



SOUDERTON AREA HIGH SCHOOL
BIG RED BAND BOOSTERS, INC.
P.O. Box 64310
SOUDERTON, PA 18964

2019-2020 Big Red Band Boosters Parent Handbook

On behalf of the Big Red Band Boosters (“BRBB”), I invite you to join us in supporting the 2019-2020 Souderton Area High School band program.

The band directors, staff, and students have been working through the summer to put together this year’s program. It should be another great season of inspiring music, new and renewed friendships and camaraderie rarely experienced in groups this size.

The staff and students work hard teaching and learning new skills, perfecting technique and putting together a memorable show. It is the BRBB’s role to support the band and help them achieve their goals in whatever way we can. We hope you will be an active member, volunteering your time and talents to help make this season a success. There are many opportunities for you to get involved, including (but not limited to!) chaperone, car-parker, baker and concession-stand worker. We have fun and the band members really do appreciate what we do. The best way to start is to attend our meetings on the **first Monday of each month** in the band room. This is where you can meet and get to know the other parents and families who share your commitment and enthusiasm.

Use this Handbook as a useful reference. If you have questions, don’t hesitate to contact any of the Executive, Standing, or Committee members. We’ll be happy to help you. From time to time content may change so always check our website, www.soudertonbigred.org, it is the best source of information. It is kept updated with the most current news, practice and performance times, directions to shows and scores.

I look forward to working with and getting to know you. Many hands make light work and we need many, many hands!

Let’s Go Big Red!
Jennifer Clemente
President

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Executive Committee (Elected Officers)

responsibilities include, but are not limited to, the points listed below

President

president@soudertonbigred.org

Jennifer Clemente

- Set agendas for and run Executive Committee and general membership meetings
 - Oversee BRBB interests, functions, and activities.
-

First Vice-President

1vpres@soudertonbigred.org

Kelly Taylor

- Liaison between the BRBB and the school district to request use of school facilities and services for all home functions and fundraising events.
 - Chair of Fundraising and Nominating Committees to fill open positions for the elected officers and fundraising positions.
 - Assist the President as needed.
-

Second Vice-President

2vpres@soudertonbigred.org

Denise Nase

- Oversee the running of the BRBB concession stand.
 - Coordinate snacks for home and visiting bands at home football games. Snacks and beverages are provided to the bands after halftime. Volunteers are needed to provide snacks and to help serve them.
 - Coordinate food and beverages for the indoor drumline and color guard show as well as the Jazz Band show
 - Coordinate Concert Sundaes and Friday night meals.
-

Secretary

secretary@soudertonbigred.org

Becky Eells

- Take minutes at Executive Committee and general membership meetings.
 - Chairperson for the By-Laws Committee.
 - Historian - collect news articles, photos and any other information that pertains to the Big Red Marching Band, jazz band, concert and symphonic band, Encore indoor drumline or Forte winter guard. Additional photos are always welcome! All copies of photos may be dropped in the Red Box
-

Treasurer

treasurer@soudertonbigred.org

Michelle Martin

- Track and report all financial activity of the BRBB, including balance sheets and budget reports, presented at each BRBB meeting.
 - Collect receipts and generate disbursements from the BRBB funds.
 - Maintain records for student credit and Scrip accounts.
 - Oversee preparation of the annual operating budget and coordinate facilitating the budget meeting with the BRBB President held in May
-

Recording Treasurer

recordingtreasurer@soudertonbigred.org

<open>

- Attend Executive Committee meetings only when a tie-breaking vote is needed.
 - Review all financial activity of the BRBB
 - Prepare all federal and state tax forms
-

Director at Large

directoratlarge@soudertonbigred.org

Clarke Goshow

- Coordinate chaperones, truck drivers and middle red drivers for each event. There should be four chaperones for each event and two drivers and two helpers for the truck and middle red.
 - Brief each chaperone on duties and responsibilities as listed on following Parent Handbook pages. Maintain the chaperone first aid kits.
 - Coordinate with school district Food Service Director for use of the truck
 - Other duties as directed by the President
-

