

**Ramsey High School
Band & Color Guard
Parents Association
INFORMATION MANUAL**



**RAMSEY HIGH SCHOOL BAND & COLOR GUARD
PARENTS' ASSOCIATION
2009-2010**

Executive Board

Co-Presidents	Cary Naude Kim Floyd	201-934-0510 201-818-0854	nnaude@verizon.net kim.floyd@psualum.com
Vice-President	Karen Charne	201-934-0541	k.charne@att.net
Treasurer	Eileen Gauthier	201-825-3083	egauthier@dialamerica.com
Recording Sec.	Marianne Nehr	201-934-0798	nehrl@aol.com
Corresp. Sec.	Barbara Puccia	201-760-0377	pucciab@optonline.net
Band Director	Clifford Bialkin	201-785-2300 x 21612	cbialkin@ramsey.k12.nj.us

Uniforms Chair Person

Susan Schaffel	201-818-7236	suschaf@optonline.net
----------------	--------------	-----------------------

Band Camp Chair Persons

Pam Nicholson	201-236-0464	pamnicholson@optonline.net
Karen Charne	201-934-0541	k.charne@att.net
Marianne Nehr	201-934-0798	nehrl@aol.com
Susan Schaffel	201-818-7236	suschaf@optonline.net
Kim Floyd	201-818-0854	kim.floyd@psualum.com

RHS Band & Color Guard Parents' Association

Information Manual

Table of Contents

I. Band & Guard Students Information

Typical Weekly Marching Band Schedule

Contest and Football Game Guidelines

Weekend Checklist

Other Components of the Instrumental Music Program

II. Band & Guard Parent Information

Typical Marching Band Week

Communication: Phone Chain, Bulk Emails and Website

Mentor Program

Volunteering in Big Blue

Festival

Volunteer Descriptions

Funding the Programs

Personal expenses: Band Camp, Uniforms, Dry Cleaning, Trips

By Laws & Articles of Incorporation

Directions to Competitions

SECTION I

Band and Guard Student Information

Typical Weekly Marching Band Schedule

Ninth Period: Every afternoon during ninth period, Big Blue practices outdoors unless rain is too heavy for the safety of the students and/or instruments. It is important for the students to wear appropriate shoes (*sandals and flip flops are not appropriate footwear for marching*) and to bring jackets, gloves etc. during cooler weather.

Monday Night: Percussion, Pit and Color Guard rehearse with staff on Monday nights. Band members should keep Monday evenings available for extra or substitute rehearsals. Members will be given two weeks notice of any changes.

Thursday Night: Full Band and Color Guard practices outdoors.

Performance Day :

The usual schedule for the day begins with a full band and color guard rehearsal outdoors with time for lunch before the Home football game. *If SAT tests are taking place, this rehearsal time will be changed.* On days that we do not perform at football games, band and guard will rehearse in *early afternoon*.

Students should arrive in practice clothing and bring their tee shirts, hats, gloves, and band shoes in a garment bag. They should also pack clothing and gear for the bus trip to and from the football game and/or the competition.

Typical clothing and possessions might include shorts or comfortable attire for the bus, flip flops or soccer sandals, CD players and headphones, snacks and drinks. It is important to have spending money or food for dinner.

Saturday: After morning rehearsals, students break for lunch. Many walk into town and purchase food. Others take the opportunity to run home and have lunch. If rehearsal is scheduled for early afternoon, students should have lunch before arriving.

Uniforms are distributed after rehearsal. Each week, uniforms are dry cleaned and returned to the band room in numerical order. Students pick up their uniform from parent volunteers by announcing their assigned number. Extra black gloves are available for purchase at that time. *Color Guard* always has a separate character uniform that is not dry cleaned. They are responsible for washing their uniforms and bringing them to competitions.

Saturday Continued:

Football Game

After picking up uniforms, the full band and guard gather in the band room before heading into the stands behind the high school. At home football games, it is routine for Big Blue to play the national anthem before the game. During the first, second and fourth quarters, they perform as a pep band. Musicians should have their stands music with them.

