



South County Orchestra Handbook 2014 – 2015

**Latoya Lamons
Orchestra Director**

Please visit our website at
<http://www.schsorchestra.org>
for additional information!

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Welcome to the Stallion Orchestra Family!

Dear Orchestra Families,

Welcome (back) to South County High School! I hope you had a fun and restful summer. It's so hard to believe that two months can go by so quickly!

My name is Latoya Lamons and I am the orchestra director here at SCHS. I am thrilled about the musical journey we are going to take together this year. My philosophy, our philosophy is that we get what we put out. If each of us gives 100% then our product will be superb. As the saying goes, we are only as good as our weakest player.

Our teamwork, commitment, and positive attitude will help us continue to make South County one of the best orchestra programs in District Ten! I have high expectations and sincerely enjoy doing what I do and take pride in my students enjoying doing what they do as well. If you make the commitment then we will make great music!

Please take the time to read the handbook and review the calendar so you are familiar with the course expectations. All paperwork can be turned in at the Stallion Stampede on Tuesday, August 26th.

In addition, please make sure you take care of all necessary repairs/replacements for instruments. It is important to take care of issues so that your child will be able to perform as needed as this can affect their grade. Thinning bows can result in small sound, weak tone and power, while strings affect sound quality, tone, and pitch. Bows with thin hairs need to be re-haired and strings that have been on instruments for longer than one year need to be replaced (see stores/catalogs below).

I look forward to seeing the old and meeting the new. Feel free to contact me with your questions and concerns.

Musically yours,

Latoya Lamons
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Orchestra Course Expectations

The primary goal of the orchestra is to work together to produce a superior performing ensemble. My personal goal is to provide each student with a comprehensive instrumental music education by teaching the skills and attitudes needed to succeed as a musician and young adult. These skills include building a strong work ethic, discipline, cooperation, and a commitment to excellence.



Rehearsal Expectations

- **Be kind.** Think before you speak, make good choices.
- **Know your part.** Understand the need for practice and make time for it daily.
- **Be prompt.** Please be punctual for class, rehearsals, and concerts as well as turning in assignments, money, and paperwork.
- **Be committed.** Give 100% during rehearsals, both in your actions and attitude. Exhibit proper posture, good attitude, and respect. Avoid texting, eating, or talking during rehearsals. There are appropriate times for these things... active rehearsal is not one of them.
- **Show respect.** Be kind to your classmates, booster parents, and faculty. Treat equipment with respect.
- **Make every minute count.** Bad habits in rehearsal lead to bad habits on stage. Treat every class and every rehearsal as if it's our last—excellent rehearsals lead to excellent concerts.
- **Be Prepared. Bring the following materials to class each day.**

- ☺ Instrument (New strings, rosin, fresh bow hair, shoulder rest)
- ☺ Short fingernails
- ☺ Tuner/Metronome combo (See stores/catalogs below)
- ☺ Pencil (**NO PEN**)
- ☺ Polishing Cloth
- ☺ **2-inch Binder to hold practice music, rhythm and scale packets, listening journal, etc.**

Instruments

Each student must have an instrument. Instruments can be rented or purchased from local music stores or several reputable dealers online. **Please do not purchase an instrument before consulting a professional first - some deals are too good to be true, especially internet purchases.** Your private teacher and I will be happy to assist you with your purchase.

Fairfax County Instruments

Students on the **Fairfax County Free-Reduced Lunch Program** may rent a violin or viola for a fee of \$20.00 per year. Instrument rental forms/fees can be found on the orchestra website and must be turned in by **Friday, September 5, 2014**.

South County Instruments

Cellos and basses are available for rent from the school. Musicians will need two instruments: one for home practice and one for school.

*Fees: \$46 per year for classroom instruments (shared)
\$92 per year for home instruments (not shared)*

Note: \$138 total if you are renting an instrument for home. This covers the fee for home and for the instrument you use at school.

**Students switching instruments to accommodate instrumentation needs will not be charged a rental fee. They will only need to complete the paperwork.

Responsibility and Care of Rental Instruments

Students using school-owned and county-owned instruments are responsible for keeping the instruments in good shape. The Instrument Rental contract outlines the responsibility students and parents have in caring for instruments. Basic string repairs will be paid for by Fairfax County. Repairs due to student neglect or abuse will be the responsibility of the family.

It is a student's responsibility to inform the teacher as soon as there is a problem (e.g., case won't latch, bow needs hair, fine tuner won't turn, etc.). Please communicate with me as soon as you are aware of an issue.

Instrument Locker Rules

1. All instruments stored in the locker room must be clearly labeled with student's name and phone number displayed on a tag or taped to the outside of the case.
2. All students are responsible for keeping the instrument locker area clean and neat.
3. Do not store food or candy in your orchestra locker.
4. Locks are provided by the school. Students must use the lock and locker

provided by Ms. Lamons. We must be able to locate your instrument in an emergency.

5. Keep track of your own locker combination and **LOCK** it! The orchestra or SCHS will not be held responsible for loss, theft, or damage to any items left in an unlocked locker or in the classroom!
6. Absolutely no instruments may be left on the floor of the storage room or the orchestra classroom.

Instrument Accessories

Students may need certain items and accessories for their instruments from time to time such as rosin, strings, shoulder rests, tuners, metronomes, etc. I strongly encourage you to utilize the catalog companies listed below before visiting local music stores unless it is an emergency. The catalog companies are significantly less expensive.

Southwest Strings	1-800-528-3430	www.swstrings.com
Shar Music	1-800-248-SHAR (7427)	www.sharmusic.com
Woodwind & Brasswind	1-800-348-5003	www.wwwbw.com

String Shops

There are a few local string shops to visit for the purpose of purchasing instruments, bows, etc. The catalogs listed above are also great for certain instrument purchases.

Brobst Violin Shop
5584 General Washington Dr.
Alexandria, VA
703-256-0566
www.brobstviolins.com

House of Weaver/Potter's Violins
4706 Highland Ave.
Bethesda, MD
301-672-7070
www.pottersviolins.com

Bob's House of Basses
12301 Shaefer Ln.
Glenn Dale, MD
301-805-9407

Music and Arts Center (rentals)
6810 Bland St.
Springfield, VA
703-451-0875

Lorton Music
8971 Ox Rd.
Lorton, VA
<http://www.lortonmusic.com>

Music and Arts Center
14577 Potomac Mills Rd.
Woodbridge, VA
703-491-4196

Baroque Violin Shop ****Not local, but it has an excellent rental plan.**
<https://www.baroqueviolinshop.com/rentalform.php>

Donald Cohen ****Same-day service for bow re-hairs!**
<http://www.cohenbows.com>

Private Lessons

Private instructors teach one-on-one at the student's pace, and help each student develop technical and musical skills specific to their needs. Lessons are great for students needing an extra push (e.g., for some difficult music, preparing for auditions) or extra one-on-one help outside of the large orchestra rehearsal. A list of private teachers will be available in the classroom and on the Orchestra website.

