receive this award. The first year these requirements are achieved, the member will receive a band letter. Each additional year, the member will receive a band bar to pin on the letter.

VISUAL ENSEMBLE LETTERS AND BARS

Members who complete an entire season of marching band with no unexcused absences from a performance will receive this award. The first year these requirements are achieved, the member will receive a band letter. Each additional year, the member will receive a band bar for the letter.

BALDWIN HIGH SCHOOL BAND HONORARY MEMBER AWARD

The highest honor that our band program may bestow upon a non-member of our band is "Honorary Member" status. This status may be awarded to someone who has contributed significantly, over an extended period of time, to the betterment of the Baldwin High School band program. This award is not intended to be an annual award but rather one which should only be awarded when the band as a whole feels that an individual is deserving. The following criteria must be met in order to award this status.

1. The individual's name must be brought before a meeting of the band student leadership and passed by 3/4 vote in order to be presented to the band membership as a whole. Once presented to the band membership, the individual must pass a 3/4 vote of that membership to be awarded the "Honorary Membership." An individual may be presented any number of times for consideration for this honor.
2. The individual will be recognized at a ceremony in which they will be presented a framed band letter of the Baldwin High School Bands with an inscription citing the honor.
3. A permanent plaque will hang on the band room wall which lists all "Honorary Member" and the date on which they were inducted.

BAND OFFICERS

SELECTED THROUGH INTERVIEW AND AUDITION:

DRUM MAJOR(S) - (must be a playing member)

1. Responsible for the band while on the performance field or parade.
2. Responsible for the band during marching band rehearsals and at other times as appointed by the director.
3. Chief Executive Officer of the band.

BAND CAPTAIN - (Must be a junior or senior playing member of the band) All candidates for the band captain are required to participate in an interview with the band director and a question and answer session with the current officers and leaders of the band.

1. In charge of and responsible for the band at all times except when under the direction of the band director, drum majors, or his designate
2. Official student representative of the Baldwin High School Band.
3. Responsible for, with assistance from other officers, the recording and filing of detentions and monitoring band detention hall.
4. Assigns tasks and duties to other officers and leaders.
5. Responsible for student newsletter publication.
6. Responsible for student articles to newspaper.
7. In charge of any student publicity for band program.
8. Collection of all materials for and compiling of the band scrapbook.

WOODWIND AND BRASS CAPTAIN – Responsible for the respective section which includes leading full sectional rehearsals, communicating instructions to section leaders, nominating spirit stick winners, etc.

VISUAL ENSEMBLE CAPTAIN(S) -

1. Responsible for the visual ensemble at all times.
2. Instructs, rehearses, and coordinates the visual ensemble under the direction of the directors and visual ensemble instructor.

SECTION LEADERS -

Leaders may be appointed by the band directors for each playing section of the band. It will be the duty and responsibility of these individuals to be in charge of their respective sections during full band and sectional rehearsals. In addition, the section leaders and the other officers of the band shall be responsible for the following areas of the band program as appointed by the director:

Rehearsal Field:

- A. Seeing that the band field is kept in good condition and report any

- needed repairs to the band director.
- B. Marking and lining rehearsal field.
- C. Taking water to the field for marching band rehearsals.

Rehearsal Hall:

- A. Organizing and supervising all matters dealing with the visual appeal, organization, and cleanliness of the band room and surrounding areas.
- B. Maintenance and storage of music stands.

Drill Instructors:

- A. Teaching basic marching maneuver to band members.
- B. Teaching drill maneuvers to their squad of band members.

Secretarial:

- A. Checking roll of band at rehearsals and any other function of the band at director's request.
- B. Writing thank-you notes and letters as requested by the band director.

Detention:

- A. Assisting the band captain as requested or assigned with band detention hall.

MUSIC OFFICER:

1. Issuing folders and music to band members.
2. Cataloging, numbering, stamping, filing and/or issuing all new music.
3. Issuing any replacement parts to band members.
4. Keeping band library in neat and working order.

EQUIPMENT OFFICER -

1. Responsible for up-keep of all school owned instruments and band equipment.
2. Loading and unloading of all instruments and equipment taken on any band trips.
3. Transportation of all equipment and instruments needed for

- rehearsals to rehearsal area.
4. Inventory and insurance of all school owned instruments and equipment.

UNIFORM OFFICER:

1. Assists band booster uniform officer.
2. Responsible for uniform inspections
3. Student contact for all uniform needs

FUND RAISING ACTIVITIES

In order to raise funds toward the budgeted income for the band program each year, the band identifies a portion which will be raised through fund raisers which directly involves the band members. Each band member and in some cases a parent is expected to work for these functions. These activities for this year include but are not limited to:

Concessions at Football Games

Coke Sales

Cookie Dough

Band Discount Cards

Fruit Sale

Jazz Dinner

STUDENT BAND ACCOUNTS

During the course of the year, band members and parents are given the opportunity, through band-sponsored or organized events, to raise funds to assist in off-setting the cost of participation in the band program. These costs may include band fees or dues, camps, uniform fees, accessory fees, trips etc. Funds raised through these means are placed into the student's individual band account which is established when they become a part of the band program. The following regulations are in effect for all student accounts and any money deposited into the account.

1. Funds raised through the band sponsored/organized events must be placed into the student's individual account. It may not be given directly to the student, parent, etc.
2. A deposit may be made to the student's account at any time. Please record on any check the name of the band member. Any

funds in the student's account will stay in that student's account and cannot be removed without the parent's/guardians' permission.

3. Funds deposited into the student's account may only be used toward expenses for the student's participation in the Baldwin High School Band.
4. Any outstanding band fees left unpaid ten (10) days after the due date will be automatically withdrawn from the student's account, if funds are available. (Does not include trips and student account fund raisers.)
5. **If a student quits or is dismissed from the band program, all money from his/her student account will go into the general operating account.**
6. At any time when a student/parent would like to use funds in the student's account for band expenses, the parent must sign an **Account Transfer Form** (see appendix).



Band of the Braves

155 Highway 49 West - Milledgeville, GA 31061

478.453.6429 x308 www.bandofthebraves.com

Band of the Braves Handbook Agreement Form

Student Name _____

I have read and understand the rules listed in the Band of the Braves Handbook. I understand that I am to abide by these rules or face dismissal from the band program at Baldwin High School.

Student Signature

Date

Parent Signature

Date

This form must be returned to the Band Office by the assigned date from the director.



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STUDENT ACCOUNT TRANSFER FORM

STUDENT'S NAME _____ Date _____

AMOUNT TO TRANSFER \$ _____

REASON FOR TRANSFER _____

AMOUNT TO DEPOSIT (if making deposit) \$ _____

STUDENT'S SIGNATURE _____

PARENT'S SIGNATURE _____



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STUDENT'S SIGNATURE _____

PARENT'S SIGNATURE _____



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Music & Materials Check- Out Form

STUDENT'S NAME _____ Date _____

TITLE OF ITEM CHECKING OUT _____

CONDITION OF ITEM _____

ESTIMATED VALUE OF ITEM \$ _____

STUDENT'S SIGNATURE _____

DATE RETURNED: _____



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Music & Materials Check- Out Form

STUDENT'S NAME _____ Date _____

TITLE OF ITEM CHECKING OUT _____

CONDITION OF ITEM _____

ESTIMATED VALUE OF ITEM \$ _____

STUDENT'S SIGNATURE _____

DATE RETURNED: _____