

The 2011 ARLINGTON HIGH SCHOOL MARCHING BAND HANDBOOK

Mr. Darrell Keech, Director
Mrs. Lynda Keech, Assistant Director
Mrs. Dana Duncan, Assistant Director



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Welcome to the Arlington Marching Band Program

Welcome to the Arlington Marching Band, one of the most honored, respected, and prestigious musical groups in the State! This hard working group comes together each year to perform, entertain audiences, have fun, and make friends. Marching band develops a sense of belonging, pride, discipline, and accomplishment not only for the members, but also for their families.

For a student who is new to the high school, marching band can give you a great head start by giving you a chance to meet other high school students of all grades before the school year starts. For all members, participating in marching band is an experience unlike any other and it becomes an extremely important part of every member's lifelong memories.

We are often asked, "What do I need to do to be successful in the Arlington Marching Band?" The answer is simple, but challenging: **try your best to be your best at all times.** This is not only true in our performance aspects, but also in our "life aspects." Our organization is constantly trying to achieve more both individually and as a group. Year after year, our goal is to also be better than we were, better than we are, and better than we think we can be. Our "commitment to excellence" in everything we do, is a never ending challenge filled with moments of great fun, great memories, and great performances!!!

Our Mission

The mission of the Arlington Marching Band Program is to develop a commitment to excellence in professionalism, character, leadership, and artistry. Through the educators, boosters, and administrators, the young men and women of the Arlington Marching Band will have the opportunity to learn, develop, and internalize these principles which are the keys to outstanding bands and exemplary members of our society.

Purpose of this Handbook

The purpose of this handbook is to provide information to ALL members and families about the Arlington Marching Band program. It is impossible to include everything, so please ask questions if you have them.

The rules, policies, and procedures contained in this Handbook have been previewed and approved by our school Principal.

Who is the Arlington Marching Band?

The Arlington Marching Band is composed of the following:

- ◆ Hornline – Brass & Woodwinds instruments*
- ◆ Percussion – Battery ** & Front Ensemble **
- ◆ Color Guard **
- ◆ Drum Majors **

All information in this handbook, the schedule, and all rules APPLY TO ALL MEMBERS OF EVERY SECTION OF THE UNIT. When something is specific (color guard, drum line, juniors, rookies, etc.), it will be noted.

**All accepted (with good attendance and behavior). Placement audition for Member or Marcher Status is required (See page 5 for more information)*

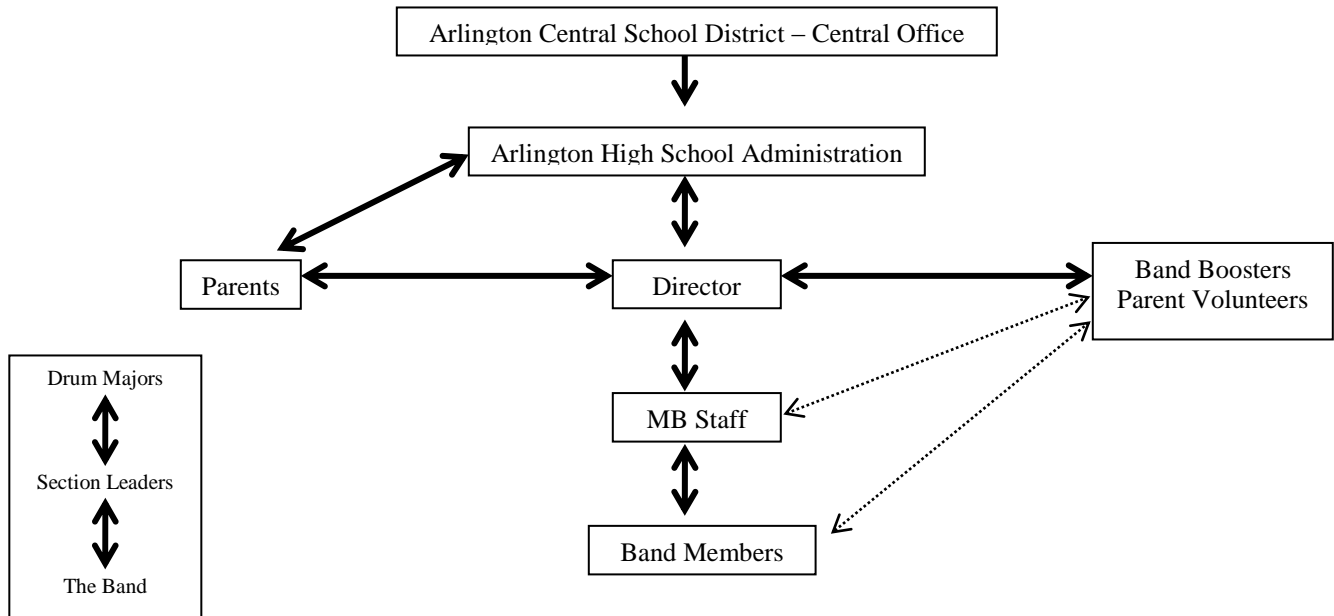
***Audition for acceptance required*

Membership in a school music program is required for participation in the wind and percussion sections and for drum majors. Students who are interested in color guard do not need to be a member of the school music program.

Chain of Command

Every organization consists of a strong “chain of command.” This allows for the proper and timely flow of information. If at any time you have a problem, it is best to start with the person immediately above you on the chart. At any time you should feel free to consult the Directors.

The Arlington Marching Band structure is as follows:



Sources of Information

Darrell Keech	486-4860 ext. 1138	dkeech@acsdny.org	Director
Lynda Keech	xxx-xxxx	assistantdirector@arlingtonband.com	Assistant Director / Hornline Coordinator
Dana Duncan	xxx-xxxx	assistantdirector2@arlingtonband.com	Assistant Director
Bert Cousins	xxx-xxxx	colorguard@arlingtonband.com	Color Guard Coordinator
Dion Placencia	xxx-xxxx	percussion@arlingtonband.com	Percussion Coordinator
Mike Haggerty			Band Booster President
JoAnn Wright	471-9148	Chaperones@arlingtonband.com	Chaperones
JoAnn Wright	471-9148	uniforms@arlingtonband.com	Wind/percussion uniforms
Christine Yost		flags@arlingtonband.com	Color Guard Flags - Sewing
Darrell Keech	486-4860x1138	dkeech@acsdny.org	Student Accounts
Clay Beattie	223-5584	pitcrew@arlingtonband.com	Pit Crew
TBD		merchandise@arlingtonband.com	Merchandise
Pattiann Adams	914-474-0563	bandcamp@arlingtonband.com	Band Camp
Connie Cornell Chris Cornell		cornellgallery@gmail.com	Photos
Tina Vaitkus Cathy Varano	913-5707 227-1529	arlingtoninvitational@gmail.com	Arlington Invitational

Other Information Sources

General Email

Please make sure that the Director has correct email addresses (household/work) for BOTH students and parents – wherever Arlington Marching Band information should be emailed and will be read. Occasionally the Director sends out bulletins containing URGENT information.

Web Sites

We have our own web site! You should REGULARLY CHECK THE WEBSITE throughout the season as this will be our primary source of information.

http://www.arlingtonband.com	Arlington Marching Band web site!
http://www.nysfbc.org/	New York State Field Band Conference (NYSFBC)
http://www.musicforall.org/	Music for All (MFA) – aka Bands of America (BOA)
http://www.yea.org/ussba	United States Scholastic Band Association (USSBA)
http://www.musicalartsconference.com	Musical Arts Conference (MAC)

Arlington Band Booster's Website!!
<http://www.teacherweb.com/NY/Arlington/ArlingtonBandBoostersInc/hf3.stm>

Arlington Marching Band Bulletin Board

Located in the music wing (off the lobby by the auditorium), this bulletin board will have copies of information. If you are not getting email at home, please check the bulletin board.

Paper Handouts

We are attempting to go “paperless” with our communication, but realize that this might not be possible for all students or parents. If none of the above methods of getting information work for you and your family, contact Mr. Keech via phone or in person and we will arrange for paper copies of materials throughout the season.

