

Clarksville High School



Instrumental Music Program

PARENT INFORMATION

2006 - 2007

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Dear Parents, Family, and Friends,

Running a successful band program is a huge undertaking, and we count on you to help make the year successful. The Clarksville High School Booster organization is specifically for friends to have the opportunity to help provide the best possible program and positive musical experience for the students. If you can help, even if you do not wish to become a member of the booster organization, please complete and return the attached form. Someone will contact you about helping. Please seriously consider attending and joining.

As you know, things don't just happen -- we have to make them happen. An organization of this size cannot continue to succeed without the combined efforts and talents from the parents, family, friends, and supporters who join our team. Remember, if you set the example, your student will follow on a journey of fun, togetherness, and friendship to last a lifetime. With your help, we can take the Clarksville High School Instrumental Music Program to a new level of excellence.

Thank you in advance for helping with our program. As a volunteer, you will have a direct role in making the year productive and satisfying for everyone. Time spent helping our youth in positive, meaningful activities is never wasted or unappreciated. You may never realize the impact you have just by "being there". Many of our parents have found that through this affiliation, they too, have found new friends and greatly enjoyed the time spent working together for the betterment of their students.

We are excited about our upcoming year and are looking forward to working with everyone. Please feel free to contact us with any questions, concerns or problems. Open communication is the "key"!

Sincerely,

Mrs. Robbin Johnston
Director of Bands, Clarksville High School
648.5690 Ext: 1822
robbin.johnston@cmcss.net

Mrs. Janice Cook
Assistant Director of Bands, Clarksville High School
janice.cook@cmcss.net

Clarksville High School Band Boosters, Inc.

P.O. Box 3722

Clarksville, Tennessee 37043

Membership in Clarksville High School Band Boosters, Inc. is open to anyone who subscribes to the purposes and policies of the organization: parents, grandparents, family, alumni, and friends.

Our organization exists to support our students as they work in the instrumental music program at Clarksville High School. Net proceeds are directly used to fund the many needs of the program throughout the year: instruments, instrument repairs, uniforms, music, drills, caption instructors, props, transportation, etc.

The band director and students rely on the support of our membership to ensure a rewarding year for our program and its participants. Booster membership is \$25.00 per year which entitles you to:

1. Reserve seating at Symphonic Band Concerts
2. Two tickets to the Spring Jazz Band Tea Dance, traditionally held the 1st Saturday in May at Dunbar Cave State Park.
3. One "Wildcat" CHS license plate
4. A 1/8 (business card size) page personal advertisement for **your** student in our concert programs (three per year) at a reduced rate, 1/2 price, or \$15.00. You must provide the copy for the ad as you wish it to be printed.

Name _____

Student's Name _____

Address _____

Telephone: (Home) _____ (Work) _____ (E-Mail) _____

Employer / Occupation _____

Please check all of the areas where you would like to help:

- | | |
|---|--|
| <input type="checkbox"/> Concessions – Home Football Games | <input type="checkbox"/> Winterguard contest |
| <input type="checkbox"/> Concessions – Home Basketball Games | <input type="checkbox"/> Practice Support |
| <input type="checkbox"/> Concessions – Home Soccer Games | <input type="checkbox"/> Set-Up Concert Programs |
| <input type="checkbox"/> Chaperoning | <input type="checkbox"/> Alumni Affairs Communications |
| <input type="checkbox"/> Fruit Sale | <input type="checkbox"/> "Wildcat" Card Sale |
| <input type="checkbox"/> Tailgate Meals | <input type="checkbox"/> Sewing Flags / Guard Uniforms |
| <input type="checkbox"/> Tea Dance | <input type="checkbox"/> Recruiting Other Volunteers |
| <input type="checkbox"/> Family Memberships | <input type="checkbox"/> Hosting Band Picnic / Party / Banquet |
| <input type="checkbox"/> Corporate Memberships | <input type="checkbox"/> Helping With Office Functions |
| <input type="checkbox"/> Other Fundraisers | <input type="checkbox"/> Uniform Inventory / Fittings |
| <input type="checkbox"/> Newsletter / Publicity | <input type="checkbox"/> Uniform Repairs |
| <input type="checkbox"/> "Pit Crew" / "Backfield Crew" / Truck Driver | <input type="checkbox"/> Call me when you need anything |

When is the best time to reach you at home?

Anytime Mornings Afternoons Evenings Weekends

If you have anything you would like to share with the Band Director(s) about your involvement abilities, please feel free to write a message on the back of this form.

Please make checks payable to CHS Band Boosters and mail this form with your payment to the address listed above.

BYLAWS

The CLARKSVILLE HIGH SCHOOL BAND BOOSTERS, INC.

(These bylaws were amended and approved at the General Membership Meeting of the Clarksville High School Band Boosters, Inc. on 24 April 1997.)

ARTICLE I

CORPORATION NAME

The name of the corporation is CLARKSVILLE HIGH SCHOOL BAND BOOSTERS, INC.

ARTICLE II

PURPOSE

The organization shall act as a non-profit organization with the following purposes:

1. To complement and supplement the instrumental music program and activities in the Clarksville High School;
2. To encourage, aid and promote a continuing and growing appreciation and support of high quality instrumental music among the youth and adults of Clarksville High School and the community;
3. To further the interest of the youth in music by providing financial aid for various activities as a supplement to school funds;
4. To be available to aid the Band Director in any reasonable way deemed necessary.

ARTICLE III

MEMBERS

Section 1. Any individual who subscribes to the purpose and policies of the organization may become a member subject only to the compliance with the provisions of the bylaws and by payment of an annual membership fee.

Section 2. The Band Director is automatically a member of the organization, with the annual membership fee waived.

Section 3. Each member of the corporation shall have one vote on any matter under consideration by the membership of the corporation at a meeting of the membership. The right to vote shall be exercised only once by each member.

