



HAMPTON BAND ASSOCIATION (HBA)

www.hamptonbands.org

Welcome to the Hampton Band Association!

Dear Band Parents,

On behalf of the Hampton Band Association (HBA), it is a privilege to welcome you and your student(s) to the Hampton High School Marching Band! Participation in the band program as a student – and as a parent – is fun and rewarding! There are many opportunities for you to be involved in this important part of your son or daughter’s journey through high school. We are providing this informational packet to help you get acquainted with HBA and its activities. In addition, if you choose, a New Parent Ambassador will be contacting you to introduce him/herself and answer any questions you might have.

HBA’s mission is to support the faculty, staff, and students involved in the Hampton school system’s band program. With an average of 200 high school students participating in the marching band program (which includes the color guard and dance team), there are plenty of things to be done. HBA supports the marching band by facilitating communication among members, organizing general fundraisers, scheduling chaperones, and providing for emerging needs of the band. The key component in successfully accomplishing these tasks is YOU . . . whether you have a little time or a lot of time, HBA has a place for you!

Please take a few minutes to read through the enclosed materials and keep as a reference for the days to come. In addition to this information, your student will receive a Band Manual, which provides information about student expectations related to attendance, rehearsal, performances, football games, and band trips.

If you have any questions, please do not hesitate to reach out to one of the New Parent Ambassadors or to any HBA Officer. We look forward to getting to know you, working beside you, and supporting the Hampton High School Marching Band.

Sincerely,

Bob Bollinger, President
Hampton Band Association

Hampton Band Association (HBA)

The Structure of HBA

HBA has six band parent officers (see list below). The officers are responsible to keep the association running by managing the finances for the organization, handling membership, recruiting volunteers to run fundraisers, chaperoning football games, adjudications and parades, organizing events, and assisting the band director and staff in a variety of capacities. Each fundraiser and key event has a chairperson and a team of parent volunteers. Each of the officers has some specific duties:

| | |
|---------------------|---|
| President | Organizes and leads board and membership meetings, coordinates membership, and generally keeps a watchful eye on all of the work of HBA |
| 1st Vice President | Provides assistance to the president and coordinates the hoagie sales |
| 2nd Vice President | Manages all the chaperone duties and is the lead organizer for travel to home and away football games |
| Treasurer | Manages the finances of the organization |
| Secretary | Manages the communication (email) for the organization and prepares minutes from all meetings |
| Financial Secretary | Manages Charms store. |

Plus, each Board member generally manages many other tasks, as their time and skills allow, including the website, participating in fundraisers, chaperoning nearly every event, helping to plan or run other events, providing first aid, and looking for ways to involve others and advance the work of the association.

Officers for 2019-20

| | | |
|-------------------|--------------------------------|--|
| Bob Bollinger | President | robbrt@consolidated.net |
| Mike Graff | 1 st Vice President | mlalgraff@gmail.com |
| Bob Lefler | 2 nd Vice President | robert.lefler@gmail.com |
| Jen Colwell | Treasurer | jen@jencolwell.com |
| Marla Capsambelis | Secretary | marlacaps89@gmail.com |
| John Harper | Financial Secretary | john.harper@verizon.net |

Membership

Fulfillment of your band dues is an integral part of HBA's budget planning process and enables HBA to provide financial support for many activities that enrich your student's participation in the marching band program. Dues are collected on an annual basis (late spring/early summer) prior to the start of the new school year and cannot be refunded. Membership provides your student with:

- ♫ Band t-shirt
- ♫ One pair of gloves
- ♫ Rita's Ice at band camp
- ♫ Band Picnic
- ♫ Replacement flip folder windows
- ♫ Drill binder
- ♫ Coordinate sheet
- ♫ Free attendance for the student at the Band Banquet, and reduced cost for family members

AND, membership dues also help cover other costs, including:

- ♪ Hiring specialized supplemental staff for band camp
- ♪ Purchasing gifts for Senior band students and providing Junior band letter awards
- ♪ Subsidizing costs of drum major and color guard captain camps
- ♪ Purchasing new instruments and equipment for the marching band and auxiliaries
- ♪ Renovating, maintaining and arranging transport of trailers for band trips
- ♪ Hiring professional musicians and recording engineers for special events
- ♪ Subsidizing costs for commissioning music (royalty fees) and drill for the annual field show
- ♪ Providing refreshments for the marching band and visiting bands
- ♪ Hosting a summer picnic and homecoming game picnic
- ♪ And, more!!

Join the Fun

Band is not just for students; you will find that there are many, many dedicated parents who help to make the band experience fun and rewarding for everyone. There are numerous opportunities for you to volunteer; it's a great way to meet new people and be involved with your kids! Here are some of the ways you can be involved:

| Committee | Timeframe (tentative) |
|---|------------------------------|
| Allegheny Valley Band Festival | Fall (once every 4-5 years) |
| Band Banquet | November |
| Band Camp Picnic | July-August |
| Band Dads' Cafe | December, March |
| Band Pictures | August |
| Chaperone | August-May |
| Homecoming Picnic | October |
| Homecoming Tailgate | October |
| Home Game Refreshments (Pizza) | August-November |
| Logo Wear | July-September |
| Promotional Sales (football games, events) | September-December |
| Rita's Italian Ice (band camp) | August |
| Senior Night | September-October |
| Uniform Distribution | August-May |
| Uniform Fitting/Repair | August-September |
| Website updates | Year Round |
| Enjoy Book Sale (student fundraiser) | August-September |
| Gift Card Sale (student fundraiser) | October-November |
| Hoagie Sales (student fundraiser) | Fall and Spring |
| Holiday Extravaganza (general fundraiser) | September-December |
| Pie Sale - Fall (student fundraiser) | September-November |
| Pie Sale - Spring (student fundraiser) | January-March |
| Craft Sale/Flea Market (general fundraiser) | January-March |
| New Parent Ambassador | August-May |

How can you volunteer to help? Login to Charms and update the Interests section in your profile to indicate the activities where you would like to help or watch the weekly email news for volunteer requests. If you are not sure where your skills, creativity or time can best be used, please contact an HBA officer and they will help connect you with a group or activity.

Communication

Websites

The HBA website, www.hamptonbands.org, is an important reference. You can find general information about events, trips, and fundraisers as well as photos and videos of recent performances.

The Charms <https://www.charmsoffice.com/> website is used to manage the business of the band (calendar, finances, events, etc.) and will provide you with detailed information and all required forms as well as links to contact any of the HBA officers. (School Code: Hamptonbands) A mobil app (Blue color) is also available. For instructions to sync your calendar with the Charms calendar, go to <https://www.hamptonbands.org/calendar-sync>

Social Media

Be sure to join our Facebook page! Just search for “Hampton Band Association” and request membership. Please be sure to include your child’s name.

We use Flickr for photos. Just Google search “Flickr Hampton Band Association” or link from the media page on the HBA website www.hamptonbands.org

YouTube hosts the Hampton Band videos. Just search “Hampton Band Association” from within YouTube, or link from the media page on the HBA website www.hamptonbands.org

Weekly Email Updates

HBA and Mr. Himmler use Charm’s News! and email to send out important weekly news updates. Please be sure to check Charms and these emails for information about the week’s events or other upcoming event information. The email address that you provide in your Profile information in Charms will automatically be added to the communications list. If you are not receiving the emails or wish to add a different email address, you can do so by visiting www.hamptonbands.org and clicking on the [Charms link](#) at the bottom of the web page. The public calendar of events is on the homepage of the Hampton Band Association website.

