



MISSION STATEMENT

The Newtown High School Marching Band and Guard aspires to learn and practice the ideals of united teamwork through a positive, caring and disciplined environment. We are committed to excellence in performance, which challenges us to reach higher than we thought possible. Participation in the Newtown High School Marching Band and Guard will be an enduring experience that will positively affect us for a lifetime.



Newtown High School Band Parents Corporation
P.O. Box 3333
Newtown, Connecticut 06470

Welcome to the 2017-2018 season for the Newtown High School Band and Color Guard programs.

This is the Newtown High School Band and Color Guard Parents' Handbook. General information included within can and will be useful to you as your band/guard member participates in the many band and color guard programs that are available. Please review this information and keep it for reference from year to year. **DO NOT DISCARD THIS HANDBOOK AT THE END OF THE SCHOOL YEAR.** Periodically, additions and updates may be issued via emails. Please add these additions/updates to this handbook in order to keep it timely and maintain its usefulness throughout your student's band and/or color guard years.

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Newtown High School Band Parents Corporation
P.O. Box 3333
Newtown, CT 06470

June 2017

Dear Parents,

Welcome to the upcoming Newtown High School Nighthawks Band and Guard season! We have a great show in the works, and I look forward to working with you and your children.

The information provided on the following pages should provide you with as much knowledge as possible concerning our outstanding program. Some of the information may be subject to change based on special situations. In the event of a change, a revised policy will be sent to you as soon as possible. If you have any particular concerns, please contact me. My email is eckhardtk@newtown.k12.ct.us.

I would like to thank the Newtown High School Band Parents Corporation for their many hours given to putting orientation and this handbook together. I encourage all parents to be active in some capacity with this fine organization. Direct parental support is one of the keys to the quality and success of your child's education.

Together, we will make this an outstanding year!

Sincerely,

Kurt Eckhardt
Director of Bands,
Newtown High School



Newtown High School Band Parents Corporation
P.O. Box 3333
Newtown, CT 06470

**Welcome to Orientation Night for the
Newtown High School Marching Band & Guard
2017 Fall Season**

Welcome all to the Newtown High School Band & Guard program. Just over a year ago my wife and I were new guard parents sitting at orientation wondering if this was the right place for our daughter. The Marching Band & Guard has had such a positive impact her, that today, I am here to serve as your NHSBPC President for the upcoming season and am truly looking forward to it, so yes, it had an impact on my daughter and on me too.

This program combines a dedicated staff, talented students and committed parents to produce not only a great show but also fosters a Band & Guard family. We are happy to have our returning members back for another season and thrilled to have many new members and parents joining today.

Being a part of Band & Guard is a commitment but it is worth the time and effort. Your child will learn more than music and marching. Being a part of this program helps students learn balance their school studies by prioritizing time management skills. They will learn responsibility, leadership and teamwork but most of all they will have fun and make memories that will last a lifetime.

You will soon see that involvement of both students and parents is needed. We wouldn't be successful without the dedicated parents from previous years, and hope that by learning more about our program tonight your questions will be answered and your interest will encourage you to be an active part moving forward. At the competitions, I saw first-hand how much the kids appreciate parent support with the cheering from the stands and the help with moving their instruments to the floor or field by the Pit Crew. The comradery between the parents in the stands makes them proud. There are so many ways to get involved so it can be as much or as little as your time allows. Parents can assist by helping Pit Crew, chaperoning, coordinating events, fundraising, etc.

When the fall season is over, the students look forward to our award-winning winter programs. Our Winter Guard Programs are consistently MAC Champions. We also have a great, award winning, Winter Percussion program that runs well into the spring.

So, once again thank you to all the students, staff, and parents who are returning, and a big welcome to the new members. Being part of our team and representing both your school and town, is quite an experience. You are the pride of Newtown!

Good luck, participate, and above all have fun!

Todd Keeping
Band Parent President 2017-2018

Newtown High School Marching Band Highlights

- Participate in a highly regarded championship marching band
- All musical and drill instruction is included
- Bus transportation to all events
- Great uniforms!
- Two-night/three-day trip out of state to a regional competition (hotel, coach bus and some meals included)
- Summer band camp provides a wonderful opportunity to become comfortable with the high school and meet more than 100 new friends BEFORE the first day of school.
- Coed organization
- Friendships that will last beyond high school
- Pride and satisfaction of being part of an organization that values quality and is always striving to improve
- EVERYONE plays the entire show at all competitions – no one sits out.
- Older student leaders help newer students master the music and drill movements.
- Opportunities for leadership within the band - great on the college application!
- Season only runs until mid-November — plenty of time for sports and other activities.



PARENTAL INVOLVEMENT

Parental involvement in the band program is critical for its success. Parents are requested to become active members of the band parents' organization and to assist in the organization's efforts. More information about the Newtown High School Band Parents Corporation (NHSBPC) is contained in this handbook. Parents with special talents or connections that may enhance the band program are encouraged to discuss them with the director or the NHSBPC president. Parents are often needed for uniform maintenance and distribution, chaperones, pit crew and much more! Those wishing extra involvement can opt to run for office in the organization.

All rehearsals of the Newtown band are open. Parents are invited and encouraged to attend. A typical evening rehearsal often concludes with a "run-through" of the show. This is an excellent time for parents to view students working and typically occurs during the last 15 minutes of rehearsal.

Parents are encouraged to attend performances and competitions of the band and guard. The kids love to see and hear your support. When they assemble on the field prior to a competition and see a large section of blue-and-gold clad people in the stands, ringing cowbells, waving their pom-poms, loudly cheering them on, it fills them with a sense of importance, pride and inspiration. This, of course, can have a significant impact on the quality of their performance.

Competitions are a special part of the band and guard performances. The band competes against other tri-state (and sometimes national) bands in a field show format. There is an entrance fee at these events, with the admission price set by MAC and USBands. Since the Newtown Band and Guard falls under the large-band classification, it often performs later in the competition. Parents, however, are encouraged to arrive early since seats fill up quickly. Stadiums are typically standing room only at band competitions. Prior to the show, parents have the option of sending air grams out to the band or members of the band. Please feel free to support your favorite band or guard member. Cheer hard for the Newtown High School Band and Guard, and positively support all other bands.



NHSBPC: What Is It?

It stands for the Newtown High School Band Parents Corporation, our official name. We are the parents and booster support group for the various band and color guard programs at Newtown High School. We are members of USBands and the Musical Arts Conference (MAC).

What Do We Do?

- Provide chaperones for competitions and trips
- Coordinate equipment and prop transportation
- Coordinate banquet, trips, etc.
- Load, deliver, setup and breakdown equipment at practices and competitions
- Coordinate all fundraising activities
- Design, procure materials and build props for field shows
- Provide refreshments for the Mini Band Camp Family Picnic (always held the day of the 1st competition)
- Provide funds needed for annual direct and capital expenses
- The Bottom Line: We support and assist the various band / color guard programs in any way that we can and... WE ENJOY IT!!!!

When Do We Meet?

