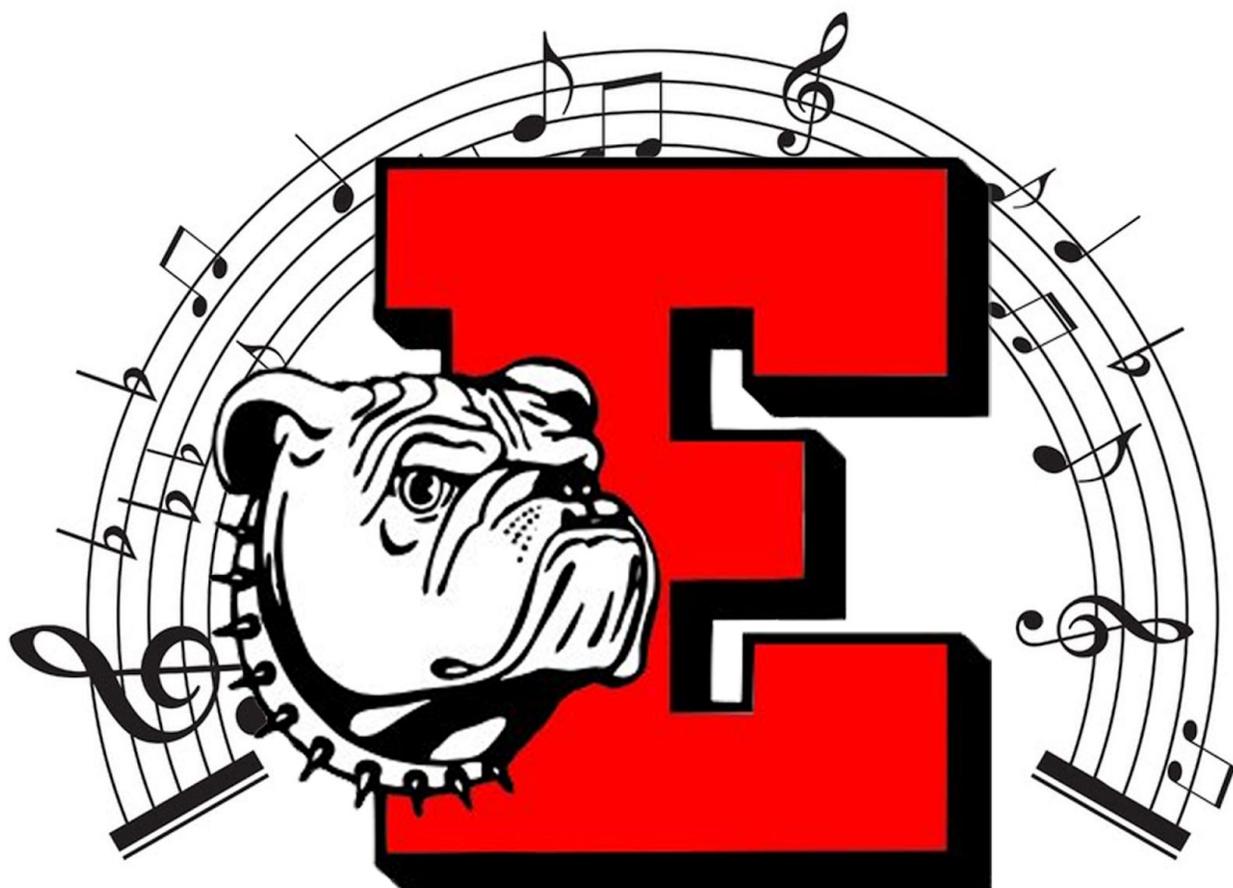


Instrumental Music Association Easton Area High School



2019 - 2020

Parent/ Guardian Handbook

Instrumental Music Association
c/o Easton Area High School
P.O. Box 3535
Easton, PA 18043

Dear Parent/Guardian:

I would like to take this time to welcome you to the EAHS Instrumental Music Program at Easton Area High School. The opportunities offered to your children are endless and the lessons they will learn — both academic and humanistic — are lessons that will last a lifetime. It is my goal to provide your child with a top-tier music education and to create one of the finest music programs in the country. We can do this by working together to best support the needs of every student.

At Easton Area High School, students have the opportunity to be a part of our marching band, three concert bands, two orchestras, a select chamber string ensemble, pit orchestra, two jazz bands, and various small ensembles. I take pride in the offerings available to our students and how much they achieve by working together.

