

# WELCOME TO THE CENTURY HIGH SCHOOL MARCHING BAND AND COLORGUARD

The Century High School Marching Band (CHSMB) consists of the combined winds, brass, colorguard, and Percussion, led by drum majors. Jim Dunlop is the Director of Bands.

Century has close to 200 students involved in the music program. We have three bands (Concert, Symphonic, Wind Ensemble), three jazz bands, two winterguards, winter percussion, and AP music theory. Century's Band Boosters are involved in every group at Century, making it possible for us to be one of the most successful programs in the Northwest. Century students have gone on to play professionally, internationally, and in colleges all over the United States. Our students have earned over 1 ½ million dollars in scholarships and grants. We have alumni teaching at many high schools in the area. Last year we performed over 50 times for tens of thousands of people.

## FALL MARCHING SEASON

### Weekly Practices

In addition to in-class rehearsals, plan to meet:

- TBA by Section Leaders for a sectional rehearsal.
- Tuesday evenings, 6:00 – 9:00 p.m. for a full marching rehearsal.
  - Colorguard and Percussion Ensemble meet one hour earlier
- Thursday evenings, 6:00 – 9:00 p.m. for a full marching rehearsal.
  - Colorguard and Percussion Ensemble meet one hour earlier
- Occasional Saturday practices for a full marching rehearsal

These rehearsals will end the first week in November, after the last competition.

We will have performances on the following dates:

September 24th  
October 1<sup>st</sup>-2nd  
October 8<sup>th</sup>  
October 29th  
November 5th

Band members are encouraged to take the ACT on 12/10 and the SAT on 12/3 to avoid missing our performances.

Please access our website for a google calendar with all details at [www.centuryband.org](http://www.centuryband.org)

### Field Show Competitions

All information regarding shows will be announced the week prior to the show to include:

- Departure and approximate return times to/from Century
- Directions to/from shows for parents
- Meal times and schedule for the day (occasionally students will be responsible to bring a sack lunch)
- Performance times

We usually don't find out the schedule of an individual show until the week of the show. More details can be obtained at [www.nwapa.net](http://www.nwapa.net)

The CHSMB travels as a group with chaperones and staff on Hillsboro School District buses to each competition. Competitions take place rain or shine so dress for the weather and few of the stadiums are under cover.

Parents traveling separately from the band should plan to arrive in time to find parking and pay for tickets. Tickets for the shows are in the \$10 - \$20 range (per person). Spectators are not allowed to enter/exit the stadium seating during performances.

Performance schedules and meal times depend on the individual event and the number of Marching Bands participating. There are usually two performance times per event. The first is a preliminary performance which is scheduled by random draw. If our score in preliminaries qualifies us, we will perform in the finals competition.

Students should expect to stay until all awards are presented at the end of the show, usually around 10:00pm. Students may choose which bus they would like to ride on, but must stay on the same bus for the return ride, unless cleared by Mr. Dunlop. Chaperones account for students on busses before we leave any location and “missing” students slow our departure. Students are encouraged to ride home from competitions together, however parents may take their student home with them if they’d like. If parents plan to take their student home, they MUST find Mr. Dunlop and personally check their student out with him. NO EXCEPTIONS! Chaperones do not have permission to release a student to his or her parents for the ride home.

**NOTE: Out of town competitions run late, and due to distances involved, the band returns quite late. Often the buses return as late as 1:00 or 2:00 a.m.**

### **Football Game Performances**

The band attends some football games to play as a pep band and at least two games to perform the field show at halftime. The front ensemble and colorguard are only required to go if performing at halftime. After halftime the band takes the third quarter off, then returns to play as a pep band for the fourth quarter.

### **Overnight Competition/Performance/Parade trips**

The CHSMB travels out of town for fall competitions, parades and performances. Usually there is one overnight trip in the fall season and one in the spring season. Chaperones are needed for these trips for buses, food committee, etc. The CHSMB usually overnights at a local high school (on the gym floor) with boys on one side, girls on the other and chaperones down the middle. Please see Chaperones section of the handbook for more information.

## **OTHER PERFORMANCES AND INVOLVEMENT**

### **Wind Ensemble**

This is a select group of auditioned musicians. This group will participate in several contests and concerts throughout the Northwest.

### **Symphonic Band**

The Symphonic Band participates in the Metro League festival in April along with one preliminary festival (TBA).

### **Solo Ensemble Contest**

Anyone who is in Concert, Symphonic Band or Wind Ensemble is eligible to participate in the Solo Ensemble Contest. It will be held in February. Students should simply let Mr. Dunlop know that they would like to participate. Students can play solos, duets, and small group pieces. This contest has judges that will give everyone a score, and determines who will go on to the State competition.

