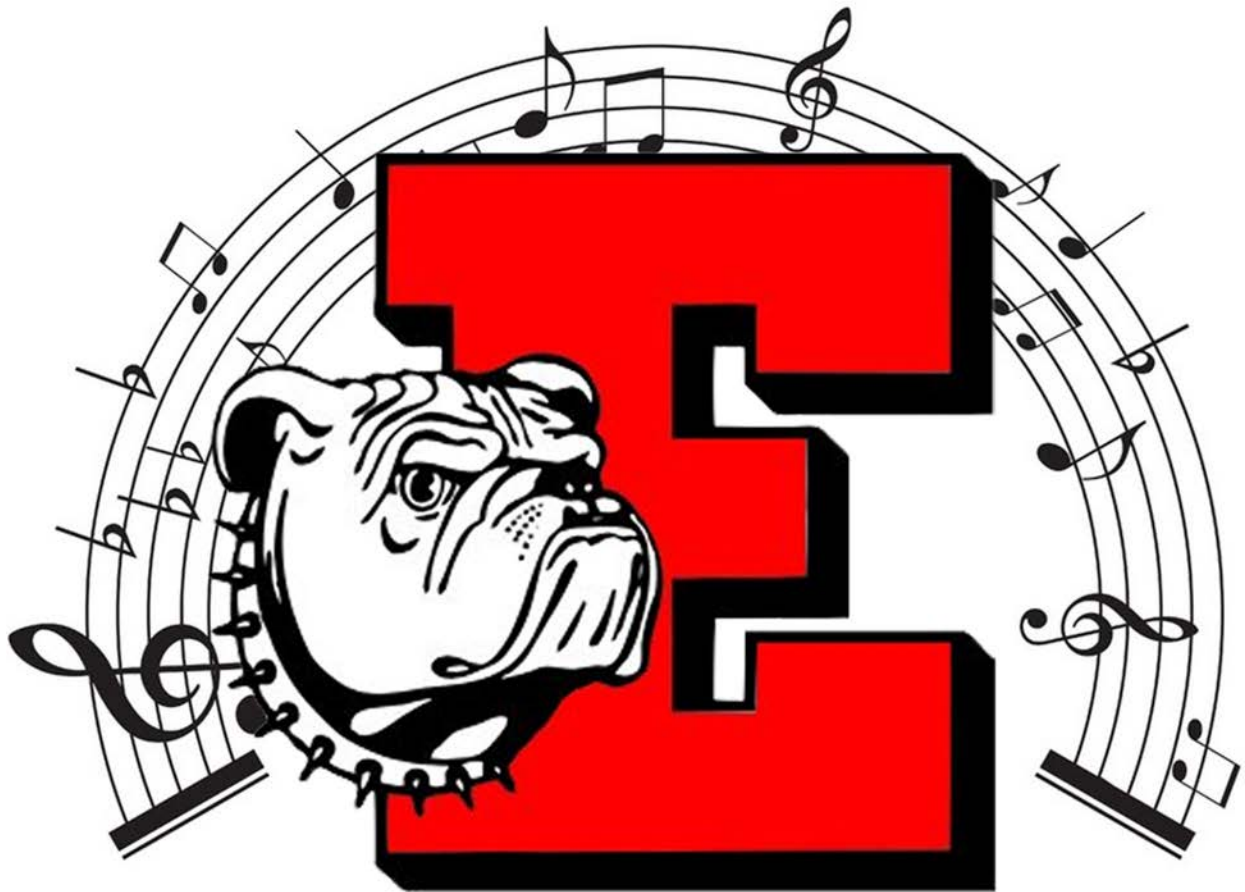


# **Instrumental Music Association Easton Area High School**



**2022 - 2023**

## **Parent/ Guardian Handbook**

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

## **Welcome from Mr. Ballentine**

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](mailto:ballentinec@eastonsd.org)  
(610) 250 2481 x 32214

## **Welcome from the IMA President**

Dear IMA Members:

Welcome to the Instrumental Music Association (IMA). The IMA is open to all parents and guardians of students currently or previously enrolled in the Easton Area High School Instrumental Music Program, and students previously enrolled who are at least 18 years of age. Our sole purpose is to support the Instrumental Music Program and all of its musical groups.

