

LHSGB&OPC - Parent Handbook

Liberty Instrumental Music Association

**LIBERTY HIGH SCHOOL GRENADIER
BAND & ORCHESTRA PARENTS CLUB
(LHSGB&OPC)**



Parent Handbook

DOCUMENT CONTROL INFORMATION

Version No. D	Date	Description	Updated by
1	Aug 2017	Original document	Meg Evans-Gartley
2	Aug 2022	General Update	Jacqui Fortsch
3	Aug, 2023	General Update	Cory Dailey
4	Aug, 2024	General Update	Bill Lennox & 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 is defined in the LHSGB&OPC By-Laws, Article III, sections 1 and 2.

CURRENT EXECUTIVE BOARD

- President – Jacqui Fortsch band-pres@lhsgbopc.org
- Vice President of Volunteers – Tracy Luisser band-vp1@lhsgbopc.org
- Vice President of Student Accounts - Steph Cramer band-vp@lhsgbopc.org
- Secretary – Michelle Miller band-secretary@lhsgbopc.org
- Treasurer – Becky Sullivan band-treas@lhsgbopc.org
- Band Director – Allen Frank afrank@basdschools.org
- Assistant Band Director – William Lennox 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 once a month, from August through May of each school year. The days and dates will vary in an attempt to allow all parents and guardians to attend. Meetings are held in the band room, at 7:30 pm, unless otherwise noted. Meeting dates are listed on the calendar on the website, www.lhsgbopc.org and announced through the band app.

VOLUNTEERS

An organization supporting a band and orchestra the size of Liberty's cannot operate without many volunteers**. The LHSGB&OPC is always in need of volunteers - below are just some of the ways you can give your time and talent:

- Chair fundraisers
- Chaperone away football games
- Set up and tear down at concerts
- Help with Bandstand
- Join the Roadies team
- Help at 3rd Quarter food stand during home football games
- Concert concessions
- Webmasters
- By-Laws Committee

** Please note that all volunteers working with or around students **MUST** have their clearances on file **with the school AND with the directors**. Please visit the BASD website to download the volunteer packet that needs to be completed and filed with the school.

FAIRSHARE AND QUOTA

The LHSGB&OPC Board of Directors determines 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 payments are due by October 1st.*

- Fairshare generally refers to the amount each student must pay to participate in Liberty Band or Orchestra and its related activities.
- For the 2024-25 school year, the Fair Share due is as follows:
 - Band members (includes pipers and majorettes): \$150
 - Orchestra only members: \$75
 - Families with multiple students in the program pay \$150 for the first student, and \$75 for each additional student.
- 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. For students who opt to participate in these activities, there is an extra expense beyond the yearly Fair Share amount. That expense will be announced by the LHSGB&OPC or by the Directors, as needed.
- Some of the expenses covered by Fair Share include: band and orchestra supplies; band camp/concert guests and clinicians; amenities for the students at football games and parades; the Senior Dinner and special events; and the operation of the LHSGB&OPC itself. The Parents' Club also provides equipment when needs arise that are not covered by the school instrumental budget.
- A student may raise the amount needed for either their fair share 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 may be published for each trip to help parents and students budget their fund raising or payments.

Payment for all financial obligations must be made in full by the noted deadlines in order for the student/chaperone 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 are placed online 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.
- Orders must be picked up during the designated "pickup. date/time. Alternate arrangements cannot be made.
- Payment is expected at the fundraiser pick up. If you are picking up for multiple fundraisers, a separate check/money order for each fundraiser is required. Please write the student name and fundraiser in the check memo. Cash payments will receive a cash receipt as proof of payment.
- Checks/payment can only be accepted from the parent/guardian/LHSGB&OPC member. We cannot accept checks from individuals who placed order(s) with the parent/guardian. Parent/guardian is expected to provide one check equalling the total amount of individual orders collected for their student(s)
- Fundraising orders not picked up or not paid for at time of pick up will be held until payment is received. Student accounts will not be credited with quota until payment for items is made, and the amount owed for the items ordered will be added to the student's account as a payment required, until payment is received. Parent/guardian is responsible for any damage incurred on items held due to late payment. You are expected to pick up and pay for all products ordered at the designated time.
- Payments received for fundraisers will be deposited into the LHSGB&OPC bank account immediately following the close of the fundraiser. Checks will no longer be held for a period of a week after fundraiser closes.

