

# **Pittston Area**

# **Band Boosters**



# **Band Family**

# **Handbook**

2015-2016

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## **Welcome**

The Pittston Area Band Boosters would like to welcome you to an exciting Marching Band Season.

We are privileged to have such a fine music program at Pittston Area. This program allows us to have several music-related extra-curricular activities that not only provide great opportunities for the students but also are very successful. The Marching Patriots are FIVE time Cavalcade of Bands Independence Conference, Open Class Champions (2008, 2009, 2010, 2011, 2014). They are also two time Tournament of Bands Atlantic Coast Group 1 Champions (1999, 2009).

### **Who are the Band Boosters?**

The Band Boosters are an organization whose responsibility is to help support the Marching Band, Jazz Band, Spirit Band, and other Music Related activities as needed. We are a 501(c)3 non-profit organization, all monetary donations made to the Band Boosters are tax deductible, including but not limited to: Membership Fees, and program ads. We provide many things for the various bands, including paying some of the staff for Marching Band, providing show shirts to each student in the Marching Band, coordinating pizza parties and the end of band camp party, holding an annual awards banquet, and more. This can only be accomplished through the help of the families of our students.

### **Important Things We've Learned**

We have learned a few things over the years, and would like to pass on a few basic tips to you.

- It is good to attend Band Booster meetings. Attendance at meetings will help you learn things that your student has never mentioned (for example, upcoming fundraisers that help pay for trips, banquets etc.) The Band Director and Band Booster's executive board give status reports at each meeting. Meetings are the second Wednesday of each month and are held in the High School Library during school months. They are held at the Pittston YMCA in the summer months.
- Your presences at football games and competitions is appreciated by your band member and can help provide support for the director, band and other booster members. Please come out and support your student as much as you can. If you are able to lend a hand to help, that is certainly appreciated as well.
- It is good to network with other parents. It will make your life easier if you make ride-sharing arrangements for practices and competitions.
- The Outdoor Marching Band rehearses and competes in all kinds of weather. Rain, snow, very hot, and very cold temperatures can all be expected throughout the season. Please make sure your children are prepared for whatever mother nature throws at them.

If you have questions please feel free to contact one of us list on the next page. We are here to help you and your student in their band experience.

## **Band Booster Executive Board Contact Information For 2015/2016 season.**

President: Kristen Grebey 570-499-4957  
email: kristen.grebey@paband.org

Vice-President: Deborah Wruble 570-237-6769  
email: debbie.wruble@paband.org

Treasurer: Cathy Zimmerman 570-472-2254  
email: cathy.zimmerman@paband.org

Secretary: Lori Cooper 570-574-1398  
email: lori.cooper@paband.org

### **Other Contact Information**

Band Director: Brendan J. Carter  
email: director@paband.org

If you are on Facebook, please join the marching band page:  
<https://www.facebook.com/groups/pittstonareaband/>

Like us on Facebook: <https://www.facebook.com/pittstonareaband>

We also have a twitter account: @PittstonBand

The Pittston Area Band has its own website: [www.paband.org](http://www.paband.org) The site provides numerous resources, including videos of past performances and a calendar with dates of upcoming events. On the Band Booster tab you will also find Minutes and Agendas from past Band Booster meetings. We are always adding and updating the site, so check it often!

### **We Need Your Help!**

It takes a group of dedicated parents to keep the Pittston Area Band Boosters running smoothly and to provide support for the band in whatever they might need. As the size of the bands increase so do our obligations. You have a unique opportunity to help promote the band program here at Pittston Area. To continue and expand on the traditions of excellence the Band Boosters and the Band Programs at Pittston Area have enjoyed, we need every parent/guardian to become involved! Whether it's fundraising, chaperoning, event organization, driving the truck to competitions and away games, volunteering, or even just showing up for our monthly meetings, all we ask is that you share with us your ideas and a little of your time and energy. Everyone has something to contribute and we need each and every one of you!

