

ROSWELL HIGH SCHOOL BAND
PARENT VOLUNTEER GUIDELINES

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FOREWORD

The Roswell High School band program has a long history of benefitting from and welcoming band parent volunteers. The band booster club, the Roswell High School Band Boosters Association (RHSBBA) functions as a vehicle for assisting the band program and the Roswell High School band director.

Your participation in the band program is greatly appreciated. Parent volunteers are critical to the success of the band program and allowing students to get the most benefit from their hard work.

Guidelines for parent volunteers and the RHSBBA will foster continued success of the band program by clarifying relationships, responsibilities, procedures, and policies for parent volunteers and the RHSBBA in their support of the band program.

Further information about the structure, activities, and rules governing the RHSBBA is available from other resources. The purpose of this document is to provide practical guidance to individual parents volunteering with the band program.

AUTHORITY

Fulton County Schools has ultimate responsibility for the band program.

Individual school band directors have direct responsibility for operation of the band program at and away from their site, including but not limited to band students at all band functions, Fulton County Schools band equipment and property, site selection and direction of chaperones and other parent volunteers.

Additionally, the band director has the added, unique responsibilities of coordinating the band program, subject to the policies of Fulton County Schools, including selection and direction of chaperones and volunteers.

Any authority vested in volunteers and chaperones originates from the school's band director. Volunteers and chaperones take action under direction of the band director.

Any authority vested in RHSBBA officers and RHSBBA appointees, including volunteers, originates from the band director, his/her designee, and Fulton County Schools.

TYPES OF VOLUNTEER OPPORTUNITIES

Chaperones

Chaperones accompany students to oversee their well-being and ensure proper behavior. They are primarily responsible for first aid and logistical considerations such as getting students from one place to another. Chaperones act under the guidance of the band director and staff, complying with rules set forth by Fulton County Schools and Roswell High School.

Adult chaperones must accompany the band to any event in which students perform. Chaperones also are necessary for summer camp, some extended practice sessions, and overnight trips. Chaperones accompanying students on overnight trips must have credentials issued by Fulton County Schools after a background check. (See the section on identification for more information.)

The key purpose of chaperones is to stay with the band students at all times and respond to any needs. Chaperones ensure decorum and respectful behavior from students when the band is in public, and they assist with minor practical concerns so that the band director and staff can focus on the music program.

Specific numbers of chaperones are required for each type of event. The number will be determined by the band director and the RHSBBA vice president for support services, in accordance with Fulton County Schools requirements.

When choosing chaperones among multiple candidates, preference will go to those with prior experience as a chaperone and those with specific skills that may fill a need (such as a parent who is a medical professional).

Chaperones are managed by the RHSBBA vice president for support services.

Pit crew

Pit crew members are the "roadies" for the band, helping move various equipment to and from events, as well as setting up all equipment and props for halftime shows and other performances. These volunteers typically arrive well before the event to transport equipment, and they stay after the event to put everything away.

At halftime for football games or at competition performances, the pit crew is responsible for quickly moving show gear – audio equipment, some percussion instruments and keyboards, visual props – into position, then quickly removing it after the performance. The pit crew works as a well-choreographed team to achieve this in the allotted time.

Pit crew volunteers also drive the trucks required to haul equipment to and from events.

Not all of the pit crew work involves heavy lifting. Much of it is pushing equipment on wheels. Students are responsible for a good deal of the work involved in loading and unloading trucks, and putting equipment away in the band room. Pit crew volunteers supervise their work.

The pit crew is managed by the RHSBBA vice president.

Visitor concession stand

The RHSBBA runs the concession stand on the visitor's side of the field at home football games. (The football booster club runs the home side concession stand.) Net proceeds from the visitor concession side fund the RHSBBA.

The RHS Marching Band goes to the visitor concession stand in the third quarter of football games, when they are allowed free time for refreshments.

Volunteers staff the concession stand, selling food and drink. The lead volunteer is responsible for maintaining the cash and depositing it in the band mailbox inside the school after the event.

Volunteers are required to operate the concession stand efficiently, cost effectively, and cheerfully.

Concession workers must be properly attired to satisfy health department policies. This includes closed-toed shoes, hair pulled back or in a hat, and gloves worn during the shift.

The concessions lead shall maintain and post in the concession stand currently approved policies regarding worker age, concession health and safety, reduced price food and drink, and other policies as needed.

The visitor concession team is managed by the concession committee lead.

Baking team

Volunteers bake goods such as brownies and cookies for sale at the visitor concession stand for each home game. The baked goods are packaged for individual sale and delivered to the band room the afternoon of the game. They may be taken directly to the visitor concession if the baker is attending the game, but the baking team volunteers do not receive passes to the event and do not wear volunteer badges.

The baking team is managed by the concession committee lead.

Grill team

The grill team cook the hamburgers and hot dogs sold at the visitor concession during home football games. They set up the grills, cooking food before and during the game. They then clean and break down the grills.

