

Bartlesville Band and Orchestra Boosters (BBOB) Handbook

Inside this booklet you should find answers to all your questions about Band and Orchestra. However, if you still have questions, we have listed many contact members information so that you can make connection with someone who can answer your questions or assist you in chairing a committee, chaperoning, etc.

OBJECTIVES OF THE BBOB:

To promote the musical education of Bartlesville students

To stimulate and maintain an enthusiastic interest in and provide financial and general support to the various aspects of the Instrumental Music Department and related auxiliary groups, grades 9-12, Bartlesville Public Schools (hereinafter referred to as “the Program”).

To cooperate with and support the Bartlesville School Administration and the School Board in an effort to produce and maintain the highest possible performance of instrumental music standards

MEMBERS OF THE BBOB:

Regular: Parents/Guardians of students currently enrolled in the Program. Each shall be entitled to one vote (if your child is enrolled in band/orchestra, YOU ARE A MEMBER AND ENTITLED TO ONE VOTE).

Director: Instrumental Music Directors of the Program are non-voting members and shall not hold office.

MONTHLY BBOB MEETINGS

Meetings are held once a month at the Mid-High (unless otherwise stated). Please check the HS calendar or your newsletter to check the dates and times for the next meeting. Attending these meetings keeps you better informed about upcoming events, fundraisers, etc and allows you to vote on agenda items requiring a vote. Your input is important to the program!

DUES

There is currently no fee or dues required to be a part of this organization. However, we do ask that your student fundraise \$35 dollars (also referred to as 35 “Points”) each year for the general budget of the BBOB. As an alternative to fundraising, a \$35 donation to the BBOB may be made each year.

Band/Orchestra Booster Officers for 2008-2009:

Rhonda Parnell, President /333-2988
Randy McDaniel, Vice President/766-0607
Rachelle Wilson, Secretary/333-6740
Kevin/Stephanie Williams, Treasurer/331-2703
Diana Brewer, Asst. Treasurer (keeper of the points)/766-0780
Dawn Lewis, VP Ways/Means (Fundraising)/335-2619
Dena Divelbiss, VP Standing Committees
(contact person to join a committee)/333-9387

COMMITTEES

Concessions	Rachelle Wilson/333-6740
Newsletter	Paula Barnes/335-1511
Candy Sales	Carrie Stire/335-5034
Germany trip	_____
Show Shirts	Diana Brewer/766-0780
Uniforms	Dena Divelbiss/333-9387
Meals	Dena Divelbiss/333-9387
Hospitality	_____
(fall picnic, banquet, refreshments)	
Publicity	_____
(get all music related events/accomplishments publicized)	
Guard Coordinator	_____
(assist Director with needs for guard)	
Stadium Clean-up Coordinator	_____
(organize volunteers for clean-up)	
Telephone	_____
(make phone calls as needed)	

(Help us fill in the blanks—we need YOU!)

POINTS

A. One point is equivalent to one dollar. This term applies to funds earned through fund raisers sponsored by the Club (“fund raising points”) and to cash contributions (“cash points”). Points are used to offset the cost of trips. No student shall personally profit from Club sponsored fund raising activities. Fund raising points and cash points shall be accounted for separately. Interest will not be credited to point’s accounts balances.

- B. Students who go on school-approved special out-of-state trips may use any remaining points to help offset the cost of music camps and other music-related activities as approved by the Director and the Board. The Club provides opportunities for all students to accumulate enough annual points to offset their transportation expenses for trips.
- C. In addition to points needed for special trips, a “base” level of points is set to help offset costs of transportation to various in-state competitions through the year. The first 35 points accumulated by the student, whether fund raising points or cash points, shall be applied to fulfill the base points obligation (35-\$35 present cost).
Base level amount of points is an amount established in order to run the program at its current level. This is a yearly budgeted amount. The Club would not function well without the participation of at least \$35 from each participant every year (9-12).
- D. Expenses will be charged against a student’s fund raising point’s account until those points have been fully spent. Remaining expenses will be charged against the student’s cash points account. Installment payment obligations will not be charged against a student’s cash points account except as needed to meet Club obligations for the trip. Subsequently earned fund raising points may be used to replenish previous cash points expenditures made in the same school year but not for expenditure made in prior years.
- E. Unavoidable expenses incurred by the Club on behalf of a student who commits to go on a trip but does not go will be deducted from the student’s points account.
- F. Points stay in a student’s account as long as he/she is in the Program; however, upon leaving the Program, fund raising points are forfeited and go into the General Fund unless the student has a sibling currently in the Program. A student currently in the Program shall be defined as a student in grades 9-12 who is in the Program or an eighth grade student who has enrolled in the Program for his/her ninth (9th) grade year.
- G. Upon written request, cash points remaining in a student’s account may be refunded to the student when the student leaves the Program.