## **Logistics**

Some of the band's equipment is large and cannot just be picked up and carried into a stadium or gym. There are instruments that need to be driven into stadiums by a quad. Each time the Marching Band performs, the instruments, equipment, and the quad have to be loaded onto a truck and the truck has to be driven to the site of the performance. The band directors are looking for individuals who are willing to coordinate and supervise the loading and unloading of band equipment whenever the band travels. These individuals will also make certain all equipment is in its proper place as determined by the directors. We need parents who are willing to come help load and unload the equipment truck. We also need someone to drive the truck to and from each away game and competition. One perk of this position is that you will receive a pass from the director that will get you into competitions, so you will get to see your child perform at each competition at no charge.

We also need someone to fix and maintain pit cart equipment. The pit carts carry the heavier instruments onto the field and are pulled by the quad. Occasionally, the pit cart wheels need to be filled and/or changed. This is usually done between competitions as needed according to the director.

## **End of Band Camp Picnic**

On the last day of Band Camp we like to throw a small picnic as reward for all the students' hard work. This is usually held behind the concession stand. In the past this has included a water type activity (ex: slip & slide), and a cookout. We will ask for donations of snack type items, chips, pretzels, baked goods etc. The Boosters will provide the rest. Help cooking/preparing is always appreciated too.

## **“Indoor Winds” Marching Band**

There are plans to add an indoor marching band program that would start approximately in December. This program will have fewer practices and be less intensive than the outdoor marching band program. More details will be available when we get closer to its start. This program will not interfere with the Indoor Percussion.

## **Fundraising**

We fundraise in multiple ways, the most common of which are listed here. We may add others as the season progresses.

### **Concession Stand/Candy & Bake Sale**

One of our biggest sources of fundraising comes from the concession stand in the football stadium, on the home team side. Each year there are five to six home games. It takes at least 12 people to operate the stand efficiently. We also need 2-3 people outside the stand selling candy and baked goods. We require each marching band student's family to send at least one adult (18 years of age or older) to at least two (2) home games to work in the stand. You will be given the dates we request you show up during band camp. If you are unable to fulfill your allotted dates, we ask that you switch with or find someone who will. We need adults to arrive at the concession stand at 6:00pm, and we finish when the stand has been cleaned by the end of the game. There is one (1) scrimmage and five (5) home games this year. The dates are as follows:

\*\*\*August 28(Scrimmage), September 4, September 11, October 2, October 16, October 30

\*\*Please Note: If you work all of the five (5) regular home games you will be rewarded with an Embroidered Pittston Area Marching Patriot Polo at the end of the season.

\*\*\*Scrimmage start time is earlier than a normal game. We will have a limited menu. Anyone willing to work the scrimmage will need to be there at 4:00pm.

### **Gertrude Hawk Chocolate Bars**

Each year we send out an order form you use to pick out the flavors you want to buy/sell. We ask for payment in advance and will hand out the chocolate you order to your students when it arrives.

### **Car Wash**

This year we are having a car wash on June 20<sup>th</sup> with a rain date of July 11<sup>th</sup>. The car wash will be held behind the Dupont Boro building at 600 Chestnut Street, in Dupont. It will be held from 10am – 2pm. This will be our first fundraiser of this season. All students in attendance will earn Student Credit.

### **Coin-Drops**

During the season we will plan a few coin-drops. These coin-drops are done at pre-picked street corners. We will need 8 -10 parents to help so that we can do several streets simultaneously. The band members can help by playing music on the sidewalks. They are not allowed in the streets collecting money. These are usually run from 9am - 4pm. We will give you a few weeks notice when we plan to do them. We would like to get enough help to offer everyone shifts. If everyone helps out we may only need to do this once during the season.

## **Wal-Mart Coin Drops**

Several times a year we do coin-drops at Wal-Mart. We ideally would like 8 adults to each work a two-hour shift, two at each table. The coin-drops run from 9am – 5pm. We set up a table at each entrance, and each table must be attended to by an adult throughout the day. The Boosters usually sell candy in addition to having the normal donation buckets out. We always do better when the band members are there playing music. It is also nice to hear the stories some of the shoppers share with us on how important their band experiences were to them. The dates for the Wal-Mart Coin drops are: Saturday, June 27<sup>th</sup> & Sunday, June 28<sup>th</sup>, Sunday, July 26<sup>th</sup>, and Saturday, August 29<sup>th</sup>.