The grill team is managed by the concession committee lead.

3rd Quarter Meals

Band students have the opportunity to purchase in advance meals from the visitor's concession. When the band is allowed to visit the concession in the third quarter, these meals (hot dogs or pizza) will be ready for pickup without standing in the regular concession line or having money on hand. Volunteers report to the concession during halftime to organize the meals on tables outside the concession and hand them to students.

Photographer and videographers

Photographers and videographers document the band's performance at various events, as well as taking candid shots for use in social media. The band typically has two still photographers and one videographer at each event.

Uniforms

Volunteers manage the uniforms worn by the marching band and concert band. They measure students for proper fit, assign uniform pieces, manage the inventory, address repair and replacement needs, and generally ensure students are properly uniformed. Most of this work takes place during hours convenient to the volunteers; there is no uniform work during football games and events.

Fundraising

Fundraising is a vital part of how the RHSBBA supports the band program. There are many opportunities for those who can assist with fundraising – everything from being on-site during fundraising activities to managing the entire effort for a specific project. One important fundraising role is selling 50/50 raffle tickets at home football games.

Unlike some other volunteer roles, much of the fundraising work can be done remotely and on your own schedule. This makes it a good option for volunteers who find it difficult to work at football games and other events.

Fundraising activities are managed by the RHSBBA vice president for ways and means.

VOLUNTEER RESPONSIBILITIES

Parent volunteers must adhere to all policies and procedures of Fulton County Schools, Roswell High School and the band program.

The impression made by the band program in the community and larger public is of great concern to Fulton County Schools and band directors. Parent volunteers, RHSBBA officers, and appointees often form that impression on behalf of the band program. Consider this in terms of your manner of dress, speech, and behavior.

The band director will provide input on the selection of and continued service by parent volunteers, chaperones, RHSBBA officers, and appointees based in part upon conduct that reflects positively on the band program and Fulton County Schools.

Volunteers should be mindful of the privacy of students and use discretion regarding student information that may be viewed during their volunteer work.

The time volunteers donate to the band program will be tracked and recorded by the RHSBBA. Timesheets shall be made available by RHSBBA officers or their appointees to track volunteer hours for most activities and events. Volunteers are responsible to sign in and out at activities and events.

Recruitment of volunteers and the number of volunteers required to serve for events shall be determined under the direction of the band director and the RHSBBA vice president for support services.

COMMUNICATIONS

The only authorized methods of mass communication for general information to supporters and parents of the Roswell High School band Program are its newsletters and CHARMS email originating from the band director or the RHSBBA.

Parents will be provided specific information and guidance on using the CHARMS online system. The band program uses CHARMS as the primary resource for the band program's calendar of events (including practice times for various band groups) and for volunteering.

All written communications issued on behalf of the band program must be reviewed and approved by the RHSBBA and the band director, including flyers, letters, email, handouts, and websites.

All approved emails will be distributed utilizing blind copy to protect the privacy of all recipients.

The Roswell High School Band has a Facebook page to communicate with current members of the marching band, family members, alumni, and others who have an interest in the program. Posts on the band's Facebook page should be of a congratulatory and positive nature as the content reflects on Fulton County Schools, RHSBBA, and the band program as a whole within the Roswell community. Concerns, questions, and suggestions should be directed to the band director and RHSBBA through other means. The band director, or an appointee, will monitor the Facebook page and remove comments that are inappropriate without requiring consent and/or knowledge of the post's author.

Volunteers seeking practical or logistical information such as clarification of schedules, duties, or resources related to volunteering are encouraged to contact the lead volunteer for their activity, the RHSBBA vice president of support services, or another RHSBBA board member. The band director encourages parents to contact him directly with any concerns about the band program or students.

TREASURY AND CASH MANAGEMENT

Volunteers handling cash or other funds must follow all rules of Fulton County Schools. Strictly following these rules and procedures not only provides an accurate accounting of funds but also serves to protect all persons handling those funds.

All moneys collected and handled by the RHSBBA are the property of the RHSBBA. Volunteers must make maximum effort to maintain security of funds and the safety of those handling cash.

Security

The final count of money from the visitor concession stand, the 50/50 raffle, or other sales should take place in a secure location. Volunteers transporting money for deposit should always be accompanied by at least one other adult. This includes home football games; do not carry cash deposits to the high school front office for deposit on your own.

Event Cashier and Second Counter

For every event or activity where cash is required, there shall be an Event Cashier. The cashier for home football games shall be the concessions leader. The cashier for other events will be appointed by the RHSBBA.

A Second Counter is required to verify deposits of cash. Every effort shall be made to obtain a second who is either a member of the RHSBBA or an employee of Fulton County Schools. The second may not be an immediate family member of the cashier.

The Event Cashier and Second Counter shall verify the accounting of cash deposits prior to making any deposits. Verification shall consist of independently counting all cash, and verifying entries and mathematical computations on deposit accounting forms.