ARTICLE IV

OFFICERS

Section 1. The officers of this corporation shall be President, Vice-President, Past President (or 2nd Vice-President, if elected as such), Secretary and Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted. The officers of this organization shall serve without compensation.

Section 2. The President shall be the Chief Executive Officer of this organization; shall preside at all of the membership and Executive Board meetings; shall actively direct the affairs of this organization; and, shall perform such other duties as directed by the Executive Board.

Section 3. The Vice-President shall be the chairperson of the organization's Finance Committee; shall perform all duties and have the powers of the President in his/her absence; and, shall assume any duties assigned by the President and the Executive Board.

Section 4. The Past President (Immediate Past President) shall assume any duties assigned by the President or the Executive Board. This position may be designated as Second Vice-President, and may be filled by the organization in lieu of a Past President filling this position.

Section 5. The Secretary shall keep a copy of the bylaws; shall record minutes of the business meetings of the organization and of the Executive Board and will keep available a complete record of such for the duration of the term of office; shall maintain a membership list with the addresses and telephone numbers; shall organize and maintain a complete record of all organization activities to be provided to all incoming officers; and, shall serve as a repository for various committee reports and other documentation to be maintained on file.

Section 6. The Treasurer shall keep the accounts of the organization in a true and accurate manner; shall have charge of all receipts and disbursements; shall make financial reports at all meetings of the organization and the Executive Board; and, shall submit the financial records of the organization for audit to a committee appointed by the President thirty (30) days prior to the end of the school year in Clarksville, Tennessee.

ARTICLE V

EXECUTIVE BOARD

Section 1. The officers of the organization, the chairpersons of the standing committees (see Article VI, Section 1 for a list of the standing committees), and the Clarksville High School Director of Bands shall constitute the Executive Board. These are the voting members of the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the organization; shall make recommendations to the organization; shall be subject to the organization; and, none of its acts shall conflict with the actions taken by the organization.

Section 3. Time and place of each meeting shall be fixed by the Executive Board. Normally, the Executive Board will meet twice a month to conduct the business of the organization. At the close of each meeting, the next meeting will be scheduled.

Section 4. A majority of the current members of the Executive Board shall constitute a quorum.

Section 5. When an officer vacancy occurs, such a vacancy shall be filled by a majority vote of the Executive Board.

Section 6. Budget approval and the discussion of the expenditure of funds which may directly affect the band program should not be conducted without the Band Director being present, unless the Band Director consents to the discussion/decision taking place in his/her absence.

ARTICLE VI

COMMITTEES

Section 1. The standing committees of the organization shall be: Finance Committee, Concessions Committee, Fund Raising Committee, Newsletter / Publicity Committee, Chaperone Committee, Transportation Committee, Telephone Tree Committee, Membership Committee, and the Marching Program / Competition Committee (“The Pit Crew”). Committee chairpersons shall be appointed by the President of the organization.

Section 2. The President shall appoint other committees as he shall deem necessary.

Section 3. The President shall be an ex-officio member of all committees except the nominating committee.

Section 4. The responsibilities and organization of the standing committees, not described within the organization’s bylaws, shall be established by the Executive Board.

ARTICLE VII

FINANCE

Section 1. The Finance Committee shall consist of the Vice-President (Chairperson), the Treasurer, the Band Director, the Chairperson of the Fund Raising Committee, and the Chairperson of the Concessions Committee. They will be responsible for the preparation of the budget, its periodic review, and for making recommendations to the Executive Board and to the organization regarding changes to the budget during the budget year. The committee will also develop fund raising requirements to meet the projected budget commitments. To conduct business they must have a quorum (a majority of the committee members, to include the Band Director). The Band Director should be present at the meetings or consent to the meeting taking place in his/her absence.

Section 2. The Finance Committee shall present the proposed budget to the Executive Board in December of each year. After a proposed budget is reviewed and approved, the Executive Board will present it to the general membership for final approval. A majority of those members present may approve the final budget for the year. All budget proposals and approved budgets must specify the fund raising plan to generate the capital to execute the budget. All revisions to the budget require the approval of the organization's general membership.

Section 3. The fiscal year for the organization is January to December.

Section 4. The only funds which will be managed by the organization's treasury are membership dues, fund raising expenses and proceeds, concessions proceeds and expenses, and the organization's budgeted funds.

Section 5. Commitment / obligation and disbursement of the organization's financial assets cannot take place without the approval of the Executive Board or the general membership, according to the following guidelines:

- a. Commitment / obligation of the organization's assets of one hundred dollars (\$100.00) or less may be made without approval of the Executive Board if the obligation is against an approved budgeted item and the organization has resources to pay the obligation. The Executive Board must review these expenditures monthly and formally approve their disbursement.
- b. No commitment / obligation of the organization's assets may be made for an amount in excess of one hundred dollars (\$100.00) but less than three thousand dollars (\$3,000.00) without the approval of the Executive Board. Payment for these items must be reviewed and approved by the Executive Board.
- c. No commitment / obligation of the organization's assets will be made for an amount in excess of three thousand dollars (\$3,000.00) without the approval of the general membership. Once the commitment / obligation has been approved by the general membership, the Executive Board may approve payment for the item(s).
- d. Commitment / obligation of the organization's assets will not take place when funds are not available or when the commitment is not a part of the current approved budget.
- e. The Executive Board shall institute such accounting measures and management practices to ensure the proper accounting and receipting of funds, and that prior to the commitment / obligation of the organization's assets, the organization has obtained the best price and value for the money spent.

Section 6. All funds of the organization shall be deposited in a local banking institution designated by the Executive Board. Organization assets shall not be commingled with escrow funds.

Section 7. All disbursements of funds of the organization shall be made on Band Booster checks signed by the Treasurer and co-signed by the President or Vice-President. Counter checks are prohibited. The Treasurer shall be bonded. Payment for the bond shall be made with organization fees.