We meet once a month, usually on the 2nd Monday of the month. A meeting schedule for the year will be sent out in August. Meetings are at 7:30 p.m. at Newtown High School. Watch the emails for room assignments. The first meeting of the season runs longer and will be on the second Monday of band camp at 7:00 PM – watch for an email!

How Do We Communicate?

- Meetings are held monthly as noted above.
- Email – You will receive many emails during the year from info @nhsbandguard.com. We suggest that you create a folder in your email and save all band/guard emails for the year so you can refer back them or access attachments. Emails are only used for band/guard communication.
- Phone – All board member phone numbers and emails are listed on the second page of this handbook.
- To update or change your email or other information, please contact the corresponding secretary at info@nhsbandguard.com
- For the Fall season, view competition schedules and scores on the USBands website: www.yea.org
- For winter seasons, view competition schedules and scores on the MAC website: www.musicalartsconference.com and the WGI website: <http://www.wgi.org>
- Our website: www.newtownbandandguard.weebly.com

FREQUENTLY ASKED QUESTIONS

How can I join the NHSBPC?

Fill out the orientation form and bring a check for \$5 per parent/guardian made out to NHSBPC. You can also join at any meeting. Joining the NHSBPC allows you voting rights but you are welcome at all meetings regardless if you join.

How long is marching band season?

The actual season is from September to mid-November. The students do practice over the summer.

When do they practice in the summer?

Summer practices are Mondays and Wednesdays from 5–8 p.m., but they are not mandatory. *If you are not on vacation, your child should attend practice.*

When is band camp?

The last two weeks in August prior to the school year beginning. Please refer to the most current schedule on the website. Participation is mandatory! New members who were not aware of band camp dates and have a commitment during this time should speak to the Band Director.

How often do the students practice?

During the school year, they practice Mondays, Wednesdays and Thursdays, refer to the current schedule for specific times. Some sections choose to hold sectionals in addition to these days, and members are informed by their section leaders of these additional practices.

What can we expect on competition days?

Most competitions are in the evening. The students always practice during the day of Saturday competitions, for about three to four hours. Practice begins anywhere from 8 a.m. to 1 p.m. There is a break for dinner, which the parents either send with their children or drop off at the break, about an hour before the scheduled departure. Students change into their uniforms and have a uniform check immediately before departure.

Most competitions begin at about 6 p.m., and our departure from NHS depends upon how far the venue is and when we are scheduled to compete. Plan to have your child keep the entire day and evening on competition days free.

When will each competition's schedule be posted?

An email will be sent out usually Monday or Tuesday with the schedule for the Saturday practice and competition. The full show schedule is posted each week on the MAC website, www.musicalartsconference.com, or the USBands website, www.yea.org, depending on where we are competing.

What happens at home football games?

For Friday night football games, the students usually have to be at NHS at 6 p.m. in full uniform. They play in the stands for the first half and then do their show at halftime. During the third period, they are free to

get something to eat but must be back in the stands by the beginning of the fourth period. More specifics will be sent in an email prior to the first football game. An email will be sent out before the first game with all details.

Is there a website for the NHS Marching Band and Guard?

Yes. The website address is **www.newtownbandandguard.weebly.com**.

If you would like to contact us by e-mail, the address is **info@nhsbandguard.com**

NHSBPC COMMITTEE DESCRIPTIONS

Audit Committee (January – March)

Reviews the financial transactions of the previous year.

Banquet – Marching Band (End of November)

Coordinates end of marching season celebration at a restaurant/banquet hall. Purchases and distributes senior awards, number, letters and pins.

Banquet – Winter Programs (April)

Coordinates end of winter-guard and drum-line season celebration.

Buddy Program

The buddy program assigns an experienced band/guard parent to each new family joining the program to assist with all the details of the first year and to be a contact for any questions.

Budget Committee (April – May)

Prepares budget for upcoming year and consists of current board members and incoming board members.

Chaperone Coordinator

Coordinate chaperones for all band and guard competitions. Responsible for distributing and collecting chaperone passes for each competition. Keeps chaperone back packs filled with required items and purchases the water for the buses.

Color Guard, Winter Guard and Winter Percussion

The color guard, winter color guard and winter percussion requires a liaison to send out emails, help with uniforms and coordinate chaperones.

Equipment/Pit Crew (Fall and Winter)

This critical service group is responsible for transporting all band and guard equipment to events. Equipment includes large instruments, pit equipment, show scenery, color guard equipment, podiums, yard markers, etc. The Pit Crew Chief is responsible for online pit crew signups for weekly competitions and arranging for a driver for the band & guard equipment truck and any other vehicles needed.

Joseph Grasso Band Festival (September/October)

This annual band festival is a substantial fundraiser and requires coordination of many facets of our organization. The festival requires the assistance of virtually all band parent members to assist in a wide variety of functions ranging from setup, parking, ticket sales, food preparation and sales, various sales booths, program sales, function coordination, etc. The chairperson must be familiar with band festivals and be extremely well organized with the ability to coordinate a large volunteer staff.

Merchandise

Merchandise is comprised of goods or items that are sold as a fundraiser. Items include shirts, hats, jackets, blankets, bells, videos, buttons, etc. The merchandise chair is responsible for selection of items, vendor source selection, quantity projections, ordering and sales promotion to our students and parents. Volunteers assist in the selling process.

Nominating Committee (February - April)

This committee establishes board positions for the coming year.

Program Ads

The annual NHS Marching Band and Guard Program is printed for the Grasso Festival. The students solicit ads from area businesses, which are printed in this publication. The program committee chair is responsible for organizing the ad solicitation effort. A second position is needed for layout, which includes the scanning and placing the camera-ready ads into ad pages, organizing the programs and arranging for printing. Band and guard members solicit the ads as part of the student-credit program, and the committee chair is responsible for recapping credit totals by student. All advertisers' information should be maintained in a standard database file for follow up in subsequent years.

Publicity

Responsible for developing relationships with local print and TV media. Arrange for publicity stories and photos for special events, all competitions (pre and post), concerts, jazz performances, eighth-grade recruitment, scholarship awards, etc. Prepare an end-of-season recap article. Also responsible for publication of other committee chairs' prepared publicity stories for fund-raising events.

Uniform Committee

The uniform committees (marching band and color guard) are responsible for selecting and assigning uniforms that closely fit the members; recording uniform, hat and windbreaker numbers; collecting uniforms at the end of the season and sending to cleaners. Uniforms are currently cleaned and stored at Newtown Cleaners.

Website Committee

Oversees content and keeps website up to date.

Winter Guard Extravaganza (January)

Virtually same description as the Grasso Festival but for an indoor festival.

MARCHING BAND UNIFORM CARE GUIDE

Please read and understand the complete user care responsibilities contained herein and keep these guides for your information.

1. DO NOT wash the uniform. Professional dry clean only – Newtown Cleaner’s only.
2. DO NOT hand clean in any manner. Professional dry clean only.
3. Band windbreaker must be worn over uniform in wet conditions. If any uniform piece should get wet, do not tumble dry or heat in any manner such as hand ironing, blow drying, or hanging over a hot stove or in direct sunlight. Hang properly on provided hanger and allow to air dry. Follow up promptly, when uniform is completely dry, with requisite dry cleaning and/or professional pressing. We recommend Newtown Cleaners at 54 Church Hill Road in Newtown.
4. Do not use the following substances on uniform:
 - a) anti-static
 - b) water/oil proofers
 - c) spot-cleaning chemicals
 - d) other topical chemicals such as: bleaches, spray deodorants, perfumes, brighteners, facial makeups, etc.
5. Examine the uniform after each use for soiling, stains, etc., and if none exist, hang on supplied hanger.
6. Stained or soiled uniforms should be dry cleaned as soon as possible after the staining occurs by a Newtown Cleaners only. DO NOT attempt to hand clean.
7. DO NOT store uniform wet — follow up as in #3 above.
8. DO NOT store stained uniform for long periods of time. TIME TENDS TO SET STAINS. GET UNIFORM CLEANED PROMPTLY.
9. Examine the uniform before dry cleaning and identify location and type of stain (if possible) to the dry cleaner on delivery of the garment for cleaning. Inform dry cleaner if uniform has been wet.
10. Important: DO NOT hand press any portion of the garment, professionally press only. A hot iron will leave a shine on the wool.
11. There are no alterations permissible. If the uniform does not fit properly or is in need of repair, please contact the uniform coordinator.

MARCHING BAND UNIFORM WEAR GUIDE

1. No obvious makeup
2. No jewelry, including watches and earrings
3. No nail polish
4. Pant length – just touching the shoe
5. Polished BAND SHOES only
6. Black socks
7. Hat – straight brim at eyebrows. Top of hat parallel to ground; chinstrap is used. All band members except sousaphone players and pit, and only during field shows, wear band hats. Hat sizes (S, M, L, XL) determine how hat will look in relation to face size. How tight or loose the webbing inside the hat is tied determines how the hat fits down on the student’s head.
8. Hair – no hair touching collar. All hair longer than collar length must be put up and secured with hair elastics and/or hairpins. Longer hair must be worn in a bun at the TOP FRONT portion of the head, not the back. French braids do not work. How the hat will be worn properly and stay in place on the band member’s head throughout any parade or field show performance in large part is determined by the proper wearing of the hair. Important note: hair styling and tying of the webbing inside the hat needs to be experimented with and accomplished at home, not during the few hectic moments prior to a performance.
9. Plumes will be distributed and collected just prior to and at the completion of all performances. Plumes will be returned to their cardboard tubes following each use. Handle the feathers as little as possible. If the band hat is worn properly, the plume is in a straight-up position. DO NOT take the plume home, as it requires special care and storing.

THE IMPORTANCE OF DISCIPLINE

Due to the nature of the organization, band discipline must, out of necessity, be strict. Band and guard students and parents must be willing to accept the ideals, principles and rules. Because band members are constantly on display, each member must always be aware of the importance of good behavior. Any misconduct is a direct reflection on the band and school and may well undo the good work of many loyal students. Any student who discredits the band by their conduct either at school or on a trip shall be subject to dismissal from the band in addition to disciplinary action by the school. Students who are repeatedly disciplined by school authorities for violation of school policies are a liability to the program and will be subject to dismissal. We support the parent who feels that in order to get their child to do better in his/her school work, or to punish the student for misconduct at home, their child should not be allowed to come to band or guard practice. However, if the parent chooses to use this form of discipline, the parent will need to remove the student from band.

BAND RULES

1. Drinking alcoholic beverages and taking any unauthorized drugs will not be tolerated and will cause immediate dismissal.
2. Smoking, dipping and chewing of tobacco products will not be tolerated.
3. All students are expected to behave properly at all times. Anyone guilty of gross misbehavior will be dismissed.
4. Absolutely no hazing or initiation of anyone or of any form will be tolerated.
5. All school rules (including smoking) will be strictly enforced. The music department and the school authorities will deal with any infraction of these rules.
6. Absences from regularly scheduled rehearsals will not be tolerated and may result in the loss of membership. All sectional rehearsals are mandatory.
7. Talking during rehearsal while instruction is being given by staff or student leaders will not be tolerated.
8. Insubordination directed toward staff or student leadership will not be tolerated.
9. Students are required to attend all band activities unless excused by the band director.
10. Students are required to remain with the band after performances and will be dismissed as a group. Every student must always be with at least one other NHS band or guard member at ALL times during band events.
11. Courtesy and respect is expected at all times. When assigned to a particular group or bus you are expected to stay with that group until the staff dismisses you.
12. Public displays of affection are inappropriate AT ANY TIME during a marching band or guard event. This includes rehearsals, football games, bus rides, competitions, etc.
13. After performances, band and guard members should continue to wear their uniforms (the uniform jacket may be taken off and left in the garment bag on the bus). Windbreaker jackets should be worn depending on the weather. Members should not change into other clothing, outerwear or shoes.
14. The reputation of the Newtown High School Marching Band and Guard program is built on quality of character and musicianship. We expect your best.

REHEARSAL PROCEDURES

Students are required to have the following materials at all rehearsals:

Instrument and/or needed accessories, music, pencil, drill and comfortable, appropriate clothing. Guard members must wear athletic, closed-toe shoes.

- ☐ All music must be memorized for rehearsal.
- ☐ For safety and liability concerns, students are neither permitted to leave rehearsal early, nor are they allowed to leave the rehearsal site during short breaks.
- ☐ Students are to be respectful of all staff and student leaders. Talking during rehearsal is disruptive, diminishes focus and shows great disrespect to the band and the great things we are trying to accomplish.
- ☐ There is NO FOOD OR DRINK in the band room during rehearsals. Adequate time will be given for water breaks.
- ☐ Respect should be shown to the band room and to band equipment. Any student littering or abusing equipment will be subject to strict disciplinary action.

PERFORMANCES

All members are required to attend all performances. The band director will provide a list of all performances prior to the band season. Performances will include, but are not limited to, all home football games and the Labor Day parade, as well as all field show competitions. *In order to ensure optimal attendance at all events, the attendance contract between the student and the band must be signed and delivered to the band director prior to enrolling in marching band.*

Procedure: Competitions

Parental Support Needed:

- Two chaperones per bus. Each chaperone will be equipped with a supply bag containing first aid supplies, water, etc.
- Pit crew

Parents are asked to wear blue band jackets or show shirts to performances if you have one.

Transportation/Pre-Event:

- Before leaving NHS, band members should assemble by section, fully dressed in uniform in front of the school at the designated time.
- Students will load buses only at the instruction of the director or assistant director.
- Buses are assigned at the beginning of the season. Students are NOT permitted to change buses. Chaperones should maintain a count of the number of students on each bus and will be provided rosters. Any discrepancies in numbers and/or rosters should be reported to the director or assistant director.
- Buses are not permitted to leave any site without the director or assistant director's approval.
- All students must travel to and from the events on the buses. Students may visit with parents and friends at the event after performance only. Under no circumstances may students leave the competition site without prior parental written request and subsequent director approval. Students may only leave with their parent.
- The pit crew will load the pit vehicle prior to buses leaving NHS.

Event Procedure:

- The director, assistant director, percussion instructors, pit crew manager and color guard instructors will carry cell phones for needed communications.
- Students will remain on the bus until the band director or assistant band director determines necessary logistics at the competition site.
- Before the performance, students must remain with their sections at all times. Often, percussion, guard and horns will be separated and designated to different areas at the warm-up site.
- Chaperones will accompany the band and assist as needed. Upon arrival at the performance site, chaperones will follow the end zone of the field to the home stands for band viewing.
- The pit crew will assemble the pit and will subsequently move away from the competition field to the home stands. Upon completion of performance, the students in the pit will assist the pit crew in loading the pit truck.
- At the conclusion of the band's competition, students will listen to the director for further logistical instructions.
- After the drum major retreat, students will return to the buses where chaperones will account for attendance.
- Students must remain in full uniform for the entire duration of the competition. The staff will announce any changes or variations to this depending on weather.

Procedure: Parades

Parental Support Needed: Six to eight chaperones are needed to carry water, first aid supplies, etc.

Staff: Director and assistant director. All staff will carry cell phones.

Uniform Procedure:

- Students are to be fully dressed in uniform.
- Backpacks, hatboxes, instrument cases, etc. cannot be carried by the individual throughout the parade. They should NOT be brought to the parade.
- Drum majors will wear drum major uniform instead of costume unless otherwise specified by the director.
- Chaperones will be in charge of distribution and collection of plumes. This will be done at the parade site.

Transportation/Pre-Event Procedure:

- Band members should assemble by section, fully dressed in uniform at the announced meeting place. Captains are responsible for reporting any absences to the director.
- Students will load buses only at the instruction of the director or assistant director's approval.
- All students must travel to the parade site on the buses. The location of the pick-up point will be announced to students prior to the parade.
- Students must sit with their instruments on the bus.

Parade Procedure:

- Students will assemble at the parade start site after getting off buses. Students should stay with their sections and listen to instructions from the staff regarding assembly of the parade block.
- Students must remain with the band at all times.
- Chaperones will march alongside the band during the parade.
- At the conclusion of the parade, students will be dismissed. Students must arrange for transportation home from the parade. Buses will not be provided.

Procedure: Home Football Games

Uniform Procedure:

Students are to be fully dressed in uniform. Instrument cases should be left in the band room; only carry instruments.

Game Procedure:

- Students will assemble in full uniform in the band room for warm-ups and rehearsal.
- Students should carry flip-folders on their person.
- Students will march into the stadium and assemble in the stands.
- The director will instruct students when and where to assemble for half-time show.
- Students will have the third quarter off. Students must return to the stands *ready to play* before the clock reads 3:00 remaining in the *third quarter*.

BUS RULES

1. ALL rules and regulations for riding the school bus are in place at ALL times.
2. **Only members of the NHS Band and Guard, chaperones and instructors will be permitted to ride the buses to and from competitions.**
3. On overnight trips, ALL bags will be checked before leaving school grounds.
4. No one gets on or off the bus until the staff gives permission to do so.
5. Bus rides should be fun but not dangerous. No excessive loud noise and no profanity. Stay seated when the bus is moving. No limbs or heads outside windows, and no throwing objects around or out of the bus.
6. Small instruments and personal bags should go under seats and not in the aisle.
7. Depending on conditions, we will announce our procedures for stadium entry, case storage, etc. when we arrive at the destination. ***Students should remain seated and quiet until given permission to unload.***
8. If any written information, schedules, gate passes, etc. need to be distributed, this will be done by the adult chaperone posted at the front door of the bus. The information should be given to the students as they exit the bus.
9. Students should clean the bus and check for personal items before leaving the bus. When returning to NHS, no one leaves the bus until it is clean. The chaperones will supervise this.
10. Eating is permitted on the bus, but students must clean up after themselves.
11. Emergency exits are for emergencies only. There will be no loading or unloading of students or equipment from emergency exits.
12. Chaperones are the authority on the bus. Problems will be reported to the director for disciplinary action.

DRESS CODE RULES

1. Uniforms are inspected before every performance. Make sure you have all the parts and accessories. If full uniform is not worn, students will not march. Windbreakers should be brought to all competitions.
2. Color guard will wear uniform and windbreaker.
3. ALWAYS exhibit great pride and exemplary behavior while wearing the Nighthawk uniform. Always keep your uniform clean and wrinkle free and your shoes polished as part of that pride.
4. Under the uniform, wear a show shirt, shorts or long warm-up pants/long underwear, long black socks. Keep in mind that privacy for changing is almost non-existent.
5. After performances, band and guard members should continue to wear their uniforms. The band uniform jacket may be taken off and left in the garment bag on the bus. Windbreaker jackets should be worn depending on the weather. Members should not change into other clothing, outerwear or shoes.
6. For rehearsals, students should wear clothing appropriate to the weather and to the demands of marching. Due to decreased peripheral vision, do not wear hoods. Do not wear flip-flops or sandals. ***Shirts need to be worn at all times.***

ATTENDANCE POLICY

The competitive nature of the marching band program requires that students attend all rehearsals and performances during the course of the season. The staff is aware that emergencies do arise, which may necessitate an absence from a rehearsal or performance. To be as fair as possible to these and other concerns, the following attendance policy will be used for all members of the marching band starting with the first day of band camp and continuing through championships.

1. Members must attend all rehearsals and performances. An excuse for any planned absence from a rehearsal or performance must be submitted to the director at least two weeks in advance. The validity of the excuse will be accepted or rejected on the basis of priorities. Students and parents may discuss the circumstances surrounding the excuse with the director prior to the date of the absence. A written excuse must include the reason for the upcoming absence.
2. Members who become ill on the day of a rehearsal or performance should call the director or bring in a written excuse when they return to school.
3. Members who are absent from school due to medical, religious or family reasons are considered excused from a rehearsal or performance on the same day.
4. Members who show up at a rehearsal or performance more than five minutes after the start time will be considered late for that rehearsal or performance.
5. All members will abide by the following consequences concerning the attendance policy:
 - One unexcused absence = Warning from the director
 - Two unexcused absences = Member is put on probation for remainder of season
 - Three unexcused absences = Member is removed from group for remainder of season

(Note: Three lates = One Unexcused Absence, and
Three Excused Absences = One Unexcused Absence)
6. Penalties will not be assessed to students who are late to rehearsals or performances due to a **school** sponsored event in which they participate.

NEWTOWN HIGH SCHOOL MARCHING BAND ATTENDANCE FORM

****Note: An approved absence must follow the regulations designated in the student attendance contract. Completion of this form does not constitute an excused absence. All absences must be approved by the band director.*

Name _____

Phone _____

Parent/Guardian Name _____

Date Submitted _____ Date of Absence _____

Reason for Absence (attach necessary documentation):

Student Signature _____

Parent/Guardian
Signature _____

Approved _____ Denied _____

Director Signature _____

PARENTAL ATTENDANCE AT PERFORMANCES

The parental support that our students see and hear at the various concerts and competitions plays a vital role in their performances at these events. In the fall of 1999, a letter was sent home to parents asking for their support by attending the last three marching band shows of the season. The response was overwhelming, as parental attendance increased by about 60% at these shows. This increased support for the marching band was evidenced by the scores at these shows. While most other bands' scores were increasing by less than one point per week, Newtown was making an average jump of just less than two points. It is believed that a large part of the group's progress was a direct result of the increased parental support at these performances.

Please start off this new season by attending as many performances as possible. When you are able to attend a competition, please look for other Newtown parents to sit with. Usually there are some parents who volunteer to go early to the shows and 'save' some seats for other parents. And, if everyone wears something blue, the children will see that from the field and respond to it in their performance.

The children spend a great deal of time perfecting their performances regardless of the group they are participating in. Please take an active role in supporting any and all of the band and guard activities that your children may be involved in. Thank you in advance for your support of this program, and here's looking forward to seeing you at as many performances as possible during the upcoming year.

Kurt Eckhardt

Director of Bands,
Newtown High School

PARENTAL PICKUP POLICY FOR ALL PERFORMANCES

While it is preferred that the students stay for the duration of any performance that they attend, sometimes it is necessary for a student to leave early with a parent or guardian from a performance. If this need should arise, the following steps need to be taken so the rest of the group is not waiting around for a student who has already left.

1. **The student can leave an event with their parent or guardian only.**
2. A note stating who will be picking up the student and when they will be leaving must be submitted to Mr. Eckhardt **no later than one day before the scheduled performance.**
3. Under no circumstances may students leave the competition site without prior parental written request and subsequent director approval.
4. Before leaving a performance, any student not returning with the rest of the group must confirm their departure with Mr. Eckhardt, Mr. Carley or the chaperone coordinator. All chaperones will have a list of students who will not be returning with the rest of the group. Parents must present themselves in person to either Mr. Eckhardt, Mr. Carley or the chaperone coordinator before the student is allowed to leave a performance.
5. Due to the safety and liability issues at hand, violation of any of these rules is considered serious and subject to school disciplinary measures.

If you have any questions regarding this policy, please contact Mr. Eckhardt at eckhardtk@newtown.k12.ct.us

TO ALL BAND AND GUARD CHAPERONES

Chaperones will be asked to read the following carefully and sign a copy of page 25 certifying that the chaperone guidelines have been read and are understood, and that they will be abided by.

1. Chaperones on each trip are responsible for the students on their bus. Chaperones will be given an attendance sheet to take attendance. This sheet is used to take attendance at the beginning of the trip and again each time the students get back on the bus to ensure that all members have returned to the bus they started out on. Chaperones should carry this list with them at all times.

2. Chaperones will **not** consume alcoholic beverages, smoke or take illegal drugs at any time during the trip.

3. Every chaperone on each bus needs to have a cell phone. Keep it on at all times. Someone may need to reach you. In addition, the director, the staff and some members of the pit crew will have cell phones.

4. Upon boarding the busses, chaperones should put the blue bus number sign in the bus window.

5. While at the competition field, chaperones may be asked to do a number of jobs to help the band and guard prepare for competition:

- Remain with the band and guard as they warm up
- Hand out and gather plumes
- Collect and carry windbreakers
- Carry water
- Escort band and guard members to rest rooms
- Carry a first-aid kit
- Mend uniforms (sew on buttons, fix hats, etc.)
- Remind band and guard members to pick up all garbage before leaving the bus at the end of the trip
- Do a bus check for items left behind, and bring them to the band room
- Other times chaperones may sit in the stands to watch the competition

6. NO siblings are allowed to accompany chaperones. As a chaperone, you are responsible for the safety of our band and guard members. This is an important job that needs your full attention.

7. Chaperones will be contacted before each competition to verify they are still available to chaperone that trip.

8. All problems or potential problems, including health problems, must be reported to a staff member or head chaperone. Any discipline is the responsibility of the staff.

9. After each competition, to ensure that students are picked up on time, have students call/text when the bus is 15 minutes away from NHS. Please make sure students get confirmation from text or call. The head chaperone needs to make sure the director is aware of any situation of repeated late pickups. Please note the head chaperone **must** remain until all students have been picked up. Chaperones must check in with the head chaperone prior to leaving and return any items such as first-aid kits and chaperone bags.

ADDITIONAL GUIDELINES FOR CHAPERONES OF OVERNIGHT TRIPS

Please sign the bottom of page 25 certifying that you agree to abide by the following guidelines:

CHAPERONES FOR OVERNIGHT TRIPS MUST BE FINGERPRINTED ACCORDING TO DISTRICT SCHOOL POLICY!

In addition to the guidelines above, chaperones for overnight trips will have additional responsibilities:

1. Chaperones will meet with the director prior to the trip to discuss policies, procedures, floor plans, room assignments, medical and special circumstances, itinerary, etc.
2. Chaperones will assist in luggage/instrument check prior to departure.
3. Head chaperone will hold all personal/medical information and consent forms. One chaperone from each bus will be in charge of first-aid kits/chaperone bag.
4. Chaperones will take attendance prior to departure and after each time students board the busses.
5. Upon arrival at the hotel, Chaperones will check in with each of their assigned rooms. Chaperones should compile a list of cell phone numbers for the students they are supervising. They should also give students their cell phone number. At this time, chaperones should remind students that they must follow the buddy system at all times, even in the hotel. No student should be left alone in a room at any time. In addition, students should be told that a group of boys and girls are allowed to be in the room at the same time, but one boy and one girl are not allowed to be in the room alone. If this rule is violated, the incident should be reported to the head chaperone or to the director.
6. Chaperones will remain with the band and guard during the competition.
7. Chaperones will remain with the band and guard when returning to the hotel at the end of the day and stay with the band and guard during hotel free time. Chaperones will monitor hallways, pool area, common areas and outside areas. Chaperones are on duty the entire length of the overnight trip. Chaperones will **not** consume alcoholic beverages, smoke or take illegal drugs at any time during the trip.
8. Chaperones keep students aware of schedule changes.
9. Chaperones are responsible for performing room checks **AT** curfew, even if students said they were going to sleep earlier. Chaperones need to have a visual of each student at curfew check. If security is provided after curfew, chaperones do not need to patrol hallways after curfew. If there are any violations of curfew, chaperones should notify the head chaperone or the director.
10. Even though students have wake-up calls and alarm clocks, chaperones will ensure that students are up and ready to move at the start of the day. Attendance at breakfast each morning is **mandatory**. Chaperones will place wake-up calls to their assigned rooms and/or knock on doors to make sure all students are awake. Chaperones will remind students that no student should be left

in a room alone. Students must follow the buddy system at all times, even in the hotel. All students should be instructed to check in with their assigned chaperones at breakfast to assure that everyone makes it down to breakfast at the assigned time. If your students do not check in, follow up and call their room, and/or go to their room.

11. Chaperones will accompany students and staff to all events.

12. At locations such as museums, city walks, and so forth, students check in with chaperones according to room assignments and predetermined times. Chaperones should keep their compiled list of cell phone numbers for the students they are supervising with them at all times. Chaperones should also keep their bus lists with them at all times.

13. Assist occasionally with equipment transportation.

14. Prior to checking out of the hotel, chaperones will perform room checks to make sure their students' rooms are tidy and garbage is collected. No student may leave his or her room until their room has been cleared by their chaperone. Please remind students to leave a tip, \$1/student. After the room is cleared, students report to the bus with their roommates.

15. Chaperones are not expected to pay for the trip. They are fulfilling an important service for the band.

16. From the students, expect *nothing less than complete* cooperation, courtesy and respect. If this is not the case, report the student(s) immediately to the band director.

17. The band director reserves the right of approval for all chaperones.

CHAPERONING DAY TRIPS/COMPETITIONS

Print Name

Sign Name

Date

CHAPERONING OVERNIGHT TRIPS

Print Name

Sign Name

Date

CODE OF CONDUCT FOR OVERNIGHT TRIPS

Overnight trips are a privilege extended to members of the band. Since the band represents both the town of Newtown and Newtown High School, the code of conduct contract will be strictly adhered to. The band director reserves the right to exclude students from participation in overnight trips due to documented discipline or attendance issues.

Since student behavior directly affects the image of the band and guard, students in violation of the code of conduct will be sent home at parental expense. Students will also be referred to the Newtown High School administration for further disciplinary action.

During overnight trips, students are expected to:

- Understand that all bags and backpacks will be thoroughly searched before departure.
- Follow all directions from instructors and chaperones courteously and respectfully.
- **Report on time** to designated checkpoints as indicated by director. When at the hotel, students are responsible for making sure their roommates get to the checkpoints on time.
- Provide chaperones with their cell phone numbers, and keep their chaperones cell phone numbers with them at all times.
- Stay out of hotel rooms not designated for Newtown High School.
- Only Newtown High School students, staff, and chaperones are allowed in hotel rooms.
- Follow the buddy system. No student should be left in his or her hotel room alone.
- Students are responsible for checking in with their chaperone when they arrive at breakfast.
- During free time, students may be permitted to go sightseeing without chaperones or instructors. All students must remain in groups, and at least one member of each group must have a cell phone.
- Students are not permitted to ride any form of public transportation during their free time. They must stay within walking distance of the drop-off/pick-up site.
- Be in their rooms, ready for room check at curfew time.
- Keep hotel doors open before curfew.
- Make no excessive noise in hotel (music playing, shouting, etc.).
- Follow all directions from instructors and chaperones courteously and respectfully.
- Abide by all curfews and rules of hotel. There will be other guests in the hotel. Please be considerate of others.
- Appropriate swimwear must be worn at swimming pools.
- Keep the buses **clean** and follow all other bus rules of courtesy.
- Prior to checking out of hotel rooms at the conclusion of the trip, rooms must be checked by a chaperone. No student may leave his/her room until their room has been cleared by their chaperone. After the room is cleared, students must report to the bus with their roommates.

While students are off site on a school-sponsored trip, ALL Newtown Board of Education policies and Newtown High School rules are in effect. These rules include, but are not limited to:

- No smoking
- No consumption of alcohol
- No use of any drugs or medications unless specifically listed on the health portion of the permission slip
- No inappropriate physical contact

Consequences for not following the code of conduct include:

- Contacting parent/guardian
- Being sent home at parent/guardian's expense
- Exclusion from future trips
- School disciplinary action
- Expulsion from extracurricular performing ensemble

NEWTOWN HIGH SCHOOL
NEWTOWN HIGH SCHOOL BAND AND GUARD
CODE OF CONDUCT
STUDENT CONTRACT

I have read and understand the code of conduct for overnight trips for the Newtown High School Band and Guard Program and agree to the stated policies.

Signed (student)

Date

I have discussed the code of conduct for overnight trips for the Newtown High School Band and Guard Program with my child and will support the band policies.

Signed (parent/guardian)

Date

BAND CREDIT PROGRAM

The Newtown High School Band Parents Corporation is a 501(c)(3) corporation serving in part to raise money to be used to offset the cost of expenses required for the NHS Band and Color Guard programs.

The band credit program is designed for students to earn individual cumulative credits by participating in various fundraising activities. The credit calculation formula will vary from fundraiser to fundraiser and may even vary from year to year for the same fundraiser. The credit formula will be clearly stated at the commencement of each fundraiser. Not all fundraisers will yield band credits. Credits will be awarded for student sales only. No credits will be awarded for "house-type" sales handled by committee chairs or volunteers.

Credits are primarily designed to offset marching participation fees and NHS band trip costs for students. However, credits can be used by students to purchase any band related expense handled through the NHS Band Parents Corp., including band merchandise, such as jackets, sweatshirts, T-shirts, etc.

Credits will be awarded to a student's individual account. The seller may award credits to another band member at the time of sale only. Credits may be transferred to other students within the same family upon receipt of written request to do so. Credits awarded for joint sales by siblings will be awarded to the younger sibling's account unless otherwise noted. It is the responsibility of the student to request application of credits for a particular use. Except in the case of the annual marching participation fee, credits will not be automatically applied. For the annual marching participation fee, band credits will be credited to student accounts on the last day of band camp.

Graduating senior's credits may be transferred to a younger sibling band member.

If credits are not transferred to a younger sibling, they will be credited to the NHSBPC general fund.

Due to tax considerations, cash payments from the student credit account cannot be made to students. A student may inquire about his/her account balance by contacting the NHSBPC treasurer. Statements of account will be emailed to any participating student upon request.

NEWTOWN HIGH SCHOOL BAND PARENTS CORPORATION BYLAWS

I. NAME

1. The name of this association shall be the NEWTOWN HIGH SCHOOL BAND PARENTS CORPORATION, herein referred to as the Corporation.

II. OBJECTIVE

The objectives and purpose of this Corporation, as set forth in the Certificate of Incorporation on file in the office of the Secretary of the State of Connecticut, shall be to be organized and operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or to any corresponding provision of any future federal tax law, as follows:

1. To support, assist and promote the general activities of the Newtown High School Band and Color Guard programs (including winter guard programs, winter percussion and other such programs) herein referred to as the Ensembles.
2. To raise funds for music, scholarships, awards, trips and to supplement the equipment as well as to support the general activities of the Ensembles as approved by the board of directors.
3. To promote the musical education of all members of the Ensembles.
4. To engage, subject to the foregoing limitations and any further limitations set forth in the Certificate of Incorporation, in any lawful act or activity for which a corporation may be organized under the Connecticut Revised Nonstock Corporation Act. In the event of any conflict between the purposes set forth in these bylaws and those set forth in the Certificate of Incorporation, the provisions of the Certificate of Incorporation shall prevail. This provision shall not be amended without simultaneous amendment of the Certificate of Incorporation.

III. MEMBERS

1. The membership of this Corporation shall include all parents and guardians of the students actively participating in the Ensembles who have paid their dues. Anyone interested in the progress and development of said band or color guard and who has paid their dues shall also be a member of the Corporation.
2. Each paid member shall be entitled to one vote. A vote can be cast in person or via a signed and authenticated paper ballot.
3. Annual membership dues will be set by the board of directors.

IV. BOARD OF DIRECTORS

1. General: The board of directors shall be responsible for the general supervision of the affairs of the Corporation between its meetings, making recommendations to the Corporation and performing such other duties as required.

2. Number and Term of Office: The board of directors shall consist of five (5) members of the Corporation and the band director for the marching band at Newtown High School. Each director, except the band director, shall be elected by the members at the annual meeting held in May and shall hold office starting July 1 until the following June 30 and until that director's successor shall have been elected and qualified. Each candidate running for the position of director shall also declare an officer position in which they would serve; thereby the membership shall directly elect the directors and declared officers. Any unfilled officer position may be filled by the board of directors in accord with Section IV herein. A slate may be presented by the nominating committee and additional nominations from the floor shall be accepted consistent with Robert's Rules of Order. The vice president, as membership chairperson, will certify those members eligible to vote for directors/officers.

3. Regular Meetings: A regular meeting of the board shall be held without notice immediately following and at the same place as the annual members' meeting for the purposes of electing officers and conducting such other business as may come before the meeting. The board, by resolution, may provide for additional regular meetings that may be held without notice, except to members not present at the time of the adoption of the resolution.

4. Special Meetings: A special meeting of the board may be called at any time by the president or by one-half of the directors for any purpose. Such meeting shall be held upon not less than five (5) days notice if given orally (either by telephone or in person,) or by email, or upon not less than ten (10) days notice if given by depositing the notice in the United States mails, postage prepaid. Such notice shall specify the time, place and purposes of the meeting.

5. Action Without Meeting: The board may act without a meeting if, prior to such action, each member of the board shall consent in writing thereto. Such consent or consents shall be filed in the minute book.

6. Quorum: Three (3) directors shall constitute a quorum for the transaction of business.

7. Vacancies in Board of Directors: Vacancies in the board, whether caused by removal, death, mental or physical incapacitation or any other reason, including vacancies caused by an increase in the number of directors, may be filled by the affirmative vote of a majority of the remaining directors, even though less than a quorum of the board, or by a sole remaining director.

V. OFFICERS

1. Officers shall aid in the daily operations of the Corporation as directed by the board of directors and consistent with their duties described herein.

2. Any officer position not directly filled by the general election of the directors may be filled by appointment of the board of directors. The board of directors may create such officer positions that it deems necessary and appropriate. Any officer thereby appointed need not be a director or member of the Corporation.

3. The band director shall be a director and an officer of the Corporation.

4. It shall be the duty of the president to: preside over all general membership meetings of the Corporation; prepare an agenda for each meeting with the prescribed order of business; conduct meetings in an orderly and fair fashion according to the parliamentary authority adopted; call special meetings in the event of urgent and unforeseen business; and recommend to the general membership, for their approval, committee chairpersons or co-chairs. The president shall be an ex-officio member of all committees except the nominating committee.

5. It shall be the duty of the vice president to assist the president and to assume the chair in his or her absence. In the event that neither the president nor the vice president is available to assume the chair, a chairperson pro-tem may be elected just for the time of absence of the president or vice president during a particular meeting. In the event of resignation of the president, the vice president shall assume the duties of the president until a special election is held by the general membership. A nominating committee will be appointed by the general membership and an election held, in accordance with the by-laws, at the next monthly meeting. It shall be the duty of the vice president to keep an accurate membership list of the Corporation members.

6. It shall be the duty of the treasurer to have custody of the funds of the Corporation. The treasurer shall present a complete financial report for the month's activity and year-to-date activity at each monthly meeting. The monthly report will include statements from all the fundraising committees and all other accounts being handled by other members. The treasurer's books shall be audited annually by the audit committee of three. The treasurer shall present an annual report of all financial activities of the Corporation at the September meeting. The treasurer shall be responsible for the timely filing of all state and federal financial reports required of the Corporation. All other members handling funds will do so under the auspices of the elected treasurer. Any member has the right to examine the treasurer's records or the records of any member handling funds at a reasonable time and place, subject to appropriate provisions to protect sensitive, personally identifiable information.

7. It shall be the duty of the recording secretary to keep a record of all the proceedings and attendance of the organization in a permanent file, including all special meetings and regular meetings of the Corporation, and to keep on file all committee reports. Any member has the right to examine the secretary's minutes at a reasonable time and place.

8. It shall be the duty of the corresponding secretary to notify members of all special meetings and to conduct the general correspondence of the Corporation and maintain a permanent correspondence file. Any member has the right to examine the secretary's correspondence at a reasonable time and place.

9. The band director shall be an ex-officio member of all committees. The band director shall exercise such control and management of the marching band program consistent with his or her normal and customary duties.

10. The term of office for newly elected officers shall begin July 1. No officer shall hold more than one office at a time and all officers with the exception of the president and vice president may hold office for three consecutive years in the same office. The president and vice president may hold the same office for no more than two consecutive years.

11. Non-budgeted expenses of up to \$1,000 maximum will require the approval of any two directors. Non-budgeted expenses in excess of \$1,000 require the approval of a majority of the directors.

VI. MEETINGS

1. General membership meetings will generally be held on a monthly basis, except for July, and are open to all members. Email communication from the corresponding secretary will constitute official notification of all meetings. Members are responsible for providing a current email address to the corresponding secretary.

2. Additional meetings may be held when petitioned by 12 bona fide members of the Corporation.

3. Regular meetings of the Corporation are held monthly on the third Wednesday of the month or as communicated by email by the corresponding secretary.

4. The members present at a general meeting will constitute a quorum for conducting business providing that a minimum of three (3) directors are in attendance.

5. It shall be the duty of the board of directors to permit and approve any and all uses of the Newtown High School Band seal, name or logo.

VII. COMMITTEES

1. The board of directors may create such *ad hoc* or standing committees as it in its discretion deems necessary or proper for the prudent governance of the Corporation. Any committee shall have only those powers and responsibilities conferred upon it by the resolution creating the committee. In no event shall any committee have any powers that, under the Act, may not be conferred upon a committee of the board of directors of a Connecticut nonstock corporation.

2. The budget committee shall consist of the directors, including the band director, and shall meet in the spring to draft a budget for the coming fall season, and in the fall for the winter program(s). All budgets shall be approved by the directors.

3. The audit committee shall consist of three members appointed by the board of directors, which should preferably include at least one CPA, accountant or bookkeeper, and shall meet annually. Upon completion of their work, they will submit the audited findings at the next regular meeting of the general membership.

4. The nominating committee shall consist of one to three members and shall be appointed by the board of directors prior to the April meeting. It shall be the duty of the nominating committee to seek out and nominate candidates for the directors and officer positions to be filled for the coming

term. It shall present the slate in writing and in advance of the May meeting to the general membership.

5. A chairperson shall be elected by the members of the committee at their first meeting.

6. No committee shall have the power to exercise any power of the board of directors, fill vacancies, amend the Certificate of Incorporation, or adopt, amend or repeal the bylaws.

VIII. PARLIAMENTARY AUTHORITY

1. The rules contained in Robert's Rules of Order, newly revised, shall govern this Corporation in all cases in which they are applicable.

IX. SCHOLARSHIPS

1. Scholarships awarded each year are based upon available funding as approved by the directors. Scholarships are administered by the Newtown Scholarship Association, whereby the Corporation will draft funds to the Association in the form of a donation, earmarked for disbursement to Ensemble members as the Newtown Scholarship Association may deem appropriate. The Corporation and/or band director will assist the Association with any needed information as requested.

X. AMENDMENT OF BYLAWS

1. Amendments of these bylaws shall be approved by a two-thirds majority of the general membership present at a regular meeting called for that purpose, providing that a minimum of three directors are in attendance. Proposed amendments and scheduled voting date shall be presented to the general membership in writing prior to the voting date. Every three years in May, these bylaws will be reviewed and updated as needed.

Last Amendments to Bylaws: May 2016

XI. INDEMNIFICATION

1. Except as otherwise provided in this article, the Corporation shall indemnify any director, officer or member (and may indemnify any employee or agent) of the Corporation who was or is a party or is threatened to be made a party to a potential, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, and whether formal or informal, other than an action by or in the right of the Corporation, by reason of the fact that such person is or was a director, officer, member, employee or agent of the Corporation. Indemnification shall be limited to expenses, including attorney's fees, judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with the action, suit or proceeding; if, and only if, the person acted in good faith, with the care an ordinary prudent person in a like position would exercise under similar circumstances. For persons other than directors, officers or members of the Corporation, indemnification shall only be made after an affirmative vote of a majority in interest of the directors.

SCRIP FUNDRAISER

Scrip Coordinator:

Kris Zajac: (203) 543-6174 acountrytouch@msn.com

Enrollment code: **E8A99E9A16357**

Scrip is our very popular fundraising program that earns money while you shop! This very easy and effective fundraiser involves no selling. Band families produce revenue by making regular household purchases with Scrip cards. We partner with the Great Lakes Scrip Center to buy these cards at a discount from national and local retailers. Participating retailers include TJ Maxx, CVS, Macy's, Stop & Shop, Big Y, Caraluzzi's, AMC/Lowes Theatres, Game Stop as well as many, many others.

What Is Scrip?

Scrip is a term that means "substitute money." When you purchase Scrip, you're purchasing negotiable gift certificates and prepaid cards that are used just like cash. You can use Scrip to purchase everyday expenses. With every purchase, you earn revenue for the NHBPC and for your own child's band account.

How Scrip Generates Revenue for You:

The Great Lakes Scrip Center acts on behalf of non-profit organizations to purchase large amounts of Scrip from grocery stores, department stores and other retailers. Because the Scrip is purchased with cash up front, the participating retailers offer a substantial discount. The NHBPC buys the Scrip from Great Lakes Scrip Center at a discount and re-sells the certificates to families at full face value. The discount – from 2 to 15 % or more – is our organization's revenue. Some merchants allow for instant printing of certificates at home for those last-minute buying decisions.

Find Out More:

Visit www.shopwithscrip.com to find out more information about this easy fundraiser. When you are ready to register, use enrollment code is **E8A99E9A16357**. This number identifies you as a member of the Newtown High School Band Parents Corporation.

How the Scrip Program Works:

Our non-profit organization, Newtown High School Band Parents Corporation (NHSBPC), purchases gift cards (Scrip) from Great Lakes Scrip Center at a discount. Band and guard families purchase these cards at face value. Families shop at the participating retailers and redeem the gift cards for full face value. The difference between the GLSC discount and the face value of the card is revenue for our band and guard program. Percentages earned will vary among retailers, and promotions with increased percentage opportunities do occur. The revenue from the discount is split 50/50 between the individual band member's account in the form of band credits and the NHSBPC. Members can use the band credits toward membership dues, band trips and merchandise.

For accurate record keeping, we can only have one active Scrip account per family. If your friends or relatives want to purchase cards to help your child earn band credits, you can order for them or give them your login account information. Only families with a band or guard member can enroll using the NHSBPC enrollment code. Checks are made out to NHSBPC and put in the band box.

Below are some basic instructions to help you get started:

1. Log on to: www.shopwithscrip.com.
2. Returning members use their user name and password to sign in.
3. New members can register as follows:
 - Click the "Register" button in the upper-right hand corner.
 - Click the "Join a Scrip Program" button.
 - Enter this enrollment code on the next page: **E8A99E9A16357**. This number identifies you as a member of the Newtown High School Band Parents Corporation.
 - Fill out the registration (your street address, phone number and student information are optional).
 - Review and accept the agreement.
 - You may now begin to place your gift card order.
4. Click on "shop" and you will be directed to the participating retailer's page. Here you can order either by category or by merchant's name. If you are familiar with the participating retailers, enter their name in the box marked "search brands" and press "go," or you may search by category.
5. Place the quantity of cards you desire from each retailer along with the corresponding dollar amount, and click on "add to cart."
6. Click on "check out" when you are finished shopping. Review your order and press "confirm your order" to submit it. Once you click "confirm," the order is placed, and you cannot make any changes.
7. Please print the order confirmation and submit it with your check or money order (no cash please) made out to NHSBPC SCRIP, and place it in the band box (located in the band room) in a sealed envelope marked "Scrip."
8. Another way to pay for your order is with "Presto Pay" on the shopwithscrip.com site. The amount of your Scrip purchase will be automatically deducted from your bank account. This alleviates the need to ask your child to drop off your payment in the band box. **IF YOU CHOOSE**

TO USE PRESTO PAY, YOU WILL NEED TO ALLOW UP TO ONE WEEK FOR YOUR BANK AND GREAT LAKES TO SEND YOU INFORMATION TO SET UP YOUR ACCOUNT. This must be done prior to the NHSBPC order date.

9. Caraluzzi's and Big Y cards need to be ordered on separate individual orders. Caraluzzi's and Big Y are local vendors and have minimum order requirements before our organization can receive the rebate discount. If you are ordering Caraluzzi's cards, Big Y cards and any other cards on the same order date, please make three separate orders. There may be some months that we don't reach the minimum order required by the local vendors, and it will make record keeping easier if we only process check payments for cards that can be distributed that month. If you order Caraluzzi's or Big Y cards using Presto-Pay, your bank account may be charged before the order can be placed, and you may have to wait to receive your cards until the minimum requirement is met. We are not able to edit transactions that you authorize your bank to make. There are no minimum card requirements for any other cards.

10. Cards are usually received within three to four days from when the order is placed. Cards are distributed as soon as they are received from Great Lakes, provided checks have cleared the band's bank account, which is usually two to three days from the deposit date. An email is sent out to let people know when they are available. The orders are placed once a month. On occasion, two orders may be placed in the same month. Email information is sent out regarding the order dates along with an announcement on the shopwithscrip.com website.

Happy shopping!