



2009-2010

# **Welcome to the Douglas S. Freeman High School Bands**

## **Band Handbook and Band Booster Manual**

Douglas S. Freeman High School  
8701 Three Chopt Road, Richmond, VA 23229

Rob Blankenship, Director of Bands  
Band Office: 282-5460

[www.freemanband.org](http://www.freemanband.org)

### **ATTENTION**

**Band Students – Color Guard – Parents:**  
Please read this entire handbook and manual.

# 2009-2010 Band Calendar

All dates are subject to change. Notification of changes will be made as far in advance as possible.  
Please check the band website at [www.freemanband.org](http://www.freemanband.org) for band updates and  
[www.highschoolsports.net](http://www.highschoolsports.net) for DSF updates.

## August 2009

- 5-6 Color Guard Camp 1:00-4:00pm  
10 Student Leader Workshop 9:00  
11 Student Leader Workshop 9:00  
12-14 Pre-Band Camp 9:00-3:00
- 12<sup>th</sup> – 1<sup>st</sup> year marchers/new members/all percussion/all color guard
  - 13<sup>th</sup> – 1<sup>st</sup> & 2<sup>nd</sup> year marchers/new members/all percussion/all color guard
  - 14<sup>th</sup> – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> year marchers/new members/all percussion/all color guard
- 17-28 Band Camp 8:00-5:00  
31st Post Camp 5:00-8:00

## September 2009

- 1 Band Picnic 6:00 pm  
(students report at 5:00pm)  
11 Away Football Game – James River  
14 Booster Meeting 7:00 pm  
18 Away Football Game – Highland Springs  
**19 Competition/Clinic – Free-for-all - Tucker High**  
25 Home Football Game – Atlee

## October 2009

- 2 Away Football Game – Tucker  
5 Booster Meeting 7:00 pm  
9 Home Football Game – Deep Run  
**10 Bluestone Competition - Skipwith**  
16 Homecoming Football Game  
23 Home Football Game – Hermitage  
**24 Powhatan Competition**  
**31 State Marching Festival (t) – (Warhill H.S. or Massoponax H.S.)**

## November 2009

- 7 Brunswick Stew  
**Godwin Competition**  
9 Booster Meeting 7:00 pm  
13 Home Football Game – Godwin

## December 2009

- 5 Ukrop's Christmas Parade**  
10 Winter Concert  
12 Fruit Delivery  
County/District Auditions  
14 Booster Meeting 7:00 pm  
18 Winter School Assembly

## January 2010

- TBA Curriculum Night  
11 Booster Meeting 7:00 pm  
21-23 All County Band

## February 2010

- 4-6 District Band  
TBA State Band & Orchestra Auditions  
8 Booster Meeting 7:00 pm

## March 2010

- 3 Pre-Festival Concert  
8 Booster Meeting 7:00 pm  
12-13 District Concert Festival

## April 2010

- 12 Booster Meeting 7:00 pm  
15-17 Spring Trip  
TBA Spring Musical  
TBA State Band & Orchestra

## May 2010

- 10 Booster Meeting 7:00 pm  
13 Spring Concert  
27 Jazz Concert & Awards

## June 2010

- 14 Booster Meeting 7:00 pm

# *Douglas S. Freeman H.S. Bands*

DOUGLAS S. FREEMAN H. S. 8701 THREE CHOPT RD. RICHMOND, VA 23229

## Director's Welcome Message

Dear Parents,

As a high school student, your child is beginning the preparation that will shape his or her future. I'm pleased that you and your child have elected to include involvement in band and the fine arts as part of this preparation.

The decision to continue with band will be one that will have far reaching consequences for your child and will provide many advantages in today's very competitive world, regardless of the career path he or she chooses. Numerous scientific studies have shown a very distinct correlation between participation in the arts, particularly music, and child development. For instance, the average for standardized test scores including the SAT, are higher for students involved in music than the national average. Moreover, the longer the child's participation in music, the higher above the national average his or her score. Students involved in music also earn an average GPA higher than the national average.

Other studies have shown that music students tend to have higher degrees of self-motivation and self-discipline and increased time management skills. These students also have a more positive self-image and improved social skills. These are attributes that are absolutely necessary in today's work environment.

Additionally, the vast majority of college admissions boards give special consideration to students involved in music due to their high level of commitment and community involvement.

Participation in band at Douglas S. Freeman High School will teach your child the benefits of teamwork, dedication, persistence and loyalty. Because of the many performance opportunities, band in high school is more challenging than in the typical middle school program, and thus more rewarding. These opportunities will result in many wonderful experiences for your child. Welcome to the Rebel Brigade!

Musically yours,



Rob Blankenship, Director of Bands



# **Band Handbook**

2009-2010

# 2009-2010

## Freeman Band Handbook

### I. PURPOSE

To set forth the guidelines, policies and expectations governing the Douglas S. Freeman High School Band Program (including The Rebel Brigade Marching Band, the Concert Band, and all other band ensembles) in order to ensure maximum learning and performance potential, enjoyment and safety for all parties involved.

### II. WHAT IS THE FREEMAN BAND?

**IN THE FALL**, Freeman Band is the Rebel Brigade Marching Band.

The Rebel Brigade is the name of our award-winning marching band, which includes our Color Guard. We perform at Friday night football games, both home and away, and in various Saturday competitions throughout the fall.

