

Fort Cherry Ranger Band Association Inc.

Procedure Manual

Revision Level: 12 May 2017

The Fort Cherry Ranger Band Association Inc. (FCRBA Inc.) plays a vital role in the Fort Cherry Band. Without assistance and cooperation from its members (you--the Band parents), the Band could not achieve activities that help shape members into solid musicians. The Band consists of students who play an instrument in concert and marching band, majorettes, managers, flag/ banner carriers, and any student selected by the Band Director(s) for a specific duty. All Band members benefit from FCRBA activities.

FCRBA Objectives

- Promote the welfare of the Band
- Give moral and social support to the Band
- Help the Band raise money for trips and other items
- Keep and maintain records
- Promote communication
- Provide refreshments for all bands at home football games.
- Provide security and guidance at away football games through chaperoning
- Provide corsages for any senior of the marching units at the senior night football game
- Provide awards to the students who have fulfilled requirements
- Govern the FCRBA organization

Achieving these objectives requires time and money.

ALL members of FCRBA need to lend their special talents and time to achieve the tasks of the committees described in this manual.

In addition to volunteering, running the Band is expensive. School tax dollars help the Band by paying for the directors' salaries, uniforms, bus transportation, and some band equipment, but the Band has many needs not funded by the district. Supplemental monies are obtained through fundraisers and sales. Band members may use fundraising money to purchase shoes, shirts, jackets, trip fees, and other approved items (see [Fundraising Committee](#) for details).

Support and encouragement go hand in hand with physical and monetary support. Be supportive of the Band and your Band member's participation by:

- Assisting your Band member(s) in being prepared and punctual for rehearsals and performances.
- Notifying the Band Director(s) in advance if your Band member is to be absent or late for rehearsal or performance.
- Encouraging your Band member to practice at home and helping him/her to find a quiet place to do so.
- Showing your support by attending every performance possible and showing enthusiasm.
- Discussing with Band Director(s) and staff anything that will help them understand and better serve your Band member.
- Arranging for private lessons for your Band member, if possible.

FCRBA Meetings

Meetings are held at 7 p.m. on the first Thursday of each month that school is in session. Most meetings are held in the Band Room, unless otherwise announced. All FCRBA members (Band parents) are welcome and encouraged to attend. Voting occurs at most meetings. An FCRBA officer generally sends a meeting reminder email the week of the meeting and posts a meeting reminder on the Band Facebook page (<https://www.facebook.com/Fort-Cherry-Marching-Band-139874236507/>).

Communications

Official booster communications, including reminders, fundraising documents, meeting minutes, and order forms will occur via email from and to the organization's Gmail account fortcherry.bandboosters@gmail.com. Ensure this email address is whitelisted in your email settings. **Only FCRBA officers may use the booster Gmail account to send emails to the FCRBA list.** If there is information that a member would like to send to all other members, he/she must send it first to an FCRBA officer for review and distribution. Additionally, information will be shared on the Band Facebook page at <https://www.facebook.com/Fort-Cherry-Marching-Band-139874236507/> and fundraising documents and other forms will be available in hard copy in the Band Room.

Committees

Following are FCRBA committee descriptions. Ideas and assistance are always welcomed. Some of the committees play a vital role during marching season, others during concert season, and a few year-round. We hope that you can find time in your schedule to participate in one or more of these committees and support your Band member.

Awards Committee

FCRBA purchases service pins, letters, and special awards for Band members. The Service Awards are presented by the Band Director(s) at the Annual Band Banquet following completion of the marching band season (usually by mid-November).

Instrumentalist Service Awards are as follows:

Grade	Service Award
7	Silver star pin
8	Gold star pin
9	Letter (<i>student must order jacket</i>)
10	Instrument pin
11	Band pin
12	Year guard

Majorette Service Awards are as follows:

Year of Service	Service Award
1	FC letter (<i>no musical insert</i>)
2	Flag pin
3	Engraved majorette pin
4	Year guard

Bake Sale Committee

The Fort Cherry Quarterback Club has provided space at the corner of the concession stand at the stadium for FCRBA to hold a bake sale at each home game.

This committee's duties include:

- Coordinating member donations of baked goods and work shifts at the stand. A member from each Band member family is to participate in both providing baked goods and working one or more shifts at the stand. Bakers for a specific game are not necessarily the stand workers during that same game.
- Providing a list of bakers and shift workers per game to the designated officer to be emailed to the Band member list from the FCRBA Gmail account.
- Printing and posting "\$1 per item" and "1/2 price sale" signs for the sale at each home game.
- Ensuring the Bake Sale booth is set before the beginning of the game and torn down/cleaned up after the game.

