

# JENISON HIGH SCHOOL BANDS HANDBOOK

## GRADING POLICIES

In an ensemble performance-based class, it is extremely important for all students to be present, to exhibit proper behavior and rehearsal etiquette, and to consistently put forth their best effort. Grades in all band classes will be determined using the following categories:

### **Daily Work**

This category includes daily rehearsal attendance, preparation, proper materials (instrument, pencil, music), and rehearsal etiquette.

### **Performances**

This category includes attendance, punctuality, proper attire and appropriate behavior at all concerts, marching band performances, and any other performances as noted in the band calendar.

### **Playing Tests/Auditions**

This category includes playing or memorization tests of marching band or concert season music, written tests, and auditions (playing tests for chair or ensemble placement).

### **Online Playing Assessments**

Regular practice outside of class/rehearsal time is expected of all students. This category includes short homework assignments which will be submitted via Google Classroom. Students will typically have about one week to complete each assignment. The objective is to practice the assigned material until they are able to perform and record it successfully.

## **NOTIFICATION OF ABSENCES FOR A PERFORMANCE**

All concerts, festivals and marching band performances are required. These performances are equivalent to major tests in band. An absence from a performance requires an *email from the parent(s)*.

Mr. Zamborsky - dzambors@jpsonline.org

Mr. Justice - sjustice@jpsonline.org

Mr. Guerra - lguerra@jpsonline.org

A calendar of all known events for the school year is ALWAYS available on our website, [www.jenisonbands.org](http://www.jenisonbands.org). Any changes to the schedule will always be announced in class, posted in the band room and on Google Classroom, and published on the website. It is the responsibility of both the student and parent(s) not to schedule other events that conflict with band performances or rehearsals.

Any known conflicts with these performances require an email from a parent to Mr. Zamborsky, Mr. Justice or Mr. Guerra **at least two weeks before the event**, but preferably as soon as a conflict is found. Any emergency situation also requires an email. **The reason for the absence must be given.** A director will email back if there is a question or concern.

**Excused absences** will not receive a penalty. *However, students must arrange a time to play for the band director before or after school to receive credit for a missed performance.* Excused absences will be granted as follows:

- Death in the immediate family - Parents contact the director by email or in person as soon as possible **before** the absence.

- Student illness - Parents contact the director by email or in person as soon as possible **before** the absence. *Even if a student is sick during the school day, the parent must email the director for the performance absence to be excused.*
- Other reasons for absence will be handled on an individual basis. Parents, please contact the directors when problems arise. The band directors will decide if any conflict will be excused or unexcused.

*Students and/or parents should communicate with directors and coaches well in advance when there is a conflict between a performance and a Jenison High School sporting event. All persons involved i.e. coach, director and administrator (as well as parent and/or student if necessary) will reach a decision that will be in the best interest of the student, performing ensemble and athletic team.*

**Unexcused absences** will be counted as a “0” in the performance category of a student’s grade, and have potentially to seriously jeopardize a student’s overall grade in band. Unexcused absences from performances include the following:

- Work conflicts - Students with jobs MUST communicate with their employers in advance so proper scheduling can take place. This includes babysitting!
- Special events such as parties, dinners for birthdays etc.
- Visiting relatives
- Heavy homework/study loads

#### **NOTIFICATION OF ABSENCES FOR A REHEARSAL OR SECTIONAL**

Parents must call or email the Band Office/band directors to **state the specific reason** for any absences (or tardies) from a rehearsal or sectional. Illness, school functions or special problems may be excused. Excessive absences or tardies from rehearsals and sectionals will affect the student’s grade. *Work, babysitting or heavy homework/studying loads will NOT be excused absences.*

#### **TARDINESS**

Be on time for all rehearsals and other commitments. Students are expected to be in their seats (or ready to go in their designated rehearsal spots for marching band), with all necessary materials, ready to play at the designated time. Tardiness will result in the student’s daily points grade being lowered. Repeated instances of tardiness will result in consequences as laid out in the Jenison High School Handbook.