Big Blue performs at half time. During the third quarter, they are given a break to purchase snacks and drinks at the game. Mr. Bialkin will supply a reminder list of student responsibilities at the beginning of the season. A sample of the document entitled "Football Game Guidelines" is included in this section.

After Football Game

After the football game or rehearsal, all instruments, uniforms etc. are loaded onto the four buses that travel to competitions. Before the first competition, students sign up for bus 1, 2, 3 or 4 and that remains their bus number for the entire season. Each bus has a chaperone(s) and they often stay the same for the season. On the way to the competition, there is usually a stop for dinner at a fast food establishment. Students should either bring spending money or a brown bag dinner with them.

Saturday Evening:

Competitions

As a large size band, Ramsey is usually scheduled near the end of the competitions. The Band & Guard stay through awards and then return to the buses for the ride home. Upon arrival, equipment and instruments are put away and uniforms (minus the hats, gloves, socks and tee shirts) are loaded into large bins to be taken to the dry cleaners. Mr. Bialkin will supply a reminder list of student responsibilities at the beginning of the season. A sample of the document entitled "Competition Guidelines" is included in this section.

After the equipment is unpacked, Mr. Bialkin meets with the students briefly to discuss their performance before dismissal.

Parties

At the beginning of the season, students sign up to host the after competition parties. They are often held at the homes of the drum majors or section leaders, but anyone can offer to act as host. Parties begin after dismissal as soon as students can arrange transportation. The host's name and address are posted on the blackboard in the band room on Fridays. This information is not given out in advance so that the party site does not become common knowledge at the high school.

Host parents provide food and soda for the students and chaperone the party. Food is routinely hoagies, chips and cookies. They eat, watch the video of the competition and then usually head home. By then, most of the kids are exhausted. *These parties are not mandatory and do not fall under the responsibilities of the music department staff.* They are just an opportunity to wind down and relax after a long day. It is not uncommon to have parents, clad in pajamas and robes, pulling up in their cars to transport their children home about an hour after the party begins.

Competition Guidelines

The following rules and regulations are to be followed at ALL contests we attend. They are put in place to make sure every band member is informed and properly representing the instrumental music department and Ramsey High School.

- All band members are to wear the band tee shirt and black socks. This is to ensure a uniformed look at all times.
- Upon arriving at a contest site all members are asked to get off the bus, get all equipment needed, and meet with me for instructions. I do not expect to have to give directions until we meet as a group.
- All members are required to have all supplies needed for personal use. This includes such things as reeds, valve oil, etc. PLEASE TAKE CARE OF YOUR INDIVIDUAL RESPONSIBILITIES!
- AFTER THE PERFORMANCE ALL MEMBERS ARE EXPECTED TO STAY IN FULL UNIFORM UNTIL THE CONCLUSION OF A CONTEST OR UNLESS OTHERWISE INSTRUCTED!
- PLEASE REMEMBER...you are still in uniform and representing Ramsey. Do not look like a slob, watch your language, and represent our band well! All members are to stay together during awards and support our drum majors!

It is important that these items are followed!

I look forward to a great competition season, and thank you for your cooperation!

Mr. Bialkin

Football Game Guidelines

The following rules and regulations are to be followed at ALL football games we attend. They are put in place to make sure every band member is informed and properly representing the instrumental music department and Ramsey High School.

- All band members are to wear the band tee shirt underneath the uniform. This is to ensure a standardized look if and when we take the jackets off. Any member not wearing the proper shirt will not be allowed to take off the jacket.
- All band members **MUST** have a flip folder with stands music (music played in the bleachers). Once again; every time we play any type of music, we represent our school, and department. (This means stands music must be performed well.) The only way this can happen is if individuals take care of their own responsibilities. **INCLUDING MUSIC!**
- Members are to sit with their section.
- After our half-time performance, members will have the 3rd quarter “off” to purchase food etc. **PLEASE REMEMBER...**you are still in uniform and representing Ramsey. Do not look like a slob! If given permission, you may take your jacket off (assuming you are wearing your blue shirt as required). However, do not just throw it over your shoulder. Fold it neatly and put it back in the stands.
- All members are to be back in stands for **THE START OF THE 4th QUARTER. DO NOT BE LATE!!!**

Thank you for your cooperation!