The Hampton Band also uses the BAND app to communicate with parents and students. It is available on the Google Play store, or the iTunes store. It is a free app, and requires a code word (provided to students from Mr. Himmler)

Urgent Messages

Despite efforts to provide information in advance, sometimes there are last minute messages that need to be sent to students and/or parents. This is particularly true when the band travels. Mr. Himmler utilizes the text messaging service in Charms to quickly disseminate information when needed, such as, when away trip buses are close to home so that rides can be arranged. The text service in Charms relies on your student and parent records for your cell phone numbers in order to send these important text messages.

General Information

Band Banquet

Following the close of the fall marching band season, the HBA hosts the annual Band Banquet. It is a slightly dressed-up occasion, usually held in early or mid-November at the HHS Cafeteria, which is decorated in the theme of the upcoming band trip or the theme of the half-time show. The evening begins with food, and there are usually about 400 parents, students, and staff in attendance. Following dinner, everyone moves to the auditorium for the student-led band season awards, senior recognition, and the much-anticipated band season video. It is a memorable and fun night for everyone!

Band Camp Picnic

Each summer, near the end of the second week of band camp, HBA sponsors a picnic for all the students. This event is a nice way for the students to unwind and have fun after an intense week of learning. The picnic is held at the Hampton High School, and families will have the opportunity to help and/or donate food for the event.

Band Trip

The full marching band travels on one large trip each year, usually in the spring. The trip contract, details, and costs are provided early in the school year so that families have several months to raise funds and to make trip payments. To reserve a seat for the trip, families must sign a trip contract and make an initial deposit; optional insurance coverage is also available for purchase in the event that you must cancel your trip for specific reasons. The cost of the trip is divided into multiple payments, which are due at specific times before the departure date of the trip. It is important that trip payments be made on a timely basis to the tour company. There are typically 3 payments due and parents will be notified of the amount due.

In addition, please note that when you sign the trip contract, you are agreeing to be responsible for the ENTIRE cost of the trip, even if your student's availability or mind changes about going on the trip. Trip payments cannot be refunded for any reason unless there is a cancellation covered by purchased trip insurance. Only direct payments made to the tour company, by check, can be refunded.

Chaperones

Chaperones are needed for all football games (home and away) as well as any other performance-related event that requires travel. The band usually travels in 5-6 school buses, which generally require 2 parent chaperones on each bus. Home football games generally require fewer chaperones. Chaperones assist with helping students before, during, and after games to keep students safe and healthy. They may also help with setting up props and helping set them in place on the field for the halftime performance. The HBA officers are usually in attendance at most games but encourage other parents to volunteer. Indicate your interest by checking the chaperone option in the Interest section of your user profile in Charms. All chaperones must have proper clearances and complete chaperone training.

Links to obtain clearances can be found on the HTSD website at <https://www.ht-sd.org/page.cfm?p=6197>

Food

Friday night football games can be a little hectic with after-school band practice and travel to/from football games. HBA organizes food for both home and away games. For home games, your student will have the opportunity to pre-order and pay for slices of pizza, which are delivered and served to the student right after half-time. For away games/events, students may pre-order a hoagie meal (choice of hoagie, chips, and a drink). The meals are delivered to the high school, and students pick up their orders before boarding the bus for the away game/event. If your student prefers to, he/she may pack dinner or a snack, to bring on the bus.

Please remind your student that it is his/her responsibility to clean up all food, containers or wrappers that he/she brings on the bus. Garbage bags and recycle bags are provided for students to dispose of trash, and the bus company expects that the buses are clean at the end of each event. For this reason, food items and drinks that are easily spilled are discouraged (i.e., beverage containers that cannot be closed, pixie sticks, etc.).

Fundraising

HBA encourages you to take advantage of the many fundraising opportunities available to help defray the cost of band trips. When you/your student sell items, please have customers make their checks payable to you. Then you should use Affinipay, (the convenient online payment option in Charms) or submit one check (not cash), payable to Hampton Band Association (HBA).

