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THE BAND BOOSTER ORGANIZATION

PURPOSE

The Thousand Oaks High School Lancer Band consists of all student performers; instrumental, color guard and percussion. The Thousand Oaks High School Lancer Band Boosters provide support to the Lancer Band and all of its performance groups. This support shall consist of financial support, volunteer services and organizational coordination as requested by the Band Director. Our corporation provides this support in accordance with our bylaws and in compliance with Conejo Valley Unified School District policies.

BOOSTER MEMBERSHIP

Every parent or guardian of a student member of the Thousand Oaks High School Lancer Band is automatically a member of the Thousand Oaks High School Lancer Band Boosters. There is no fee to be a member.

BOOSTER MEETINGS

Band Booster meetings are typically held August through May on the second Thursday of each month at 7:30 PM in the band room. Booster meetings are for all members. Our annual meeting is held in May and includes the election of officers. Please make an effort to attend. The most up to date information is available at the meetings.

EXECUTIVE BOARD

The Executive Board is chosen by the membership each spring and consists of the elected officers, the Parliamentarian and the Band Director. These are the members with the most complete and accurate information about the band program and they welcome your questions and comments. A list of the Executive Board members and their duties can be found in the ***Current Supplement*** portion of this handbook.

CLASS REPRESENTATIVES

Booster Class Reps are selected by the Executive Board to provide communication and coordination for each grade level. Class Reps can answer many questions or at least point you in the right direction. Expect calls from them when the band needs extra support.

BOOSTER PARTICIPATION PROTOCOL

ROLE OF THE BOOSTER ORGANIZATION

The Boosters are the *support* organization for the Lancer Band. Their responsibilities include raising funds, providing a workforce and coordinating activities. The key word in this description is *support*. The Band Director and his professional staff set the goals for the Band program. The Boosters help them to reach those goals.

BOOSTER DECORUM

As a member of the Boosters, your primary role is to be an enthusiastic supporter of the band. Each event has its own protocol. Observing the protocol demonstrates your respect for the activity and the hard work and dedication of the participants. Boosters who are assisting with performances follow a pre-determined chain of command involving the Band Director, the professional staff, and the booster event coordinator.

ATTITUDE

Our goal as Boosters is to promote and support musical and performance excellence for all. Our reputation speaks for itself. No one needs to make our band better by speaking poorly of another unit. Be especially mindful of this when you are walking down the street, sitting in the stands, or waiting in the concession lines. It is always appropriate to show your support at events by wearing your Band Booster shirt.

COMPETITION TICKETS

Sponsoring organizations charge for competition tickets. Like us, they rely on ticket and concession sales to raise funds for their performance group. **Free tickets are not normally provided for Boosters** even when they are serving as chaperones. At the discretion of the sponsoring organization, *passes* may be provided to Boosters who are assigned to assist the Band on the field at a particular performance. These passes, however, do not provide access to the spectator side of the viewing area. Boosters who are assisting the Band at an event and also want to watch other performances must buy tickets.

COMPETITION FOOD

The food committee works with a very tight budget for each event. Food allotments are carefully planned. In addition to providing food for the Band, the committee provides food for the band director, the professional staff and Boosters who are assigned to assist the Band at that particular event. Boosters who attend the event as spectators are encouraged to support the host band by buying food from the concession stands.

PARADES

In parade competitions, adjudication takes place in a designated judging area before the parade begins. Boosters should stay out of the block whenever the Band and Color Guard are playing their march or marching up in the queue. Boosters should stay outside of the judge's view for the entire competition performance and remember to not shout out the band's name or the name of individuals. It's best to take a place on the sidewalk and watch the band go by. If you need to move at this time, be sure you walk behind the judge's station.

After the competition performance is completed or in non-adjudicated parades, the Band moves up to the parade-staging queue to await their time to march down the street. This is a good time to assist with water and other needs. Be mindful of the drum major's commands to the band. They will be re-forming the parade block and proceeding to the start of the parade.

Boosters who wish to follow the band down the parade route should take care not to block spectators. Boosters who are assisting the Band should stay out of the performance block, walking a short distance behind the band until they are needed. All Boosters walking with the band wear official booster attire, green shirt and black pants.

FIELD TOURNAMENTS

Only those Boosters who have been assigned to assist the Band for the performance accompany the band into the pre-staging area and onto the track and performance field. Each Booster has been assigned a specific job, from staging the percussion pit, setting the props, to placing the podium. After the performance, the same Booster personnel assist the band with their exit from the field.

When assisting the Band, it is important to remember to stay calm and relaxed. Panic and worry are contagious and can adversely affect the attitudes of our performers. Be calm, be flexible and remember to breathe.

Boosters should wait for a cue from a Lancer Band staff member before beginning staging. Early entry onto the field could trigger a penalty All Boosters must be out of the performance area before the band can begin. Do not reenter the performance area at any time during the performance. After the final note is played, a band staff member will signal when the Boosters can retrieve props and equipment. Care should be taken to stay out of the way of other band's support crews as we move our own Band out.

JUDGES

The job of the judges is to adjudicate *every* band fairly. They do not like to be distracted from their work. It's best to keep out of their field of view and motionless while they are judging any performance. Although it has rarely happened, a judge could penalize a spectator's band for inappropriate behavior.

FINANCIAL INFORMATION

Payments are made to the School District (CVUSD), TOHS Associated Student Body (ASB) and the Band Boosters. These member payments provide a wide range of goods and services essential to the Band program and to the individual student members.

NOTE: To ensure proper credit, all payments must be deposited in the White Box located in the band room or mailed to TOHS BAND OFFICE 2323 N. Moorpark Rd. 91360. Specific mailing envelopes are supplied. Payment by check is preferred. MasterCard, Visa or Discover are accepted as well but add an additional cost to the band. Be sure to label each check with the student's name and the purpose of the payment. PLEASE, hand large cash payments directly to office staff and request a receipt.

