

EMBI Basic policy &
Operations Plan

&

Director's
Handbook

Esterhazy & District
Music Boosters Inc.

2001/20002



INTRODUCTION

The following information is provided to explain the procedures and expectations concerning the **Esterhazy and District Music ensembles**. Expectations must be clearly understood and followed by all concerned in order to ensure a quality music education for the students. ***Both students and parents are required to read the following handbook carefully and discuss the contents at home.*** If there are any questions, either from the students or parents, please do not hesitate to contact the Music Director, **Kevin Hrycay at 745-6618**.

MISSION STATEMENT

The music program in our schools forms a vital and important part of the total school life. The bands and choirs represent a large, colourful, visible and highly disciplined segment of the student population.

The main emphasis of the music program is musicianship and pride of accomplishment, citizenship, tradition, morale, spirit and loyalty, It is the pride in a job well done! The accomplishments make the sacrifices worthwhile. The success of the bands and choirs will lead to the success of the individual.

EMBI

The Esterhazy and District Music Boosters Inc. (EMBI) was incorporated in 1982 to promote, encourage and support the music programs. Parents with a student in any musical ensemble are regular members. EMBI meets the 3rd Tuesday of every month (September to June) at 7:30 pm in the high school bandroom. All parents are encouraged to attend these meetings and give input regarding music matters.

2001-2002 EMBI Executive

President:	Linda Abdai	745-2087
Vice-President:	Debbie Hedstrom	745-3910
Secretary:	Sharon McNeil	745-6339
Treasurer:	Ivan Hruska	745-2170
Point Co-Ordinator:	Anita Banow	745-6274
Advertising:	Donna Sugden	745-6317
Fundraising Co-Ordinators:	Linda Abdai	745-2087
	Lori Schentag	745-2208
	Carol Szachury	745-6911
Uniforms:	Calinda Nielsen	745-6414
	Debbie Hahn	
	Judy Kerr	745-2049
Phoning Committee:	Rosalien Dick (Co-Ordinator)	745-3543
	Bea Twardzik	745-6374
	Bernie Ottenbreit	745-2454
	Maureen Porter	745-2405
	Shawna Vanderhaege	745-3430
	Sandy Huyghebaert	745-6459
	Debbie Hahn	

Concert Chaperone Committee: Phoning Committee Members

Music Director:	Kevin Hrycay	745-6618
Volunteer Directors:	Ester McMillan	745-3480
	Harold Gillespie	745-2368
	Kathy Stokes	745-3580
Accompanist:	Peggy Pederson	

BAND AND CHOIR SCHEDULE

It is required that students attend **all** classes and performances. If, for a valid reason, a student must be absent from a performance, a letter must be sent to the **Director of the ensemble**;

Rehearsal Schedule

Junior Jazz	Thursday	3:30 - 4:30
Senior Choir Days 2,4,6,	Noon Hour	
Senior Jazz	Wednesday	3:30 - 4:30
Swing Soleil Days 1,5	12:30-1:00	

HOME PRACTICE

Home practice is essential for progress to occur. Approximately one-half hour per day of practice is necessary for a student to progress satisfactorily. Students will be assigned material to work on at home. Periodic testing will take occur approximately every 2 months throughout the year.

CLASS MATERIALS

Students are responsible for returning, in good condition, all class material that has been issued to them. **Students will be charged for lost articles: music sheets - \$3 per page; music folders - \$20 each.**

UNIFORMS

It is required that all students wear the proper uniforms when performing.

Band

An annual \$10 rental fee and an annual \$50 damage deposit are collected for each uniform supplied by EMBI. The damage deposit is made payable by a post-dated cheque and is refundable upon return of the uniform at the end of the year.

Swing Soleil

A one-time user fee of \$15 and an annual \$50 damage deposit are collected for each uniform supplied by EMBI. The damage deposit is made payable by a post-dated cheque and is refundable upon return of the uniform at the end of the year.

Junior Band Uniform

Grey pants and red polo shirt (**supplied by EMBI**).

Swing Soleil Uniform

Girls - Vest and blue turtleneck (**supplied by EMBI**). Black pants & black turtleneck (supplied by student).

Boys - Black shirt and tie (**supplied by EMBI**). Black pants (supplied by student).

Senior Band Uniform

Grey pants and tie (**supplied by EMBI**). Black shoes, black socks, navy blazer, white shirt with collar (supplied by student).

Senior Choir Uniform

Black robe with red stripe (**supplied by EMBI**) Black socks and shoes (supplied by student)

Jazz Bands Uniform

Uniform to be chosen by Director and students (supplied by student).

FUNDRAISING

It is expected that all students will participate in fundraising projects sponsored by EMBI. Proceeds from these projects go directly toward music related trips and activities.

Parent volunteers are a vital part of the music and fundraising programs. There is a necessary need for parents to become involved in helping organize and work at fundraisers. The program cannot run without the help of many hands.

Proposed Fundraisers

Here is a list of fundraisers planned thus far for the year. These are to be used only as a guideline and could be changed by the fundraising committee. To make these successful, we need the full participation of all students and parents. The students will be notified at school about full details on fundraisers beforehand and are asked to sign up. Any parents willing to volunteer their help please feel free to call the fundraising coordinators. Students and parents will both earn points for helping on any project.

October 1 - October 26

Chocolate Sales (Juniors)

All monies must be returned to committee by November 1!

November 25

Kinsmen Craft Sale (Juniors and Seniors)

- Bake Sale

- Canteen

December	Christmas Hampers (Seniors) Coat Check at IMC Christmas Parties (Seniors)
January	Pay-What-You-Pull Ticket Sales (Juniors and Seniors) Draw Date February 12
February 13 & February 14	Fruit Blitz (Juniors and Seniors)
March	Fruit pick up
April	Chupa Chups & Uncle Ben's Rice Sales (Juniors and Seniors)

POINT SYSTEM

EMBI has been following a policy of having each student that goes on a trip pay for the cost of that trip. The student can pay for the trip **in cash or by earning points**. Points can be earned by every student in the music program, and are accumulated on a family basis.

Points are awarded to every child who participates in a fundraiser according to how much work they do. Parents are eligible to earn points for their children by getting involved in the program. Parents can earn points by volunteering to hold an executive position: core executives receive 3 points, auxiliary executives receive 1 point. Helping to organize a fundraiser earns 3 points. The more involved the students and parents are, the more points earned for the family.

At the end of every fundraiser, points are awarded to all parents and students who helped. Each member's funds will be tallied and available for use by any family member on an as-earned basis. After each fundraiser, the profit from that function will be divided by the points awarded. Thus, a point cash value is determined immediately for that fundraiser and is recorded in participating members' running monetary totals. Points accumulate every year until they are used and they are transferable to any family member.

An updated point list is available for viewing at any time in the band room.

Unused points are not redeemable for cash. Graduating students who have no upcoming siblings in the music program will be issued a tax receipt for unused points at a value of \$10 or more, or they may opt to transfer their remaining points to any current participating student.

Points can only be used for trips to cover transportation, rooms, group meals and group activity costs of student or parent chaperone.

MEMBERSHIP FEES

What are the annual \$20 membership fees used for?

- Uniforms
- Scholarships
- Honorariums for clinicians and workshops
- All festival registration fees
- Purchase of music equipment (soundboard and system, sound shell, music folders, pianos, etc.)
- Property insurance on equipment owned by EMBI
- Directors' membership fees (SBA - Sask. Band Association; SMEA - Sask. Music Educators' Association; SCF- Sask. Coral Federation)
- Gifts for all music grads and accompanists
- Etc.

CONCERT SCHEDULE

This is only a proposed schedule, which can be changed at the discretion of the Director. All students will be notified by the Director of the exact dates of all concerts and activities well in advance. All costs quoted are only estimates to give students and parents an idea of what costs can be expected throughout the year.