Band Boosters Meetings

The Arlington Band Boosters, Inc. is an organization open to *all parents* and guardians of children in *any of the bands* at Arlington High School. Parents who have children in any of the Arlington Bands are automatically members; this includes the color guard.. There is no membership fee. ***Please come to the meetings!*** They're a great way to find out what is happening not only with the Arlington Marching Band, but the entire Band department. There are four meetings each year; meeting dates are announced in the Arlington Band Booster *Quarter Notes* newsletters, which are sent to all families of students in the Band and color guard programs.

Although we cannot prohibit this practice...Please understand that

We request that you do not post information on newsgroups and websites as an identified member of the Arlington Marching Band. Furthermore, you should NOT directly contact any individuals at any of the circuit offices or shows.

STAY INFORMED!

- ✓ Check www.arlingtonband.com often
- ✓ Make sure the Director has your EMAIL address(es)
- ✓ Read your Marching Band email
- ✓ Communicate with Mr. Keech if you need paper copies of information



Member Login

DO NOT SHARE THIS WITH ANYONE WHO NOT A MEMBER OF THE 2011 BAND!!

ID: _____

Password: _____

Breaking the COPYRIGHT Laws is a FEDERAL OFFENSE!!

Contacting **Composers** and **Publishers** could cause problems for our organization.
DO NOT CONTACT ANY OF THESE INDIVIDUALS OR COMPANIES!!

And

DO NOT POST ANY COPYRIGHTED MATERIALS ON LINE!!!

This means sheet music, video or audio, or pictures of copyrighted images.

Marchers and Members

Each year, students want to participate in the Arlington Marching Band, but for many reasons, including missing summer camps, are not ready or able to participate in a safe or productive manner. Marching Band required a near perfect synchronization of minds and movement and not every student is ready for that challenge in the few weeks we have to prepare for our first show. In the past, students would have 1) dropped because of frustration, 2) stayed, but had a very frustrating experience because they were not ready to handle the responsibilities, or 3) be cut from the program.

The Arlington High School Band program has implemented the Marcher/Member program to allow the staff more flexibility in handling the diversity of student skills, attitudes, and attendance habits that come out for the band program each year. The goal of the Marcher/Member program is *enable as many students as is possible to be a part of the this organization* in a way that allows them to feel they are a productive, positive member of the band without getting in “over their head.” In Sports, there is the bench, or even a junior varsity team to allow players to “come along” over time. The Marcher/Member program gives the staff and students some the same flexibility with *even more participation* that either a bench or JV squad.

Members...

- ✓ Are considered full members of the Marching Band. They attend all functions, receive all benefits, and are responsible for all fees to dress and travel with the group.
- ✓ Will perform at halftime shows for football games as a standstill music performer.
- ✓ Will march a position temporarily to fill in for absences. This will allow in training for future Marcher status.
- ✓ Will have the chance to work into a permanent position in the current year’s show if spots open due to drops, injury, poor performance, behavior problem, etc on the part of a Marcher in the same section.
- ✓ Will march all parades, pre-game performances, and perform at all "stand still" functions (pep-rallies, etc.).
- ✓ Will practice, warm-up, and experience everything the band does as close to the Marcher’s experience as is possible without jeopardizing the safety of members or the evaluation of the group at competitions.

Marchers...

- ✓ Have all of the responsibilities as a Member, but are also assigned a specific performance role in the Competitive Performance Show.

All Marchers are Members.....Not all Members or Marchers

All Members and Marchers MUST be enthusiastic and willing to learn new material at a rapid pace. The fun and experience Members enjoy will help them grow and learn with the goal of becoming a full Marcher during this or future seasons. It should be noted that Members in bands with this type of program have marched at State Finals, conducted as assistant drum major and have gone on to lead their section in later years.

Member or Marcher Assignments

Final Marcher/Member Assignments will not be made until August 1st. This allows all students the maximum amount of time to be evaluated and to show growth. Factors included in the Member or Marcher decision include:

Music proficiency - The ability to the instrument well enough that simultaneous visual and music responsibilities can be achieved

Marching Ability – The ability to demonstrate basic marching fundamentals, specifically, timing of the feet and body coordination, and mental ability to remember marching sequences.

Can a Member or Marchers switch positions during the season?

Yes! This will happen if Members start to demonstrate abilities, attitudes, attendance exceed a Marcher in their section. Students will be “worked into the show” in this situation are time and abilities allow. This will take place on a case by case basis.

Rules and Procedures

ARLINGTON MARCHING BAND - RULES

1. ALL Arlington Central School District and Arlington High School policies are in effect at all times and in all locations the Arlington Marching Band is together.
2. Violations of the ACSD alcohol, tobacco, and/or drug policy AT ANYTIME during the season will result in immediate dismissal from the Arlington Marching Band!!
3. Absolutely no hazing or initiation (in any form) will be tolerated.
4. NO GUM or CELL PHONES in rehearsals.
5. Talking during rehearsal while instruction is being given by staff or student leadership will not be tolerated.
6. Public displays of affection are inappropriate AT ANY TIME during an Arlington Marching Band event.
7. Insubordination directed toward staff and/or chaperones will not be tolerated.
8. All students are required to attend all Arlington Marching Band activities unless excused by the Director. If you are unable to attend a performance, you must provide a written excuse to the Director thirty (30) days or more in advance. Personal illness or deaths in the family are excuses that are exempt from the thirty (30) time limits.
9. Students are required to remain with the Arlington Marching Band after performances and will be dismissed as a group. No Band member is permitted to leave in advance of group dismissal at any time WITHOUT A TRAVEL RELEASE!
10. All instruments and uniform parts must be CLEAN and in good condition.

ARLINGTON MARCHING BAND – TRAVEL RULES

1. No one gets on a bus until a chaperone gives permission.
2. Bus rides should be fun, but not dangerous. THE BIG RULES ARE: No loud noises (including singing/chanting/yelling); no profanity; and staying seated while the bus is moving.
3. Small instruments and personal bags should go under or on seats and not in the aisle.
4. No body parts outside the windows, no communicating outside the windows
5. Radios/Ipods/DVD/CD players may be used, but only if the user wears headphones.
6. Aerosol or fragrance products will NOT be used on the buses at any time.
7. Students should remain seated and quiet until given permission to unload when arriving at venue.
8. Students must clean the bus and check for personal items before leaving the bus.

SPECIAL EVENTS

From time to time, special events may arise in addition to football games, competitions, parades, and exhibitions. Participation in special events not previously scheduled will be at the discretion of the Band Director and Arlington Administration after conferring with the Marching Band members regarding the feasibility of the event. Although we try, the Arlington Marching Band is not able to accept all invitations.

Academic and School Attendance/Eligibility

To be eligible to participate in the Arlington Marching Band a student must...

1. Meet minimum standards for physical and performance ability.
2. Be enrolled as a full time student at Arlington High School.
3. Be enrolled in a music performance class. Color Guard members are exempt from this rule.
4. Not be failing more than two subjects. If the student becomes academically ineligible he/she may continue to be a Member, BUT NOT A MARCHER in the Marching Band. The student must obtain eligibility forms from the Director, have his/her academic teachers complete the forms and return the eligibility forms to the Director at the end of the two weeks for review and possible reinstatement.
5. Maintain a passing grade in their Performance Class (Band, orchestra, and choir).
6. Be in attendance at school 80% of the days
7. Not rehearse or perform with the Marching Band any day they are absent from school
8. Either be in attendance at school by the start of 5th period (10:59 A.M.) to be eligible to participate that day
9. or be in attendance at school until the end of 4th period (10:54 A.M.) to be eligible to participate that day.
10. Not participate while under suspension. This includes from the start of the suspension until he/she is readmitted to classes.

Attendance Policy

As a Member or a Marcher attendance at all rehearsals is required. The single most important factor in the success of our organization is attendance. Your presence at rehearsals is absolutely vital to our growth. We are aware that there may be extenuating circumstances in which your child cannot attend a rehearsal. We, the staff, understand this can happen, but all members **AND** members' families must understand that we **CANNOT** improve with people missing rehearsals.

DEFINITIONS

Excused Absence: illness, death in the family

Un-excused Absence: work, homework, no ride, sleeping, etc.

SUMMER REHEARSALS:

A maximum of **2 excused absences** will be allowed for summer rehearsals.

Band Camp is MANDATORY!!

SEASON REHEARSALS:

A maximum of **2 excused absences** will be allowed, prior to Performance Suspension Review.

