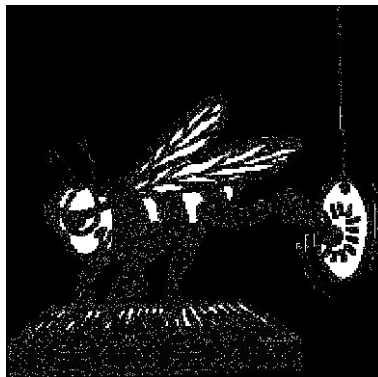
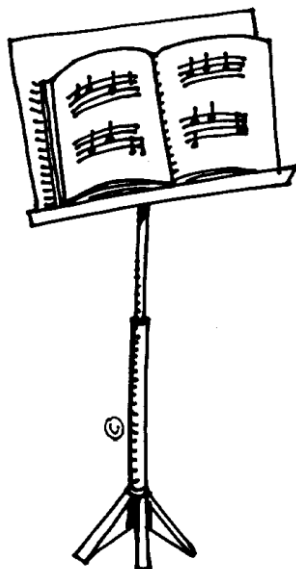


NORTHEAST



**BAND, AMU,
ORCHESTRA,
JAZZ ENSEMBLE
HANDBOOK
2011 – 2012**



NORTHEAST BAND AND ORCHESTRA HANDBOOK

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A Message From the Principal

August 2011

This handbook is written by the Northeast Band and Orchestra Parent's Organization. It is published for parents and students in order to help you have a successful and fulfilling experience in the orchestra, band, jazz band, or the auxiliary marching units: color guard, majorettes and silks. Once again we are all looking forward to having an exciting year. I encourage everyone to join in helping those who will be working hard to make Northeast's music ensembles the best of all the middle schools.

All of us here at Northeast are always **Northeast Proud** to see the high level of enthusiasm and commitment contained within our music programs here. As principal, I look forward to supporting this enthusiasm and commitment and to maintaining a strong, supportive relationship between the Northeast Band and Orchestra Parent Organization and the entire school community. It is important to understand that at Northeast students are always encouraged to explore and be involved in as many extra-curricular activities as possible as they discover and refine their talents and interests. We encourage this time and discovery as long as students maintain positive grades in school and are respectful of the rules and people around them. We ask all of our students to be their best in all they do and to always try to maintain a positive attitude and image of themselves and the school. Our Northeast Orchestra and Band units exemplify the type of attitude and image we look to have for all students!

We are also extremely proud and honored to have Mr. Brian Rupnik as our director of the orchestra and band. Brian is dedicated to helping all students become fine musicians and his 23 years of experience here at Northeast almost assure us that he can answer any and all questions you may have regarding the music programs. Any of our band officers will also be happy to answer any questions or assist in any way either you or your child. They are also always willing to accept new volunteers; we can never have enough help for all we try to provide for our students.

In closing, I thank you, in advance, for your support of our band, our jazz ensemble, our orchestra and our auxiliary marching units. Our musical programs here at Northeast exemplify what it means to be NORTHEAST PROUD! I hope you all enjoy the remainder of the summer and I look forward to seeing everyone in August.

Joseph G. RaHS Jr.
Principal

INTRODUCTION

NEBOPO is the acronym for Northeast Band and Orchestra Parents Organization.

NEBOPO supports the instrumental music programs at Northeast Middle School. This includes Marching Band, Auxiliary Marching Units, Concert Band, Orchestra, and Jazz Band. We do this in many ways. We raise funds for expenses that are not covered by the school district. We provide volunteers and chaperones. We host events such as the Northeast Middle School Jazz Festival and staff all events held by the Band and Orchestra, support the program and Mr. Rupnik and provide assistance to him when needed.

NEBOPO also supports the students and their families with the goal of allowing all students to take advantage of the instrumental music programs to their fullest. We are a strong network of caring families that want the very best for our kids. As such, we should look out for the benefit of our entire group, including other people's kids.

If you see that any child needs help, either pitch in or bring it to the attention of an officer, the band director, another parent or volunteer. If you should see the uniform or equipment not being taken care of, gently correct that child and instruct them on how to do it or wear it properly. And if you should see an organization member behaving in an inappropriate manner, either address it directly or bring it to the attention of an officer, teacher, administrator, advisor or the director.

The NEBOPO officers are available to help and answer any questions you may have. We are always open to suggestions that will strengthen our organization. There is an opportunity at every Band Parent's meeting to ask questions and make suggestions, or you can contact an officer directly by phone, email, or in person.

We work to keep our band's appearance and behavior at its best at all times because they are representing our school. It takes all of us working together to instill and maintain the pride in our organization. It's what makes our group so successful.

We are Northeast Proud!

NORTHEAST MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES

An extracurricular activity shall be defined as all student organizations and activities which meet in the name of Northeast Middle School and are not part of the regular school curriculum. This policy shall include, but not be limited to, the following:

Athletic Teams	Academic Activities
Varsity sports	Student Council
Cheerleaders	Yearbook
Intramural tournaments	Newspaper
Music Organizations	Performing Arts

Academic Standards

To participate in an extracurricular activity, a student must meet specific standards in academic and related arts courses during the previous grading period. At the end of the school year, the student's final grades and credits in his or her subjects shall be used to determine eligibility for the next school year. A student will be ineligible for participation if he/she does not pass four full credit academic courses, or the equivalent.

In cases where a student's performance in any preceding grading period does not meet the standards as presented above, such students shall be on probation fifteen days of the next grading period. If the eligibility standard is not attained, the participant will be ineligible for the activity for the remainder of the quarter. **In the case of athletic teams and music organizations, students may attend practice but not compete or perform.** Members of Student Council, Newspaper, and Yearbook will be placed on probation for fifteen days. Eligibility sheets, indicating the names of all ineligible participants on a varsity team (basketball, cheerleading, field hockey, football, soccer, softball, volleyball) shall be completed as needed by all teachers. **Please note that at the time of the band trip if a student is failing 2 or more subjects they will not be able to attend the band trip and NO refund will be given.**

Attendance Standards

Students who are absent from school may not participate in a practice, contest, or performance on the day of the absence without administrative approval. Students are expected to attend ALL performances. **Students who fail to attend performances may be ineligible to go on the band spring musical competition.** This decision will be left to the discretion of the Director and NEBOPO executive board.

A tentative schedule of events for this school year is located in the back of this handbook. Please mark them on your calendar.

Disciplinary Standards

A student placed on in-house or out-of-school suspension may not represent the school in a performance or competition during the suspension. For each succeeding suspension, the student may not participate during the suspension and an additional 10 days. A student may not practice for school-sponsored activities during the period of the actual in-house or out-of-school suspension.

Coaches' Standards

Coaches and directors may add various rules and regulations that are specific to their activity. Coaches and directors will follow the guidelines in the middle school coach's handbook.

Sportsmanship

Students who participate in the extracurricular program must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of other students, fans, and opponents. They, therefore, have an obligation to serve as positive role models by demonstrating the following:

- ✓ showing respect for authority and property
- ✓ showing support for and helping each other
- ✓ maintaining academic eligibility and training rules
- ✓ emphasizing the ideals of sportsmanship, loyalty, ethical conduct, fair play, and understanding that succeeding is important in every facet of life any display of unsportsmanlike behavior toward an opponent, official, or spectator during the season may result in discretionary discipline by the coach or director and possible suspension/termination from that activity.