**IN THE WINTER and SPRING**, Freeman Band is the Concert Band and numerous other ensembles:

Concert Band performs at school assemblies, concerts throughout the school year and at the Spring Trip competition. Everyone in band is required to participate in the Concert Band.

**Exceptions may be made for certain students, especially in jazz band, who play an instrument not generally used in concert band. Exceptions will be given only at the Band Director's discretion.**

Wind Ensemble is a smaller version of the Concert Band. Membership is generally determined by chair placement and advanced level of play. The Band Director will choose members for this ensemble. This is an extracurricular ensemble under the direction of the Band Director and also plays at various assemblies, concerts and competitions.

Flute Choir – Sax Quartet – Woodwind/Clarinet Ensemble – Brass Ensemble are all extracurricular, student-run ensembles that perform at various assemblies, concerts and competitions.

Percussion Ensemble – currently an extracurricular ensemble that explores in-depth, more advanced percussion techniques. They perform at various assemblies alone and with the Concert Band.

Jazz Band – Membership is by audition only (auditions are usually held in early February) and meets during a specific class period. The Jazz Band explores various styles of jazz including swing, Latin, fusion, and rock. They perform at various assemblies alone and with the Concert Band. **All jazz band members are required to participate in marching and concert bands. Exceptions may be given to those students who play an instrument in the jazz band that is not commonly used in marching or concert band. The band director has complete discretion of this matter. Additionally, all members of the jazz band are REQUIRED to audition for All-District/All-County Band, and participate if accepted.**

Basketball Pep Band is an extracurricular, student-run ensemble that performs at home basketball games and basketball pep rallies.

### III. STUDENT RESPONSIBILITIES

#### A. Daily Class Responsibilities

1. Students are expected to have the following items every day during band class:

- instrument, unless it is being repaired, in which case a written note must be provided
- music – students are responsible for keeping up with their own music, folder, book. Concert Music Folders are to be kept in the Concert Folder Slots in the band room and are NOT to be kept in lockers.
- any equipment or accessories needed for a particular instrument such as reeds, mouthpieces, fully equipped stick bags (percussion), valve oil, cork grease, polishing cloth and full size blue or gray bath towel (brass players) during marching season, etc.

**NOTE to Percussionists:** All percussion students must have their own fully-equipped stick bags for use during concert season. Students may use school-owned mallets for the larger instruments such as the concert bass drum, timpani, gong, etc. School-owned drum sticks WILL NOT be available for student use. All percussion equipment is to be treated as valuable and irreplaceable. Equipment is to be put in its proper place at the end of each rehearsal. Failure to do so will result in the deduction of points from the daily class grade.

**NOTE to ALL Band Members:** Percussion equipment is to be used **ONLY** by Percussion Students.

- three-ring binder containing loose-leaf paper – in marching season: field show music and drill, poker chips for marching drills (red, white and blue); all the time: notes taken in class, practice records and anything else that may be specified by the band director
- A **pencil** with an eraser (pen should not be used to mark music at any time)

2. Students are to be completely in the room when the tardy bell rings (tardies will be handled as per school policy). Students then have five minutes to check and copy daily announcements and be seated with instruments **ready to play**. If a student is not ready to begin after five minutes, he or she will be marked as tardy.

3. Students are to be quiet, attentive and cooperative during all class times so as to ensure maximum productivity.

4. Food and drinks are allowed in the band room *only* at the Band Director's discretion. Water is always permitted; **however, water bottles are to be discarded at the end of each class period. If empty bottles are left behind, water will no longer be permitted in the band room. Gum is NOT ALLOWED.**

5. At the conclusion of each class period, all instruments, folders and personal belongings are to be put in their appropriate places. The band room, including all storage areas, will be left neat and orderly. Periodic inspections of instruments and lockers will be held.

## **B. Rehearsal and Performance Participation**

Rehearsals and performances outside of normal school hours are a common and necessary part of the program. Therefore, individual participation in these rehearsals and performances comprises a large portion of the overall grade. Points will be deducted from the student's grade for unexcused tardiness or absence (see section on Attendance Policies for further information).

Parents, please be advised that, occasionally, performances will require early dismissal from school. On these occasions students will miss classes (band and others) and will be required to complete all work for those classes, according to the makeup policy. **Students are encouraged to find out what assignments will be missed PRIOR to missing the class.**

To ensure productive rehearsals and, thus, successful performances, students should follow these guidelines:

- Be ready to start at the designated time. **That means all students should arrive 10 to 15 minutes prior to the start of a rehearsal.**
- Students are to always display a courteous and cooperative attitude.
- Students are not to talk during rehearsal time.
- Gum, food and drinks (other than water) are not permitted during rehearsals or performances.
- Students are to have all necessary materials such as instruments and related accessories, drill charts, poker chips, music, etc. for all rehearsals and/or performances.
- Each student will be expected to rehearse to the fullest of his/her ability at all times. Remember, we are a TEAM and each student depends on every other student 100% of the time.
- Regular home practice is expected of each and every student.

