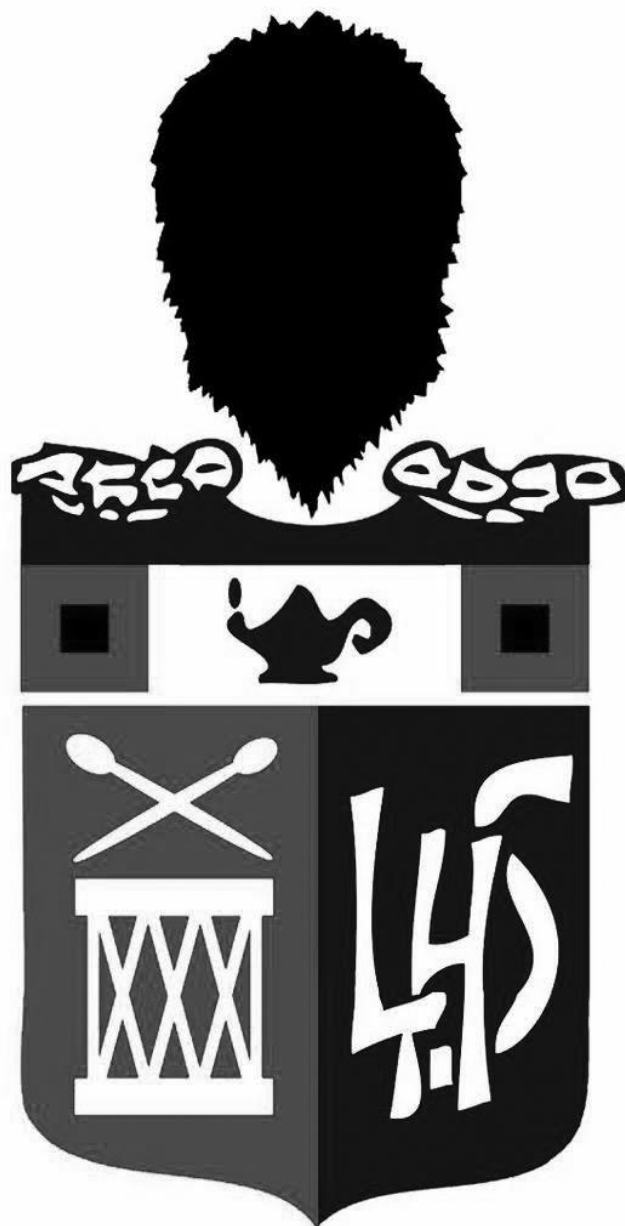


Liberty Instrumental Music Association
LIBERTY HIGH SCHOOL GRENADIER
BAND & ORCHESTRA PARENTS CLUB
(LHSGB&OPC)



Parent Handbook 2017-2018

MISSION

- To create and maintain an enthusiastic interest in the activities of the Liberty High School Instrumental Music Program and its associated units.
- To render support, both moral and financial, to the instrumental music program and its associated units.
- To promote fellowship within the Liberty High School Grenadier Band and Orchestra Parents' Club.
- To cooperate with those in charge of the Instrumental Music Department, the administration of Liberty High School and the Bethlehem Area School Board to promote the general activities of the Instrumental Music Department.

MEMBERSHIP

- The membership of this organization is open to anyone interested in the progress and development of the Instrumental Music Department of Liberty High School. Other persons who actively participate in the Club's activities qualify as members

EXECUTIVE BOARD

- President – Meg Evans Gartley band-pres@lhsgbopc.org
- Vice President – Rose Miravich band-vp@lhsgbopc.org
- Treasurer – Eduardo Azzati band-treas@lhsgbopc.org
- Assistant Treasurer – Shawn Bobyak band-asst-treas@lhsgbopc.org
- Secretary – Bob Wascura band-secy@lhsgbopc.org
- Band Director – Kevin Long klong@basdschools.org
- Assistant Band Director – Allen Frank afrank@basdschools.org

MEETINGS

Meetings are generally held the second Tuesday of each month (7:30PM) from August through May of each school year.

VOLUNTEERS

An organization supporting a band and orchestra the size of Liberty's can't operate without many volunteers. The LHSGB&OPC is always in need of volunteers to:

- Chair fundraisers
- Chaperon away football games
- Set up and tear down at concerts
- Coordinate volunteers
- Run 3rd Quarter food stand during home football games
- Work the Bandstand sales

QUOTA

The LHSGB&OPC and Directors determine the quota amount.