Standing Committees

responsibilities include, but are not limited to, the points listed below

Fundraising

1vpres@soudertonbigred.org

First VP: Kelly Taylor

- Responsible for recommending an annual fundraising plan to the Executive Committee for approval and for coordinating all fundraising activities
- Fill any available positions for this year

Typical fundraising activities are:

Ongoing	Restaurant nights, Bingo
August	Annual sponsorship mailing
November	Wreath sale
April	Flower sale
May	Harleysville Fair parking
June	Concert Sundaes

Uniforms

uniforms@soudertonbigred.org

Tracey Bean, Jill Coleman, Stephanie Cross, and Devin Funk

- Distribute band uniforms and maintain distribution list.
 - Organize and maintain uniform closet.
 - Collect band uniforms at the end of the season.
 - Coordinate with tailor and dry cleaners
-

Scrip Coordinator

scrip@soudertonbigred.org

Marianna Clark

- Managing delivery of gift cards
 - Updating new users
-

Quartermaster

quartermaster@soudertonbigred.org

<open>

- Maintain equipment for Big Red Marching Band and its associated groups.
 - Construct any props that may be needed for shows.
-

Publicity & Social Media

media@soudertonbigred.org

Marianna Clark

- Use social media (Facebook, Twitter, Instagram, Youtube) to publicize Big Red activities.
-

BRBB Website

dba@soudertonbigred.org

Amy McCouch, Tracey Bean, and Steve Basile

- Create content for the BRBB website.
 - Design new pages.
 - Troubleshoot technical problems, work with hosting provider as needed.
-

Contact information, Email distribution lists, & Charms

administrator@soudertonbigred.org

Tracey Bean and Amy McCouch

- Maintain contact information for email distribution lists (BRBBinfo and so on).
 - Manage and troubleshoot Charms.
 - Manage and troubleshoot Charms. Manage group membership for the BRBB Parents Facebook group.
-

Special Committees

responsibilities include, but are not limited to, the points listed below

Bylaws

secretary@soudertonbigred.org

Secretary: Becky Eells

- Annual review of by-laws for potential amendment.
-

Financial Review

Appointed by the President

- Annual review of financial records.
-

Band Store

bandstore@soudertonbigred.org

Jenn Miller

- Purchase and keep inventory of band apparel and other spirit-wear items and coordinate sales of all special order band jackets.
-

Band Banquet

banquet@soudertonbigred.org

Devin Funk

- Planning, organizing, and operating the spring band banquet.
-

Scholarship

scholarship@soudertonbigred.org

Kelly Taylor

- Establish criteria for selection of annual scholarship recipients.
-

Indoor Show

indoor@soudertonbigred.org

Deanna Wimmenauer and Laura Kline

- Planning, organizing, and operating the spring guard and drumline competition.
-

Nominating

1vpres@soudertonbigred.org

1st VP: Kelly Taylor

- Recruit nominees for elected office.
-

Jazz Show

eveningofjazz@soudertonbigred.org

Christine Brush and Denise Nase

- Planning, organizing, and operating the spring jazz competition.
 - Coordinate spiritwear order in the fall.
-

Uniforms

For complete uniform information, see the *Marching Band Uniform Guide* on the BRBB website. Some uniform items are provided, others you will need to purchase.

Here are some highlights:

- **Provided items:** tunics, bibs (aka “pants”), shako (the hat), shako box, plume, color guard show and parade uniforms.
- **Items you will purchase:** member t-shirt, gloves and/or wristbands, shoes, socks, and any other required undergarment.
- **Hemming:** Some bibs and tunics will need to have hems adjusted. The BRBB has arranged for a local tailor to make any needed hem changes.
- **Garment bags are required.** Uniforms do not stay at the school during the outdoor season. Students will bring their uniforms to the Band Room on game days and take them home after games, competitions, and parades. You can use a bag you already have or buy one from the Band Store. Make sure the bag has a visible name tag somewhere.
- **Identify your uniform parts!** Everything looks alike. Write your name somewhere on your shoes, member shirts, and gloves. Tunics, bibs, raincoats, and shakos are all numbered. We track who is assigned to what number. To make it easy to find shako boxes, students are allowed to use masking tape and ribbon to decorate the boxes. Nothing permanent or with a strong adhesive that will leave a sticky residue.