Mr. Bialkin

BAND STUDENT CHECK LISTS

FOOTBALL GAME CHECK LIST

Uniform: hung neatly, labeled with name, preferably in garment bag.

- Blue Band Shirt**
- Band Shoes (labeled)**
- Black Socks**
- Black Gloves**
- Hat (labeled)**
- Instrument**
- Flip Folder**
- Reeds/Oil**
- Money for Food**
- Warm Clothes**

**HANG UNIFORMS NEATLY FOR
TONIGHT**

CONTEST CHECK LIST

Uniform: hung neatly, labeled with name, preferably in garment bag.

- Blue Band Shirt**
- Band Shoes (labeled)**
- Black Socks**
- Black Gloves**
- Hat (labeled)**
- Instrument**
- Reeds/Oil**
- Money for Food**
- Warm Clothes**

GREAT ATTITUDE

COLOR GUARD CHECK LISTS

FOOTBALL GAME CHECK LIST

Uniform: hung neatly, labeled with name, preferably in garment bag.

- Uniform**
- Gloves**
- Jazz Shoes**
- Black Socks**
- Hair Ties**
- Equipment**
- Money for Food**
- Warm Clothes**

**HANG UNIFORMS NEATLY FOR
TONIGHT**

CONTEST CHECK LIST

Uniform: hung neatly, labeled with name, preferably in garment bag.

- Uniform**
- Gloves**
- Jazz Shoes**
- Black Socks**
- Hair Ties**
- Equipment**
- Money for Food**
- Warm Clothes**

GREAT ATTITUDE

Other Components of the Instrumental Music Program

VELOCITY

The Winter Guard, entitled “*velocity*” is an extra-curricular competitive group selected by audition. Building on the skills they have learned in marching band, specialized staff help the students continue to hone their abilities for the indoor performances.

Interpreting music through dance and body movements with flags, sabers and rifles, the unit competes against other winter guards up and down the east coast.

Traveling on weekends from January to April, *velocity* has a long record of superior results in many regional and world competitions. The students develop leadership and interpersonal skills as they become part of a team. But, just as importantly, they add countless new experiences and have a lot of fun.

JAZZ ENSEMBLE

Jazz band is a by audition, extra-curricular activity that meets two evenings a week starting in the fall. It is a two-fold experience combining the instructional aspects of a “lab” jazz with the excitement of a performance ensemble, competing February through April throughout New Jersey and Connecticut. In 2002, they were invited to participate in the All High School Cultural Festival in Fukui, Japan where they successfully represented the United States and did so again in January 2007 at the New Year’s Day festivities in London, England. On a national scale, the ensemble performed at Disney World, Florida in 2005. In 2006, the group swept the awards at the Cleveland, Ohio Music Festival and in 2008 took first place at the Boston, MA Music Festival. In ’08, they were invited to perform at the New Jersey Jazz Society *Jazzfest* at Drew University. The ensemble has also qualified the past five years for the N.J. Association of Jazz Educators State Finals, taking top honors in 2008 and 2009. Being part of this unit enables a student to learn the rudiments of American jazz, perform in top level venues and enjoy the camaraderie of that comes with the experience.

CONCERT AND SYMPHONIC BANDS

At the conclusion of marching band season the musicians convert into two performance groups. Students are divided approximately 50/50 between concert and symphonic bands, allowing for different levels of instrumentalists in a more homogenous environment. Both bands rehearse every day during ninth period and each student receives an instrument lesson one day per week. Ramsey has a history of superior ratings in concert band, most recently in 2006 when a combined band took first place at the Cleveland, Ohio Music Festival. In January 2007, they performed at the New Year’s Day festivities in London, England.