Attendance

An orchestra performs at its best with all members present. We are a team and everyone is important! Therefore, students are required to participate in all rehearsals and performances unless excused by the director (see "Absence Policy"). A minimal number of rehearsals are being scheduled, which makes attendance imperative. **Plan now.** Conflicts with club or sport activities can be settled between the teachers/coaches, but only when we have plenty of advanced notice. The orchestra calendar is available via your handbook, FCPS 24-7 (Blackboard), the orchestra website (www.schsorchestra.org) and the South County school website. In the end, there are few excuses for absences and attendance will be graded accordingly.

Tardies – Rehearsals and Performances

Students are expected to be on time to all orchestra activities. "ON TIME" means ready to tune with all necessary items present. I should be made aware of tardies due to club meetings in advance and not the day of the rehearsal. Plan ahead!

Absence Policy

All rehearsals and concerts are considered part of the course requirements for orchestra. We are a performing group, so it is essential that students participate in performances. There are few excuses for missing an event...

1. **Written** notices *from parents* are required for all **rehearsal** absences and must be received within **five days** of the absence (e-mail is sufficient). Verbal or written excuses from students are not accepted and will be considered unexcused. Concert absences **will not be excused** with the exception of illness, family emergency, or if it was pre-arranged with the director. Excused concert absences will be made up with a written or recorded assignment for partial credit.

****Conflicts with South County sports, clubs, and academics will be settled between the faculty members. Absences must be pre-arranged in order to be excused and to avoid receiving a zero grade. Notify both the director and the other faculty member as soon as you**

know of a conflict. Notification on the "day of an event" is unacceptable.

2. Advance notice is required for any prior commitments in order for it to be excused. A prior commitment means a date already committed to before the orchestra schedule is announced. I need to receive notice as soon as possible after an event is announced so necessary adjustments to music/seating can be made. We have very few rehearsals; check the calendar and plan appointments and such accordingly.
3. In the case of illness and/or family emergency, parents should phone me as soon as they are aware that such a situation exists. If this is an emergency situation (something that happens 30 minutes before a rehearsal/concert), leave a voicemail in the orchestra office at 703-446-1985.
4. Please directly address the orchestra director, Ms. Lamons, with any attendance issues. This is not a booster or attendance office situation.
5. Religious holidays or conflicts with individual religious beliefs are considered excused provided that the director has been notified in writing by the parent well in advance.
6. Lack of transportation is not an excused absence. Arrange transportation accordingly or contact me if you need help organizing a carpool.
7. "I have to work" is not a valid excuse. You have the calendar; give your manager the orchestra commitment dates NOW and ask them not to schedule you on those days.

Please talk to me directly if there are unusual circumstances that arise. Unexcused absences affect both the morale and the success of the entire orchestra. We depend upon each other; if a student is unwilling to contribute by attending after school rehearsals and performances, they should explore other activities here at SCHS.

After-school rehearsals and performances are considered extensions of the classroom and are therefore laboratory and/or practical applications of the orchestra curriculum. Students are responsible and accountable for their attendance and quality of participation as related to all laboratory and/or practical applications. Seating may be adjusted based on rehearsal/concert attendance.

Daily Rehearsal Procedures

1. All non-orchestra items are to be placed under chairs during rehearsal. This

- includes food, other class work, and cell phones.
2. Be seated, warm up and be ready to tune 7 minutes after the tardy bell.
 3. Announcements and rehearsal order will be posted on the board prior to rehearsal. Put music in order before tuning.
 4. Adequate warm-up time will always be given. Rehearsal begins promptly when the concert master/mistress steps onto the podium. Avoid talking during tuning.
 5. All students must have their instruments, music, a pencil, and any other material (e.g., rosin, shoulder rest, short nails, etc.) needed to perform in order to receive full credit for the daily participation grade.

Conduct

Rehearsal techniques are probably the most important parts of performance. What we do in rehearsal often reflects what we do on stage so let's set our expectations high. If a student chooses to go against normal rehearsal procedure, student will receive a warning, followed by parental contact, and if behavior continues, written and/or administrator consequence will follow.

Grading Policy (Orchestra is not an automatic 'A'. You must earn it!)

25%: Daily participation/Rehearsal Etiquette

- short nails and good posture
- effort in performance/classwork (i.e., playing when asked, answering questions, remaining quiet during rehearsal)
- tests
- maintain equipment, supplies, and music binder
- proper tuning conduct
- being prepared to play on time – lack of preparedness and readiness during rehearsals will affect participation grade

35%: Individual Performance Assessments (IPA)

- Individual Performance Assessments (announced and unannounced)
- Written Performance Assessments (announced)
- Rehearsals are counted IPAs
- Listening/binder assignments
- Semester Project

40%: Concert Performance Assessments

- Attendance at concerts
- Prompt arrival
- Proper concert attire

Chairs/Seating

Placement within each string section will be at the discretion of the director and may be decided through individual assessments (IPA's), seating rotations, blind

placements or merely by me. Determination may include concert literature, scale assessments, etc.

Both Concert and Symphonic Orchestras rotate seating frequently in order to give students different viewpoints/sound perspectives. Violinists may play both first and second violin parts when appropriate with the goal of experiencing melodic and harmonic parts. However, students who cannot fulfill their duties as section leaders (i.e., run effective sectionals, mark bowings, perform solos as marked) will be relieved of their duties and replaced with qualified candidates.

If a student is away from school for an extended length of time or unable to play due to injury or illness, the student may have to forfeit prior seating. The student will be placed within the section by the director.

Home Practice

In order for the orchestra to perform at its best each individual must practice the new skills and music at home. Students have individual strengths and weaknesses which are best addressed in home practice and/or private lessons. Like math, reading, or social studies, some concepts in orchestra will come easily while others will be more difficult to grasp.

Because playing a stringed instrument is a physical activity, it is important to practice at home—slowly and carefully—in order for the muscles to master these skills. If conditions make it impossible to practice at home, students should prepare to use the flex period or make arrangements to stay after school.

Care of Music

Students are responsible for all music they receive. Each student will receive practice copies of concert music to be placed in their music binder. Students will be charged \$0.25 per page for any replacement practice copies or up to \$5.00 to replace originals.