- **Quota for the 2017-18 school year is \$135.00** (this fee can be paid in fundraising quota or a direct quota payment)
- For students who opt to participate in trips and various other activities beyond the scope of the regular Bethlehem Area School District music program there is an extra expense.
- The Parents' Club also provides equipment when needs arise that are not covered by the school instrumental budget.
- The quota also covers band and orchestra supplies, clinicians, amenities for the students at football games and parades, the Senior Dinner and special events, guests and clinics, and the operation of the LHSGB&OPC itself.
- A student may raise the amount needed for their quota through any of the many fundraising opportunities the LHSGB&OPC has available. Any funds not raised then become the responsibility of the parent(s). A payment schedule is published for each trip to help parents and students budget their fund raising or payments.

FUNDRAISING

The LHSGB&OPC offers families many ways to earn money through sales. There are many items that the LHSGB&OPC will be selling. Each year is different and items can change.

- Fundraisers are posted to the band website.
- Orders for all fundraisers should be placed through the band website. Parents will receive email acknowledgement of their order.
- Student orders must be placed through the website for students to receive proper quota credit.
- Orders must be picked up during the designated "pickup". Alternate arrangements cannot be made.

****If a fundraiser is not picked up during the time frame set, the cost of the product will be deducted from the student's account plus the student will not receive the quota (Invoice Amount – Quota = Amount Deducted from Account). A student may not change his/her order at pick up. You are expected to pick up and pay for all the products you order.**

STUDENT QUOTA ACCOUNTS

- Each student has a quota account. All quota (direct payments and fundraising) is credited to this account.
- Account balances are available on the web site at www.lhsgbopc.org if you sign up for an "online account". To sign up, simply visit the quota page and fill out the online form. This is the easiest way to keep track of your child's quota account.
- Online Quota is just a report of account balances posted on the web site. It is not a live feed of the quota accounts. For account details or to inquire about a discrepancy, contact the Parents Club Vice President. You are encouraged to keep all invoices, statements, and canceled checks so that any problems can be resolved as easily as possible.

PAYMENTS to LHSGB&OPC

All Payments

1. Payment is expected either by check or by money order, no cash.
2. All checks and money orders should be made out to: LHSGB&OPC.
3. Be sure to mark “*Name of Sale or Quota – student’s name*” on the memo line.
4. We accept no post-dated checks.
5. For any check returned for insufficient funds, the fee will be the responsibility of the parent and deducted from the student’s quota account.

****Checks should be handed to a parent member of the Executive Board or mailed to:
LHSGB&OPC
PO BOX 226
BETHLEHEM, PA 18016**

PLEASE FILL OUT CHECKS FOR DIRECT QUOTA OR SALE PAYMENTS AS FOLLOWS:

John & Mary Doe 123 Main St. Bethlehem, PA 18018	Friendly Neighborhood Bank Bethlehem, PA	1230
Pay to the Order of <u>LHSGB&OPC</u>		\$ <u>63.00</u>
<u>Sixty-three and no/100 Dollars</u>		Dollars
Memo <u>Jane Doe – Hoagies</u>		<u>Mary Doe</u>

LHSGB&OPC –
Liberty High School
Grenadier Band &
Orchestra Parents’
Club

Memo – Please write student’s name and specify what sale payment is: Hoagie, Flower Sale, Quota, etc.

Fundraiser Sale Payments

- For most fundraising sales, payment must be made when the items are picked up.
- There should be separate checks written for each sale, even if those sales occur on the same date. (To prevent a shortage in your account, all checks are held for one week to allow the student time to deliver the sales items and receive payment).
- We will accept **ONLY** checks from **YOUR** personal checking account, **NO CHECKS FROM CUSTOMERS**. **You must collect your payments from your customers and write just ONE check made out to LHSGB&OPC for the sale.**
- **On the memo line please write your child’s name and the name of the sale.** If a customer’s check is submitted, the parent will be responsible for any additional charges or bank fees.

Direct Quota payments

- If you wish to add to your student’s account outside of fund raising, mail quota payments to:
LHSGB&OPC
P. O. Box 226
Bethlehem, PA 18016
- If paying for siblings, please indicate amount for each account.
(Checks written as direct quota payments are NOT kept for one week like sale payment checks.)
- On memo line write child’s name and QUOTA .