Verification shall be recorded by signatures of the cashier and the second on the deposit accounting form maintained by the treasurer of the RHSBBA and approved by the board of the RHSBBA.

Copies of all treasury documents including verifications in all parts of this section shall be maintained by the RHSBBA VP Treasury.

Receipts and Reimbursement

Receipts are required for all purchases. Receipts shall show the place, date, and amount of purchase. Receipts are to be turned in to the RHSBBA treasurer within one month of the purchase date.

Purchases for the benefit of the band or the RHSBBA shall be made separately from personal purchases and separate receipts shall show evidence of the same.

Volunteers are not reimbursed for their personal time, mileage, travel, or expenses.

All purchases of merchandise for resale or for the benefit of the band, including all functions of the RHSBBA, must be approved by the band director or the RHSBBA in advance of a purchase commitment.

IDENTIFICATION

Identification badges indicate that you are part of the Roswell High School Band program and approved to interact with and supervise band students. They also designate you as an adult students can call on for assistance.

Band identification badges

RHSBBA requires all volunteers to wear identification badges like the one shown below when working with the band program in any capacity. This includes all volunteers at an event, not just chaperones. Badges are available in the kitchen area off of the main band room, hanging on hooks by the door.

The Roswell High School Band badge provides entrance to football games and other events with the band.

If you are signed up to volunteer at an event, pick up a badge before the event and return it immediately after.

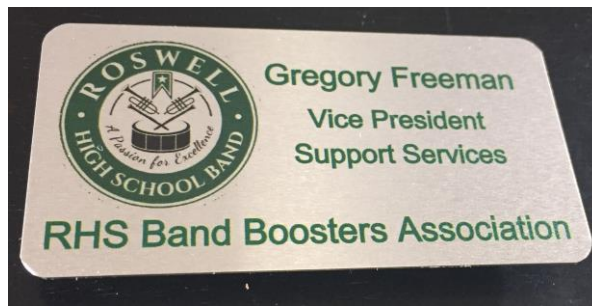
Do not hold on to a badge for future use. Do not take a badge if you are not signed up for the event. Do not take additional badges for family members.



Band name badges

Parents who volunteer regularly also will receive a name badge such as the one shown below. Please wear it along with the lanyard band badge whenever volunteering. It is helpful for other adults to learn your name, and the name badges also make it easier for students to call on you for assistance.

Remember that students often are reluctant to ask an adult for help, particularly when they don't know you well. The more they know your name and what to call you in a polite way, the more likely they are to ask for help when needed.



Overnight chaperone credentials

Chaperones accompanying the band on any overnight trip, such as away summer camp or trips to perform at a distant location must have an overnight chaperone credential issued by Fulton County Schools. This credential requires a background check and a visit to a particular Fulton County Schools location to create the photo identification badge. The application for the overnight chaperone credential is online at <https://www.fultonschools.org/Page/899>. The credential is valid for two years.

Apparel

RHSBBA will provide apparel to parents regularly volunteering with the band. The apparel will be polo shirts or t-shirts, sometimes indicating the volunteer position such as chaperone or pit crew. Please wear this apparel whenever possible while volunteering. It provides a uniform appearance to the public, encourages pride in our mission, and it makes us visible to students and others who need our assistance.

VIOLATIONS OF POLICIES AND PROCEDURES

Violations of any of the policies and procedures of Fulton County Schools, the policies and procedures noted herein, or the directives of authorized school or band representatives acting on behalf of Fulton County Schools, or the band director may result in:

- a. A personal meeting with the band director and/or other appropriate persons
- b. A written notice of the violation
- c. If appropriate, a request for reimbursement
- d. If appropriate, a denial of reimbursement
- e. A written reprimand
- f. Loss of position
- g. Referral to appropriate authorities for further actions.

GENERAL EXPECTATIONS

Safety first

All Roswell High School band parent volunteers are expected to ensure the safety and well-being of students at all times, regardless of their particular volunteer assignments. Chaperones will work more closely with the students and be primarily responsible for their oversight, but any parent volunteer should bring concerns to the attention of other volunteers, instructors, or the band director. (See the section on First Aid, Health, and Safety Concerns for further guidance.)

Maintain a positive attitude and prohibit negative behavior from students.

Volunteers are expected to be positive when working with or around students, so negative comments and criticisms are discouraged unless necessary to correct a student's behavior. Both students and adult volunteers must refrain from making derogatory or offensive statements about other schools, bands, or athletic teams. Volunteers are expected to intervene if band students make inappropriate comments, and if our band is the subject of taunting or inappropriate remarks, volunteers must remind our students not to respond in kind.

Encourage and motivate!

Parent volunteers should take every opportunity to cheer on our band students, encourage them, compliment their good work. Help instill pride in the Hornet Swarm! Be their biggest fans!

Speak up.

