

2018 - 2019

# Mid-Rio Grande Home School Band

To make any organization successful, much planning and effort are required. This handbook was written for the members of the Mid-Rio Grande Home School Band and their parents. Knowledge of its contents will provide each student with an understanding of how he/she may best contribute to the productivity and overall success of the program, resulting in the optimum individual experience.

## Vision

To use music to enrich our children’s lives.

## Mission Statement

The Mid-Rio Grande Home School Band will provide an appealing atmosphere and learning opportunities to challenge/enhance students in an ensemble and band setting for the joy of music while encouraging individual growth and risk taking.

## Goals

- ✓ To provide students with a well-rounded musical education which will plant the seeds of curiosity and empowerment for their future endeavors.
- ✓ To teach young people not only to be competent musicians, but also to help others in developing their own talents.
- ✓ To raise the overall competency level of band programs everywhere, both by providing good young players, and by influencing others with their example.

## Table of Contents

Facility and Rehearsals .....	2
Tuition and Fee Structure .....	3
Concerts.....	4
Communication.....	4
Fundraising.....	4
Volunteers.....	4
Organization.....	5

# Facility & Rehearsals

**Location/Times** – Each location has graciously offered it's building at no cost to the band; however, we are responsible to respect the facility and take care of it while we are there. All students must attend one class per week. Students are permitted to attend another class for extra practice or if they miss their regularly scheduled class. **For class times, see the current calendar schedule.**

**Netherwood Park church of Christ**, 5101 Indian School Rd. NE, ABQ, NM 87110, 256-7389

**Riverside church of Christ**, 3100 La Orilla NW, ABQ, NM 87120, 898-2627

**Community Bible Church**, 1467 NM 314, Los Lunas, NM 87031, 866-0292

**Hours** –Each building will be open by 8:45 on their scheduled day for our rehearsals. Facilities will be closed to students no later than 4:45. Please make sure your student has punctual transportation.

**Parents** – Each parent is responsible for the behavior of his/her own child. Children are NOT allowed to wander the facility unattended. If a child is found wandering unattended, they will be brought to the parent. NO skateboard, scooters, or roller skates/blades are to be used at the facilities.

**Weather Delays/Cancellations** – We will follow the cancellation policy of APS. However, if there is a delayed start, we will still have class as scheduled.

# Tuition and Fee Structure

- ✓ **Tuition** Details are below. ***Tuition is paid to the director. Payment is recommended on the 20<sup>th</sup> of the month. Please be considerate of the director's need to plan his/her finances.***
- ✓ **Registration Fee** to cover administrative costs, a t-shirt, and uniform will be \$40 per student. Students taking multiple instruments/classes will not need to pay additional registration fees, only for their additional rehearsal books. ***Paid to MRGHSB.***
- ✓ **Additional Music** for lost pieces will need to be paid for by the student. The current photocopy fee is \$.05 per copy; payment will be due at the time the copies are made.

Scenario	Band/Guitar (Annual)	Fees (Month)	Registration Fee (Annual per student)
First Student	\$450	\$45	\$40
Second Student	\$300	\$30	\$40
Third Student	\$200	\$20	\$40
Fourth Student	FREE	\$0	\$40

- ✓ Band and guitar are considered two separate groups and therefore adding guitar requires the student to start at the top of the tuition structure for that instrument. The same applies for guitar students wishing to add a band instrument. Example: Jim and Bob are in Band. Bob also plays guitar. Tuition - \$450+300 for band, and \$450 for guitar.

- ✓ Band students may learn an additional band instrument at no extra charge. Students wishing to play a second wind instrument must have played at least three years on their main instrument due to the challenges with changing their embouchure.
- ✓ Tuition scholarships may be available. Please see the director with inquiries.
- ✓ Competitions and auditions outside the Home School Band sometimes charge small fees. Details about specific events will be available as each situation arises. Students are required to cover their own fees.
- ✓ The band owns several instruments that may be rented by students. Instruments are on a first come, first served basis. Rental fees are a one time required payment that covers a twelve month rental. A rental agreement must be signed in order to rent an instrument from the band.
- ✓ Students will need to purchase necessary equipment (reeds, valve oil, etc.) for their respective instrument even if the instrument is loaned or rented from the band.

## Concerts

**Required Concerts** - Concerts are required as this is the chance for each student to show what they have accomplished so far. Families need to make every effort to be on time to the concerts that are scheduled. If you are not able to make a concert, **let the director know as soon as possible.**

- See the current calendar for scheduled concerts
- Additional Performances will be announced throughout the year as they are confirmed.

## Communication

Clear communication is an essential element in a group like this. It is important to **\*attend rehearsals\***, **read all e-mails**, **check with your child for handouts**, etc. to fully take advantage of attempts of communication. We ask that you send a quick response to the sender verifying receipt of e-mail you receive from the band. Follow-up phone calls may take place when a response is not received. The Board of Directors and member families should use e-mail for informational purposes only. Please use direct, one-on-one communication for concerns or issues.

## Fundraising

The band holds fundraisers to earn additional money for expenses throughout the year. Information will be distributed when specific plans are being made. Each student will be required to earn a certain amount, or volunteer for a specific amount of time at an event.

# Volunteers

The success of the organization depends highly on volunteers. Many events and activities require supervision, coordination, or simple manual help such as setting up chairs. The goal of the organization is to include everyone so that the same few individuals are not always taking care of the band. For information about volunteering including the opportunities available and to sign up, see the director.

# Organization

The Mid-Rio Grande Home School Band consists of the Director, the Board of Directors (volunteer parents who coordinate the workings of the band), the students and their families.

**Music Director** – Responsibilities include:

- Teaches children from grades 5 to 12 with various ability levels (beginning, advanced, and ensemble) the art of music in a band setting.
- He/she will maintain an atmosphere of excellence and high achievement while making the musical experience enjoyable for the student.
- Selects appropriate music for the different levels of students.
- Specific dates for various concerts will be given throughout the year with dates being set as soon as reasonably possible.
- Selects students for different honors/special achievements, ensembles, etc. Attendance at these special functions would not be mandatory, but would be encouraged.
- Seeks the children's best interest first.
- Is willing to accommodate learning differences.
- Must be a member of NMMEA.

**Current Music Director:**

**Brad Bratcher 506-1328, nmhomeschoolband@gmail.com**

**Board Members** – Responsibilities include:

- Be Parents of current band students and volunteer to serve on the Board of Directors which will include attending a majority of scheduled organizational meetings.
- Be committed to help with the tasks needed to keep the band productive.
- Be service-minded, and willing to accept accountability.
- Refine their own job descriptions and time lines, recruit, train, make phone calls, supervise other volunteers as needed, correspondence, and make recommendations.
- Delegate tasks as needed to other volunteers to accomplish the objectives of the band while keeping the best interests of the band in mind at all times.
- All correspondence that goes out on behalf of or representative of the MRGHS Band must be reviewed by the Board of Directors prior to printing or emailing.
- He/she must maintain an atmosphere of excellence and high achievement while making the musical experience enjoyable for the student.
- If at any time a member of the Board of Directors is unable to fulfill their responsibilities, that person will need to step down and a replacement will be sought.

The Board of Directors will make decisions concerning organizational policies, scheduling, sponsored competitions, concerts, location of practices and meetings, and other leadership

decisions as needed. When questions arise not covered in this handbook, the Board will meet to consult with each other, resource books, and/or other business people in the community (i.e.: executives, accountants, lawyers, etc). The Board of Directors will hold meetings as needed that will be open to all Band families.

Our mission is to provide an appealing atmosphere for student learning and growth. Any disagreements or concerns should be handled in a professional manner so as to cooperate with the goals and objectives of the band as set forth in this handbook. Please direct all concerns to the Board of Directors.

## **Duties of Officers**

**President** – The President shall preside over regular meetings and special meetings and shall implement the policies and programs of the MRGHSB and perform other duties as determined by the Board. The President shall also appoint the membership of all committees the Board may establish.

**Vice President** – The Vice President shall perform such duties as are assigned by the President or the Board. The Vice President shall perform the duties of President in the absence or disability of the President. The Vice President shall also be the “communications” person responsible for sending out e-mails regarding band information to all band families. The Vice President shall maintain the band roster.

**Secretary** – The Secretary shall record the business of the Board, notify Board members of the time and place of meetings, prepare minutes and distribute them to Board members, and perform all duties incident to the office of Secretary and duties assigned by the President or the Board. The Secretary shall maintain the MRGHSB handbook and assist the Director in compiling records of attendance, awards and end-of-year certificates.

**Treasurer** – The Treasurer shall be responsible for the fiscal matters of the MRGHSB, including preparation of periodic written financial reports for Board members, maintaining accurate accounts of all receipts and disbursements, maintaining the band bank statement and balancing the checkbook. The Treasurer shall be responsible for collecting registration fees and uniform fees. The Treasurer will insure that proper receipts are submitted and filed as checks are written for disbursements. The Treasurer will insure that written notice is provided to Bank of the West when changes are made to the MRGHSB Board. At his/her discretion, the Treasurer may appoint temporary assistant(s) to help with collection of money generated from fundraising.

**Sergeant-at-Arms** – The Sergeant-at-Arms will maintain order and insure that meetings flow smoothly and efficiently. The latest edition of Roberts Rules of Order shall govern the proceedings of all meetings. The Sergeant-at-Arms will also be the Volunteer Coordinator responsible for helping recruit members to assist with committee assignments.