Sometimes the Boosters also hold coin-drops at Redner's Market, just inside the doors. We like to keep those for the colder months. At this time we do not have any scheduled. However, once we do we will inform everyone as soon as possible.

## **Pocono Raceway Fundraiser**

Three times in the summer there are races held at the Pocono Raceway in Long Pond, PA. They call it the First Time Fan Tents and require volunteers to sit at tables and ask people to fill out forms. Sometimes they ask volunteers to walk around and ask the racegoers that may have missed the tents to fill out the forms. At other times we have had people who worked at an event that was designed to be fun for kids. The Band Boosters get paid per person/per shift. The times for the tents for the June race were: Friday 10 am - 1:30pm and 1:30pm - 5pm. Saturday 8am - 12:30pm and Sunday 8 am – 12:30pm. If you would be interested in doing this fundraiser please contact Kristen Grebey. The next race weekend is July 31<sup>st</sup>, Aug 1<sup>st</sup> and Aug 2<sup>nd</sup>. The third is Aug 21<sup>st</sup>, 22<sup>nd</sup>, & 23<sup>rd</sup>. However, this is also Tomato Festival weekend.

## **Susquehanna Brewing Company**

In the spring we are planning to do a Susquehanna Brewing Company fundraiser. We sell tickets to the event, supply the food, tables, and chairs. SBC will supply the beer and a tour of their facility. This is an adult only fundraiser, so we will need your help. Students will earn credit for selling tickets to the event. More information will come out when we get closer to the event.

## **Zombie Prom**

In the fall we would like to host a Zombie Prom themed dance. This would be a high school wide dance. We will sell tickets for admission and provide some food and refreshments. We will also need to decorate. More information will follow when it gets closer.

If you would like to help out with any of these fundraisers please let us know. If you have a successful fundraising idea please share it with us. We are not limited to any of these and would like to hear your ideas.

## **Home Show**

We also hold a Home Show each year. This year's competition is on October 10<sup>th</sup>. While the time of the show may be adjusted as we get closer, set up is currently scheduled to start at about noon. It takes a tremendous amount of volunteers to really pull off a great show. This is how we as Boosters shine amongst the other bands. Last year we had 13 bands compete at our show. This year is already looking to be as big or bigger.

There are plenty of places to volunteer the day of the Home Show. We will need people to volunteer in the concession stand, at the gate taking admissions, directing parking both for visiting bands and the public, and at tables throughout the stadium that will be selling basket raffle tickets, candy grams, candy, and baked goods. With 13 bands and 8 judges coming we need to feed a lot of people. We will also ask that each family donate a food item. Either a dinner type item (ex: Mac & Cheese, Chili, Soups, Broccoli & Shells, Ziti, Sausage & Peppers, Haluski etc.) and/or baked goods that are pre-packaged for individual sale.

We will also be looking for siblings, cousins, or other relatives of band members over the age of 10 to volunteer as runners. The runners' job is to be the go-betweens for the judges. Runners take "tapes" from the judges on the field and bring them to the judge in the box at the top of the stands. We will need approximately 6 runners. If you know a student willing to work as a runner please let us know. They get free admission to the show, as well as a meal ticket to get dinner from the concession stand that night.

## **Sponsor A Trophy**

Another feature we have at the Home Show is the opportunity to Sponsor a Trophy. If you would like to sponsor a trophy, the cost is \$50.00. Most people sponsor a trophy in honor of a loved one who has passed, but you can honor anyone you want. The sponsoring of trophies is on a first come first served basis. You can also present the trophy yourself or the judges will do it for you.

## **Program Ads**

Hosting the Home Show involves multiple expenses, including but not limited to paying the judges and renting equipment necessary for the event, which we hope to cover by selling program ads. We could potentially fund the whole show with just program ads if we get enough. We ask that each student sell program ads. It doesn't have to be just to/from family. It can be the doctors you visit, the places you work, and anywhere you shop. This is fundraising that does not have to rely solely on the wallets of our families. We are hoping that each family try to sell \$100.00 in program ads. Selling program ads is a fundraiser and student credit will be applied to this as well.