A maximum of **3 excused late arrivals or early dismissals** will be allowed, prior to Performance Suspension Review.

2 unexcused late occurrences will result in **1 unexcused absence**.

1 unexcused absence will result in **"Performance Suspension"**

2 unexcused absences will result in removal from the Marching Band.

Exceeding the maximum absences or lates (excused or unexcused) will result in a **Performance Suspension Review**.

What is Performance Suspension?

This means that you will practice, travel, warm-up, BUT NOT perform with the group for that performance.

What is the Performance Suspension Review?

This process is conducted with the knowledge of the student. The Directors and select staff members are involved. We evaluate the situation using the following essential questions:

1. The material covered at the missed rehearsal.
2. Was the work or music learned and made up outside of practice and then prepared for the next rehearsal?
3. Is the ensemble member able to do all the work needed for the performance?
4. What was the reason for the absence?

At some points in the year when we are learning or refining material **even one absence** (excused or un-excused) *may* result in a Performance Suspension. This is due to safety concerns that arise when students do not know their performance responsibilities.

NOTIFICATION OF AN ABSENCE

Other than illness, **absences MUST BE SUBMITTED IN WRITING (Paper or Email) TO MR. KEECH (7) Days PRIOR TO THE ABSENCE**. Use the *Absence Form* when submitting in writing and include the same information in an email (if you are using an electronic format)

If an emergency arises that requires you to miss or arrive late for a rehearsal, you must notify Mr. Keech as soon as possible **before the rehearsal** so that the staff can make appropriate adjustments to the rehearsal plan.

In the case of emergencies, notification can be given via any of the following ways (in order of most to least acceptable):

- 1) Email to Mr. Keech, YOUR Section's CAPTION HEAD, and section leader
- 2) Phone Call to Mr. Keech (845-486-4860 x1138)
- 3) Absence form handed to Mr. Keech, BY YOU the student or student's parent

Not prior to or in place of contacting Mr. Keech and your Caption Head, you should also communicate your absence or lateness to your section leader.

TIP TO PARENTS

Use car pools! Car pools are a tremendous help not only for transporting your child, but also for parents traveling to competitions!

For some competitions, we may charter a bus for parents.

Contact ABBI for information concerning bus charters.

CONFLICTS WITH THE BAND

Conflicts between Band and other activities or events are the responsibility of the student. Students should not become involved in activities that may directly conflict with Marching Band activities. When outside activities create hardships concerning the Band, unless it is a rare and unusual situation that may only happen once, the student and their family should work out the conflict in favor of attending the Marching Band Rehearsal. It is the policy of the Band to assist students when conflicts occur within the scope of the Band policy. Students should not expect *excused* absences for conflicts *automatically*. Students are reminded that Band is a demanding activity and that involvement in outside activities should be limited to those that are compatible with the Band schedule. All conflicts in regard to performances **must** be worked out so the student can fulfill their responsibility to the Marching Band.

Arlington Marching Band Budget

Contemporary competitive marching band is a very rewarding experience brings memories of a lifetime to the students, parents, and spectators. With this reward comes a substantial price tag. The charts below describe the income and expense of this year's Marching Band budget. Please understand that as the Director establishes the budget for each year the order of priorities are 1) A quality experience for each student, 2) planning travel, staff, show to help in the balance of quality and cost, 3) budget control. More detailed information will be presented at Arlington Band Boosters, INC meetings.

Financial Obligations

Many schools charge substantial fees (up to \$3,500 per student) for their members to be in marching band. At Arlington, with very prudent planning and the support of the Arlington Band Boosters, Inc. and the Arlington Central School District, we are able to keep costs at a minimum for our members.

REQUIRED and **NON-REFUNDABLE** expenses you will incur are:

- Membership Fee Deposit [\$75 – PAID WITH REGISTRATION FORM]
- Membership Fee Balance [\$400- See payment coupons in this folder]
- Uniform Accessories [Refer to *Uniform Information*]

TIP TO PARENTS

You may pay ahead. Some people choose to pay everything up front and then enjoy the season.

Fundraising

There will be fundraising opportunities made available to each student. Please feel free to take advantage of these opportunities if you need the assistance. Any money made through the fundraising process will be credited toward your student's: 1) Fees 2) Required uniform accessories 3) General assistance fund. There are NO REFUNDS of fees or fundraising monies.

Financial Hardship / Assistance

From time to time, people have terrible things happen to their families that make it impossible to join or continue for financial reasons. PLEASE find a time to CONFIDENTIALLY speak with Mr. Keech. There are options that can help.

No one should be left behind for financial reasons!!

OPTIONAL expenses include:

Optional Apparel

Order forms for shirts (including T-shirts, sweatshirts, and also hats, tote bags, etc.) are included in this folder. You can make photocopies for additional forms, or there is a downloadable form on our website. **NOTE: To guarantee your order, you must submit your order forms by the deadlines given on each form.**

Photographs

A formal Arlington Marching Band photograph is offered for sale in the fall. A Band Boosters fundraiser, the sale of these photos is by advance purchase only and shows the Marching Band in full uniform.

Parent and Family Admission Tickets

There is an admission fee for all spectators at performances. The fees vary and are usually around \$6-\$15 each, but will be more for championship shows.

Submitting Forms and Checks

Use the Checklist

In the Arlington Marching Band folder is a checklist. Please use it! This provides the deadlines for all forms, *and highlights those that are required*. Please note that additional forms may be handed out throughout the season. Forms will be made available on the Band’s website under the forms section.

Consult the Committee Chairs / Director

Contacts are provided, both on the forms and in this handbook, to answer any questions you might have about those forms or a particular aspect of the Arlington Marching Band.

To Make Payment



1. Make payments by check or money order. No cash, please!
2. Please be sure that you make your check or money order payable to the “**Arlington Band Boosters, Inc.**” Checks or money orders should **NEVER** be made out to individuals.

Please indicate the purpose of the payment in the memo area of the check. As you can see by the number of forms in the folder, hundreds of checks are submitted to the Director and to Arlington Band Boosters for a multitude of expenses. If we know what you are paying for, we can properly credit your payment. One check or money order can be written for multiple expenses, but please indicate in the memo area what the payments are for.

Bank fees incurred for returned checks will be the responsibility of the check writer.

To Submit Forms and Payment

To submit forms by mail: You can mail the forms and payment to the organization specified on each form.

Mr. Darrell Keech, Marching Band Director Arlington High School 1157 Route 55 LaGrangeville, NY 12540	OR	Arlington Band Boosters, Inc. PO Box 66 LaGrangeville, NY 12540
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To submit forms on the due date at rehearsals: Please look for the “COLLECTION FOLDER” in the vicinity of Mr. Keech. **THIS SERVICE WILL BE AVAILABLE ON THE DUE DATE ONLY!!** We are working to add an inside collection lock box. If one becomes available, more information will follow. If you wish to pay at other times, please mail the payment to Mr. Keech or have the envelope placed in his mailbox.

Payments should be submitted with the form. Following these guidelines should help to simplify the process for you and help tremendously with our bookkeeping. Please use the following methods for labeling mailing or drop slot envelopes.

Your Name Your Address From: Student’s Name(s) <div style="text-align: center;"> Mr. Darrell Keech, Director of Bands Arlington High School 1157 Route 55 LaGrangeville, NY 12540 </div> Attn: Committee / Reason
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From: Student’s Name(s) Attn: Committee / Reason

Medicines and Medical Information

A Note on Medications

For evening rehearsals it will be assumed that medications have been given before or after practice. If medications are needed (on an emergency or regular basis) during Band Camps or trips, parents will need to complete the following steps:

1. Complete the Arlington Central School District Licensed Health Care Prescriber's Medication Order form.
2. Submit (in a zip lock bag) the completed form WITH the medication in its original package (prescription bottle) to the designated medication holder (for many trips this will be an EMT or RN) who will make sure everyone gets medications on time.
3. Make sure that any prescription medications are in their original bottles and have clearly printed name, name of medication, and medication instruction.

Members who use Inhalers, Epipens, or Benadryl for life threatening medical conditions should submit the Licensed Health Care Prescriber's Medication Order IMMEDIATELY. This form should state that the student must carry the medication with them and then students should carry these items at all times!! This includes rehearsals and performances.