Northeast Middle School Extracurricular Activity Contract

Northeast Middle School is very diverse in its offering of extracurricular activities to aid in the student's enrichment during this very important time in a child's development. Each student is able to enroll in as many extracurricular activities as he/she and the parent/guardian sees fit, provided a suitable grade point average in his/her academic subject matter is maintained.

Membership in an activity means that each student is expected to attend every rehearsal/practice as well as every game/performance of a given extracurricular activity. Because of this requirement, however, there may be a time a student's chosen activities overlap. In the event of such a conflict, the advisor of each activity needs to be made aware of the conflict as soon as it becomes known. The advisors will make every attempt to resolve such conflicts as fairly as possible, with the help of the principal if necessary. If it is known that there will be more than one conflict between the same extracurricular activities, the decision will be made by the advisors of the activities as equitable as possible to both groups.

This decision may not always be seen as favorable by the student, but must be understood that it is done with the student's best interest in mind. Failure of the student to abide by the decision of both advisors will result in dismissal from both activities.

BAND, ORCHESTRA & JAZZ BAND 2011 - 2012

GENERAL INFORMATION

Summer Band Camp

Congratulations on being a member of the Northeast Middle School instrumental music program. Summer rehearsal is a great experience for new sixth grade members because they will have the opportunity to make new friends and familiarize themselves with the Northeast Band, AMU, Orchestra and Jazz Band before the start of school. It also helps to get our seventh and eight grade members back into the swing of things.

We ask that all students make every effort to attend these summer rehearsals (see schedule below). If your child is unable to attend due to previously scheduled vacation plans, please notify Mr. Rupnik by calling the office at Northeast, 610-868-8581. A secretary will take a message. Please arrange to get the material that was distributed at the summer rehearsal.

Note: The AMU (Auxiliary Marching Units) include Majorettes and Color Guard, and meet **every** time the band is scheduled for rehearsal.

Don't forget to bring an instrument lyre to each rehearsal! They can be purchased at any music store that sells instruments.

Please note that Summer Band Camp begins on *MONDAY, August 8th* this year!

TIME	AUGUST 8 MONDAY	AUGUST 9 TUESDAY	AUGUST 10 WEDNESDAY	AUGUST 11 THURSDAY	AUGUST 12 FRIDAY
8:00 - 8:45 AM	NEW STRINGS	STRINGS	ORCHESTRA	STRINGS	ORCHESTRA
8:45 - 10:45 AM	ONLY NEW BAND & AMU MEMBERS	BAND & AMU	BAND & AMU	BAND & AMU	BAND & AMU
10:45 - 11:15 AM	PERCUSSION	PERCUSSION	WOODWINDS	BRASS	PERCUSSION
11:15 - NOON	JAZZ ENSEMBLE	JAZZ ENSEMBLE	JAZZ ENSEMBLE	JAZZ ENSEMBLE	JAZZ ENSEMBLE
TIME	AUGUST 15 MONDAY	AUGUST 16 TUESDAY	AUGUST 17 WEDNESDAY	AUGUST 18 THURSDAY	AUGUST 19 FRIDAY
8:00 - 8:45 AM	ORCHESTRA	STRINGS	ORCHESTRA	STRINGS	ORCHESTRA
8:45 - 10:45 AM	BAND & AMU	BAND & AMU	BAND & AMU	BAND & AMU	BAND & AMU
10:45 - 11:15 AM	WOODWINDS	BRASS	PERCUSSION	WOODWINDS	BRASS
11:15 - NOON	JAZZ ENSEMBLE	JAZZ ENSEMBLE	JAZZ ENSEMBLE	JAZZ ENSEMBLE	JAZZ ENSEMBLE

AMU – Auxiliary Marching Units (Majorettes and Color Guard)

Please note the different schedule for Monday, August 8th. All new Band and Orchestra members (6th grade as well as new 7th and 8th grade students) will have an opportunity to rehearse prior to the arrival of upperclassmen. All percussion players (new and returning) have also been given their own group first-day practice time.

Auxiliary Marching Units (AMU)

AMU includes Color Guard and Majorettes. Anyone in grades 6, 7, or 8 is eligible to become a member of the AMU. Tryouts for majorettes are held in May each year. Those chosen for the next year's squad attend practices throughout the summer. Anyone interested in participating in color guard is asked to contact either the AMU Advisor or Mr. Rupnik prior to the start of summer band camp each year.

Students in AMU may not be instrumentalists in the marching band as AMU members participate in all marching band activities, such as parades, football games and all marching events. AMU members can participate in concert band, orchestra and jazz band activities.

Rehearsals

Band, Jazz Band and Orchestra rehearsals are held each morning **beginning at 7:30 a.m. and concluding at 8:15 a.m. Members are expected to attend all rehearsals and performances during the school year.** Students need to arrive to be ready to start at 7:30 a.m. Late arrival at morning rehearsals interrupts and delays the rest of the musical group, resulting in wasted time for the entire group.

If a student is in school, he or she is required to attend the morning rehearsal. Excuses are given for illness and specifically excused school functions. All other absences of performances must be approved by the Band Director.

Weekly Practice Schedule:

Monday - Jazz Ensemble
Tuesday - Orchestra
Wednesday – Band & AMU
Thursday - Orchestra
Friday – Band & AMU

The AMU meets every time the band is scheduled for rehearsal.

Jazz Ensemble has an additional weekly rehearsal during the school day on Thursday.

If a member of the band, orchestra, or jazz ensemble needs to schedule extra help with an academic teacher before school, it must be done on days which the child does not have rehearsal. If extra help must be scheduled on a rehearsal day, the child must first report to rehearsal with a note from their parent or teacher. Only then will the child be excused from rehearsal.

Practice

Practice makes perfect! Students should practice 20 to 30 minutes per day at home in addition to morning rehearsals and weekly lessons. To excel at an instrument, daily practice is required and will improve playing, may advance seat placement and will help create a great Northeast Band and Orchestra.

Lessons

Group instrumental music lessons are offered to all Bethlehem Area School District students performing in their school's instrumental music program. One lesson per week is offered, at no cost, to students during the school day on a rotated basis. If a child does not take private instrumental music lessons, he/she is required to attend these weekly group lessons. If a child takes private lessons, he/she may choose to also attend the group lessons. It is important to note that students are responsible to make up their missed classwork. If a student does not take private music lessons, he/she must attend a minimum of 17 group lessons during a given school year. Students must attend 5 lessons in the first quarter, 5 the second quarter, 5 the third quarter, and 2 the fourth quarter. Failure to attend at least 17 group lessons would result in elimination from their end of the year music trip.

A number of teachers and businesses provide private instrumental music instruction in our area. Please check your phone book for these names and locations (under music instruction in the yellow pages), or speak to Mr. Rupnik.

Music

All instrumental music students are permitted to take home their folder for rehearsal purposes throughout the school year. In most cases, two students will be sharing the same music folder throughout the year. It is required that stand partners work out a fair schedule for taking home music. If, for some reason this cannot be accomplished by the students, Mr. Rupnik will create a fair folder sign-out schedule.

PARENTAL INVOLVEMENT

The student's success in the instrumental music and AMU programs at Northeast rely heavily on the involvement and support of parents and guardians (and grandparents, siblings, etc.). All our fundraisers, concerts, and events are organized and/or staffed by parent/guardian volunteers and would not be possible without them.