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 software system selected by the Executive Board (currently Cut Time). 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. Cash payments are given a cash receipt for confirmation of payment.
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. For example - “John Doe - Fair Share.”
4. We do not accept 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 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 123 Main St. Bethlehem, PA 18018	Friendly Neighborhood Bank Bethlehem, PA	1230
Pay to the Order of <u>LHSGB&OPC</u>		\$ <u>63.00</u>
<u>Sixty-three and no/100 Dollars</u> 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 paying for multiple students, please indicate the amount for each account in the check memo or via email to board members.
- On memo line write child’s name and QUOTA

Overpayments

- Fundraisers are made available throughout the school year, and may be used to cover the Fair Share/quota costs required for a student **during that current school year**. For example, if this school year is the 2024-2025 school year, the student can fundraise throughout the 2024-2025 school year, to cover quota expenses incurred for the 2024-2025 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 2022-23 school year, he/she may not use fundraised funds earned in the 2024-2025 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 Fair Share/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 (i.e., the parent/guardian has fundraised MORE than the total Fair Share/quota required for that school year), the family is eligible for a refund of any direct payments made towards the student's 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 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:

- A student's financial obligation for the 2024-2025 school year was \$150 fairshare (due Oct 1) and \$500 for an optional trip (full payment due Dec 1), totaling \$650.
 - Prior to Oct 1, the family fundraised an amount of \$150, which was applied to the Fair Share of \$150 due. To meet the trip obligation, the family paid the full \$500 cost of the trip 'out of pocket' through direct payments made to the travel company.
 - The student/parent continued to fundraise throughout the remainder of 2024-25 school year, earning an additional \$600 deposited in the quota account as a result.
 - At the end of the 2024-25 school year, that family can receive a check in the amount of \$500 to reimburse them for the direct payment(s) made towards the trip obligation of \$500. 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.
- If a student withdraws or is withdrawn from the band/orchestra during the school year, the student's fair share, payments, and fundraised funds are nonrefundable. There may also be a nonrefundable fee related to any trips the student has opted to participate in/signed up for.
 - The fair share can be prorated for students joining later in the school year.

CUT-TIME

Along with the band website and Band App,, fundraisers are announced using CUT-TIME. It is web-based and allows any family member to access their child's financial obligations and Quota balance from any device. CUT-TIME Administrators will keep financial obligations and Quota information and all other pertinent information up to date in the program. Please be sure to login using the link provided in the welcome text/email to access your student's account.

COMMUNICATION

1. Website: www.lhsgbopc.org
 - The Liberty High School Grenadier Band and Orchestra Parent Club web site contains information such as: Announcements, information about fundraiser sales and events, calendar of upcoming events, minutes and financial reports from membership meetings, 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. Please include LHSGB&OPC on your subject line.
2. Email/Text: Email and text communication will be done as needed from the Cut-Time software system. Please be sure to set up your parent account when invited, and sign up to receive these

communications.

3. Social Media:

- Facebook ~ www.facebook.com/TheLibertyHighSchoolGrenadierBand
- Twitter ~ @LHSGB.
- Instagram ~ @lhsgrenadierband.
- 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 issued, direct from England.

