

## Cy-Fair High School Band Handbook 2023-2024

The Cy-Fair Band will strive to create an environment that allows individuals to express themselves through music while instilling the values of spirit, pride, and tradition.

### **General Conduct / Expectations**

All students that participate in Band, Color Guard or Drum Line are members of the band. As a member of the band, you are a representative of your school and our organization. Always be on your best behavior.

With any large group whose reputation is based on the actions of its members, you must use a measure of judgement. Behavior that may be acceptable at your home or while socializing with your friends may not reflect on the band in an acceptable manner. Your conduct must be such that at no time could it be considered a bad reflection on the school, the band, or yourself.

### **Poor behavior could result in consequences including the following:**

1. Loss of performance privilege.
2. Loss of leadership roles.
3. An individual behavior contract at the director's discretion.
4. Removal from the band program for behavior which is repeated or severe in nature at the director's discretion.

### **Note that CFISD allows sponsors of extracurricular activities to uphold standards of conduct beyond the scope of the CFISD Code of Conduct. Band members will observe all policies set forth by the Cypress Fairbanks Independent School District plus the following:**

1. All students are expected to conduct themselves properly at all times. Display of profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the group. Any behavior, which is not representative of good citizenship, may result in disciplinary action.
2. Students are required to be mentally present and perform/rehearse to the best of their abilities.
2. Students will follow directors' instructions the first time they are given.
3. Students will be in your assigned rehearsal area ready to work at the set rehearsal time.
4. Students will bring all equipment including music, pencil, instrument, and supplies to rehearsals daily.
5. Students will consume no food, drinks, candy and gum in the Band Hall without permission. Water is permitted.
6. Students will not play on equipment they do not own or have permission from a director to use. Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
7. Students should ask for permission to speak by raising your hand and waiting to be acknowledged. All rehearsals are expected to be silent.
- 8.. When allowed in the band hall, students not engaged in a rehearsal will not disturb any rehearsal that is occurring.
9. Students will respect the property of others, and return their equipment to its proper storage place when not in use. Students are responsible for keeping their storage areas neat. Students are to lock their locker at all times. Students who demonstrate great difficulty with this may lose the privilege of having a storage area in the band hall. Lockers are to be locked at all times and instruments in their cases with cases latched.

10. Students will not enter the directors' offices, the music library, the uniform room or any other restricted area without permission.
11. Students will not deface or mark on in any way music stands, walls, etc.
12. Students are expected to remain quiet and refrain from talking during rehearsals unless specified by directors. Students who talk without permission may be disciplined. Discipline for talking will include:
  - A. Warning from student leadership
  - B. Warning from the band director
  - C. Upon a third incident of talking in any one day, the student will be dismissed from rehearsal, and not allowed to come back without a parent to accompany them.
13. Students who are removed from Cy-Fair HS during the school year to ALC or some other alternative education setting as a result of code of conduct violations may be denied membership in band when they return. This will be at the discretion of the band director.
14. Band "Alumni" have maintained band participation in the program during their entire enrollment at Cy-Fair HS. Participation in band events like Band Banquet, Alumni Homecoming events are contingent on band membership.

**The Facilities:**

Our facilities are to be treated with respect.

1. **Do not write on the dry erase board**, music stands, walls or any other surface not designed for such activity.
2. DO NOT move chairs or stands with out permission. You are expected to move equipment back to where it was before you use it.
3. Only current band members are allowed in the band room on campus.

**Bus and Travel Rules**

The band will frequently travel on both school and commercial busses. Your conduct is expected to be at the highest level on any trip.

1. **Students must go to the event on the bus. Students may return from a football game or event with their parents if parent escorts student to the bus and signs out student in person with the chaperone on duty for their bus. The general expectation is that all students stay at the game until the game is over and band is dismissed. Exceptions to this would include:**
  - a. **When students are taking the ACT or SAT or similar tests the next day**
  - b. **When approved by a director in advance.**
2. In addition to the guidelines set forth by the CFISD transportation department and the CFISD code of conduct, the following bus rules will be observed:
  - A. No standing
  - B. No sitting backwards
  - C. No food or drinks unless otherwise instructed by the directors
  - D. All parts of the body are to remain in the bus.
  - E. No glass containers
  - F. No loud music is to be played, use headphones. Headphones will be removed upon request.
  - G. Keep the bus clean
  - H. Be quiet when an adult is addressing the bus
  - I. No loud, boisterous talking, screaming, whistling, etc...
  - J. Public displays of affection are not acceptable.

**Overnight Travel**

General Policy The band or some of its components may take overnight trips. These trips are an opportunity to perform in venues not normally available and to compete with other groups

from around the state or country. Because instrumental music is a co-dependent activity (that is, the success of the group depends on the participation of every student), participation in these trips is expected from any student who accepts membership in a performing ensemble.

### **General Daily Supplies**

Students, on a daily basis should have:

- A. All issued music
- B. Pencil
- C. Instrument
- D. All supplies relative to their instrument.
- E. All marching related equipment (during marching season)
  1. Neck Wallet with Drill Cards, music and a pencil etc.
  2. Lyre / flip folder
  3. Other marching equipment as needed.

### **Band Communications**

**E-mail is the primary way for band directors to communicate with band parents.** Practice time changes, additional practices, special events, and other useful and important information will be communicated through e-mail or by "Remind 101" messaging. The email address provided on the data base form is the address used for these communications. Please check your email regularly and advise us if this address changes. **Students are responsible for checking all band communication on a daily basis.**

In the event you do not have e-mail access, important band communications may also be made available to students through handouts and announcements in the band hall, and on the band website and facebook page. Students are responsible for obtaining this information. Parents are advised to check with your child regularly to see if they have obtained any important information.

**No band member should abuse any band communication mechanism to transmit any message that would be considered inappropriate, unkind, or abusive in nature.**

### **School Owned / Issued Instruments**

The Cypress Fairbanks I.S.D. will provide a limited number of instruments for student use. This equipment is generally purchased for students' use because of extremely high cost. Thus, all school owned equipment must be handled with the reasonable care. Students failing to care for, or take care of their school issued instrument shall lose the privilege to use such instruments. The following is a list of general procedures for school owned instruments:

1. Cypress Fairbanks ISD **does not provide insurance for individually or school owned equipment.** Although not required, insurance is highly recommended. Many private insurance companies will provide low cost insurance for privately owned instruments. ***Students will be held responsible for school owned instruments issued to them. This responsibility will include fire, theft, accidental damage; abuse and general maintenance needed not caused by normal use.***
3. Students and parents must sign an instrument checkout form before the student can use the instrument.
4. Each instrument will be issued in playing condition. Each issued instrument will be checked and cleaned by a music company prior to issue. Students are expected to maintain their issued instruments with reasonable care.
5. Any repairs that result from abuse, neglect will be the financial responsibility of the student/parent.
6. Instruments are not to be set down without permission. Students who set instruments on the ground or in the stands of a football stadium are assuming a risk of damage, and will be held financially responsible for repair or replacement.

7. Since the expense of leasing or renting is deterred, we strongly encourage private lessons for students using school owned instruments. Parents are also encouraged to seek appropriate insurance for school owned instruments.

### **Marching Band**

The Cy-Fair High School Marching Band is the most visible organization of the instrumental music program. All band students in grades 9-12 are expected to participate in the Cy-Fair High School Marching Band. Students who participate in certain school events such as cheerleading, drill team, or football may be excused from full participation at the discretion of the band director. Such students are asked to perform with the band on a limited basis which includes attendance at all varsity football games, but no attendance at school day rehearsals. Students may also be excused from marching band for other reasons such as medical complications at the discretion of the director.

**Those students who are medically able, and who are not excused are expected to be members of the marching band. Students who refuse to participate will be dismissed from the band program.**

### **Varsity/Junior Varsity Marching Band**

In order to meet the needs of ALL members of the Cy-Fair band program, the marching band curriculum will exist on two overlapping levels:

#### **JUNIOR VARSITY MARCHING BAND**

- Members of this organization will be required to attend all rehearsals and performances.
- The junior varsity band members will be required to attend competitions in a support capacity either in manipulating props or helping with other equipment needs.
- Members are required to attend the entire spring and summer music camps. Students who miss summer band may not (at the director's discretion) be allowed in marching band.
- Members of the junior varsity marching band will satisfy their PE requirement and will earn points towards their varsity letter jacket.
- Students who miss rehearsal for any reason will be obligated to make up the time.
- PE credit and letter jacket points will be awarded (per CFISD policy) only to those students who are conscientious in their attendance of weekly practices and performances.
- **Students are required to have a Physical Examination in order to participate in marching band.**
- **Students must have a Medical Information Sheet signed by parent or guardian on file with the band office before participating in marching band or attending events or trips.**

#### **VARSITY MARCHING BAND**

- The varsity marching band will practice no more than eight hours per week, plus one hour of preparation on performance days.
- Like the junior varsity band, members of the competing marching band will attend ALL football games, pep rallies, and junior varsity marching band events, but will also participate in marching contests.
- Attendance at all camp rehearsals is mandatory for members of the competing marching band. Students who miss summer band may (at the director's discretion) be dismissed from band.
- Exceptions to this requirement will be made on a case-by-case basis, and only for extenuating circumstances as approved by the directors.