### **Jazz Band**

The Jazz Band performs at community and professional events and has participated in the Reno Jazz Festival, a premier event that includes high school, college, university, and professional vocal and instrumental ensembles, and at the Rose Festival Jazz Classic.

### **Percussion Ensemble**

Percussion ensemble is a winter season activity made up of percussion instruments including drums and front ensemble. It is practiced and performed inside. Students must be in the percussion class to be in the Percussion Ensemble. It is a lot like the field show in that they play music and move around the floor into different formations. A high-intensity, very exciting activity. We are the first Oregon Percussion Ensemble, ever to place in the finals. Tryouts and practices start the beginning of January. There is a winter participation fee for this.

### **Winterguard**

The Colorguard is disbanded after competition season and a Winterguard is formed for indoor competitions during the colder and wetter months, which also holds multiple awards. Tryouts and practices start around the beginning of January. There is a Winterguard participation fee.

## Spring Musical

Each year, a small set of the band and orchestra students try out for the pit orchestra for the Spring Musical, generally presented during the first and second weeks of May. The show is often breathtaking and of professional quality in acting, singing, sets and costuming. The play is announced before the end of the year. The repertoire has included Wizard of Oz, Pajama Game, A Midsummer Night's Dream, Peter Pan, A Funny Thing Happened On The Way To The Forum, Beauty and the Beast, The Sound of Music and more.

## Marching Band

Marching Band consists of all members of Concert Band, Symphonic Band, Wind Ensemble, Colorguard and Percussion. They perform at four to six performances throughout the Northwest, plus two parades.

## BAND PARTICIPATION FEES

### All Band and Colorguard Fees

Band fees can be paid by placing a check in the grey box in the band room. Your check **must** be enclosed in an envelope; include the student's name, what the check is paying for and the amount of the check. **NO CASH please.** If a payment program or other consideration is needed, please contact Mr. Dunlop.

CHSMB payments are due to the grey box in the band room:

- \$300** Band and Colorguard Fall fair share fee
- \$ 30** Shoe fee (for freshman & new marchers, or if student has outgrown their shoes)
- \$125** Colorguard costume fee (approximate cost)
- \$ 70** Symphonic dresses – fee for new girls enrolled in Symphonic Band

School payments are due at registration day or you can pay through the school bookkeeper/registrar:

- \$150** Hillsboro School District participation fee

### Additional program fees:

Winterguard and Winter Percussion Ensemble fair share fees:

- \$300** fair share fee if student participates in both Fall Marching and Winter Seasons
- \$450** fair share fee if student participates only in Winter Season
- \$125** costume fee

Winter Brassline

**\$TBD**

### Multiple Band Student Fair Share Discount

If parents have more than one student in the Century High band, they receive a reduction on the Fair Share fee:

- A second student in band – 25% reduction on Fair Share for that student.
- A third student in band – 50% reduction on Fair Share for that student.

Example: If a family has 3 children in band:

Student #1 = \$300.00 Fair Share Fee for year

Student #2 = \$225.00 (25% discount) Fair Share Fee for year

Student #3 = \$ 150.00 (50% discount) Fair Share Fee for year

\$675.00 Total Fair Share Due for family for the year

### Payment Schedule for Fees

**August 26:** The first \$100 of the fair share fee is due, payable to Century Band Boosters (in band room box or online). Medical Form and Handbook Review forms are also due at this time.

**September 09:** Shoe fee, if needed (in band room box or online).

**September 16:** 2nd fair share of \$100 due (in band room box or online).

**October 14:** 3rd fair share of \$100 due (in band room box or online).

**November 4:** Symphonic Dress fee, **if applicable** (in band room box or online)

**December/January:** The winter season fee is due at the time of try-outs, **if student is participating in a winter program such as Winter Percussion Ensemble or Winterguard.** Costume fees will be determined each season. Final Fair Share payment fee for winter season is due March 1.

**At School Registration:** In a separate check, made out to Century High School, the \$150 Hillsboro School District participation fee is due. This fee can be waived if student participates in the free lunch program, but must be done through the school registrar. The School will allow payment of this fee later in the year if needed.

The totals break down as follows:

- **Freshmen and new marchers (including middle school marchers):** \$330 (\$300 to Century Band Boosters, \$30 for shoes) plus \$150 school activity fee (\$150 fee does not apply to 8<sup>th</sup> grade marchers).
- **Non-freshman:** \$300 (to Century Band Boosters) plus \$150 school activity fee.
- Fees apply equally to musicians as well as Colorguard/Percussion Ensemble members.

