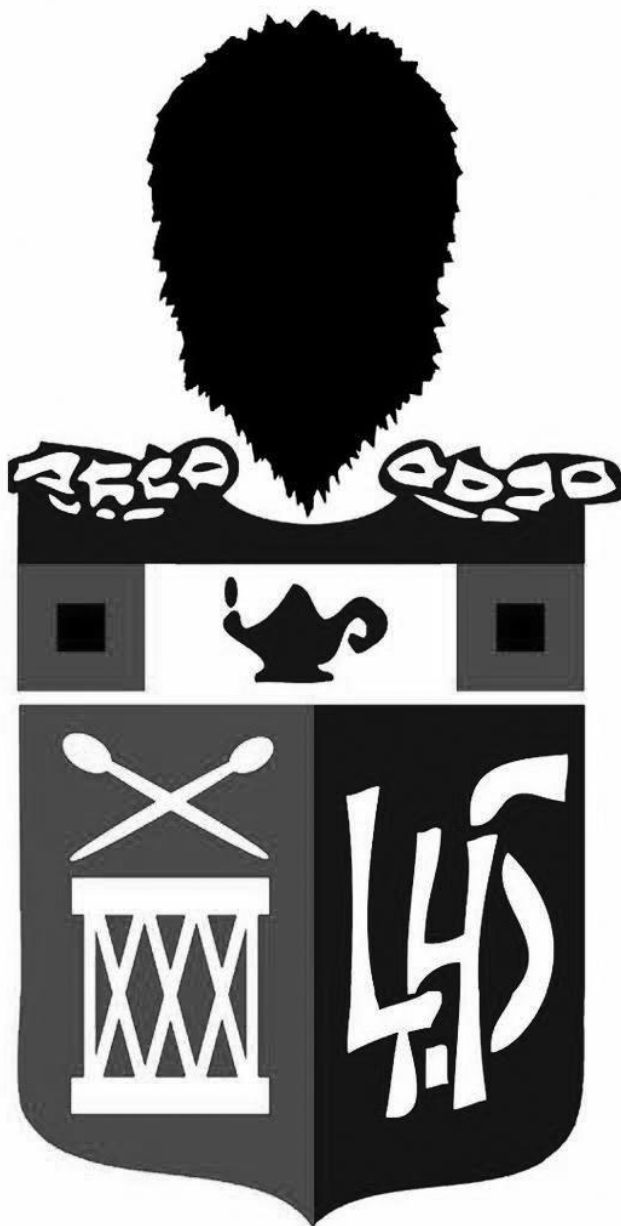


***Liberty Instrumental Music Association***  
***LIBERTY HIGH SCHOOL GRENADIER***  
***BAND & ORCHESTRA PARENTS CLUB***  
**(LHSGB&OPC)**



Parent Handbook

**DOCUMENT CONTROL INFORMATION**

| Version No. | Date     | Description       | Updated by        |
|-------------|----------|-------------------|-------------------|
| 1           | Aug 2017 | Original document | Meg Evans-Gartley |
| 2           | Aug 2022 | General Update    | Jacqui Fortsch    |

## MISSION

- To create and maintain an enthusiastic interest in the activities of the Liberty High School Instrumental Music Program and its associated units.
- To render support, both moral and financial, to the instrumental music program and its associated units.
- To promote fellowship within the Liberty High School Grenadier Band and Orchestra Parents' Club.
- To cooperate with those in charge of the Instrumental Music Department, the administration of Liberty High School and the Bethlehem Area School Board to promote the general activities of the Instrumental Music Department.

## MEMBERSHIP

- The membership of this organization is open to anyone interested in the progress and development of the Instrumental Music Department of Liberty High School. Other persons who actively participate in the Club's activities qualify as members

## CURRENT EXECUTIVE BOARD

- President – Tina Martucci [band-pres@lhsgbopc.org](mailto:band-pres@lhsgbopc.org)
- Vice President of Volunteers – Cory Dailey [band-vp1@lhsgbopc.org](mailto:band-vp1@lhsgbopc.org)
- Vice President of Student Accounts - Jacqui Fortsch [band-vp@lhsgbopc.org](mailto:band-vp@lhsgbopc.org)
- Treasurer – Jeanette Dennis [band-treas@lhsgbopc.org](mailto:band-treas@lhsgbopc.org)
- Secretary – Nikki Giannaras [band-secy@lhsgbopc.org](mailto:band-secy@lhsgbopc.org)
- Band Director – Allen Frank [afrank@basdschools.org](mailto:afrank@basdschools.org)
- Assistant Band Director – William Lennox [wlennox@basdschools.org](mailto:wlennox@basdschools.org)
- The Executive Board is subject to change in accordance with the by-laws of the LHSGB&OPC organization.