First Weekend of School	Beginner Band Clinic for Grade 6 Students
October 21	Senior Band Concert
October 24	Junior Band Concert
November 10	Legion Remembrance Day Service - Senior Band Care Home Service - Senior Band
2nd week of December	Junior and Senior Music Concerts
3rd week of December	Carols at the Care Home - Senior Choir Community Carol Concert - Choirs
3rd or 4th week of January	Winterrest Concert
March 4 - 15	Potashville Music Festival in Langenburg/Churchbridge
March 9	Optimist Festival- Senior Choir - Approximate cost \$30 - \$35 per student

March 13, 14, 16	Optimest Festival- Senior Band & Stage Band - Approximate cost \$30 - \$35 per student
3rd or 4th week of March	Junior and Senior Music Concerts
Week of May 16	Musicrest Calgary - Senior Band and Senior Choir - Approximate cost per student \$150 - \$250
May 24	Springrest - Junior Jazz Band - Approximate cost per student \$30 - \$35
Last Weekend in May	Springrest - Grade 6, 7, & 8 Bands - Approximate cost per student is \$25 - \$30
1st or 2nd week of June	Junior and Senior Music Concerts

TRAVEL

Junior band students attend Springrest in Regina every year. Senior music students attend Optimist Festival in Regina every year. The seniors also go on a minor trip each year and a major trip every three years. A minor trip is considered to be within the province or crossing one border, usually three days in duration. A major trip is considered to be crossing two or more borders, four days or more in duration.

Payment for Trips

One-third of the cost of a trip must be submitted 2 weeks in advance of minor trips, and 6 weeks in advance of major trips along with the confirmation slip, with the balance due prior to departure. These trips may be paid for by cash or points, and are nonrefundable except in the case of a student receiving a Doctor's written order not to travel.

STUDENT GUIDELINES DURING TRIPS

Luggage

- One piece of luggage and one carry on bag
- Instruments cleaned and oiled
- Complete and proper uniform for each group
- Swim wear for the hotel

Movies

The Director must approve any movies to be watched on the bus.

Department Guidelines

1. Yelling, shouting or whistling is not permitted as it may distract the driver. Normal conversation at discrete noise levels is acceptable.

2. Garbage bags are provided on the bus and everyone shares the responsibility of keeping the bus clean.

3. Consumption of alcoholic beverages and use of illegal drugs is **STRICTLY FORBIDDEN**. Anyone caught drinking or involved with criminal activities will be sent home at their parent's expense.

4. Rehearsal rooms and warm-up areas should be left as they were found or tidier.

5. Students are expected to remain in a group at all times unless instructed otherwise, or have been excused for an errand or bathroom stop. This is especially important for special instructions as changes take place in our plans. While on free time, the **BUDDY SYSTEM** is to be adhered to.

6. Equipment/luggage is the responsibility of **EVERYONE!!** The bus drivers are very helpful with packing the buses but they appreciate students' assistance also.

7. In hotels/motels students have rented space in **ONE ROOM** for a limited time, Any additional regulations for that establishment must be adhered to. Hallways are **NEVER** meeting places and one should not move around the hotel in their pajamas. Students must have their room checked by their chaperone before departure. Keys must be returned to the chaperone.

8. The chaperones and the bus driver are in charge in the absence of the Director and their decisions and directives are to be followed. They do their utmost to make the trip enjoyable for everyone.

9. **NO SMOKING** is allowed on the bus or in hotel rooms. No smoking is allowed while the students are with the school group or are in the school's uniform. Also, smokers will be issued a non-smoking room in the hotel.

10. Due to possible allergic reactions or irritations, students must refrain from spraying hair spray, perfume or cologne on the bus.

CHAPERONE GUIDELINES

1. THANK YOU for volunteering to be chaperones on one of the various travel opportunities our music students are involved in. You are an integral part of the travel experience and your assistance is much appreciated.

2. Too much noise is usually the only problem on a bus full of students. Gentle reminders are appropriate after consultation with the driver. Constant offenders should be moved elsewhere on the bus (the front or beside you).

3. We ask that you be present with the Director/students whether in warm-up areas, seated in performance locations or while moving equipment.

4. Please check that all rehearsal rooms and warm-up areas are left as they were found and that none of our belongings are left behind.

5. Be prepared to help any students with any personal matters, holding wallets/purses, sewing on buttons, etc.

6. On an overnight trip, you will be assigned a specific number of students and you will become their surrogate parent for the duration. You will be responsible for room checks, curfew reminders, return of room keys, etc.

Remember that you are in charge if the Director is absent temporarily. Do not be hesitant to assert your authority if needed. The Director will support your decisions 100%.