Payment options (checks made out to Century HS):

1. Place a check in the grey box in the band room. Your check **must** be enclosed in an envelope; include the student's name, what the check is paying for and the amount of the check. **NO CASH please.**
2. Mail checks to the following address  
CHSMB, c/o Century Band Boosters  
2000 SE Century Blvd.  
Hillsboro, OR 97123

#### Payment By Credit Card

It is possible to pay school and band fees online at the school or on the school website. To pay online, the student's ID number will be needed. It can be found on student report cards and printed schedules or can be obtained from the office at the school. Go to [www.CenturyWebstore.com](http://www.CenturyWebstore.com) and select Band Fee on the left and fill out the information on the page. *There is a fee applied to all credit card payments.*

#### Explanation of Fees

**Fair Share fee:** Fees help pay for many expenses, including instructors, marching drill, music arrangements, transportation for the front ensemble instruments, construction and acquisition of sets and props, travel, lodging and food at away fall marching competitions and other activity costs.

**Hillsboro School District participation fee:** A mandatory fee levied by the school district for extracurricular sports and activities. The fee pays for transportation and other administrative costs. The district requires this activity fee. Payment of this fee must be a separate check payable to CHS through the school registrar, usually on registration day. This fee can be waived through the district for students on the free lunch program.

**Shoe fees:** A fee for marching shoes; this fee applies to freshman and new marchers only, or if a student has outgrown their old marching shoes.

**Percussion Ensemble & Winterguard Fees:** These fees apply only to those members of the Percussion Ensemble and guard who participate in the winter season. They help pay the expenses for the season, such as music, uniforms, props, etc.

**NOTE: As required by CHS administrators, all balances must be paid by the end of each school year and may not be carried from year to year.**

## **UNIFORM/COSTUME/ATTIRE INFORMATION**

### Band Uniforms

The uniforms are organized by number, and hung numerically in the uniform closet. Each student is assigned a specific numbered uniform for the year and it is adjusted to fit as well as possible.

When in full uniform, the winds will be wearing these items, distributed from the uniform room:

- 1 pair of regulation black pants with suspenders
- Replacement Cost:  
\$58.00

- 1 teal and black jacket \$150.00
- 1 Shako hat \$34.00
- often times tubas will be given a black beret instead and Front Ensemble will not be issued a Shako
- 1 Shako hat box \$7.00
- 1 garment bag \$10.00
- 2 hangers \$1.00 ea
- 2 gauntlets \$38.00
- 1 rain coat \$75.25

The following additional items are required:

- 1 pair black marching shoes (purchased the first year of marching, replaced as students grow out of them)
- 1 show shirt (provided by the band)
- 1 pair black socks (they have to be black, not navy blue!) It would be good to have spare pairs of these!
- 1 pair black shorts for modesty when changing as a group.

Uniforms are kept in the Uniform Closet in the band room, students are not allowed to take uniforms home. All items will be checked back in before the end of the school year in June. Senior students will be required to check their uniforms back in at the end of fall season. Any missing/damaged items will be charged to the student's account.

### Shoes

Students will be responsible for keeping track of their own shoes – they are not turned in with the rest of the uniform after each performance. If the shoe fee has been paid, and student already has shoes but needs a different size, please notify the uniform coordinator

**REMINDER: Shoes are to be cleaned at home prior to each performance!!! Cleaning means the laces and the outer surfaces of the soles and heels as well as the body of the shoe. Shoes MUST be cleaned (preferably polished) before each competition.**

### T-shirt

This should be a show shirt, if distributed, or a black t-shirt.

### Long Black Socks

Please find long socks as black as possible. Faded or navy-blue socks are NOT acceptable. Multiple pairs may be worn to keep warm and/or avoid blisters.

### Laundry

The uniforms are laundered prior to the beginning of the marching season, and/or before the Rose Festival parade, and any other time it is deemed necessary. Laundry is coordinated by the uniform coordinator and uniforms should not be laundered unless permission is given.

Please think ahead and be prepared for each performance. Remember that if there is a problem with a uniform, see the uniform coordinator AS SOON AS POSSIBLE!

### Changing Uniforms after Competitions/Performances

Musicians must wear T-shirts and shorts under their uniforms. Colorguard must change in the walled tent set-up, or in restrooms or locker rooms they are NOT allowed to change on the bus.

### Uniform Care and Etiquette

- Absolutely no food, drinks, or gum while in uniform. Water is the *only exception*.
- Do not wear jewelry (watches, earrings, nose rings) while in uniform. The Colorguard may have exceptions, since jewelry is sometimes a part of their uniform.
- Do not wear makeup in uniform. Again, the Colorguard usually wears makeup, but as part of their uniform, and as specified by the instructor.

- Shako's are to be worn only in full uniform and are always to be worn correctly – not backwards, and not swinging from fingers. Carry the hat in the left hand, upright with forearm and fingers supporting it.
- If hair is long enough to touch the collar of the uniform, the student must find some way to put it up inside their hat by using hairpins or French braids. *This rule applies to both males and females.*
- Do not wear sunglasses in uniform, unless so advised by the instructors for costuming purposes.
- If students see another team in uniform and in lines walking to their warm-up or performance area, please be patient and let them pass in front. Out of respect, please *do not* break their ranks. If we are in lines and someone knowingly or unknowingly breaks our ranks please *do not* stop to tell them or otherwise let this be a distraction.
- Hang pants straight, folded ON the crease, and hanging evenly over the hanger.
- Hang jacket over the top, shoulders straight on the hanger.
- This ALL must be done BEFORE returning the uniform to the uniform room! Student will be asked to go to the end of the line!
- When uniform is wet, allow jacket/bibber to air dry and hang the plume upside down (to avoid mildew).
- Mud on uniform. Allow it to dry, then brush off & take to uniform coordinator ASAP.
- Hemming bibbers. There are snaps on the inside of the pants. Please use them and check that they are properly snapped before walking in them. No needle and thread necessary!
- Any alterations to bibbers or jackets should involve the Uniform Coordinator directly. PLEASE DO NOT CUT FABRIC!

**REMEMBER: when the CHSMB uniform is worn, you represent the CHS music program, the entire school, and sometimes our whole city or school district. Please exercise common sense and good judgment in choice of language and behavior. Do not run, cuss, spit, use obscene gestures or act in any other inappropriate way while in uniform.**

Any problems with uniforms must be reported to the Uniform Coordinator or a chaperone ASAP so the problem can be handled appropriately.

#### **Concert Attire for ALL CHS Band Members:**

Depending upon what band(s) the student is a part of, there is certain attire which must be followed for all concerts (unless otherwise told to do so by Mr. Dunlop).

#### **Wind Ensemble Band Members:**

*Girls:* Select black dress which can be purchased through Century Band Boosters for \$60. Nylons, and black dress shoes are provided by the student themselves. Symphonic dresses will be ordered in early October and must be paid for before it is ordered. See Uniform Coordinator for sizing.

*Boys:* Black dress slacks, white tuxedo shirt, black bow tie, black socks, and black dress shoes, provided by students themselves.

#### **Symphonic Band Members:**

*Girls:* Select black dress which can be purchased through Century Band Boosters for \$60. Nylons, and black dress shoes are provided by the student themselves. Symphonic dresses will be ordered in early October and must be paid for before it is ordered. See Uniform Coordinator for sizing.

*Boys:* Black dress slacks, white tuxedo shirt, black bow tie, black socks, and black dress shoes, provided by students themselves.

#### **Concert Band Members:**

*Girls:* White dress shirt (with high neckline; sleeves are required) or sweater (no logo or design), black skirt (knee length or longer) or dress pants, nylons, and black dress shoes.

*Boys:* White dress shirt, tie, black dress slacks, black socks, and black dress shoes.

#### **Jazz Band Members:**

Black dress shirt, black pants or skirts (knee length or longer) and black dress shoes.

**NOTE: For concerts - sneakers, flip flops, or any other shoe not a dress shoe are not allowed**

## **GENERAL INFORMATION**

### **Parental Permission/Medical Release Form**

This form must be filled out every year and signed by a parent or guardian indicating knowledge of the mode of transportation and destination for our trips. Parent signatures also give consent for CHSMB staff to find medical aid for the student if such an occasion should arise on a trip.

The CHS administration requires that this form be filled out before we can participate in competitions, which take place off-campus.

This form will be handed out during Band Camp and can also be found on the rack outside Mr. Dunlop's office, on the [www.centuryband.org](http://www.centuryband.org) website or by emailing [centurybandsecretary@gmail.com](mailto:centurybandsecretary@gmail.com) .

***Please print this form two sided, fill out and return by Wednesday of Band Camp in August.***

### **Rehearsals and Attendance Policy**

In order to get the most out of our rehearsal time and be competitive this season, everyone needs to attend EVERY practice and be on time. The drum majors and Colorguard captains will be keeping track of who is on time, absent and late throughout the season

### **Absences**

In order for an excused absence to be valid, Mr. Dunlop and a drum major, **or** Mr. Dunlop and the section leader must initial a written note or excuse. It also must be turned in *before* the rehearsal at which student intends to be late or absent. Mr. Dunlop's initials means that he is aware of the plan to be absent or late and that it is all right with him for the student to do so.

If a student misses school because of an illness, a parent/guardian's phone call to the attendance office DOES NOT notify Mr. Dunlop, Drum Majors, OR their section leader that they will be missing a practice. An additional phone call to Mr. Dunlop at (503) 844-1800, x5177 is necessary in case of illness.

**If student plays a sport or has some other commitment that directly conflicts with many rehearsals, please see Mr. Dunlop ASAP!**

If student is not excused for an absence or tardy, they should make up the time. Consequences for these situations will be discussed during Band Camp. Make-up rehearsals will be available for missed information or if student needs help. Please watch schedule posted on white boards.

Situations that force a Band member to be late for practice (such as a teacher requiring them to make up a test) will be reviewed on a case-by-case basis. If a student arrives late, they should find a drum major or Colorguard captain at an appropriate time and explain their excuse.

### **Importance of Each Persons' Role**

If for some reason a student feels the need to drop out of the marching program or Colorguard, please talk to section leader, a drum major, and Mr. Dunlop or a board member. If student still has strong feelings, notify the Band Director immediately! **Dropping after the second day of Band Camp creates difficulties for the entire Band.** Every student is important. When they drop, it changes the drill (puts a hole in it) and the music (a part left out). We will have to pay a penalty to rewrite the drill. That fee will need to be passed on to the student. The drill, music, and budget are based around a specific number of people.

When in doubt remember: *To be early is to be on time, to be on time is to be late, and to be late is . . . unthinkable!?!*

### **Adult Volunteer Hours**

To encourage active support and participation of all parents in necessary team functions, families are required to contribute 16 adult volunteer hours per season (Marching, Winter Percussion Ensemble, and Winterguard) that their students participate in. These share points will be tracked per family, not per student. For example, if one family has three kids in the band program, their family obligation will still be 16 share points. A \$200 dollar fee will be assessed at the beginning of each season. For each hour of volunteering time, \$12.50 will be accredited to this fee. When the allotted 16 hours is complete, this fee will be considered paid in full. Additional hours are encouraged and welcomed. *Share points may be done throughout the entire school year, but must be completed by May 15 each spring.*

### **Student Fundraising Requirements**

Each CHSMB member (student) is required to participate in fundraisers. A full list of fundraisers is posted in the Band Room.

8 fundraising points = participation in All Day/Night Party at Winterbreak

12 fundraising points = participation at Camp Yamhill for free

8-11 fundraising points = \$50 fee for Camp Yamhill

7 & under fundraising points = \$100 for Camp Yamhill

Participation in Camp Yamhill, is required for parade participation. Students who choose not to participate in Camp Yamhill are still be responsible for the cost of the camp, as reservations are made early in the school year for the full number of students in the program and cannot be cancelled.

### **Work Study/Deferment of Fees**

Mr. Dunlop and the Board share a philosophy of encouraging musicianship and inclusion of all who want to be a part of the CHSMB. Accordingly, a plan to work off fees (work study), or a deferment of a portion of the fees are possible depending upon availability of funds and family needs.

Work Study/Deferment requests should be made to Mr. Dunlop.

### **Lettering in Marching Band**

Participation in Marching Band earns a varsity letter.

In order to receive a letter, students must do all of these things to Mr. Dunlop's satisfaction:

- Enthusiastically participate in one year of academic band.
- Enthusiastically participate in one year of marching band.
- Attend and/or appropriately find subs for pep band gigs.
- Have no unexcused absences during marching season.
- Complete parade season.

Students must also do one of the following:

- Joined Portland Youth Philharmonic (PYP) or Metropolitan Youth Symphony (MYS).
- Take 4 or more private lessons.
- Participate in WIBC, All-State, or All-Northwest.
- Participate in the orchestra during a musical production.
- Assist at a middle or elementary school music class or CHOMP for 4 weeks.
- Participate in the solo/ensemble contest.
- Participate in any other musical events (church program, etc.). Check with Mr. Dunlop to make sure the event qualifies before counting on using it toward a letter.

If students meet these requirements, then they are eligible for a letter. Exceptions will be handled on a case-by-case basis. No letters will be awarded without parade participation.



**NOTE: The Band Director reserves the right to alter this list of requirements as he views appropriate.**

### **The Instrument Purchase Fund**

The Instrument Purchase Fund will be established for the sole purpose of providing new instruments for the band. It is our hope that people will choose to donate to this fund in the name of their favorite band member, in memory of a loved one, or to celebrate a special occasion.

## **CHSMB FUNDRAISING**

CHSMB's parent group Century Band Boosters provides leadership and opportunity to support CHSMB members in fundraisers that both students and parents may choose to participate in.

Century Band Boosters provides many opportunities for group and individual fundraisers throughout the year, information is sent home via email as well as posted on the Google Calendar.

- Group Fundraisers (the majority of our events) benefit the marching band (100% of the \$ raised goes to the group).
- Individual/Group Fundraisers benefit the individual student (80% of the \$ raised) and the marching band (20% of \$ raised)

Possible events include: monthly pop can drives, coca-cola sales, dining out nights, and our annual auction and street sale.

Century Band Boosters have fiscal and legal responsibility for all CHSMB-sponsored fundraising activities. To ensure the safety and security of our students and ongoing positive relationships with CHS and Hillsboro School District Administration, our fundraising policy is this:

*"No CHSMB-sponsored fund-raising may be promoted or launched without the express involvement and approval of the Century Band Boosters Board. The Board MUST be notified and clear the activity BEFORE contact is made with any business or any event is planned."*

At least one adult must be present and supervising ANY event! Continuous adult oversight and supervision is necessary for any opportunity to take place.

### **Tax Exempt, Non-Profit Status**

Century Band Boosters is a non-profit (501.c.3). Donations of any size are welcome – every bit helps and all donations are tax deductible. Receipts for amounts over \$250.00, as required by law and as requested, will be gratefully supplied to the donating party.

## **VOLUNTEER OPPORTUNITIES**

There are many volunteer opportunities throughout the year for CHSMB parents/family members, some of these are listed below:

Sewing – Cut, hem, pin, mend, sew flags and costumes, adjust uniforms

Uniform sizers

Uniform Checkout for performances

Concession Stand workers

Auction helpers

Pop Can Drive drivers & sorters

Sandwich preparers/makers

Competition Chaperones

Competition Food Prep/serving

Prop makers/builders– painting, construction, moving

Grant writers

Christmas Tree Sales

Street Sale Coordinator/workers  
Sponsor seekers  
Thank you letter writers  
Business partnership  
First Aid for trip and competitions (District Trained)  
Fall competitions  
Winterguard Competitions  
Century Showcase Band Competition  
Chaperone day and overnight trips  
Century Winter Showcase Competition  
Percussion Ensemble competitions

This is not all that is needed, by any means! Inquiries should be sent to our volunteer coordinator at [centurybandsecretary@gmail.com](mailto:centurybandsecretary@gmail.com)

The Hillsboro School District requires that *all parent and student volunteers read the volunteer handbook published by the District and fill out the volunteer application and criminal background check*. These items are found online by going to the Hillsboro School District website at: [www.hsd.k12.or.us](http://www.hsd.k12.or.us) Click on the community link, then “online volunteer application.” Read the handbook, then fill in and submit the application. The school will then have the list of available volunteers and school staff can access these lists. At this point, volunteers are free to work unless told otherwise. Volunteers will not be notified by the District when applications are processed.

### **CHAPERONING**

Each show is a little different than the previous one and often we may not know pertinent information such as what the time the bus leaves CHS, the number of buses we will have, or the time we will be playing until the day before the show. The trip coordinator will contact chaperones a couple of days before the competition with bus and show times, and other necessary information. Block out the entire Saturday, for most shows we will be leaving CHS between 8-9 a.m., and arriving home around midnight.

#### **What Chaperones need to bring:**

- Sack lunch for on the bus
- Money for entrance fees.
- Money for dinner.
- Dress for the weather! Competitions later in the fall get cold! Consider rain gear or an umbrella and a waterproof seat cushion.
- Blankets for the long, cold bus ride back.

#### **Getting ready to board the bus:**

When chaperones arrive at CHS on Saturday morning, they check in with the volunteer coordinator. The coordinator will give bus assignments. There are usually two or three chaperones per bus.

One Chaperon will be designated to be the students “counter.” The same kids must ride on the bus to and from the competition. There will be no “bus switching” unless coordinated by Mr. Dunlop. There will be times when students go home with their parents, Mr. Dunlop will communicate that to the Chaperones as needed.

#### **Discipline**

Mr. Dunlop needs chaperones to be his eyes. He can’t be everywhere and see everything. Watch the kids, be around the kids, have fun with the kids. Most of the time a simple reminder of the school rules is enough to solve the problem. But, please let Mr. Dunlop know of anything that seems not right. He wants to be the one to approach all situations and problems. Mr. Dunlop’s philosophy is “to treat them like an adult, unless they prove otherwise.” Discipline which involves physical contact is not appropriate for any chaperone.

#### **Once you’re on the bus**

Once the kids are on the bus and in their seats, a count of students should be made. This should happen every time we board the bus – going to and from rest stops, coming home – any time the kids get out and come back in again.

The only way a student can be excused from riding the bus home to CHS is with prior verbal permission from Mr. Dunlop. If there is any question about a student leaving, check with Mr. Dunlop. Even if a student shows a note chaperones must have verbal permission from Mr. Dunlop.

The bus ride is easy – just sit back, get to know the other parents, and enjoy the BUMPS while monitoring behavior.

#### At the competitions

Assist the students in getting ready for their performance.

Go to the bleachers and enjoy the show.

If we make finals we will usually have a meal prepared by Century Band Boosters for the marchers, chaperones, and crew. Please plan on assisting with serving.

After dinner, back to the dressing room, into uniforms, and out onto the field for the final competitions.

When the bus arrives at CHS, one chaperone should remain in the bus until all kids are out, then make one last check of the bus to make sure nothing was left behind.

Please help check in uniforms and make sure that everyone has a ride home!