The FCRBA Treasurer will provide a small amount of start-up money at each game. Each item is sold for \$1 (*subject to change at FCRBA discretion*). **All monies are to be returned to the Treasurer or designee at the end of the game.**

Note: Work shift scheduling has been accomplished via online SignUpGenius in recent years (*see [Appendix A](#)*).

Note: Baked goods donations will be requested from members and **not purchased by FCRBA**. All items should be of a "baked good nature" so as not to compete with the items for sale by the Quarterback Club.

Note: Bakers are to deliver their items to the Band Room before 6 p.m. on game day. **All items must be wrapped for individual sale.** Unsold items are packed on one of the game pickup trucks and taken back to the Band Room for Band members to enjoy after the game.

Note: During the last quarter of the game, the "½ price sale" sign replaces the "\$1 per item" sign and all baked goods are sold for 50 cents each.

Band Banquet/Senior Gifts Committee

This committee is responsible for planning the annual covered-dish Band Banquet in mid-November and organizing the senior gifts that are presented at the banquet. This committee will be closely supervised by an FCRBA officer.

Specific responsibilities include the following:

- Determining the basic menu to develop the email invite and sign-up sheet (see [Appendix E and F](#)). **Note:** FCRBA provides chicken, table plastic, plastic utensils, disposable plates, napkins, cups, cake, drink mix, and takeout containers. All other items are donated by members.
- Providing the final covered dish email sign-up list to an FCRBA officer for email distribution via the booster Gmail account. An FCRBA officer will be responsible for updating the list and redistributing it as members identify what they are bringing.
- The FCRBA Secretary will create and email via the Gmail account an invite to the banquet a month before the banquet date (usually early to mid-October).
- FCRBA officers will order the FCRBA-sponsored items in appropriate amounts.
- Checking with the Band Director(s) that the appropriate Facilities Request Form has been completed and submitted to reserve the Cafeteria.
- Coordinating/performing the following the afternoon of the banquet:
 - Band members decorating the Cafeteria
 - Mixing drink mixes (typically lemonade or punch and iced tea) and setting up drink dispensers
 - Getting the appropriate number of bottles of water from the Band Room and placing the bottles and ice in the drink station in the Cafeteria.
 - Placing plastic coverings on all eating, serving, and drink tables
 - Ensuring crockpots brought by members are plugged in and that food is arranged on the serving tables.
 - Ensuring senior gifts are bagged (purchase bags, tissue paper, and cards), tagged, and placed on a table for the Band Director(s) to distribute. **Note:** Traditionally, each senior is given a gift with a purchase value of \$25 and \$50 cash in a greeting card (to be procured by an officer).
- Coordinating cleanup efforts to return the Cafeteria to original condition.

Band Camp Committee

▪ **Mini Band Camps**

- **New and 2nd year Band members:** Two, 2-hour practices held in early June
- **All members:** Two, 2-hour practices held in mid-June

▪ **Drumline Camp** is held from 8 to Noon on Uniform Fitting Day, the Saturday before Band Camp.

▪ **Band Camp** is held the first week of August. Schedules will be provided by the Band Director(s). Camp is held during the day on the school campus. During Band Camp, this committee is responsible for the following:

- Preparing coolers with ice and bottled water each morning of camp and refreshing as needed
- Installing home and visiting band signs above the appropriate bleacher areas at the stadium to ready them for marching season
- Ordering and distributing pizza and snacks on the last day of Band Camp
- Tracking donations of bottled water and snacks from parents of Band members (see [Refreshments Committee, paragraph 1](#)).
- Cleaning the pads during Band Camp week so that they are fresh for the new season.
- Other duties as needed by the Band Director(s)

Chaperone Committee

When the band travels, **two** chaperones are permitted **per student bus**. In general, FCRBA officers fulfill these chaperone slots; however, some officers are unable to attend events. In that case, members of this committee can fill the vacant slots. The Band Director(s) provide final approval of chaperones. All chaperones must have full clearances on file with the District (see *FCRBA Inc. Bylaws* at <http://www.fortcherry.org/Page/134>).