- Only those students prepared to commit to all rehearsals and performances will be considered for participation.
- Members of the varsity marching band will satisfy their PE requirement and will earn points toward their varsity letter jacket (per CFISD policy).
- Membership in the varsity marching band is by audition.

### Marching Band Rehearsals

1. Be on time! Students are to arrive on campus 15 minutes before the practice begins unless instructed by a director otherwise. A band director will arrive on campus 30 minutes prior to the student report time. Students must avoid arriving more than 30 minutes early, and parents must understand that their child will not be supervised should they arrive more than 30 minutes prior to the report time.
2. On days when rehearsals begin at 5:00 PM or later, all students are expected to leave campus after school. Students must leave campus unless they have a scheduled private lesson.
3. Doors 18 and 19 are not to be used as entry doors to the band room during school hours. The exception to this is when a band director is at the door and opening this door for you. The schedule for this is from 7:00 AM to 7:15 AM

Unless you are asked to respond verbally, all rehearsals are kept silent. The exception to this is for student leaders as follows:

- A. Drum majors, Brass and Woodwind captains, the drum captain, senior color guard captains may address the group or individuals when the staff members are not speaking
  - B. Other section leaders, drum segment leaders, and junior color guard captains may address other students when called upon. This is generally called "field time".
4. Drink water during water breaks. They are meant for your comfort and health. Students are to bring with them to rehearsal each day the water jug issued by the band, and have that water jug filled with water when the rehearsal begins.
  5. Listen attentively and respond with enthusiasm.
  6. **Move to your sets quickly and quietly. We run back to sets. The run should not be a sprint, but must not be walking.**
  7. Other marching band rehearsal etiquette issues are contained in our marching manual

### Attendance at Marching Band Rehearsals

In order to have and maintain a high quality marching band, attendance from all members is essential. The following guidelines outline the attendance procedures and policies for the marching band. It is important to note that the acceptable number of absences from rehearsals and performances is zero.

#### Tardiness

1. Students not in the rehearsal at the appropriate time should check in with the person checking roll in their area. The student will receive a mark of tardy.
2. Tardiness will be excused at the discretion of the directors. Tutorials may be a valid excuse for being tardy provided the student enters rehearsal with a tutorial pass which is dated, signed, and has a release time written on it by the tutorial teacher.
3. Students who have an unexcused tardy shall be subject to one of the following consequences:
  1. Assignment of community service
  2. Further consequences as deemed necessary by the director
4. Subsequent tardies may result in further consequences to include:
  - Loss of marching privilege for one game at a football game.
  - Loss of membership in the varsity marching band
  - Loss of marching band membership
  - Removal from the band program

#### Absence

Students not in the rehearsal 10 minutes after the start of rehearsal will be marked absent.

#### Excused Absence

Absences will be excused at the discretion of the directors. Appointments, work, club attendance etc... will not be an excuse for absence. Valid excuses for absence from after school rehearsals are:

1. Personal illness that results in an absence from school on that day,
2. Death in the family, and serious personal issues approved by the band director.
3. Cy-Fair HS academic tutorials
4. Private lessons given on campus for band instruments and complying to the CFISD music department guidelines for private lessons.

Students may be asked to make up work or time lost due to an excused absence. Students who are continually ill may need to provide a doctor's note to document the illness.

Note: Students **have two afternoons free per week during the marching band season, these days should be used for appointments and routine professional visits.**

### **Unexcused Absence**

Students who have an unexcused absence will be subject to one of the following consequences:

1. Requirement to make up time and work missed
2. Loss of membership in the competing marching band
3. Loss of marching privilege for one game, or loss of attendance privilege at one game.
4. Removal from the marching band or removal from the band program, and loss of physical education credit. This will be administered at the discretion of the director.

### **Attendance at performances**

Performances are not to be missed. Acceptable excuses for missing a performance are personal illness, death in the family, and serious illness within the immediate family. Performances missed for reasons other than those listed above may result in a penalty. Penalties may include:

1. Loss of performance privilege at the game following the unexcused absence.
2. Loss of attendance privilege at the game following the unexcused absence.
3. Loss of marching band membership, and loss of credit.

### **Band Uniform Guidelines**

#### **GENERAL**

1. Band uniforms will be stored at school in the uniform storage area.
2. When uniforms are turned in after use, the following guidelines are to be followed:
  - a. Uniforms are to be returned to the location of issue
  - b. Uniforms must be hung as instructed on the hanger provided.
  - c. Each student must turn in their own uniform
  - d. All components of the uniform must be stored in the proper location.
  - e. Students will be subject to discipline for non-compliance
3. Students will be held financially responsible for the uniform and its' components.
4. Students/parents are not to alter uniforms without permission from the director or his designee
5. Label your uniform bag in the clear window designed for this purpose

#### **WEARING THE UNIFORM**

1. Always wear and treat your uniform with pride. The uniform should be worn as a complete unit at all times when in public. The only exception to this will be when a director instructs you that you may remove your hat or coat. You are required to wear your band shirt under your uniform.
2. You must wear approved black band shoes and longer black socks (student purchases)

3. Jewelry, hair ribbons, and bright colored nail polish etc... is unacceptable while in uniform. These items hinder the uniform appearance of the band
4. Band students with long hair will need to put it up under their hat during performances.
5. Earrings are not worn with the band uniform. Clear plastic tubes designed to hold open ear piercing are acceptable to be worn provided they are inconspicuous.

### **Other Uniform Information**

#### *Game Days and Competitions*

- Uniforms will be handed out and hung on racks
- Be sure to get your own uniform before practice on game day
- If you aren't present in band class on game day, see the uniform captain or parent volunteers and they will help you
- All uniforms will be carried in your garment bag!
- At the stadium, hang uniform jacket up when not in use
- Always turn in uniform after the game according to the guidelines above
- Many items for use at the games will be available for purchase or rental on game days
- All other equipment is to be taken home; if equipment is left in the band hall then you will have to pay a fine to have it returned

### **UNIFORM COSTS**

If a uniform part is damaged beyond repair or lost, the student will be responsible for replacement costs:

<b>Coat</b>	<b>\$165</b>
<b>Bib pants</b>	<b>\$ 80</b>
<b>Hat and hat wrap</b>	<b>\$ 67</b>
<b>Gauntlets</b>	<b>\$ 34</b>
<b>Plume</b>	<b>\$ 21</b>

### **Football Games-what to bring**

- Garment bag
- Black shoes
- Black socks
- Black compression wear
- Water jug
- Flip folder
- Lyre
- Instrument with accessories
- Band shirt
- Poncho
- Marching uniform

### **Loading Procedure**

- Have all equipment ready for inspection
- Section leaders will fall out of rehearsal early to inspect equipment for their section when told by director or drum major.
- When everyone is dismissed the people who have passed inspection will receive a bus pass allowing them on the bus
- Those people not receiving a bus pass will report to the directors

### **Arrival at Stadium**

- Exit the bus in full uniform unless otherwise instructed
- Unpack instrument on the bus.
- Leave cases on the bus (except for small woodwind instruments).

- Line up outside stadium in sections. Important-you must enter the stadium with the people in your section. Failure to do this can result in your sitting in the director assigned portion of the band for the entire game.

### **Stadium Behavior**

- Place equipment in an organized way in stands
- Do not be distracted in the stands. You are expected to perform a function during the game, and need to be ready.
- Do not set instrument down.
- Pay attention to the director on podium for instructions
- Don't dwell in the stands when getting cokes after halftime

### **After the Game**

- Squad leaders will help percussion take equipment into band hall.
- Return uniform to uniform room.
- A videotape may be played of the performance in the band hall.
- Please exit the band room only through the door to the hallway. Doing this will allow everyone to enter the band room through the outside door without delay.
- Have your ride available at the appointed time. Do not wait until arrival to call for a ride. Understand that the band directors must stay until everyone is picked up.

Important: items left in the wrong place frequently get confiscated. Confiscated items get SOLD back to band members.

### **Marching Band Student Leadership Positions**

#### **Section Leader**

Section leaders will be used in the instruction of marching skills as well as general marching drill. An audition process that will involve chart reading, quality marching skills, and use of vocal commands and leadership skills will select Section Leaders. Section leaders will serve the marching season for which they are selected.