Volunteers

Volunteers are always needed. Please consider volunteering for events and activities throughout the year. There are plenty of opportunities to fit anyone's schedule ranging from light involvement, to committee chair or officer. You can sign-up with the form at the end of this book, on sign-up sheets at meetings, or contact the chairperson of the event you would like to help with. If you haven't signed up for an event, but find you have the time, do not hesitate to come and volunteer. It's never too late!

All parents are asked to contribute baked goods to at least one of our bake sales during the year.

Chaperones and Parade Walkers

Chaperones are always needed for events to help Mr. Rupnik keep the kids safe, well-behaved and organized. Parade walkers walk along with the band in the parade carrying water, watching for dropped items, etc.

Band Trip Chaperones

It is very important for parents to attend meetings and volunteer, as parent chaperone choices are based upon the number of meetings attended and overall volunteerism throughout the year. Attendance is taken at all meetings and band events. Band Trip Chaperones will have to pay \$250 to attend the trip this year. Overnight trip chaperones are required to have a TB test and a copy of a photo ID on-file at the school and submit a release form for background checks.

Phone Chain

The Phone Chain Committee needs volunteers to participate in this easy program. The more volunteers we have, the fewer calls each person must make. Usually, a volunteer is responsible for contacting approximately 4-5 families. We ask that calls be made right away! Being a volunteer on the phone chain is an easy, stay-at-home way to become involved in your child's activities.

Attend Concerts and Events

Please attend as many events as possible, even if your child is not performing. Students appreciate performing to a full house and viewing their and family and friends supporting the music programs of their school.

COMMUNICATIONS

Staying informed is the key to success in the Northeast Band and Orchestra. We go to great lengths to be sure you are aware of all news that you need to know.

Bulletin Board, Handouts, Website, and Sign-up Sheets

Any information that students need to know throughout the school year will be posted on the Band and Orchestra bulletin board in the Band Room or handed out in rehearsals. Because students may not attend rehearsals every day if they are only in one group, it is important for students to:

- Check the bulletin board every day for any new information.
- Check the counter daily for handouts to bring home. Please remind your child to give these to you when he/she arrives home.
- Check daily for any posted sign-up sheets for specific activities.
- Check the website: www.nebopo.com

The NEBOPO Newsletter - A Musical Note

The Parent Organization publishes a monthly newsletter entitled *A Musical Note* to keep families informed about events. These newsletters are distributed at monthly band meetings. If you cannot make a meeting, your child may get a copy of the newsletter from the band director. Please be sure to watch for the newsletter and read it to keep updated. If any student, parent or faculty member wishes to write an article or submit information, please send the material to the band room labeled NEWSLETTER.

During parade season, on Wednesdays prior to the weekend parade, a notice will be sent home with students with the details and route of the parade.

For all newsletters, **parents are required to sign and return the receipt slip.** Students must have all slips signed and returned to attend the Pizza and Movie night as well as other reward nights throughout the year.

After parade season, all other *Musical Notes* will be made available to you in one of three ways. 1. Receive your copy at the NEBOPO meeting each month, 2. Have it sent home with your child, or 3. Have the newsletter emailed to you. The band secretary will be asking you which method best suits your family.

If your address changes during the school year, please inform either the band director, or NEBOPO president (officers are listed at the back of this handbook).

NEBOPO Meetings

NEBOPO meetings are held to inform parents of important information and give them an opportunity to ask questions and offer input. Attending these meetings is the best way to keep up to date and informed.

Student members of the band, orchestra, and auxiliary marching units are encouraged, but not required to attend with their parents. Students that come to meetings are required to remain in the meeting and may not wander around the building and outside. Student officers will attend the meetings and report information back to the students during rehearsals.

Meetings are held the 3rd Wednesday of the month in Northeast Middle School's band room, beginning at **7:00 p.m.** A quorum shall be 10 members, including a majority of executive board members.

Meetings for 2011 – 2012

All meetings begin at 7:00 p.m.

August 17, 2011 -Mandatory Meeting
September 14, 2011
October 19, 2011
November 16, 2011 – 8th Grade NY Trip Payment due
January 18, 2012
February 15, 2012 – Final Spring Competition payment due
March 14, 2012 - Nominations for officers will be held
April 25, 2012 - Band Trip/Chaperone Meeting & **This is a mandatory trip meeting for ALL students & parents.**

Phone Chain

The Northeast Band and Orchestra Organization relies on a “Phone Chain” system for contacting parents and guardians for immediate communication. This keeps families updated on late-breaking information, such as uniform, location or schedule changes. Often, this is the only way to pass essential information to all band and orchestra members in the shortest amount of time possible. On event days (such as parades), please be sure your phone is free to receive calls from the Phone Chain, especially if the weather is questionable.

When you receive a call from the Phone Chain, please be courteous, listen to their information, then be brief so that they can contact other parents. Remember that they are volunteers and have more calls to make.

Website

NEBOPO’s website features a calendar of upcoming events, current fundraiser information, a copy of the current newsletter, recent photos of our students in action as well as general information. On event days, any important changes or cancellations will be posted on the site as soon as it is known.

<http://www.nebopo.com>

Help keep the website up-to-date by supplying photos and feedback to our Webmaster.

E-Mail List

If you provide us with an email address when you fill in the forms in the back of this handbook, we will send emails with last-minute changes, reminders, updates, etc.

Translation

If a parent or guardian needs any paperwork, forms, or communication translated, please contact Mr. Rupnik, the school, or a NEBOPO officer for assistance. We will do everything possible to make sure that all parents are well-informed.

Forms

At the back of this handbook are forms that must be filled-out and returned right away for involvement in Band/Orchestra (see deadline on forms). Uniforms will not be distributed until these forms are returned. Throughout the year there will be additional forms for events and participation, and a separate packet for the annual trip. We have tried our best to keep the forms to a minimum, but it is very important that you fill out all forms completely and return them in a timely manner. If we do not receive the forms, your child may be denied participation in an event and we do not want that to happen to any student. If you have any problems or questions with forms, please contact Mr. Rupnik, the school, or a NEBOPO officer.

Change of Address/Phone

If any of your contact information changes during the school year, please be sure to contact NEBOPO with your new information so that you do not miss any important communication. Due to privacy concerns, the school office cannot share addresses/phone numbers with us. You can send the new information to Mr. Rupnik, or any officer.

EVENTS

The following is an overview of the events that your child will participate in this year. Details for each event will be sent home beforehand. Dates for these events can be found in the Calendar of Events or will be announced. There may be additional events if we have opportunities throughout the year.

Parades

Northeast Marching Band and AMU participate in 4 parades each fall and usually one additional parade in the spring.

Holiday Concert

Before the holidays, there will be a concert with the Orchestra and the Northeast Singers and Choruses.

Caroling

Mr. Rupnik will choose members of the band and orchestra to play in the Wind Ensemble to go caroling before the holidays along with Northeast Singers at several locations. Some of these will be during the school day and some may be on a weekend.

Jazz Ensemble Competitions

The Jazz Band participates in several Jazz Band Competitions such as the Nitschmann Jazz Festival and the Freedom High School Jazz Festival.

Northeast Jazz Festival

Northeast Middle School sponsors a Jazz Festival at the school for local Middle School Jazz Bands. The Northeast Jazz Band performs and will be adjudicated. As the host school, Northeast is not eligible for awards at this festival.