Travel can include:

- Away games
- Band festivals
- Kennywood
- Special trips/performances, such as Pitt Band Day, Memorial Day parade (late May), McSummerfest – McDonald (typically in early July), Kennywood Fall Fantasy (typically in early August), and Butler Holiday Parade (typically in November, Sat. after Thanksgiving)
- Larger band trips, such as Disney

The Band Director(s) provide final determination of student privileges. General chaperone duties include:

- Closely observing student activities at all games and trips

- Ensuring bleacher pads/bags from the cages in the Band Equipment Room are packed on the equipment truck for away games/festivals (*check with the Band Director for usage at away games and festivals*) or on the home pickup truck for home games.
- Checking with the Band Director(s) to determine if the hosting band typically provides refreshments. If not, or if conditions are unusually hot or the trip is long enough that FCRBA is providing an additional snack: Loading one of the large ice chest coolers with ice and enough bottled water for the Band and packing it as well as snacks, the large wheeled bin(s) containing Band member jackets/coats for stands (in cold weather), and any other required (non-instrument) gear as required by the Band Director(s), onto the equipment truck.
- Installing pads (buckles on straps snap together under the bleacher) on the section of bleachers designated for Fort Cherry Band **prior to the band arriving at the stands.**
 - Red pads should be installed on the second row and gray pads on the fourth row.
 - Leave rows 1 and 3 blank for drum stands.
 - Cover remaining rows with remaining pads, continuing the alternating color pattern of red and gray to show the school colors. The pads come in two lengths; use whatever combination of lengths are needed to cover the entire bleacher row.
- Removing pads after completion of the game by squeezing the buckles to open, lifting the pads off the bleachers, folding them, and placing them in their carry bags.
- Ensuring the bags of pads are placed on the equipment truck at away games/festivals or on the home pickup truck for home games to be transported back to the school.
- If it rains while the pads are in use, upon return to the school, hang the pads over chairs in the Chorus Room (*check with the Chorus Director first*) and wipe off excess water with a towel. Allow pads to dry. Most times, the Band Director(s) have Band members fold and replace the pads in the bags early the next school day.
- Assisting the Band Director(s) in any way needed.
- Escorting Band members to the restrooms, concessions, or any other area away from the Band stands at all away games
- Distributing bottled water and snacks to Fort Cherry Band members after half-time performance at home and away games.
- Ensuring the Fort Cherry Band member reserved seating areas are filled by Band members only by kindly asking non-Band members to vacate reserved seats and/or by cordoning off the Band section at home games.
- For parades, assist in general preparation, including unloading and loading the equipment truck and walking along the parade route to help retrieve dropped batons or assist Band members.

Note: Band members are **not** permitted to visit concessions at home and away games, unless the Band Director(s) announce otherwise; this helps to protect the uniforms from food stains. When away games are held at a very distant location from Fort Cherry, chaperones will help distribute a more substantial snack purchased by FCRBA either prior to the trip or on the bus during the trip back to Fort Cherry. See [Refreshments Committee](#) for more details.

Note: The Band Director(s) will confirm Band participation in an event. Assume the Band will participate in performance/parades listed on the schedule, unless otherwise notified of a cancellation due to bad weather, etc.

Note: Band members should never be permitted to walk on the pads.

Several other activities that Band members may participate in also require chaperones. These include the following:

- Paint the Bus Night* – held at the Washington County Fairgrounds in the evening
- Washington County Fair Parade of Bands (mandatory)
- Kennywood – ride all day, perform in the evening parade (mandatory)

**This committee is responsible for finding spare and free paint and brushes for Paint the Bus Night, as well as helping to clean up cans afterward.*

Concert Committee

This committee works with the Band Director(s) regarding organization of the events and sale of admission tickets, baked goods, bottled water, and auction items during the Winter Band Concert (typically held in December) and the Spring Band Concert (typically held in May). Members of this committee are responsible for the following:

- Asking local businesses for donated auction items and picking them up, purchasing tickets and small gift bags for the auction, creating signs for the auction, running the auction, and distributing the prizes at the end of the concert
- Purchasing red plastic table clothes for the admission ticket-50/50 ticket, auction, bake sale, and bottled water tables.
- Purchasing tickets for the 50/50, running it, and distributing the prize at the end of the concert
- Working with the Majorette Sponsor to coordinate the majorettes as ushers and the donation of baked goods for the bake sale from majorettes and all other FCRBA members. Traditionally, majorettes announce the 50/50 and auction winners at the end of the concert
- Arriving early the day of the concert and setting up all tables and signs
- Helping the Band Director(s) as needed
- Manning the tables before the concert and cleaning them up after the concert

Note: The Band Director(s) typically file the necessary Facilities Request Form. Notify the Band Director(s) with the number of tables required. This committee contacts the Athletic Department Secretary to determine if the Gym is available for setting up auction, bake sale, and water tables. Set up tables and route traffic as shown in [Appendix B](#).

Fundraising Committee

Fundraising is for the benefit of the entire Band. This committee's duties include:

- Recommending fundraising ideas to the Executive Board
- Organizing each fundraiser with the vendor
 - Getting ordering information/flyers
 - Determining profit, order/payment deadline, and pickup date
 - Arranging delivery or pick up of the order and relaying all information to the appropriate FCRBA officer.
- Producing a flyer, Individual Order Form, and Final Order/Tally Form for each fundraiser (see [Appendix C](#))
- Distributing the flyer and forms by copying them and placing them in the Band Room and by emailing a copy to the designated officer to be emailed to the band list from the FCRBA Gmail account.
- Providing orders to the vendor

General guidelines for determining eligible fundraisers to submit to the Executive Board:

- Profit margin should be 35% at minimum, 40% or 50% is desired
- The selected fundraisers **must not** cost FCRBA money for shipping, fees, any upfront inventory, and/or minimum purchase
- Selected fundraisers should be usable and something appropriate to sell for the season
- Must be selected with the district fundraiser calendar in mind. We cannot sell the same or similar item at the same time as another organization in the district
- Must be submitted to no later than the March FCRBA meeting. A Schedule of Fundraisers for the succeeding year will be discussed at the April meeting, and then voted on at the May meeting and submitted to the district for approval. This Schedule of Fundraisers may be amended by popular vote at any regular FCRBA meeting.

Members of this committee will also run two or three "sales" each year that include Ranger Band apparel and other items designated as "sale" items. One hundred percent of the profit from these sales is credited to the general account. In addition to bake sale and concert sale proceeds, this is the only way that FCRBA can fund what it provides to Band members. (See [Fundraiser and Sales Profits](#) for more information.)

Refreshments/Games Committee

At the beginning of Band Camp, all Band members are asked to donate at least one case of bottled water and a case of non-messy snacks. If more can be donated, it will be accepted and appreciated.

Students are advised to eat before arriving at the school to perform or to depart for a performance. **Only provided water and snacks are permitted in the stands; nothing should be brought from home unless previously approved by the Band Director(s).** This is to prevent food stains on the uniforms.

The Refreshments/Games Committee is responsible for:

Home games (prior to going to the field):

- a. Filling two large ice chest coolers (found in the Band Equipment Room) with ice from the Athletic Training Room one floor below the Gym. Ice can be transported from the Training Room to the coolers using two Gatorade barrel coolers found in the Band Equipment Room.
- b. Placing enough donated bottles of water (plus a few more) in the first cooler so that each member of the Fort Cherry Band has one, including the Band Director(s) and chaperones
- c. Asking the Band Director(s) to contact the visiting director to determine the number of bottles required. Place those in the second cooler.
- d. Selecting enough snacks so that each Fort Cherry Band member and each visiting band members has one.
- e. Packing the visiting cooler and snacks on one of two pickup trucks that will be driven to the stadium by the Transportation Committee. This truck will deliver the visiting cooler and snacks to the visiting band bleachers (designated by a sign).
- f. Packing the home cooler and snacks, along with majorette bags, drum stands, bleacher pads, baked goods, cordon stands/sign, large wheeled bin(s) containing Band member jackets/coats for stands (in cold weather), and any other required gear on the second truck. This truck will deliver all items to the Fort Cherry Band bleachers (designated by a sign).
- g. Distributing bottled water and snacks to Fort Cherry Band members after half-time performance

Social Media Committee

The chair of this committee must be an FCRBA officer with experience in using social media and be made an administrator on the Fort Cherry Ranger Band Facebook page (<https://www.facebook.com/Fort-Cherry-Marching-Band-139874236507/>). The chair will post only band and booster-related information that benefits the entire

group and organization, including meeting and fundraiser reminders and information, announcements, marching and concert photos, and instrumental learning opportunities. Some posts require Band Director(s) prior approval. This committee is closely monitored by the Band Director(s).

Transportation Committee

Members of this committee are able to drive the equipment truck to away games (in the event that the district's driver is unable), parades, and festivals. Other members may volunteer their personal pickup truck to transport items to the stadium for home games. Two pickup trucks are required each season. Drivers are admitted to the home games for free.

Uniform Committee

Members of this committee assist with organizing and running uniform fittings on Uniform Fitting Day (usually the Sat. before Band Camp). The actual fittings should be run in an efficient and organized manner with percussion being fitted immediately following Percussion Camp that day, then seniors, juniors, sophomores, Freshmen, 8th graders, and new 7th graders all assigned specific time frames during the day for their fittings. The Treasurer typically sits at a table in the Music Wing hallway where Band members check in, pick up their ordered items for the new Band year (items must be paid in full to be picked up), and provides a fitting card to each Band member with his/her name on it. Enter 7th grade members will receive the FCRBA Welcome Packet that includes information for new Band parents/FCRBA members.