## **C. Grading Scale, Grading Categories, Practice Records**

Grading Scale – as set by HCPS

A 100-92.5 D 76.4-69.5

B 92.4-84.5 F 69.4 and below

C 84.4-76.5

### **Grading Categories**

#### **Marking Period 1**

- 50% - Rehearsals/Performances: Serves to assess attendance and proper participation during all extra-curricular rehearsals and performances.
- 30% - Quizzes/Playing Tests: This category encompasses playing assessments and memorization of the field show music as well as written assessment of music theory concepts (major and minor scales, arpeggios, etc.). This category is also used to determine the degree to which students handle personal responsibilities in the form of spot inspections of instrument lockers, daily announcements, notebooks, etc.
- 10% - Practice Records: Students will maintain a log of individual home practice which will be graded weekly. Students who are not members of the marching band are required to practice a minimum of 180 minutes per week. Due to the extensive time commitment during marching season, members of the marching band will be required to practice a minimum of 60 minutes per week. Grades will reflect the percentage of the required time completed. A sample form is found in this Handbook and on the band's website.
- 10% - Class Participation: Serves to assess the degree of preparedness and the manner of participation during class. This includes a daily class participation grade.

#### **Marking Periods 2-4**

Please note the difference in categories and percentages due to the change in requirements for Practice Records.

- 40% - Rehearsals/Performances: Same as Marking Period 1.
- 30% - Practice Records: Students will maintain a log of individual home practice which will be graded weekly. ALL students are required to practice a minimum of 180 minutes per week and grades will reflect the percentage of the required time completed. A sample form is found on page 15 in this Handbook and the band's website.
- 20% - Quizzes/Playing Tests: Same as Marking Period 1.
- 10% - Class Participation: Same as Marking Period 1.

## **D. Instruments**

1. All students are expected to keep their instruments in working order at all times. If a student's instrument must go to a repair shop, written notification from a parent or guardian must be submitted to the band director.

**2. Instrument repair is the responsibility of each student regardless of whether the instrument is checked out through the school or is the personal property of the student.**

3. All school-owned instruments must be issued to a student through the band director. **Once issued to a student, the maintenance, care, and repair of that instrument (including any financial costs) are the responsibility of the student.**

4. Any instrument stored in the band room must be properly placed in a locker, in its case with the case closed, and **secured with a combination lock**. Unfortunately, theft DOES occur.

## **E. Lockers**

1. In order for a student to be issued a locker, that student **must use a combination lock**. **Locks must be provided by the student**. The combination will be given to the band director to keep on file.

2. In order to keep damage to instruments to a minimum, *any* instrument, personal or school-owned, stored in a locker must be placed in its case with the case closed and the locker properly locked and secured.

3. Neither Douglas S. Freeman High School, the band booster organization, or the Band Director will be responsible for any items damaged in or removed from a band locker.

4. Only instruments and accessories directly related to the use and maintenance of those instruments will be kept in instrument lockers. Shoes, clothing, or any other personal belongings **may not** be stored in lockers except during band performances. Music folders, band notebooks or anything else related to band class must be stored in their proper places. **Concert Folders MAY NOT be stored in band lockers.**

5. Instrument lockers will be kept neat and clean. (There will be periodic inspections.)

## **F. Uniforms**

### **1. Marching Band**

a. The student's uniform rental fee of \$40, paid to DSF on Fee Night, covers the rental of marching uniform – hat, jacket and pants. These will be fitted during Band Camp.

*You must also provide the following:*

- **your own pair of black marching shoes**. You can purchase a used pair if available for (\$5) or new pair (\$35) during Band Camp, or use a pair from a previous year, but please be sure they are clean and polished for the season.
- **White gloves** (3-4 pairs are needed). These also should be purchased now (\$2.50/pair).
- **Black socks** (2-3 pairs are needed). Purchase these at any store. Please wash socks weekly! If students forget their black socks for games or competitions, the boosters will have socks available for \$3 per pair.

- **DSF Band t-shirt.** All band members will receive a new band t-shirt which is designed specifically for this year's field show. They are a required part of the uniform. Extra t-shirts can be ordered for \$15. See separate order form.
- **Lyre and Flip Chart.** Purchase at Harrison's Music Store (approx. \$12). Remember to turn in you receipt to Mr. Blankenship for band credit from Harrison's for needed equipment.

**It will be the student's responsibility to come fully prepared for each band event. If not, the student will be required to call home to have the missing item(s) delivered. COME PREPARED!**

**Color Guard:**

Your Color Guard fee of \$25, paid to DSF on Fee Night, covers the use of the field show uniform.

*You must also provide the following:*

- **DSF Band t-shirt.** All band members will receive a new band t-shirt which is designed specifically for this year's field show. Extra t-shirts can be ordered for \$15. See separate order form.
- **Proper shoes and hosiery.** Details will be provided individually each year, based on the field show.

While in public, all parts of the band and color guard uniforms are to be properly and completely buttoned, snapped and tucked in.

At the discretion of the band director, the uniform jacket may be removed by all members. In this case, the t-shirts must remain tucked in and the shoulder straps of the pants must remain in place on the shoulders.

In case of inclement weather, rain ponchos will be provided to the band.

**It is imperative that all students keep in mind that the marching band uniform is representative of Douglas S. Freeman High School and highly visible. At all competitions, parades, and football games, the Rebel Brigade is a visual symbol of our school family. Often, it is the first impression of Douglas S. Freeman High School and the Richmond community for people outside of our neighborhood. Therefore, each student is expected to wear the uniform in a manner that portrays pride in the school and the band program. Further, each student is expected to conduct themselves in a mature and orderly manner beyond reproach.**

## 2. Concert Band Attire

Girls:

- **Long black dress** must be purchased through the DSF formal wear vendor (approx. \$60). Fittings will be held in the early Fall, and payment is made directly to the DSF Band Boosters.
- **Simulated pearl necklace**, falling no lower than the collarbone (you provide).
- **Sheer black hosiery, long black slip and black shoes** (you provide).