All City and PMEA District 10 Concerts

Mr. Rupnik will choose students to participate in The All-City and PMEA District 10 Band and Orchestra concerts.

Northeast Spring Concerts

In the Spring, there will be two concerts, the Band and Jazz Band concert, and the Orchestra, Chorus, and Northeast Singers concert.

Spring Competition Trip

Each year Northeast Band, Jazz Band, Orchestra, and the Northeast Singers attend a competition held through the Music in the Parks program. This is an overnight trip with a competition for each group. We will attend an amusement park and several educational side-trips as well.

8th Grade New York Trip

8th Graders in the Instrumental Music Program and the Chorus will have the opportunity to attend a Broadway Show in New York City in the spring. This is an additional expense and parents may attend as chaperones. Tickets are limited and first-come, first-served.

COSTS

Unfortunately, due to the ongoing financial situation which exists in our school district, we have had to raise some costs. Please be aware, NEBOPO has not raised costs in the past 7 years.

Following are expenses you can expect throughout the year.

Fair Share

Fair Share is a basic cost that all Band, Jazz Ensemble, Orchestra, and AMU students must contribute to cover basic operating costs such as music, supplies, parade buses, printing costs, postage, etc. All students **must have a \$50 fair share** in their accounts, either through fundraising or personal payments no later than uniform distribution. This is due whether they are attending the band trip or not. Fairshare must be paid before uniforms are released to your child.

Spring Competition Cost

The cost for our annual competition trip is \$225.00. Combined with the Fair Share, the total is \$275.00. This may be earned through fundraising, personal payments, or both and is due by February 17th, 2012.

Community Service High School students may attend the annual competition if they are registered with Northeast Band, have attended on a regular basis to assist Mr. Rupnik, and have written permission to attend from their school. Mr. Rupnik will choose the students that are invited to attend. They will be required to make a payment of \$125 to cover their room and park admission. All other trip costs will be covered by NEBOPO.

Eighth Grade Trip cost

Eighth Grade students will have the opportunity to attend a trip to New York City to see a Broadway show. The cost will be announced and will be the same for students and chaperones. Tickets are limited and on a first-come-first-served basis. Payment must be made by personal check and is due with permission forms by November 16th, 2011. A sheet will be sent home with more information on the trip.

Additional Fees

These expenses must be made by a personal payment, not through fundraising.

A \$10.00 fee will be collected at the time of uniform fitting and distribution to cover the expense of uniform care and cleaning at the end of the year.

Marching Band students will be issued one music holder (Flipfolio). Holders may be used from year to year and are turned in at the end of 8th grade. They must be kept in good condition and should be brought to uniform distribution to be inspected. If broken or lost, students will be charged \$8.00

Refund Policy

We do not provide refunds for any items purchased for band and orchestra for any reason other than damage or defect at the time of delivery. This includes uniforms. Please make sure that all items ordered are of proper size and free of defects at time of purchase.

Amounts earned through fundraising are not refundable.

Any refunds requested will be made payable to you by a check from NEBOPO

No refunds will be given in the event the Bethlehem Area School District denies travel as a result of safety concerns.

If it is parent/and or student decision not to attend the Spring Music trip, cancellation must be in writing to NEBOPO Officers c/o Mr. Rupnik. If cancellation is more than 60 days before the departure date, you will receive a full refund of the trip cost (not the fair share amount). If cancellation is from 30 to 60 days before departure, you will receive a refund of ½ the trip cost. Cancellations less

than 30 days will receive no refund. Refunds will be given only for amounts paid in cash. Fundraised amounts can be carried over according to the above policy.

Monies remaining in a student's account at the end of the year will be rolled over for the following year's account provided they are a returning student or have a younger sibling that will be a Northeast Instrumental student in the next school year. Monies are not transferred to Liberty High School, nor are they refunded in cash amounts. Funds remaining in accounts of graduating students without younger siblings to attend Northeast will be directed into the organization's General Fund.

If a child does not participate in the practices/performances (dates of performances are listed in the handbook) it is discretion of the band director and the Executive board to deny participation in spring music trips.

Financial Status

If anyone has any concerns about the financial requirements, please contact Mr. RaHS, Northeast Principal. No child will be denied participation because of financial needs. NEBOPO will do everything possible to assist. We ask that notification of financial hardship be given as soon as possible. These contacts will always remain confidential.

FUNDRAISING

In order to help defray the costs of participation, and to raise funds for NEBOPO'S general fund, we hold several fundraisers throughout the year. Students generally earn a percentage of sales to their account. Several fundraisers are held strictly for the general account. Our first fundraisers begin during Summer Band Camp to assure that you have enough time to raise funds.

Please have your orders in on time and pick up your orders promptly. Some merchandise requires refrigeration and cannot remain at the school overnight. Remember that fundraisers are run by parent volunteers, please do not make additional work for them. Do not expect your child to bring home their fundraiser merchandise if they have sold a lot or it includes bulky items. Please deliver fundraiser items as soon as possible.

Payments

Payments for all orders are due when the order is placed. All payments should be submitted as **one** check or money order made payable to N.E.B.O.P.O., with your child's name in the memo space (this assures credit if the check should become separated from the order). Your customers should make their checks payable to you and you make a single payment for your entire order.

You will be charged a \$35.00 fee for any returned check! In the event that a child's account has two or more returned checks, NEBOPO reserves the right to require all future payments in the form of a money order, in addition to any fees owed.

FUNDRAISERS

The following is a tentative list of fundraisers this year. Please check the calendar of events in this handbook, or the website for dates. Be sure to ask your child for the information when the sale starts.

Do not send your child into school with cash payments – it will be returned to you and possibly delay your order!

Bulk Candy Sale

Boxes of candy are available for you to sell at your place of work, club, etc. They will be sold beginning with the first NEBOPO meeting, the trip deadline. You purchase a box of 40 candy bars for \$30.00 and sell them for 75 cents each. Your child's account will be credited \$15.00 for each box purchased. Order forms and instructions for bulk candy are available in the band room, at after-school candy sales, at NEBOPO meetings, or at www.nebopo.com. **Students should not sell candy door-to-door!**

After-School Candy and Snack Sale

The after-school candy and snack sale allows students to raise funds for their account by selling candy at the end of the school day to fellow students, teachers and staff as they exit the school. Candy sales begin in September and will run until the band trip. It is held every day in the front hallway near the Library from 3:00 to 3:20. Student workers are free to leave after the candy has been put away and cleaned up. There are no candy sales on days of early dismissal.

Sign-up sheets will be posted in the Band Room. Three students may sign-up to sell candy each day, 6 times a month. Students working that day share 1/2 of the gross sales for their account. Sales after the trip deadline will roll-over to the following year. Students must be at the sale by 3:05 for credit. Any student that misses 3 shifts will not be able to sell candy for the rest of the school year and their shifts will be available for other students. Student's that cannot fulfill a shift should either trade with another student, or get another student to take their shift, then revise the sign-up sheet, and it will not count against them. Excused absences will not count against them. Students not signed up may check with the parent supervising the sale that day as to whether the candy sellers showed up for the day. If it is after 3:05 PM and two or more students haven't arrived, they may be assigned to work the candy sale for that day. That shift will not count toward the 6 per month.

Brochure Sale

The brochure sale will include a variety of items such as candies, nuts, wrap, etc. This is a great sale with a large selection of items. It has something for everyone! Dates and quota information will come home with the Brochure and be announced at NEBOPO meetings.

Joe Corbi's Pizza Kits and Cookie Dough (2 sales)

These are excellent pizzas that sell very well and make a great profit. Order forms will be handed out with information on due date, delivery date and quota and will be announced at NEBOPO meetings.

Poinsettia and Holiday Sale

Prior to our Holiday Concert we will have a Poinsettia Sale. The poinsettias will be used to decorate the stage for the concert and may be picked-up at the end of the concert. Order forms with details will be sent home.

Car Washes

We will hold several car washes to raise funds for the NEBOPO general account. These are always great fun for the students and help us support the music program financially.

Bake Sales

We will hold bake sales at concert events to raise funds for the NEBOPO general account. We will need parent volunteers to help sell and all parents are asked to bake for at least one sale.

Gift Baskets

We hold raffles for gift baskets at some events for the NEBOPO general account. We need parent volunteers to help sell raffles and donations of themed gift baskets.

Other fundraisers

We will also be selling food, beverages, candy, 50/50 raffles, etc. at various events for the NEBOPO general account. There may also be additional fundraisers throughout the year for the general account.

Check for more information, updates, changes, and all delivery dates in the newsletter and on the website.

UNIFORM DISTRIBUTION

Marching band and AMU uniforms will be fitted and distributed in August and September. Students will be measured during band camp. Sign up sheets for distribution date and time will be posted in the band room. Dates and times are:

Wednesday September 7, 2011 6pm to 8pm
Monday September 12, 2011 6pm to 8pm
Thursday September 15, 2011 6pm to 8pm

During uniform distribution, students will be issued pants/jumpers, jackets, hats/berets, garment bags and hangers. All uniforms are issued freshly dry-cleaned and pressed.

A fee for end-of-year cleaning will be charged for all uniforms. Pant length will be checked and marked for hemming if necessary. (NEBOPO can hem student's pants if needed.) Used shoes will be available for purchase or exchange, or new shoes can be ordered. Students also can purchase gloves and band polo's.

All uniform fees, Fair Share, and band forms are due at distribution. If students do not have their fees or completed paperwork, they will be fitted and assigned a uniform and the uniform will be held until fees and forms are turned in. Payment can be in cash or checks made payable to NEBOPO.

Uniform cleaning fee	\$10
New shoes	\$27
Used shoes	\$10
Shoe Exchange	No charge
Silk Gloves	\$4
Cotton Gloves	\$5
Gripper Gloves	\$5
Band Polo	\$11
Music Holder	\$4
Socks	\$3
Hanger	\$5

Volunteers are always needed to help with uniform distribution. Please volunteer if you are available for any of the above dates/times.

If you have questions or concerns, contact the Uniform Chairperson.

New To You Exchange: Please send in clean, outgrown band shoes, polo shirts, and gloves for the "New To You " exchange. Many of these articles are gratefully used by other families. Feel free to look through the exchange articles for your child's use. Many are only gently used and you may only need to use it once or twice.

CARE OF YOUR BAND UNIFORM

It is your responsibility to keep the band uniform you have been issued in the best condition possible. Northeast band uniforms are new this year. Check the uniform before you leave Uniform Distribution. Have any problems noted on your distribution sheet so that you will not be charged for existing problems. Follow these guidelines to care for your uniform throughout the year. Refer to the “What to Wear” section of the band handbook for additional information.

1. Always hang your uniform on the hanger provided. Using other hangers can leave creases in the uniforms. Do not roll or fold your uniform. Always allow your uniform to “air” for a while after parades and strenuous marching before placing it in the garment bag. Always store your hat in the hat box.

2. Use the garment bag for all traveling and storage. All garment bags should be labeled with your name and grade so that you can easily identify it. All hat boxes should be labeled with your name and grade using masking tape. Do not write or draw on the outside of the hat box. You will be charged to replace a ruined hat box. All hats should be labeled on the inside with your name and grade using masking tape.

3. If you spill something on your uniform, take note of what the spill was and then promptly take it to a reputable dry cleaner. The band uses Prestige Cleaners near the Giant food store on William Penn Highway. The sooner you take the uniform to the cleaner, the easier it will be for the cleaner to get the spot out. Tell the cleaner what caused the spot.

Do not use home dry cleaning kits. Do not machine wash and dry the band uniform.

Dry cleaning during the school year is your responsibility and expense. The band will clean the uniforms once at the end of each year. If you would like to make a welcome contribution to the band you may return the uniform dry cleaned with the dry cleaner’s receipt attached.

4. Pants must be hemmed so that the hem falls at or above the sole of your band shoes; they **must not** touch the ground. If needed, NEBOPO volunteers will hem your pants for free. If you hem your own pants, **never remove the original hems, cut the pants, staple, glue or tape the hems.** You will be charged a replacement fee! If you need longer pants, contact the uniform chairperson.

It is your responsibility to make sure that your pants are hemmed correctly and worn correctly. Try on your pants with your band shoes after they are hemmed. Pants should **never** drag on the ground! The hems will wear very quickly, and you will be charged a replacement fee.

5. Gloves should be kept clean at all times. After washing, gloves should be dried flat to prevent shrinkage.

6. Shoes should be polished and kept clean at all times. Windex, Fantastic, or a Mr. Clean Magic Eraser works well on dirty shoes.

7. **Do not** exchange uniforms with friends. All uniform parts are numbered, and you are required to return the one you were issued unless noted by the uniform committee.

8. Replacement costs are as follows:

2011 Uniforms:

Uniform Jacket: \$160.00
Uniform Bibber (Pants): \$90.00
AMU Jacket: \$125.00
AMU Sash: \$35.00
Majorette Jumper: \$100.00
Uniform Hat: \$35.00
Hat Box: \$10.00
Uniform Beret: \$45.00
Garment Bag: \$15.00
Uniform Hanger: \$5.00
Washable Collar: \$2.00

Jazz Ensemble Uniforms:

Tuxedo Shirt: \$27.00
Bow Tie: \$15.00
Vest: \$35.00
Black Buttons \$5.00 a set

WHAT TO WEAR

MARCHING BAND

- Green uniform pants.
- White uniform jacket with a plain, white t-shirt underneath. No colored shirts, no logos, and no pictures on the t-shirts – it will show through.
- High, white socks (either crew or tube socks. No low ankle socks).
- White band shoes – cleaned and polished.
- White gloves (clean, please. Clarinets cut off the fingertips).
- Band hat (percussion and sousaphones wear berets. Feather plumes will be placed on the hats by adult volunteers once students are in formation. Students will remain in formation until their plumes are removed by an adult at the end of the event.
- In cold weather, students are advised to layer long-sleeved white t-shirts, thermals or turtleneck with the collar rolled down. They must be white and may not stick out from the uniform. Extra socks are also advised along with either thermals or sweat pants under the pants.
- No earrings, jewelry, nail polish, visible body piercing, or tattoos
- Individuals with long hair must have hair secured under the beret. No wild hair color.

MAJORETTES

- Jumper with jacket over it.
- Majorette boots with tassels.
- Beret.
- Lollipops.
- Additional socks may be worn inside of the boots, as long as they do not show.
- Tan pantyhose may be worn for added warmth if necessary.
- No earrings, jewelry, nail polish, visible body piercing, or tattoos.
- No wild hair color.

COLOR GUARD

- Female Banner Carriers dress the same as the majorettes.
- Male and female Color Guard dress the same as the band members.
- No earrings, jewelry, nail polish, visible body piercing, or tattoos.
- No wild hair color. Individuals with long hair must have it secured under the beret.

CONCERT BAND

- Dresses the same as in Marching band, but no hats and no gloves are worn.

ORCHESTRA

- Males wear black, dress slacks with high black socks (either crew or tube)
- Females may wear black dress slacks with black socks or black hose, or a black skirt with black pantyhose
- White dress shirt or blouse
- Necktie (may wear a festive one at the holiday concert)
- Black dress shoes (no sneakers)
- No earrings, jewelry, nail polish

JAZZ ENSEMBLE

- Black dress slacks
- White tuxedo shirt with black button inserts
- Tuxedo vest with matching bow tie
- High, black socks (either crew or tube)
- Black, dress shoes (no sneakers)
- No earrings, jewelry, nail polish

PEP RALLIES, CAROLLING

- Green NEMS Band polo shirt purchased at start of year
- Clean, un-ripped and un-frayed blue jeans
- Good condition sneakers
- Majorettes wear pep rally uniforms, no jewelry or earrings

PARADE WALKERS

- Black Slacks
- NEMS Band polo shirt purchased at start of year
- Comfortable shoes
- Dark socks or hose
- Jackets will be supplied (to be returned)

OFFICER'S DUTIES

ALL POSITIONS

- Are members of the Board of Directors and attend Board Meetings.
- Attend NEBOPO Parents meetings.
- Help during band and orchestra concerts, parades, football & basketball games, competitions & other activities, as needed.
- Assist on trips by helping with organization, packing, and chaperoning (if requested by director).
- Responsible for training successor and handing over any supplies, keys or other items, by August 1 after his/her term of office. Also responsible for being a mentor to his/her replacement until October 1 after his/her term of office.
- May receive reimbursement of expenses incurred for any band or orchestra activity when a receipt is presented to the Treasurer.
- Assist the director with planning and arrangements for the annual band trip by creating room & bus rosters, planning, registration, etc.
- Work with the director to foster a positive environment within the organization.
- Support parents and students and be available to advise and answer questions

PRESIDENT

- Liaison between the parents and the Band Director.
- Liaison between NEBOPO and the Student Officers.
- Represent NEBOPO in the community, at school, and to the public.
- Conducts the monthly meetings and Board of Directors meetings of NEBOPO.
- Coordinates the activities of the parents as they relate to the bands and orchestra.
- Recruiting and guiding Volunteer Coordinators & Chairpersons.
- Organizing the non-musical activities of the Band, Orchestra & Jazz Concerts.
- Organizing the Northeast Jazz Festival.
- Assist the director with planning and arrangements for the annual band trip by ordering t-shirts, booking reservations, scheduling itinerary, etc.
- Arrange details of fundraisers for the general fund.
- Maintain documents relating to activities.
- Arbitrate conflicts and solving problems when needed.

VICE PRESIDENT

- Attend NEBOPO Parents meetings; make reports as needed.
- Conduct monthly meeting in the absence of the President.
- Maintain the students' account records including fundraiser quota amounts.
- Collect and maintain participation and medical forms for parade and trip participation.
- Printing of the Directory of Student Information, distributed to each family.
- Will issue 2 statements to each parent/guardian, by mail, denoting account status and balance due.
- Arrange, execute and coordinate distribution of fundraisers for student accounts.
- Coordinate with Uniform Chairperson regarding students that drop out so uniform return or payment can be pursued.
- Maintain documents and records regarding all fundraisers.

SECRETARY

- Attend NEBOPO meetings and make reports as needed.
- Take the minutes of NEBOPO Parents meetings
- Transmit the NEBOPO Parents meeting minutes to the website coordinator.
- Create and distribute the *Musical Note* newsletter
- Maintain the minutes of all meetings and other materials important to the operation of the organization.
- Write and send correspondence as requested by officers, committee chairs or the band director.
- Send greeting cards as requested by officers, committee chairs, or the band director.
- Inform the insurance company of the names of the NEBOPO officers necessary for bonding purposes, at the beginning of each school year.

TREASURER

- Receive fund raising proceeds and student account payments to deposit into NEBOPO'S bank account. An extra copy should be made of all checks and money orders received that are pertaining to student accounts and given to the vice-president in charge of student accounts. Relay any payments received for uniforms, supplies or quota (items chargeable to students) to the person in charge of student accounts or uniforms.
- Make all deposits expeditiously into the NEBOPO bank account.
- Keep the financial records and banking records of the organization, with the exception of the students' accounts.
- Present a financial report at the monthly NEBOPO meetings and have copies available for distribution.
- Maintain the checking account, reconcile it monthly and keep the President abreast of account status.
- Have the checking account audited yearly.
- Provide checks for payment of organizational activities promptly, as needed, always securing a second signature from an authorized officer or the director.
- Provide change and money boxes for any organization event or sale.
- Make telephone calls regarding returned checks and assist the vice president with calls regarding delinquent student accounts, if necessary.
- Handle any other financial matter concerning the organization.
- Provide the President with a Treasurer's Report for the months of May, June and July, prior to handing over the books on August 1 of a new administration.

NEBOPO CALENDAR OF EVENTS 2011-2012

TENTATIVE – subject to change.

Some of these dates may change due to unforeseen circumstances.

Check the newsletter and www.nebopo.com for current dates and times.