Section 8. The organization's financial records shall be audited yearly, prior to the new Treasurer taking office. The Finance Committee will audit the books and then report their findings to the Executive Board.

Section 9. The chairperson of each fund raising activity within the organization, as well as any person receiving funds in the name of the organization, shall cause all monies so received to be deposited to the credit of the organization and shall forward the proof of deposit, properly identified, to the Treasurer.

ARTICLE VIII

ELECTIONS

Section 1. A Nominating Committee shall be appointed by the President in March of each year. This committee shall present to the Executive Board at its April meeting a slate of officers to be nominated. The slate will be presented to the membership at the general meeting in April and voting will take place at the general membership meeting in May.

Section 2. Nominations may also be made by members of the organization. Such nominations must be in writing and filed with the Secretary not less than five (5) days prior to the annual meeting at which the officers are to be elected.

Section 3. All officers of the organization shall be elected at the annual May general membership meeting by a majority of the membership present and voting.

Section 4. The officers shall be elected for a term of one year, or until their successors are elected, and their term of office shall begin at noon on the last day of school in Clarksville, Tennessee.

ARTICLE IX

MEETINGS

Section 1. The general membership meeting of the organization shall be held on the third Thursday of each month from August to May unless otherwise directed by the Executive Board.

Section 2. At the January meeting the general membership shall approve an annual operating budget for the organization.

Section 3. The May meeting shall be the annual election meeting.

Section 4. Special meetings may be called by the President or the Executive Board.

Section 5. For general membership meetings, a quorum to conduct business shall be constituted by 10% of the membership.

Section 6. Written notice shall be sent to all members not less than two weeks prior to the annual election meeting.

Section 7. Approval of the budget and the discussion of the expenditure of funds which may directly affect the band program should not be conducted with the Band Director being present, unless the Band Director consents to the discussion / decision taking place in his/her absence.

ARTICLE X

AMENDMENTS OF THE BYLAWS

These bylaws can be amended at any regular general membership meeting of the organization by a two-thirds vote of those present, providing a quorum is present and providing the amendment(s) were approved in the previous month by the Executive Board for recommendation to the general membership.

ARTICLE XI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the organization may adopt.

ORGANIZATION

It takes all of us working together to support the instrumental music program in which our students participate.

The following officers are elected positions:

- President
- Vice-President
- Past President (or 2nd Vice-President)
- Secretary
- Treasurer

The following are standing committees (chairmen to be appointed by President):

- Finance Committee (comprised of specific officers and committee chairmen)
 - Concessions Committee
 - Fund-Raising Committee (divided into three specific components)
 - Fruit Sale
 - Tea Dance
 - Corporate Memberships
 - Heart of Winter SCGC Show
- Newsletter / Publicity Committee
- Chaperone Committee
- Transportation Committee combined with “Pit Crew” Committee
- Telephone Tree Committee
- Membership Committee

The following are other committees (chairmen to be appointed by President):

- Uniform Committee
- Color Guard Coordination Committee
- Tailgate Committee
- Practice Support Committee
- Concert Program Coordination Committee
 - Christmas Concert
 - March “March” Concert
 - Spring Concert
- Alumni Affairs Coordinator

We have volunteer “nuts” for several of these positions. We are in desperate need of fellow “nuts” who wish to join us in our craziness. Please contact Mrs. Johnston as soon as possible if the “peanut gallery” is in your future...

Please consider volunteering to work with these “nuts” on at least one of these committees and sign up when the lists are distributed, usually at parent night in August.

Chaperones

School guidelines require one adult chaperone for every ten students. We also need chaperones to ride the buses with the students. Guidelines for chaperones are available and are also included in your band program information booklets.

Tailgate

On competition Saturdays, we usually serve the students twice: a breakfast or brunch at school before we leave and a picnic lunch at the site of the competition.

Logistics

We need an adult driver (must be registered with the Transportation Department) for the equipment truck, "Sherman". We also need "pit crew" volunteers to assist the students in loading/unloading equipment for contests and ballgames and setting up equipment for performances. A portion of the pit crew will be assigned to the "backfield crew" to assist the color guard in distributing/removing their equipment from the back side of the field. NOTE: some competitions limit the number of pit crew and backfield crew workers on the field during the competition.

Uniforms

Volunteers are needed to inventory and fit uniforms to students and also to maintain / repair uniforms as needed during the year.

Fruit Sale

This is our largest fundraiser. Parents are needed to tally student orders, collect money, receive / unload fruit, distribute fruit, deliver fruit orders taken by phone, etc.

Concessions

Parents are needed to work in the concession stand during home football, soccer, and basketball games. NOTE: students and small children are not allowed to work the CHS concessions. Parents, family, friends, AND students, 16 years and older, are needed to work concessions at LP Field (Titan's stadium) in Nashville.

Students/parents who work concessions at the LP Field Events in Nashville will receive credit for \$50 per worker toward the student's Fair Share account for each event worked. Students/parents who work concessions at CHS will receive credit for \$10 toward the student's Fair Share account for each event worked. A maximum of \$500 can be earned toward the Fair Share account each year by working these events. Each participant (student and/or parents/personal representatives) will designate whose account the \$50/\$10 will be credited toward when signing up for each concessions event.

Telephone Tree

Parents are needed to participate in the tree to alert all band parents of last minute changes or special events. The more parents who participate, the fewer calls each has to make and the quicker the news is disseminated.

Newsletters / Publicity

This is a means to distribute calendars and other helpful information to parents and alumni - helps with public relations and community support.

Memberships

Volunteers to assist in processing booster memberships.

Practice Support

Just as we need volunteers to chaperone for performances, we also need volunteers to provide assistance during practices: provide drinking water / trash bags, stand by for emergencies, assisting with breaks, other help as needed, etc.