Overpayments

- If an overpayment is made for a fundraiser, the excess will be applied to the student's quota account.
- If you have overpaid the amount needed in a school year, the difference will be automatically carried over to next year's account.
- Any amount carried over at the end of a school year becomes nonrefundable.
- Funds can be transferred to a younger sibling's account if there is no gap between siblings being in the band.
- **All requests for a refund/transfer must be made in writing by May 15.**

When a student withdraws or is withdrawn from the band/orchestra during the school year, his/her fair share and sale payments are nonrefundable. There may be a nonrefundable cancellation fee for those who have signed up for a trip and cancel out. The fair share can be prorated for students joining later in the school year.

COMMUNICATION

1. Website: www.lhsgbopc.org

The Liberty High School Grenadier Band and Orchestra Parent Club web site contains:

Announcements, information about fundraiser sales and events, calendar of upcoming events, Online Quota information and signup form, volunteer information and sign up form, feed from the parents' club facebook feed, a photo gallery, links to sites of interest Contributions of links and good quality photos are welcomed. JPEG images are preferred, but we can scan your prints if necessary. If you have something you would like to share, contact the web manager at webmaster@lhsgbopc.org. Please include LHSGB&OPC on your subject line.

2. Weekly Email: Email will be distributed on Sunday evenings with a review of recent activity as well as information about upcoming events. To sign up for the weekly email, please visit the website home page.
**Submissions for the weekly newsletter should be made by the Friday prior to distribution.
3. Social Media: facebook ~ LHS Band and Orchestra Parents Club twitter ~ **@lhsbandparents**
4. Remind App: updates from the Band Senate text to: 81010 message: @lhsgb2

GENERAL INFORMATION

Practices:

1. *Band Camp 2017-18*
Monday thru Friday, August 7-11, 8:00am-3:00pm
Monday thru Friday, August 14-18, 8:00am-3:00pm
Monday and Tuesday, August 21 and 22, 8:00am-3:00pm
Wednesday and Thursday, August 23 and August 24, 6:30pm-9:30pm
2. *Band Preview*
Thursday, August 24, 8pm in the BASD Stadium
3. *Early Morning 7:00am-7:30am*
BAND –all marching music is played from memory. In general, early morning Band practices occur every morning Monday through Friday at 7:00 a.m. during the football season. Majorettes, Bagpipes and Colour Guard will be excused from early morning practices ONLY during part of November and all of December.
ORCHESTRA – Early morning Orchestra practices being after the Freedom football game.
PRACTICES will be added and changed as needed according to trips/special events and as the need arises.

Band uniform care & procedures:

The band uniform is a copy of England's famed Coldstream Guards' musician's uniform. It represents the customs and traditions of one of the most outstanding military bands in the world. Our buttons, belt buckles and real bearskin hats worn by the Colour Guard, Fanfare Trumpets, and other select members are authentic Coldstream Guards issue, direct from England.

1. No alterations will be made to the uniform, unless done by our seamstress, Mrs. Ruth Zettlemyer. Please contact Mrs. Z (484-767-8843) for any questions regarding fit.
2. After each performance (and especially after a hot, humid, or rainy football game/parade) allow the uniform to dry and air out. Do not place immediately into garment bag. Keep the uniform wrinkle free by hanging appropriately.
3. Dry clean ONLY. (For more specific instructions, refer to the "Uniform Maintenance/Care" sheet included with the summer packet)
4. After EVERY performance, ALWAYS take your uniform home with you - NEVER leave it at school.
5. DO NOT wear the following:
 - Jeans or pants under your uniform pants. As always, shorts, spandex and thermals are acceptable.
 - Turtle neck or shirt that is exposed at the neck or arms.
 - Ear and nose rings or any visible piercing- for both males and females.
 - Baseball caps, etc. When you're not wearing the bearskin, cover your head with a LHSGB-issued BERET!
6. It is mandatory that all band members wear the following for all performances in uniform:
 - Black socks - NO blue, brown, or WHITE!
 - Black Shoes – military in style. No sneakers, loafers, or flats.
 - White tshirt - wear under tunic.
 - White LHSGB-issued gloves (\$3 charge)
 - Bearskin Hats
 - a.) Synthetic Bearskin Hats - Most members are issued a synthetic bearskin. Always take synthetic bearskins home with you.
 - b.) Real Bearskin Hats - Select members of the LHSGB will be issued real bearskin fur hats. If you are issued one, you will be required to attend a maintenance session covering proper care. In the case of a real bearskin, NEVER take it home; ALWAYS leave at school, stored properly in the "Bearskin Room". Failure to do so will result in forfeiture of your real bearskin.