Boys:

- **White tuxedo shirt, black tuxedo jacket, black tuxedo pants, and an accessory kit** (includes black bow tie, black cummerbund, cufflinks, and studs) We have arranged for group purchase through MW Tux at Regency Square Mall, 741-7190 – you can expect the price of a full outfit to be about \$125 plus tax. (shirt, \$20, pants \$20, jacket \$70, bowtie/cummerbund \$10, studs/cufflinks \$5). **Orders must be placed by early October to be sure tuxes are delivered before the winter concert.** Previously owned tuxedo wear is acceptable if it looks right with the rest of the band. This must be cleared with Mr. Blankenship.
- **Black socks and shoes.** You may use the ones purchased for marching season, but please clean and polish prior to the concert season.
- **Plain, clean white undershirt** under the white tuxedo shirt (you provide).

## 3. Jazz Ensemble Attire

Purchased new through Band Boosters in late Fall (approx. \$18, paid to DSF Band Boosters). For Jazz Band members only.

## 4. Basketball Pep Band Attire

T-shirts are purchased new through the Pep Band in late Fall. (approx. \$15, paid to DSF Band Boosters) For Pep Band members only.

## G. Fees

There are a number of fees associated with participation in band. Please refer to page 16 of this handbook for details.

## **H. Band Trip**

Each year the band may take an extended, overnight field trip for the purpose of competing with and observing bands from other parts of the country. Though not required, all students are encouraged to participate. There are fundraising opportunities available to each student to help support the cost of the overnight field trip. See page 17 of this handbook for details.

## **I. Code of Student Conduct**

The Henrico County Schools Code of Student Conduct, as well as any other policies or regulations set forth by Henrico County Schools and/or Douglas S. Freeman High School will be in effect and enforced during all band functions, regardless of time or location.

# **IV. ATTENDANCE POLICIES**

As band is a performance-based class that involves outside performances and relies heavily on outside rehearsals for the success of those performances, attendance at all rehearsals and performances is mandatory. Excused absences and tardies include only the following:

- 1) Severe personal illness
- 2) Family emergencies
- 3) Religious holidays

**WORK IS NOT AN EXCUSABLE REASON!** Proper arrangements should be made with employers and are the responsibility of the student.

Family vacations should be scheduled to avoid conflict with Band Camp dates. Band Camp dates are published well in advance, (usually by the December concert).

### **A. Absences**

Any absence from a rehearsal or performance must be approved by the band director in advance except in the case of emergencies. Written notice from a parent or guardian is required. Any absence without such prior notice, except in the case of an emergency, will be deemed unexcused. Unexcused absences will adversely affect the student's grade and may result in expulsion from the band. The band director reserves the right to prohibit participation in any given performance due to excessive absences, whether excused or unexcused. If a student does not participate in a performance due to excessive excused absences, whether absent at the time of the performance or prohibited by the band director, he/she may make up the grade through the completion of a written assignment. Failure to complete this assignment will adversely affect the student's grade. Any student who does not participate in a rehearsal or performance without an excusable reason will not be allowed to make up the grade.

## B. Tardies

Students are expected to be punctual in arriving for all band functions. This means that students are to be on the field (marching band) or seated and ready to begin at the designated time. In order to comply with this rule, **students should arrive at least 10 minutes prior to the starting time of the rehearsal or performance.** Any tardy must be approved by the band director in advance when possible. **Any tardy without such prior notice and approval, barring emergencies, will be deemed unexcused.** The band director reserves the right to prohibit participation in any given performance due to excessive tardies. If a student does not participate in a performance due to excessive excused tardies, whether tardy at the time of the performance or prohibited by the band director, he/she may make up the grade through the completion of a written assignment. Failure to complete this assignment will adversely affect the student's grade. Any student who does not participate in a rehearsal or performance without an excusable reason will not be allowed to make up the grade.

## C. Notification of Extra Rehearsals and Performances

When possible, at least two weeks' notice will be given for any extra rehearsals, performances, or other functions. Once this notice is given, all band members are required and expected to attend.

## D. Band Camp

Band Camp will be held in August of every year. Band Camp is a very learning-intensive time; therefore, it is **mandatory for all Marching Band members.** As stated above in Attendance Policies, the only excusable reasons for absence from or tardiness to camp are 1) severe personal illness, 2) family emergency, or 3) religious holidays. It is asked that family vacations, doctor appointments, etc. be scheduled as not to conflict with Band Camp. Absences and tardies must be approved by the band director in advance when possible and require written notice. A spot in the upcoming year's field show will not be guaranteed to anyone missing all or a significant portion of band camp. Band Camp dates for the next season will be published before the Winter Concert in December.

## E. Conflicts with Sports and Other DSF School Sponsored Events

If a participation conflict between band and a **Freeman-sponsored event** arises due to postponement and subsequent rescheduling of either the band or school-sponsored activity, it is expected that the conflict be resolved in the following manner:

- 1) An **athletic game** receives priority over a **band practice**
- 2) A **band performance** receives priority over an **athletic practice**
- 3) If a conflict between **two practices arises, the longer-standing commitment** receives priority.
- 4) If a conflict between a **game** and a **performance arises**, the longer-standing commitment receives priority.
- 5) Resolution of a conflict must be communicated to the band director and coach(es) at least 24 hours prior to the scheduled activities.