Rehearsal Etiquette

Students are expected to have their materials in class each day as a part of the class participation grade. It's an easy way to make a 100, but also an easy way to lower your grade quickly. Points will be deducted when students fail to bring supplies listed below.

-10 points

Rosin
Pencil

-20 points

Shoulder rest/pad
Long fingernails
Music and binder

-40 points

Instrument/bow

Instrument that is unplayable after more than 4 class periods (e.g., broken bridge, string, fallen sound post, etc.)

Performance Opportunities

The South County Orchestras will have a variety of performance opportunities both within school and beyond. Ms. Lamons is a member of the Music Educator's National Conference and American String Teachers Association, making students eligible to participate in many events.

CHAMBER ORCHESTRA – SCHS Chamber Orchestra is the top orchestra. It is an honor and a commitment to be a member of this organization; you are essentially the “face of the orchestra.” We will rely on your talents and positive attitudes in order to recruit and retain new members, as well as educate the community about what we do as an ensemble. Your membership to Chamber Orchestra will bring you some extra responsibility as well as extra privileges. Some of those responsibilities include playing at South County and community events, performance at Solo and Ensemble Festival, and leading sectionals for the younger students, and occasional paid gigs.

****All Chamber Orchestra students are required to audition for SRO and/or District Honors Orchestra, AND to participate in Solo and Ensemble Festival or the April Tri-M Recital. Students must also participate in the annual Masquerade workshop (this year on Saturday, October 25, 8:30 a.m.–1:30 p.m.).**

FALL CONCERT – This is our pyramid concert. We share the stage with the Advanced Middle School orchestra as well as our elementary feeder programs.

WINTER CONCERT – High school orchestras perform in December.

SRO-Senior Regional Orchestra of Northern Virginia – Select students perform by auditioned invitation only in November. Students who are in grades 9-12, and are members of their school orchestra are eligible to audition for the Northern Virginia Senior Regional Orchestra. The cost of the audition is \$6.00 and the event cost ranges \$20-\$30 may be paid by SCHS Orchestra Boosters.

VBODA All-State – Senior Regional participants are eligible to audition for the All-State Orchestra. This ensemble is a full symphonic orchestra comprised of students throughout the state. Auditions are held in late February at James Madison University and the event takes place in April. Fee will be paid by SCHS Orchestra Boosters.

DISTRICT HONORS ORCHESTRA – These honors orchestras are auditioned groups made up of the finest string players from the 14 middle and high schools in District Ten. Students received audition materials in June, and auditions are held in November. Audition requirements consist of prepared excerpts and scales with specific bowings. The festival takes place the second weekend in January (Thursday–Saturday). Eligible students are strongly encouraged to audition for this event. All students receive award points for auditioning, participating, and observing. The audition fee is \$5.00. There is a non-refundable participation fee of \$25-\$30 if a student is selected for the Honors Orchestra; this fee may be paid by the boosters (TBD).

PRE-ASSESSMENT CONCERT – All SCHS groups perform their concert selections for the community in early March in preparation for the adjudicated State Orchestra Festival that takes place the second weekend in March.

DISTRICT TEN PERFORMANCE ASSESSMENT – Usually the second weekend in March, it is the most important performance of the year from the director's standpoint. This is the Standards of Learning (a.k.a. SOL) for music. Groups are required to prepare a warm-up selection and two pieces that challenge the performers, and some groups may choose to sight-read an unfamiliar piece as part of the adjudication. The judges will grade the ensemble performance on a scale of 1 to 5 (1 being a superior) and all scores are posted statewide in April. Students rehearse intensely on these pieces during the winter months. **All rehearsals, workshops, concerts and festival performances are MANDATORY.**

SOLO & ENSEMBLE FESTIVAL – This event takes place in April. Students are strongly encouraged to perform a solo or an ensemble piece. The students will be graded by a judge and given a rating of superior, excellent, good, fair, or poor. Students receiving a superior or excellent rating will receive an achievement medal at the end of the year. Participating in the festival includes the following:

1. Buy an appropriate solo. (It must be a Classical piece written for your instrument—no pop songs or show tunes, and no orchestra parts.) You will need an original copy of the piece for the judge. No photocopies are allowed due to copyright laws. If your piece has an essential piano part, it is your responsibility to arrange for an accompanist. Please check with Ms. Lamons or your private teacher if you are unsure whether you need an accompanist.
2. Students will need to register and pay a fee for the festival in late February or early March. The fee is non-refundable.

HIGH SCHOOL SPRING TRIP – (Orlando, Florida! in spring 2015) Participation is not required but strongly encouraged, and is contingent upon the behavior and grades of the students throughout the year. Students must maintain a “B” average or better in their music class and have no disciplinary

referrals or concert absences during the second semester; final attendance is at the discretion of the director.

****All students are encouraged to attend these trips for their musical, educational, and social value. The directors put a great deal of time and preparation into trip planning and are committed to making it fun and safe for everyone. Students will have the opportunity to participate in Orchestra fundraising activities throughout the year to help offset the cost of the trip. Chaperone costs are covered.**

HIGH SCHOOL CONCERTO COMPETITION – High school students in SCHS music classes will have the opportunity to perform a concerto movement or aria accompanied by the SCHS Symphony. Winner(s) of the contest will perform their solo at our final spring concert and possibly during our spring trip. Auditions will be open to all band, chorus, guitar, theory, and orchestra students. The selection committee will take into account technique, musicality, ability to play with accompaniment, and memorization. (Winter or Spring Concert)

SPRING CONCERT – All SCHS orchestra students will perform a final spring concert that may include SCHS band/choir students depending upon literature.

GRADUATION – Symphonic and Chamber Orchestra students are required to provide the music annually for SCHS graduation ceremony at George Mason University. Please keep the graduation date in mind when planning your summer vacation; sometimes graduation day (this year on Monday, June 22, 2015 at 7:30 PM) is after the last day of school.

Uniforms

A sharp-looking ensemble adds to the overall aesthetics of the performance, leaves a positive impression on the audience, and boosts the confidence and morale of the players. It is for these reasons that the SCHS Orchestras require a standard concert uniform. Students who do not wear the complete uniform to concerts will not perform and will be graded accordingly. Students who cannot perform due to injury are required to attend the concert in concert dress.

All Orchestra members are required to purchase a High School uniform upon entering 9th grade. Ladies must order through school; gentlemen may either purchase their tuxedos through the school or from a retailer. Measurements will be obtained and uniforms ordered during the Stallion Stampede (this year on Tuesday, August 26, 5:00–6:30 p.m.).

Uniform Exchange

Students who later outgrow their uniform may be permitted to exchange their uniform for another size (provided one is available). The returned uniform must be in "like new" condition with all of the pieces, and must have been dry cleaned prior to returning it.

Attire

Women: Formal black dress, black hose, black closed-toe dress shoes.

Men: Black tuxedo pants and jacket, white tux shirt, black bow tie and cummerbund, black socks, black dress shoes. (Replacement fee for cummerbund is \$10, bow tie is \$5; see Orchestra Payment Form for uniform cost.)

****Students on the free/reduced lunch program are eligible for financial assistance with uniform expense. Parents must show county acceptance letter to purchase a uniform at half-price.**

- Uniform parts should be cleaned, ironed, and altered appropriately.
- Any hair ornaments should be brown or black. Long hair should be tied/pulled back so you can see the conductor and so the audience can see YOU!
- Black Dress Shoes ONLY - Open toed and/or backless shoes are not acceptable. This is for your safety and easy of getting on/off/across stage. Likewise, athletic shoes are not appropriate for a tuxedo.
- Boys must wear black socks. Girls must wear black nylons or tights.
- Jewelry should be minimal and silent. If you wear a necklace or earrings, be sure that it doesn't vibrate on your instrument. **Bracelets are not permitted.**
- Please do not wear perfume or cologne for concerts. Some of our musicians and audience members have allergies.
- **Gum is NOT part of our uniform.**

Lamons' Hours of Availability

Monday – Friday	mornings	SCHS	7:00 a.m. – 12:30 p.m.
Wednesday – Friday	afternoons	Fort Belvoir ES	

Please check e-mail, blackboard, and website for announcements, upcoming events and practice information. The booster website www.schsorchestra.org will contain information regarding the calendar and fundraisers, while the Blackboard 24-7 site will hold course materials (i.e., assignments, projects, tests) and specific info for each individual class. Feel free to call and schedule a conference with me during a planning period or after school.

Parent Note

It is CRITICAL that we have a valid e-mail address for at least one parent in

every family. E-mail is our primary means of communicating with you and an invalid address will cause you to miss important information. **Please be sure to notify us if your e-mail address should change during the year!**

Student Note

It is your responsibility to check both your e-mail and FCPS 24-7 daily so that you do not miss any announcements.

Acknowledgments

The growth and success of the orchestra depends on the contribution and positive attitudes of its members. Students who contribute by rehearsing effectively, helping others, and by being consistently prepared may be acknowledged and rewarded at the end of the year. Most awards are presented based on year-long progress, participation both in school and beyond, and service to the ensemble.

Academic Letter – High school students may earn an Academic Letter. Letters are earned by accumulating 100 or more service points throughout the school year. Students should print out the Points Sheet and record service information throughout the year. **It is the responsibility of the student to complete the form, accurately documenting orchestra activities, and submit it to the Orchestra Director on or before the deadline. Be sure to attach programs and signatures where applicable.** Once a letter is received, a pin will be given to the student each subsequent year that letter status is achieved (100 points or more).

Most Improved Award – Student has worked diligently throughout the year and has made great strides in technical facility on the instrument, overall understanding of musical terms, techniques and musicianship.

Outstanding Musicianship Award – Student must have all “A’s” and “B’s” in orchestra for the year, attend all performances, display outstanding rehearsal and performance etiquette and perform at least once outside of SCHS in a VBODA event (District audition, Solo/Ensemble, etc.).

Director’s Award – Awarded to a senior who earns an “A” each quarter, attends all performances, obtains 100 service points which must include the district audition/event, and displays outstanding rehearsal and performance etiquette along with good leadership within the section or ensemble.

Krista Thompson Esprit de Corps Award – Awarded to a high school student with enthusiasm, generosity, teamwork, and perseverance among other outstanding qualities.

National Orchestra Award – Awarded (by director’s selection) to an SCHS Senior who displays the characteristics of a professional musician.

Academic Letter Point System

(These activities can also double for Tri-M points. Think smart!)



Private Lessons Full Year 20 points

Solo and Ensemble
Superior 10 points
Excellent 5 points
Other 5 points

Peer Tutor 5 points per 1/2 hour (20 max)

Advanced student adopts and teaches another student in need of help. This must take place in the SCHS classroom or at one of our elementary feeder programs with the teacher present.

District Honors Orchestra
Audition 10 points
Participation 15 points

Performance in outside groups Full Year 10 points

Washington Metropolitan Youth Orchestra, McLean Youth Orchestra, Prince William Youth Orchestra, American Youth Philharmonic, or the Levine School of Music, personal band, praise groups, etc.

Extracurricular Concert Attendance 5 points (max 20 points)

Students attend performance outside of SCHS. This can include other SCHS performances, recitals, professional performances, etc. **Program must be submitted to director with a parent signature.** Any visual or performing art shows are included. Check e-mail/website, local papers, or internet for local performances.

Fundraisers 5 points (max 15 points)

Students will receive points for participating in orchestra fundraisers.

Service Hours 5 points (max 20 points)

Service may include working in music library, music office, storage room, peer tutoring, working at orchestra fundraisers, elementary strings tutoring, etc. These service hours may also count towards Tri-M Music Honor Society.

5 points given per hour of service.

Stallion Summer Strings 5 points/day (max 55 pts)

Students assist at strings camp as counselors running sectionals, assisting students, running concessions, setting up for rehearsals, activities, concerts, etc. Evening concert is additional 5 points.

SCHS Orchestra Academic Letter Request

STUDENT NAME _____

____ Submitted for Letter

____ Submitted for Pin (I received my letter in May 20____. I currently have ____ pins.)

An academic letter is awarded to a student who has earned 100 points from June 2014 - April 2015. Once a letter is earned, pins will be awarded to display on the letter for each additional 100 points earned. Request is due to Orchestra Director by **May 1, 2015**.

	EVENT	POINTS	'14-'15
*	Weekly private lessons the entire year (violin, viola, cello, or string bass)	20	
	Complete a full year of orchestra in good standing (GPA of A or B)	15	
	Governor's School for Music	15	
	Participation in honor group (district, region, state)	15	
	Audition for honor group (district, region, state)	10	
	Ensemble receives Superior rating at performance assessment	10	
*	Membership in a youth symphony (attach program)	10	
	A.P. Theory	10	
	Solo and Ensemble – Superior Rating	10	
	Spring Trip	10	
*	Non-SCHS Summer Music Camp (2014)	10	
	Pit Orchestra for SCHS Musical	20	
	Assist director after school (per hour – music library, fund raising, stage set up, etc.) (20 points max)	5	
*	Attend a community orchestra concert (20 points max/year; attach programs)	5	
	District Orchestra Audition Assistant	5	
	Perform for free at a school function (solo or small ensemble)	5	
	Raise funds in SCHS fundraiser event (15 points max)	5	
	Orchestra Leadership Position	5	
	Solo and Ensemble – Excellent Rating	5	
	Solo and Ensemble – additional events	5	
	Tri-M Music Honor Society (each semester)	5	
*	Tutor a younger (MS or ES) orchestra student for ½ hour (20 points max; teacher must verify. Saturday Masquerade workshop not eligible for chamber students)	5	
*	Weekly private lessons the entire year on a second instrument (i.e., piano, guitar)	5	
	Stallion Summer Strings Camp (5 points each day; 5 points for evening concert; 55 points max)	5	
	TOTAL POINTS EARNED		

* Points awarded in these categories require parent signature.

Parent Name (print) _____

Parent Signature _____ Date _____



SCHS Orchestra Point Sheet
(Keep record throughout the year.)

Peer Tutoring (5 points per ½ hour)

Teacher signature _____	Date _____	Hour _____
Teacher signature _____	Date _____	Hour _____
Teacher signature _____	Date _____	Hour _____
Teacher signature _____	Date _____	Hour _____
Teacher signature _____	Date _____	Hour _____

Extracurricular Concert Attendance

(Attach programs with your first and last name on the program; programs will be returned.)

Program title _____	Date _____
Program title _____	Date _____
Program title _____	Date _____
Program title _____	Date _____
Program title _____	Date _____

Additional Service Hours

Activity _____	Date of Activity _____
Total Time _____	No. of points _____

Activity _____	Date of Activity _____
Total Time _____	No. of points _____

Activity _____	Date of Activity _____
Total Time _____	No. of points _____

By signing below, I verify that my student performed the above service hours.

Parent Name (print) _____

Parent Signature _____ Date _____

Ways to Support Your Child

You have already provided encouragement for your child by allowing them to participate in our orchestra program. Now that they have been studying a stringed instrument for several years, there are many ways you can continue to provide support for our students:

- Remind your child to bring his or her instrument and music to school on orchestra days.
- Assist your child promptly when he or she needs supplies. A week with a broken string means a week that they're not learning and practicing.
- Be sure your child has short fingernails (this helps students play in tune and with correct posture).
- Encourage your child to practice and perform for family and friends.
- Give compliments and encouraging words when you notice improvement or you like what your child is playing.
- Talk with your child about school and what they're learning in their classes.
- Assist with our concerts, fundraisers, and chaperone our field trips.
- Transport your child to public concerts, recitals, and other schools' concerts. Many of these events can be found in the local newspapers, as well as on the SCHS Orchestra website and bulletin board, and many of them are free!
- Encourage your child to study private lessons.
- **Attend your child's school concerts.** Children perform at a much higher level of quality when they know that an important person in their life took the time to come hear them play. Listening to your child perform is perhaps the strongest way you can encourage them to continue studying their instrument.
- Support the goals, policies and procedures of your orchestra director. Your child benefits when the orchestra is successful.

Ways to Support Your Orchestra – We need you!

You are automatically a member of the Orchestra Boosters when you have a student in the orchestra. In addition to supporting our fundraisers, we ask that each family helps with ONE orchestra event during the year. There are often tasks that would require just 30 minutes of your time! Volunteer positions include helping with Tag Day, pie/cookie dough distributions, chaperoning concerts or field trips, serving refreshments, transporting kids or instruments, or assisting with paperwork and administrative tasks. You will have the opportunity to sign up for volunteer job(s) at Stallion Stampede and Back-to-School night. Please share your talents with us to help make the orchestra program successful. Thank you!

ORCHESTRA CALENDAR 2014 – 2015

<i>Aug</i>	26	Orchestra Stampede, 5:00–6:45 p.m. (orchestra room, G115) (Uniform measurement, forms processing, volunteer opportunities)
<i>Sep</i>	2	First day of School
	17	Back to School Night
	20	Tag Day (*Adult Drivers needed*)
	29	Senior Regional Auditions @ McLean HS (Chamber students only) *This is also a student holiday.*
	30	Pie Sale begins
<i>Oct</i>	14	Pie Sale ends
	25	Elementary Masquerade Workshop, 8:30 a.m. – 1:30 p.m. (Chamber students required; HS Service Hours)
	27	After-school rehearsal, 2:20–4:00 p.m.
	30	Masquerade Concert, 7:00 p.m. in SCHS Auditorium
<i>Nov</i>	6	Tri-M Induction Ceremony (choir room, G131)
	13	Orchestra Pie Pick-Up, 2:10–6:30 p.m.
	13–15	Senior Regional Event (if applicable) @ Herndon HS
	18	District Orchestra Auditions @ Lee HS 3:00 p.m.
<i>Dec</i>	10	After-School Dress Rehearsal, 2:20–4:30 p.m.
	11	Winter Concert, 7:00 p.m. in SCHS Auditorium
	15	Tiny Tots After-School Rehearsal (Chamber only)
	16	Holiday Showcase, 7:00 p.m. in SCHS Auditorium
	17	Tiny Tots Performance (Chamber students only; 1 st – 3 rd period blocks)
	22–Jan.2	Winter Break
<i>Jan</i>	5	First Day back from Break
	8–10	District Orchestra Event @ Falls Church HS
<i>Feb</i>	3	Cookie Dough & Coffee Sale begins
	4	SCHS Curriculum Night
	17	Cookie Dough & Coffee Sale ends
	19	Guest Conductor Night, 6:30–8:00 p.m.
	28	All-State Orchestra Auditions @ JMU (if applicable)
<i>Mar</i>	2	After-school rehearsal and Cookie Dough Pick-Up
	3	After-school dress rehearsal
	4	Pre-Assessment Concert, 7:00 p.m. in SCHS Auditorium
	5–7	State Orchestra Assessment @ West Potomac HS (Please reserve all dates! Schedule not available at this time.)
	30–Apr.3	Spring Break
<i>Apr</i>	9–11	All-State Event @ Christopher Newport University (if applicable)
	16–19	Spring Trip to Orlando, Florida (Orchestra, Choir, and Band)
	24	Solo and Ensemble Festival (strings only) @ (to be announced) MS
	24 (tentative)	Orchestra Scholarship application deadline (optional; seniors only)
	30	Slide Show Photos submission deadline (mandatory; seniors only)

<i>May</i>	1,2,8,9	Spring Musical (select musicians)
	18	After-School Rehearsal (Full Orchestra read-through)
	21	After-School Rehearsal
	22	After-School Rehearsal
	27	After-School Rehearsal
	28	Awards Banquet & Senior Slide Show, 5:45 p.m. in SCHS Cafeteria
		Spring Concert, 7:30 p.m. in SCHS Auditorium
<i>Jun</i>	19	Last day of School
	22	Graduation, 7:30 p.m. @ GMU

Student Fees

The South County Orchestra department collects a Course Materials Fee (due August 26th) similar to required fees paid for other FCPS courses. The fee is applied towards the operational support of the orchestra's curricular performance activities and necessary functions throughout the year. (See Fairfax County Regulation N5922). This year the student fee is *\$35.00 PLUS the cost to purchase a concert uniform. Students who do not pay the fee, or fail to return a rental instrument, will incur a student debt with SCHS. **Students receiving free/reduced lunch will be responsible for only half of the above fees.

Items covered by the music fee: Instrument maintenance and repairs by reputable dealers for school-owned instruments, good quality instrument accessories, music purchases, theory materials, t-shirts, accompanists and other essential musicians, etc.

The SCHS Orchestra Booster Club conducts a variety of fundraisers throughout the year to raise the funds to cover the remaining expenses, such as student awards and recognitions, concert receptions, larger ticket items such as the purchase of new instruments, and required professional dues for the Orchestra Director to ensure eligibility of students performing in additional district and state events.

**All forms and fees should be submitted at Stallion Stampede
Tuesday, August 26, 2014, 5:00-6:45 PM**

Forms are available at www.schsorchestra.org/forms.html

Forms to fill out neatly and return:

1. Orchestra Agreement Form (*all students*)
2. Orchestra Payment Form (*all students*)
3. Emergency Care Form (*all students*)
4. Instrument Rental Contract (*only if renting school instrument*)
5. Instrument Rental Payment Form (*only if renting school instrument*)

If you are unable to attend Stampede, please turn in forms and checks to:

Ms. Lamons, Orchestra Director

NO LATER THAN Friday, September 5, 2014

SCHS Orchestra Agreement Form and T-Shirt Form

We understand that this is a performance-based class and we have marked all orchestra dates for the 2014-2015 school year. We are aware of the requirement to pay a student fee and to purchase a concert uniform as stated in this handbook. We are aware that failure to return a rental instrument will result in a student debt and if not paid will cause final grades to be withheld.

Student Agreement

As a member of the South County Orchestra, I attest that I have read this handbook and understand the requirements and grading policies of this course. I will work to the best of my abilities so that I and my orchestra peers will have a positive and rewarding performance year.

Student Signature

Date

Parent Agreement

As a parent(s) / legal guardian of _____, I/we understand the requirements set of South County Orchestra program in regards to practicing, grading, and rehearsal/concert attendance.

Parent Signature

Date

Student T-Shirt Size

Small

Medium

Large

X-Large

XX-Large

ORCHESTRA PAYMENT FORM

Student Name _____ Class Period _____

1. **Orchestra Student Fee** (select ONE option)

- Full Year \$35.00
- Free/Reduced Lunch \$17.50

Total Student Fee (A) \$ _____

2. **Uniform Fee** (select ONE option)

- Purchase HS Dress \$75.00
- Purchase HS Black Tux \$100.00
(Jacket, pants, shirt, cummerbund, bow tie)

Free/Reduced Lunch Fee*

- Purchase HS Dress \$37.50
- Purchase HS Black Tux \$50.00

Total Uniform Fee (B) \$ _____

Add Lines A and B and write one check for this amount: \$ _____

Make all checks payable to SCHS and write student's name on memo line.

Check Total: _____ **Check #** _____ **Phone** _____

* Documentation of Free/Reduced Lunch eligibility required

INSTRUMENT RENTAL PAYMENT FORM

Student Name _____ Instrument _____

Instrument Rental (select ONE option):

- Rent one shared Cello/Bass for use at school only \$46.00 _____ per year
- Rent two cellos/basses (school & home) \$138.00 _____ per year

*\$46 (one school shared instrument) + \$92 (one home non-shared instrument) = \$138

*The annual cost is split in half for a shared instrument.

Students on the FCPS Free/Reduced Lunch Program*

- Rent an FCPS instrument \$20.00 _____ per year

Total Instrument Rental Fee \$ _____

NOTE: Please write a separate check for this instrument rental fee.

Make all checks payable to SCHS and write student's name on memo line.

Check Total: _____ Check # _____ Phone _____

* Documentation of Free/Reduced Lunch eligibility required



Orchestra

Course Syllabus Expectations and Guidelines

2014 – 2015

Academic Integrity

There will be absolutely no tolerance for cheating in any form. Cheating is giving or receiving unauthorized aid on any assignment. It is important that students do their own work to maximize their learning.

Portable communication devices found in use during any testing environment will result in confiscation and an automatic grade of zero on the test or quiz.

Attendance

All teachers follow Fairfax County Public Schools regulations for attendance. Please refer to Students Rights and Responsibilities Regulation 2601.28P on page 3.

Please be aware that work missed due to unexcused absences may or may not be made up at the discretion of the director; this includes daily tuning grades, concerts and rehearsals. Students with excused absences will receive make-up work or alternative assignments. **See handbook for concert/rehearsal policies, found on Blackboard under "course documents."

Communication

*Parents and students will receive regular email communications from Ms. Lamons. Please be diligent about checking your email for announcements.

24-7 Learning (<http://fcps.blackboard.com>) may be used as a means of communication between school and home so families can be informed of what is going on in the classroom. Students' logins are their student ID numbers. Their original passwords are also their student ID numbers.

*Information regarding upcoming events such as concerts and deadlines will **also** be posted on the orchestra website, <http://schorchestra.org> along with the detailed handbook outlining grading, uniforms, materials, calendars, etc. The calendar is also posted in the classroom.

Textbooks

Each ensemble uses various method books for technique. Students will be given copies of this material to for practice purposes only. These books are property of SCHS and when used should be handled with care. Students will receive their own copy of the Alfred's Essentials of Theory book. If the book is lost or damaged the replacement cost is \$12.00. Other sources used in class include:

Essential Techniques for Strings, Advanced Techniques for Strings and Winning Rhythms.

Students also receive practice copies of concert music. All music should be brought to each class meeting. Marking music during rehearsals is a portion of the daily participation grade.

If originals are distributed they will remain at school and should never leave the classroom. Students will be charged accordingly for damaged or missing music.

After School Activities

Late buses are available on Mondays until 4:30 beginning October 6th and continuing through early June. SCHS's Fine and Performing Arts department will offer after school programs, including orchestra help sessions and occasional rehearsals. Some after-school activities will occur on other days and in the evenings.

Lockers

All students have been assigned a locker and lock. Space is limited therefore lockers should contain instruments—packed safely in cases—and music. That is all. Please keep lockers locked at all times; this will keep instruments safe and ensure that locks are not mistakenly placed onto the wrong lockers.

Uniforms

SCHS has a fine orchestra tradition. Along with making great music, we as performers are also responsible for making great first impressions. A clean classic uniform helps “dress up” the concert without distracting from the music itself. Uniforms must be purchased through the help of the booster organization. Please see the orchestra handbook for details about our uniform. If you no longer have a uniform that fits or you are a new student, see Ms. Lamons immediately regarding measurements and ordering information.

Course Description

Orchestra offers instruction in the development of intermediate and advanced performing skills, including individual playing and ensemble techniques, and disciplinary skills needed for performance. Students must meet both the school day and after-school participation requirements to receive credit for the course.

Course Overview by Class

Concert Orchestra: Topics will include individual string tuning, vibrato technique, one and two octave scales, musicianship, theory, simple rhythmic dictation, musical terminology, playing as both a soloist and ensemble member, and basic music history.

Symphonic Orchestra: Topics will include double-stop tuning, vibrato technique, two octave scales with an introduction to three octave scales, musicianship, simple theory, rhythmic/melodic dictation, musical terminology, playing as both a soloist and ensemble member, and basic music history.

Chamber Orchestra: Topics will include three octave scales, vibrato manipulation, advanced bow techniques, tone quality, musicianship, theory, rhythmic/melodic dictation, musical terminology, playing as both a soloist and ensemble member, and basic music history.

Standards of Learning

This course will be instructed with emphasis on the goals and objectives of the Virginia

All students are required to perform in the VBODA Performance Assessment, held March 6-8 at West Potomac High School. In addition, Chamber Orchestra students must also audition for either Northern Virginia Senior Regional Orchestra **OR** VBODA District X Orchestra. Chamber students must also participate in VMEA Solo and Ensemble Festival **OR** SCHS Solo and Ensemble Recital. (FCPS Benchmark 1.c.11 & 1.d.9)

Grading

Grading scale and makeup work policies will follow and adhere to the 'FCPS Grading and Reporting for High School regulations.

Quarter grades are calculated as follows:

Performance (concerts + rehearsals) 40%

This includes bringing materials, arriving on time, wearing the SCHS orchestra uniform appropriately, and participating in and remaining for the duration of the concert.

Participation/Rehearsal Etiquette/Daily Classwork 25%

This includes bringing needed materials, active participation during tuning, rehearsal, theory, enrichment, and pop quizzes both playing and written.

Individual Performance Assessments (IPAs) 35%

This includes all announced tests and long-term projects (reports, critiques, occasional performance reflections, etc.). Tests may be performance-based (live or recorded playing test) or knowledge-based (written exam).

Final Exam

All students will take final exams or other graded culminating assessment activities in all classes. Any final exam given prior to the scheduled date must be approved by the student's sub-school principal through a Pre-Arranged Absence form.

Mastery Learning Policy

Students, at times, may be given the option to retake assessments, both playing and written. This will be stated prior to the assessment being given. If given the opportunity to upgrade an assessment students will receive the higher of the two grades.

*While playing tests may be retaken for a higher grade, concert seating will be based on initial performances and rehearsal consistencies.

*Upgrades/extra credit is not allowed for unexcused missed assignments, concerts, or rehearsals.

Classroom Expectations

Respect all peers, faculty, instruments, and school property.

Bring all materials to each class meeting (See materials below).

Keep food, drink, candy and gum in the cafeteria unless otherwise directed.

Be an active, engaged participant in rehearsals and concerts.

All electronic devices should be off and put away unless notified otherwise by the teacher.

Materials

- Instrument in working condition, bow in good condition
- **A set of new strings** if current strings are in excess of a year old
- Shoulder rest or end pin anchor/rock stop
- Rosin
- Tuner/metronome
- Pencil
- Cleaning cloth
- Music
- 2" three ring binder to hold music, method packets, theory, etc.

Students are required to have the SCHS orchestra uniform before the December 11th concert.

Teacher Support

Students may meet with the teacher during Focus periods and after school on by appointment.

Teacher Contact Info

The director can be e-mailed at lclamons@fcps.edu or phoned at 703.446.1985. Conference times are generally from 7:45-9:00 a.m. by appointment.

**Syllabus Acknowledgement
Parental Signature Form**

We have read and understand the syllabus and course expectations.

Student signature

Parent/Guardian signature

Home Telephone #

Business Telephone #

Parent/Guardian Email Address (PLEASE PRINT)

Best way to contact you during the school day: _____

8/16/30

Dear Orchestra Parents and Students,

On behalf of the Orchestra Booster Club, it is my pleasure to welcome you to the 2014-2015 South County High School Orchestra program! I am so glad that you joined us. One of my duties is to keep you informed about orchestra events, requests, and happenings during this coming school year.

At this time, Ms. Lamons would like everyone to start reading the attached Orchestra Handbook that describes the Orchestra Director's requirements, as well as fun opportunities. Check out this year's calendar of events on page 20, then plan to stop by the Orchestra room (G115) any time on Tuesday, August 26, 5:00-6:45 p.m. to turn in forms and fees. If you can't make it, all forms and fees are due to Ms. Lamons no later than Friday, September 5, 2014. Please make checks payable to SCHS (with student name on the memo line).

FORMS

Every student has to sign the attached Orchestra Agreement and provide the Emergency Care form (http://schorchestra.org/OrchestraFiles/Orchestra_Forms/FCPS%20Emergency%20Care%20Form.pdf)

We will have hard copy blank forms in the orchestra room or you can fill them out prior to Stampede.

FEE

Orchestra student fee is \$35 (\$17.50 for students in Free/Reduced Lunch program).

UNIFORM

Students joining SCHS Orchestra for the first time will need to visit the orchestra room for new uniform measurement on Tuesday, August 26, 5:00-6:30 p.m. The uniform price is \$75 for ladies' Mandolin dress, and \$100 for men's Tuxedo ensemble (\$37.50 and \$50 respectively for students in Free/Reduced Lunch program).

Student fee and uniform payment may be combined in one check payable to SCHS (with student name on memo line).

Students who wish to exchange their uniform for a larger size, please contact me at

██████████

RENTAL INSTRUMENTS

If renting, cello and bass musicians will need two instruments: one for home and one for class. The rental fee is \$46 per year for one cello/bass to use at school, and \$138 per year for two cellos/basses (school and home).

Students in Free/Reduced Lunch program may rent an FCPS instrument for \$20 per year.

All rentals require the exact rental amount on a separate check and the Instrument Rental Contract form (http://schorchestra.org/OrchestraFiles/Orchestra_Forms/instrument20122013.pdf)

VOLUNTEERS

We need many student and parent volunteers throughout the year to make the orchestra program successful. To begin with, we need parent volunteers to help with uniform measurement and other activities at Orchestra's Stampede; even one hour would be helpful and appreciated. Please contact me at ██████████ if you can help at Stampede or would like to chair/co-chair one of our committees (see attached committee list and job descriptions). We lose a number of dedicated volunteers each year when their students graduate, so it is very important for freshman and sophomore parents to step forward now and learn the ropes.

Our first fundraiser, Tag Day, will give us the largest income for the year. Our potential earning is based on the number of orchestra students who participate; the more headcount, the higher our percentage will be when the music department splits up the total monetary collection. With that said, please save Saturday, September 20 to spend time with your orchestra friends; lunch will be provided. We will have more Tag Day information at Stampede.

Thank you and see you on August 26th!

Opa ██████████

President, SCHS Orchestra Booster Club

8/30/2014

Dear families,

Fairfax County School Board has just updated regulation 5922 which recently stated that students on free/reduced-price meal would be asked to pay a portion of any required course fees/materials/uniforms to supplement the full cost of the item. The regulation has been changed to state that students on free/reduced-price meal will not be asked to pay any portion of the stated fees. If you are in the free/reduced-price meal program and can show proof of the county's approved notification, you are not required to pay the \$35 orchestra course fee or the uniform fee.

A Consent to Share Form asking those who have free/reduced-price meal to share their child's name and student ID will be distributed to all students next week. This information will enable the music department to get reimbursed for the fees that we are covering. Please return this form to me only if your child receives free/reduced-price meal.

NOTE: Every student must turn in signed Agreement Form and Emergency Care Form. Blank copies are available in the orchestra room and on the orchestra website <http://schsorchestra.org/forms.html>

Please contact me if you have any questions and I will do my best to clarify to the best of my knowledge (e.g., if this change applies to instrument rental fees). I do apologize for this last minute change which the music department was made aware of yesterday.

Thank you so much for your time and understanding.

Latoya Lamons

Director of South County Orchestras

703-446-1985

lclamons@fcps.edu

www.schsorchestra.org

South County High School Orchestra Booster Club

Job Descriptions

OFFICERS

President: Acts as Orchestra liaison with the PTSO and any Arts Advisory group as may be formed. Oversees financial and operational activities of Committee to assure compliance with the Orchestra Bylaws. Conducts periodic meetings of the Orchestra Booster Committee. Approves expenditures and co-signs checks with Orchestra Treasurer. Prepares annual budget. Sends items for Orchestra website to Webmaster. Maintains current e-mail list of orchestra parents and sends out general communications as requested by Orchestra Director.

Vice President: Fulfills functions of President in her absence and assists President as requested. Processes Student forms and follows up on any missing forms/fees.

Treasurer: Establishes a bank account for the organization and keeps a record of orchestra finances, including student credits from fundraisers. Provides financial reports at Committee meetings. Deposits monies received from Fundraisers. Processes requests for reimbursement of volunteer expenses and other approved expenses. Co-signs checks with Orchestra President. Assists President in preparing Annual Budget. Prepares annual taxes and registration paperwork and remits fees in a timely manner.

Secretary: Takes minutes at Orchestra Committee meetings and forwards to President. Keeps official records of meetings and other Board actions, as well as original copies of Corporation paperwork. Sends Thank You notes and other correspondence as requested.

COMMITTEE CHAIRS

Uniforms: Measures each 9th grade or transfer student for an appropriate orchestra uniform at the beginning of the school year, then orders and distributes those uniforms. Assists in uniform exchanges throughout the year as needed.

Concert Receptions: Decides on food/beverages for receptions and obtains items as needed. Coordinates reception volunteers (set up/serve/clean up).

Concert Support: Decorates auditorium for concert if requested by Orchestra Director. Obtains other items as needed for concert (e.g. flowers, candy, gift certificates, etc.). Coordinates volunteers at concert for crowd control, distribution of programs and collecting forms/fees as needed.

Awards Banquet: Reserves cafeteria if needed. Prepares flyer to provide event details to orchestra families. Obtains information from caterers and places order. Purchases other items for banquet as needed. Coordinates volunteers at event (set up/clean up).

FUNDRAISER CHAIRS

Patron Program: Solicits donations from local businesses where possible. Forwards donations to Treasurer. Provides list of current Patrons to Orchestra Webmaster for the website,

and to Publicity Chair for inclusion in the concert programs. Notifies Orchestra Director of any Patrons who qualify to have a student performance.

Spirit Wear: Works with vendors and Orchestra Director to determine what merchandise should be offered. Places orders with vendors. Coordinates volunteers to sell merchandise at the Stallion Stampede and each concert. Keeps records of Spirit Wear sales and inventory and stores merchandise during school year.

Tag Day: Coordinates drivers for orchestra students to solicit donations in local neighborhoods. Assists with registering participating students and serving food on day of event.

Pie Sale/ Cookie Dough Sale/ Coffee Sale: Prepares letter to parents with instructions. Tallies orders and counts money received to verify amount is accurate. Submits order to vendor. Turns in money and summary spreadsheet to Treasurer. Coordinates volunteers to assist with Pie deliveries on scheduled day. Submits invoice to Treasurer. Provides Treasurer with # of products sold per student so student can get credit.

OTHER KEY VOLUNTEERS

Concert Program: Prepares program for each orchestra concert and sends draft copy to the President and Orchestra Director for review. Sends final copy of each program via e-mail to all advertisers and cc. the President.

Publicity: Sends e-mail notices of orchestra concerts and other events to the editors of neighborhood newsletters. Makes flyers to advertise concerts and posts at local businesses. Puts up signs (made by students) at key intersections. Attempts to set up community performance opportunities for the advanced students (stores, malls, airport, etc).

SRO Auditions (*only when our school hosts this annual event*): Plans and purchases food concession items. Coordinates volunteers on day of event to provide coverage at concession stands and to provide any other help needed by Orchestra Director.

Videographer: Videotapes each concert and provides copy to Orchestra Director. Prepares video montage of Senior Class for last concert (optional).

Volunteer Coordinator: Attends each uniform fitting session and the Stallion Stampede to solicit parents to fill volunteer jobs. Send e-mails as needed to fill remaining vacancies. Make calls in April/May to fill any vacant committee positions for the following year.

Webmaster: Updates Orchestra website as requested by Booster President or Orchestra Director.

Last Updated 8/16/2014