Volunteer Clearances

The BRBB depends on volunteers to provide support to students and staff. There are any number of opportunities for you to volunteer in many different areas. Your first step is to fulfill the SASD Volunteer Requirements.

As of June 2014, in order to comply with PA Act 153, all volunteers within the Souderton Area School District are required to have criminal background and child abuse clearances. The requirements are described on the District's "Volunteers" page, which is listed on the "Community" menu. The District also requires most volunteers to have a PPD (tuberculosis) skin test.

1. Every volunteer—both casual and program—needs to turn in a Community Volunteer Registration and Disclosure Statement. (There are forms for both guardian and non-guardian).
2. As of the 2015-2016 school year, all Program Volunteers need to turn in the Act 151 child Abuse Clearance and the Act 34 Criminal History Report. Both of these clearances are now free for volunteers and can both be completed online.
3. All Program Volunteers need to have a PPD test on file with the District.
4. Some Program Volunteers also need to submit a Federal Criminal History Record; this clearance requires fingerprinting (done at the district office) and has an approximate cost of \$30.
5. Volunteer defined as: an adult member of BRBB with clearances in and on file. There are opportunities for student volunteering at all home events. Please refer to student volunteer policy for away events and general practices.

For complete information, read the "**Volunteer Clearances Guide**", which you can find in the "Help the Band" section on the Booster website.

Volunteer Roles and Responsibilities

Parent participation is crucial for both fundraising and in supporting the performing groups at all their events.

The BRBB runs on about 1,300 volunteer hours every year, which very roughly breaks down to about 17 hours per family. While your participation is not mandatory, it is very welcome and is also key to our having a successful program. **We do ask that every band parent volunteer for at least four events throughout the school year.**

We also need and welcome behind-the-scenes volunteers that are not related to events, such as set building, help with uniforms, and IT tasks and communications.

This section discusses a few of our major volunteer areas: Chaperones and the Middle Red and Big Red Truck Drivers. More information about the many other volunteer opportunities is in the "Help the Band" section on the Booster website.

Chaperone

Being a chaperone is a wonderful experience! Everything will be provided for you. You do not have to pay admission for the event. You are there as an extra set of eyes, a helping hand, and a support. Just do what you do best—be a parent! As always, remember that we are examples and should act accordingly.

What you need

- First Aid Backpacks
- Chaperone ID tags
- Bus lists

What you do

Before the event

- Check Charms and email for any new or changed information (change in report time/length of commitment, etc.)
- Verify that student medical forms are with the Band Director. Please remember that all information on the medical forms is confidential.
- Obtain the First Aid Backpacks from BRBB cabinet.
- Get Chaperone Tag from lower front pocket of the First Aid Backpacks. Wear tag to identify yourself to staff, band members, and other groups.
- Get water containers from band closet and fill with water from outside spigot. See Band Director for key to spigot. During hot weather, add ice to keep the water cold.
- Announce yourself to the students so they are aware who is chaperoning.

During the event

- Remain with the group throughout the event.
- Carry the First Aid Backpacks; they must remain with you at all during the event.
- If a student needs medical attention: assist the student to EMTs or paramedics and ambulance. Notify band director or staff member and call student's parents if necessary. **CHAPERONES MAY NOT DISPENSE ANY MEDICATION DUE TO PENNSYLVANIA LAW. All medications must be dispensed by an instructor or by medical personnel only.**
- Make sure students uphold the Big Red Marching Band behavior standards at all times.

After the event

- Note any first aid items used (use the notebook in the front pocket of the First Aid packs)
- If you used anything from the First Aid Backpacks: Note what was used in the notebook that is located in the pack's front pocket.
- Return Chaperone tags to First Aid Backpacks.
- Return First Aid Kits to BRBB closet.
- Return water containers to the BRBB closet.

Medical Emergencies

- Paramedics are available at every event if you require assistance
- For urgent situations, students should be taken to the hospital; notify Band Director and parents notified immediately
- For non-critical situations where you are still concerned: notify the student's parents and let them decide what to do

Home Football Games

- Mark off area of bleachers where the band will sit with Bleacher Reservation Tags stored in BRBB Cabinet
- Remain in the stands and watch the band's belongings during the third quarter when the band has a break
- Remove Bleacher Reservation Tags from stands after game and return to cabinet.

Away Events

- There should be two chaperones and one backpack per bus.
- Chaperones will take attendance on your assigned bus before leaving
- Ask students to take a moment to think and make sure they have everything they need
- Assist getting equipment loaded and unloaded from the truck and on and off the field for the performance

Middle Red Driver

- What you need**
- Keys to Stadium padlock, field house door, and Middle Red
 - Vehicle with appropriate trailer hitch and lights connection (2 inch ball and flat four or round 7 plug needed)
 - Truck Driver ID tag

- What you do**
- Before the event
- Check Charms and email for any new or changed information (change in report time/length of commitment, etc.)
 - Obtain keys and Driver ID tag from Director-at-Large
 - Pick up Middle Red from field house in the stadium. Fill with gas if necessary
 - Wear tag to identify yourself to staff, band members, and other groups
- During the event
- Tow/Drive Middle Red to event
 - Position Middle Red for Pit to load equipment from truck
 - Drive Middle Red onto field
 - Move Middle Red off field during performance
- After the event
- After performance, position Middle Red for Pit to load equipment
 - Drive Middle Red back to equipment truck for unloading by Pit
 - Tow/Drive Middle Red back to high school
 - Return Middle Red to field house, secure door and gate to stadium
 - Return keys and ID Tag to Director-at-Large

Big Red Truck Driver

- What you need**
- Keys to truck
 - Gas card
 - Truck Driver identification tag. The tag is in the truck keys pouch.

- What you do**
- Before the event
- Check Charms and email for any new or changed information (change in report time/length of commitment, etc.)
 - Obtain keys from Director-at-Large
 - Pick truck up from Indian Crest Middle School.
 - If necessary, fill the truck with diesel fuel at Moyer Indoor Outdoor Fueling Center (Moyer's is next to ICMS.)
 - Wear Truck Driver ID tag to identify yourself to staff, band members, and other groups.
 - Arrive at SAHS and back the truck up to loading dock at least one half hour before scheduled bus departure time
 - Load large instruments, props, and other equipment onto truck. (Smaller instruments will go on the bus with students.) The truck crew will help.
 - When necessary, use bars and straps to secure the load. Bars and straps are kept in the loading dock hallway.
- During the event
- Drive the truck to event, following the buses.
 - Park the truck at designated location for unloading.
 - With truck crew, unload truck.
 - Move the truck to designated parking space if required.
 - Return the truck to the loading location and, with the truck crew, reload the truck.
- After the event
- Return to SAHS, back up to the loading dock, and (with the crew) unload the truck.
 - Return bars and/or straps to the loading dock hallway.
 - Use the broom in the loading dock hallway to sweep out the truck.
 - Fill with diesel fuel, if necessary, from Moyer Indoor Outdoor Fueling Center. Truck is to be returned with the same amount of fuel as when it was picked up.
 - Return the truck to ICMS in the same location and condition as you picked it up.
 - Return the keys, ID tag, gas receipt, and gas card to the Director-at-Large.

Tips for New Members / Parents

Please plan on attending football games and competitions to offer support and a rousing cheer when our kids come onto the field. There's always a bunch of "band groupies" sitting near the band at home football games and near the 40-yard line nearest the scoreboard at competitions. Just look for the RED!