The above steps for resolution of scheduling conflicts pertain **only to school-sponsored and band events** that have been postponed and **rescheduled** on short notice. Other conflicts are to be resolved by the student, keeping in mind the attendance policies stated in this handbook.

**STUDENTS AND PARENTS ARE REMINDED THAT BAND IS CURRICULAR AND, THEREFORE, PRACTICES AND PERFORMANCES ARE GRADED. FAILURE TO PROPERLY RESOLVE A CONFLICT WILL RESULT IN THE ABSENCE/TARDY IN QUESTION BEING DEEMED UNEXCUSED, THUS ADVERSELY AFFECTING THE STUDENT'S GRADE.**

## **V. VARSITY LETTER AND SERVICE BARS**

Varsity Letters and Service Bars are awarded to students who have demonstrated a high degree of commitment and motivation. A varsity letter is awarded to a student when he/she has earned a total of 15 points and a service bar is awarded for each additional point earned. Points will be awarded for the following:

5 pts. for each year completed.

1 pt. for participation in any of the following:

All-county Band

All-district Band

All-Virginia Band or Orchestra

Senior Regional Orchestra

Student leadership-drum major, field commander, captain, section leader

Pit orchestra for the spring musical

Wind ensemble

Flute choir, sax quintet, or other extra-curricular chamber ensemble

Basketball pep band

Participation in marching band as an 8<sup>th</sup> grader

Other band-related, extra-curricular music activities as deemed appropriate by the band director

Varsity Letters and service bars will be distributed once a year at the spring awards ceremony.

**The band director reserves the right to make revisions to the Handbook as necessary.**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

TOTAL PRACTICE TIME \_\_\_\_\_ PARENT SIGNATURE \_\_\_\_\_

### WEEKLY PRACTICE RECORD

(WRITE THE TOTAL NUMBER OF MINUTES PRACTICED FOR EACH DAY)

M	T	W	TH	F	S	S

### FUNDAMENTALS

CONCEPT	SPECIFIC APPLICATION	TIME
Breathing Exercises		
Long Tones		
Lip Slurs (brass)		
Rudiments (percussion)		
Scales		

### LITERATURE

TITLE	MEASURES	GOALS/FOCUS	TIME

# Student Band Expenses

The following is a list of anticipated expenses for your student's participation in band for the 2009-2010 year. Please note, this is intended as a guide only and for your reference only, and may not include all expenses.

Item	Cost	DUE DATE/Comments	Date Paid
Band Camp fee	\$ 150	Paid to "DSF Band Boosters" – paid by July 13, 2009. Includes one band t-shirt.	
Equipment fee - COLOR GUARD	\$ 15	For props/flags for Color Guard members. Paid to "DSF Band Boosters" by July 13, 2009	
Shoes	\$ 35	Paid by July 13, 2009.	
Gloves	\$ 2.50/pair	3-4 pairs needed, paid by July 13, 2009. Color Guard gloves (1 pair) \$15. Also paid by July 13, 2009.	
Lyre & Flip Chart	\$ 12 (est.)	Purchased at the music store of your choice.	
Extra Band T-shirt	\$15 - optional	One is a mandatory part of the uniform. All members will receive one new shirt. Extra t-shirts can be purchased using the separate order form.	
Letter jacket (opt.)	\$130 (est.)	\$75 deposit paid during band camp.	
Booster Membership	\$ 15-\$100	Paid to "DSF Band Boosters" – separate form	
*Uniform Rental	\$ 40	For Marching Band members only. Paid to "DSF" and collected by the school at Fee Night on Sept. 2 or 3, 2009. Includes marching hat, jacket and pants.	
*Color Guard Fee	\$ 25	For Color Guard members only. Paid to "DSF" and collected by the school at Fee Night on Sept. 2 or 3, 2009. Includes rental of field show uniform.	
*Music Fee	\$ 8	For all Band members. Paid to "DSF" and collected by the school at Fee Night on Sept. 2 or 3, 2009.	
*Transportation Fee	\$ 50	For Band and Color Guard members. Paid to "DSF Band Boosters." Due by Sept. 15, 2009.	
Spring Trip Deposit	\$100 (once paid, non-refundable)	Paid to "DSF Band Boosters" no later than Oct. 15, 2009. Date and location to be determined by Sept. 15, 2009.	
Concert Attire	\$ 60 (est.) Ladies \$125 (est) Men	Ladies-Paid to "DSF Band Boosters". Collected late Fall. Men-Ordered through MW Tux at Regency Square. Must be ordered by October 15, 2009. See pg. 11 for details.	
Jazz Ensemble Shirt	\$ 18 (est.)	Paid to "DSF Band Boosters." Collected late Fall. Applicable to Jazz Ensemble members only.	
Spring Trip	\$550 (est.)	Total estimate is \$550 which includes the \$100 mandatory deposit (due Oct. 15 <sup>th</sup> ). Total includes transportation, hotels, food, activities and associated fees.	

**All fees must be made by check or money order. Cash cannot be accepted.**

Fees at the first of the year due to "DSF Band Boosters" may be paid in one check, but **PLEASE** include a list of each fee you are paying so your account can be properly noted.

## **\*Mandatory Fees**

Students will not be permitted to participate in school-year rehearsals or performances if there are outstanding fees from previous years or if the following fees are not paid by their due dates: Uniform Rental or Color Guard Fee, Music Fee, and Transportation Fee. If these fees become past due, students could receive failing daily grades due to non-participation in rehearsals and performances.