When in doubt, please say something to someone. If you perceive a potential hazard or observe a student who might need attention, convey your concerns to another adult with the band who can investigate or help you respond to the student.

Act when necessary.

Parent volunteers, and chaperones in particular, are expected to intervene when they become aware of any dangerous or prohibited behavior. This can include, but is not limited to, foul language, horseplay or rowdy behavior that is hazardous, abuse or disregard for equipment, bullying of other students, failure to pay attention to the band director and instructors, anything inconsistent with school rules, and behavior that generally reflects poorly on the band and the school.

Watch for students in need.

Parent volunteers make ourselves visible and available for students who need assistance, but remember that many will not ask or will not realize they need assistance. The student who is ill or emotionally upset may be unwilling to approach an unfamiliar adult and ask for help. Others may fear looking weak in front of their bandmates. It is the adult's responsibility to watch for those students exhibiting signs of distress and approach them rather than waiting for the student to ask.

Expect respect.

Students are expected to respect parent volunteers and comply with their instructions. Report any failure to do so to the chaperone leader and/or the band director.

Report a change in plans.

Please remember that the band relies on parent volunteers who have agreed to staff particular roles and events. If you cannot attend an event for which you have signed up, please let the team leader or the RHSBBA vice president for support services know as early as possible. If you can arrange to have another parent take your position, that would be greatly appreciated.

Wear our volunteer apparel, name tags, and identification badges.

Having our parent volunteers wear the same apparel supplied by the band, as well as name tags and badges, promotes a more polished image for the band. It also helps students and other adults recognize those working with the band.

Use discretion.

When possible, parent volunteers should avoid being alone with students. If a student is ill and needs to go to the band room during a football game, for instance, two adults should accompany the student. A chaperone may request that another volunteer (pit crew, concessions, photographer) or any other available parent accompany them.

Report incidents.

Parent volunteers handle many minor tasks and problems so that the band director and instructors can focus on the music program. But anything serious or noteworthy should be reported to them either as it happens or soon afterward. This includes any medical concern beyond minor first aid and other issues such as serious misbehavior by a student.

FIRST AID, HEALTH, AND SAFETY CONCERNS

Chaperones have primary responsibility for responding to first aid and medical concerns with band students, consulting with and informing the band director as appropriate.

In an emergency, chaperones will first do what is in the best interest of the child.

Call 911 or on-site paramedics when necessary.

Transportation to hospital

The decision to transport a student to a hospital will be made by professional first responders, the band director, another Fulton County Schools staff member, or the student's parent or guardian.

Chaperones may *not* authorize transport to a hospital without instruction from one of those responsible parties. Any decision regarding mode of transport (ambulance vs. private vehicle) also will be made by the same responsible parties, not chaperones.

Immediate reports to director

The band director or an instructor should be alerted immediately to breathing difficulties, heat exhaustion or heat stroke, seizures, asthma attacks, and similar potentially serious issues. Alert the lead chaperone as well.

Coordination of care

In the event a student is injured or ill beyond needing minor first aid, the band director and the lead chaperone must communicate well and coordinate the care of the student. **Both the band director and the lead chaperone must affirmatively communicate the status of the student, what aid has been provided, and any next steps.** Both parties must understand the student's condition and further needs. Insist on the information exchange if necessary.

If a student must be separated from the band because of illness, such as going to the band room to get out of inclement weather, the student must be accompanied by two adults. Do not leave ill students unattended or with only one adult present.

First aid training

Chaperones should be trained in basic first aid, including CPR and stop-the-bleed protocols. Volunteers in need of training should inquire with the RHSBBA vice president for support services.

Medications

Over-the-counter medications, such as acetaminophen or antacids, may be provided to students with a parent's permission. If the permission is not on file, the best approach is to have the student text a parent and show you the text granting permission.

Some students will use prescription medications, such as inhalers for asthma. The band director will be aware of these circumstances and should be consulted as necessary.

Medical bag

The band program has a medical bag with first aid supplies, including Band-Aids, ankle wraps, bee sting treatments, over-the-counter medications and many other items.

Chaperones, and other parent volunteers to the extent of their interest, should familiarize themselves with the band's medical bag, pictured below. The medical bag must accompany the band at all times; it should be in the band room when the band is there, on the practice field for outdoor practice, in the stands at football games, etc.

Do not allow students free access to the contents of the medical bag. An adult should supervise use of the medical bag contents, particularly the medications such as ibuprofen and acetaminophen. Note that feminine hygiene products are available in the bag's right outside pocket.

Please keep the bag orderly so that supplies can be found quickly when needed. Notify the RHSBBA vice president for support services when items run out and need restocking.



There also is a red soft sided cooler bag used to carry ice exclusively for first aid purposes. This ice is used for ice packs to apply to strained muscles and joints, as well to treat heat exhaustion. Do not put drinks or food in this ice bag.