We cannot dispense ANY medication without permission and directions for use.

Medical Information

This information can be sensitive in nature. Many steps are taken to maintain the confidentiality of each person's medical information. It is important that you are thorough, honest, and complete when providing us information that could assist us or medical teams in providing care when your child needs it the most. ***If throughout the course of the season, items change in your medical condition SUBMIT A NEW MEDICAL FORM to Mr. Keech. It is essential that we have current and accurate information!!***

Performance and Travel Information

Performances

You'll fill with pride when you see the Arlington Marching Band take the field in performance! Our Marching Band is a great source of pride for our school, community, and most importantly, our members. They display their award-winning efforts at performances during the fall Marching season. In addition to performing at home football games and the Pleasant Valley Community Day Parade, we have the great opportunity to travel around the Northeast and perform at several competitions.

The schedule varies from year to year, depending on when and where competitions are being held. Normally, one competition is scheduled each weekend from mid-September through the first week in November. The Arlington Marching Band participates in three circuits. Details concerning these events and all competitions are distributed in the fall closer to the time of the events. Please refer to the ***Season Schedule*** and bulletins distributed throughout the season for details of all events.

Detailed information will be made available as soon as it becomes available, usually 2 or more weeks ahead of the event. This information will be made available on the Arlington Marching Band Bulletin board and through our website!

Travel

The District provides bus transportation to and from events, with the exception of local parades and home football games. ***In the fall, members can sign up to ride the same bus as their friends. These bus assignments are in effect for the entire season. NO REQUESTS for changes will be accepted after the lists are processed.***

We highly encourage members to return from competitions on the buses, but we understand there are occasions when, parents (or an over 21 year old designee) must transport their child home. If this need arises, parents/guardians **must**:

1. Fill out a **Travel Release** form (you can copy the **Travel Release** form found in the Arlington Marching Band folder, from Mr. Keech, from the Marching Band Bulletin Board by the Band room, or from our web site) and give it to Mr. Keech **at least two days before the trip**.
2. At the end of the event the **adult designated on the Travel Release form** must personally report to your child's bus and **present photo ID** to the chaperone. **No one may leave without checking out with a chaperone and WE WILL NOT ALLOW STUDENTS TO LOOK FOR YOU!** In addition, we will leave **when the group is ready; if your child was NOT picked-up WHEN THE GROUP IS READY TO DEPART they will be brought back to Arlington High School with the group.**

EXACT RETURN TIMES

Parents, please be aware that Arlington is the only school in the area with a competitive marching band, and therefore we often have to travel to competitions. Parents should make arrangements with their students to learn when the buses will be returning to school. Upon departure we will announce to the students on the buses the exact return time. Have your student call or text you using a cell phone. If your student does not have cell phone, have them make arrangement to borrow a friend's phone. The call should take less than 60 seconds and will save time for you or your student at the end of the night.

Band Uniform Information

Marching Band (winds and percussion)

Arlington Marching Band members and parents must sign and return the **Signature Form**, which includes the **Uniform Contract**. If a Marching Band member has not turned in a signed contract, the member will not be issued a uniform and will not be eligible to march. The contract states that Marching Band members and their families are responsible for the care of their uniforms and are responsible for the repair or replacement costs for lost or damaged uniform parts.

At the uniform fitting, Marching Band members will pick up their uniforms and purchase gloves, shoes, and garment bag. Please note that all percussion members (drum line and pit) do not need gloves. Gloves, shoes, and garment bags from the previous year can be reused if in good condition. Also, Marching Band members must provide their own black socks. Refer to the **Band Uniform Information** for further details.

Color Guard

Color Guard members and parents must also sign and return the **Signature Form**, which includes the **Uniform Contract**. The same rules apply to the Color Guard as applies to the winds, percussion, and drum majors. More detail will be made available upon delivery of the uniforms to the students.

Uniform Rules and Guidelines

The care and pride with which each member treats their uniform is of great importance to the organization. It goes without question that all of the rules and regulations for the Arlington Marching Band are in place while in any part of the uniform. Beyond that there are many additional expectations which are covered below. The details of these guidelines will be covered in detail with the group when we get close to our first uniformed performed.

1. Always be dressed as the group (full, hats on or off, half, etc)
2. Always have your uniform pieces folded and carried the same as the group
3. Always carry your shako right side up, in the left hand, four fingers on top
4. Always wear your uniform to specification, never half open or hats backwards
5. While in uniform, never consume food or beverages that may stain the uniform.

UNIFORM FITTINGS

Fittings are scheduled for

Monday, June 6
(Seniors) 5-7pm
(Guard) 5-7pm

Wednesday, June 8
(Juniors) 5-7pm
(Guard) 5-7pm

Monday, June 13
(Sophomores) 5-7pm

Tuesday, June 14
(Freshman) 5-7pm
(Make-up Fittings)

Wind/Percussion/Drum Majors Uniform Fittings and Information

Younger vet siblings can come with older vet sibling. Rookie siblings must come on rookie day. Contact JoAnn Wright ASAP if you have any conflicts with this schedule.

AT THE UNIFORM FITTING YOU WILL GET:

◆ **Jacket, pants**– You will keep your assigned jacket and pants at home. NOTE: headgear, plume, and gauntlets are kept at school.

◆ **Gloves** – *These will be sold at the uniform fittings.* You will need multiple pairs of gloves for both PRACTICE and PERFORMANCE. Everyone should purchase at least two pairs of gloves (One white, one black) at the fitting WITH THE EXCEPTION OF DRUM LINE AND PIT MEMBERS WHO DO NOT NEED GLOVES. Gloves are also available for sale throughout the season.

◆ **Garment bags** – *These will be sold at the uniform fittings.* The garment bags we sell at uniform fittings are the ONLY acceptable garment bags. Uniform racks have been made for the buses, and these garment bags are the only bags that will fit. If you purchased a bag last year, you can reuse it. **NO PERSONAL GARMENT BAGS WILL BE ALLOWED AS THEY ARE TOO BIG AND BULKY.** They all look the same, so we recommend that you add a personal touch (spell your name with tape, etc.) so you can easily find it among a rack of 100+ garment bags.

◆ **Shoes** – *These will be ordered at uniform* and are special shoes for marching. Please know your shoe size when you arrive. You do not need to order new ones if you have shoes in good condition from last year.

YOU WILL ALSO RECEIVE:

◆ **Black Uniform T-shirt** – *One uniform T-shirt is provided to each member as part of his/her registration fee; additional T-shirts are available for sale.* These T-shirts must be worn under the uniform. You will receive this T-shirt before the first performance.

YOU MUST PROVIDE:

◆ **Socks** – You must provide your own BLACK socks. We suggest that you buy at least two pairs and keep an extra pair in your garment bag. You must have these before the first performance.

CARING FOR YOUR UNIFORM:

- ◆ Keep on “suit” hanger to maintain the shape.
- ◆ Uniforms must be carried in specified garment bags.
- ◆ Remove uniforms from garment bag to air dry if damp.
- ◆ Do NOT iron the uniform.
- ◆ Dry clean as necessary when the uniform becomes soiled AND at the end of the season.

Golden Cleaners, Mr. Dominic’s, and Town & Country are the dry cleaners of choice. You should *not* use Red Cap. If you use any other dry cleaners, please relate your experiences to JoAnn Wright, so that other dry cleaners can also be recommended.

UNIFORMS MUST BE CLEANED BEFORE BEING RETURNED AT THE END OF THE SEASON. PLEASE HAVE THE CLEANER PUT PANTS & JACKET ON SEPARATE HANGERS. ANY UNIFORM NOT RETURNED IN A CLEANER'S BAG WILL BE RETURNED TO YOU FOR CLEANING.

ALTERATION TO YOUR UNIFORM:

Alterations are done professionally, please call if you think alteration is necessary.

PARENTS- if would like to help with the fittings, please indicate this on the *Parent Volunteer Form* – *Uniform Fittings* or call JoAnn Wright. Any help will be appreciated.

FYI – Arlington Marching Band Season Overview

The Arlington Marching Band (Winds, Percussion, Color Guard, and Drum Majors) season starts with rehearsals in July. Prior to the start of full Marching Band rehearsals, there has already been much activity preparing for the upcoming season.

Wind, Percussion, and Color Guard Sectionals

Percussion and color guard sectionals start in the middle of winter in preparation for the season.

Leadership Sessions

This is a series of workshops on student leadership within our program. These sessions are held in the spring and summer and help to select and train student leaders – drum majors and sectional squad leaders.

Ice-Breakers

These informal sessions allow our newest members to explore the possibilities and personalities of the Arlington Marching Band.

New Member Training Sessions

Prior to the start of the full Marching Band rehearsals, these are rehearsals held for new members to teach the basics of Marching Band. New members – check the schedule!

Rehearsals

Attendance at all full Marching Band rehearsals is expected of all members. The single most important factor in the success of our organization is member attendance. The nature of the activity dictates that each and every member has an equally important responsibility. Your presence at rehearsals is absolutely vital to our growth. We are aware that there may be extenuating circumstances in which you cannot attend a rehearsal. We understand this can happen, but all members **AND** members' families must understand that we **CANNOT** show growth with people missing rehearsals. This is a challenge for all involved, but the rewards are tremendous and unlike anything else you might experience in high school!

Rehearsals are held regardless of weather conditions. Assume that all rehearsals will be held outdoors. Please refer to the ***Marching Band Rehearsal/Performance Checklist*** for a complete list of what to bring to rehearsals.

If in the unlikely event that the school is closed during the season, rehearsal would be cancelled.

Marching Band Camp

Held for the full Marching Band, Band Camp is a two-week, intensive training camp. The rehearsal schedule during these weeks provides the organization with an opportunity to firmly establish performance standards that will permeate our entire season. These are the **MOST IMPORTANT** 2 weeks of the season! **Marching Band Camp is MANDATORY for all students.**

Performances!!!

Football Games, Parades, and Competitions make up our schedule. Please check the complete calendar BEFORE signing-up for the Arlington Marching Band. Most of our performances take place on Friday and Saturday nights, but State Championships is a Sunday evening!

Marching Band Circuits

New York State Field Band Conference (NYSFBC)
Arlington is in the **National Class**

Founded in 1972, NYSFBC regulates and schedules field Band events in New York State. Arlington competes in the National Class. Each season comes to a close at the State Championship Competition at the Carrier Dome in Syracuse.

Bands of America (BOA)

Arlington is in Class AAAA

Founded in 1975, BOA is the ONLY National High School Marching Band Circuit. Through its Parent group, Music For All, INC. BOA hosts more than 25 events nationwide, including Regional Championships and Grand National Championships in Indianapolis, IN.

Music Arts Conference (MAC)

Arlington is in Class V

Founded in 2001, the MAC organization has competitions for fall marching bands as well as winter drum lines and color guard. Arlington's Winter Guard is a full time member of MAC.

United States Scholastic Band Association (USSBA)

Arlington is in Class 6 Open

The USSBA was formed in the fall of 1988. Bands in the USSBA compete in eighteen different classes from Class I A to Class VI Open, performing and competing with other bands of like size and talent.

Rehearsal Checklist

Before Rehearsal

- ✓ Pack your gear – in one bag, when you pick up your bag you'll be ready to go
- ✓ Assist with the field set-up as needed.
- ✓ Eat something substantial (high quality, not junk)
- ✓ Drink good fluids – water, Gatorade, juice
- ✓ Dress appropriately, IN LAYERS, for the weather
- ✓ Leave your jewelry at home

At Rehearsals**

- ✓ Equipment (instrument, flags, sticks, etc)**
- ✓ Water/Gatorade (More than you think you need)**
- ✓ A full backpack containing the following items:**
 - 3-ring binder for Music (Plastic sheet protectors for each page)
 - DOT BOOK
 - Lanyard or String
 - Pencil
 - Ziploc sandwich bag
 - Practice gloves (Winds and Guard)
 - Breathing Tube (Wind players only)- Provided by the band
 - Metronome (Drum Majors Only)
 - Light Sticks (Drum Majors Only)
 - Tuners (Drum Majors and Wind Section leaders) - Provided by the band
 - Energy snacks (power bars, nuts, pretzels, etc)
 - Sunscreen
 - Hat (visor or shade style)
 - Sunglasses



Dress Code**

- ✓ The ACSD Dress code for decency will be enforced!
- ✓ In addition:
 - NO JEANS!!!
 - Sneakers + good athletic socks
 - Shorts/wind pants/sweatpants
 - White or light colored T-shirts
 - Hat

Note: This is a physical activity that sometime occurs in less than pristine conditions. Clothes should be able to get a little dirty/sweaty and NEVER restrict your movement.

** *Failure to have these items present at rehearsal will result in being:*

Excused absent (the first time)

Unexcused absent (the second time)

**See the Attendance policy
for the consequences of
absences**

After rehearsal

- ✓ Repack your gear – don't leave anything behind
- ✓ Assist with the field clean-up as needed
- ✓ Eat something substantial (high quality not junk)
- ✓ Drink good fluids – water, Gatorade, juice

Performance Checklist

Before Performance

- ✓ Pack your gear – in one bag, when you pick up your bag you'll be ready to go
- ✓ Pack food for the trip – Pack more than you think you need
 - **We will almost never stop for food or have access to concession stands.** Please bring enough for the entire event.
 - NO HYPER-CAFFEINATED BEVERAGES!!!
- ✓ Confirm performance and pick-up times with your family
- ✓ Eat something substantial (high quality, not junk)
- ✓ Drink good fluids – water, Gatorade, juice
- ✓ Dress appropriately, IN LAYERS, for the weather (Even under your uniform)
 - Winds and Percussion - for competition please wear all black undergarments
 - Guard – Follow this year's uniform dress code (supplied at a later time)
- ✓ Pack your Uniform (*Winds/Percussion /Drum Majors*)
 - Uniform in garment bag;
 - Jacket
 - Pants
 - Black uniform T-shirt
 - Gloves (winds and Drum Majors only)
 - Black shorts or long johns to wear under pants,
 - two pairs of black socks (you can keep a spare pair in your garment bag, but do **NOT** put your shoes in the garment bag)
- ✓ Pack your Uniform (*Color Guard*)
 - Uniform in garment bag;
 - Details to be provided at the time the uniforms are issued

At Performances

You might be ready to explode with excitement and energy, but we will strive to create an atmosphere of professionalism, focused-calm, discipline, and amazing performance! This is from the time we arrive to the time we depart!!! We'll cover this in more detail as the season progresses. There are a few important guidelines for now:

- Never be in a group of less than three Arlington students
- Know your boundaries (The stadium, the parking lot, the bus) and NEVER go outside the boundaries
- Always be dressed exactly as the rest of the group
 - Among other things this means at all times in HALF or FULL UNIFORM:
 - No visible jewelry
 - No visible unnaturally colored hair
 - No hair nets other than black
 - All hair must be up and ready to be off the collar and in the shako without any additional steps

After Performances

- ✓ Repack your gear – don't leave anything behind
- ✓ Assist with the bus or cafeteria clean-up as needed
- ✓ Pick-up any gear from the truck
- ✓ Assist with preparing the Band room for class the next school day
- ✓ WAIT FOR YOUR RIDE IN PLAIN SIGHT OF THE DIRECTOR!
- ✓ Your equipment will need some attention when you get home
 - Air out your uniform and then return it to the hanger and bag in when dry
 - Launder your socks, shirts, undergarments ASAP so they're ready to go the next time
 - Clean your marching shoes
 - Repack your show stuff as soon as you can then CHECK IT the day before the next performance

Student Leadership Positions

Marching Band Drum Major

Eligibility:

1. To be considered for “Senior Drum Major” you must be starting your 4th year as a Band member. (If no rising 4th year candidate exists in the section, a rising 3rd year member will be eligible to audition. You must be enrolled in a Band class.
2. To be considered for “Junior Drum Major” you must be starting your 3rd year as a Band member. (If no rising 3rd year candidate exists in the section, a rising 2nd year member will be eligible to audition. You must be enrolled in a Band class.
3. You must have maintained at least a 2.0 GPA.
4. You must not have any office referrals from the Marching Band Director in your Arlington High School career.
5. You must have and maintain a near perfect attendance record.
6. The Director reserves the right to refuse or replace any drum major who cannot meet expectations.

Process for choosing Drum majors includes: Marching, Commands, Essay, Conducting, Interview

Expectations:

Attend summer training session in Drum Majoring.

A Drum Major must at all times:

- Demonstrate excellence in being a Marching Band member.
- Monitor but not be responsible for, attendance.
- Assist in the distribution of music and drill to staff and students.
- Know the location of all sections and the schedule of events.
- Make sure the field is set-up. (Delegate)
- Have sound systems, metronomes, cords, and blocks wherever needed (delegate).
- Always have a current schedule, student’s list, set of scores, and set of drill charts, watch, personal metronome, and white gloves.
- Other jobs as needed

Marching Band Section Leaders/Horn Sergeant

Eligibility:

1. You must be starting your 4th year as a Band member. (If no rising 4th year candidate exists in the section, a rising 3rd year member will be eligible. You must be enrolled in a Band class. (Color Guard Sectional leaders need not be in a class).
2. You must have and maintain a 2.0 GPA.
3. You must not have any office referrals from the Marching Band Director in your Arlington High School career.
4. You must have and maintain a superior attendance record.
5. The Director reserves the right to refuse or replace any section leader who cannot meet expectations.

Process for choosing Section Leaders includes: Marching, Essay, Interview

Expectation:

A Section Leader must at all times:

- Demonstrate excellence in being a Marching Band member.
- Check their section at every performance.
- Assist, when asked by the Director, all students within their section with dot books, music, uniforms, marching, instruments, etc.
- Know the location of all section members. If a member is not accounted for, the Section Leader will call to determine the location of the missing student. This report will be taken to the Drum Major and then to the Director.
- Ensure the “readiness to rehearse” of all members of their section.

Marching Band Senior Scholarships

New York State Field Band Scholarship

Each year the NYSFBC grants a scholarship to an outstanding senior from each program that competed in the State Championships. To apply you must: (1) have been a senior in this year's Arlington Marching Band, (2) be planning to attend a 4-year college this coming fall, (3) complete and submit the essay before NYSFBC State Championships.

The essay requirements- In 2 pages or less, please answer the following questions:

- 1 What College and major are you planning on starting this fall?
- 2 What other scholarship opportunities are you attempting to receive?
- 3 How has performing as part of a NYSFBC band shaped your music, your future, and you as a person?

Essays are due no later than **October 1st of each year** and the recipient will be announced at the Marching Band Banquet in November.

Pete Klein Memorial Scholarship

Peter A. Klein was a dynamic and jovial person. Although a very determined and devoted worker, he was always quick to make a joke, and even quicker to laugh.

Raised in Salt Point, NY, Peter's lifelong love of music was enhanced when he attended Arlington High School and became an enthusiastic participant in both the Wind Ensemble and the Marching Band. In the Wind Ensemble he played first the clarinet, and then the bass clarinet. When he joined the Marching Band, he became a member of the drum line--starting with the cymbals, and moving to the bass drum. Peter highly enjoyed the opportunity the band afforded him to interact with his fellow students and to develop his leadership skills. He was fond of traveling to the various band competitions, and he never seemed to mind the endless hours of practice on the field. He took great pride in how "his band" performed in competition and how the members worked as a team to produce a great performance. Even several years after he had left Arlington, he continued to attend some of the band's competitions.

Although he rarely played the instruments he learned in school again, Peter continued his musical interests by becoming a proficient pianist and singing to anyone who was willing to listen.

Peter graduated from Arlington in 1984, and went on to earn two degrees from Clarkson University, one in Electrical Engineering and the other in Physics. Throughout this time he also worked tirelessly to perfect his computer programming skills. After graduating from college, he worked for IBM, before striking out on his own to become a very talented and successful computer consultant in Manhattan. He believed in taking risks and, above all, always following one's dreams--even in the face of fear and failure. In this spirit, he achieved a range of personal accomplishments including the registering of two patents and learning to pilot an airplane. In 2000, he married his wife Lorena, and lived with her in Weehawken, NJ until his death at the World Trade Center on September 11, 2001.

Upon his death many of his friends wanted to establish some kind of memorial in his name. Remembering what an inspirational and fun experience Peter had enjoyed in the Arlington Marching Band, his family decided to commemorate his life and accomplishments through the Peter A. Klein Scholarship Fund.

The Scholarship requirements

Three candidates will be nominated to the Klein family no later than **October 1st of each year**. The Klein family will then interview each candidate and make the final selection. The recipient will be announced at the Marching Band Banquet in November.

How Parents Can Help

Come see your student!!

Although we ask that you stay away from rehearsals to help minimize distractions, during the last 15 minutes of any rehearsal, we usually perform a culmination of the work for that night. Later in the season this might even include a full performance (run-through). Listen to the instructor on the microphone and join in cheering our performers.....WHO DOESN'T LOVE AN AUDIENCE!!!

At performances, dress in your maroon/gold, grab your spirit flag, and find the other Arlington Band Families. They are easy to spot, just look for the banner and the sea of maroon and gold!

We ask that you continue the tradition of class that our fans have demonstrated in the past. A few simple guidelines are:

- Do not enter or exit stands when a band is performing
- Cheer for ALL of the performers from every Group
- Do not cheer or yell during silences
- Do not use noise makers of any kind (just cheers and clapping, please)

At some events you can purchase "air grams" that are announced as the Band comes on the field. The vast majority of students say they never hear them or they are at best a distraction.

Help your child through the tough times - Nothing this rewarding can always be easy!!

There will be ups and downs in the season. We will work with the members to try to understand and, when needed, be patient with themselves and others. At home, you can offer words of encouragement on the tough nights. Maybe they are REALLY TIRED, or not feeling successful at a task

Arlington Invitational

This year the Arlington Marching Band will host its annual Arlington Invitational. The Invitational is a competition in which Marching Bands throughout the region come to Arlington High School to compete in a New York State Field Band Conference (NYSFBC) sanctioned show. As part of the Invitational, the Arlington Marching Band performs in exhibition AND we recognized our senior class. Held in October, it makes for an enjoyable autumn outing!

Arlington Band Boosters, INC (ABBI)

The mission of Arlington Band Boosters, Inc. is to enhance the music experiences and opportunities of students in the ENTIRE Arlington Band program. This includes music scholarships and awards, payments for guest conductors, workshops and performances by professionals and college groups, and much more. Band Boosters hold fundraisers throughout the year to fund these activities. As one of those Band programs, the Marching Band receives financial support from Band Boosters. During the school year your child may be asked to participate in various Band Booster fundraisers. Please keep in mind that these will support all your child's Band activities, including Marching Band.

Marching Band Parent Volunteer Opportunities

In this folder you will find the *Parent Volunteer Form*, requesting general help needed throughout the season and help needed for the Arlington Invitational, a major undertaking requiring more than 100 workers. There are numerous ways in which you can help – at home, at school, on the phone, or on the road. Pick the way(s) which suit your schedule and please sign up to help! Feel free to contact the people on the *Contact List* for further information.

Volunteer! Your children are depending on it!!!!

The very best Bands have the very best Parent Volunteers! The more demanding and success the students get the more support they need. Our goal is to involve every family in some manner. The more you invest the more you'll appreciate what it is they can accomplish. *You'll realize how much the student cannot succeed as a Band WITHOUT YOU!!*

Support your kids in some way. There are almost infinite ways you can help. Some ways you could help we have not even thought of, but many are listed below.....

Bus Chaperones	Chaperone applicants will be reviewed and approved by the Band Director Chaperone - Ride bus to and from events Take attendance Supervise students on bus Help students prepare for competition Be prepared to help remove equipment from the field after competition Make sure bus is left clean after arrival at the school
Practice Chaperones	Help monitor students Assist with odd jobs to help the staff with the number of students present Monitor weather situations if they arise (use of computer (in building) or phone is helpful) Start-up of lights (we'll show you how)
Band Camp Chaperones	Assist with the supply of extra food and beverage (supplied) Help monitor students Assist with odd jobs to help the staff with the number of students present Monitor weather situations if they arise (use of computer (in building) or phone is helpful)
Pit Crew	Work with student pit members to get pit equipment on and off the field at events Get equipment and uniforms on and off buses before and after competitions Assist with moving equipment at rehearsals (rotating basis)
Build Team	Assist with any construction or props projects Skills could involve welding, carpentry, electrical, painting, etc.
Uniform Fittings	Assist with fitting and handing out uniforms in June
Sewing	Assist in flag construction Assist in uniform construction/repair/maintenance
Invitational	There is a separate form that includes more information about this amazing event. More than 100 people will be involved in everything from parking cars to selling concessions, to helping with hospitality. PLEASE come out and support our group that day.

We are glad you're here!!

Charms Office Assistant



Starting in the spring of 2011, the Arlington Band program will be moving all data and inventory to an all-inclusive data management system called CHARMS. This system, owned by Dorian Business Systems, will be the central data, inventory, and communications hub for ALL bands. The Arlington Band inventory, libraries, uniforms, booster calendars, budgeting, volunteers, forms tracking and much more will be managed by this system. In addition to the director interface, this system will also allow YOU to ACCESS and CONTROL your own child's information in a quick and easy format.

As with any new system there will be many questions. For the most part, the parents and students will have limited interaction with the CHARMS system. For the directors, boosters, and committee chairs their involvement will range of a little to a lot.

All information on the CHARMS system will be stored on a secure server external to the Arlington servers. For this reason, **we need your consent to use this tool to its full advantage.**

FAQs

Who uses CHARMS?

CHARMS personnel are so protective of their clients that they do not readily provide a list. From information we discovered, hundreds of band, orchestra, and choirs groups nationwide use CHARMS! This includes numerous bands we see each fall on the field. The reviews are all positive and we have never been able to find a case of breach of security, privacy, or contract from anyone.

How secure is CHARMS?

The Charms Policy was written to be simple and clear cut. From their own website:

1. We do not sell or rent any student information.
2. We do not sell or rent our customer lists.
3. We do not spam.
4. Student information can only be accessed by the head director or assistants with a valid username and password, or the Charms database administrators.
5. Parents can access their own student's information with a valid ID or password.
6. We do not give out student information to anyone other than the head teacher of record and their designated assistants.

Dorian Business Systems, Inc. agrees to maintain, in accordance with all applicable federal, state, and local laws, records of all students received as a result of the service performed by Dorian Business Systems, Inc.

Any unauthorized disclosure of confidential student information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99 and shall not be permitted to occur.

While in possession of any data or information relating to students, Dorian Business Systems, Inc shall not permit disclosure to any third party without the prior written consent of the parent or by the student who is 18 years of age or older.

How can I access my student's information?

- Log on to www.charmsoffice.com
- Locate the "PARENT/STUDENT LOGIN" section of the web page.
- Login to your child's program account using the following login: _____ This will bring up the main parent page. This will allow you to look at your child's program's **public calendar, event list, handouts and other files.**

I don't like computers...do I have to know a lot to use the system?

NO. You will have the chance to learn we go. CHARMS is a very user friendly system, but Mr. Keech will be able to answer questions as we work through the new system.

I don't have regular access to computer, what do I need to do?

Simply let Mr. Keech know and he will make sure you get all of the materials you need in paper format or by phone conversation.

I see a PayPal button. Does this mean ABBI will be accepting credit card payment and purchases?

The answer is that this should become an option, but will not be a requirement. We hope to establish methods of donations, paying for merchandise, fees, etc. through PayPal.

How will I learn to use charms?

The system is very easy to use, but for those who might need the help, we will offer a few tutorial sessions and will be sending home instructions. Technical support is offered, but Mr. Keech will be your first point of contact.

I'm not comfortable agreeing to have my information on the CHARMS network.

You will be able to request that your contact information is not stored on the server. Please be aware that Dorian system and Arlington Central schools are held to the same standards and utilize much the same security protocols.

What is the exact information that you will store on the CHARMS System?

Name and basic contact information are the only “confidential” information on the system. Check numbers (the number in the upper right hand corner of your check) will be used for reference purposes.

NO SOCIAL SECURITY NUMBERS WILL BE ENTERED

NO FINANCIAL ACCOUNT INFORMATION (Bank account codes, account routing numbers, credit card number, etc) WILL BE STORED.

The three directors believe that this is the most secure, most efficient system available for this purpose available and are only moving to this system after almost one year of trial and investigation.

**Feel free to log on and try the demo version for yourself and see “behind-the-scenes.”
More information will be made available to each family after registration.**

Director’s Clause

The Director reserves the right to alter this handbook in any way seen fit by himself or the Administration of Arlington High School. These alterations may occur at any time. Any alterations will be announced and distributed in writing prior to being enforced.

FORMS

There are additional forms and copies of these forms online:

- 1) Log on to: www.arlingtonband.com
- 2) Click on the “**Handbook/Forms**” link

Forms & Payments Checklist / Absence Form	Calendar
Registration & Emergency Medical Form	Parent Volunteer Form
Required Signatures Page	Arlington Invitational
ACSD-Medication Information/Form	-Information and Volunteer Forms
Payment Schedule and Vouchers	-Program Book Ad Forms
Travel Release	ABBI Merchandise Form
Uniform Parts and Accessories Order Form	

2011 Arlington High School Marching Band

Required Signatures Page

Return to: *Mr. Keech, Director*

Due: **TODAY** or by **May 27th @ 2:30pm**

****REQUIRED****

Complete & SIGN-then return form to:
Mr. Darrell Keech ~ Arlington High School ~ 1157 Route 55 ~ LaGrangeville, NY 12540

Handbook Acknowledgement

Signify by signing your initials that you have been informed and agree to the following policies:	Parent/ Guardian's Initials	Member's Initials
Every Drum Major, Field Conductor, Wind or Percussion Section Member MUST BE ENROLLED IN A PERFORMANCE CLASS (band, orchestra, and choir) this fall. Failure to maintain enrollment will lead to a dismissal from the Arlington Marching Band. Color Members must only be a student at Arlington High School.		
There is NO LATER drop date. By signing and making your deposit at this time, you are agreeing to complete the season unless it becomes medically necessary for you to drop from the program.		
Partial Refunds will only be granted if the student does not finish the season with the program due to Administrative action or a medical inability to continue. If a student drops on request for other reasons, the student will not receive any refund of fees or merchandise purchases.		
No matter what reason a student drops, They are financially responsible for any custom ordered merchandise or materials and must pay for them in full.		

I have read the 2011 Arlington Marching Band Handbook and *understand* and *agree* to the rules and commitment involved in participating as members or Parent/Guardians of members of the Arlington Marching Band.

Student *Print Name*

Parent/Guardian *Print Name*

Student *Signature*

Date

Parent/Guardian *Signature*

Date

Uniform / Guard Equipment Contract

We understand that we are solely responsible for any & all parts of the uniform that will be issued to me, the Marching Band member, by Arlington High School. We further understand that the uniform must be kept neat, clean, and pressed at all times, and that we must follow the care instructions in the Handbook. We understand that the uniform issued to this Band member must be professionally dry cleaned at the end of the season prior to returning the uniform by the announced date, and that the uniform, when returned, must be covered with the dry cleaner's plastic bag and the pants and jacket must be on separate hangers. We also understand that if any parts of the uniform or guard equipment are lost or damaged through misuse or negligence, we will assume total responsibility for any repair or replacement costs. We also understand that the replacement costs are as follows:

Winds Percussion Drum majors	Color Guard
Jacket = \$279	Uniform = \$135
Pants = \$126	Wind suit = \$100
Gauntlets = \$35	Flag = \$25 each
Shako (hat) = \$40	Rifle = \$30
Plume (feather) = \$20	Sabre = \$90

We have read the above information and agree to assume full responsibility for the uniform/equipment that we are issued.

Student *Signature*

Date

Parent/Guardian *Signature*

Date

2011 Arlington High School Marching Band

REGISTRATION FORM

Return to: *Mr. Keech, Director*

Due: **TODAY** or **By May 27th @ 2:30pm**

****REQUIRED****

Complete & SIGN-then return form & Membership fee (\$75.00, payable to "Arlington Band Boosters, Inc.") to:
Mr. Darrell Keech ~ Arlington High School ~ 1157 Route 55 ~ LaGrangeville, NY 12540

Yes, I grant permission to have my information stored on the CHARMS information system. _____
Initial

STUDENT'S NAME* _____

INSTRUMENT* _____ For the Upcoming year GRADE *(9-12) _____ Years in Marching Band* (1-4) _____

ADDRESS* _____

STUDENT PHONE-Home* _____ STUDENT PHONE-cell _____

E-MAIL ADDRESSES (student)* _____

1st PARENT/GUARDIAN NAME* _____

1st Parent Work Phone# _____ Cell# _____ Alt. Home# _____

Email Address(es)* _____

2nd PARENT/GUARDIAN NAME* _____

2nd Parent Work Phone# _____ Cell# _____ Alt. Home# _____

Email Address(es)* _____



Check here to give permission for above information (Marked with an asterisk (*)) to be used in the Marching Band Directory.