E Mail System

The booster club has a group list serve E mail network set up through the school system.

Alumni Affairs

We have several alumni and parents who are interested in continuing to support our organization. We need someone to solicit alumni memberships; coordinate communications with alumni regarding performances, concerts, competitions, etc.; organize reunions; etc.

Corporate Ad/Business Boosters

Each year the booster club generates funds through the sale of ads for the band programs. Ads are available for purchase depending upon the size of the ad.

Programs

We always need parents/volunteers willing to work with copying and putting together the concert and SCGC programs. The program committee and/or chairperson needs to have access to or the ability to generate the hard copy of the program, complete with ads.

Booster Club Organizational Chart

BOOSTERS' ORGANIZATION

		Phone	Email
President	Sue & Rusty Evans	206-5574	evans.chsband@yahoo.com jevans1@utk.edu
Vice-President	Eric & Gigi Snyder	553-0712	ggsnyder@bellsouth.net
Past President	Dennis Hall	206-2061	hallteac@charter.net
Secretary	Sonia Koester	624-9372	soniak@charter.net
Treasurer	Ruth Hoekstra	645-3612	hoekstra.chsband@yahoo.com
Concessions	Melissa Storey	801-9020	bobandmelissa@charter.net
Student Accounts	Phyllis Fulton	206-9677	fultonps@yahoo.com
Concessions	Connie Hassell	216-1136	chassell@ghsystem.com
LP Field	Connie Hassell		
Football	Jacqui & Andy Shelton	358-5737	jacquims@bellsouth.net
Basketball	NEED CHAIRPERSON		
Soccer and Other	Sonia Koester	362-4460	
Fund Raising			
Fruit Sale	NEED CHAIRPERSON		
Tea Dance	Gigi Snyder	647-5264 - work	
Corporate Memberships	NEED CHAIRPERSON		
Heart Of Winter SCGC Show	NEED CHAIRPERSON		
Newsletter/Publicity	NEED CHAIRPERSON		
Web Site	Andy Shelton		thpandy@hotmail.com
Chaperone	Jeff Johnston	206-1165	jjohn3322@hotmail.com
Logistics			
(Transportation / "Pit Crew")	Dennis Hall/Eric Snyder	320-0699	ejsnyder@charterinternet.com
Membership	NEED CHAIRPERSON		
Uniform	NEED CHAIRPERSON		
Telephone Tree / Job Coordinator	NEED CHAIRPERSON		
Tailgate	Sue Evans	552-7641	
Practice Support	NEED CHAIRPERSON		
Student Accounts	Phyllis Fulton	362-2937	fultonps@yahoo.com
Concert Program Coordinators	NEED CHAIRPERSON		
Christmas Concert			
March "March" Concert			
Spring Concert			
Alumni Affairs Coordinator	Past President - Dennis Hall		
Director of Bands	Robbin Johnston	206-2714	648-5690 Ext:1822 robbin.johnston@cmcss.net
Assistant Director of Bands	Janice Cook	206-9400	janice.cook@cmcss.net

STUDENTS' ORGANIZATION

President	Josh Unruh
Vice-President	Simon Henley
Secretary	Ashley Drinnon
Treasurer	Tommy Crespo
Historian/Reporter	Jessica Johnston

Letter to Chaperones

TO: Chaperones
FROM: Robbin Johnston, Director of Bands, Clarksville High School

As a chaperone, you are first and foremost a music booster, *"a member of a music education advocacy group whose goal is to assist and support the music educator so that he/she can provide a music program which is educational, enjoyable, and rewarding"*. You are a major factor in an event's success.

As a music booster, you are privileged to work with the finest students in our school system.

CHAPERONE DUTIES

The Band Director(s) cannot be everywhere at once or keep an eye on each and every student every moment. You are needed to assist in these functions. Common sense rules!!! Be alert to every "window of opportunity" in which you may be of assistance to the directors, staff, and the students.

- Chaperones should report to Head Chaperone at the same time as students are to report to Band Director. We need you to encourage the students to be in the right place at the right time with the right equipment.
- "Reasonable" behavior is expected of every student.
The Clarksville High School Band shall abide by the standards of conduct established by the Clarksville Montgomery County Board of Education. In all cases, only the highest standards will be acceptable as our band is on public display and is representing the school and the community.
- Serious problems should be reported to the Director or Assistant Director immediately.
- At least two adult chaperones per bus are required - one chaperone should sit towards the back of the bus, one chaperone should sit towards the middle of the bus, other chaperone seats should be dispersed throughout the bus.
- At least one adult chaperone for every ten students is needed - chaperones should spread out among the students. If the band stays as one group the chaperones should spread around the perimeter of the group. If the band is divided into several groups, the chaperones should disperse themselves accordingly.
- Students are not to go anywhere without a chaperone or chaperone's knowledge. Should students be allowed to go without an adult (ie: restroom) they should travel in "twos".
- Accurate roll call is essential - each time we board buses and at other times as appropriate (missing persons are to be reported immediately).
It is much easier to begin at the back of the bus and move forward checking off the attendance list as you go - I prefer you to see each student with your own eyes. You should also learn names to associate with faces and know our students as a safety precaution.
- Pay attention to Band Director(s) for instructions and changes in plans and schedules (bad things do happen to good people).
- Keep a watchful eye on our students for any assistance which may be needed:
 - Encourage students to follow directions and listen for new directions and changes.
 - Medical emergencies (illness, weather-related problems, sprains, bites, etc.).
 - Assistance with uniforms (check for completeness, correct fit, propriety, etc.).
 - Assistance with transporting equipment.
 - Assistance with coats or warm-up suits, etc.

When marching or performing our students are concentrating on their performance, please help them by looking for potential tripping hazards (holes, uneven surfaces, manure, wires, debris, etc.).