#### **NO INSTRUMENT DURING REHEARSAL**

Students who do not have a playable instrument for rehearsal (forgotten horn at home, no playable reeds, missing mouthpiece etc.) will receive zero daily points for each occurrence. Repeated offenses will result in detentions and emails and/or conferences with parents.

## **BAND PROCEDURES AND RULES**

### **BEHAVIOR EXPECTATIONS**

Participating in band requires organization and discipline. Cooperation and respect are needed from everyone in band before great teaching and learning can occur.

- Keep the band room neat and clean.
- Throwing of objects and running in the band room are prohibited.
- Food, gum and beverages (other than water) are not allowed in the band room areas.
- Before class starts, do not congregate by the door or in the instrument storage rooms.
- No talking during rehearsal.
- No phones or other devices allowed in rehearsal except for use as a tuner (to be determined by the director).
- Use correct posture and instrument carriage in both marching and concert bands.
- The following offenses will be reported to JHS Administration: excessive unexcused absences from performances or rehearsals, excessive tardiness, smoking/vaping, drinking, drug use, stealing, vandalism, or misuse of equipment.
- Inappropriate use of band social media, group chats, etc. is unacceptable.
- Bullying (in person or online) will not be tolerated.

### **INSTRUMENTS**

All instruments, whether student owned or school owned, must be kept in good playing condition at all times. You are personally responsible for your instrument, whether school or privately owned. If you are having a problem with your instrument, please bring it to the attention of a director so it may be sent in if repairs are needed.

*All students using school owned instruments (including percussion) at any point during the school year must pay a \$30.00 Instrument Maintenance Fee at the beginning of the school year.* This fee helps cover regular repairs and upkeep of our instrument inventory. Students will be expected to replace, or pay to repair, any part of a school instrument that is broken by careless use or is deliberately defaced.

Do not leave instruments unattended where they might be stolen or damaged. Instruments should be stored *locked* in the instrument locker rooms. Band locks *ONLY* are to be used on the instrument lockers. They are available to purchase in the Band Office for \$6.00.

Insure all privately owned instruments with your parents' homeowner's or renter's insurance policy. Keep a record of the serial number, model and make of your instrument.

Be sure your name appears on the outside of your case. Ask your director for a name tag if needed.

Keep your instrument in top condition. Regular oiling, cleaning and polishing is necessary. Check with the director before using any special cleaning products. A damp cloth will work well in most cases. You must supply your own valve oil, slide or cork grease, etc.

Percussionists are required to supply their own concert snare sticks, hard mallets, yarn mallets and timpani mallets.

## **MUSIC**

Except for Solo & Ensemble music, band music will be issued by the school. It is assumed that all students will respect and maintain the condition of sheet music they receive for band. Folders are provided and must be used. Music stuffed in instrument cases can damage an instrument and ruin sheet music. Music should be returned in the same condition in which it was issued. Students will be charged a minimum of \$2.00 per part for lost music. Mark your music with pencil only when writing in notes, accidentals or fingerings.

## **AUDITIONS**

Auditions for chair placement will be held at the first semester exam in December and early in the spring. Marching band part auditions are based on spring ensemble/chair placements unless otherwise noted by a director.

Students will be asked to perform prepared etudes, rhythm patterns on one note, and listed scales. All auditions will be performed in private for a band director and will be recorded. Performances will be judged on tone, intonation, rhythm, technique, articulation, accuracy and musical style.

Directors may open a window of time for chair “challenges” after audition results are posted. The challenge procedure will be announced by the director.

## **STUDENT CREDITS**

Credits earned through various fundraiser sales, the Scrip program, and private lesson rebates may be used for trips, marching band fees, marching and concert band uniform needs, gloves, reeds, oils and other band director approved items.