Non-refundable Membership Fee of \$75.00 enclosed with this form

Check # _____

I give my child, _____, permission to join the 2011 Arlington Marching Band and to attend all scheduled activities as listed in the season schedule. **This includes the OVERNIGHT trips to Towson, MD (October 21-22nd) and Syracuse, New York (October 30-31st) 2011.** In case of emergency, I give my permission for my child to receive the necessary treatment (please refer to the back of this page for the required medical information).

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

2011 Arlington High School Marching Band
EMERGENCY MEDICAL FORM

REQUIRED

Student Name _____ Date of Birth _____ Grade _____

People to call if you can't be contacted:

#1 Name _____ Relation to Student _____ Phone # _____

#2 Name _____ Relation to Student _____ Phone # _____

Yes	No	Check Yes or No If yes, please specify
		Has your child been diagnosed with a LIFE THREATENING ALLERGIC CONDITIION? If yes, specify: _____ *Students requiring medical treatment for a life threatening allergy should have a doctor's order specifying the treatment.
		Does your child have an allergy to medications If yes, specify: _____
Yes	No	Does your child have any of the following? If yes, please specify
		Asthma or RAD (Reactive Airway Disease)
		Diabetes
		Heart Problems
		Seizure Disorder Date of last Seizure:
		Joint problems
		Tetanus Shot Date of last shot:
Yes	No	Check Yes or No If yes, please specify
		Does your child take any medications on a regular basis? If yes, please list: _____ _____
		Will your child require any medications, (over the counter or prescription) while traveling with the AHS Marching Band? If yes, please list and provide the medication order forms: _____ _____ 1. Obtain medication orders only for those medications that will be necessary for your child on this trip. 2. A doctor's order must be obtained. Please use the school form, <u>Licensed Health Care Prescriber's Medication Order</u> .

I understand that no medications may accompany my child, (including over-the-counter medications such as Tylenol, etc.), without the Licensed Health Care Prescriber's Medication Order and medications being submitted to our Medical Chaperone at the beginning of each day or trip.

Legal Guardian-Signature _____ Relationship _____

Legal Guardian-Print _____ Date _____

Phone # Home _____ Cell# _____ Work# _____

Name of Insurance Company _____ Group Plan Number _____

Primary Policyholder's Name _____ Insured's ID number _____

Student's Physician _____ Phone _____

Physician's Address _____

2011 Arlington High School Marching Band
Payment Schedule and Vouchers

Return to: *Mr. Keech, Director*
Due: (1) **September 1st** (2) **October 6th**
****REQUIRED****

Total due: \$475.00 per member.

We invite you to make all payments up front if possible. This can simplify bookkeeping for both you and the Band.

In a sealed envelope, enclose:

- 1) Appropriate coupon below 2) check payable to **“Arlington Band Boosters, Inc.”**
(Cut from the bottom up)

Mail To:

Mr. Darrell Keech, Marching Band Director
Arlington High School
1157 Route 55,
LaGrangeville, NY 12540

-OR-

Deliver to:

Collection Box at rehearsal
**(Note: This option ONLY is only available
the night the payment is due!!)**

Installment #2 – Due – Tuesday, October 6th

Amount Due- \$200

Marching Band Member(s) _____

Total Enclosed \$ _____ Check # _____ Date _____
(Remaining balance after this payment - \$0.00)

Installment #1 – Due – Thursday, September 1st

Amount Due- \$200

Marching Band Member(s) _____

Total Enclosed \$ _____ Check # _____ Date _____
(Remaining balance after this payment - \$200.00)

2011 Arlington High School Marching Band
FORMS & PAYMENTS CHECKLIST

Required Items in bold type

<u>Due</u>	<u>What is Due?</u>	<u>Who does it go to?</u>
Today Or By 5/27 @ 2:30pm	Season Kickoff Meeting --Registration Form --Emergency Medical Form --Required Signature Page --Season Volunteer Form	Mr. Keech
6/6,8,13, or 16	Uniform fittings (Winds, Percussion, Guard, Drum Majors) --Uniform Parts and Accessories Form	Mrs. Wright
8/10	Arlington Invitational Cover Art Submissions	Mrs. Vaitkus / Mrs. Varano
9/1	--Payment #1 due	Mr. Keech
9/16	Invitational Volunteer Form	Mrs. Vaitkus / Mrs. Varano
8/25	Must have uniform and all accessories	Mrs. Wright
10/6	--Payment #2 due	Mr. Keech

.....
 Detach and return as needed

2011 Arlington High School Marching Band

Absence Form

Return to: *Mr. Keech, Director*

Due: **No later than 7 Days prior to the Absence**
(Immediately upon return from illness)

Name _____ Today's Date _____

Date of Requested Absence _____ Time of Requested Absence _____

Reason for Absence:

Parent Name _____ Phone Number _____

.....
 For Director Use Only

Name _____ Date of Absence _____

_____ **Excused**

_____ **Unexcused**

Arlington Central School District

TRAVEL RELEASE

Return to: *Mr. Keech, Director*
Due: **No later than 48 prior to departure**

Date of Release Submission: _____

This is to certify that _____ has my permission
Student's Name

to ride home with _____ from the Marching
* Name of parent or other responsible adult

Marching Band trip on _____ at _____
Date** Location of Event

*** If not the parent, this must be an adult relative, parent of another Marching Band member, or other responsible adult 21 years of age or older. The designated person **MUST BE PREPARED TO SHOW PICTURE IDENTIFICATION** before picking up Band member.**

****This form MUST be turned in at least 48 hours prior to the Band's departure for the trip event.**

NO EXCEPTIONS!

I certify that the above named driver is personally transporting the above named student. I understand that the Arlington Central School District rules require that students ride the buses to and from all Marching Band events and a departure from this requirement will release the Arlington Central School District from all liability for any adverse results that may occur. I agree to release the Arlington Central School District and its employees and officers from all liability with reference to the above stated transportation.

I understand that I, or the person designated herein, must personally check out with a chaperone or staff member prior to leaving with my child.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

2011 Arlington High School Marching Band
Uniform Parts and Accessories Order Form

Return to: Staff/Volunteers at the Uniform fittings
****REQUIRED****

NAME _____ Section _____ Phone # _____

Determine the Quantity and total columns PRIOR to arrival at the fitting.

Required for ALL MEMBERS

Item	Size (Check one)	Qty.	Price	Total
Member Jacket (1) First Name Embroidery→	Choices: S, M, L, XL, 2XL	Final Size Selection _____	\$65	\$
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Garment Bag (1)	One Size Fits All		\$10	\$
Tour Shirt (1)	Choices: S, M, L, XL, 2XL	Final Size Selection _____	1	Free
				\$ 0
				\$

Required for ALL WIND, PERCUSSION, DRUM MAJORS

Item	Size (Check one)	Qty.	Price	Total
Band Shoes (1pr)	Choices: F5-12, M6.5-17	Final Size Selection _____	\$25	\$
Gloves* (3pr) *Not for Percussion	Choices: XS, S, M, L, XL	Final Size Selection _____	\$3	\$
Total				\$

Required for ALL COLOR GUARD

Item	Size (Check one)	Qty.	Price	Total
Guard Shoes (1pr)	Choices: F4-14	Final Size Selection _____	\$25	\$
Guard Gloves (1Pr)	Choices: XS, S, M, L, XL	Final Size Selection _____	\$10	\$
Make-Up	One Size Fits All		\$10	\$
Body Suit	Choices: S, M, L, XL, 2XL, QXL, Q2XL, Q3XL	Final Size Selection _____	\$15	\$
Total				\$

Other Items:		\$
Make checks payable to: <u>Arlington Band Boosters, INC.</u>	GRAND Total	\$
Bring this form to your uniform fitting.	Check # _____	