For away games, competitions, and any other event for which the band travels by us, the main medical bag will be carried on Bus 1. Chaperones on each additional bus will carry a smaller first aid kit. At the event, the main medical bag accompanies the band but the smaller kits remain on the busses.

EVENT PROCEDURES

- **Home football games**

For football games at Roswell High School, the band needs chaperones, pit crew, concessions, baking, grill, and fundraising volunteers.

This is the typical schedule for a home game:

- 4 pm: Pit crew arrives
- 5 pm: Concessions and grill team arrives
- 5:45 pm: Band members due in band room
- 6 pm : Chaperones arrive
- 7 pm: Band forms outside and proceeds to stadium with chaperones
- 7:30 pm: Kickoff
- Approximately 9:30 pm: Game ends and band returns to band room.
- Approximately 10 pm: Band room closes.

Pit crew: The pit crew works before the game to take equipment to the stadium and stage it for the halftime show, as well as providing other items such as ice and water coolers. They are mostly free during the first and second quarter, then they move equipment and props to the field for halftime and remove it afterward. They then return equipment to the band room during the second half.

Concessions: Concessions and grill team members proceed to the visitor's concession stand on arrival and begin setting up. They remain with the concession stand through the end of the game, at which point they clean and close the concession. The concession lead counts and deposits the money, in accordance with the Treasury and Cash Management rules.

3rd Quarter Meals: 3rd quarter meal volunteers report to the visitor concession at halftime and prepare the prepaid meals for pickup by band members in the third quarter.

50/50 Raffle: Two 50/50 Raffle fundraising volunteers wear green aprons and carry placards advertising the raffle as they walk around the stadium. Raffle tickets are sold in the first half of the game and a winning ticket drawn at halftime. The winner receives half of the money raised and RHSBBA keeps the other half. The 50/50 Raffle leader is responsible for managing the cash collected in accordance with the Treasury and Cash Management rules, documenting the winning ticket, and reporting the winning ticket number to the press box to be announced. When the winner arrives at the band seating area to collect the prize, the 50/50 Raffle leader confirms the winning ticket, obtains the winner's name and address, provides the prize money, and obtains a signature acknowledging receipt of the money.

Chaperones: Chaperones stay with the band in the band room until time to go to the stadium, though one or two may go ahead to prepare the stadium seating area. A chaperone ropes off the designated area for the band with the appropriate rope and signage. Chaperones accompany the band to the stadium and sit with the band.

Chaperones must ensure these items are taken to the stadium with the band:

- The red medical bag and medical ice bag. They will be kept available at the bottom of the seating area in the stadium.
- The plume storage container. The pit crew will take it to the field before the game, but chaperones are responsible for ensuring it is present before halftime.
- The black shoulder bag with the ropes and signage for the seating area.

Any time the band is entering or leaving the band seating area, chaperones assist by blocking other pedestrian traffic so that the band can pass quickly and safely. Pay particular attention to percussion and tuba players as they traverse the stairs up and down. They're carrying heavy, awkward items and may not be able to see very well around them. Watch for them to stumble and caution other attendees they may accidentally run into as they're passing. These students are particularly at risk of falling on the stairs if it is hot and they are fatigued.

At halftime, one chaperone must remain in the band seating area to keep others away and watch band belongings. Students and adults will leave valuable items in the stands during halftime, including instruments, purses, and phones. Do not allow non-band attendees into the band area.

Two chaperones go to the field with the band at halftime to assist with attaching plumes to the band members' shakos (hats). The plumes are delicate, so they are not attached until just before the performance. (In wet weather they may not be used at all.) Chaperones put the plumes on shakos as the band is warming up late in the second quarter. Then they position themselves on the sideline to receive the plumes from band members as they leave the field, and they put them back in the storage case.

The band director will release the band for most of the third quarter, requiring they be back in the seating area with about three minutes left in the quarter. Band members are free to visit the concession stand at this time or see friends and family in the stadium.

Food and drink are not allowed in the band seating area, with the exception of water.

The band will remain in the stadium until the game is complete. At that time chaperones assist with getting band members down the stairs and to the track at field level. Chaperones ensure band members have cleaned up all their trash before leaving, and they remove the ropes and signage from the area.

A chaperone should remain behind in the stands until all students have left, making a last check for any items left behind. Chaperones accompany the band back to the band room.

Band students put away their instruments and uniforms. Chaperones are dismissed at this time; they do not need to wait until all students leave and the band room closes. Other volunteers are free to leave when their assignments are complete, which may be before the end of the game for some, such as pit crew and fundraising.

- **Away football games**

Away football games require chaperones , photographers, and pit crew.

The schedule for away games will vary depending on the travel time to the other school. Generally, the pit crew reports at 5 pm, chaperones at 5:30 pm, and students must be assembled in the band room at 5:45 pm. Busses are loaded at 6 pm and depart soon after.

Pit crew members load the trucks and trailer, with the help of students, and then drive them to the other school. They leave when they are ready rather than waiting to travel with the busses.