## MEETINGS

Meetings are generally held the second Tuesday of each month (7:30PM) from August through May of each school year.

## VOLUNTEERS

An organization supporting a band and orchestra the size of Liberty's can't operate without many volunteers. The LHSGB&OPC is always in need of volunteers to:

- Chair fundraisers
- Chaperone away football games
- Set up and tear down at concerts
- Coordinate volunteers
- Run 3<sup>rd</sup> Quarter food stand during home football games
- Work the Bandstand sales

## FAIRSHARE AND QUOTA

The LHSGB&OPC and Directors determine the quota and Fairshare amounts for the current school year. The amounts for each will be announced by LHSGB&OPC or by the Directors at the beginning of each school year, or as the need arises.

- Fairshare generally refers to the amount each student must pay to participate in Liberty Band or Orchestra and its related activities.
- Quota generally refers to the amount needed to participate in trips and other band activities beyond the scope of the regular Bethlehem Area School District music program. This includes, but is not limited to, trip expenses.
- For students who opt to participate in trips and various other activities beyond the scope of the regular Bethlehem Area School District music program, there is an extra expense.
- The Parents' Club also provides equipment when needs arise that are not covered by the school instrumental budget.
- The fairshare also covers band and orchestra supplies, clinicians, amenities for the students at football games and parades, the Senior Dinner and special events, guests and clinics, and the operation of the LHSGB&OPC itself.
- A student may raise the amount needed for either their fairshare or quota through any of the many fundraising opportunities the LHSGB&OPC has available. Any funds not raised through the offered fundraisers then become the responsibility of the parent(s). A payment schedule is published for each trip to help parents and students budget their fund raising or payments. ***Payment must be made in full by the noted deadlines in order for the student or chaperone to be able to participate in the trip/event.***

## FUNDRAISING

The LHSGB&OPC offers families many opportunities to earn money through various fundraising sales. Each year's fundraising activities are subject to change at the discretion of the LHSGB&OPC Executive Board. Below are the rules and guidelines for fundraising.

- Participation in fundraising activities is optional for LHSGB&OPC families.
- Fundraisers are announced and posted to the band website, with order forms, pricing, expected quota contribution for each item, a start and end date, pick-up date, and other relevant information for the fundraiser.
- Orders for all fundraisers should be placed using the link on the band website. Parents will receive email acknowledgement of their order. Multiple fundraisers may be posted on the website simultaneously, so parents must use the link to the relevant fundraiser to order for that fundraiser.
- Student orders must be placed through the website for students to receive proper quota credit.
- Orders must be picked up during the designated "pickup". Alternate arrangements cannot be made.
- Payment is expected at the fundraiser pick up. If you are picking up for multiple fundraisers, a separate check for each fundraiser is required.

**\*\*If a fundraiser is not picked up during the time frame set, the cost of the product will be deducted from the student's account, in addition to the expected quota contribution NOT being added to the student's account. Parents/students may not change his/her order after the coordinator has placed the order with the vendor. You are expected to pick up and pay for all the products you order.**

## STUDENT QUOTA ACCOUNTS

- Each student has a quota account. All quota (direct payments and fundraising) is credited to this account.
- Account balances will be available for viewing in the Charms software system. Parents will receive an invitation to set up a login to this software system at the beginning of the school year. This is the fastest and easiest way to keep track of your child's quota account.
- Parents are encouraged to keep a copy of all emailed order confirmations, as well as any relevant statements and canceled checks, so that any problems can be resolved as easily as possible.

## PAYMENTS to LHSGB&OPC

### All Payments (Includes Direct payments, payments for fundraisers, etc)

1. Payment is expected either by check or by money order, no cash.
2. All checks and money orders should be made out to: LHSGB&OPC.
3. Be sure to mark "Name of Sale or Quota – student's name" on the memo line.
4. We accept no post-dated checks.
5. For any check returned for insufficient funds, the fee will be the responsibility of the parent and deducted from the student's quota account.

**\*\*Checks should be handed to a parent member of the Executive Board or mailed to:**

**LHSGB&OPC  
PO BOX 226  
BETHLEHEM, PA 18016**

PLEASE FILL OUT CHECKS FOR DIRECT QUOTA OR SALE PAYMENTS AS FOLLOWS:

|  |   |                 |
|--|---|-----------------|
| John & Mary Doe<br>123 Main St.<br>Bethlehem, PA 18018 | Friendly Neighborhood Bank<br>Bethlehem, PA | 1230            |
| Pay to the<br>Order of <u>LHSGB&amp;OPC</u>            |   | \$ <u>63.00</u> |
| <u>Sixty-three and no/100 Dollars</u><br>Dollars       |   |                 |
| Memo <u>Jane Doe – Hoagies</u>                         |   | <u>Mary Doe</u> |

LHSGB&OPC –  
Liberty High School  
Grenadier Band &  
Orchestra Parents'  
Club

Memo – Please write student's name and specify what sale payment is: Hoagie, Flower Sale, Quota, etc.

### Direct Quota payments

- If you wish to add to your student's account outside of fundraising, mail quota payments to:  
LHSGB&OPC  
P. O. Box 226  
Bethlehem, PA 18016
- If paying for siblings, please indicate amount for each account.
- Checks written as direct quota payments are NOT kept for one week like fundraiser sale payment checks.
- On memo line write child's name and QUOTA

### Fundraiser Sale Payments - Other notes:

- For most fundraising sales, payment must be made when the items are picked up.
- There should be separate checks written for each sale, even if those sales occur on the same date. To prevent a shortage in your account, all checks written for fundraiser sales are held for one week to allow the student time to deliver the sales items and receive payment. *This does not apply to direct payments made via check, which are deposited immediately upon receipt.*
- We will accept **ONLY** checks from **YOUR** personal checking account, **NO CHECKS FROM YOUR CUSTOMERS**. **You must collect your payments from your customers and write just ONE check made out to LHSGB&OPC for the sale.**
- **On the memo line please write your child's name and the name of the sale.** If a customer's check is submitted, the parent will be responsible for any additional charges or bank fees.
- Payments can also be made using Paypal - ask the fundraiser coordinator or VP of Student Accounts how this can be done.

### Overpayments

- Fundraisers are made available throughout the school year, and may be used to cover the quota costs required for a student **during that current school year**. For example, if this school year is the 2022-23 school year, the student can fundraise throughout the 2022-23 school year, to cover quota expenses incurred for the 2022-23 school year.
- Fundraised funds CANNOT be used to be reimbursed for quota expenses incurred in prior school years. For example, if the student took a trip in the 2021-22 school year, he/she may not use fundraised funds earned in the 2022-23 school year to be reimbursed for the trip costs from the previous school year.
- If the amount fundraised by the student in the school year exceeds the student's quota obligation for that same school year, the fundraised funds CAN be rolled over in the student's account for use to cover the following school year's quota expenses. Any rolled over funds become non-refundable.
- If an overpayment occurs in the student's quota account, the family is eligible for a refund of any direct payments made towards the student's quota expenses for that school year. These refunds will be calculated by the Executive Board at the end of each school year, and a check will be automatically mailed to the family in the proper amount. This allows the family to continue to fundraise to cover the cost of a trip, even though payments to participate in that trip may have been due prior to additional available fundraising opportunities
- As an example:
  - o A student's quota obligation for the 2021-22 school year was \$150 fairshare, plus \$1500 trip cost, for a total of \$1650. The final trip payment was due Jan 1.
  - o Prior to Jan 1, the student fundraised an amount of \$850, which was applied to the total of \$1650, requiring the parent to make a direct payment of \$800 to meet the Jan 1 deadline of full trip payment.
  - o The student/parent continued to fundraise through the remainder of 2022, and had an additional \$900 deposited in his/her quota account as a result.
  - o At the end of the 2021-22 school year, that family received a check in the amount of \$800, to reimburse them for the direct payment made for that year's trip. The additional \$100, however, is non-refundable and is carried forward to the following year. If the student is a senior, the additional \$100 is either transferred to a sibling or other named student in the program, or donated to the LHSGB&OPC general fund. To transfer to a sibling, there must be no gap in participation.

**(Overpayments - continued)**

- If a student withdraws or is withdrawn from the band/orchestra during the school year, his/her fair share, sale payments, and fundraised funds are nonrefundable. There may also be a nonrefundable cancellation fee for those who have signed up for a trip and cancel out.
- The fair share can be prorated for students joining later in the school year.

**COMMUNICATION**

1. Website: [www.lhsgbopc.org](http://www.lhsgbopc.org)
  - The Liberty High School Grenadier Band and Orchestra Parent Club web site contains: Announcements, information about fundraiser sales and events, calendar of upcoming events, volunteer information and sign up form, feed from the parents' club facebook feed, a photo gallery, links to sites of interest
  - Contributions of links and good quality photos are welcome. JPEG images are preferred, but we can scan your prints if necessary. If you have something you would like to share, contact the web manager at [webmaster@lhsgbopc.org](mailto:webmaster@lhsgbopc.org). Please include **LHSGB&OPC** on your subject line.
2. Email/Text: Email and text communication will be done as needed from the Charms software system. Please be sure to set up your parent account when invited, and sign up to receive these communications.
3. Social Media: facebook ~ **LHS Band and Orchestra Parents Club** twitter ~ **@lhsbandparents**
4. Band App: General updates may be sent out using the Band App

**GENERAL INFORMATION**

**Practices:**

Band camp and practice information will be communicated from the Directors as needed. Please ensure you are signed up for the above-mentioned communication methods to ensure you and your student receive the information.

**Band uniform care & procedures:**

The band uniform is a copy of England's famed Coldstream Guards' musician's uniform. It represents the customs and traditions of one of the most outstanding military bands in the world. Our buttons, belt buckles and real bearskin hats worn by the Colour Guard, Fanfare Trumpets, and other select members are authentic Coldstream Guards issue, direct from England.

1. No alterations will be made to the uniform, unless done by our seamstress.
2. After each performance (and especially after a hot, humid, or rainy football game/parade) allow the uniform to dry and air out. Do not place immediately into garment bag. Keep the uniform wrinkle free by hanging appropriately.
3. Uniforms are dry clean ONLY. The organization sends them out for cleaning at the end of each year. If cleaning is needed in between due to stains or odors, this can be done at student's/parent's expense. Preference is that uniforms are dry cleaned at Shoppers Village Valet on Catasauqua Road.

***(Band uniform care & procedures - continued)***

4. After EVERY performance, ALWAYS take your uniform home with you - NEVER leave it at school.
  
5. DO NOT wear the following:
  - Jeans or pants under your uniform pants. As always, shorts, spandex and thermals are acceptable.
  - Turtle neck or shirt that is exposed at the neck or arms.
  - Ear and nose rings or any visible piercing - for both males and females.
  - Nail polish - for both males and females
  - Baseball caps, etc. When you're not wearing the bearskin, cover your head with a LHSGB-issued BERET!
  
6. It is mandatory that all band members wear the following for all performances in uniform:
  - Black socks - NO blue, brown, or WHITE!
  - Black Shoes – military in style. No sneakers, loafers, or flats.
  - White t-shirt - wear under tunic.
  - White LHSGB-issued gloves (\$5 charge)
  - Bearskin Hats
    - a.) Synthetic Bearskin Hats - Most members are issued a synthetic bearskin. Always take synthetic bearskins home with you.
    - b.) Real Bearskin Hats - Select members of the LHSGB will be issued real bearskin fur hats. If you are issued one, you will be required to attend a maintenance session covering proper care. In the case of a real bearskin, NEVER take it home; ALWAYS leave at school, stored properly in the "Bearskin Room". Failure to do so will result in forfeiture of your real bearskin.

\*\*Periodic "Band Inspections" will be made at Parades/Football Games to ensure adherence to the above guidelines.