CVUSD FEES

The Conejo Valley Unified School District (CVUSD) requires two payments. Each student participating in the TOHS Lancer Band program must pay a CVUSD Transportation Fee and a CVUSD Uniform Replacement Fee. Consult your **Current Supplement Section** for up to date amounts and deadlines. The CVUSD pays a substantial share of our school bus transportation to Saturday competitions. The Transportation Fee offsets a portion of that expense. In addition, the CVUSD maintains a fund for each school's band program in which uniform fees are held. This fund pays for cleaning, maintenance and the purchase of uniforms, both singly and less often in large numbers, when new uniforms are purchased for the entire program.

ASSOCIATED STUDENT BODY OBLIGATION (ASB)

Each Band student is a member of the Band Organization and has obligations to the group as a whole. That obligation includes participation in fundraising efforts. Monies earned directly from student efforts are collected in the ASB account regulated by TOHS. Each member is responsible for a \$100 payment to the ASB fund. This money can be earned by selling tickets to the Janss Car Wash, band summer car wash series or participating in a Booster ISSA fundraisers and requesting transfer of funds into the ASB account. In addition to this \$100 obligation, all student members are required to participate in the Pennies for Piccolos and Holiday Caroling activities as well as working at their designated ASB car wash.

TOHS BAND BOOSTER EXPENSES

The Band Boosters manage all travel, food, equipment, clothing and office overhead expenses. In addition, the Boosters reimburse the CVUSD for professional staff members whose positions are not funded by the District. The Booster organization pays for transportation and accommodations well in advance of the competition season and requires prompt re-payment. The portion of the Marching Season Expenses dedicated to food, transportation and hotels (flow-through) must be paid by the dates listed on the **Financial Commitment Form** found in the **Current Supplement Section**. **Payment is required in order to eat or travel on overnight trips with the Band Program.**

INDIVIDUAL STUDENT SAVINGS ACCOUNTS (ISSA)

The Booster Organization has established Individual Student Savings Accounts (ISSA) and planned fund-raisers to help families offset band expenses. Deposits into the Individual Student Savings Accounts are earned by participation in designated fund-raisers. The Individual Student Savings Accounts are designed to assist students and their families in earning the funds required for participation in the Lancer Band program. The list of fundraisers that contribute to ISSAs is quite extensive and includes Scrip purchases, carwash ticket sales over the ASB minimum, and Adbook sales. See the ***Current Supplement*** for further details.

The specific rules governing distributions from Individual Student Savings Accounts are outlined in the TOHS Band Booster Bylaws. Key details are provided below.

Applicable expenses are:

- Program student costs, fees and contributions
- Honor band, solo and ensemble costs
- Band trips
- Instrument supplies, repairs, and rental
- Instrument purchase
- Related performance lessons, camps, programs
- Performance equipment
- Music and dance lessons
- Performance attire
- Program Activity

Funds are withdrawn or transferred from the ISSA by filling out an ISSA Withdrawal Form. A copy of this form is provided in your handbook's ***Current Supplement*** and additional forms are available in the band room "form file." E-mail requests for transfers must be made to the member financial secretary. Non-program expenditures (instrument purchase, lessons etc.) require proof of expense (receipt, canceled check) attached.

Funds remaining in individual accounts after the end of the school year will be:

- Transferred to the BOOSTERS general account as payment for delinquent fees.
- Held for the next year as down payment for future billings;
- If requested by the family in writing to the financial secretary within 30 days of a student leaving the band program, retained in an ISSA if the family is expected to return to the band program within 2 years.
- Transferred to the BOOSTERS general account after thirty (30) days, if a student ceases or fails to participate in band activities.

FINANCIAL SCHOLARSHIP FUND

The Band Boosters have established a special fund to help defray the expenses of Booster families who are experiencing financial hardship. Eligibility is determined by the TOHS Athletic department's review of your financial status. Band Booster Financial Scholarship funds are allocated by the Executive Board to offset Booster family expenses for program instruction, functions, and activities. Specific rules are outlined in the Booster Bylaws. Contact any of the financial officers (President, Treasurer, Financial Secretary, Auditor, and Secretary) for information on applying for a scholarship. TOHS conducts financial aid assistance evaluations early in the fall semester. You should apply to the High School Athletic department no later than August or September.

Disbursement of Financial Scholarship funds is limited to the following allowable expenses in this order:

Fair Share/Instruction Donations
Booster expenses
Program trip expenses
Performance attire

- Scholarship Funds are administered by the BOOSTERS Executive Board. The Executive Board is not required to disburse available funds at any time. These funds may be held from one fiscal year to the next.
- Eligibility must first be established through the District Financial Aid Assistance program and conform to applicable District Policy.
- The Executive Board shall establish fair and equitable procedures for the disbursement of Financial Scholarship funds.
- The financial officers Executive Board (President, Treasurer, Financial Secretary, Auditor, and Secretary) shall have sole discretion involving the disbursement of these funds.
- The Executive Board shall maintain confidentiality in all matters pertaining to requests for funds and/or disbursement of these funds.

BOOSTER FUND RAISING

The Booster Organization raises money to support the Band program as a whole while also creating opportunities for members to earn funds for their Individual Student Savings Accounts (ISSA). Boosters who are not able to volunteer for or participate in Band fundraisers, should consider making a substantial donation to the general fund so that other members are not asked to carry more than their fair share.

The Lancer Band depends on all Boosters to support Booster fund-raising activities. Since the Conejo Valley Unified School District provides only a small amount of the funds needed to operate the Band, it is our responsibility as Boosters to raise the funds needed to cover operating expenses. Our program depends heavily on the money generated by these key fund-raising activities:

- Scrip
- eScrip
- Ad Book
- Field Show Tournament
- Concerts
- Casino Night

Two of our largest fund-raisers, scrip and the Ad Book, provide direct benefits to you by building your Individual Student Savings Account (ISSA) while helping the Band at the same time. These key fund-raisers are described below. Detailed information can be found in your ***Current Supplement*** and as the year goes on, in your ***Bugle*** newsletter and e-mail updates.