# Annual Spring Trip

Each spring, the Freeman Band and Color Guard usually take an extended overnight field trip. The purpose of this trip is to compete with and observe other bands from all over the country. These trips typically cost approximately \$550 per student. This cost will cover transportation, hotel rooms, meals, competition fees, recreation activities and their associated fees. International trips will incur additional costs and will be addressed well in advance.

All band students are encouraged and welcomed to participate in the Spring Trip. Expenses for the Spring Trip can be paid in the following ways: 1. Entirely out of pocket, 2. Entirely by fundraising *incentive credits*, and 3. A combination of #1 and #2.

Parents are always needed as chaperones for the Spring Trip, especially men. We strive to have one parent for every 4-6 students. Chaperones will receive a reduced cost for the trip.

For the convenience of our students and parents, the Band Booster's Treasurer will keep a record of all *incentive credits* earned and all out of pocket payments made by each student. Funds paid out of pocket by students are not regarded as fundraised monies. The Treasurer will give each student a Spring Trip account balance in January 2010. This account balance will include the amount each student has paid out of pocket and *incentive credits* they have earned toward the Spring Trip to date.

Each student's Spring Trip must be paid in its entirety **prior** to departure. Spring trip dates and location will be decided by September 15th. Please look for an information letter by Mr. Blankenship to be sent home with students and will be posted to the website.

We recommend the following payment plan:

- Oct. 15 \$100 mandatory, once paid, non-refundable deposit
- Nov. 15 \$ 75 payment
- Dec. 15 \$ 75 payment
- Jan. 15 \$ 75 payment
- Feb. 15 \$ 75 payment
- Mar. 15 Balance Due (approx. \$150 minus credits earned)

The total estimated cost is \$550.

**Payments to "DSF Band Boosters" should be sent in to Mr. Blankenship and marked for the Band Boosters.**

## **For additional information, contact:**

Robin Dranoff, Treasurer  
Phone: 672-9126  
Email: [rdranoff@clacpa.com](mailto:rdranoff@clacpa.com)

Mr. Blankenship, Band Director  
Phone: 282-5460



# **Band Boosters Manual**

2009-2010

# Freeman Band Boosters

[www.freemanband.org](http://www.freemanband.org)

## Mission

The Douglas Freeman Band Booster organization operates solely to support band and color guard students. The Boosters raise money to support expenses not covered by Freeman High School or the Henrico County Public School System. Band Booster fundraising benefits **EVERY** student in the band program through the purchase of items such as musical instruments, band equipment, uniforms, field show designs, sheet music, and all costs associated with competitions, football games, and performances. Booster members assist the band director in the supervision of students and the logistics of competitions and performances. The Band Booster Executive Board serves as advisor to the Band Director. The Band Boosters are a valuable resource and aid to the success of your student's music program. Please join us!

## 2009-2010 Band Boosters Officers

<b>Executive Officers</b>			
<b>President</b>	Sheilla Hellenga	740-4030	<a href="mailto:s_shades@yahoo.com">s_shades@yahoo.com</a>
<b>First Vice-Presidents</b> (Publicity)	Florence Van Inwegen Valerie O'Brien	288-5221 740-4692	<a href="mailto:fvmom@verizon.net">fvmom@verizon.net</a> <a href="mailto:theobsplz@aol.com">theobsplz@aol.com</a>
<b>Second Vice President</b> (Fundraising)	Kathy Spotts		<a href="mailto:Kathy@SpottsandCarneal.com">Kathy@SpottsandCarneal.com</a>
<b>Secretary</b>	Kim Rademacher	673-9151	<a href="mailto:kimrady@aol.com">kimrady@aol.com</a>
<b>Treasurer</b>	Robin Dranoff	672-9126	<a href="mailto:rdranoff@clacpa.com">rdranoff@clacpa.com</a>
<b>Band Director Ad Hoc Voting Board Member</b>	Rob Blankenship	282-5460	<a href="mailto:rplanke@henrico.k12.va.us">rplanke@henrico.k12.va.us</a>

<b>Committee Chairs</b>			
<b>Front Ensemble (Pit) Chair</b>	Mike Tignor	750-1420	
<b>Color Guard Chair</b>			
<b>Hospitality Chair</b>			
<b>Travel Chair</b>	Lisa Robinson	740-9632	<a href="mailto:lisa@victoryproductsinc.com">lisa@victoryproductsinc.com</a>
<b>Spring Trip Co-Chairs</b>	Kim Rademacher Cathie Ricketts	673-9151 754-8527	<a href="mailto:kimrady@aol.com">kimrady@aol.com</a> <a href="mailto:jeffcathie@comcast.net">jeffcathie@comcast.net</a>
<b>Uniform Chair</b>	Elaine Cohen		
<b>Website Chair</b>	Valerie O'Brien	740-4692	<a href="mailto:theobsplz@aol.com">theobsplz@aol.com</a>
<b>TMS Representative</b>			
<b>PTA Liaison</b>			
<b>Rebel Card Chair</b>	Elaine Warren	285-7690	
<b>Fruit Sale Chair</b>	Annette McKelvey	741-6412	<a href="mailto:aemck919@comcast.net">aemck919@comcast.net</a>
<b>Brunswick Stew Chair</b>	Diana Robinson	741-5550	<a href="mailto:DNR36@comcast.net">DNR36@comcast.net</a>
<b>Spring Yard Sale Chair</b>	Laura Smith	741-3828	<a href="mailto:lasata@comcast.net">lasata@comcast.net</a>
<b>Spirit Item Sales Chair</b>	Vicki Woon	527-0845	<a href="mailto:vwoon@hotmail.com">vwoon@hotmail.com</a>

Please feel free to call any Booster Board Member with any questions or concerns. You may also call the Band Director. Please **DO CALL** the Band Director with any special needs, extenuating circumstances or concerns specific to your child.