Major uniform pieces are provided by the band, are fitted to each student, and are returned at the end of the year for dry cleaning (except the raincoat and beret). Several items for band members must be purchased, some from the band (\*), some from stores (\*\*). Approximate replacement cost for band provided articles is listed.

**BAND UNIFORM**

- Tunic/Jacket (\$400)
- Wings (\$60 a pair)
- Pants (\$150)
- Belt (\$150)
- Bearskin – synthetic (\$50)
- Bearskin – real (\$1000), curb chain (\$100)
- Beret (\$20)
- T-shirt\* (\$15)
- Raincoat (\$75)
- Garment bag (\$30)
- Shoes\*\*
- Gloves\* (\$5)

**BAGPIPE UNIFORM**

- Tunic/Jacket (\$300)
- Wings (\$60 a pair)
- Kilt (\$450)
- Plaid (\$350)
- Broach (\$50)
- Sporran (\$180)
- Glengarry (\$70)
- Feather Bonnet (\$500)
- Hose (\$35)
- Spats (\$25)
- Flashes (\$5)
- Raincoat (\$75)
- Garment bag (\$30)



*(Approximate replacement cost for band provided articles - continued)*

MAJORETTE UNIFORM

Tunic (\$400)  
Skirt (\$150)  
Bearskin – synthetic (\$50), box (\$5)  
Beret (\$20)  
Raincoat (\$75)  
Garment bag (\$30)  
(\$100), Boots\*\*, Pompoms\*\*  
Red bodysuit\*\*, Red Lollies\*\*

HIGHLAND DANCER UNIFORM

Highland Skirt (\$40)  
Vest (\$20)  
Blouse (\$50)  
Glengarry (\$70)  
Flash (\$5)  
Ballet slippers\*\*  
Black knee-highs\*\*  
Red Lollies\*\*

Shoes\*\*

COLOUR GUARD

Tunic/jacket (\$400)  
Pants (\$150)  
Belt (\$150)  
Bearskin – real (\$1000), curb chain  
box (\$5)  
Beret (\$20)  
T-shirt\* (\$15)  
Peak Cap (\$40)  
Sash (\$20)  
Rifle (\$300)  
Flag holder (\$30)  
Raincoat (\$75)  
Garment bag (\$30)  
Gloves\* (\$3)  
Shoes\*\*

ORCHESTRA ATTIRE

There is an official uniform for the Liberty High School Orchestra. Students will be fitted and given uniforms during the fall.

GIRLS – school issued black skirt, black blouse. They are to wear black dress shoes

BOYS – school issued black tuxedo, white tuxedo shirt, black bow tie and cummerbund.  
They are to wear black dress shoes.

EVENTS

**Parades:**

The LHSGB participates in several parades each year.

Locally these may include the Celtic Fest and Bethlehem and Hellertown Halloween parades.

- The students are given a local site and time where they are to report. They are released after the parade from the parade's final destination.
- Parents remember that there could be over 100 cars converging on one spot for the drop off of students. Please plan your travel accordingly.
- If you plan on picking up your child after a local parade, tell him/her where to meet you because there are lots of other people in the area – particularly after the Halloween Parade.

**Football games:**

Students report to the band room at the assigned time, as announced by the Directors. Typically, the football games begin at 7:00 p.m. BUT the pre-game show begins at 6:30 p.m. and the band will perform during that time at all home games. Away games vary.

- The band sits in the reserved section directly under the press box and students (Family and friends of the band members are not allowed in this section).
- The band members are to stay in their section during the game because they play during the game.

*\*\*Refreshments (soda, soft pretzels and hot dogs) are provided for the band members ONLY at a reduced price (\$1 each item) during the third quarter of the game. Water is provided at no cost.*

**PARENT/GUARDIAN CONTACT INFORMATION**

Forms can be turned in during band camp, at the first band parent meeting of the given school year or mailed to:

LHSGB&OPC  
PO BOX 226  
BETHLEHEM, PA 18016

Student Name: \_\_\_\_\_ Student Phone Number: \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_

Instrument: \_\_\_\_\_

Parent/Guardian 1 - name: \_\_\_\_\_ Parent/Guardian 2 - name: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_  
\_\_\_\_\_

Special Skills: \_\_\_\_\_ Special Skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer Interests: \_\_\_\_\_ Volunteer Interests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_