## **Student Credit**

This year we will be starting Student Credit. For every fundraiser you/your child participate in, 50% of the amount you raise will go to the general fund, and 50% will go towards your student(s) credit. This credit can be used at the end of the year for the band trip, the banquet, and/or any end of the year championship clothing orders. If we feel we can or need to add things to this list we will let you know. When your student graduates or leaves band for any reason and they still have a credit, that amount will revert to the general fund, unless they ask for it to be transferred to a sibling or another member of the band.

All parents/guardians (or family members) who volunteer in the concession stand at football games will earn \$10.00 credit towards the student of their choice. A voucher will be given to everyone at the end of each of the night to signify to whom the credit they earned should be applied. Please note: the vouchers will not be handed out until the stand has been cleaned for the night.

All family of students who volunteer at the Home Show will also earn student credit. Credit earned at the home show will be based upon the number of hours worked that day.

Parents/guardians and students can earn credit at every coin-drop fundraiser we do also. The amount earned will be determined by the amount raised at each event, with 50% allocated for the general fund, and the remainder to be split equally among those who volunteered, according to the hours they work.

## Committee Volunteers

We are in need of parents/guardians who would be willing to chair committees. The following are Standing Committees that you could volunteer in.

**Auditing Committee** - This committee consists of three members in good standing who will audit the treasurer's books at the close of our academic year (June).

**Chaperone** - This parent/guardian will maintain an active list of members, who have the proper clearances to accompany any of the musical activities throughout the year.

**Fundraising Committee** – This committee is for parents/guardians who want to create new ways for the Boosters to raise funds. They are to present new ideas at meeting, including profit expected and start-up costs.

**Home Show Committee** – This committee will organize volunteers and other duties as requested by the President.

**Logistics** – This group coordinates and supervise the loading and unloading of band equipment whenever the band travels, and make certain all equipment is in its proper place as confirmed by directors. This is a VERY important committee and we really need people willing to do this.

**Program Committee** – This committee is responsible for organizing the program.

**Prop Committee** – This committee is responsible for helping put together, or paint, or sew, whatever might be needed to get the props ready for the field, according to the director and visual designer.

**Public Relations** – This group maintains communications with the community through the news by publishing items of interest, activities, and upcoming events within the music department.

**Uniforms** – This committee is responsible for fitting, issuing, and cataloging returned band uniforms as requested by the Directors. Prepare uniforms for cleaning at the end of each year.

## Chaperones

Each time the Marching Band goes to away football games, parades, and competitions they need chaperones. Chaperoning gives band parents the opportunity to see high school football games and Marching Band Competitions for FREE! Chaperones assist the Marching Band students if they need anything, make sure they get where they need to go, and provide water, first aid, emergency uniform repairs, oversee the loading and unloading of the band buses, and help with the equipment truck if needed and move equipment and props onto the field for pre-game or halftime shows as well as at competitions. Our students are generally well behaved and make the job of a chaperone one of the more enjoyable volunteering opportunities a booster can do. Chaperones need to have their clearances filed with both the school district and the Band Boosters. Information regarding clearances is below, but if you have any questions please do not hesitate to ask.

## Clearances

If you wish to ride the bus as a chaperone, you must get the three following clearances. The school district no longer pays for clearances for anyone, including teachers, staff, and volunteers, these must be self paid. Now when you purchase these clearances you get to keep them, and use them anywhere you might need them.

Act 34 Criminal Records Check

Act 151 Child Abuse History Clearance

Federal Criminal History Record (Fingerprinting)

**\*Act 34** Criminal Records Check can be done at the following website:

<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VUfFitNVhBf>

The cost is \$10.00

**\*Act 151** Child Abuse History Clearance can be done at the following website:

<https://www.compass.state.pa.us/cwis/>

### Information You Will Need

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Credit/Debit Card information for a \$10 application fee

**\*Fingerprinting** at Luzerne Intermediate Unit 18.

Fingerprinting must be done at LIU18, 368 Tioga Avenue, Kingston, PA 18704. The school district cannot accept them from anywhere else.

To get the fingerprinting you must first go to [www.pa.cogentid.com](http://www.pa.cogentid.com)

From there you will click on the link for the Department of Education. Next you will come to a page where you need to select register online. The cost for this clearance is \$27.00. You pay online, and then you will need to make an appointment at LIU18 to have the actual fingerprinting done. All information can be found here:

[https://www.pa.cogentid.com/ohio/PA\\_Sites/IU18.htm](https://www.pa.cogentid.com/ohio/PA_Sites/IU18.htm)

## Membership

This year we will be offering multiple membership levels. Each have their own unique rewards. Membership with the Band Boosters is required to be a voting member of the organization, as well as hold an office. Please make your membership choice(s) by checking the appropriate box.

Qty	Membership Types	Amount	Rewards
	Regular Membership	\$5.00	<ul style="list-style-type: none"> <li>Voting Privileges</li> <li>Ability to hold an office*</li> </ul>
	Family Patron Membership	\$10.00	<ul style="list-style-type: none"> <li>All Regular Membership Rewards</li> <li>Listing as a Family Patron in Home Show Program, and on our website at <a href="http://www.paband.org">www.paband.org</a></li> </ul>
	Red Patron Membership	\$25.00	<ul style="list-style-type: none"> <li>All Regular Membership Rewards</li> <li>Listing as a Red Patron in Home Show Program, and on our website at <a href="http://www.paband.org">www.paband.org</a></li> <li>2 Free Admission tickets to Our Home Show and a program</li> </ul>
	White Patron Membership	\$50.00	<ul style="list-style-type: none"> <li>All Regular Membership Rewards</li> <li>Listing as a White Patron in Home Show Program, and on our website at <a href="http://www.paband.org">www.paband.org</a></li> <li>2 Free Admission tickets to Our Home Show and a program</li> <li>Long-Sleeve Show T-Shirt</li> </ul>
	Blue Patron Membership	\$100.00	<ul style="list-style-type: none"> <li>All Regular Membership Rewards</li> <li>Listing as a Blue Patron in Home Show Program, and on our website at <a href="http://www.paband.org">www.paband.org</a></li> <li>2 Free Admission tickets to Our Home Show and a program</li> <li>A Free Half-Page ad in our program</li> </ul>
	Patriot Patron Membership	\$200.00	<ul style="list-style-type: none"> <li>All Regular Membership Rewards</li> <li>Listing as a Patriot Patron in Home Show Program, and on our website at <a href="http://www.paband.org">www.paband.org</a></li> <li>A Free Half-Page ad in our program</li> <li>2 Free tickets to the Cavalcade Championships in Hershey PA, for the date Pittston Performs (date TBD)</li> </ul>

All memberships Family and above that are paid by August 14<sup>th</sup>, (the last day of Band Camp) will be entered into a drawing for a DVD of the Pittston Area Marching Patriots performance in the Cavalcade Championships in Hershey. (Held in November)

Membership Level	Number of Entries
Family	1
Red	2
White	3
Blue	4
Patriot	5

Membership is due by September 1<sup>st</sup> for all levels above the Family Membership so we have time to arrange all the rewards.

\*Please see by-laws for any restrictions or other requirements



### Contact Information

We need to send out quite a bit of information to families of band students. Please fill out the following form completely so that we may better stay in contact with you and keep you aware of what is going on. This form is required, whether you become a Band Booster member or not.

Parent/Guardian Name(s)				
Band Member's Name(s)				
Your Address				
City				
Parent/Guardian Phone Number				
Is it okay to text?				
If so, who is your carrier (AT&T, Verizon, T-Mobile)				
Parent/Guardian Email address				
How do you prefer to be contacted	Phone	Email	Text	Facebook
Each year the boosters buy the Marching Band Members a long-sleeve Show themed T-Shirt. We need your child(ren)'s shirt sizes.				
Are you becoming a Member? (If yes, please include payment with this form)	Yes		No	
How would you like to be listed in the program/website for Memberships Family and above?				
If you are getting the White Patron Membership, what size shirt do you want?				