There must be two chaperones or other adults on each bus. Photographers and school staff members, including the band director, can count toward the required two adults per bus.

The band typically requires four busses for away games. Students sign up for a particular bus ahead of time; generally the members of a band section travel together on the same bus.

There is a green folder for each bus. The lead chaperone will put a student roster in each bus folder and give it to the chaperone assigned to that bus. The folder also will have placards to place in the windows of each bus to designate its number.

As the band assembles in the band room, chaperones check for the arrival of the busses and notify the band director when they arrive. Each bus chaperone applies the bus number designations in the front and rear windows of the busses (to help students find their assigned bus after the event). The lead chaperone should ensure that the bus driver up front is comfortable leading the rest to the destination; if not, ask another driver to be Bus 1.

The band director will tell the students when to board the busses. Chaperones should assist by propping outside doors open. Students will travel in their bibs (the pants portion of the marching uniform) but not their jackets. They carry their jackets and gauntlets in a hanging garment bag, and their shakos in plastic boxes. Each student carries their own bag, shako box, and other personal supplies. They are allowed to hang the garment bag from the bus windows, unless the bus driver objects. (Bus drivers have their own rules about onboard behavior; some are more strict than others but they are in charge on the bus.)

Once the busses are loaded, a chaperone on each bus should call the roll from the provided roster. If anyone is missing, notify the band director.

The busses will leave when the band director is satisfied that everyone is accounted for. The band director will ride on Bus 1. Photographers may ride on the busses and may be required to, in order to meet the minimum number of adults per bus.

The main red medical bag travels with the chaperone on Bus 1. A chaperone on each additional bus will have a small first aid bag. At the away site, the main red medical bag goes to the stands with the band. The small first aid bags stay on the busses.

At the away game site, the pit crew moves and sets up equipment for the halftime show the same way they do for home games. After the game, the pit crew and students load the trucks and trailer.

Chaperones remain with the band at all times and have the same responsibilities as at home games. After the game, chaperones direct the band to the bus location, which may not be where they were dropped off. Have at least one chaperone bringing up the rear of the group.

Chaperones ensure everyone is back on the busses by calling roll again. It is important to carefully call the roll and ensure no one is missing before giving the band director the all clear for the busses to leave.

On returning to RHS, at least one chaperone remains behind after students leave each bus. The chaperone retrieves the window signs and does a final walkthrough to look for items left behind and to clear any trash.

The return to the band room may be as late as 11 pm for some away games. As with home games, students put away instruments and uniforms. They are then free to go. Chaperones are dismissed when the band returns and do not have to wait for the band room to close.

- **All-day practices**

Occasionally the band director will schedule a full day practice for the band, usually from 9 am to 9 pm, with breaks for lunch and dinner. Sometimes no volunteers are required for these practices. However, if the all-day practice is outside in hot weather, a chaperone is needed to assist with monitoring students for heat exhaustion and first aid.

- **Marching band competitions**

The marching band goes to several competitions in the fall. Competitions require chaperones, pit crew, and photographers.

These are all-day events. Typically students will report to the band room in the morning for rehearsal, and parent volunteers a bit later. Depending on travel time and the competition schedule, the band will probably leave before noon.

The procedure is the same as traveling to an away football game regarding pit crew, chaperones, roll calls, etc.

At the competition site, the band will go to a rehearsal site outside the stadium. During the rehearsal, the competition hosts will assist with transporting props and other gear (percussion instruments for the pit) to the field, often with ATVs pulling trailers. Do not put the red medical bag or the plumes container on these transports. They must stay with the band at all times.

At the band's appointed time, they go inside the stadium to perform. Chaperones and other volunteers go with the band to the field. After the performance, the band will go back to the busses and change out of their uniforms, then return to the stadium to watch the rest of the competition and wait for the awards ceremony.

Pit crew members may leave after the performance to return equipment to the band room, but the band stays to the end of the awards ceremony. The band may return to the high school as late as 11 pm. As with football games, band members put away their gear and the band room closes soon after.

- **Indoor Drumline and Winterguard performances**

Indoor drumline (IDL) is a voluntary winter program consisting of a percussion-only performance. Winterguard (WG) is a voluntary winter program consisting of a color guard-only performance.

Both IDL and WG participate in competitions held at other schools. Because the groups are relatively small, they travel in carpools rather than busses. Both groups require chaperones/drivers, who also assist with pit crew tasks like moving show gear into place.

Competitions for IDL and WG follow the same pattern as marching band competitions, so they are all-day activities.

- **Summer camp**

The marching band holds a mandatory summer camp for students to begin learning the music and drill for the year's show. Typically the first week is on-site at the high school, from 9 am to 9 pm, with breaks for lunch and dinner. Because the students are outside in the summer heat most of the day, chaperones are needed to help with heat exhaustion and other first aid. Photographers are welcome but not necessary for the entire time. Pit crew is not necessary for summer camp on the school campus, as students handle the gear used in summer camp.