When leaving an area, check for dropped or lost or forgotten equipment and belongings. Place yourself as a "protective barrier" between our students and any traffic (pedestrian or vehicle) - prevent any interruptions or separations that are not authorized by the Band Director(s).

- During performances chaperones may be needed to stay with equipment or assist with pit crew duties or keep an eye on students for potential problems. Please be aware that rules exist for each contest or performance which may limit the number of extra people on the field or sidelines or stage - disregard of these rules could result in penalties against our students' performance rating.
- Encourage students to pick up their bus.
- Check bus for forgotten items and return them to the Band Office.
- Students may be released ONLY to their parents or older relatives - not friends. The directors will notify chaperones of any special arrangements regarding student arrivals or departures.

THANKS FOR HELPING - YOUR EFFORTS ARE APPRECIATED - WE COULDN'T DO THIS WITHOUT YOU!!!

“RULES FOR THE ROAD”

The Clarksville High School Band shall abide by the standards of conduct established by the Clarksville Montgomery Board of Education. In all cases, only the highest standards will be acceptable as our band is on public display and is representing the school and the community.

BUS RULES

- NO SMOKING, ALCOHOLIC BEVERAGES, OR OTHER DRUGS
- All riders must remain seated properly in seats while the vehicle is in motion
- Windows or doors are to be opened or closed only with permission of bus driver
- Dispose of all trash properly
- Do not throw anything (including spit balls, trash, music, instruments, etc.)
- No food or drinks (except water)
- All music devices must be used with earphones (no "broadcasting")
- Listen SILENTLY for each and every roll call
- Keep the noise down (don't yell, scream, shout, squeal, play instruments including drum sticks)
- Students may not change assigned bus without approval by Band Director(s)
- Students may return home with parent (parents or older relatives only - no friends) if prearranged with Band Director by written note (for specific purpose/emergencies only)
- Upon arrival at destination, students are to remain seated until given final instructions from Band Director(s)
- Look carefully for traffic in all directions when boarding/exiting the bus, crossing a parking lot, or crossing a street
- NO CELL PHONES ARE PERMITTED ON TRIPS (re: board policy/buses)

PERFORMANCE RULES

- NO SMOKING, ALCOHOLIC BEVERAGES, OR OTHER DRUGS
- No food or drink (except water) in uniform without Band Director's specific authorization
- No eating, drinking, gum chewing, "noodling", or unnecessary talking during rehearsals and performances
- Buddy system applies
- All students are to remain in designated positions and areas - no wandering - no one goes anywhere without a chaperone
- Have all necessary music and equipment in hand and in good repair
- No playing of instruments unless at the direction of Band Director
- Loud, boisterous, or indecent behavior or profane language will not be tolerated
- Students are to maintain standards of personal dignity and decorum at all times when representing Clarksville High School - no personal contact of any nature (hugging, holding hands, kissing, etc.) will be tolerated while in uniform
- No one leaves the parking lot after a performance until the truck is unloaded and equipment is properly stored
- Office telephone will be available after the truck is unloaded and equipment is properly stored

TRUCK DRIVERS

The Clarksville-Montgomery County School System owns our band instrument truck. All potential drivers must be registered with the Clarksville-Montgomery County School System Department of Transportation and adhere to the following policy.

A. Alcohol and Drug Test

The Clarksville-Montgomery County School System will conduct the following drug and alcohol tests:

- Pre-employment – conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. Also, required when employees transfer to a safety-sensitive (Driver) position.
- Post-accident – conducted after accidents on drivers whose performance could have contributed to the accident (as determined by a citation for a moving traffic violation) and for all fatal accidents even if the driver is not cited for a moving traffic violation. Drug tests must be performed within 32 hours and alcohol tests within 8 hours following an accident. If the driver has not submitted to an alcohol test within two hours of the accident, the school system will prepare and maintain on file a record stating the reason that the test was not administered.

These testing requirements will not delay necessary medical attention for injured people, nor will they prohibit an employee who was performing a safety-sensitive function from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care. However, employees performing a safety-sensitive function must remain readily available for testing for 32 hours. This means the employee must ensure that their immediate supervisor knows the employee's location for at least a 32-hour period following an accident, or until post-accident drug and alcohol tests have been completed.

- Reasonable suspicion – conducted when a trained supervisor or company official observes behavior or appearance that is characteristic of alcohol misuse.
- Random – conducted on a random, unannounced basis just before, during or just after performance of safety-sensitive functions.

B. Prohibited Conduct

1. Alcohol

Drivers subject to this policy must not consume alcohol: 1) while performing a safety-sensitive function; 2) four hours prior to performing a safety-sensitive function; and, 3) for up to eight hours following an accident or until the driver undergoes a post-accident test, whichever occurs first. Alcohol means any food, beverage, mixture, or preparation, including any medication, containing ethyl alcohol.

2. Controlled Substances

Drivers subject to this policy are strictly prohibited from using or ingesting prohibited drugs at any time, except when the use is pursuant to the instruction of a physician who has advised the driver that the substance does not adversely affect the employee's ability to safely perform his/her job. Any employee taking such a substance at a physician's instruction must inform the school system of such drug use. The Federal Highway Administration (FHWA) regulations prohibit the performance of safety-sensitive functions when a prohibited level of any of the following drugs are detected in the driver's urine: **Marijuana, Cocaine, Amphetamines, Opiates, Phencyclidine (PCP).**

C. Drug and Alcohol Testing

All testing procedures utilized by the school system will conform with applicable federal requirements, and the school system will conduct the appropriate tests required by applicable law to determine if an employee has alcohol or a prohibited level of a controlled substance in his or her system.

Any refusal by an employee to submit to required testing or failure to pass a drug or alcohol test will lead to disciplinary action, up to and including discharge. Refusal to take a test includes: outright refusal to submit to a test; inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen or collection procedure; not reporting to the collection site in the time allotted; or leaving the scene of an accident without a valid reason before tests are conducted. A refusal to take a test will constitute the equivalent of a positive drug test and an alcohol test of 0.02 or greater.