The committee chair is to create and distribute a Uniform Order Form (see [Appendix D](#)) via Gmail at the end of May to be distributed before the school year ends. The form will contain a mid-June submission and payment deadline to allow time for vendors to process and fulfill orders. Orders are delivered to the students on Uniform Fitting Day.

Marching Band-Winter Uniform: The school provides this uniform, which currently includes:

- Red pants ("bibbers")
- Grey and red jacket with sash
- Pair of red gauntlets
- Red and silver hat ("Shako")
- Red garment bag
- White with silver plume
- White gloves (at the Band Director's discretion)

Official Band T-shirt: Each Band member is to purchase this item from the Uniform Order Form. This T-shirt has been designed and approved by the Band Director(s) as safe to wear under uniforms. During colder weather, students will be advised by the Band Director(s) of any additional "safe" clothing item that may be worn for warmth. The concern is that strongly colored clothing worn under the uniform can bleed onto the uniform, especially if it gets wet.

Socks: Each Band member is responsible for purchasing and wearing the designated color tube socks with the school uniform. Currently, the color is white.

Shoes: Band members who require shoes will be fitted during Band Camp week. Band members are responsible for paying for their shoes ("Dinkles"), which are currently white. Student account money may be used to pay for these shoes. Complete an Account Use Form or email the Treasurer.

Helpful Info: Gauntlets are stored in a zippered pouch in the back of the garment bag. Plumes for the hats are stored separately in a carry case; drum majors issue them to Band members just prior to a performance and collect them immediately after the performance.

Helpful Info: Each pant, jacket, and gauntlet of the school-owned winter uniform is numbered. This committee is responsible for keeping a listing of which uniform numbers and hat numbers have been assigned to which Band members. Depending on fit, the pants and jacket numbers may not match. Gauntlet and jacket numbers should always match. Hat number assignments can remain the same each year unless there is an issue requiring reassignment.

If there are any problems during marching season with the uniform, members of this committee are responsible for either making minor repairs, such as sewing on a button or tacking a hem, themselves

or arranging with a seamstress to have any sewing of tears or hemming completed. The Band Director(s) arrange professional dry cleaning of all winter uniforms after marching season. All numbered uniform pieces are matched with like number and returned to the Band Room uniform closet. This committee can work with the Band Director(s) to access uniforms in the Band Room prior to Uniform Fitting Day, to sort uniforms as needed for fittings.

Marching Band-Summer Uniform: Students are responsible for purchasing the Band Director designated shirt, pants, and socks for this uniform. Student account money may be used to pay for these items. Complete an Account Use Form or email the Treasurer. Otherwise, checks are to be made to: FCRBA Inc.

Fundraiser and Sales Profits

Following is a summary of how profits from fundraisers and sales are distributed:

Fundraiser Profits

- a. 80% (prorated according to the amount each student sells) deposited into each student account
- b. 20% deposited into the general account.
- c. The Executive Board may elect to deposit 100% of fundraiser profit (prorated according to the amount each student sells) in each student account.

Sales Profits

100% deposited into the general account.

The Treasurer will keep a record of each student's account and record usage of any monies.

Sources of Monies for Student Accounts

The portion of profit each student earns from fundraisers will be credited to each student account. Upon written request, parents/guardians can deposit money in student accounts for the approved uses specified in *Approved Uses for Student Account Money*.

Approved Uses for Student Account Money

Student account monies can be used to purchase letterman jackets and for items required by the Band (i.e., summer uniforms, band shoes, specified band t-shirt/polo). Student accounts will also be used for saving money for approved band trips. Student account monies **can only** be used to purchase items for the individual student. Student account monies **cannot** be used to purchase other personal band related items such as instruments/cases, instrument repair, and instrument accessories. Student account monies **cannot** be used to purchase fundraiser and sale items.

Withdrawals from Student Accounts

Parents may request, in writing, that money **they have specifically deposited** in a student account be returned to them. Student account monies resulting from fundraisers **cannot** be returned, but may remain in the account from year to year.

Residual Student Account Money

Money remaining in student accounts upon leaving the Band or graduation may be transferred to a sibling band account or, if no sibling account exists, will be transferred to the general account.

Monies for Band Trips

If a permission slip is signed for a trip, the deposit or down payment for the trip may be paid from the student account or directly by the parent/guardian. If the student/parent/guardian commitment is broken after a published deadline date, the student/parent/guardian will forfeit the deposit/down payment.

We hope that this Procedure Manual has been helpful to all involved. At Band Camp, the Band Director will distribute a *Fort Cherry "Ranger" Band Handbook* to the Band members so that they know what is expected of them. Please review and sign that handbook with your Band member. Fort Cherry Ranger Band Association members are here to assist the Band Director(s) and the Band. Any time you have a question or comment, please

contact one of the officers or the Band Director(s). Please consider being an active part of FCRBA; every effort counts and ensures the continued success of the Fort Cherry Ranger Marching Band. Thank you.

FCRBA Inc. Officers

Appendices

Appendix A **EXAMPLE Email Regarding Bake Sale Assignments**

At every home varsity football game, the Band Boosters host a "Bake Sale" at the concession stand. Based on a "Bake Schedule," parents/guardians of each band/majorette member donate homemade baked goods that we sell for \$1.00 each and also work one quarter of the game for which they are scheduled to bake.

Baking for the Bake Sale

I created a "Baking Schedule" (see the end of this email) for the [number of season] home games this year. It splits the total number of band members into groups of 9 or 10 per game. If your family has two band members, you are only asked to bake one time.

On your assigned "Baking Week" (see Baking Schedule at the end of this email), you are required to:

- Bake approximately 2 to 3 dozen items (or more if they are very small items)
- Wrap each item individually (Ziploc bags or cellophane are great). Bag items so that each bagful can be valued at \$1. Mark any items that contain nuts with "contains nuts."
- Deliver items to the Band Room on game night between 6:00 and 6:15 p.m. This gives us enough time to set up the concession stand before customers arrive.

Working the Bake Sale

As in the past, if it is your week to bake, it is also your week to work the Bake Sale for a quarter of that week's game. "Working the Bake Sale" consists of selling our baked goods only. You choose your time slot. There are 6 slots per game: four quarters, pre-game, and half-time. New this year is an on-line signup sheet. Simply do the following:

- Click this link: <http://www.signupgenius.com/go/30e0b4aaeae2aa2fd0-bake>
- Locate the game you were assigned to according to the Baking Schedule (see the end of this email)
- Click to place a checkmark next to the slot you will work
- Click the submit button.

Clearances are Required

Fort Cherry School District requires anyone working on school property to have clearances, this includes the concession stand on Friday nights during football games. Because of the clearance requirements, we can no longer require everyone to work the concession stand as we have done in the past; we can only ask for volunteers with clearances to please help. By using the on-line signup tool, we can track holes we have to fill prior to the start of each game.

I will send a reminder email to the "Weekly Bakers" on the list for each home game on the Monday of their game week. Please respond back to that email if you are not able to work the concession stand due to lack of clearances. Even if you can't work the concession stand, your baked items are still required for that week's game.

Thank you for taking the time to read this very long email. Let's all work together to make this year great and profitable.

Good luck Ranger Band!

2016-17 Baking Schedule

Friday, September 2, 2016 vs California

Names (approx. 10 people)

Friday, September 23, 2016 vs Shenango

Names (approx. 10 people)

Friday, October 7, 2016 vs Avella

Names (approx. 10 people)