We are strong as a department because of the contributions of every individual - parents/ guardians, teachers, students, and administration. We always want to continue to grow and push our limits, for this is when we will provide our students with the best educational opportunities. Please be willing to share ideas and communicate with me so we can achieve only the very best. It is my wish that you too will enjoy the experience of being a part of your child's education through the Instrumental Music Association (IMA).

Please feel free to contact me at any time, if you have questions about the courses offered or the requirements of each of the ensembles and/or classes.

Sincerely,

Mr. Christopher A. Ballentine
EAHS Instrumental Music Director
ballentinec@eastonsd.org
(610) 250 2481 x 32214

Dear IMA Members:

Welcome to the Instrumental Music Association, referred to as the IMA. The Easton Area High School IMA is open to all parents and guardians of students in the Instrumental Music program. Our sole purpose is to support the music program and all its music groups: Orchestra, Chamber Strings, Marching Band, Concert Band, Jazz Band, Jazz Lab, Pit Orchestra, and Wind Ensemble.

The IMA is a 501(c)(3) organization that supports the school's Instrumental Music program in a variety of ways. Our goal this year is to raise \$250.00 per student to support the various programs and all the students' musical needs. Our fundraising covers expenses essential to maintaining the high quality of the EAHS Instrumental Music program such as:

- Instruments, instrument cases or bags, sheet music, instrument tuning and maintenance, stipends for guest clinicians, band uniforms, concert attire and accessories, and scholarships
- Providing ongoing assistance to the music department for tasks such as fitting and ordering band uniforms, student concert attire, chaperoning competitions and concerts, and coordinating performances
- Organizing events and meetings, keeping families informed of music department activities via email, website, and social media

The Instrumental Music Association plans a full year of activities to support the music program so the students can continue their great traditions. Along with the fundraising, our involvement also includes chaperoning, assisting with the coordination of projects and special events where needed, and many other activities. We invite each of you to join us so we may accomplish these goals together. Your efforts will not only benefit the program, but will also show your child you take pride in them and your belief in the educational value that the EAHS Instrumental Music Program offers.

We look forward to working with each of you and making a positive contribution.

Kind regards,

Regina Gangemi
President - Instrumental Music Association
imapresident2020@gmail.com

**EASTON AREA HIGH SCHOOL
Instrumental Music DEPARTMENT
ORGANIZATION**

Instrumental Director: Mr. Christopher Ballentine

Band and Orchestra positions are either appointed and/or elected by the Director, or consist of peer election. Officers are announced at the annual Instrumental Music Award Banquet, held in early June, for the next school year.

BAND OFFICERS

ORCHESTRA

Drum Major	President
President	Vice President
Vice President	Secretary
Secretary	Treasurer
Treasurer	Historian
Field Captain	Quartermaster
Historian	Librarian
Quartermaster	Public Relations
Librarian	Junior Council
Section Leader	Sophomore Council
Guard Captain	Freshman Council
Junior Council	
Sophomore Council	
Freshman Council	

Instrumental Music ASSOCIATION SPECIAL EVENTS

FOOTBALL GAMES: (Friday or Saturdays, times to be announced)

All marching band members are expected to arrive to Cottingham Stadium at a predetermined time for home games; and at the high school at a predetermined time to be bussed to away games. Full uniforms are worn for games, including hats. Other special instructions are given to the students the day of the game, e.g. raincoats, etc.

COMPETITIONS: (Exact dates, time and place to be announced)

Marching Band participates in 3 to 5 during the Fall. Jazz Ensemble participates in 3 to 4 during March and April. In preparation for competition, we try to motivate the students to have a strong work ethic, team mentality, and positive self-esteem.

PARADES: (Exact dates, time and place to be announced)

Approximately 2-3 community parades scheduled each school year to include the Easton/Phillipsburg Halloween Parade and the Easton Memorial Day Parade. Email and Remind will be used for any alterations to the schedule (rain).

CONCERTS: (Exact dates, time and place to be announced)

- a) Fall Orchestra Concert
- b) Winter Orchestra Concert
- c) Winter Wind Ensemble Concert
- d) Winter Band Concert
- e) Spaghetti Dinner
- f) Jazz Festival (Jazz Band hosts a competition among area jazz ensembles)
- g) Spring Wind Ensemble Concert
- h) Spring Orchestra Concert
- i) Spring Band Concert
- j) Saturday Night Swing
- k) Senior Recital

TRIPS: (To be determined)

The reasons why we travel with our ensembles are as follows:

1. To provide educational opportunities to our students through performance.
2. To bring recognition to our school district and music program.
3. To build a sense of community between the members of our groups.