- BRBB in Facebook**
- Big Red Band Boosters page:** www.facebook.com/soudertonduckderbyrace
 - A public page with general, publicity-oriented band information.
 - Souderton BRBB Parents group:** www.facebook.com/groups/brbbparents
 - Closed group.
 - Send a join request and tell us the name of your student.
 - Souderton Big Red Marching Band group:** www.facebook.com/groups/380886655434135
 - Closed group run by the student band president.
 - It contains the season's schedule and other vital information for students.
 - This is the group for students to join.
- Cold Weather**
- Band members learn quickly how to wear layers under their uniforms.
 - Be prepared for cold weather: thermal shirts (such as Under Armor; but no turtlenecks, they show above the tunic collar), leggings (no sweat pants, they are too bulky under the uniform), warmer socks, and so on.
 - Hand warmers (available at local sporting goods stores) can be great on cold nights.
 - Students may also want to bring a blanket for the bus ride home on cold nights.
- Funding**
- Some funding for marching band and indoor group costs comes from the School District's budget. However, a significant portion of the costs related to these activities are funded by the BRBB.
 - The BRBB must raise approximately \$30,000 annually to cover budgeted expenses. This is done via concession sales, home shows, and fundraising activities.
- Meals**
- **Band Camp:** Students need to bring their own dinners and beverages. Use insulated containers as neither microwaves nor refrigerators are available. The BRBB may provide dinner on selected nights during Band Camp.
 - **Game days:** The BRBB provides a dinner on game days. To see what meal will be served when, visit the [BRBB website](#).
 - **Competitions:** Students need to bring their own dinners and beverages. Use insulated containers as neither microwaves nor refrigerators are available.
- Participation Fee**
- The BRBB charges a \$55-per-student fee to help defray the operating costs of the organization.
 - This fee is collected at the Parent Information Meeting the first evening of Band Camp and can be paid by check, Student Credit, or Scrip.
- Payments**
- Please make every attempt to pay via check or money order, *cash is discouraged*.
 - Checks should be made payable to "BRBB" or "Big Red Band Boosters".
- Pick-up and Drop-off**
- Pick-up and drop-off of the kids is on the Lower Road side of the school. Under no circumstances are you to use the side entrance near the band room for pick-up and drop-off, by order of the fire chief.
 - In addition, parking in the loading dock area is strictly prohibited. This space is required for the Big Red Band truck and the Middle Red tow vehicle and trailer.
- Red Box**
- In the Band Room outside the office there is a large red metal box: this is the Red Box.
 - Any money or order forms to be submitted to the BRBB may be placed in that box.
 - Students: Do not put paperwork for Directors here; they cannot open the Red Box.
- Scrip and Student Credit**
- **Scrip:** Families can earn rebates through the ShopWithScrip program.
 - **Student Credit:** Students can participate in fundraising activities in order to earn Student Credit that will offset specified band expenses.

For more information, visit the "Parent Central" section of the Booster website.

For additional information: Visit the Booster website at www.soudertonbigred.org.

Football games

Students are not allowed access to their cell phones while in uniform except during the bus ride back to the school.

- Game Days**
- Band members are encouraged (not required) to dress up for school on the day of a football game. (The same is true for the school day before a competition if there is no football game that day.) This can include dress shoes, slacks, shirts; ties and jackets, dresses or skirts. Questions? Have them ask their captain.
 - Students report to the Band Room by 3pm. There will be a short practice, followed by a dinner break, then the game.
 - Students bring everything they need for both practice and the game to school in the morning and leave it all in the Band Room.
 - If something is forgotten: extras may be available for borrowing from the “Sharing Box”.
 - The BRBB provides a dinner on game days. After dinner, student change into uniforms.
- During the Game**
- The band sits in a roped-off section in the stands and play stand tunes during the game.
 - The band has the third quarter off and members are free to walk around the stadium area, visit with the other band, and get snacks and drinks at the concession stand. It is good to have \$5 to \$10 for concessions. (The uniform bibber has a pocket.)
- Important!** **For home games, performance time is pre-game!** The band can take the field **as early as 6:30**, though it could be closer to 6:45 for a 7pm game. Get there early or you might miss the show.
- Away games: The band typically performs at half-time.
- After the Game**
- If you go to an away game: Plan on driving directly from the game back to SAHS to pick up your student. The band usually arrives within 5-10 minutes of when you do.
 - Typically, the Director holds the students for a short wrap-up meeting before dismissing them.
 - If you do not go to the football game: make sure your student has arranged for a ride or give them a cell phone so that they can contact you.