The second week may also be held at the high school, or it may be at a remote location such as a college campus. This sleepover summer camp is a bonding and team building opportunity for the students, allowing them to focus on the band program. At sleepover summer camp, students are housed in dormitory rooms, eat in the dining hall, and practice from 9 am to 9 pm each day. There also are evening entertainment opportunities.

Sleepover summer camp requires chaperones, pit crew, and photographers. Chaperones must have overnight chaperone credentials issued by Fulton County Schools (see the section on identification for more information). They are housed in the dormitories with the students – separate buildings for boys and girls – and are responsible for monitoring the students around the clock. During the day, they stay with the band at all times and provide first aid.

A primary duty for summer camp chaperones is to set up the aid tent at the practice field and provide assistance to students suffering from heat exhaustion, blisters, sprains and strains, and various other maladies. They also assist with providing snacks and water at designated times. Chaperones maintain all the necessary supplies for the aid tent, including the tent itself, chairs, medical supplies, ice, and snacks.

Photographers may double as chaperones and stay for summer camp, or they may visit the site during the week.

Pit crew members drive trucks with the band's gear to the summer camp location and then come at the end of summer camp to drive it back to the high school. They do not stay for summer camp.

The final day of summer camp includes a family performance of the show they students have been learning. Family and friends picking up their students from camp are encouraged to arrive early enough to see the family performance.

- **Parades**

Marching band participation in a parade requires chaperones and pit crew.

The morning of the parade, pit crew volunteers load a truck or trailer with percussion instruments and other needed equipment, with the help of students. The pit crew drives the equipment to the beginning of the parade.

Band members arrive on their own at the beginning of the parade at the designated time. The band might wear show shirts instead of full marching band uniforms; this will be specified by the director. Chaperones also arrive at the same designated location and time. There will be some time waiting around before the parade begins and our band moves out.

Chaperones walk alongside the band as it marches, watching for students having difficulty with heat exhaustion or other issues, and generally helping by making sure spectators are out of the way, picking up dropped items, etc.

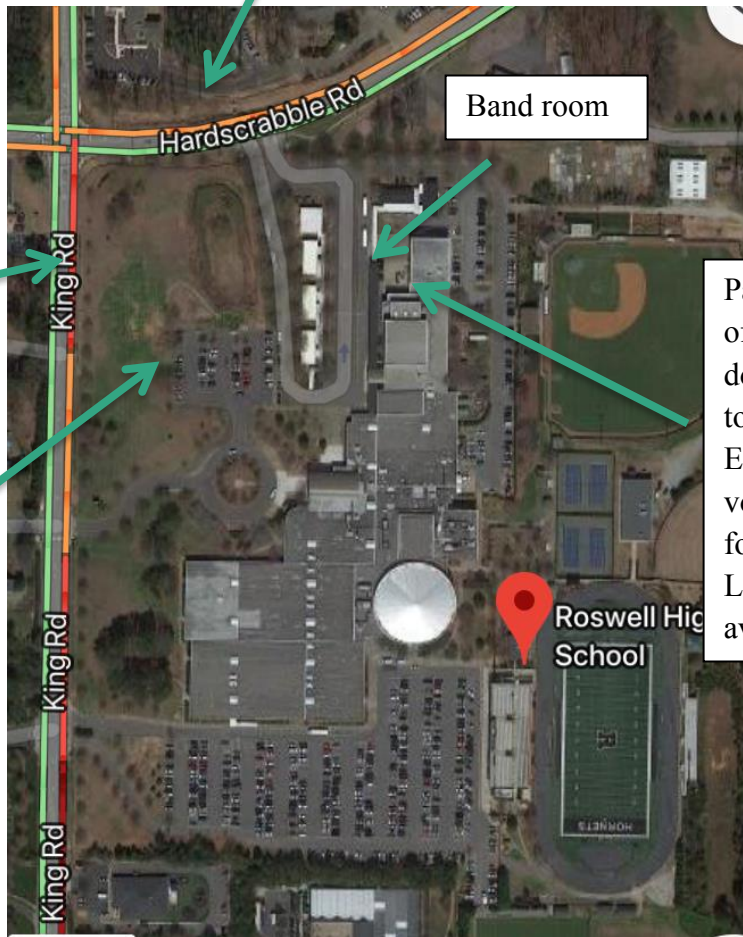
At the end of the parade, students and chaperones are free to go. (Think ahead about how to get home from the end of the parade route. Traffic will be congested and some routes inaccessible. For a parade ending at Roswell North Elementary, you can park at Crabapple Middle School and walk to your vehicle.) Pit crew and students will load percussion instruments and gear, then drive it back to the high school. Percussion students must go to the high school and unload their equipment.

- **Concerts**

The band program includes several concerts at the high school throughout the year. These events usually do not require parent volunteers.

MAP AND LOCATIONS

Enter here for access to band room.



Practice field

Band room

Parking and drop off/pick up here at door 9, the back door to the band room. Enter this door when volunteering for a football game. Limited parking is available here.

Parking for pickup on outdoor practice



This room, located near the rear door to the band room, is referred to as the "kitchen." It is used for storage, including most of the materials used by volunteers. Identification badges are inside this room, to the immediate right of the door.

GLOSSARY OF BAND TERMS

A high school band program has its own language. It can be bewildering to new parent volunteers, and even those who have been around a while.

Here are some terms you might hear:

- **Shako** – Pronounced *shay-ko*. The hat with the marching band uniform.
- **Plume** – A feathery adornment on the top of the shako.
- **Bibs or bibbers** -- The pants and torso portion of the marching band uniform, much like a ski bib or overalls.
- **Gauntlet** – Part of the marching band uniform that snaps on over the jacket sleeve between the wrist and elbow.
- **Show shirt** – For each season of marching band, Indoor Drumline, and Winterguard, students are issued a t-shirt with that year's logo design. This t-shirt is worn for some events when the students are not in full uniform, such as a summer parade or hall band. Students may wear the show shirt any time they wish, but they are required to wear it at specified times.
- **Hall band** – On the Friday morning of home football games, and some other games like playoffs, the marching band performs through the hallways of the school to promote team spirit.
- **CHARMS** --- The online software program that includes the band program's calendar of events, database of student information, and method of communication with parents and students. Access and use of the system will be explained at the beginning of the school year.
- **Drill** – The marching portion of a band program, as opposed to the musical portion. Students learn the drill separately from the music and then combine the two.
- **Dots** – This is how students learn the drill. Each student receives a set of instructions that is unique to his or her position on the performance field and the show program. The student learns his or her "dots" to know how to move throughout the performance. Each student has a "dot book" – index cards or other notes with his or her dots.
- **Duts** – Percussion members may vocalize "dut, dut, dut, dut" to count off the last measure of resting before the line resumes playing. Usually the section leader calls the duts so everyone stays with the music.
- **Met** – Short for metronome, the device used to set the beats per minute. It's electronic and sounds like someone hitting a pipe with a wrench. Commonly used in practice sessions.
- **Cadence** -- In marching band, a cadence is a percussion routine that incorporates the bass line, snares, and quads. It is a rhythmic piece that shows off the drumline's skills. The drumline often plays a cadence when the marching band is entering the stadium, for instance, or in a parade when the rest of the band is not playing.
- **Trumpet Suicides** – A display performed by a small number of marching students in which they bend and twist in rapid synchronization with a cadence played by the drumline. So named because the students have to be good at it or they hit each other in the head with instruments. A crowd pleaser performed usually in the second half of football games.
- **Opener** -- The first piece performed in a halftime show or other performance.
- **Ballad** – Typically the second song of a performance and usually a slower piece.

- **Closer** – The third and last piece of a halftime performance, often a dramatic and lively arrangement.
- **Props** – As in stage productions, these are items used to enhance the performance visually. For marching band, they usually are large to make an impression on the field.
- **Colorguard** – The section of the marching band that dances and uses flags, swords, and other items during the performance.
- **Pit** – This is the group of percussion players and instruments positioned at the front of the marching band, on the sideline, during performances. They do not march but remain in the same position during the show. *Not to be confused with the pit crew*, the volunteers who help move props, gear, and instruments (including those in the pit.)
- **Bass line** – This is the part of the percussion section with the bass drums (the largest drums, the ones carried vertically on body harnesses).
- **Ops crew** – These are band students responsible for certain key support activities like moving equipment, setting up electronics, and preparing the practice field.
- **Family performance** – This is a special performance of the marching band, Indoor Drumline, or Winterguard for family and friends. It is an informal preview of the show, or the portion of that show that has been learned so far. The family performance usually is provided at the end of a practice session when parents arrive to pick up students. Parents will be notified of the family performance time so they can arrive early enough to see it.
- **Indoor Drumline** – Also known as IDL, this is a voluntary program that kicks off after the end of marching band season. The IDL performance consists entirely of percussion instruments and is choreographed with drill and dancing elements. IDL is open to band students who do not play percussion instruments in the marching band.
- **Winterguard** -- Like IDL, Winterguard is a voluntary indoor winter program for those participating in the marching band colorguard and other interested students.
- **Full ensemble** -- This generally is used to mean "the whole band" as opposed to a section. In practice sessions, the marching band often splits up into different sections but if the "full ensemble" is meeting at a certain time that means everyone should be there unless certain groups have been given other instructions.
- **Retreat** – At a competition for marching band, IDL, or Winterguard, the final portion of the program is the retreat. After all participants have performed, the leaders of each group gather on the field or gym floor to hear their scores and receive awards.

CONTACT INFORMATION

2019-2020

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