**Periodic "Band Inspections" will be made at Parades/Football Games to ensure adherence to the above guidelines.

Major uniform pieces are provided by the band, are fitted to each student, and are returned at the end of the year for dry cleaning (except the raincoat and beret). **A \$15.00 uniform maintenance fee will be collected before the uniform is sent home.** Several items for band members must be purchased, some from the band (*), some from stores (**). Approximate replacement cost for band provided articles is listed.

BAND UNIFORM

Tunic/Jacket (\$400)
Wings (\$60 a pair)
Pants (\$150)
Belt (\$150)
Bearskin – synthetic (\$50)
Bearskin – real (\$1000), curb chain (\$100)
Beret (\$20)
T-shirt* (\$15)
Raincoat (\$75)
Garment bag (\$30)
Shoes**
Gloves* (\$3)

MAJORETTE UNIFORM

Tunic (\$400)
Skirt (\$150)
Bearskin – synthetic (\$50), box (\$5)
Beret (\$20)
Raincoat (\$75)
Garment bag (\$30)
(\$100), Boots**, Pompoms**
Red bodysuit**, Red Lollies**

HIGHLAND DANCER UNIFORM

Highland Skirt (\$40)
Vest (\$20)
Blouse (\$50)
Glengarry (\$70)
Flash (\$5)
Ballet slippers**
Black knee-highs**
Red Lollies**

ORCHESTRA ATTIRE

There is an official uniform for the Liberty High School Orchestra. Students will be fitted and given uniforms during the fall. **A \$10.00 uniform maintenance fee will be collected before the uniform is sent home.**

GIRLS – school issued black skirt, black blouse. They are to wear black dress shoes

BOYS – school issued black tuxedo, white tuxedo shirt, black bow tie and cummerbund. They are to wear black dress shoes.

BAGPIPE UNIFORM

Tunic/Jacket (\$300)
Wings (\$60 a pair)
Kilt (\$450)
Plaid (\$350)
Broach (\$50)
Sporran (\$180)
Glengarry (\$70)
Feather Bonnet (\$500)
Hose (\$35)
Spats (\$25)
Flashes (\$5)
Raincoat (\$75)
Garment bag (\$30)
Shoes**

COLOUR GUARD

Tunic/jacket (\$400)
Pants (\$150)
Belt (\$150)
Bearskin – real (\$1000), curb chain
box (\$5)
Beret (\$20)
T-shirt* (\$15)
Peak Cap (\$40)
Sash (\$20)
Rifle (\$300)
Flag holder (\$30)
Raincoat (\$75)
Garment bag (\$30)
Gloves* (\$3)
Shoes**

EVENTS

Parades:

The LHSGB participates in several parades each year.

Locally these include the Celtic Fest and Bethlehem and Hellertown Halloween parades.

- The students are given a local site and time where they are to report. They are released after the parade from the parade's final destination.
- Parents remember that there could be over 100 cars converging on one spot for the drop off of students. Please plan your travel accordingly.
- If you plan on picking up your child after a local parade, tell him/her where to meet you because there are lots of other people in the area – particularly after the Halloween Parade.

Miss America Parade-Atlantic City, NJ: September 9, 2017 (bus transportation and a meal will be provided for this parade)

Football games:

Students report to the band room at the assigned time. The football games begin at 7:00 p.m. BUT the pre-game show begins at 6:30 p.m. and the band will perform during that time at all home games. Away games vary.

- The band sits in the reserved section directly under the press box and students (Family and friends of the band members are not allowed in this section.)
- The band members are to stay in their section during the game because they play during the game.

***Refreshments (soda, soft pretzels and hot dogs) are provided for the band members ONLY at a reduced price (\$1 each item) during the third quarter of the game. Water is provided at no cost.*

PARENT/GUARDIAN CONTACT INFORMATION

Please fill out and return by August 11, 2017

Forms can be turned in during band camp, at the band parent meeting on August 8, 2017 or mailed to:

LHSGB&OPC
PO BOX 226
BETHLEHEM, PA 18016

Student Name: _____ Student Phone Number: _____

_____ Grade: _____

Instrument: _____

Mother's name: _____ Father's name: _____

Mailing Address: _____ Mailing Address: _____

Phone Number: _____ Phone Number: _____

Email Address: _____ Email Address: _____

Occupation: _____ Occupation: _____

Special Skills: _____ Special Skills: _____

Volunteer Interests: _____ Volunteer Interests: _____