PIT ORCHESTRA

The pit orchestra is so named because they perform in the section directly in front of the RHS auditorium stage, commonly known as the musicians’ “pit”. Students who volunteer to perform in the pit orchestra accompany the high school musical each spring. They practice with the band director before or after school in the weeks prior to the musical and then each night during the play’s dress rehearsals and performances

WINTER PERCUSSION

A competitive extra-curricular ensemble, Winter Percussion consists of a drumline performing in drill formation and a front sideline ensemble. They travel in the same circuits as the Winter Color Guard, rehearsing two times a week and competing on the weekends.

OTHER ENSEMBLES

Performing ensembles of various instruments are offered as need or interest arises. These groups are guided by staff from the instrumental music department and work to prepare for performance or competition. They meet on their own time as schedules allow.

SECTION II
Band and Guard
Parent Information

Typical Marching Band Week

Monday & Thursday Night

Rehearsals

Students need to be dropped off and picked up for rehearsal if needed. Color Guard and Percussion rehearse every Monday night. Full band and Color Guard rehearses EVERY Thursday night. Band members should keep Monday evenings available for extra or substitute rehearsals. They will be given two weeks notice of any changes.

Saturday Morning

Rehearsal

Students need to be dropped off for rehearsal if needed.

Saturday Afternoon

Football Games

Parents who enjoy attending football games gather on the Ramsey side of the stadium near the band and guard. When Big Blue performs at halftime, they face the Home side.

Saturday Evening

Competitions

Normally, **student buses** depart from the high school parking lot shortly after the football game and head to the competitions, stopping for dinner along the way. **Parents head to the competition by car**, often carpooling from the high school. As a class V band, Big Blue generally performs at the end of the competition schedule, but it is important to plan the driving time to include traffic complications and the ability to get a seat in the stands.

Seasoned parents almost always get to the competition site by intermission and begin laying out blankets to save places for other parents. Big Blue parents can find these seasoned parents as close to the 50 yard line as possible. Look for people with Ramsey paraphernalia (hats, sweatshirts etc.) waving their arms wildly to get your attention. Be warned: if you wait to arrive until 10 minutes before Big Blue's scheduled performance time, it will be difficult to find a seat!

There is **food available** at the competitions. It is routinely the hamburger, hot dog, chili variety. Sometimes parents arrange to meet at a nearby restaurant before arriving at the competitions.

There is an **entrance fee** for competitions which helps defray the cost of hosting the event.

Despite anything your child may say, band and color guard students really appreciate having a crowd of parents cheering them on during competitions.

After awards, Big Blue boards the buses for the trip back to the high school where they will unload equipment and then have a brief meeting. Students need to find transportation to and from the after competition parties. These parties are not mandatory and there is no staff, but they offer an opportunity to wind down and watch a videotape of their performance.

Late Saturday night

Hosting a post competition party:

Drum majors and section leaders are usually the students who volunteer their homes for the after competition parties. However, anyone may offer their homes. Parents must chaperone these parties as they do not fall under the responsibility of the music department staff. Often the host asks other Band & Guard parents to help chaperone and serve food. The food is usually hoagies by the foot, chips, cookies and soda*. Host parents can be reimbursed \$100 by the Band & Guard Parents Association towards the cost of the party.

**Food and beverage needs can best be determined by conferring with parents who have previous hosting experience.*

Communication in and around Big Blue

The music department staff and the executive board of the Band & Color Guard Parents Association make every effort to keep parents informed of schedules and activities throughout the year. Below is an outline of the various methods used to convey information. In addition, members of the board and staff are always available for questions or concerns via phone or email.

Phone Chain

Important messages and reminders are typically communicated by email and are published on the website; however, the Phone Chain is activated when necessary.

Bulk Email

Big Blue Updates are posted through two group emails: one for parents and one for students. Please be sure to check your email regularly for notices and reminders. If you have not received an email from “Big Blue” by September 7, please contact Cary Naude or Kim Floyd.