1. Drug Testing

All urinalysis drug results will be conducted by a certified laboratory, which is monitored by the Department of Health and Human Services (DHHS). A specially trained physician serving as the Medical Review Officer (MRO) will notify the school system directly if an employee's test result is negative. If the test result is positive, the MRO will contact the employee to discuss the test, to determine if the positive result is valid and to notify the employee that he/she has 72 hours to request a test of the split specimen.

If an employee's test results are confirmed positive, the following procedures will follow:

- The driver will be removed from the safety-sensitive duty.
- In accordance with the Department of Transportation, the employee will receive a written referral to see a Substance Abuse Professional.
- At this time the employee will also be considered for dismissal. (See Policy Reference, Section E. School Bus Drivers-Examination, Training and Responsibilities).

2. Alcohol Testing

Alcohol testing will be conducted with an Evidential Breath Testing (EBT) device administered by a specially trained Breath Alcohol Technician (BAT). The EBT device used for breath testing and the certification training of BAT(s) will conform to all FHWA requirements. Any time an employee is required to provide a urine sample for testing under this policy, a breath test for the detection of alcohol may be administered under the school

system's own authority. If a driver's test results are positive, the following actions will be taken:

- Breath alcohol test results of .02 or greater will require a confirmation test after a wait of 15 minutes.
- If confirmation test results of .02 or greater, employee will be removed from the safety-sensitive duty.
- In accordance with the Department of Transportation, the employee will receive a written referral to see a Substance Abuse Professional.
- At this time the employee will also be considered for dismissal. (See Policy Reference, Section E. School Bus Drivers-Examination, Training and Responsibilities).

STUDENT FEES – FAIR SHARE ACCOUNTS – BAND COSTS

Maintaining a high school instrumental music program is not inexpensive. Our school system provides \$2,500 for supplies (including music), \$1,000 for equipment maintenance, a supplemented assistant director, and a salaried/supplemented director. All other financial support for our instrumental music program, including staff, is provided through the Band Boosters organization.

This information is not intended to frighten any parent or student but rather a means of communication to prevent unpleasant surprises. If any of the following presents a problem, please do not hesitate to discuss the problem with Mrs. Johnston. You might be surprised at how creative we can be!!!

Scholarships and additional fundraising opportunities are available, particularly for those students who are eligible for aid under the Federal Free and Reduced School Lunch Program. Students who qualify for this program may apply for a waiver of fees through the main office.

In order to promote student interest in the financial well-being of the band and encourage our students to take responsibility for their share of the fund-raising efforts of the organization, we have established a "Fair Share" student account program. "Fair Share" Student Account Program guidelines are available upon request and are distributed with the Band Program Information.

For the school year, the "fair share" is set at \$500.00 per student. This can be provided to the organization through fund-raising activities or as a cash contribution of \$250.00 (we estimate that we net 50% on most fund-raising activities). The organization provides several fund-raising opportunities during the year: fruit sale, corporate memberships, spring tea dance, coke sales, etc.

Students/parents who work concessions at the **LP Field Events in Nashville will receive credit for \$50 per worker toward the student's Fair Share account** for each event worked. Students/parents who work concessions at **CHS will receive credit for \$10 toward the student's Fair Share account** for each event worked. A maximum of \$500 can be earned toward the Fair Share account each year by working these events. Each participant (student and/or parents/personal representatives) will designate whose account the \$50/\$10 will be credited toward when signing up for each concessions event.

After a student reaches their \$500 Fair Share amount, their personal account will be credited 20% of the band's profits for each item they sell. These funds can be used for band camp and other band fees throughout the year. For example, if the student has sold \$600 of fruit then the first \$500 completes their Fair Share and of the remaining \$100, the fruit company receives \$50 as payment for product ordered, the band receives \$50 of profit and the student will receive \$10 credit (20% of the band's \$50 profit) toward their personal account.

Fundraising events such as yard sales, car washes, etc. will not count toward the student's Fair Share; these events will be opportunities for the CHS Band Community to contribute to the general band funds for the various needs throughout the year.

BAND EXPENSES – NOT ALL FEES REQUIRED OF ALL STUDENTS – optional are *

Fee Breakdown

The following are fees for the marching band program:

Band Camp Fee – Deposit	May 1, 2006	50.00
Band Camp Fee – Balance	July 24	180.00
Uniform Cleaning Fee	September 6	25.00

Shoes / Gloves / Garment Bag (property of students)	September 15	40.00
*Tailgate meals (*Students may bring their own food)	September	30.00
2007 Band Camp Fee – Deposit (Tentatively plan for camp cost to be \$250.00 in 2007)	May 1, 2007	50.00

Concert band requires the following:

Foundations for Superior Performance September 8.00 winds/12.00 perc

Guard supplies (separate fundraisers are provided to help offset these costs):

Wind suits	summer	60.00
Rifles	fall	30.00
Sabers	fall	80.00

***Optional** cash needs and their approximate cost / timing include:

*Booster membership	August	25.00
*Band jackets – from NEFF	September	50.00 – 250.00
*Mid-State auditions	October	7.00
*Band Composite Pictures	October	Varies
Winterguard/Percussion	November/December	300.00
If fairshare has been met \$300	-	*Without fairshare *400.00
*Mid-State registration	January	20.00
*Mid-State hotel	January	60.00
*Mid-State travel / meals	January	50.00
*All-County auditions	January	7.00
*Solo & Ensemble registration	February	7.00
*All-State registration	February	40.00
*All-State hotel / travel / meals	April	100.00 – 250.00
(usually paid by Booster organization if student has met fairshare and owes no \$)		
*Band trip costs	every other year	2007 NYC \$440\$?