SCRIP, ESCRIP & RALPH'S COMMUNITY PROGRAM

The entire Band program could be funded via Scrip alone if everyone participated.

Regular Scrip works because stores sell the Boosters gift certificates at a discount and Booster families purchase the certificates at face value. Details are found in the ***Current Supplement*** materials and online at TOHSBAND.ORG. The profit from Scrip sales is divided between the Individual Student Scholarship Account and the general Booster fund.

EScrip is an electronic Scrip used by Vons/Safeway grocery store chain, major credit card companies and nation wide retailers. It is simple to sign up and the money comes automatically. Friends and family can register and designate your ISSA for credit. Although the percent is small, it really adds up over time. Someone you know is a regular Vons shopper. Don't miss out on this "free money". See the ***Current Supplement*** for details or go to www.escrip.com.

Ralph's grocery store participates in a rewards program. Sign up information is provided in your supplement. The Ralph's donation is split between the band program and the member ISSA.

AD BOOK

This is a very significant Booster and ISSA fundraiser. Our members sell advertising space for a book we publish at the close of the marching season. A full set of selling materials is provided to each member during the spring orientation meetings. Further details are also provided in the *current supplement*.

CONCERTS

Our instrumental students perform in two primary TOHS concerts; a winter concert in December and a spring concert in April or May. Families are encouraged to attend along with friends and relatives. The money raised goes directly back to the program. Traditionally, Color Guard members serve as ushers and bake sale hosts. Additional concerts are held for Jazz and percussion students.

CASINO NIGHT

The TOHS Band had our first Casino Night last February and it was met with much success. Booster volunteers scour the community for auction donations, assemble wonderful baskets, set up the auction tables and tally bids, all while having a terrific time. Don't miss this highly entertaining evening.

ASSOCIATED STUDENT BODY (ASB) FUNDRAISING

Every Student Band member is expected to participate in ASB Band fundraisers. The money raised by member students helps to pay for instruments, equipment and competition registration fees. In addition, the Student Band Council fundraises in order to reduce ticket prices for their year-end Band Banquet. The mandatory ASB Fundraising obligation is \$100. This obligation can be met by selling Janss Carwash tickets or boxed candy. Monies held in Individual Student Savings Accounts (ISSA) can be transferred to fulfill the ASB obligation. Any member, who has not raised their minimum obligation by December 1, must pay \$100 into the ASB account. Amounts raised above the obligation are deposited into that member's ISSA. In addition to fundraising, members participate in Pennies for Piccolos and December Caroling as well as work at their assigned car wash and fulfill their fair share of community service work hours. See supplement for details.

CAR WASHES

Each grade level has a required ASB car wash. All students are expected to report for setup and stay for clean up. If the date assigned is impossible, students must attend another grades event. Booster parents supervise. Pizza lunch and drinks provided. 8:30-2:30

BAND SUMMER SERIES CAR WASHES & JANSS CAR WASH TICKETS

The Band Summer Series Car Wash tickets are in your orientation packet and are for the band run car washes from June through September. The Janss Car Wash Tickets are available for resale throughout the year. Mrs. Martone organizes this from the Band Office.

PENNIES FOR PICCOLOS

All members are expected to collect spare change over the summer for our Pennies for Piccolos fund. This money helps to buy new instruments and repair the old ones. Each section vies to collect the largest amount. Groups go door to door during the summer requesting donations. Top sections are recognized. Additional prizes are awarded for top individual collectors.

DECEMBER CAROLING

During the month of December, the band goes caroling door to door around the community. Small musical groups, with Color Guard and Percussion students serving as "elves," are driven by parents who are approved by the school.

COMMUNITY SERVICE WORK DAYS

The Band applies for a grant from the City of Thousand Oaks each year. In return for their financial support, we perform community service work designed to beautify the city. Landscaping, trash pick up and painting out graffiti are common assignments. All members are expected to do their share. Parents are needed for supervision.

VOLUNTEERING

Financial support is critical to the Band Program but money alone cannot meet all its needs. Booster parent volunteers fill essential behind the scenes roles throughout our program. Active Boosters reap the rewards of lifelong friendship as well as the chance to work with and get to know a terrific bunch of students. Volunteers are especially critical in the following areas:

FUNDRAISING (WAYS AND MEANS):

Each of our fundraisers requires volunteer support in order to be successful. There is something here for everyone so please say yes when the call for help goes out. We can't do it without you! Over half of our general program budget is paid for with fund raising profits.

STUDENT SUPPORT:

Two of life's essentials, food and clothing, are included in this critical area. We use Boosters for uniform fittings and distribution, prepping prior to performances, as well as food and water at home and on the road. Then there are clothing orders to take and fill. This is the perfect spot for you if you like being right there with the students

EQUIPMENT:

Yup, you guessed it, we design it, we build it, we pack it, we deliver it, we get it on and off the performance field, and finally we unpack it when we get home! Here you will find a great group of dedicated parents. This is a "Dad" favorite but spots are open for all of you tool-time fans.

CHAPERONES:

Adult supervision by Boosters is provided on all trips. Chaperones are chosen by the trip coordinator, with guidance from the Band Director, to best serve the needs of the students in the program. Chaperones fulfill many roles and are expected to pitch in wherever and whenever needed.

THE LANCER BAND PROGRAM

GOALS

The Thousand Oaks High School Lancer Band is a collaboration of outstanding students, parents and instructors all striving to achieve program excellence. Lancer Band Members join a team, focused on the thrill of performance, self-sacrifice for the good of the group and the fun and success that comes from planning and hard work. We work as a unit for the good of the Band, the School and the Community.

STRUCTURE

Each fall, the entire Lancer Band membership performs as one unit in field show competitions at the local, state and national level. Field shows have evolved from the traditional football game halftime performance into a remarkable display of musicianship, marching and artistic movement. We perform our show for appreciative audiences at Friday night football games, Southland competitions, State finals and National finals.

As the Field Show season draws to an end in late November, our instrumental students transform into the concert bands. During the second semester, instrumental students continue to perform in concert bands assigned through an audition process. Color Guard students continue in their regularly scheduled class, keeping fit and practicing their skills. Jazz Bands, Winter Guard and Spring Drumline programs are additional options for interested students.

PERFORMANCE GROUPS

During the concert season, the Thousand Oaks High School Instrumental Music Department features three concert performance ensembles: Wind Ensemble, Wind Symphony and Symphonic Band. Placement into these ensembles is determined by audition. During the marching season, all individual ensemble members participate in the Lancer Marching Band. Students receive Visual/Performing credit, UC credit and/or P.E. credit depending on ensemble.

Wind Ensemble

The Wind Ensemble is premier performance concert band at Thousand Oaks High School. Members of this exclusive group study and perform the most advanced literature available for band. Designed for advanced students, band members must audition during June and January each year for acceptance into this select ensemble.

Instrumentation in this ensemble is usually one per part and students are seated by performance ability. The top chair in each section is the principal player and earns the responsibility to organize the needs of their perspective section. The principle player also is the soloist for any given solo that is required for the ensemble. Wind Ensemble section members are ranked by audition and may challenge the player in the next chair through the challenge process. During their spring season, the Wind Ensemble participates in a number of district and regional band festivals throughout Southern California. This elite group has consistently earned "Superior" ratings at these festivals, many of which are by invitation only.

Wind Symphony

The Wind Symphony is designed for experienced student musicians who wish to extend their training by studying and performing a challenging musical repertoire. As their musical abilities mature through study and practice in the Wind Symphony, many of these student musicians will move on to become members of the Wind Ensemble.

Lancer Band Class Descriptions February 2009

Because of the high level of musical skill required, band members audition for membership in this ensemble during the months of June and January.

Instrumentalists in the Wind Symphony are organized by section, with each group having a section leader called the principal player. Section members are ranked by audition and may challenge the player in the next chair through the challenge process.

During their spring season, the Wind Symphony participates in a number of district and regional band festivals throughout Southern California. This ensemble has consistently earned "Superior" ratings at these festivals.

Symphonic Band

The Symphonic Band is designed for novice and intermediate student musicians who wish to extend their training by studying and performing an appropriately challenging musical repertoire. As their musical abilities mature through study and practice in the Symphonic Band, many of these student musicians will move on to become members of the Wind Symphony and Wind Ensemble.

Band members audition for placement in our concert bands during the months of June and January. Instrumentalists in the Symphonic Band are organized by section, with each group having a section leader called the principal player. Section members are ranked by audition and may challenge the player in the next chair through the challenge process.

During their spring season, the Symphonic Band participates in a number of district and regional band festivals throughout Southern California. This ensemble has consistently earned "Excellent" and/or "Superior" ratings at these festivals.

Jazz opens up an entirely new dimension for students in the Thousand Oaks Instrumental Music Department. It gives students an opportunity to experience and experiment with new styles of music. A broad range of jazz styles is explored including examples of: bebop, swing, Latin, rock, etc. Members are encouraged to improvise.

Members of the Jazz Ensembles perform with the following instrumentation: Alto Sax, Tenor Sax and Bari Sax; Trombones; Trumpets; Piano; Guitar; Bass; Trap Set (Drum Set); Auxiliary Percussion.

Thousand Oaks High School has two jazz ensembles and other individual combos: The AM Jazz Band and the PM Jazz Band. Placement into these ensembles is determined by audition. Both Jazz Ensembles perform for school activities, concerts and in various Jazz Festivals in the spring.

AM Jazz Band

The AM Jazz Ensemble is the number one jazz ensemble at Thousand Oaks High School. The members of this ensemble are selected through audition held in August from the membership of our other performing ensembles. All of AM Jazz Ensemble members are in another instrumental ensemble class and are members of the Marching Lancers. This is a yearlong class, which meets at 7:00 AM, Monday through Friday, hence the name, AM Jazz.

The AM Jazz Ensemble performs at an annual booster fundraiser and silent auction, sponsored by the TOHS Band Boosters.

PM Jazz Band

The PM Jazz Ensemble is designed for beginning and intermediate Jazz Students. This ensemble meets in the second semester of the school year in the afternoon after the normal school day.

PROFESSIONAL STAFF

An extremely capable and gifted professional staff leads the Lancer Band. Their ability to teach our students new skills helps them grow musically, artistically, and emotionally. The success of our program is, in part, a result of our professional staff's efforts to bring out the very best in each student. They provide the instructional and coaching support necessary to run this very large organization.

Although the Director is ultimately responsible for every performance group, specific instructional staff members are assigned to pit, drumline, color guard and horns. Coaches are employees of the CVUSD.

FINDING YOUR WAY

Welcome to Bandland! That's what the students call the planter area next to the band room door. Band parents come onto the TOHS Campus more than any other parent group so it helps to know your way around.

Main Gate

The gate just north of the TOHS Administration building is conveniently close to the Band room. Scrip and special ticket sales often set up here as marching rehearsal ends.

Band Room

The building between the Performing Arts Center and TOHS Administration is the Band Room. Boosters are welcome to stop into the Band Room after school hours and during summer and afternoon practice times to attend to business in the office. The Band office is at the far left corner of the Band room. Please knock before entering.

Cafeteria and Quad

We often use the Quad and Cafeteria for band gatherings. Just come through the main gate and walk straight ahead. The cafeteria is the next building back with the big windows. The Quad is the park like area to your left.

PAC

Performing Arts Center - The theater building just north of the band room along the main driveway.

Football Stadium

The Band performs its field show and plays spirit music in the stands during Friday night football games. After the game, students return to the Quad for dismissal, then change in the choir room and M-3 adjacent to the Band Room. Band Boosters often park near the Band room for football games rather than in the south lots near the stadium.

COMMUNICATION

Because we are a large organization, efficient and accurate communication is a constant challenge. We depend on a variety of methods and work hard to insure accuracy. Much of the information we need for planning comes from outside organizations who are often slow to make decisions and supply information. We know that your time is valuable, as is ours, and make every effort provide information as soon as it is available.

Web Page

The Lancer Band maintains a web page, www.TOHSBAND.ORG. Forms and flyers, the online version of our Bugle newsletter, a master calendar and details of upcoming band events can be found here. Members with good digital shots of recent band events are encouraged to submit them to the web page for all to enjoy.

The Bugle

The Bugle is our monthly Band newsletter which may be viewed on our website, www.TOHSBAND.ORG or you may request that a hard copy be mailed to your home. Here you will find notices of upcoming events, announcements of program successes and descriptions of fundraising opportunities.

Message Boards

Bulletin boards in the band room are dedicated to student and Booster information. Students should check the boards regularly for new information. The Band Room doors are also used for posting information.

Event Itineraries

Itineraries are provided in the band room at midweek for that weekend's activities. Copies of the itineraries and other band activity flyers can be found on the shelves just inside the band room door.

E- Mail Updates

The Boosters maintain a roster of Band family e-mail addresses. Updates containing details of itineraries and activities are sent to all members whose current e-mail addresses are on file. Adjust your spam blockers to allow for Band Booster Updates.

Hotline

The Lancer Band Boosters maintain a hotline number, 805-267-4806. When the Band, or one of our performance units, is on the road, trip coordinators update the hotline with information about the event for those who have been left behind. Return times from competitions are unpredictable. You don't have to wait for hours in the parking lot. Just call the hotline for the most up to date arrival time estimate.

Band Office Phones

There are three phone lines into the Band Office: Mr. Martone's, Mrs. Martone's, and the Booster Office phone. General questions should be directed to the Booster office phone, 379-0437. Call Mrs. Martone, 495-7491X6002 for ASB Finance and Color Guard questions. Call Mr. Martone, 495-7491X2002 for individual academic questions or concerns you have relating to the classroom. Booster financial questions should be directed to the financial secretary or treasurer.

REQUIRED CLOTHING, ACCESSORIES, AND PERSONAL EQUIPMENT

The following items are required of band members and must be ordered through the Booster club:

ALL BAND MEMBERS:

Alternate Uniform Shirt – Kelly Green
Band Dickie Jacket OR Letterman Jacket

Rehearsal Uniform Shirt – White w/logo
Band Logo Baseball Cap – Not CG

INSTRUMENTAL BAND MEMBERS:

Black Marching Shoes

Tuba Hats

COLOR GUARD:

Shoes – White Rehearsal
Gloves
Black Athletic Pants
Make-up

Shoes – Black Performance
Rifle
Unitard - TBD
Duffle Bag (optional but highly recommended!)

REQUIRED PERSONAL CLOTHING ACCESSORIES

There are additional required uniform items that are not provided by the program. These include:

ALL BAND MEMBERS

White Sneakers or Tennis Shoes White Socks
Dark Black Pants (black shorts or athletic pants are not appropriate for all band activities.)

INSTRUMENTAL BAND MEMBERS:

Plain Short Sleeve Black T-shirt Black Socks
(To be worn under uniform)

COLOR GUARD

Rehearsal Attire: Determined by staff – see class handout
Field Rehearsal: Determined by staff – see class handout

PERSONAL INSTRUMENTAL EQUIPMENT

Each instrument requires specific supplies and gear for proper maintenance and use. It is expected that all instrumentalist will supply these necessary items. In addition, each instrumentalist needs a marching lyre, used at football games for spirit music.

UNIFORM RULES AND REGULATIONS

Several uniforms may be worn on performance days: the "performance uniform", the "rehearsal uniform" and the "alternate uniform." The performance uniform is our formal band uniform and is worn for all performances at field tournaments and parades. The Rehearsal uniform is worn for performance day rehearsals. The alternate uniform is often worn while the band is in transit or occasionally as a performance uniform for a particular event. Specific uniform instructions are issued in the itinerary when special dressing rules apply.

On performance days, students must depart from home with all uniform items. It is each band member's responsibility to have his or her complete, assigned performance uniform as well as the rehearsal and alternate uniforms as required.

The Alternate Uniform AKA "black & greens"

- Dark black pants (shorts acceptable for travel but not performance events)
- Band shirt (Kelly green polo) – used for travel, occasional performance and spectating
- Alternate band jacket or letterman jacket
- White tennis shoes (ok to have colored trim) and white socks

Rehearsal Uniform AKA "black and whites"

- White t-shirt w/band logo or white section shirt
- Black pants or shorts

Performance Uniform - Instrumentalists:

The marching performance uniform consists of a Jacket, half-jacket overlay, bib-overall pants, gauntlets, shako or tuba hat, as well as black T-shirt(s), performance gloves, black patent marching shoes and black socks.

Jacket:

To protect the uniform, wear a plain black (no logo) sleeved T-shirt under your uniform jacket. When changing after an event, ***do not put perspiration-soaked shirt or socks in your uniform garment bag.*** Put them in a plastic bag you can keep in your shoe or tote bag. Check the sleeve length often. Resnap the hem as necessary.

Overlay:

Keep properly hung in garment bag with jacket when not being worn

Pants:

Check pant length often. It must be 1 ½" from floor with marching shoes on. Hem as necessary. Do not cut the fabric. Do not use iron-on hemming tape.

Shoes:

We suggest clearly labeling shoes on the inside with a permanent marker. This makes it easier to identify your shoes when there are 10 pairs on the floor of the bus! Take your shoes home after each event and clean them. Instructions for the care and cleaning of the black patent shoes will be distributed with the shoes. Follow them carefully in order to maintain shoe appearance and extend wearability. Carry shoes and socks in the shoe bag provided by the Boosters. Request replacement bags from the Uniform Staff. **NEVER put shoes in uniform garment bag!** New shoe orders can take up to 7 days. Inform Uniform Staff of problems promptly.

Socks:

Socks must be a solid black over the calf, with a **good** elastic top. All-cotton socks fade quickly. Faded socks may not be worn for performances.

Personal Appearance:

- Hair must be trimmed so it does not touch the top of the jacket collar. Long hair must go up under the shako (hat) and must be secured to stay in place.
- All boys must be clean-shaven.
- Jewelry, excessive makeup, and nail polish are not permitted for performances.

Instructions for Hanging and Storing Uniforms

Take the uniform out of the garment bag to air when you take it home after performances. **Do not** permit it to hang and fade in direct sunlight. You may hand wash the snap-out collar insert when it becomes soiled. **Do not** machine dry!

In storage or transit, uniforms must be hanging properly on the numbered, heavy plastic or wooden hanger in the garment bag provided. Do not substitute hangers from home for the one provided. Note; if you need a replacement hanger notify the uniform manager.

Your name and garment numbers must be displayed on the garment bag at all times. No additional items are to be stored in the garment bags. Bags are inspected regularly by the Uniform Staff and additional items placed in lost and found. Use your shoe bag or a tote to store personal items such as water bottles, socks, T-shirts, toiletries, etc.

Shakos (hats) are to be stored inside the plastic bag in the box provided and placed in the proper storage slot in the shako racks. Plumes will be placed and removed only by gloved uniform staff personnel.

Things to Remember

- While being prepped, do not put your instrument on the ground where it can be stepped on. No food is to be consumed while wearing the performance uniform jacket.
- If you find a spot or stain on your uniform, bring the uniform to school and notify the Uniform Staff as soon as possible. Do not have the uniform cleaned.
- Respect and cooperate with the Booster uniform prep personnel at all times. They are not your maids, but are there to help you look your best while in uniform.

Concert Performance Attire

Concert dress is worn by all concert ensembles at the Winter Concert, SCSBOA Festivals, All District Band Festival, Spring Concert and graduation.

Uniformity of attire is an important aspect of performance and is noted by festival adjudicators and audience alike. Please conform to the required attire. Any concerns should be discussed with the Booster Student Support –Uniforms Chairperson well in advance of performance dates.

Girls

- Official solid black, long dress
- Sheer black nylons or knee-highs
- Plain, black, closed toe and closed back, dress shoe with heel less than 2 inches
- Proper under-garments as dress is clingy and revealing.

BOYS

- Black tuxedo
- Solid white, long-sleeved, wing collar tuxedo shirt, black studs and cuff links
- Solid black cummerbund ONLY (NO VESTS)
- Solid black bow tie (no pattern)
- Black dress shoes (can use marching shoes) and black socks

JAZZ BANDS

Jazz Band performance attire is a black long sleeved shirt, black pants, black socks, black shoes (may use marching shoes); if a belt is worn it must be black. Casual dress is sometimes required as determined by the Band Director.

PERCUSSION GROUPS/COLOR GUARD

The attire for percussion and color guard performance groups is determined by the instructors and under separate show budgets.

Performance attire for the fall marching show includes costumes for all members. The costumes are part of the field show budget.

ACTIVITY FORMATS

TRANSPORTATION

Transportation to and from most Lancer Band events is typically by school bus or motor coach. Occasionally, boosters who have been approved by the school transport students in personal vehicles. Students are never permitted to drive each other to events. All students are **required** to travel with their performance group to and from events. Traveling with the group provides important preparation time for members prior to performances. On return to TOHS, students assist with unloading and storage of equipment. By traveling and working together, students build camaraderie and team unity. **Individual requests for special travel arrangements must be submitted in writing to the Band Office and be approved by the Band Director at least 48 hours prior to the event.**

TYPICAL EVENT SCHEDULES

Football games

- Students arrive with their performance uniforms and baseball hats on Friday morning
- Rehearsal takes place as usual that afternoon
- Boosters supply dinner
- Students dress and begin final warm-ups
- Band reports to stadium to play spirit music – 7 pm
- Field show is performed during half time
- Band returns to the bleachers to play spirit music
- Football game ends and Band returns to the Quad for formal dismissal – usually 9 ish
- Band students change out of their uniforms and go home!

Saturday Field Show Tournaments

- Members should plan for the entire Saturday to be taken up by competition activities
- Itineraries vary depending on travel and performance times.
- Rehearsal at TOHS on the morning of the competition is common for local venues.
- Dinner and sometimes lunch are provided by the Boosters.
- Students travel in alternate uniforms
- Our competition time is usually towards the later part of the tournament.
- Tournaments typically end between 9 and 10:00.
- It is not unusual for the Band to arrive back at TOHS close to midnight.

Overnight Competitions

- Departure is usually during the school day on Friday or sometimes earlier in week
- Luggage and uniforms are brought to the school for check in the night before.
- Students travel in alternate uniform.
- A full itinerary and packing list is provided in advance.
- Competition often involves a Saturday daytime semi-final and nighttime final.
- All school rules apply for the entire duration of the trip.

ACADEMIC INFORMATION

ELIGIBILITY

Students must maintain a minimum of a 2.0 grade point average to participate in Band. Grade point is based upon previous semester grades in all courses, including 8th grade for 9th grade participants.

GRADING

Band is a class for which academic credit is received. All CVUSD and TOHS rules apply. Rehearsals and performances are a required part of the class. Participants should be aware that an unexcused absence from the last rehearsal prior to a performance can cause the student to be excluded from the performance, thereby resulting in the lowering of that semesters grade. Because performance times are rarely available more than two days prior to events or competitions, it is imperative that participants leave each performance dates completely clear. Do not schedule additional activities on the date of an event or performance.

ATTENDANCE

Participants must attend all classes during the school day or prior day of a scheduled event. Any exceptions must have prior approval from the principal. Truancy will result in disciplinary action that may include suspension from participation in forthcoming events. If attendance problems become habitual, they may result in suspension from the group.

TEST CONFLICTS

Every effort is made to avoid conflicts with the SAT and PSAT testing dates. The dates for these tests are published well in advance. Please choose your test dates with the Band performance calendar in mind.

AUDITIONS AND CHALLENGES

Fall Semester Auditions

Information and dates will be posted on the website and/or provided at the May orientation meeting. Wind instrumentalists should be ready to perform the following materials at that audition:

- Scale, arpeggio or key studies. Major and chromatic scales are required and minor scales and arpeggios are encouraged. Velocity, precision and memorization will enhance placement.

- During the audition, several aspects of student instrumental proficiency are evaluated.

They include:

- Tone Production,
- Air Control,
- Articulation,
- Intonation,
- Velocity (Technique),
- Rhythm, Projection (Pulse),
- Dynamics (Volume),
- Phrasing,
- Interpretation,
- Musicality
- Performance Standard

- A sight-reading evaluation will also be given. Demonstration of the ability to perform the above instrumental proficiencies while interpreting (at first sight) music notation consisting of; clef, key signature, meter, rhythmic subdivision and tonality are evaluated.
- Students who play a concert instrument (such as oboe, bassoon) not used in field and street performance will need to audition on that instrument as well for concert group placement. Students should prepare two short solo selections representing different musical styles. No field music is required with these instruments.

Spring Semester Auditions

Auditions for wind and percussion instrumentalists are held after winter break in preparation for assignment to a concert ensemble for the spring semester. The same criteria and tests used for the fall audition are used for this audition but no field music is performed at these auditions.

Challenges

Students who desire to advance their chair seating in their class may do so by submitting a challenge request form. Acceptance and scheduling of all challenges is at the discretion of the Band Director. Challenge request forms may be obtained in the Band Office.

STUDENT MEMBER RULES AND RESPONSIBILITIES

The Thousand Oaks High School Lancer Band is an outstanding association of students, parents and instructors celebrating a love of quality performance. The various seasonal programs are designed to offer participants the opportunity to learn that quality preparation is the basis for quality performance. Program activities offer exposure to the ideas of team effort, self-sacrifice for the good of the group, and the fun and success that comes with good planning and hard work. To assure a consistent understanding of basic membership responsibilities, each participant and parent must agree to abide by the following conditions.

CONDUCT

In accordance with Conejo Valley Unified School District Co-Curricular Code and Contract, all members of the Thousand Oaks High School Lancer Band are expected to display responsible behavior, respect the rights of others and abide by school rules. In addition to the school-wide discipline policies for all students, the following are consequences that relate directly to co-curricular participation:

- Suspension from school will result in removal from co-curricular activities, including practice, for the period of suspension and may result in removal from the activities beyond the period of suspension.
- Severe rule violations (vandalism, theft, possession of weapons, verbal abuse of other students or adults, unprovoked assault, and habitual violation of school rules, etc.) may result in immediate removal from all activities for up to one calendar year from the date of the incident.
- Substance use or possession of alcohol or any other intoxicating or mind-altering chemical, substance or paraphernalia (at school, prior to, or during a school activity) will result in immediate removal from that activity and a suspension from all co-curricular programs for one year from the date of the incident.
- Unsportsmanlike conduct (including inappropriate behavior toward an opponent, official, or supervisor; or use of obscenity during a contest or activity, etc.) will result in disciplinary action and possible suspension from school and/or the activity.
- Possession or use of tobacco in any form at school or during a school activity will result in suspension from the performance unit for up to one year from the date of the incident.

In addition to the CVUSD rules, Band has a few of our own. They are simple. Follow them!

- **BE POLITE! BE NICE! OR BE QUIET!**
- **DON'T MESS WITH OTHER PEOPLE'S STUFF**
- **THE BAND ROOM IS OUR HOME, KEEP IT NEAT, CLEAN AND ORDERLY**
- **KNOCK FOR PERMISSION TO ENTER THE BAND OFFICE**
- **READ THE WALL DAILY**
- **DO THE RIGHT THING!**

BAND DICTIONARY*

(*Some of the credit for the following definitions belongs to George Yenetchi, band parent at the Ross S. Sterling High School Band in Baytown, Texas.)

Audition: A nerve racking solo performance before an auditioner or judges in an attempt to qualify for an *All-Something Band*, to determine one's chair placement or position in the color guard and or drum line performance groups.

Band Camp: A very long and hot two weeks of marching practice in which members barely survive; usually scheduled to conflict with parents' summer plans

Band Parents: The finest, most selfless, hardest working, devoted people on earth

Banner: A large, brightly colored somewhat rectangular cloth with a band's name and home city on it. The banner is carried by the color guard in front of the band at parades.

Cadence: Rhythmic repeated sound, usually a drum beat, played while the band and color guard marches onto or off of a marching field or during a parade in the hope of keeping them together.

The Cage: Is a storage room located inside of the GAR. The cage is used for daily storage of equipment and Color Guard related personal belongings and long term storage of equipment and props belonging to the Color Guard. Books and other Non- Color Guard items are not to be stored in the cage. Color Guard members are to only remove equipment, which has been issued to them.

The Can: Actually we have many of them: green and sometimes called "tower cans", guard, battery, PAC, and two field. The cans are metal railroad car containers used to store equipment.

Bus, Charter: A comfortable and roomy, but expensive, hired bus used for overnight trips and some long day trips. Though not so crowded, it's still a noisy way for band, color guard and boosters to spend quality time together.

Bus, School: A primitive, crowded, noisy motorized transport used to take bands to competitions and other events etc. Use outlawed by civilized nations.

Donations: Free will money given by boosters and other friends of band

Drill: The movement pattern of the field show which is recorded into student drill books

Fees: Money paid by booster parents to the school district as in uniform or transportation fee

Flow Through Expenses: Money paid by booster parents to the booster organization for student related costs such as food, hotel, transportation, clothing

The GAR: Girl's Activity Room. It is located near the Gym. The Color Guard use this rehearsal facility.²

Gig: Musician's term for any paid playing job. Band members can sometimes pick up \$10.00

playing gigs for church services and wedding, etc.

Indoor Competition: Indoor competition refers to the venue in which the Winter Guard & Drum Line shows are performed. This indoor competition takes place in a gymnasium

ISSA / Individual Student Savings Account: A Booster maintained system where students can collect fundraising dollars to be used for personal music related expenses.

Marching Season: Roughly August through November, when the marching band practices and performs. It's the band parent's busiest time of year!

Marimba: Very expensive, large and heavy mallet keyboard with easily damaged tuned, wooden bars

Musicianship: What band members are supposed to be learning

O'Dark- hundred: The report time before a parade or field tournament. It is very dark at 5:00 AM.

Parade Block: Band members are organized into a marching performance formation called a *parade block*. The parade block usually consists of a banner group, front color guard contingent, the band, and rear color guard contingent. The band and color guard forms the parade block to perform for judges and in the parade as well as take attendance. When given the "*Form the Block*" command, the band and color guard quickly falls into the designated block.

Preppers: A group of helpful boosters who are responsible for putting the pins, make-up, spit, and polish on the band

The PIT: A collection of percussion instruments and equipment that is too large and cumbersome to march and is placed on the field, usually along the center sidelines.

Pizza: All-purpose meal eaten in large quantities by band members

Plumes: Fragile feather type adornments that can only be handled when wearing cotton gloves. Plumes are worn in fine weather on uniform shakos

Practice: The hardest thing in the world to get horn, color guard and drum line members to do. Even getting them to study is easier!

Props: Objects used by the band to enhance the visual portion of the field show, includes flags, rifles, sabers, backdrops, bicycles, umbrellas, batons, pompoms, balloons, masks, CO2 canisters, light field artillery, bridges, towers, birds ... etc. etc. etc. All packed, unpacked, assembled, and staged by long suffering boosters and equipment crew students.

Prop Heavy: Band field shows designed with more than the "average" prop load. Common use: "They are a prop heavy band"

Rifles: 1. Wooden props somewhat in the shape of rifles spun by color guard members. 2. The color guard members who spin them.

Roll Off: Four bar percussion riff in which usually only the third bar actually contains a drum roll, which, in parade marching, indicates to all that it is time to start playing.

SCSBOA: Southern California School Band and Orchestra Association is a non-profit

organization that provides quality performance venues and adjudication specialists for fall field tournaments, parades, and spring music festivals. Many high schools in Southern California, including Thousand Oaks High School, are active members of this fine organization. For more information about the SCSBOA, see their web site at <http://www.scsboa.org>

Sabers: A sword shaped prop that can cause severe bodily injury, spun by color guard members.

SCPA: Southern California Percussion Alliance Organization sponsoring percussion competitions at which our Drumline competes.

Set: Loudly shouted syllable, as in SET!!! Which combines the imperative and exclamatory forms. Purpose is to encourage band and color guard members to get in position, at attention and be quite. It is believed to be a contraction of the phrase_ *"Hey, all you people out there, you had better get yourselves well set up right now this very instant or surely you will have to endure various and sundry but certainly dire consequences and I do not care what the Helsinki Agreement on Universal human Rights has to say about it!"* (One of the layout positions of the band and color guard members moving amongst of which forms the choreography of the marching show as set 1 Set 2 etc.)

Shako: Uniform Hat, ours are black, hole in top for mounting plume

Shako Rack: Rolling storage shelving with an assigned space for each band member's shako box.

Show, Marching: The music and choreography performed by a marching band and auxiliaries.

Sight- Reading: Playing music that one has not seen before. Widely held to be the true test of a band's or individual musician's ability. Widely detested by school amateur musicians.

Spring: The time when, the Band Concert, Winter Guard, and Drum Line performance season begins. A relaxed time of year for Band parents unless your child auditioned and was seated in jazz band, drum line or winter guard.

Spring Drum Line: The Spring Drum line is a performance ensemble extra curricular activity available to members of the TOHS Band. Placement is by audition. It is composed of two major sections of percussion instruments called the *pit* and the *battery*. The groups' performances consist of both competitive and non-competitive events which take place all over Southern California. Rehearsals begin in January and are held three days a week after school. Performances begin in February and continue until the end of April.

Stadium: Marching field with stands (and fences gates, lights, parking lots, etc.). The place where marching contests and football games are held.

Staff: 1. Five parallel lines on which clefs and notes are written to show pitch. 2. The band director, clinicians, coaches, etc. as a group.

Tidy: Condition of the band and color guards section of the stadium or bus after boosters finish cleaning up.

Toes: Band member appendages (approximately 10 each) which must be up when marching forward and on which they march when going backward.

Trip: 1. What inexperienced marchers often do 2. An organized mass transport of a band for the purpose of giving a performance at a location remote from the school

Trip, Overnight: 1. An organized mass transport of a band for the purpose of giving a performance at a location so remote from the school that they must stay overnight at a hotel.
2. An activity loved by band members and dreaded by those chaperones that still retain a shred of sanity.

Uniforms: Snazzy marching suits or costumes worn with hats and feathers by members of band and color guard, fitted, distributed and altered by booster parents.

Uniform Racks: Rolling metal racks used by band members to hang uniforms in garment bags

Uniform Room: Huge (in our dreams) closet-like room in which uniforms and costumes are stored between performances.

Water: Common, but heavy liquid, lugged by boosters and used to refresh band members before, during and after the performance of the show or parade

Website: A fascinating site, maintained by Band members and alumni, with the calendar, all upcoming events, information, pictures, sound bites etc., about your Band and Color Guard. The site is frequently updated so visit it often. See our web site at <http://www.tohsband.org>

The *White Box*: A white box located next to the band office, into which goes all communications, payments of fees, and requests. If you do not use the *White Box*, the band office cannot be held responsible for lost items.

Winter Guard: Optional spring competition season in which enrolled color guard members perform in a gymnasium using recorded music

Woodwinds: Shiny, quiet (compared to brass and percussion) instruments requiring frequent expensive repairs.

WGI: The Winter Guard International (WGI) provides indoor competition venues for our Color Guard units as well as our Spring Drum Line. WGI is a National organization that sponsors local, regional and National level competitions. The WGI World Championships are conducted each April. For more details about the WGI, see their web site at <http://www.wgi.org>

WGASC / Winter Guard Association of Southern California: Organization sponsoring shows at which our Winter Guard competes