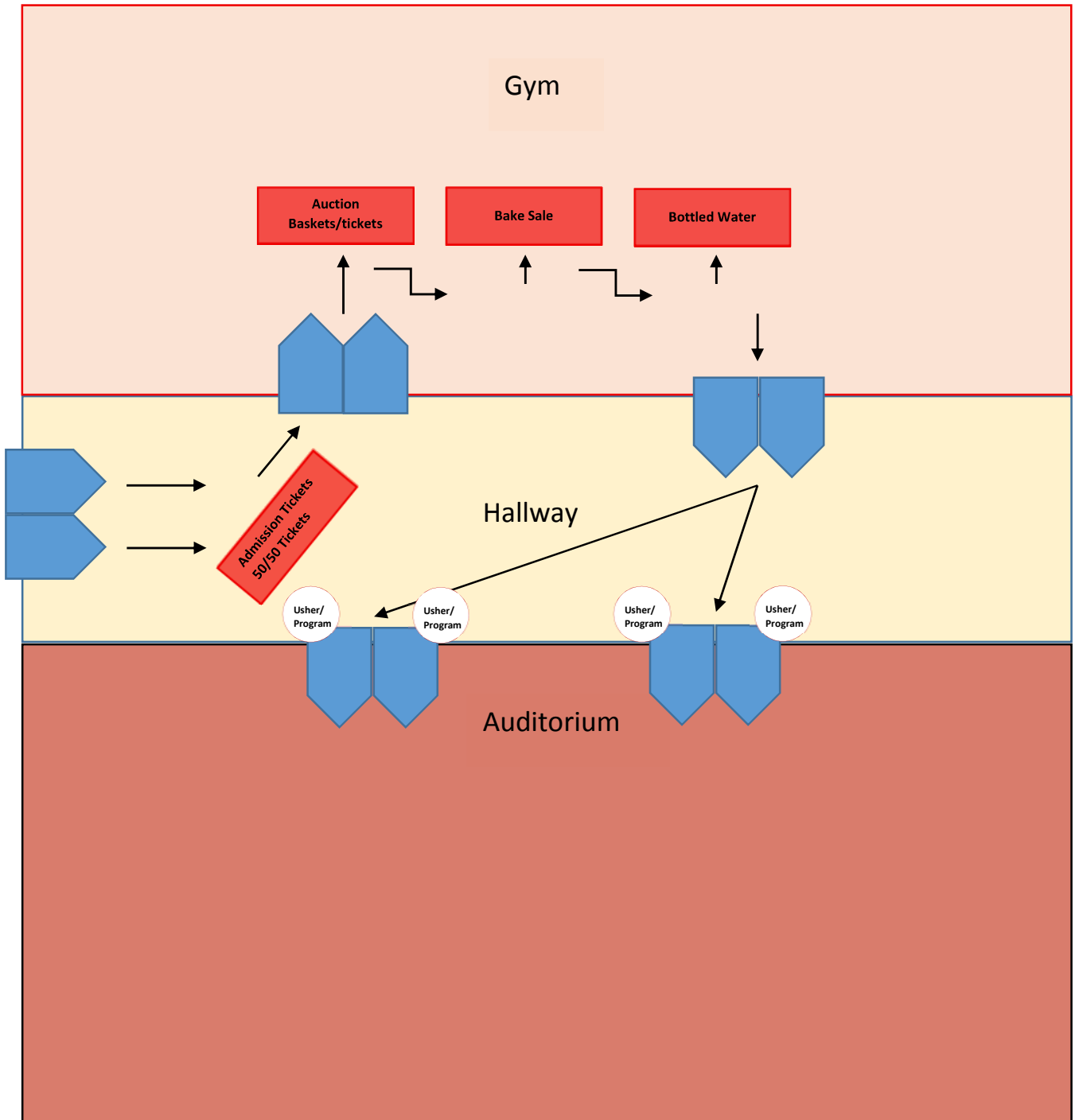
Friday, October 14, 2016 vs Mapletown

Names (approx. 10 people)

Friday, October 28, 2016 vs Jefferson-Morgan

Names (approx. 10 people)

Appendix B Routing of Concert Attendees



Appendix D. Example Uniform Ordering Form

2016-2017 Fort Cherry Band Order Form

STUDENT NAME PHONE NUMBER

ALL ORDERS AND PAYMENTS MUST BE MAILED TO CHUCK GALLIGAN BY JUNE 20, 2016
 Chuck Galligan 413 Lynn Portal Road, Washington, PA 15301 (724) 263-3918 (texts welcome)

Mandatory band member uniform items: Band Polo Shirt, Raincoat, Band Shoes (ordered on fitting day w/ Mr. Nelson), Long Flat-Front Desert Sand pants (see info below).
 Uniform items should be ordered on an as-needed basis. If you already have them and they are in good condition there is no need to order a new one.

Mandatory Band T-Shirt: All band members must order a new T-shirt as they are a new style each year.
 The Stuff bag is what you will use to put belongings in. It is a red drawstring backpack with Fort Cherry Ranger Band on it. The bag is encouraged but not required.

ITEM	BAND T-SHIRT			BAND POLO SHIRT			RAINCOAT			STUFF BAG					
	SIZES	Qty	Unit Price	Total	Qty	Unit Price	Total	Qty	Unit Price	Total	Qty	Unit Price	Total		
	Small		\$10.00			\$25.00			\$12.00			\$16.00			
	Medium		\$10.00			\$25.00			\$12.00						
	Large		\$10.00			\$25.00			\$12.00						
	X-Large		\$10.00			\$25.00			\$12.00						
	2X-Large		\$11.00			\$25.00			\$12.00						
	3X-Large		\$12.00			\$25.00			\$12.00						
	4X-large		\$13.00			\$25.00			\$12.00						
	T-Shirt Total			<input type="text"/>	Polo Shirt Total			<input type="text"/>	Raincoat Total			<input type="text"/>	Stuff Bag Total		<input type="text"/>

SHOES	SIZE	Qty	Unit Price	Total
	To be determined on fitting day		\$24.00	

TOTAL DUE	Payment		Amount
	Cash		\$
	Check* (Check Number)	\$
	Student Account (initials)	\$

*Make checks payable to Fort Cherry Ranger Band Association, Inc

All items above will be delivered during band camp. Please order carefully as there will not be time to re-order before Kennywood Day or Fair Night.