Miscellaneous supplies replacements:

Lyres / flip folders / etc.	15.00
Drumsticks	10.00 - 40.00
Jazz workbooks	15.00
Replacement of lost music	per copy
Replacement shoes	35.00
Replacement gloves	4.00

The above information is for communication purposes only and is subject to change and/or correction. These costs are not required of every student – many are optional, depending upon the individual's participation.

"FAIR SHARE" STUDENT ACCOUNT PROGRAM

The purpose of creating a student account program is to promote student interest in the financial well-being of the band and encourage students to take responsibility for a "share" of the fund-raising efforts of the organization.

This information is presented as a program guideline. Any specific questions not answered in this document will be resolved by the executive board of the Clarksville High School Band Boosters, Inc. upon recommendation by the band director.

The chairman of the Student Accounts Committee of the Clarksville High School Band Boosters, Inc. will maintain the records of the student account program with assistance from the student treasurer. All monies will be deposited in the accounts of the Clarksville High School Band Boosters, Inc. at a local banking institution designated by the organization's executive board..

The "fair share" program will operate on a fiscal year beginning May 1 and ending on April 30.

Fundraising activities are planned to support the activities of the organization. Each student will be expected to contribute his/her "fair share" to the funding of the organization. The finance committee of the Clarksville High School Band Boosters, Inc. will establish a "fair share" funding level for each student (based on the current budget) in the Spring of each year after information is available regarding the number of students expected to be enrolled in the program for the next school year. This amount will be entered as a deduction on the student's account balance on May 1.

A student may contribute his/her "fair share" by:

- a. making a cash contribution (50% of established fair share amount) to the organization
- b. selling the designated quota for scheduled fundraising activities
- c. obtaining a sponsor who will make a cash contribution to the organization
- d. any combination of these options.

Twenty percent of any monies raised by each student in excess of his/her designated quota for the fiscal year will be added to the student's account balance when the student has turned in **all** monies for his/her sales.

Positive student account balance monies may be used for designated purposes such as band trips; attendance at honors, district, regional, or state festivals; or other legitimate uses as determined by the band director. Positive account balances will be carried over until the student graduates, moves, or leaves the band. Positive account balances from one year may not be used to meet the student's "fair share" contribution in subsequent years.

Student account records are to record each student's earned contribution toward his/her "fair share" of the funding of the band program. Funds recorded in a student's account are **NOT** the property of the individual student or the band director and will not be refunded to either the student or the band director. However, a student's account balance may be transferred to a younger sibling (if the sibling is currently enrolled at the middle-school level or above and enrolls in our band program) with the approval of the students' parent(s) and the band director. A form will be distributed to graduating seniors giving them several choices for allocating their account balances: sibling, band director's account, operating account, "Senior Class Purchase", reserve for capital needs, etc.

A special student account will be established for the band director. Twenty percent of any planned fundraiser monies raised by the organization not directly attributable to a band student (such as telephone sales, newspaper sales, school office sales, etc.) will be added to the band director's account balance. Any positive balance in a student's account at the time he/she moves or leaves the band will be added to the band director's account balance. This balance may be used to grant incentive awards, scholarships, or other assistance to band students at the band director's discretion.

March 16, 2000

Tailgating Information

Tailgate meals on competition days are provided by the Clarksville High School Band Boosters as a joint parenting effort to support our marching band program. Usually two meals are provided: a breakfast/brunch type meal and a lunch/light dinner type meal. Participation is not required but it is highly recommended for the following reasons:

- Food is planned to provide the nutritional needs of energetic, active teens and to appeal to the teenage appetite.
- It is impossible (for both the safety of the students and the availability of time) to allow the students to leave either the practices at school or the competition site.
- Windows of opportunity for feeding our students vary with each competition and do not necessarily conform to the availability of food at concession stands. Waiting lines at concession stands are notoriously long and schedules on competition days leave little or no time for standing in line.
- Our students are not allowed to go anywhere without a chaperone, even at competitions. A chaperone would have to be assigned to the students standing in line at the concessions stands that means that the chaperone would not have anything to eat. When our students stay together as a group, chaperones can keep an eye on the students and still get something to eat and drink for themselves.
- Tailgate provides an island of relaxation from the stress of competition and allows our students time to build relationships which enhance their performance as a team.
- The costs at concession stands are relatively high (this is a money-maker for the competition). When students purchase their nourishment at concession stands, they usually end up buying junk food, which will not sustain the required energy level for the day.

If your student chooses not to participate in tailgate you may: 1) provide sufficient non-perishable food for the day or 2) bring food for your student or 3) any combination thereof. If you choose to bring food, please be sure to check the daily schedule for each competition (they do vary) to coordinate food delivery to coincide with the beginning of each and every scheduled meal break. **STUDENTS ARE NOT ALLOWED TO GO ALL DAY WITHOUT EATING AND/OR ADEQUATE LIQUID REFRESHMENT.**

Tailgate is provided to students, bus drivers, pit crew, chaperones and fans for \$30.00 for the season or \$5.00 per day. If this presents a problem for you and/or your student please do not hesitate to contact Mrs. Johnston.

All funds are spent on providing for the students such that **NO** profit is made on this activity.

Please remember that students are not allowed to eat “in uniform” and practice time is an extremely valuable commodity.



NOTES

At the beginning of band camp your student will be given a Clarksville High School Band Department Program Information Book and marching show music to be learned prior to pre-camp (if you do not see these items please contact Mrs. Johnston or Mrs. Cook). Please review the information book for schedules and other information and return all required pages to the band room.

It is very important that the emergency information be current. If any of this information changes please be certain that Mrs. Johnston or Mrs. Cook is notified. In case of an emergency, out-of-date information may prevent us from being able to contact you. (If you are a dial-up internet user, remember that if your phone line is busy we will not be able to get through to you with important information. Also, please be aware that the telephone company will interrupt if we declare a life-or-death emergency that may result in loss of data.)