HOW PARENTS CAN HELP

When band or orchestra questions arise, it is important that you get factual information before discussing it with others. We do more harm to ourselves, the music family, when we talk about things that contain one or more “misunderstanding” but consider them as fact. If questions arise, it is important to remember this axiom: If it is a performance issue or any thing dealing with the band or orchestra proper, **contact the head band/orchestra director**. If it is a fundraising question or anything dealing with parent issues, talk with the booster club president or other associate board members.

- Make faithful attendance at all band activities important.
- Visit rehearsals occasionally.

- Attend booster meetings, concerts, games, and contests.
- Turn in fundraising money on time.
- Work the concession stands (*the heart of our operational funds provides 2/3rds of the BBOB annual budget*).
- Assist a committee chair with selling t-shirts, fundraising, etc.
- Chaperone on trips.
- Usher at concerts.
- Provide cookies for end of year concerts or other events.
- Assist with stadium clean-up.
- Hem uniforms.
- Chair a committee.

FINANCIAL OBLIGATIONS

Inherent in any band or orchestra program are certain financial obligations. The Bartlesville School District and the BBOB provide many of the costs and equipment necessary to run the program. However, there are certain fees that must be provided by the student.

Each band student will be responsible for providing for the following items:

Orchestra students see attached Orchestra Fees inside sheets labeled Orchestra

- A **\$15.00** cleaning fee to clean uniforms at the end of the school year.
- Purchase a pair of band shoes to be used both for marching and concert bands, approximately **\$35.00**. Shoes can be ordered at time of sign-up (Aug. 4) or at band camp
- A polo-style band shirt—approximately **\$15.00**
- A pair of white band gloves, approximately **\$3.00**
- **\$35.00** meal money for food arrangements made by the BBOB for three marching contests. These contests are all-day events and if purchased individually the cost for meals would be more costly to the student/parent.
- Show shirts –approximately **\$12**

Band/Orchestra Students:

- **\$35/35** points in student account (yearly “contribution” for **BAND/ORCHESTRA** students) *this portion of funds can be attained through yearly fundraising or if you prefer by cash donation of \$35. Any remaining points/\$ in trip account will be carried over to the following year as long as your student is enrolled in band/orchestra.*

The band/orchestra typically takes a MUSIC related trip each spring. Students will be asked to fundraise for that trip. For some years, the trip could be more extensive. We recommend that each student fundraise the entire amount *and more* so that a balance can be carried over to the following year—it is, however, your choice to fundraise the cost of trips or alternatively pay the total amount by check or cash. The BBOB provides various opportunities to help raise funds, including but not limited to the Blue and Gold sausage sale, cleaning the football stadium after home games, and selling poinsettias.

Thanks in advance for your contribution to the Program at BHS

BAND UNIFORMS

UNIFORMS

All band members will be issued a uniform to be worn at designated public appearances. Students are responsible for providing “director approved” black marching shoes to be worn with the uniform. These can be purchased at the mandatory band meeting or yearly picnic.

UNIFORM CARE (Very Important: PLEASE READ)

Each student is responsible for keeping their uniform cleaned and pressed. Uniform bags clearly labeled with the students’ names are to be used every time the uniform is taken out of the home. Please obtain permission from a director before any alternations are made to the uniform. *(If you are a seamstress and available to assist with alterations please contact our standing committees chair).*

After a performance, the uniform is usually soaked with perspiration. The coat and trousers should be left to dry naturally. **DO NOT HANG** the entire uniform together or cover it with a uniform bag while still damp or wet.

When storing the uniform, always hang the coat and trousers on a good wishbone or wooden hanger. **NEVER** hang the uniform on a wire hanger.

Each student will be assessed a \$15 charge for cleaning the uniform at the end of the year. The fee will be assessed and collected at the time the uniform is checked out.

Orchestra

Uniforms

Uniforms will be checked out to students before the first concert. Students will need to return the uniform check out sheet to their teacher. Students are responsible for care and cleaning of the uniforms.