## **AWARDS AND RECOGNITION**

All marching band juniors receive a pin, and seniors receive a plaque at the end of season banquet. All marching band members receive BOA patches and certificates. At the spring band concert, all band seniors receive a plaque. The John Philip Sousa Award, the Directors’ Award, the Ted Bazany Senior Scholarship, and the Louis Armstrong Jazz Award are presented to outstanding seniors.

Solo & Ensemble participants will receive medals for Division I or II performances.

## **CONCERT ATTIRE/UNIFORM INFORMATION**

Concert attire must be obtained on your own. For all band students, our expectation is formal “concert black,” which includes:

### Footwear

Students must wear long solid black dress socks or nylons and solid black dress shoes. No open-toed shoes, high (higher than 3”) heels, boots, athletic shoes, sandals, etc.

### Pants

All students must wear solid black dress slacks or chinos. No skirts, dresses, or jeans.

### Tops

Males should wear a solid black dress shirt with a solid black long tie (not bow tie). Pre-knotted ties will be available for purchase prior to the first concert performance.

Females should wear formal, solid black blouses. Sleeves must be 3/4 length or long sleeve. No plunging neckline, spaghetti straps, backless halter tops or any midriff exposure will be allowed. Blouses must cover the waistline at all times.

Accessories

Any jewelry or hair accessories should be small and tasteful, and may not add color.

**Students who do not dress appropriately for a performance will receive a grade reduction to an "E" for the performance.**

## **ADDITIONAL OPPORTUNITIES**

### **Private Lessons**

Many students take private lessons on their instruments in the summer and during the school year. Private lessons are highly encouraged as they can help students understand advanced rhythms, develop better technique and tone, and enhance music enjoyment. Ask the Band Directors for private instructor recommendations. Students who take private lessons usually develop into some of Jenison's most proficient performers and leaders.

The **private lesson reimbursement program** is a financial incentive for taking lessons. Private lesson teachers will determine if students are prepared for each lesson. For every well prepared lesson that costs a minimum of \$10, the Band Boosters will deposit \$3.00 in the student's credit account. This does not apply to "Band Buddy" lessons given by current students. Private lesson forms (available on the website) must be turned in at the end of each semester to earn credits.

Some upperclassmen who qualify may give lessons to 6th grade band students as part of our "Band Buddies" program. This will be discussed in class so the Junior High directors may assemble a list for 6th grade parents of potential high school Buddies with their contact info.

### **MSBOA Solo & Ensemble Festival**

High school Solo & Ensemble Festival is held in January or February each year. Students who receive a 'I' (Superior) rating at the District Festival have the opportunity to perform again in the State Solo & Ensemble Festival in March. This festival is optional, but highly recommended. Students who are not studying privately should consult with their director before registering. Students are responsible for acquiring and paying their own accompanist.

### **Jazz Band**

Membership in the Jazz Bands is based on sign-ups and concert season auditions. Beginning after the fall marching band season, the Jazz Bands rehearse one afternoon per week from 3:00 to 4:00. The Jazz Bands frequently participate in the MSBOA District 10 Jazz Festival and/or the Thornapple Jazz Festival. In the spring the Jazz Bands perform a concert along with the Percussion Ensemble.

### **Pep Band**

Pep Band is an extracurricular ensemble which performs at several home basketball games. Pep Band will rehearse several times after school before the first performance. After that, the group meets before each game to rehearse briefly before heading to the gym. For double header games, Pep Band will play from halftime of the first game through halftime of the second game.

### **Full Orchestra**

Full Symphony Orchestra will include Wind Symphony members based on chair order. Full Orchestra generally rehearses once a week during third hour, and will have a few after school rehearsals prior to each concert. Full Orchestra performs at the holiday, pre-Festival and spring concerts as well as the MSBOA District 10 Orchestra Festival. Students selected to perform in Full Orchestra are required to be at all performances. The same guidelines and grade requirements established for band concerts apply to Full Orchestra concerts as well.

**Musical**

The Pit Orchestra used for the musical theater production in March is composed of a limited number of students from band and orchestra. Instrumentation needs, chair order, and possibly seniority or previous experience will determine participation.

**Percussion Ensemble**

Percussion Ensemble is open to all high school percussionists. Signups will occur in late fall. Performance literature may range from duets or trios to larger scale percussion works, and will be selected based on the personnel who indicate they will be in the group. Rehearsals will generally be held once a week after school.

**Winter Guard**

Students from the fall Color Guard program have the opportunity to compete in their own activity as part of the Winter Guard program. Auditions are held shortly after the conclusion of the marching band season. Students new to the guard activity are also encouraged to audition. The student fee (determined prior to the beginning of the season) helps cover uniform, equipment, travel and staffing needs.

## **MARCHING BAND INFORMATION**

### **Summer Marching Band Activities**

In April and May, the color guard and percussion begin auditions and rehearsals. Full band rehearsals begin in mid-June and continue throughout the summer as indicated on the band calendar (always available at [www.jenisonbands.org](http://www.jenisonbands.org)).

*Camp weeks* (mini-camp, pre-camp, camp and post-camp) are mandatory for all marching band members (which includes color guard). Other summer rehearsals (generally Monday and Tuesday evenings) are required if students are in town, but will be excused for family vacations.

### **Weekly Bulletin**

Once performances begin, a schedule for each week will be available under the "News" section at [www.jenisonbands.org](http://www.jenisonbands.org) by Monday morning. This will contain all information for football games and/or competitions. Our email service will also be used to communicate information and reminders about performances, fundraisers, payments, etc. Emails will typically go out about once a week during the fall marching band season but less frequently during the concert season portion of the school year. Please be sure to sign up for the email service by submitting the Google form along with your marching band paperwork or by emailing the Band Boosters secretary.

### **Marching Band Payments**

Payment of the marching band participation fee is made in monthly installments beginning with a deposit in April and with monthly payments extending through the marching band season. Payments may be made with a check made out to JPS, with a credit card via Charms (through the band website), or with available student credits (also paid via Charms). Charms makes it easy to track your payment history. If you have questions or concerns about payments, contact Sue Vanden Berge.

### **Volunteer Credits**

Families have the opportunity to reduce their marching band participation fee by earning 10 volunteer credits over the course of the season. Credits may be earned in many ways. Record your credit activities on the Volunteer Credit Form (available on the website) and get signatures from Committee chairpersons throughout the season, then send in your completed form in place of the final payment.

### **Jenison Marching Band Invitational**

We are proud that for many years, Jenison High School has been host to the largest school-sponsored marching band competition in the state of Michigan. This is a huge endeavor which requires a tremendous work force. All marching band families are required to fulfill two work shifts for this event. Signups for work shifts will be offered through Signup Genius (linked on the band website) and will be made available in June.

### **Marching Band Banquet**

Following the marching band season, there is an awards banquet and dessert reception where special recognition is given to all marching band members. This is a fun evening for students and parents to celebrate the end of the season and reflect on the band's recent accomplishments.



## **MARCHING BAND RULES FOR FOOTBALL GAMES**

Report time is 5:00 in full uniform unless otherwise noted. You may bring your water bottle for our rehearsal in the soccer stadium before the game.

Be ready to play in the stands at any time. Sit in your section with your instrument ready to go.

The uniform is to be worn properly at all times (including during third quarter).

The band section of the bleachers is reserved for current band members only - no friends, siblings, parents, alumni etc. allowed.

No eating or drinking (except water) during the first half of the game while the band is assembled in the stands. Refreshments are allowed after the halftime performance during third quarter. The band will have third quarter off unless there are issues with students not returning to the band section of the bleachers on time (when the game clock hits 0:00 at the end of third quarter).

Band members may not leave the game after halftime unless they have prior permission from a band director. All members are expected to be back in the stands and ready to play during fourth quarter. The band stays for the entire game, plays the fight song after the game, then marches back to the school.

## **MARCHING BAND TRIP, BUS, & HOTEL RULES**

Any time the marching band travels, *all school rules apply to every student for the entire length of the trip.* Behavior is expected to be in line with what would be acceptable at school with an administrator present. Behavior and discipline issues will be dealt with both on the trip and with school consequences upon return to Jenison. Consequences may include removal from the Jenison Marching Band and/or the Jenison band program.

### **General**

Be aware of the trip itinerary and follow it at all times. Promptness is a must. The whole band should not have to wait for students who are late.

Chaperones will be responsible for the students while off campus. Make sure you know who your chaperone is. Be respectful and considerate of your chaperones at all times. They are there to help you.

Do not argue with the chaperones. If you have concerns, bring them to the head chaperone or a band director.

Smoking, vaping, or the possession of any form of tobacco or e-cigarette are not allowed. If caught, you will serve the appropriate school penalties. *You will be sent home for a first offense.*

Drinking, illegal drug use, possession of alcoholic beverages or illegal drugs, or the misuse of prescription or non-prescription drugs will constitute a severe breach of discipline. Any student involved will be immediately sent home. Students will also serve the appropriate school penalties according to the Jenison High School Handbook.

You should not leave money in your room or on the bus when you are at rehearsal or an event. Do not take excessive amounts of money with you.

Respect the rights and feelings of other band members at all times.

Refrain from using profanity at all times.

Any property damage will be paid for by the person(s) involved.

### **Bus Rules**

Whenever boarding the bus, go directly to your seat on your assigned bus so that attendance may be quickly checked by chaperones.

A note from your parent is required for you to ride home from an event with them or another parent. Notes should be given to the band directors or Mrs. Vanden Berge by the Friday before the event. Your parent will be expected to find you at our buses and sign you out with your bus chaperone before you leave.

Cell phones/devices with headphones/earbuds are acceptable on the bus.

Please use the bus seats as intended. Do not sit on the arms or put feet on the seats.

Nothing should ever be stuck or thrown out a bus window. Throwing of food or trash on the bus will not be tolerated. Trash bags will be provided on each bus and are expected to be used. It is your responsibility to keep your seat and area neat and clean! Everyone should help remove any trash when exiting the bus.

Glass bottles are not permitted on any bus.

Please keep upper luggage racks clean and orderly.

Students are not allowed to open the rear door of a school bus. This is an emergency exit only.

*Students who do not follow these rules will have their seats changed at the discretion of the chaperones/directors.*

### **Arrival Procedures**

Upon arrival at the destination, please stay on the bus and await instructions from chaperones or directors. All students are expected to help unload buses as directed by chaperones. Stay with the group at all times. While en route, the entire group will eat together at designated restaurants.

### **Hotel Rules**

Upon arrival at the hotel, a chaperone or trip chairperson will hand out keys to room captains only. The room captain will be the first person's name listed when signing up for rooms. It is the room captain's responsibility to distribute keys to roommates, and return the keys to his/her chaperone after room checks have been completed at the end of the stay.

Courtesy for hotel staff and other guests is a must at all times. Loud, obnoxious or otherwise offensive behavior will be reported for disciplinary action by the directors and/or JPS administration. If behavior is not corrected, the student(s) may be sent home.

Curfew times are clearly noted on the itinerary. Do not leave your room for any reason after this time.

Contact your chaperone if you have an emergency. Your chaperones are there to help you.

Lights out time will be enforced. Students need their rest. *Be considerate.*

Boys will not be allowed in girls' rooms, nor will girls be allowed in boys' rooms. Students will be sent home if they break this rule.

Room checks will be made to ensure that students are where they belong. Each person in the room must be identified. If chaperones knock on your door and identify themselves, open the door immediately.

Making random acquaintances is not recommended.

A meeting area will be designated at the hotel. Certain areas of the hotel may be off limits.

### **MARCHING BAND UNIFORM INFORMATION**

The Jenison High School Marching Band has received much acclaim for its musicianship, performance standards, and discipline. It is also recognized for its attention to uniform selection and usage, making it possible to present the Jenison Band in the best possible image. One person who is not wearing the uniform in the correct manner or who is misusing the uniform can ruin this positive image. It is the responsibility and hopefully the desire of every band member to present the best possible uniform standards to our audience and the public.

Uniforms and costumes need to be taken care of properly. Show respect for the uniform at all times. Keep your uniform clean and always hang it properly.

While we most often refer to being "in uniform," there are technically two distinctly different "looks" we use within each season, both of which come under this terminology:

1. "Traditional uniform" (Green jacket, black pants for band; green and white outfit for guard)
2. "Costume" (Our show-specific uniform for the season. Costume components will change from year to year.)

You must be in full uniform when in public. Please follow the guidelines below:

- Only solid black compression gear (Jenison Bands top, and shorts or running tights) may be worn under the uniform. Avoid any undergarments which create wrinkles, lumps or visible lines.
- Socks must be long, solid black socks which come up at least to the calf - no logos, no ankle socks or "no-show" socks.
- Any uniform or costume parts which include zippers are to be zipped up at all times.
- When the temperature is high in the early part of the season, the directors will decide when the whole group will take certain uniform parts off. When we are "in blacks" (black Jenison Bands compression shirt, uniform pants, long solid black socks, shoes and gloves), all full uniform rules and expectations still apply.
- No jewelry is to be worn in uniform. Visible piercings at risk of closing if removed must be replaced with clear studs.
- Shakos will be put on or removed as a group.
- Clean and polish black shoes prior to every performance.
- Students who do not have solid black socks for any performance will have to purchase them from the uniform helpers for \$5.00.

## Uniform Parts

- **Traditional Uniform Jacket** - Jenison Public Schools will provide one traditional uniform jacket for each member in their first year in marching band, which is theirs to keep. If a member outgrows, loses or damages their jacket, they must purchase a replacement. When the jacket is not worn it must be transported in the garment bag on the provided hanger. Any time the jacket is worn, the Jenison Bands compression shirt will be worn under the jacket. The jacket may be machine washed inside-out in cold water and dried for about 10 minutes on the low heat setting. *Do not use any form of fabric softener!* Hang the jacket overnight to dry completely. In cold weather, students may wish to wear a long sleeve compression shirt under the jacket for extra warmth. Any additional layers must be worn under the Jenison Bands compression shirt and must be solid black. No bulky clothing should ever be worn under the uniform.
- **Costume Jacket** - The show-specific costume jacket must be worn zipped up at all times. The uniform committee members and parent volunteers will be responsible for washing costumes. *The costume jacket should never be worn or brought home - you will hang it up on the garment racks after each performance.*
- **Pants** - The pants should be tailored so that the front crease falls naturally to the shoe without a break in the crease, and the back of the hem is 1 to 1 1/2 inches up from the floor to the back of the heel of the shoe. Use the snaps inside the legs to adjust to the proper height, and be sure to press the bottom of the pants on *low heat* so there is a clean edge at the bottom of the pants. *(Do not apply excessive heat to the pants when ironing, as you can melt the fabric and/or cause it to become shiny and show where the snaps are inside.)* The pants are to be kept clean and neat at all times. The pants may be machine washed in warm to cool water and dried for about 5 minutes on the low heat setting. Hang to dry completely. In cold weather, students may wish to wear solid black running tights under the pants for extra warmth. No extra pants, sweats, jeans or shorts may be worn under the uniform pants.
- **Shako** - The shako is to be worn on the head so it sits squarely with the visor down over the eyes. The shako should be straight up and down relative to the frontal plate. The chin strap must be worn snugly but comfortably under the chin, not in the mouth. The student name should be labeled inside the shako. Hair (boys and girls) should be pinned or tucked up into the shako. Hair may not hang over the jacket collar. The shako is to be stored in the student's personal shako box and taken on the bus when traveling.
- **Plume** - Plumes should never be transported in the garment bag. Plumes will be distributed before each performance and collected after by members of the uniform committee, so they should never be taken home. Handle the plume with extreme care. Avoid touching the feathers as it will discolor and deteriorate them.
- **Gloves** - Black marching gloves are to be purchased for \$5.00 per pair by the individual band student and are to be kept clean at all times. The gloves may be machine washed and line dried, and should be washed after every performance. Do not store gloves in your shako box as it can lead to mildew growth. Most students purchase at least two pairs of gloves. Brass players using school instruments must wear gloves any time they are handling instruments. Percussionists do not wear gloves.
- **Shoes** - Marching band students will need to purchase a pair of black marching shoes. Shoes must be cleaned and polished for every performance.
- **Socks** - Marching band students will need at least two pairs of comfortable black dress socks. Socks must be long, solid black socks which come up at least to the calf - no logos, no ankle socks or "no-show" socks.

- **Raincoats** - Each marching band member will be issued a raincoat. Students should treat this as a required part of the uniform for every performance unless the directors specifically tell them they are not needed. Memorize or record the number in your raincoat as we often leave them just before performing and then have to retrieve them after.

### **Uniform Inspection**

The uniform committee and/or band directors will inspect marching uniforms prior to performances. Students who do not pass inspection will be required to purchase any necessary small items like socks or gloves.

### **Garment Bags**

Garment bags are for uniform parts only, not food or beverages, books, extra clothes, etc. Please do not drag the garment bags on the ground. This causes excessive wear and tears the bag.

Uniforms and garment bags may not be left in the band room after any performance. After football games, you must take your garment bag with you even if there is a performance the following day.

If you leave your garment bag or any uniform parts in the band room, the uniform committee will collect them and you will receive a detention. Please see uniform helpers to claim your garment bag or uniform parts.

Only the hanger provided by the school or a similarly suitable sturdy hanger may be used in the garment bag.

### **Uniform Return**

The marching band uniform will be turned in after the final performance of the fall marching band season. All students (including color guard) are expected to turn in all school issued parts of the marching uniform/costume. (Marching band traditional uniform jackets are the student's to keep.)

### **Band Wearables**

A number of apparel items such as hats, sweatshirts, jackets etc. can be purchased for students, parents, family members etc. You can get more information about band apparel at fall Band Booster meetings, in the weekly band email newsletter, or by calling a member of the Wearables Committee. Students are not required to purchase these items.

## **JENISON BAND BOOSTERS INFORMATION**

### **Philosophy of Jenison Band Boosters**

The booster group was organized to give financial and moral support to all bands in the Jenison Public Schools under the leadership and guidance of the band directors. Financial support is provided so the bands can have the equipment, uniforms and staffing necessary to ensure a strong program. These funds are generated by various projects. The boosters give moral support by volunteering for any of several committees, chaperoning trips, or helping with any booster project. The booster group was organized under the premise that parents would give freely of their time and effort so that students involved in instrumental music could gain the best possible musical experience while in school.

### **Monthly Meeting**

The Band Booster meetings are generally held in the high school media center at 7:00 pm on the third Tuesday of the month. (Meetings are typically not held in July, or December through February.)

### **Jenison Band Booster Executive Board Officers**

- **President** - The President presides over the monthly meetings, delegates responsibilities to committee chairpersons, and works closely with the band directors.
- **Vice President** - The Vice President assists the President in all areas and presides over meetings in the absence of the President. The Vice President automatically becomes the President the following year.
- **Secretary** - The Secretary keeps accurate minutes of each meeting. These minutes are presented at the following meeting. The Secretary also handles any correspondence required by the booster group, including the parent email service.
- **Treasurer** - The Treasurer keeps all the financial records and reports the financial status of the organization at each meeting. The Treasurer completes and submits to Jenison Public Schools a monthly sales tax report/payment and required annual fiscal year report. Additionally, the treasurer oversees all bank accounts and reviews Scrip inventory balances.

See [www.jenisonbands.org](http://www.jenisonbands.org) for information on the individuals currently filling these positions.

### **Band Booster Committees**

- **Chaperones** - The head chaperone arranges for enough parents to chaperone every event which requires the band to travel, and organizes the duties of the other chaperones. The head chaperone will be in charge of the first aid kit and medical release forms. Typically, two chaperones are needed for each bus. This is a great way to interact with students. Most chaperones come home very impressed with the way our students behave and represent our school and community.
- **Concessions** - The Band and Athletic Boosters operate the concession stands for all varsity football home games as well as other occasional special events. This is a good source of revenue for both booster groups. Ten to fourteen volunteers are needed for each game.
- **Equipment** - The equipment chairperson is responsible for coordinating a group of volunteers to load and unload the band trailers with our instruments, props and uniforms each time the band travels to a show. The equipment chair will also direct movement of equipment and props to and from any performance field venue. Many hands are needed to accomplish these endeavors efficiently.

- **Feed the Band** - This committee is responsible for planning and providing meals for the marching band during the band camp week at school, on most Saturday performance days, and at other times as determined by the band directors. They also organize plans for the marching band family picnic and end of season banquet.
- **Fundraising** - The boosters organize and run several fundraising projects throughout the year. Each project has its own chairperson to run the fundraiser, collect money, and report results to the Treasurer. Fundraiser sales typically include sub sandwiches, Scrip, Key Cards, poinsettias, and greenhouse gift cards. *(Note: If a family submits a NSF check for payment of band fees or fundraiser monies, any NSF bank fee will be assessed to the family. If repayment is not satisfied, the debt may be reduced by using any available student credits.)*
- **Uniforms** - The uniform committee helps with fitting marching and concert uniforms, collecting cleaning fees, and collecting the uniforms at the end of the school year. Many volunteers are needed to help the uniform chairperson(s).
- **Sewing** - In order to ensure an excellent fit, sewing is often needed for repairs or alterations to our uniforms and costumes.

### **Jenison Marching Band Invitational**

The Jenison Band Boosters have been hosting our annual Marching Band Invitational since 1985. The competition generally draws 35-45 area bands and has been very successful. The event starts in the morning and concludes with our band performing in the evening. This is a wonderful opportunity to see a competition featuring some outstanding bands. Business sponsors can purchase advertising, and parents can become donors with their names printed in the program.

This event takes an enormous amount of planning and preparation. All marching band families are required to fulfill two work shifts at the event. Parents are needed for tickets, programs, concessions, greeters, parking guides, trophies, etc. Be sure to get involved - you will be impressed by the scope and quality of this event and the fine bands that participate!

### **Scrip Program**

Scrip is a great way to support the Jenison Band program and help yourself at the same time. By using Scrip, you will be able to earn credits to defer the costs of any band expenses that your student incurs while the band organization receives vital funds to support band activities. Anyone can participate in the Scrip program; many families are helped significantly by the involvement of relatives and friends. The more people who participate, the more money earned for the students and the band program. For Junior High band members, this is an opportunity to get a student credit account set up to offset future high school band costs. Scrip orders are easily placed using the RaiseRight app. If you would like more information or need help setting up your account, contact a committee member.

## **QUESTIONS**

If you have questions or concerns about any of the material presented in this handbook, or anything that relates to the Jenison band program, please feel free to contact the directors. A list of our Band Booster Executive Board members and Committee chairs may also be found on the website, [www.jenisonbands.org](http://www.jenisonbands.org).

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