Competitions

Competitions are usually Saturday afternoons or evenings. Routines and procedures for competitions are similar to football games.

Students are not allowed access to their cell phones while in uniform except during the bus ride back to the school.

- Students bring...** Students need to wear weather-appropriate practice clothes and bring:
- everything they normally bring for a football game
 - Street clothes to wear during non-uniform time at the competition.
 - *Plus* a packed meal.
- Competition Day:**
- Students**
- You will be given a “report time” and a “return time” each week:
The report time is the time the students need to be in the Band Room ready to go.
The return time is the APPROXIMATE time they anticipate getting back to school.
Please understand the return time can vary for a variety of reasons.
 - There may be a short practice at the school.
 - There is a short dinner break before students change into uniforms and board the buses.
 - At the host school, the band will practice until it is their turn to perform.
 - After performing, the students may change into “street clothes” (jeans, sweatshirts, and so on), so be sure they bring a WARM change of clothes (it gets cold even in September in the evening) including shoes (sneakers suggested). Remember, they sit in the stands for the entire night. Many kids bring blankets to help keep warm.

- Students may wear their Big Red Marching Band raincoat as their top coat. They are allowed to wear sweaters or lighter coats underneath on those cold nights.
- Students are allowed to visit the concession stand after they perform, if time allows. It is good for them to have \$5 to \$10. They will then sit in the stands as a band and watch the remaining bands perform.
- It is customary for visiting bands to stand at attention while the home band performs.

**Competition Day:
Parents**

- The time for our performance at competitions can change, even on that day, so make sure to get there early to ensure you don't miss our kids.
- Remember our competitions run into November and you will be sitting on bleachers in football stadiums. Dress warmly and bring a blanket!
- The band director will announce if he has tickets for sale for competitions ahead of time. Otherwise, they are available at the gate. Sometimes there is a price break for buying early. Prices for high school competitions are generally \$10 to \$12 per person. Championship competitions at the end of the season usually run \$20 to \$25 per person.
- If you go to a competition: plan on driving directly back to SAHS to pick up your students. The band usually arrives within 5-10 minutes after you do. Typically the Director holds the students for a short wrap-up meeting before dismissing them.
- If you do not go to the competition: make sure your student has arranged for a ride or give them a cell phone so they can contact you.

**Support the Host
School**

At competitions, the host band does a variety of things to raise money for their organization. Please support them. Purchase candy, flower, and air grams PRIOR to our group performing because they receive a bag with the candy and flowers directly following their performance. This is a great way to give a pat on the back to the students. They LOVE getting "presents" after the performance.

Ways to support the host band and our group:

- **Candy Grams.** These generally sell for \$1 and you write a message to send with candy to your child or to anyone you wish who is associated with the group (instructors, other kids, etc.). Students love these because it's something to eat!
- **Flower Grams.** Same idea as Candy Grams but they are fresh or silk flowers sold at a variety of prices. Girls like this more than guys!
- **Air Grams.** Not at all competitions. This works differently than the candy or flower grams because there is nothing tangible with this. Just prior to your group performing, they announce the air grams over the public address system. An example might be: "Good luck, Susie. Love, Mom and Dad. " Sometimes they are funny or inside jokes to people. Generally \$1 to \$3 per message.
- **Food.** You can find an assortment of food to buy at competitions from hot dogs and pizza to drinks and snacks. Great idea instead of cooking!
- **Program Books.** Gives a listing of competing groups with their time of performance along with other information. Generally \$5 to \$10.