#### Proper decorum during changing

One of the jobs as a chaperone will be to see that the boys and girls use appropriate modesty while changing in front of each other. Whether boy or girl, no band member should be changing down to their underwear in mixed company. Shorts and T-shirts should be worn under the band uniforms. If any member must change more than outerwear clothing, they should be directed to the nearest locker room or restroom. And if buses are all that is available, one is designated “boys,” one is designated “girls.”

Chaperones are also responsible for Colorguard, so they may have to direct Colorguard members to an appropriate place to change.

### **SHOW LOGISTICS**

The Show Logistics Team is composed of parents who help move equipment and props whenever the band plays. These volunteers are coordinated by the Percussion Vice President. The Props Coordinator and team deal with the props and tent set-up.

The “front ensemble” is an area on the field that contains all non-marching percussion instruments: xylophones, bells, bass drum, timpani, marimbas, chimes, and other stationary equipment. Ideally, before a performance this equipment is put onto trailers pulled by a small tractor. While the band is marching onto the field, the Logistics Team and the students who play the instruments in the front ensemble walk alongside the equipment train as it is pulled into the front ensemble area. If there is no tractor, we will need some volunteers to assist in getting equipment onto the field.

The equipment is unloaded from the trailers and quickly placed in order on the field.

The adults and trailers move out of the way while the band plays.

After the band has finished, and while the rest of the band members are marching off the field, the Logistics Team and players madly replace all the equipment onto the trailers and tow it away.

It takes about 6 to 8 people to work in the Logistics Team, depending on how much equipment the band is using during the show. Since the band has a limited amount of time on the field and gets penalized if they go over that time, the Logistics Team must be quick and efficient in unloading and reloading the equipment. Some of the equipment is very heavy (chimes, timpani), other pieces are small (music stands, cymbals, bells).

The Logistics Team is asked to dress in school colors (usually black shorts or pants and either a plain black shirt or the CHSMB black shirt). If a hat is worn, it should be a black baseball style cap (a teal C on the front is a good touch). The Logistics Team needs to be as unobtrusive as possible so that they do not distract attention from the band before, during and after the show.

A Logistics Team is required at each home football game that we perform at and for each competition. While it is best to have a consistent team, we also welcome volunteers who can't work all events but who are willing to train and work some events. The Logistics Team sometimes doubles as bus chaperones during trips, helps construct props that are used during the show, and assists with meal preparation.

### **PARADE WATER CARRIERS FREQUENTLY ASKED QUESTIONS (FAQS)**

When CHSMB participates in parades we require parent volunteers to help out. Here's a quick review of what to expect and what the parade walker role will be:

#### *When and where do we meet?*

The place and time to meet will be provided by the Parade Coordinator or band director. If a bus is being taken (Rose Parade, Starlight Parade) you will ride the bus.

#### *What do I wear?*

This will be decided as a group. All water carriers need to be uniform in their attire as to not distract from band or director.

#### *What do I bring with me?*

The small squirting bottles will be provided. Bring Kleenex, safety pins, hair pins, sunscreen, Band-Aids, a cloth for wiping sweaty hands, and whatever else might be needed as a marching teenager. Parade walkers are stand-in parents for 150+ kids who are not allowed to carry anything with them.

#### *Where do I march?*

During most of the parade walkers will march at either side of the row while they are playing. Where there are TV cameras and during judging, fade to the back and march following the two outer columns. We will be warned where these "critical sections" are before we begin marching. NO EXCEPTIONS.

#### *When do I water my row(s)?*

1. Any time they are stationary, and
2. While marching, during cadences (drum only).
3. When the drum major's whistle is heard, get out of the block and back to the edge immediately.
4. If unsure about when the band is starting to play during a parade just remain on the side, marching with them until someone indicates that they are thirsty.

#### *What if someone in my row has a problem?*

This can happen – heat, exhaustion, asthma, and other heat or stress-related problems. If there is someone with a possible medical problem, walkers will be told before the parade. There are three types of problems we might anticipate:

- Minor. A marcher needs a hat adjusted or a shoelace tied – handle it in a way that does not interrupt the other marchers.
- Troublesome. A musician is having trouble with a heavy instrument – take the instrument (and get out of the way) and let the kid continue marching.
- Urgent. A marcher needs to sit down – accompany him/her to the JagMobile (if available) or to the sidelines, making sure one of the other adults sees you leave. Some of the instruments are very large, and are carried by students who are not accustomed to carrying them for several miles. Watch them!

#### *What happens at the end of the parade route?*

Do not give parade water bottles to one of the kids. For daytime parades, there will be cold, bottled water for the Band and Colorguard (and us parents) in ice-chests by each of the buses.

## HOW DO WE STAY IN TOUCH?

### Parent Meetings

Each month on the second Tuesday, a parent meeting is held. The meetings begin at 7:00 pm. All parents are members of Century Band Boosters. We all benefit from good attendance. Parents will receive one hour of volunteer time for each attendee.

### Email Broadcasts

We use email broadcasts to relay information to band families. It is important that families provide both student and family email addresses so we can connect when the need arises.

Please be sure to send email information and addresses to [centurybandsecretary@gmail.com](mailto:centurybandsecretary@gmail.com)

### Google Calendar

All CHSMB events, shows, fundraisers will be posted on the google calendar:

[https://www.google.com/calendar/embed?src=mneho22d9g9t524isllvogv7k8%40group.calendar.google.com&ctz=America/Los\\_Angeles](https://www.google.com/calendar/embed?src=mneho22d9g9t524isllvogv7k8%40group.calendar.google.com&ctz=America/Los_Angeles)

### Website

The website for Century Band is: [www.centuryband.org](http://www.centuryband.org)

Refer to it for current news and calendar events as well as contact information.

### Colorguard and marchers not in band classes

Because information pertaining to marching events is often distributed during band classes, there will be a system agreed upon by Colorguard members to obtain this information.

It is the responsibility of these students, particularly band members marching but not in band class, to make this situation known to both a Century Band Boosters Board member AND their section leaders so communication lines can be established and maintained.

## STUDENT/PARENT ACKNOWLEDGEMENT

We have read and understand the Century High School Marching Band and Colorguard Handbook. We understand that we are accountable for the information in the Handbook and agree to abide by its contents.

All fees assessed are our responsibility and we acknowledge that we will make arrangements for the payment thereof.

We understand that all fees and charges must be paid by the end of the present school year. No balances may be "rolled over" to the following school year.

Also, if student does not complete the season, we will still be responsible for fair share fees and Colorguard costume costs, except in the case of physical injury or illness. In addition, we will incur an additional charge of \$150 to cover the cost of changing the choreography in the show due to the change in enrollment.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

This page must be signed and turned in to Mr. Dunlop by Wednesday of Band Camp

CENTURY HIGH SCHOOL BAND  
AUTHORIZATION TO TREAT A MINOR SLIP  
2015-2016

**Student's Name (print)** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

May we administer pain reliever if requested by student? Yes \_\_\_\_\_ No \_\_\_\_\_

May we administer antihistamine if requested by student? Yes \_\_\_\_\_ No \_\_\_\_\_

Allergies to drugs or food \_\_\_\_\_

List any other restrictions: \_\_\_\_\_

Any medications currently taking (include insulin, anti-convulsive, antihistamine, and tranquilizers):

\_\_\_\_\_

Please state reason for medications: \_\_\_\_\_

\_\_\_\_\_

Tetanus (date of last injection): \_\_\_\_\_

Family Physician \_\_\_\_\_

Physician Phone \_\_\_\_\_

Physician Address \_\_\_\_\_

\_\_\_\_\_

Insurance Company \_\_\_\_\_

Group # \_\_\_\_\_ Policy # \_\_\_\_\_

I (we) the parent(s) or legal guardian(s) of the above mentioned student, do hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis rendered under the general or special supervision of any member of the medical staff and emergency staff licensed under the provisions of the Medical Practice Act or a dentist licensed under the provisions of the Dental Practice Act and on the staff of any acute general hospital holding a current license to operate a hospital from the Oregon Department of Public Health.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospitalization being required but is given to provide authority and power to render care which the aforementioned physician in the exercise of his or her best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**CENTURY HIGH SCHOOL BAND**  
**TRAVEL PERMISSION SLIP AND INFORMATION SHEET**  
**2015-2016**

Student's Full Name \_\_\_\_\_  
Male \_\_\_\_ Female \_\_\_\_ Grade (circle one) 8 9 10 11 12

Student's Cell Phone \_\_\_\_\_ Shirt Size: S M L XL 2XL

Student's Email \_\_\_\_\_ Instrument/Group \_\_\_\_\_

Student primarily lives with: Father          Mother          Both

Father's Full Name \_\_\_\_\_

Address \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ is this # unlisted? \_\_\_\_\_

Employer \_\_\_\_\_

Father's Work # \_\_\_\_\_ Father's Cell # \_\_\_\_\_

E-mail address (es) \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Address (if different) \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ is this # unlisted? \_\_\_\_\_

Employer \_\_\_\_\_

Mother's Work # \_\_\_\_\_ Mother's Cell # \_\_\_\_\_

E-mail address (es) \_\_\_\_\_

Emergency Names & Numbers: \_\_\_\_\_  
\_\_\_\_\_

As the parent or legal guardian of the above-mentioned student, I give my permission for him/her to travel with the Century High School Band during the school year. It is understood that all rules and regulations of the school and of the organization must be followed.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_