## **2009-2010 Band Booster Meetings**

Meetings will be held the second Monday of each month in the Band Room at 7 pm. (Some dates may change based on holidays or school days off.) We highly encourage **ALL** Band Booster members to attend!

September 14	December 14	March 8	June 14
October 5 (or 19)	January 11	April 12	
November 9	February 8	May 10	

# Band Booster Standing Committees

*We need YOUR help! Volunteers are needed for all Booster Committees.*

*Please contact the appropriate Board member to help out,  
or sign up at the Band Performance/Picnic on September 1st!*

## Chaperones

Parents are needed to accompany the students for each and every band activity. When asked to serve as chaperones for football games or competitions, parents are assigned to either uniforms or equipment. Specific duties for each are listed below. On occasion, chaperones assigned to uniforms may be needed to help with equipment and vice versa. PLEASE BE FLEXIBLE.

### **ALL Chaperones:**

- Stay with students at all times – in the buses, in the stands with students, etc.
- Monitor student behavior. While Freeman band students have proven themselves to be very responsible, chaperones are in place to monitor behavior as well as to assist any band member who needs help. In the event of a problem you are unable to handle or feel uncomfortable handling, report it to the band director.
- Distribute themselves evenly among the buses and bleachers sit among the students. Chaperones ARE EXPECTED to ride on the buses with students to and from designated activities
- Protect instruments during the third quarter of football games when students are on break.
- Fill water coolers, assist in loading drinks and snacks in Booster's coolers, and when needed, load and unload on the buses.
- Return excess drinks and snacks and empty coolers to the band's storage room.
- At each game, competition, band trip and activity there will be a lead chaperone (preferably with medical training) who will be responsible for the first aid kit and Student Emergency Information Notebook

### **Chaperones for Uniforms and Hospitality (5-6 per event)**

In addition to all above responsibilities, chaperones assigned to uniforms/hospitality are asked to:

- Arrive at school at the same time your child is to report. Arrival times will vary.
- Distribute uniforms to band members.
- Return uniforms to closet in uniform room after games and competitions.
- Bag and unbag uniforms for out of town trips.
- Supervise loading and unloading of uniforms on buses.
- Make emergency repairs to uniforms if needed.

### **Chaperones for Equipment (6-8 per event):**

In addition to all above responsibilities, chaperones assigned to equipment are asked to:

- Arrive at school at the same time your child is to report. Arrival times will vary.
- For home games, carry equipment to the stadium from the band room.
- Supervise pit musicians as they help visiting bands set up their pit equipment.
- Place equipment on the sidelines following field diagram for the show, and remove after show.
- For away games and competitions, supervise pit musicians in the loading and unloading of rental truck
- Return equipment to band room.

## **Fundraising**

Fundraising is a major focus of the Band Boosters. This committee organizes and oversees the band's various fundraising activities. **SUCCESSFUL FUNDRAISING REQUIRES THE PARTICIPATION OF MANY PARENTS.** In past years, fundraising activities have included the following sales: Florida citrus fruit, candy, pizza kits, cookie kits, car washes, yard sales, Rebel Cards, Rebel Brigade/DSF Spirit items. ***We strongly encourage all parents and students to be involved in fundraising, for the benefit of the entire program as well as for students to earn credits to offset the cost of their Spring Trip.***

## **Color Guard**

Coordinate the production of the field show costumes, props and flags between band director, seamstress, props, etc. Assist in organization of recruiting events and tryouts. Help with communication between director and members. Provide support to guard members as needed: fixing hair, mending outfits, carrying jackets, assisting with makeup, etc.

## **Hospitality**

Organize drinks during Band Camp, collect and deliver water to the stands at football games and competitions, and arrange for snacks when necessary. Arrange refreshments for events such as receptions, the Recruitment Fair and Band Camp; organize meals for the band camp picnic and other events as needed.

## **Pit Crew**

For home football games, move equipment from the band room to the stadium before the game, to the field at halftime and off again, and then back to the band room. For away games and competitions, load the equipment into a rental truck, move into position at the performance site, return to the truck and then to the band room. **All Pit Crew volunteers must be at least 16 years of age.**

## **Publicity**

Prepare communications for internal and external release. Distribute information to band members and parents via our website, and handouts. Publicize the band's activities at school (marquee, *Rebel Signal*, daily announcements, etc.) and to the general public (newspaper, radio, television, and posters). Coordinate photography during band events. Publish the Band Handbook, Band Booster Manual and Band Directory. Organize display tables and volunteers for Curriculum Nights and the Recruitment Fair.

## **Travel**

Organize and provide safe, cost effective and enjoyable trips for our students as specified by the band director. Arrange for chartered buses for Spring Trip and non-local competitions, work with festival organizers to arrange hotel accommodations and plan extracurricular activities during Spring Trip.