- ***No alterations may be made to the uniform, unless done by our quartermasters or seamstress.***
- 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 it immediately into the garment bag. Keep the uniform wrinkle free by hanging appropriately.
- 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/parent/guardian expense. Preference is that uniforms are dry cleaned at Shoppers Village Valet on Catasauqua Road.
- After EVERY performance, ALWAYS take your uniform home with you - NEVER leave it at school.
- **DO NOT** wear the following:
 - Jeans or pants under your uniform pants. 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!
- For all performances in uniform, it is mandatory that all band members wear the following:
 - Black socks - NO blue, brown, or WHITE!
 - Black Shoes – military in style. No sneakers, loafers, or flats.
 - LHSGB-issued t-shirt is to be worn under the tunic.
 - White LHSGB-issued gloves (first pair is included, \$5 charge for additional pairs)
 - Bearskin Hats:
 - **Synthetic Bearskin Hats** - Most members are issued a synthetic bearskin. Always take synthetic bearskins home with you.
 - **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 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/BAGPIPE UNIFORM

*Tunic/Jacket (\$400) ~ *Tunic/Jacket (\$300) ~ *Wings (\$60 a pair) ~ *Trousers (\$150) ~ *Kilt (\$450) ~ *Belt (\$150) ~ *Plaid (\$350) ~ *Bearskin – synthetic (\$50) ~ *Broach (\$50) ~ *Bearskin – real (\$1000) ~ *Curb chain (\$100) ~ *Sporran (\$180) ~ *Beret (\$20) ~ *Glengarry (\$70) ~ *T-shirt (\$25) ~ *Feather Bonnet (\$500) ~ *Raincoat (\$75) ~ *Hose (\$35) ~ *Garment bag (\$30) ~ *Spats (\$25) ~ *White button down dress shirt (\$50) ~ *Black Vest (\$45) ~ *Black Bow Tie (\$25) ~ *Flashes (\$5)

**Shoes

MAJORETTE UNIFORM

**Shoes

*Tunic (\$400)

*Skirt (\$150)

COLOUR GUARD

*Bearskin – synthetic (\$50) ~ *Box (\$5) ~ *Tunic/jacket (\$400) ~ *Beret (\$20) ~ *Pants (\$150) ~ *Raincoat (\$75) ~ *Belt (\$150) ~ *Garment bag (\$30) ~ *Bearskin – real (\$1000) ~ *Curb chain (\$100) ~ *Box (\$5) ~ *Beret (\$20) ~ *T-shirt (\$25) ~ **Boots ~ **Pompoms ~ **Red bodysuit ~ **Red Lollies

HIGHLAND DANCER UNIFORM

*Peak Cap (\$40) ~ *Highland Skirt (\$40) ~ *Sash (\$20) ~ *Vest (\$20) ~ *Rifle (\$300) ~ *Blouse (\$50) ~ *Flag holder (\$30) ~ *Glengarry (\$70) ~ *Raincoat (\$75) ~ *Flash (\$5) ~ *Garment bag (\$30) ~ *Gloves (\$3) **Ballet slippers ~ **Black knee-highs ~ **Shoes ~ **Red Lollies

ORCHESTRA ATTIRE

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

- A school issued black skirt, black blouse with black dress shoes OR black tuxedo, white tuxedo shirt, black bow tie and cummerbund. They are to wear black dress shoes, with black socks.

EVENTS

Parades:

The LHSGB participates in several parades each year.

Locally these may include the Celtic Classic, the Bethlehem and Hellertown Halloween parades, and the Bethlehem Parade of Shamrocks.

- 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.
- 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, please arrange a meeting place with your student that considers the large amounts of people who will be gathered at the parade – 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 (performed at all home games and as specified by the directors) begins at 6:30 p.m. 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 to perform their duties of playing during the game.
- Refreshments (soft pretzel or hot dog, chips, and a bottle of water) will be provided to band members ONLY during the 3rd quarter of the game. For the 2024-25 season, this will be at no charge to the students.

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(s): _____

Parent/Guardian 1 - name:

Parent/Guardian 2 - name:

Mailing Address:

Phone Number: Phone Number:

Email Address: Email Address:

Occupation: Occupation:

Special Skills: Special Skills:

Volunteer Interests: Volunteer Interests:
