



Jordan-Elbridge Band Boosters, Inc.

P.O. Box 43, Elbridge, NY 13060

2016 Band Booster Handbook

As a parent/ guardian of a J-E Marching Eagle you are a member of the Jordan-Elbridge Band Boosters! The purpose of this organization is to provide support, both morally and financially to the Jordan-Elbridge Marching Eagles, including the Field Band, Indoor Percussion Ensemble, and Winter Guard programs.

The Jordan-Elbridge Band Booster (JEBB) Objectives are:

- Provide financial support for unique projects that promote the band program, but are outside the domain and purpose of the school district revenue.
- Encourage the growth and development of a quality marching band program which compliments and extends the educational options for students.
- Develop and implement creative avenues to encourage students to excel through the marching band programs, both collectively and individually.
- Work collaboratively with the District Administration, school officials, and Marching Band Directors in the pursuit of these objectives.

Your 2016/17 JEBB Executive Board Members are:

- | | | |
|------------------------------------|--|---------------|
| • Erika Kiteveles, President | ekiteveles@aol.com | 416-5519 cell |
| • Gina Macbeth, Asst. President | regina.macbeth3@gmail.com | 952-3779 cell |
| • Mike Chiaramonte, Vice President | mydisney8694@yahoo.com | 689-1240 home |
| • Tammy Kunz, Treasurer | tamfrog@hotmail.com | 689-7384 home |
| • Michelle Field, Secretary | jordanelbridgeband@gmail.com | 567-3788 cell |

Communication is the key to the success of this organization. The JEBB Executive Board strives to offer a variety of communication platforms to fit all needs. *Please fill out and hand in the attached Contact Info & Volunteer Form.

- **Email** continues to be the best way for JEBB to get large amounts of information, reminders, forms, etc. out to its members. You may send a request at any time to jordanelbridgeband@gmail.com to be added to the list. Please include your name, band member's name, and any email addresses you would like to add.
- **Website:** jemarchingeagles.com contains updated information including meeting dates, fundraising information, forms, schedules, documents (meeting minutes, budgets, bylaws), and links.
- **Remind.com** – Sign up to receive text and/or email alerts. **Text @933ebg to 81010**
*PLEASE NOTE: This is for reminders from the Boosters only and is in addition to Mr. Moser's Remind messages which must be signed up for separately.
- **Facebook** – JEBB has two official FB pages.

Jordan Elbridge Marching Eagles is the official Marching Eagles Community Fan Page! Invite your friends and family to like this page and check back often for updates on the Eagles and their season plans and appearances.

Jordan-Elbridge Band Boosters, Inc. is a Closed FB Group for current parents, students, staff, and other active booster members. This page will have information posted throughout the season that typically goes out via email and/or is sent home with students. If you would like to join this page please send an email to jordanelbridgeband@gmail.com requesting an invite.

- **Handouts** – Forms, flyers, and fundraising materials are often given to students, at the end of practice, to take home to parents. A common complaint from parents is that their students forgets to give them these handouts. We will try our best to send out messages to alert you that something was sent home but you may want to get in the habit of checking in with your student.

New Parents/Guardians – We know that being a new band family can be a bit overwhelming with so much information to take in! A few of our veteran band parents have offered to be available to answer any questions and guide new families through their first season. Please feel free to contact the following parents with any questions you may have:

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|----------------------|--|---------------|
| • Fiona Richardson | fh13112@gmail.com | 263-2444 cell |
| • Andrea Chiaramonte | mydisney8694@yahoo.com | 729-1240 cell |
| • Barb Derby | bderby@twcny.rr.com | 952-1696 cell |

Executive Board members may also be contacted with any JEBB related questions or concerns. FRP questions specific to a student's account should be directed to the Treasurer only.

***PLEASE NOTE:** Questions and/or concerns related directly to the student and the marching band program must be directed to Mr. Moser at zmoser@jecsd.org or Mr. Sparkes at rsparkes@jecsd.org

Fundraising is crucial to the operation and success of the J-E Marching Band (MB), Winter Guard (WG) and Indoor Percussion Ensemble (IPE). The J-E Central School District generously provides for staff and design team salaries, student transportation to and from competitions, as well as for field band uniforms. Unfortunately, there are additional expenses above and beyond those covered by the district. The J-E Band Boosters (JEBB) raise the additional funds needed to cover the cost of truck rentals and fuel for equipment transportation, field band uniform upkeep, Guard and IPE uniforms, props, flags, Band Camp Picnic, MB Banquet, Trips, and so much more. The JEBB Executive Board is committed to being fiscally responsible while providing the additional items necessary for the successful operation of the Marching Band programs, as well as for the positive morale of the students.

Fundraising Participation Fee (FRP) The purpose of the FRP is to equitably share the annual budget requirements of the JEBB among all the members of the Marching Band. The annual budget needs are determined by the Executive Board of the JEBB and the Marching Band Director. These needs include projected financial costs to operate the Marching Band for the year. This seasons FRP includes funds for a scheduled 2 night trip to an out of state competition. The annual budget of the JEBB is discussed and voted on by the members at the June General Booster's Meeting. **For the 2016 season, the FRP per member is \$450.00.** Each member and their parents/guardians will be responsible to raise this amount. A confidential individual account will be established for every member of the Marching Band. This account will be maintained by the

Treasurer, who is a member of the Executive Board or an appointed Student Account Coordinator, who is a member of the JEBB.

Any member of the Marching Band who has previously raised more money than the specified amount in a given season may roll over any excess toward the next season's fees. Please be aware that positive as well as negative balances carry over to the following season. Students may fundraise year round even if they are not participating in the current season. Any money that a Marching Band member has accrued in their account may also be transferred to another student to or the JEBB FRP fellowship account, which has been established to help students in need. Money can also be fundraised specifically by one member for another member or for the FRP fellowship account.

The student account procedure allows for individual choices in how the financial obligation can be met by the member and their parents. The member and/or parents can participate in a variety of fund raising activities as given throughout the season; they can pay cash (or check) or any combination thereof as they so choose. This system does call for benchmarks, whereby specified financial levels must be achieved by certain dates. Band members will be informed, via email, of their student account balances on a regular basis. Any requests for deviations from the benchmark shall be approved by the Treasurer or Student Account Coordinator. NOTE: As an assist to families in meeting said benchmarks, the JEBB provides fundraisers whereby the products being offered are advanced to the students as samples for sale or marketing purposes. All items pertaining to such sales are considered property of the JEBB, and must be returned to the club unless the equivalent financial sum is returned in accordance with each particular sale's written guidelines. (Product for sale such as candy or pepperoni is NOT returnable). Any lost, damaged or otherwise non-recovered items from said sales shall be debited from the student's account in lieu of payment for the same. If a student account is debited, all sign out privileges are revoked.

The 2016 seasonal benchmarks for fundraising participation in the JE Fall Marching Band, totaling \$450.00, are as follows:

1. September 8, 2016 \$150.00
2. October 3, 2016 \$150.00
3. October 29, 2016 \$150.00

****Please return the attached FRP Contract completed and signed, by July 28, 2016**

General Fund (GF) Fundraisers, such as Home Shows, help to keep FRP's at a manageable level, therefore all families are asked to participate in GF Fundraisers.

Fundraising Opportunities (Ongoing year round)

- **Gertrude Hawk Candy Bars** – This is an ongoing fundraiser that is available all year long to earn towards your student's FRP. Total amount to be turned in for each box of 48 candy bars sold is \$48. This amount must be turned in before another box is signed out. Each box sold earns \$12.48 towards your FRP. Please see Gina Macbeth to sign out a box.
- **Fingerlakes Recycling** – Return your redeemable bottles and cans to Fingerlakes Recycling located on Grant Ave in Auburn (across from Pizza Hut). Tell them it's for JEMB and give them your student's name for credit. Ask for a receipt for your records. 5 cents per bottle/can goes toward your students FRP and an additional 1 cent goes to the GF. Let friends and family know that they can also return their bottles/can and have them credited to your students account.
- **Amazon Smile** – Select the Jordan Elbridge Band Boosters Inc as your organization of choice, and anytime you shop through **smile.amazon.com** a small percentage of your purchase will go to the JEBB

General Fund. Prime Member? No problem, you can still use your Prime membership on Prime eligible purchases! Just remember you MUST shop through **smile.amazon.com** to have it count. Spread the word to friends and family who shop Amazon too, every penny counts!

Other Fundraising Opportunities for the 2016 Marching Band Season

July

- **Jordan Garage Sale 7/16** – Sign up to help out and/or donate items. Contact Gina Macbeth or Tammy Kunz for details. Or stop and shop! Sale is located at 40 N. Main St. from 9
- **Sponsorship Drive Phone-a-thon 7/27** – This is one of our biggest fundraisers with 65% of the sponsorships your student obtains going to their FRP. Look for info coming home on 7/14.
- **Paint to Donate 7/28** – At the Jordan Community Center, 6:15 to 8:30 pm. Your student earns \$9.75 toward their FRP for each person who attends on their behalf. See flyer for more details.
- **Program Ads 7/14 – 8/15** – Selling Home Show program ads is an excellent and easy way to earn toward your students FRP with 65% of their total sales being earned. We have found that the best way to sell ads is through a personal connection – the company you work for, a friend or family member's business, or a business where you are a known and valued customer. More info going home on 7/14.

August - More information will be provided as these events and sales approach.

- **Car Wash**
- **Save Around Entertainment Coupon Books**
- **Seymour Lofft Soccer** – Earn \$ towards your students FRP for working at the concession stand.
- **Festival of Races 8/21**

September

- **Home Show** – All hands needed for this huge undertaking and General Fund Fundraiser.
- **Lotto Boards** – Selling Sept, Oct, and Nov. Paying out December, January, and February.
- **Seymour Lofft Soccer** continues
- **Spaghetti Dinner 9/25**

October

- **Lotto Boards**
- **Kids Night Out**

November

- **Lotto Boards**
- **Chocolate Pizza Company**

Volunteer Opportunities – There are endless opportunities for volunteers who are willing to share their talents and give some of their time. We hope you will consider some of the opportunities listed here. You may indicate your areas of interest on the attached Contact Info & Volunteer form.

- ****Prop Crew/Pit Crew on Field:** Prop crew meets bus at competition to help unload props and equipment. Pit crew meets band at entrance gates to bring equipment and props onto the field.
- ****Chaperone competitions:** Weekly chaperone duties (or substitutes) include arrival at high school in the early afternoon each Saturday to load equipment, travel to/from competitions, and assist with uniforms and chaperoning kids at shows after they've competed.
- ****Chaperone trip:** Accompany band on over-night trip out-of-state. Duties include hotel chaperone, field trip chaperone and other duties as directed by band director.
- **Prop Building Crew** - Assist prop crew with designing, building and painting props.
- **Unloading Equipment** - Help is always needed every Saturday unloading the equipment bus and truck after returning from a competition. Students are NOT released to go home until all instruments and props are put away. The more help unloading, the faster everyone gets to leave.

- **Uniforms** - Help fit the kids throughout the summer and help with home show dressing. Help to keep stock organized and with any other uniform related duties, as needed.
- **Create & Donate Raffle Baskets** - for Home Shows, Banquet, and other Fundraising Events
- **Baked Goods** - Bake cupcakes/cookies, etc. for fundraisers/Home Shows.
- **Button/Program Photographer** - Photograph kids during band camp for season buttons and home show programs.
- **Organize/Chair Fundraiser** - Implement and/or chair a fundraising event, working in concert with the fundraising coordinator.
- **Event Committees** – Help with events such as Band Camp Picnic, Awards Banquet, etc.
- **Event Fundraisers** -such as Home Shows, Garage Sale, Spaghetti Dinner, Bottle & Can Drives, Kids Night Out, Carnival, and many more. Help is always needed.

****Volunteer positions selected by band director/assistant director**

It is crucial that ALL FAMILIES help during the Marching Band Home Show (Sept. 10), the Winter Guard Home Show (January 28), and the IPE Home Show (February 4). These Home Shows are GF Fundraisers that help to support the entire program.

Miscellaneous Information

- **Bulletin Board** – Sign-up Sheets for volunteers for Band Camp Picnic, Event Fundraisers, etc. will be posted on the bulletin board in the band hallway.
- **Collection Table** – A table will be set up in the band hallway and manned by an executive board member(s) each rehearsal night from approximately 5:45 to 6:15 to collect money for fundraisers, button orders, etc. The money will be counted and a receipt will be issued that night. Any discrepancies will be addressed immediately.
- **Envelopes** – When handing in money for anything (eg. fundraiser, button order, shout-out) please put it in an envelope with the order form (if applicable) and your student's name and what it's for written on the front. Also, please use separate envelopes and write separate checks for separate matters. In other words, please do not write one check for a sponsorship, a shout-out, and a button order. Different volunteers handle each of those matters and combined checks makes accounting and tracking very difficult. Thank you for your understanding and cooperation!
- **Photo Buttons** – are a great and inexpensive way to show your support at all the marching band competitions. The buttons are show themed and feature a photo of your student for only \$3 each. Look for order forms coming home with your student the week of band camp or check on our website for a downloadable form.
- **Show Shirts** – Each student will receive one show shirt (Show logo on the front/Band Roster on the back) at no out-of-pocket cost. Students must wear show shirts on competition days and may also be asked to wear them to school the day before competitions and for non-competition performances. Order forms will be available if you would like to purchase additional items.
- **Spirit Wear** – Various clothing items with the Jordan Elbridge Marching Eagles Logo will be available to order again this year.
- **Advance Sale Tickets** – Discounted tickets will be available for every show the Marching Eagles compete at. Look for more formation in September.
- **Photos** – Mr. Sherman attends and photographs many of the Marching Eagles competitions and performances. Those photos are posted in albums on the Jordan-Elbridge Central School District Facebook page. We encourage you to like and follow the page.
- **Championship Week Posters** – It has become a tradition to make a poster for your student that will hang in the band ball for the week leading up to the NYSFB Championships at the Dome. Typically

these are done on 22' x 28' poster board (or smaller) and contain pictures from throughout the season(s) as well as messages and quotes for inspiration. They do not need to be elaborate. The object is to encourage the students and raise the morale of the entire band going into Championships. Examples of past year's posters will be available as the time approaches.

- **Fill the Hill** – This is the Marching Eagles last public performance before Championships! Family, friends, and community members are invited to come and cheer on the band as they ready themselves for the Dome!! Time TBD
- **Championship Day Travel Route** – Volunteers line the championship day bus route through Elbridge with signs cheering on the Marching Eagles. Family, friends and community members are also encouraged line the route and cheer on the students as they drive through on their way to the Dome. Time TBD
- **Band Banquet** – The season wraps up with a Marching Eagles Dinner and Awards Banquet. This year's banquet will take place on the evening of Saturday, November 12th at the Springside Inn, Auburn. Mark your calendars and look for more information as the time approaches.
- **Returned Check Policy** – If a personal check is returned due to insufficient funds your personal checks will not be accepted again until the returned check has been satisfied. If there is a second occurrence, your personal checks will no longer be accepted.

Booster Meeting Schedule – General Meetings are held once a month on a rehearsal night (which vary from season to season) and are open to all JEBB members. A copy of the JEBB Bylaws and past meeting minutes are available at jemarchingeagles.com. We encourage all members to attend in order to stay informed and to be a part of the process. We hope to see you there! The next two meetings are scheduled for:

- **Thursday, July 14th at 6 pm in the Library**
- **Monday, August 8th at 6 pm in the Library**

****REMINDER - Please complete and return the attached forms:**

- Contact Info & Volunteer Form – As soon as possible
- FRP Contract – No later than July 28th

If there is one point we cannot stress enough, it is the need for parent/guardian contact information so that we can communicate important information throughout the season. Parent/Guardian support of the Marching Eagles through the Band Boosters plays a huge role in the success of the marching band program. We, the J-E Executive Board, look forward to working together with all of the students and their families. To new families – welcome aboard! To returning families – welcome back! It's going to be an amazing marching band season! Go Eagles!

Sincerely,

Erika, Gina, Mike, Tammy & Michelle