Instrumental Music AWARDS BANQUET: (End of May/ Early June)

Together with parents/ guardians, family and students, this evening is a special celebration of the year's instrumental achievements. Special awards, medals and honors are distributed.

GRADUATION: (June)

The EAHS Orchestra will perform at this ceremony, held at Stabler Arena.

BAND CAMP

MAIN OBJECTIVE: To learn, rehearse, and execute pregame and halftime field shows and develop a sense of community amongst the ensemble.

Parent/Guardian IMA member volunteer duties include donating refreshments, snacks, and paper products, organizing snacks and dinners, and fitting/ distributing uniforms.

STUDENT RESPONSIBILITIES

Every instrumental student receives a handbook detailing his/her responsibilities to the Instrumental Music program. The student is to bring this handbook home and show it to his/her parent/guardian.

The Easton Area High School Band and Orchestra built their reputation on PRIDE and DEDICATION - a tradition that has been established to continue to bring recognition to our community and school district.

PARENT RESPONSIBILITIES

During the year, our fundraisers/events that are organized will always need some level of parent/ guardian involvement. We strongly encourage everyone to commit to supporting the IMA by fundraising and/ or volunteering. All members are equally responsible to help meet our financial goals which allows us to provide a full musical experience for everyone in the EAHS Instrumental Music Program. Please leave your mark.

What we ask of every parent/ guardian:

- Ensure that your child arrives on time and prepared for all instrumental events and practices.
- Pick your child up on time at the conclusion of all instrumental events.
- Read the IMA Monthly Newsletter, *Marking Time*, and periodically check the IMA Website at www.eahsmusic.org in order to be aware of upcoming events.
- If able, participate in events sponsored by the IMA. Volunteer your time or talents to help the organization grow. A little bit goes a long way to providing our students with the best experience. If you are not able to volunteer, please consider donating snacks or items when needed for various events & fundraisers.
- Help spread the word about our events - your help goes a long way in letting the community know about the positive things our students do!
- Parents are expected to respect the performance event rules as set forth by the director.
- Although the Easton Area School District and the IMA financially support our instrumental groups, there is still a need for some financial support from parents/guardians throughout the year.

CHAPERONE RESPONSIBILITIES

Chaperones are needed for various events throughout the year. They are meant to help assist in ensuring the safety of all students when they are performing at different functions. All chaperones must have their Act 153 clearances.

Chaperone volunteers will be required at the following events as listed below:

FOOTBALL GAMES (Friday & Saturday evenings as announced - home & away)

Home game responsibilities include:

- a) Arrive at the stadium at predetermined time.
- b) Assist in loading/unloading instrument bus.
- c) Attach seat covers to stadium bleachers.
- d) Assist with Pit Equipment and Drum Major Stands.
- e) Assist with ropes to provide a corridor for band on and off the field.
- f) Accompany students to the rest rooms.
- g) Assist the band director as needed.
- h) Remain in stadium seats to protect instruments left behind by students performing or using refreshment stands.

Away game responsibilities include:

- a) Arrive at designated location prior to departure (about 1 hour prior to leaving).
- b) Same duties as in a home football game.
- c) Take accurate attendance on buses each time students load buses (attendance sheets will be provided).

COMPETITIONS: (to be announced)

Chaperone duties are the same as football games, i. e. accompany band to competition site, etc.

PARADES: (to be announced)

Chaperone duties are the same as football games, i. e. flank band during parades.

THE Instrumental Music ASSOCIATION

IMA GENERAL INFORMATION

The IMA's primary objective is to provide our EAHS Instrumental Music Department students with financial support to participate in these musical opportunities through various fundraising activities. The EAHS Instrumental Music Department offers our students various opportunities to participate in some very unique musical programs and special events that would not necessarily be available without the financial assistance and involvement of the IMA organization.

Regularly scheduled monthly meetings are held on the second Tuesday of each month. Meetings typically take place at 7:00 PM in the Easton Area High School cafeteria unless otherwise noted. Parents/Guardians are encouraged to make an earnest attempt to provide their child with the support that they will need to participate in these outstanding musical opportunities.

To meet the objective of financial support for all students, the IMA has an annual fundraising goal of \$75,000. This is met, as stated above, through various fundraising activities and events, which can be found at the end of this packet.

Communication takes place in the following ways: *Marking Time* newsletter, parent/ guardian Remind groups (sent from Mr. Ballentine), IMA email lists through Charms office management, our website (www.eahsmusic.org), and social media platforms (Facebook, Twitter - coming soon!).

IMA PRINCIPLES

The IMA is proud of its many years of service to the EAHS Instrumental Music Department, its Directors, and our students. The following are the five basic principles of our organization:

- Make an individual commitment to the Instrumental Program.**
- Undertake by volunteering on a committee.**
- Solicit on behalf of our Annual Fundraising Activities.**
- Involve yourself in your student's musical development.**
- Come to the Instrumental events.**

IMA MISSION STATEMENT

IMA is a non-profit fundraising organization whose membership consists of parents/guardians of students participating in the EAHS Instrumental Music Program. The main objective of the IMA is to provide organizational and financial support to the EAHS Instrumental Department and its Director by funding special events and purchasing instrumental related items not specifically funded by the EASD.

IMA COMMITTEES

The Instrumental Director and IMA President shall be notified in advance of all committee meetings so that they may attend, if possible. All Committee Chairpersons shall prepare annual reports for presentation at the May meeting.

ALUMNI COMMITTEE: (in the developmental stage)

- Informs alumni of Instrumental Music Department events and encourages Alumni support of the organization

FUNDRAISING

- Coordinates and schedules a calendar of fundraising events during the year.
- Develop yearly fundraising projections.
- Assigns fundraiser chairpersons to each event or committee, as needed.

HOSPITALITY/HELPERS

- Provides refreshments at special events as required, i.e. First Flag Band Festival, Fruit Sorting, Jazz Festival, etc.

NEWSLETTER

- Preparation and distribution of IMA's official monthly newsletter - *Marking Time*. Published on a monthly basis, it is distributed to all Instrumental Music Department Staff and IMA members.
- Each newsletter includes Committee and Special Event updates, Instrumental Fall, Winter, and Spring calendar events, fundraising reports, IMA meeting schedule and comments from the Director, IMA President, and other officers.

MARKETING

- Post events and fundraisers on all the IMA's website and other social media, and place ads.

UNIFORMS

- Supervises the inventory, assignment and repair of instrumental wearing apparel to include marching uniforms during Band Camp, along with concert uniforms for orchestras, jazz band, and wind ensemble.

WEBSITE/ COMMUNICATIONS

- www.eahsmusic.org is the official website of the IMA. This critical communication tool provides updates on instrumental events and committees.

2019/2020 OFFICERS AND RESPONSIBILITIES

President - Regina Gangemi

- Presides over all meetings.
- Supervises the work of other Officers and Committees.
- Represents the IMA at official functions.
- Ensures organizational structure of the IMA.
- Oversees sponsorships on an annual basis.

Vice President - Christopher Fasching

- Collects parent/ guardian surveys for volunteer opportunities and forwards list of volunteers to committee chairpersons.
- Organize pit crew for marching band events.
- Functions as a liaison between Director and Parent Volunteers.
- Schedules facility space as needed for Instrumental Music Association meetings.

Treasurer - Lesley McCadden

- Maintains IMA checking account(s) and remits all approved bills (payables).
- Maintains a general ledger of the organization's financial activities.
- Prepares financial reports to be presented at regularly scheduled monthly meetings.
- Provides financial information to the outside licensed accountant for the preparation of IRS form 990.

Financial Secretary - Jennifer Smith

- Maintains fundraising and deposits receivables into IMA checking account(s).
- Maintains records of events and fundraising reports.

Recording/Communications Coordinator - Jason Alley

- Records and distributes minutes to all regularly scheduled meetings.
- Works with the President to establish an agenda for monthly meetings.
- Records attendance at all General Meetings.
- Correspondence/Thank you notes as needed.
- Composes correspondence relative to monthly IMA meetings.

IMA FUNDRAISERS

Fundraising is the nucleus of IMA's financial success. Each year, we need to meet the IMA financial goal to cover all expenses. Our annual goal is approximately \$75,000. Countless volunteer hours are spent planning, organizing, and overseeing various fundraising activities during the school year to meet those goals. The following is a general outline of ongoing fundraisers. However, they may be replaced during the year subject to the review of their success. If you would like more detailed information, please contact the committee chairpersons listed in the IMA Newsletter and on our website.

BAKE SALES: (year-round at all special events)

- Baked goods donated by members as needed.

CANTEEN:

- Exclusive food concession for all events held at EAHS auditorium. Also supervises food and beverage sales (other than the Bake Sale) at various fundraising events, i.e. Bingo, Craft shows, etc...

CAR WASHES - (Several times a year)

DRIVE 4UR SCHOOL - (Twice a year)

- Potential to raise \$6,000.00 for the students.

FLOWERS: (Fall/Spring)

- Mum - Fall
- Poinsettias & Wreath - November/December
- Assorted Spring Flowers - April

FRUIT SALE - (Fall)

- Citrus fruit direct from Florida, sold by the case.

HOAGIES - (Twice a year)

- Purchase coupons, which may be redeemed for hoagies at a participating local deli.

IMA WEAR/SHOP - (Available all year round)

- Assortment of IMA shirts, sweatshirts/pants, hats and much more.

MARCH A THON - (August)

- Students obtain sponsorships and march 50 laps around band field to raise funds.

RESTAURANT NIGHT - (Restaurant vary)

- Local restaurants will donate a portion of their proceeds, when IMA guest show them a flyer.

SCRIP - (On going)

IMA SPECIAL EVENTS

CRAFT SHOW: (Fall/Spring)

Over 100 crafters assemble in the EAHS cafeteria displaying a wide variety of holiday and spring decorative gift selections. Also includes treasure hunt, refreshments, and bake sale.

Parent/Guardian IMA members volunteer duties to include breaking down the cafeteria the day before the event, assisting crafters with loading and unloading, treasure hunt, and 50/50 ticket sales and general cafeteria clean up.

PURSE BINGO / TRICKY-TRAY: (Spring)

Held in the EAHS cafeteria, designer purses are offered as prizes to winners of bingo. There is also a basket raffle held in the senior cafeteria. 50/50 drawing as well as door prizes. Tickets for drawing sold at the door. Parent/guardian IMA member duties include obtaining corporate sponsors, ticket sales, concessions, and bake sale.

FIRST FLAG OVER THE UNITED COLONIES BAND FESTIVAL: (October)

Hosted by EAHS Marching Band and the IMA at Cottingham Stadium, the First Flag Band Festival is an adjudication of invited marching bands that are judged on a set of standard guidelines set forth by PMEA to include music, marching, and general effect. Judges also award each band one of the four ratings in the above categories: Superior, Excellent, Good & Fair. Family, friends, alumni and the public are invited to attend. Program Book Ads and Patron sales help defray the cost of the program and overhead festival expenses. All students and their parents/guardians are requested to participate in the ad and patron campaign.

Parent/Guardian IMA member volunteer duties to include ticket sales, ticket collection, program sales, candygrams, raffles, hospitality tent, visiting band host/chaperone, parking and gate attendants. Hospitality tent provides complimentary refreshments to the visiting band Chairpersons, directors, staff, and judges. (Varsity E refreshment stands are open to the public).

PALMER TOWNSHIP COMMUNITY WEEKEND: (August weekend)

This four-day event will feature IMA selling Hershey's Ice Cream. Parent/Guardian IMA member volunteer duties assigned by shifts in advance.

SPAGHETTI DINNER: (February)

Held in the EAHS cafeteria in mid-February, parents/ guardians prepare and the students serve a spaghetti dinner. Tickets are sold in advance and at the door. It is a way for our music students give back to the community. Our orchestra ensembles provide dinner entertainment.

JAZZ FESTIVAL: (April)

Held in the EAHS Auditorium in the spring, this event brings together jazz bands from the surrounding area for a night of jazz music and competition. Parents/ Guardians serve the concessions in the high school lobby and also are needed to help supervise each of the visiting bands. Tickets are sold at the door.

SATURDAY NIGHT SWING: (May)

The high school Instrumental Music room is transformed into a small concert venue, complete with music from our high school jazz bands and hors d'oeuvres. Tickets are sold in advance. Parents are needed to help prepare the food during the night.

2019 / 2020 IMA MEETING DATES & TIMES

Tuesday, August 13, 2019	7:00 PM	EAHS Cafeteria
Tuesday, September 10, 2019	7:00 PM	EAHS Cafeteria
Tuesday, October 08, 2019	7:00 PM	EAHS Cafeteria
Tuesday, November 12, 2019	7:00 PM	EAHS Cafeteria
<i>Monday, November 18, 2019</i>	<i>7:00 PM</i>	<i>EAHS Auditorium</i>
<i>* For all students & parents/ guardians going on Florida Trip in December</i>		
Tuesday, December 10, 2019	7:00 PM	EAHS Cafeteria
Tuesday, January 14, 2020	7:00 PM	EAHS Cafeteria
Tuesday, February 11, 2020	7:00 PM	EAHS Cafeteria
Tuesday, March 10, 2020	7:00 PM	EAHS Cafeteria
Tuesday, April 14, 2020	7:00 PM	EAHS Cafeteria
Tuesday, May 19, 2020	7:00 PM	EAHS Cafeteria
<i>* Third Tuesday of the month due to MS concert</i>		
Tuesday, June 9, 2020	7:00 PM	EAHS Cafeteria