#### **Brass Captain and Woodwind Captain**

Is the head squad leader within the brass and woodwind sections. These students are in charge of discipline on the field, and may speak to any member of their section at any time.

#### **Hydration engineers**

Shall be appointed by the band directors and have rules established. Must accomplish their task prior to rehearsal beginning.

#### **Drum Major**

The drum major audition process will select drum majors. Drum Majors will be used in the instruction of marching skills as well as general marching drill. The Drum Major will be the field commander and conductor for the marching band. An audition process that will involve chart reading, quality marching skills, and use of vocal commands and conducting skills will select Drum Majors. Drum Majors will serve the marching season for which they are selected.

### **Concert Ensembles**

Students in the band program will be placed in a concert ensemble by audition. The concert ensembles will be:

Wind Ensemble: must audition for region band and show clear results of adequate preparation  
 Symphonic Winds: must audition for region band and show clear results of adequate preparation  
 Symphonic Band  
 Concert Winds  
 Concert Band

#### **To be selected into any concert band students must:**

1. Participate in the audition process.
2. Have successful participation in the marching band.



3. Participate in section practice.
4. Demonstrate an ability to rehearse in a group.
5. Maintain scholastic eligibility.

### **Performance / Rehearsal Requirements for the Concert Ensembles**

Each of the concert ensembles will perform at various times throughout the school year. Students are expected to participate in the performances of their assigned ensemble. Failure to participate in either rehearsals or performances will result in student removal from the organization at the discretion of the band directors. (See general attendance policies.)

Performances of the concert bands will include but are not limited to the following:

- Fall Concert (Marching Band Concert)
- Spring Concert
- Cy-Fair I.S.D. Band Festival / Pre U.I.L. Contest
- U.I.L. Contest
- Spring Trips

### **Concerts / Performances**

Concerts and performances are frequent with all bands. Students should consult their schedules for dates and times. Periodically, the schedule will change and updates will be sent home.

Concerts are considered to have three parts, warm-up, performance, and listening. The concert begins for the student at the warm-up, punctuality is essential. A concert concludes when the last group performs and directors have given permission for students to be dismissed. A general report time will be given for all students.

1. All concerts are a group effort, thus, attendance is required.
2. All concerts that occur on campus are an extension of the classroom and will be graded accordingly.
3. Students should be punctual and prepared for each performance / concert.
4. In the event a performance causes a student to miss another class, the student is responsible to make up all missed work!
5. The appropriate dress for all concerts will be a dress uniform. (See Uniforms.)
6. Students are expected to stay the entire concert.

### **Section Rehearsals**

All students in the Spring Semester will have a weekly section rehearsal. Section rehearsals may begin at the conclusion of the marching band season. Students are expected to be punctual and prepared on a week by week basis. Absence from section rehearsals must be in accordance with the attendance policy. Students must make every effort to attend. Section rehearsals are an extension of the classroom and are graded accordingly.

### **Region Band / Orchestra Guidelines \***

1. All Wind Ensemble and Symphonic Winds students are required to audition for All-Region Band. If selected, you will perform a concert. (Check your calendar for dates.)
2. All other band students are encouraged to audition.
3. Students will be graded on preparation for this event.
4. Any person who is fortunate to be selected will attend all rehearsals and the performance.

### **Solo and Ensemble**

1. All band members are required to prepare and perform a solo.
2. Grades will be issued for preparation in the solo and ensemble process.
3. Students must use an approved accompanist for solos which require a piano accompanist. The accompanist fee is \$40.

4. Students needing point for letter jackets must attend UIL solo and ensemble. Other students may elect to attend the Cy-Fair HS solo and ensemble as an alternative. Costs for these events are the same.

### **Eligibility**

1. Many band activities are designated by the state of Texas as extra – curricular. The state laws regarding participation therefore govern these activities. The state law is such that a student shall be suspended from participation in all extra – curricular activities sponsored or sanctioned by the school district during the grading period following a grade reporting period in which the student received a grade lower than seventy in any one class. However, the student may not be suspended from participation during the period in which school is recessed for the summer. Also, students are not suspended for practice or rehearsal of extra – curricular activities.

2. Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he / she may regain eligibility by passing ALL courses in the third week of the affected grading period, or by grades earned on a report card. Thus, he may regain eligibility at the conclusion of the 3<sup>rd</sup> week of the suspension period.

3. A few band activities are designated by the state as co-curricular. These activities are those that occur on campus, and are a natural extension of the learning taking place in the classroom. Examples of this type of activity are the public concerts that are presented at Cy-Fair High School. The state eligibility law does not govern these activities.
4. All students are eligible during school holidays of one week or longer duration.

### **General Grading Policy**

Students will be given specific criteria at the beginning of each six grading period. Grades will be earned by accumulating points. The total possible points earned in any six week grading period will always be 100 or greater. Students will be assigned grades for daily work/participation and for tests. The general weight for grades is 40% assessments, 40% major grade, and 20% daily average or participation. Color guard classes may have fewer assessments and daily grades.

### **Private Lesson Program**

This is a district wide program, which provides a high quality enhancement to classroom instruction. Teachers are all specialists on their instrument. Most of our teachers are professional musicians in the Houston area, and have advanced degrees in the performance of their instruments. Lessons are extremely valuable to the individual student and are highly encouraged.

1. ALL students are ENCOURAGED to take individualized private instruction.
2. The district on a fee basis provides teachers.
3. Lessons will be given weekly.

### **Financial**

All Cy-Fair Marching Band members will be responsible for an annual assessment or “fair share” fee. The purpose of the assessment fee is to help with the various expenses that are necessary to run a quality band program, but are not covered by the school district. These include copy machine, copy supplies, computer supplies, maintenance, clinicians, contest entry fees, postage, band banquet costs, printing, color guard and percussion instruction and supplies, and social activities. However, we prefer that the entire fee be paid at registration. Color Guard and indoor drumline students will have a second fair share fee to help offset the additional expenses associated with winter guard activities. Students must be current with financial obligations in order to participate in band. Students who fall seriously behind in their financial obligations may be denied band membership.

### **STATEMENT OF FINANCIAL POLICY**

It is the policy of the Cy-Fair Band that no student should be denied the privilege of band membership due to financial hardship. Arrangements for scholarships and/or extended payment plans will be made once a year through the band director. Applications for financial aid must be submitted by the given deadline. Fees paid are non-refundable.

### **FUND RAISING**

The Cy-Fair band engages in several fund raising activities each year. The money raised from fundraising activities will be credited to an account held by the Booster Club. This money is the property of Cypress Fairbanks ISD and is to be used only for the direct benefit of the band. Because all students benefit from the proceeds of fundraising, all students are expected to fund raise diligently. Students in band are required to perform between 2 and 4 hours of community service per year.

### **Elected student leadership positions-Band Council**

Band council elections will be held during the last marking period of the school year. Band council positions are open to all students in the band program. The band council consists of the drum majors and the positions listed below. The band council shall serve as an advisory / action body for numerous band functions. The council shall assist the band directors and band students in planning, preparing, and operating band functions. The band council will meet as needed. The following is a list of offices with included responsibilities.

#### **Spirit Leader**

The spirit leader will assist the band president with planning group activities. A major group activity should be planned every month for the band program as a whole. The spirit leader should act as a liaison between the band and school cheerleaders at football games.

#### **Historian**

The historian will be responsible for keeping an accurate record, both written and pictorial, of all band events. The historian should have a good camera and possess excellent writing skills. The historian will present a scrapbook to the band at the end of the school year.

#### **Secretary**

The secretary will be responsible for many areas. The secretary will assist the band directors in operating the supply draw, collecting fund raising materials, typing, assisting in the band library, maintaining bulletin boards, and numerous special assignments.

#### **Publicity Chairman**

The reporter shall be responsible for public notification of band events. The reporter should prepare bi-weekly reports of band events with summaries for submission to the school newspapers, the band parents newsletter, and local newspapers.

#### **Vice President**

Will receive assignments as dictated by the school year. The vice president will assist the president in the execution of his / her duties.

#### **President**

The president shall be charged with ensuring proper operations of the band council. The president shall prepare a weekly meeting agenda and preside over all band council president will have numerous special assignments and should be an extremely dedicated band member.

### **Other Appointed Band Positions**

#### **Uniform Captain**

The uniform captain will be responsible for the efficient and effective operations of the uniform room in all events requiring the use of band uniforms.

#### **Loading Crew**

The loading crew captain and will be responsible for efficient and effective loading of all band equipment when the band is traveling. The loading crew assists with the physical and equipment set up of marching rehearsals.