Mrs. Johnston and Mrs. Cook strongly believe in open communication with parents, but request that if at all possible you contact them at school during scheduled planning periods, immediately after school prior to rehearsals, or after rehearsals. Please contact them at home only in case of emergency or if that is the only time you have available.

All scheduling / financial problems should be discussed with the Directors in advance. Most problems can be avoided or resolved with advance notice.

Come to performances. Our students need and want your support and encouragement.

If you cannot attend meetings or belong to the booster organization, please let the directors know if you can help in other ways.

“NO EATING IN UNIFORM”. This is necessary to help prolong the useful life of our uniforms. The more they are cleaned, the sooner they show wear and tear and have to be replaced. Students should eat before coming to Friday games. Concessions, other than drinks, will not be served to uniformed band students in the stadium.

Attached is a Band Camp Information sheet. Similar schedules are distributed to the students for competitions and other performances. Monthly calendars are also distributed. Please encourage your student to pass this information along to you.

The instrumental music program at Clarksville High School is a year-around comprehensive program. Although the concert band season is not as intensive as the marching band season, you should still plan for after-school full-band and sectional rehearsals. Periodically, student account statements and fees statements are distributed to the students. Your student should be encouraged to share this information with you. It is important for you to review this information and let Mrs. Johnston or the booster treasurer know if any of this information is incorrect. It is also important that you sign and return the student account statement to indicate your approval of any withdrawals or distributions from your student's account.

The director does not leave the premises until all students have been picked up. For the personal safety of your student, please encourage him/her to stay in the vicinity of the band room under director/staff supervision until his/her ride home is available. If your student leaves the vicinity of the band room, the director has no way of knowing where the student is and therefore has to assume that the student has gone home.

Please be sure that your student has a ride home within a reasonable time after practices and performances. School board policy dictates that teachers will be subject to disciplinary action if teachers arrange UNAUTHORIZED TRANSPORTATION FOR STUDENTS. The only available option for students stranded without a ride or without written permission on file for the directors to arrange transportation, is to contact the Clarksville Police Department to pick up the student.

The directors are responsible for the students and the program. During rehearsals, “attention”, marching practice, performances, etc. please extend the same courtesy to the directors and staff as you would to any teacher in a classroom setting and do not interrupt. Listen to instructions and encourage the students to pay attention and follow the instructions. If an emergency arises that requires you to take your student early, please come to Mrs. Johnston or Mrs. Cook to insure that someone knows that your student is leaving with you. We must be able to account for every student at all times during rehearsals.

For your protection and the protection of our students and instruments, please do not walk among the band while in formation or separate Mrs. Johnston and the field commanders from the band. When the band is in the stands, please walk behind the stands and approach the students or Mrs. Johnston from the far end of the stands.

School system insurance coverage on band instruments only covers school-owned instruments. If you want your personal instruments insured, you should see your insurance agent. Mrs. Johnston has information from an alternate provider if it is not possible / feasible to obtain this coverage from your insurance agent.



Schedule

<u>DATE</u>	<u>EVENT</u>
08/14/06	Band Parents' Night
08/25/06	Football v. Antioch
09/01/06	Football @ Rossvie(wband WILL travel)
09/08/06	Football v. Northeast
09/10/06	CHS Centennial Celebration
09/15/06	Football @ Beech (band not traveling)
09/16/06	Hendersonville Competition
09/22/06	Football @ Marshall Co. (band not traveling)
09/23/06	MTSBOA/Columbia Competitions (pending)
09/29/06	Football v. Northwest (Homecoming)
09/30/06	Waverly Contest (pending)
10/06/06	Football @ Portland (band not traveling)
10/07/06	Hickman OR Cheatham (pending)
10/13/06	Football v. Kenwood (Band on Fall Break)
10/20/06	Football @ Mt. Juliet (band not traveling)
10/21/06	Glenciff/Westmoreland Competition (pending)
10/27/06	Football v Springfield (Senior night)
10/28/06	Competition COC (pending)
TBA	Post season football
11/03/06	Mid-State Audition registration fees due
11/09/06	Veteran's Day Program at CHS
11/11/2006?	Clarksville Veteran's Parade
11/17/06	BAND FRUIT ARRIVES !!!
11/21/06	Fruit Sale "Limo to Lunch"
12/02/06	Senior Mid-State Auditions
TBA	TRI M Fall Musicales
12/12/06	Winter Concert
12/09/06	Junior Mid-State Auditions
01/08/07	All-County registration fees due
01/11-13/07	Mid-State Bands
01/16/07	Solo & Ensemble registration fees due
01/18-20/07	Mid-State Jazz/Orchestra
02/03/07	All-County Auditions
02/24/07	Solo & Ensemble Festival
03/1-3/07	All-County Performances
TBA	North Tennessee Concert Band Adjudication
3/5-9/07	MTSBOA Concert Festival Adjudication
03/22/07	March March Concert
03/30-31/07	SCGC Championships Chattanooga
04/03-07/07 PENDING APPROVAL	NEW YORK CITY
04/18-4/21/07	TMEA Allstate
April TBA	Tri-M Musicales Initiation
4/23-26/07	Guard/Field Commander Tryout Camp
05/05/07	Dunbar Cave Tea Dance
05/12/06	Band Picnic / Awards
05/15/07	Spring Concert

Tentative booster meetings

Please watch for emails/calendars for finalized information

Tentative
Schedule

Monday	8/14/2006	Parent's Night
Thursday	09/21/06	
Thursday	10/19/06	
Friday	11/17/06	
Thursday	12/12/06	Winter Concert
Tuesday	01/16/07	
Thursday	02/15/07	
Thursday	03/22/07	March Concert
Tuesday	04/17/07	
Thursday	05/15/07	Spring Concert