Website

In addition to the school district website, the band and color guard have their own website at www.ramseybandandguard.com. It is updated weekly by our webmaster and includes pertinent information for that week’s schedule in addition to announcements, photos, directions etc. for easy reference. Emergency changes are posted immediately, so it is important to check the website regularly.

Directory

At the beginning of the school year, a band and color guard directory is printed and handed out to each family. It includes the names, addresses, phone numbers and email addresses of all the students, parents, board members and committee chair people.

Mentors and Socialization

There is an inordinate amount of information that new band and color guard parents have to process in their student’s first year with the music program. Those that have reached “seasoned” status remember how confusing and overwhelming it can sometimes be. It has been a tradition in Big Blue to assign “mentors” to the incoming families and as the amount of information has expanded, so has the mentoring program.

Seasoned parents volunteer to mentor two or three new families each school year. After an initial letter of introduction, these mentors are available to answer questions and listen to concerns. In addition, members of the Band & Color Guard Parents Association Executive Board are happy to go over information with any parents. Past mentors and board members have found it to be a wonderful way to make new friends.

Socializing with other Band & Color Guard parents is one of the major benefits of being active in the program. The eight week marching season kicks off with a parent party and it ends with a late night party after the championship competition. In between, roadies (those that help with on field equipment during competitions) really get a chance to know each other as they squeeze the timpani and marimbas into the truck and drag the pit instruments on and off the field. Parents in the stands share blankets and hot chocolate during the cold nights of performance. During our home festivals, every family works in shifts to host the Ramsey band and color guard competitions. And they all merge as one unit to cheer and support Big Blue and “*velocity*”.

As the school year progresses, fund raising activities such as hoagie preparation and bow making for the holiday wreaths create other opportunities to work side by side with new people. By the time summer and the next band camp roll around again, solid friendships have been forged.

Volunteering in Big Blue

The Ramsey Band and Color Guard Parents Association is just that: a group of parents who support all the aspects of the band and color guard agendas. For a small high school there are a large assortment of music programs for students to participate in, starting with marching band right through the winter color guard season to jazz competitions in the spring. To adequately support these programs, the Association has continued to grow and adapt the functions and funding it supplies.

The organization is led by the Executive Board which is comprised of two co-presidents, a vice-president, treasurer, recording secretary, correspondence secretary and past president. The band director guides the actions of the board. An unelected assistant to the treasurer position was added to help the treasurer.

Meetings are the first Wednesday of the month at 7:30 pm in the band room - unless there is no school. Then, it's the first Wednesday back at school. They move quickly and provide key information from the board and staff.

Parent volunteers make the association viable and provide the funds needed to support instrumental music and color guard programs. A variety of committees have been designed to assist the activities planned each year.

Some of the committees are year long and others have a one day function. There are opportunities to help no matter what your commitment level is. And – it's a heck of a lot of fun to be part of action.

An explanation of each committee's responsibilities is provided at the end of this section. Some are well known, such as the Hoagie Sale, some are behind the scenes like the Roadies and some, like working at the festivals, are just plain exciting. Participating allows everyone the opportunity to meet fellow parents, have a good time and be a part of your teenager's life.

Festivals

The Band & Color Guard Parent Association strives to offer two festivals a year: a marching band competition in the fall and a color guard competition in the winter.

Marching Band

Ramsey High School hosts a marching band festival in which bands from Connecticut, New York and New Jersey participate. There is an established agenda set by either the Musical Arts Conference (MAC) or Tournament of Bands (TOB) organizations that includes the price of tickets, the order of competition, intermission time and awards. To facilitate the agenda, students from the host band accompany the visiting bands as they get off their buses and follow their appointed schedule. The Parents' Association provides the judges, food and beverages, program and novelties, tickets, airgrams, 50/50 raffles, traffic control, security, medical staff, the announcer and all that goes with supporting this festival.

Our event, which takes place in the afternoon, begins at approximately noon and runs until approximately 6 pm. Volunteers work on a rotating schedule. The parents who coordinate the festival and chair the various committees start planning several weeks in advance to continue Ramsey's reputation for a smooth running and friendly operation. In the following pages is a list of committees that need volunteers. Every family participates in the festival and both the students and the parents have an enjoyable and memorable evening.

Winter Guard

Like marching band, winter guard shows are hosted by the parent organizations that support the color guard. The Ramsey Band & Color Guard Parents Association runs the indoor festival in much the same way it runs the outdoor one. The committees remain the same with minor adjustments. Ten to twenty winter guard groups from around the region participate. It too becomes the highlight of the season for all that are involved.

Funding the Music and Color Guard Programs

To support the variety of programs offered by the instrumental music department, the Band & Color Guard Parents' Association conducts 5 major fundraisers throughout the school year. They are: advertising journal, fall and spring hoagies, holiday sale and spring plant sale. Additional fund raising events are planned to supplement the income of the Association. And, of course, corporate and general donations are always sought and appreciated.

The income raised by the Association to generate this support is a sizable portion of the instrumental music department's total budget. It directly benefits the students through college scholarships, seasonal staffing, supplementary meals and much, much more. Raising money to meet these expenses becomes an important part of the Band & Guard Parents' function.

Advertising Journal

Programs are sold at every marching band competition that Big Blue attends. These programs help fund the cost of the competitions which are run by the band and color guard parent organizations of the school sponsoring the event. Ramsey usually hosts a competition/music festival for the marching band in October. The advertising journal is our program for the event.

The spring before marching season, letters are sent to approximately 1,000 local businesses and organizations asking for ads to be purchased for the journal/program. In addition, personal ads are available for parents to purchase. Parents of seniors often purchase personal congratulations ads for their graduating student.

The procedure for selling ads becomes more efficient and profitable each year. But, there is no limit to the amount that can be earned since the number of pages of the program is dictated by the number of ads sold.

Hoagie Sales

Twice a year, band and color guard students blanket the town selling hoagies door to door. It has become a tradition in Ramsey and many of the residents equate the sandwiches with the marching band. The sales are hugely profitable and offer an opportunity for good public relations at the same time. In recent years, the ingredients of the hoagies have been donated so our profit ratio is extremely high. The average total sales are approximately \$25,000.

To accomplish this, the streets of the borough are divided into routes. Route captains are selected in July and students sign up to work during the August band camp with each of the captains. They remain with the same route and route captain for both the fall and spring hoagie sales. For one week in the fall and one week in the spring, each group travels their route together, taking orders for hoagies (or donations) in pairs. The following Saturday, the entire band and color guard meets at 8 am in the school cafeteria and creates an assembly system of making the hoagies. They are assisted by parents in many capacities, such as baggers, meat runners, order coordinators etc. Everything is usually finished by 10 am and the students leave to deliver the hoagies to their customers. It is quite an amazing sight to see and an enjoyable experience for all involved.

Holiday Plant and Candle Sale

The Band & Color Guard Parents provide the opportunity to purchase a variety of winter plants, holiday wreaths and Chanukah candles in early November. Order forms are distributed and listed on our website. Prices are very reasonable and the quality of offerings is excellent. Holiday items are routinely delivered in early December. Pick up is either outside the band room or in the wood shop (next to the band room) at the high school. Each band and color guard family picks up their entire order and arranges for delivery to their customers.

Spring Plant Sale

Items offered for purchase in the Spring Plant Sale range from flats of impatiens to hanging plants. The procedure for selling the plants is the same as the Holiday Plant and Candle Sale, although sometimes the earmarked portion of each sale is higher in the spring. Orders are taken in March and delivery is traditionally the Saturday before Mother's Day. The plants are picked up outside the band room. Each band and color guard family picks up their entire order and arranges for delivery to their customers.

Other Fundraising Opportunities

Ideas for fundraising are always welcome. Once or twice a year, parents arrange for other events to provide income for the organization. Clothing, food, etc. are sold at Ramsey Day and at the Festivals. Other small fundraisers will also be implemented throughout the year. A Scrip program with local merchants is being offered. Inkjet cartridges and cell phone donations for monetary exchange is another continuing program. Corporate and general donations can also provide a nice boost to the operating budget.

Budgets

A detailed budget is available at the beginning of the school year. Updates are given at monthly meetings.

Personal Expenses

There are no fees to “join” the band and color guard program. But, as in any school activity, there are expenses incurred by the student* and their families. The normal expenses are detailed below.

Band Camp

In August, a week of band camp is run at Ramsey High by the instrumental music department in conjunction with the Band & Color Guard Parents Assoc. The charge is \$215 for color guard students and \$285 for band students (includes dry cleaning, see below) which provides for extra staffing, equipment and supplies, all snacks, a number of meals during the week, and the cost of entertainment.

Uniforms

There is no charge for uniforms worn by the marching band. They are purchased by the school at an approximate cost of \$450 a set and transferred from student to student as they graduate or change size. This includes a jacket, pants and hat. Students are given an “official” tee shirt and gloves. Students purchase black socks of their own choice and black marching band shoes, specified by the band director. The cost of the shoes for 2009 will be \$33.95 from Music Modes, Inc. Additional black gloves may be purchased for \$5 a pair.

Dry Cleaning

To facilitate the dry cleaning of the wool uniforms, the Band & Color Guard Parents Assoc. has arranged for the jackets and pants to be picked up every Monday, cleaned and returned by Thursday in time for the weekend’s activities at a cost of **\$70** for the season. *If they wear a washable character uniform, they are exempt from the dry cleaning charge and are responsible for its care.*

Garment Bags

Students are responsible for washing their socks and gloves and caring for their hat. It is recommended that the uniform be transported in a garment bag during competitions. Any garment bag is sufficient. Big Blue is making arrangements to purchase garment bags designed for marching and color guard uniforms from *jbily*. In 2009, the cost will be \$46 plus 75 cents a letter for monogramming. An order form is available on the Band and Guard website.

Travels

During marching band season, there is no charge for busing to competitions. Spending money for meals and snacks is needed for football games and competitions. Students often go into town on Saturday to purchase lunch. They are given a chance during the football game to buy snacks at the hosting location and the buses stop at a fast food restaurant on the way to competitions.

Annually the instrumental music program travels to compete or perform in an established festival or event. The trips alternate between large and small venues biannually. Although a sizeable percentage of students take part, these trips are not mandatory.

*Any student that has difficulty meeting their expenses should contact the band director in confidence.

By Laws and Articles of Incorporation

For a copy of the current By-Laws and Articles of Incorporation of the Band & Color Guard Parents’ Association, please see the Parents section of the website: www.ramseybandandguard.com.

Directions to Competitions

For directions to competitions, please see the Parents section of the website: www.ramseybandandguard.com.

Ramsey Band and Guard Parents Association

Ramsey, New Jersey

Parent Volunteer Information Descriptions

FALL AND SPRING HOAGIE SALES

Chairperson:

Coordinate sales, construction and delivery of hoagies. Oversee parent volunteers and student route captains.

Route Coordinator:

Work directly with chairperson(s) in taking charge of approximately 10 routes. Contact student route captains to reiterate instructions and collect money & orders from these captains for return to the chairperson.

Workers:

All parents and students participate in this event over a two to three hour period on a Saturday morning in the fall and in the spring.

ONGOING POSITIONS

Scrip Program: Participate in or coordinate one or more aspects of the Scrip fund raising process; receiving, batching and submission of orders and receipt and disbursement of gift cards.

Fundraising:

Chairperson: Research and organize fundraisers to facilitate band and guard activities.

Worker: Assist with fundraising activities outside the four major events (advertising journal, hoagies, holiday sale and spring plant sale).

Publicity:

Generate publicity (i.e. photos and press releases) to local papers ensuring that the various band, guard, jazz ensemble and percussion groups are represented.

Roadies:

Responsible for loading, unloading and driving the equipment truck for games and competitions. Move the equipment on and off the field and help set up for the performance.

Telephone Chain:

Participate on the telephone chain, calling with special announcements.

Volunteer Coordinator:

Collect volunteer forms. Help organize and act as liaison to committees and chairpersons for ongoing positions, projects and festivals.

Uniforms:

Inventory and distribute uniforms for marching band season. Sewing is sent out!

Band Clothing:

Inventory and sell Band Clothing (golf shirts, hats, sweatshirts, gloves, etc.).

Photographer:

Take pictures of events throughout the year for the website, ad journal, press releases etc.

Festival Chairperson(s):

Organize individual chairpersons and volunteers, contact town officials. Coordinate all aspects of this event. Supervise set up and break down and oversee the day's activities.

Continued on next page

PROJECTS

Band & Guard Directory:

Collect information from students and parents for phone and email directory. Set up, print and distribute directory.

Ramsey Day:

Chairperson: Attend Ramsey Day meetings at the Borough Hall, assign time slots for volunteer assistance and set up a table at Ramsey Day for food, clothing sales and video viewing of past "Big Blue" performances.

Worker: Volunteer to work at Ramsey Day in two hour shifts selling food, novelty items and running games. Help with set up and take down of table.

Festival Program & Advertising Journal Campaign

Chairperson:

Send out form letters to past and future ad businesses, coordinate and lay out ads and have the program printed. This is a program that is sold the day of the Fall Festival as a fund-raiser.

Worker:

Assist chairperson with clerical duties such as typing, collating etc.

December Holiday Sale:

Chairperson: Coordinate all activities associated with sale and distribution of holiday items such as Christmas wreaths and Hanukkah candles.

Worker: Help distribute holiday items during pick-up.

Spring Flower/Plant Sale Chairperson:

Chairperson: Arrange with a nursery to supply plants/flowers, coordinate delivery and distribution.

Worker: Help unload truck and distribute to band and guard members at RHS.

End of the Year Awards Dinner/Dessert:

Chairperson: Coordinate the menu and agenda with Board and band director. Organize volunteers.

Worker: Participate in the committee, set up the cafeteria and cleanup.

Band Camp Chairperson:

Organize, set up and run the food and activities during the five days of band camp.

Continued on next page

FALL AND WINTER FESTIVALS

NOTE: *The descriptions below explain the requirements of the Sub-committee Chairperson. In addition, each of the following committees needs workers to assist. You can sign up for either position.*

Program Sales at Festival:

Work at the gate and set up a schedule for parents to sell the program.

Gate/Ticket Sales:

Sell tickets along with volunteers at all entrances at the Festivals. Arrange for hand stamps.

Food:

Order foods and organize volunteers to prepare, serve food and collect money during the shows. Coordinate with school kitchen staff. Prepare and cleanup the food area.

Hot and Cold Drinks:

Order, pick up and sell drinks, with appropriate accoutrements, during the Festivals.

Judges Accommodations & Greeters:

Arrange for judge's area to be stocked with food, soda, coffee, tea, baked goods, etc. Greet judges and direct them to the appropriate area.

Baked Goods Sale:

Prepare email asking parents to bake or donate fruit. Set up a table for selling donated items. Organize volunteers in time slots for the festivals.

50/50:

Set up a schedule of parents to sell 50/50 tickets; purchase ticket stock; sell tickets. Obtain license from Borough Hall.

Traffic/Security:

Coordinate parking of cars, buses etc. Coordinate with the police and school authorities. During Winter Festival, secure classrooms and school property.

Airgrams:

Set up schedule of parents to sell air grams during the festival. Provide air grams to the festival/show announcers.

Clothing and Novelty Sales:

Order products. Set up and staff booths for these items.

Senior Recognition Ceremony:

Arrange for flowers and other needed elements to be used at the senior student recognition ceremony at conclusion of the festival.

Set Up and Take Down Committee:

Chaired by Festival co-chair, this committee assists in setting up and removal of lights, tables, signs, tents etc.

Volunteer Registration:

Chaired by Volunteer Coordinator. Check in volunteers and send them to appropriate committee locations.