## **Uniforms**

Maintain the marching uniforms and concert attire. Assign, fit and alter marching uniforms as necessary. Arrange fittings with vendors and alter the Concert attire as necessary. Distribute and re-hang uniforms before and after each game or competition. Clean uniforms periodically and return to numbered hangers. Perform routine repairs (buttons, hems, hat plumes). Bag and un-bag uniforms for out-of-town trips. Organize and label cabinets in the uniform room.

## **Tuckahoe Middle School Representative**

Provide ongoing communication between TMS and DSF. Act as the contact person for Middle School parents. Assist with combining band programs with TMS activities. Provide support and guidance to the Middle School Band Director. Assist with yearly 8<sup>th</sup> Grade Night (Football night), Recruitment Fair, and DSF & TMS Curriculum Fairs. Facilitate extra communication via telephone and email to our 8<sup>th</sup> grade marchers and their parents concerning their participation in band camp, football games, and any other functions in which they may participate with Band.

# **2009-2010 Fundraising Activities**

All Year Ukrop's Golden Gift program

September 2,3 Fee Night Spirit Items for Sale

September-October Spirit Table and Concessions at Home football games

August-October Rebel Card Sale \*

November 7 Brunswick Stew Sale\*

October – Fruit Sale\*

November

December 12 Fruit delivered\*

April Spring Yard Sale\*

\* indicates fundraisers that allow students to earn credits towards Spring Trip

# Freeman Band Boosters

## Fundraising

One of the primary purposes of the DSF Band Boosters is to raise money to support the music education of our students. Freeman High School and the Henrico County Public School System provide VERY LITTLE MONEY for band and color guard activities. Our Band program consists of the Rebel Brigade Marching Band and Color Guard, the Concert Band, Jazz Band, Wind Ensemble, numerous student-organized ensembles, and the Basketball Pep Band. A significant portion of the band's expenses are covered by student fees. However, the MAJORITY of the bands expenses must be paid by fundraising events.

**In fact, of the Band's annual budget, only a tiny of the revenue comes from Henrico County while the vast majority comes from the hard work of students, the Band Boosters and donations.**

All band and color guard students are encouraged and welcomed to participate in any and all of the fundraising events organized by the Band Boosters. First and foremost, fundraising events give each student the opportunity to raise funds for the *Band Booster's General Fund*. In addition, some even allow students to earn *incentive credits* which will help reduce the cost of their annual Spring Trip. In past years, fundraising activities have included the following sales: Florida citrus fruit, candy, pizza kits, cookie kits, car washes, Rebel cards, Yard Sales, and Rebel Brigade/DSF Spirit items.

Every member of the Freeman Band program and Color Guard benefits from the *Band Booster's General Fund*. This Fund pays for items not purchased by Freeman High School and the Henrico County Public School System. These items include new instruments (Band Boosters fundraising has paid for the majority of instruments in the band inventory), band equipment, new marching uniforms and hats, color guard outfits and props every year, field show designs, additional instructors for Band Camp, sheet music, and expenses associated with competitions, football games and other performances. Because the *General Fund* is for the benefit of **the entire Band and Color Guard**, we encourage **EVERY** student to participate in **EVERY** fundraising activity.

Students can earn *incentive credits* for their sales and/or participation in fundraising activities. The *credits* each student can earn for each activity will be explained at the beginning of each fundraising event. These *credits* will be recorded by the Band Booster's Treasurer as a convenience to our parents.

By law, all funds raised by the Band Boosters can only be used to support and benefit band and color guard activities. The Band Boosters cannot make payments directly to individual students from any Band Booster fundraising event. Therefore, any *incentive credits* a student earns, and has not used by graduation or their departure from band, must revert back to the *Band Boosters General Fund*.

Go Rebels!

# Other Ways to Help

*While fundraisers are our primary revenue source, there are plenty of other ways to help the band financially.*

## **Cash donations**

Contributions above and beyond your student's fundraising activities are deeply appreciated. These may be given to the general fund or for a specific item (see targeted donations below). All gifts are tax deductible.

## **Matching gifts**

Many employers offer a matching gift program which increases the value of your contributions. Typically, booster clubs are not among those organizations for which a company matches gifts, but schools almost always are. Freeman's administration is very helpful in channeling band gifts to the band program.

## **Corporate donations**

Businesses take a keen interest in their communities and are eager to support causes they regard as worthwhile. You can help make the appropriate people at your company aware of the contributions the Rebel Brigade makes to metropolitan Richmond. Your company doesn't have to be on the Fortune 500 list to take an interest in the band – businesses of all sizes frequently have resources to share.

## **Targeted donations**

Every year, we publish the Band Director's "wish list" which details instruments and equipment that will keep the band program at its best. This year:

French Horn  
Marching Mellophone  
Percussion cabinets  
Wenger Music Filing System  
Guitar Amp  
New Chairs – "Wenger Student Chair"  
Vibraphone

If one or more items spark your interest, please let Mr. Blankenship know.

## **In kind donations**

Money isn't the only thing you can contribute. Donations of all kinds help the band program run more smoothly. If you own a restaurant and can volunteer to feed the kids for one competition, we'd love to hear from you. If you have a large lawn trailer we could borrow during marching season, we'd love to hear from you. The list is endless. Be creative!

For more information on the variety of ways you can contribute to the band, contact Mr. Blankenship at 282-5460 or [rpblanke@henrico.k12.va.us](mailto:rpblanke@henrico.k12.va.us).