Homecoming Picnic

HBA sponsors a special homecoming picnic for the students and alumni of the Hampton Marching Band. The picnic is held at the high school, prior to the students marching to Fridley Field for the homecoming game.

Homecoming Tailgate

The Hampton Township Homecoming Tailgate has substantially grown in its first few years of existence. HBA volunteers set up a table at the Tailgate, which includes 1 - 2 games (a small fee is charged to play) with small prizes. The volunteers also sell some novelty items and Hampton/Hampton Marching Band merchandise.

Logo Wear

There is no better way to show your pride in the Hampton Marching Band than by sporting some new clothes with the logo from Hampton and/or the band. This includes Color Guard and Dance Team Wear as well. Each fall, some new logo wear items are introduced for you and your student to purchase.

Picking Up Students After Practices, Games or Events

Although the long curb outside the band room is a tempting and seemingly convenient place to park your car while waiting for your student, you are NOT permitted to park there. This curb space is reserved for buses to drop off your students. In the event that students are marching back from the football field, they will also march in formation through this area. Cars parked in this area represent a significant safety hazard for our students and can easily get scratched or dinged as students move by carrying large instruments. As well, you may be ticketed by the Hampton Township Police Department.

Picture Day

You will have the opportunity to order pictures of your favorite band student. An order form will be sent home with your student, and you will have several choices, including individual, section, or whole band portraits. Picture Day is generally held on Kennywood Day in the morning before departure.

Promotional Sales

HBA has a small inventory of items (novelties, hats, scarves, spirit towels, etc.) that are sold by volunteers at home football games, the Homecoming Tailgate, the Flea Market and the Holiday Extravaganza. These sales generate a small profit for HBA.

Rita's Italian Ice

During the 2 weeks of band camp, HBA provides Rita's Italian Ice during the afternoon break (approximately 3pm) (Mon, Wed and Fri) for all of the students. It's a sweet, cool treat in the hot days of August for our hard-working banders.

Senior Night

In October, HBA hosts Senior Night for band students who will graduate at the end of the school year. Senior Night is held at a home football game, and seniors and their parents are recognized at the pre-game show. Information regarding senior night will be provided to families in advance of that special evening.

Uniforms

The uniform pants, jacket, gauntlets, hat, plume, and raincoat are provided by the school district, but some of the uniform components must be purchased. Students must purchase black shoes (dinkles) and can purchase additional pairs of gloves, as needed, throughout the season from the Charms online store. In addition, students are required to provide and wear long (100%) black socks that are at least 3" above their ankles.

Uniforms are fitted and assigned to students during band camp. The Uniform Committee fits students and alters uniforms, as necessary. Before and after each game or performance, members of the Uniform Committee are at school to hand out and collect uniforms. After each event, it is your student's responsibility to correctly hang up the uniform before handing it in to the Uniform Committee.

Fundraisers

Throughout the year, HBA hosts several fundraisers. There is a chairperson and many helpers for each fundraiser (if you are interested in chairing an event, please communicate your interest to an HBA board member). Fundraising events include the following:

- \$ **Enjoy Books** . . . are sold from late August through October. The sale of the books generally generates a profit of at least \$10 per book sold (profit varies based on the total number of books sold by band members). Orders are filled on an ongoing basis throughout the fall.

- \$ **Gift Card Sales** . . . are held in the fall. Students pre-sell a variety of gift cards, including restaurant, grocery, and department store cards. Orders, with payment, are submitted in late October, and the gift cards are available for pick-up in mid-November. (percentages vary by type of card sold).

- \$ **Hoagie Sales** . . . are the biggest fundraiser. There are usually 3-4 hoagie sales planned throughout the school year on a Saturday morning (2 in the fall and 1-2 in the spring). Students pre-sell hoagies, collect payment, and submit their orders online through Sign Up Genius. On the designated Saturday mornings, a group of students and parents meet around 6 a.m. to set up for the hoagie making, and at 8 a.m. all students who sold hoagies plus at least one parent meet at the high school cafeteria to assemble the hoagies. When completed, students pay for their hoagies, pick up the number of hoagies they sold, and then deliver the hoagies to their customers. The profit is 50% of the sale price of the hoagies (currently the sale price is \$6.50 per hoagie, so \$3.25 per hoagie). A student and at least one parent must participate in the hoagie making unless they've received advanced permission. Please see the Hoagie Manual on Charms for more information.

- \$ **Pie Sales** . . . are held in the fall and spring. Students pre-sell a variety of frozen pies. Orders with payment are submitted about one month before pie delivery. The bulk pie order is delivered to the high school in mid-November (the week before Thanksgiving) and in March or April (right before spring break/Easter). Students pick up pies and deliver them to their customers. Approximately \$3 of profit per pie sold.

General Fundraisers

Throughout the year, HBA also hosts a few general fundraisers that help support the association and the marching band as well as provide an opportunity to engage the Hampton community. These fundraisers are very successful because of the tremendous volunteer support of our band families.

- ♪ **Allegheny Valley Band Festival . . .** every four or five years in the fall, Hampton is provided with the opportunity to host the Allegheny Valley Band Festival. Several local marching bands are invited to attend the festival, which is held at Fridley Field. Provided the weather is good, the festival has been known to attract more people than the stadium can hold. It is a great way to involve the community and provides significant extra fundraising dollars for the band.
- ♪ **Band Dads' Cafe . . .** yes, it's true - the band dads can and do cook! They are always looking for some more fun-loving dads to help out with the cafe, which is open during the Flea Market (in the spring) and the Holiday Extravaganza (in December). Cooking skills are not required!
- ♪ **Flea Market & Craft Sale . . .** offers an opportunity for families to do some spring cleaning and some shopping. The event is held in the spring on a Saturday at the HHS cafeteria. Families are invited to drop off gently used, new, and unwanted items the Friday evening prior to the sale. Volunteers sort the donated items and offer them for sale on Saturday. The sale is advertised throughout the local communities, and shoppers arrive early Saturday morning. In addition to the band flea market, vendors selling flea market items, new merchandise or crafts, may purchase table space at the event. And, of course, the Band Dads' Cafe is open for breakfast, lunch, or a snack.
- ♪ **Holiday Extravaganza . . .** is a growing event that began in 2011. The event brings together the band students from the Hampton elementary, middle, and high schools to perform holiday music. In addition, there is a Holiday Market, where dozens of vendors sell new items for holiday shopping; Sundaes with Santa, where families can enjoy creating ice cream sundaes, making crafts, visiting with Santa and Mrs. Claus, as well as other activities; and, the Cookie Walk, where volunteers bake and donate thousands of cookies that are sold by the pound. This event attracts many, many people from the Hampton and surrounding communities, and proceeds from this event are used to support the elementary, middle and high school music programs.
- ♪ **Sponsorship . . .** is an area where HBA is hoping to expand its fundraising efforts. If your family, business, employer, or other group is interested in providing any type of sponsorship for the Hampton Marching Band, please contact the HBA President to learn about sponsorship opportunities. For example, Hampton Band has partnered with Applebees with a portion of the meal cost donated to the band. Dates will be announced in weekly emails. We hope to recruit other area restaurants or businesses. If you know of any, please notify a board member.
- ♪ **Partnerships...** HBA has partnered with Shop & Save, and the Amazon Smile Program so that a portion of your purchase will benefit the band. To register for Shop & Save, just stop by the Customer Service desk at the Gibsonia Shop & Save. To register your personal account with the Amazon Smile Program, just log into www.smaile.amazon.com, and search for the Hampton Band Association.
- ♪ **Mattress Sale...** HBA hosts a Mattress Sale every year. So if you or anyone you know will be in need of a new mattress soon, this event is the perfect time to purchase a new mattress. These are great quality mattresses. More details to come.