SUMMER BAND PANTS
 Summer band pants are long (no capris) flat-front pants in Desert Tan color. They are available at Walmart (see links below)
 Women's http://www.walmart.com/ip/Dickies-Girls-Relaxed-Fit-Capri-Pants/17199294?reviews_limit=10&
 Men's http://www.walmart.com/ip/Dickies-Men-s-874-Traditional-Work-Pants/35946864?reviews_limit=10&

Appendix E. Example Band Banquet Covered Dish Invite Email

Wow! Marching band season went quickly. It's time to plan our end of the season Band Banquet. **Please save -- xx weekday, xx month, xx day at xx time -- on your calendar.** As in past years, this will be a very casual covered-dish affair. For those of you new to band, this is what happens: we all bring covered dish food, eat and enjoy each other's company, Mr. Nelson makes a "short" speech and hands out service pins to the band members, we clean up, and then we go home. It's a nice way to congratulate the kids on a spectacular season and show them we appreciate all of their hard work.

Attached to this email is a spreadsheet with all band family names at the top and suggested dishes at the bottom. We'll use this sheet track and communicate who is bringing what (we don't want 500 rolls and no tossed salad ☺). **All you have to do is respond to this email with:**

- 1. Your name**
- 2. What dish you will be bringing-- or your regrets that you cannot attend**
- 3. If attending, how many members of your family (including your Band member) will be attending.**

When we receive your email, we will:

1. Strike through your name at the top of the document and record your dish at the bottom (or remove your name if you are not attending)
2. Record the number of family members who plan to attend
3. Email the updated spreadsheet to all members every couple of days so everyone remains updated and people who have not responded can then provide us the information we need.

A few covered dish items to of which to be aware:

- **We estimate xxx people will be attending;** we will provide a firmer number as signups occur. Plan your dish accordingly. For example, if there are 4 slots for baked beans then plan on making enough to serve $\frac{1}{4}$ of the total estimated attendees.
- FCRBA will be providing fried chicken, cake, and drinks.
- **All families attending MUST bring a covered dish.**
- We do have a small supply of disposable plates, plastic ware, and cups. We will communicate on the spreadsheet, if we will need donations of these items.

If you have any questions, please feel free to email or ask an FCRBA officer. We will be happy to help you.

Appendix F. Example Band Banquet Covered Dish Email Signup Spreadsheet

2017 Fort Cherry Ranger Band Banquet Covered Dish Sign-Up Sheet

We estimate 150/160 people will attend this event. Plan your dish accordingly. Fried chicken, cake, and drinks will be purchased by FCRBA. All families attending **MUST** bring a covered dish. Please respond back with your dish, your name, and how many members of your family will be attending. At that time, your name will be placed into an open dish slot below, and crossed out at the top. First come, first served. If you are not planning to attend, respond as such to eliminate your name from the list. This sign-up sheet will be emailed every couple of days to show available slots.

Band Families

Alderson	Derry	Krocker	Petricca
Allison	Engen	LaMark	Podrasky
Alrutz	Faure	Laurick	Richard
Belsterling	Feeney	Lodge	P. Smith
Borovich	Frame	Mawhinney	R. Smith
Bracall	Freiberger	Merriman	Speciale
Chome	Garry	Molloy	Stewart
Coffield	Gilbert	Nemec	White
Columbus	Guerra	Nimal	Yanosik
Cottrill	Klimas	Panizza	Zafaras

Who is Bringing What

Appetizers		Cookies	
Name	Dish	Name	Dish
?		?	
?		?	
?		?	
?		?	
?		?	
Bread/Buns		Potato Sides	
Name	Dish	Name	Dish
?		?	
?		?	
?		?	
Tossed Salads		Pasta Salads	
Name	Dish	Name	Dish
?		?	
?		?	
?		?	
?			
Fruit Salads		Baked Beans	
Name	Dish	Name	Dish
?		?	
?		?	
?			
Appetizers		Veggie Trays	
Name	Dish	Name	Dish
?		?	
?		?	
Warm Veggies		Cole Slaw	
Name	Dish	Name	Dish
?			
?			
?			
Deviled Eggs			
Name	Dish		
?			
?			
?			