- Orchestra dresses have been replaced with new dresses. Dresses must be washed on the gentle cycle and dripped dried. *Do not dry clean the new dresses or put them in the dryer.* Use a hand stitch only to hem dresses.
- Tuxedos include pants, jacket, tuxedo shirt and bow tie. The bow ties will be handed out at the first concert. Tuxedo pants and jacket must be dry cleaned only.
- Students must have black dress shoes to go with the uniform. Flip flops are not allowed. Students who do not wear all the parts of the uniform will not be allowed to perform.

We are always trying to update uniform sizes from year to year to accommodate student's needs as the budget allows. However, we cannot guarantee a tailored fit for every student.

Students are responsible for returning cleaned uniforms at the end of the year. Tuxedos must have a dry cleaning tag with them. Students who do not return uniforms at the end of the year will not get a grade for turning it in. Students who do not turn in uniforms will also have a hold put on all their grades. Grades and diplomas may be withheld for students who lose uniforms and do not pay the replacement cost.

School Instruments

Students who use school instruments will fill out a contract for use of that instrument. Students who damage instruments because of neglect or careless behavior may lose the privilege of using a school instrument. They may also be held responsible for repairs due to damage that is not normal wear and tear.

Performances/Extra Rehearsals

- Performances for orchestra students carry them same significance in evaluation and grading that quarterly assessments or semester tests do for other teachers. Students are expected to be at all performances. Exceptions may occur if students are competing in another OSSAA sanctioned activity.
- During Full Orchestra Contest season in January and February, students will be expected to attend early morning rehearsals twice a week. Early rehearsals are worth 10 points a rehearsal. Since wind and percussion players have a limited amount of time to rehearse

with strings before the performance it is imperative that string students have a good showing at each rehearsal. Students who sit on front stands may be moved back if they miss more than two rehearsals.

Northeast Oklahoma All District Orchestra

All District orchestra includes string students 7th -11th grade from Bartlesville, Broken Arrow, Jenks, Union and Tulsa Public Schools who are accepted by audition. Auditions will be held during the first week of October at Madison MS. The Clinic and Performance are on the first Saturday of November at Tulsa Union High School. The clinic fee is \$7.00.

All OMEA Orchestra

The Oklahoma Music Educators Association sponsors the All State Orchestra at their convention in January. Orchestra students have one day of auditions the first Saturday of December at West Moore High School. Students auditioning will pay an audition fee of \$15.00 due at the beginning of November. Students will stay in a hotel in Moore the night before the Audition. The hotel fee is \$20.00. Students who are accepted into the All OMEA Orchestra will have another registration fee for the clinic itself. Students will stay at the Adams Mark Hotel in Tulsa while they rehearse for 3 days at the Tulsa Performing Arts Center. Bartlesville Band and Orchestra Booster Club pays for the Hotel stay in Tulsa.

OSSAA State Large Group Contest

State Large group contest takes place during the 2nd week of February. This includes the whole orchestra plus wind and percussion players. Large group contest is during the school day at Edmond Santa Fe High School. Students must be eligible in all classes to participate. Students who attend large group contest should also be accountable to the group in orchestra class every day by showing proficiency on the music as well as using appropriate rehearsal behavior.

OSSAA District Solo and Ensemble Contest/State Solo and Ensemble Contest

Students will have the opportunity to participate in playing a solo or in an ensemble at District Solo and ensemble contest (sight to be announced). Fees for solos are \$8.00. Ensemble fees are \$5.50 per person for duets, \$3.75 for trios, \$2.75 for Quartet, \$2.25 for Quintet or sextet and \$2.00 for String Choir (Chamber Ensemble). Students who earn superior ratings at district contest will be eligible to go to state solo and ensemble contest at Oklahoma Sate University. Students must be academically eligible in all classes to go to District or State Solo and ensemble contest

Other Performances that include all students

- Booster Club Picnic Performance at the Sooner Park Band Shell in August
- Fall Orchestra concert in October
- All City Orchestra Concert in December
- Spring Orchestra Concert in May

We try to make CD's available of the Fall Concert, All City Concert and Spring Concert. CD's are \$10.00. Any profit goes into our orchestra booster club flow through account which is used to supplement the orchestra budget.

Expectations

We are proud to give professional quality performances during the course of the school year. In order to have professional quality performances we must have professional quality rehearsals. This means class time is time for getting down to the business of improving musical skills and concepts. Showing respect for each other as well as the directors by using good rehearsal manners is the key to successful rehearsals. Good rehearsal manners means being considerate of each other. Being considerate means letting everyone have the opportunity to learn without feeling put down. Being considerate means giving everyone the opportunity to learn without distraction. Students who are not considerate may need to have the teacher intervene by communicating with their parents or administrators, assigning detentions or other appropriate consequences.