August 8 – August 19, 2011	Summer Band/Orchestra/Jazz Camp 8 AM – Noon
Wednesday, August 17, 2011	Band and Orchestra Parent Meeting 7 PM Corbi's Kickoff
Monday, August 29, 2011	First day of school – students
Friday September 2, 2011	Corbi's Fundraiser and Handbook Packet Due
Wednesday September 7, 2011	Uniform Distribution 6pm to 8pm
Friday, September 9, 2011	Patriot Day Assembly 8:15 AM
Monday September 12, 2011	Uniform Distribution Dates 6pm to 8pm
Wednesday, September 14, 2011	Band and Orchestra Parent Meeting 7 PM
Thursday September 15, 2011	Uniform Distribution 6pm to 8pm
Thursday, September 15, 2011	Northeast MS Market Day Pick-up 3 - 4:30 PM
Friday September 23, 2011	Corbi's Delivery 3 to 5:30pm All orders must be picked up
Saturday, October 1, 2011	Freemansburg Parade 2 PM
Thursday, October 13, 2011	Northeast MS Market Day Pick-up 3 - 4:30 PM
Saturday, October 15, 2011	Nazareth Parade 1 PM
Wednesday, October 19, 2011	Band and Orchestra Parent Meeting 7 PM Fall Catalog Kickoff
Sunday, October 23, 2011	Saucon Valley Parade 2 PM
Thursday, October 27, 2011	Football game, Northeast vs. Broughal at BASD stadium
Sunday, October 30, 2011	Bethlehem Parade 2 PM
Thursday November 3, 2011	Barnes and Nobles Night Rt 33 6 to 8pm
Friday November 4, 2011	Fall catalog orders due
Thursday, November 10, 2011	Northeast MS Market Day Pick-up 3 - 4:30 PM
Wednesday, November 16, 2011	Band and Orchestra Parent Meeting 7 PM
	Poinsettia/Spiritwear Kickoff
Wednesday November 30, 2011	Poinsettia/Spiritwear Orders Due
Friday December 2, 2011	Fall Catalog Delivery 3 to 5:30pm
Thursday, December 8, 2011	Northeast MS Market Day Pick-up 3 - 4:30 PM
Wednesday, December 14, 2011	Poinsettia delivery and set up for concert
Wednesday, December 14, 2011	Holiday Concert 7 PM
Thursday, December 22, 2011	Caroling in the Lehigh Valley
Wednesday, January 18, 2012	Band and Orchestra Parent Meeting 7 PM 2nd Corbi's Kickoff
Thursday, January 19, 2012	Northeast MS Market Day Pick-up 3 - 4:30 PM
Tuesday, January 31, 2012	All City Middle School Band Practice 7:30 AM
Wednesday, February 1, 2012	All City Middle School Band Practice 7:30 AM
Wednesday, February 1, 2012	All City Middle School Band Concert 7:30 PM
Friday February 3, 2012	2nd Corbi's orders due
Thursday, February 9, 2010	Basketball, Northeast vs. Nitschmann, Liberty Gymnasium
Wednesday, February 15, 2012	Band and Orchestra Parent Meeting 7 PM
Thursday, February 16, 2012	Northeast MS Market Day Pick-up 3 - 4:30 PM
Thursday, February 16, 2012	Northeast Musical 7 PM
Friday, March 2, 20112	Northeast Jazz Festival 7 PM
Friday March 9, 2012	Corbi's Delivery 3 to 5:30pm All orders must be picked up
Thursday, March 15, 2012	Northeast MS Market Day Pick-up 3 - 4:30 PM
Friday, March 16, 2012	Nitschmann Jazz Festival 7 PM
Wednesday, March 14, 2012	Band and Orchestra Parent Meeting 7 PM

Northeast Middle School
Instrumental Music Program
Calendar of Events
2011-2012 School Year

Saturday, March 17, 2012	Celtic Classic Parade of Shamrocks 2:30 PM
Wednesday, March 21, 2012	Band & Orchestra Composite Pictures - evening
Thursday, March 22, 2012	Band & Orchestra Composite Pictures - evening
Friday, March 23, 2012	Broughal Blues Festival 7 PM
Thursday, April 19, 2012	Northeast MS Market Day Pick-up 3 - 4:30 PM
Friday, April 20, 2012	Vocal Ensembles Concert 7 PM
Saturday, April 21, 2012	BAEF Arts Extravaganza
Wednesday, April 25, 2012	Band and Orchestra Parent MANDATORY Trip Meeting 7 PM
Thursday, April 26, 2012	Northeast Annual Band Concert 7 PM
Tuesday, May 1, 2012	All City Elem. Band & Orch. Practice 9:30 AM
Wednesday, May 2, 2012	All City Elem. Band & Orch. Practice 9:30 AM
Thursday, May 3, 2012	All City Elem. Band & Orch. Practice 9:30 AM
Thursday, May 3, 2012	All City Elem. Band & Orch. Concert 7:30 PM
Wednesday, May 9, 2012	Northeast Spring Concert 7 PM
Thursday, May 17, 2012	Northeast MS Market Day Pick-up 3 - 4:30 PM
Friday-Saturday, May 18-19, 2012	Northeast Music Trip - Richmond, Virginia
Wednesday, May 30, 2012	8 th Grade Music New York City Trip
Thursday, June 14, 2012	Northeast MS Market Day Pick-up 3 - 4:30 PM

OFFICERS AND CHAIRPERSONS

POSITION	NAME	PHONE	EMAIL
Director	Brian Rupnik	610-868-8581	brupnik@beth.k12.pa.us
President	Anna Lawson	484-554-6725	anname@rcn.com
Co-Vice-Presidents			
Fundraising	Sandy Gichiengo	610-866-5006	gichiengos@verizion.net
Student Accounts	Dawn James	610-866-2229	dawnygirl34@rcn.com
Treasurer	Audrey Wanamaker	610-867-9204	alwan@ptd.net
Secretary	Michele Anderson	610-419-0987	manderson@beth.k12.pa.us
Majorette Advisor	Lisa Nguyen	610-868-6176	in100acrwood@gmail.com
Color Guard	Lisa Nguyen	610-868-6176	or 610-392-9437 Cell
Uniforms	Beth Pianucci	610-533-3949	pianubet@verizion.net
Candy Sales	Teena Wilson	610-703-5326 or 610-807-9042	teena.wilson@yahoo.com
Bake Sales	Nalisha Tahir	917-669-8107	ironbutterfly75@gmail.com
Newsletter	Michele Anderson	610-419-0987	manderson@beth.k12.pa.us
Website	Dawn James	610-419-0987	dawnygirl34@rcn.com
Phone Chain	Allene Rampulla	610-691-6892 or	610-657-1661 Cell
Photographer	Eric Yuhas	610-419-0987	eryh9@aol.com
Volunteer Coord.	Currently Open		
Concert Coord.	Currently Open		
Parade Coord.	Currently Open		
Publicity Coord.	Currently Open		

FORMS TO RETURN

Please fill out the following six (6) forms
completely and return them
to Mr. Rupnik by 09/02/2011
Forms must be returned along with FairShare
Payment before uniform pickup.

Print all information except signatures.
**Please return all six forms and the optional
monthly payment plan for the Spring Competition
Trip form.**

If any information on these forms changes during the
school year, please supply the updated information to
Mr. Rupnik, or the NEBOPO President.

Form #1

CONTACT AND DIRECTORY INFORMATION
Complete and return to Mr. Rupnik by September 02, 2011.

Please complete this information so that we may contact you throughout the year. Fill in as completely as you can.

We publish a directory of students listing names (student and parents), address, email, and telephone number to provide contact information for parents and students. The directory is useful when a ride is needed to practice or an event, when forgotten information is required, or so students can contact each other socially.

* We will not publish your information in the directory or place you on the email list if you check those boxes on this form.

STUDENT INFO:

Student Name _____

Student Email _____

Address _____ Zip Code _____

Home Phone Number _____

Grade: Sixth Seventh Eighth Sex: Male Female

Member of (circle) **BAND** **ORCHESTRA** **AMU** **JAZZ ENSEMBLE**

Instrument(s) Played _____

* Do not publish the following in the directory: Address Phone Number Email

PARENT/GUARDIAN INFO:

Parent/Guardian Names _____

Parent/Guardian Email _____

* Do not add me to the email list

Address _____ Zip Code _____

Home Phone Number _____

Work Phone Number _____

Cell Phone Number _____

RELEASE OF INFORMATION:

I understand that the information I have provided on this page will only be used for NEBOPO contact and printed in the Directory distributed to each student family involved in Band, Orchestra, Jazz Ensemble & AMU.

Parent Signature _____ Date _____

INTENT & PERMISSION FORM
Complete and return to Mr. Rupnik by September 02, 2011.

TRAVEL PERMISSION

My child, _____, has my permission to travel with the band/orchestra and participate in authorized Northeast Middle School band/orchestra activities and parades scheduled throughout the 2011-2012 school year. I understand students will be given written notice to take home.

Parent Signature _____ Date _____

FAIR SHARE AND TRIP EXPENSES

I understand that we are responsible for Fair Share of \$50.00 due by Uniform Distribution and trip cost of \$225.00 due by February 17, 2012 (\$275.00 total). You may fundraise or make monthly payments.

Student Signature _____ Parent Signature _____

INSTRUMENT IDENTIFICATION INFORMATION

Please complete this information in case your child's instrument is lost or stolen during the school year or on trips, parades, etc.

Student _____ Grade _____

Member of (circle): Band Orchestra Jazz Ensemble AMU

Instrument #1 _____ **Serial #** _____

This instrument is a (circle one): School Instrument Personal Instrument

Identifying marks _____

Instrument #2 _____ **Serial #** _____

This instrument is a (circle one): School Instrument Personal Instrument

Identifying marks _____

PARTICIPATION OF SCHEDULED EVENTS

I have received and reviewed the attached **Calendar of Events** for the **2011-2012** school year and understand that my child is expected to participate in all scheduled events. I am expected to contact Mr. Rupnik and advise him of any illness or emergency that would prevent my child from participating in a scheduled event.

Parent Signature _____ **Date** _____

Form #3

MEDICAL & EMERGENCY INFORMATION

Complete and return to Mr. Rupnik by September 02, 2011.

Student may not participate in any activities off school grounds unless this form is completed and returned.

Student _____

Address _____

Parent/Guardian Name _____

Phone _____

Work Phone _____ Cell Phone _____

List allergies (environment, food and/or medication), type of reaction and treatment:

Please describe any problems that you or your family doctor feel should be known to the Northeast Band and Orchestra adult leaders:

If the parent or legal guardian cannot be contacted in an emergency, the following person may be called:

Name _____ Phone _____

Address _____

Physician _____ Phone _____

NOTE: A BASD nurse does not accompany the band/orchestra on field trips. It is expected that middle school children will be responsible for administering their own medication. Medication cannot be administered by adult leaders/chaperones. The child should bring the medicine in its original container with a note signed by the parent/guardian explaining the type of medication, reason for its use and the dosage requirement. The child's chaperone will carry the medication for safekeeping until needed by the child.

I have read and understand the above and supplied all information.

PARENT SIGNATURE

DATE

I authorize licensed medical personnel to treat, and if necessary, transport my child to a hospital in case of an emergency. I will be responsible for all costs associated with this treatment or transportation.

PARENT SIGNATURE

DATE

Form #4

SPRING COMPETITION TRIP

Complete and return to Mr. Rupnik by September 02, 2011.

On Friday and Saturday, May 18 - 19, 2012, members of the Northeast Middle School Band & Auxiliary Marching Units (majorettes and color guard), Orchestra, Jazz Band and Northeast Singers will be taking an educational field trip by chartered bus to the "Music in the Parks" Festival and Kings Dominion in Richmond, VA.

_____ **I will allow my child** to attend the spring band / orchestra / singers trip to Richmond, Va . This is an overnight trip which will take place on Friday, May 18 and Saturday, May 19, 2012. I am aware my child needs to fulfill his/her financial responsibilities (\$275.00) by February 17, 2012.

_____ **My child will not attend the spring trip this year.**

_____ **I am interested in being a chaperone for the spring trip to Richmond, VA** Cost for each chaperone is \$250.00. You will be contacted by a member of the NEBOPO Executive Board if you are selected. A Tuberculosis test must be on-file with the school to chaperone this trip. Chaperone payment will be due by March 16, 2012.

Name of Parent Chaperone _____

Child's Name _____

Parent Signature _____

ACKNOWLEDGEMENT

Complete and return to Mr. Rupnik by September 02, 2011.

The student and parent/guardian, by their signatures below, understand that school standards must be met and maintained in order to participate in the band, orchestra, jazz band or auxiliary marching units. It is further understood that proper care of the uniforms, sheet music, instruments and school equipment, as outlined in this handbook, is the student and parent/guardian's responsibility. Fees will apply for any damages.

I / We have read and reviewed the policies and procedures contained in the Northeast Middle School Band and Orchestra Handbook for 2011 – 2012.

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

VOLUNTEER OPPORTUNITIES

Complete and return to Mr. Rupnik by September 2, 2011.

All duties of the Northeast Middle School Bands/Orchestra are performed by volunteers, and without them, we cannot function. Below is a list of opportunities available. Please check those that you can help with. If you do not sign up now, please do not feel you can't help with an event. We **always** welcome volunteers!

BAKE SALES - ALL PARENTS ARE REQUIRED TO PROVIDE BAKE GOODS THROUGHOUT THE YEAR

- _____ **Bake Sale Attendant:** sell baked goods, snacks & beverages at events.
- _____ **Candy Sales:** help students sell candy after school (1 or 2 days per week)
- _____ **Fundraising Distribution Team:** help with the distribution of orders.
- _____ **Website:** help post news, info. & photos on www.nebopo.com
- _____ **Parade Walker:** walk with the band during parades.
- _____ **Phone Chain:** help call members of the band when needed.
- _____ **Photographer:** photograph band events for displays, website, etc.
- _____ **Sewing Team:** do mending and other sewing projects involving uniforms.
- _____ **Ticket Sales:** distribute and sell tickets for performances at Northeast.
- _____ **Uniforms:** assignment, distribution, and return of uniforms.
- _____ **Volunteer Coordinator:** help organize and contact volunteers as needed.
- _____ **Jazz Festival Committee:** plan and organize our annual Jazz Festival
- _____ **Publicity:** distribute fliers, submit events to the newspapers & TV
- _____ **Medical:** attend parades and spring trip to assist with sudden emergencies/illnesses
- _____ **On Call:** to help with events throughout the year. Circle **AM** or **PM** availability.

Parent's Name _____ Phone _____

Student's Name _____

NEBOPO SPRING COMPETITION TRIP PAYMENT PLAN

We are offering a monthly payment plan for all band, orchestra, jazz and choral students that plan to go on the band trip in May 2012. This is a optional choice for participants.

Music in the Parks trip this year will be to Richmond, VA . The cost of the trip is \$225.00 for students and \$250.00 for chaperones. The monthly payment amount for students is \$37.00 for 6 months. The monthly cost for chaperones is \$41.00 for 6 months. ***the 1st payment being due on September 21, 2011 and the final payment is due on February 17, 2012.***

All other payments are due by the 15th of each month. There will be **NO CASH ACCEPTED**. Payments must be made in the form of check or money order payable to NEBOPO with the child's name on the memo line and trip monthly payment as reference.

Ex. Jim Smith –monthly payment plan for Band Trip.

*Your child is still eligible to fundraise while participating in the payment plan. We will send out a letter to each parent after the final fundraiser in February with the total amount due. The amount of fundraising that each child does will determine the final payment amount due February 16th.

If you want to participate in the monthly payment plan, please fill out and return the bottom portion of this page, with your first payment, to Dawn James VP of Accounts.

Note: This payment plan does not cover the fair share cost of \$50.00 which must be paid in full by uniform distribution.

Payments must be in an envelope addressed Attn: Dawn James

Submit the bottom portion with your first payment

Parent Name: _____ / Phone: _____

Child's Name: _____ /Grade: _____

Member of: (band, orchestra, jazz, singers and AMU) _____

Trip payment: CHK # _____ Amt \$ _____