The IMA is a 501(c)(3) organization that supports the Instrumental Music Program in a variety of ways. Our goal this year is to raise \$75,000 (or about \$200.00 per student in the program) to support the various music programs and the students' musical needs. Our fundraising efforts help to cover expenses essential to maintaining such a high-quality music program. Our volunteerism and financial support includes:

- Financial assistance for instruments, instrument cases or bags, sheet music, instrument tuning and maintenance, stipends for guest clinicians, band uniforms, concert attire, and scholarships
- Providing ongoing assistance such as fitting and managing band uniforms, concert attire, chaperoning competitions and concerts, and coordinating performances
- Organizing events and meetings, and keeping families informed of Instrumental Music Program activities by way of emails and newsletters, our website at [eahsmusic.org](http://eahsmusic.org), and our Facebook page, Easton Area High School Instrumental Music Association

The Instrumental Music Association plans a full year of activities to support the Instrumental Music Program so the students can continue their great traditions. As such, we invite each of you to participate in the IMA so together we can support the growth of our students through their participation in our great EAHS Instrumental Music Program. You likely will hear me say this throughout the year, but many hands make for light work, and the success of the IMA relies solely on the efforts of its members. If you would like to provide support of any kind to the IMA, and are uncertain where to begin, please contact me directly.

We look forward to working with each of you.

Sincerely yours,

Jennifer Smith  
President - Instrumental Music Association  
[president@eahsmusic.org](mailto:president@eahsmusic.org)

## **The Instrumental Music Association**

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### **Our Mission**

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.

### **Who is the IMA?**

The Instrumental Music Association (IMA) is a non-profit 501(c)3 organization dedicated to the support of the Instrumental Music Department at Easton Area High School. The IMA general membership consists of all parents/ guardians of students currently enrolled within instrumental music ensembles.

The EAHS Instrumental Music Program 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.

### **Our Roles**

Our primary role is to support the students and director of the Instrumental Music Department. We support this department through volunteerism, chaperoning, financial assistance of items not covered by the EASD, and helping with logistical aspects that come with such a large program.

The more involved one is, the more fun you will have! There are many experiences our students get to participate in during their high school years that are once-in-a-lifetime opportunities. We, as an organization, take pride in seeing our students succeed in all they do. We cannot do it without the support of you and look forward to having your life positively impacted by the Instrumental Music Department.

### **How to Help**

We have all heard the saying that many hands make light work - it is very true! There are so many ways to be involved in the program depending on your schedule!

Some ways that you can help support our students:

- Participating in fundraisers & events - spreading the word is a HUGE help!
- Volunteering at events & functions
- Donating snacks, drinks, etc.
- Chaperoning

Every person brings a unique set of skills to our program - that is what makes us special. Your help will enable us to take the next step forward as a group!

## **The Instrumental Music Association (cont...)**

### **Board of Directors**

The Board of Directors meets monthly during the first week of the month. The board of directors consists of seven parents/ guardians elected to positions for one year. Below is a listing of the 2022 - 2023 board of directors.

Jennifer Smith	President	<a href="mailto:president@eahsmusic.org">president@eahsmusic.org</a>
Doris Lynch	Vice President	<a href="mailto:vp@eahsmusic.org">vp@eahsmusic.org</a>
Lynn Franklin	Financial Manager	<a href="mailto:finman@eahsmusic.org">finman@eahsmusic.org</a>
Kara Howe	Treasurer	<a href="mailto:treasurer@eahsmusic.org">treasurer@eahsmusic.org</a>
Nicole Pierce	Secretary	<a href="mailto:recsec@eahsmusic.org">recsec@eahsmusic.org</a>
Rhonda Gillespie	Publicity Coordinator	<a href="mailto:publicity@eahsmusic.org">publicity@eahsmusic.org</a>
Kathy Raub	Fundraising Coordinator	<a href="mailto:fundraising@eahsmusic.org">fundraising@eahsmusic.org</a>

### **General Membership Meetings**

The IMA General Membership meets on the second Tuesday of each month. These meetings are typically held in the EAHS cafeteria unless otherwise noted. All parents/ guardians of current students in the Instrumental Music Program are encouraged and welcome to attend.

## **Communication**

### **Methods**

Communication is vital to our success. In order to promote transparency and multiple means of communication, the following methods are used to communicate with all instrumental families:

- Website ([www.eahsmusic.org/](http://www.eahsmusic.org/))
- Band App
- Charms Email Lists (Easton Area HS Music)
- Facebook (@ Easton Area High School Instrumental Music)

All families are encouraged to receive all forms of communication to be sure they are up to date with what is going on in the program. If you are not currently receiving emails or on the band app, please contact Mr. Ballentine at [ballentinec@eastonsd.org](mailto:ballentinec@eastonsd.org).

## **Schedule**

### **Instrumental Music Functions**

A complete listing of all events and rehearsals can be found online at [www.eahsmusic.org/](http://www.eahsmusic.org/) or via the band app calendar function. If you have any questions regarding the calendar, please contact Mr. Ballentine at [ballentinec@eastonsd.org](mailto:ballentinec@eastonsd.org).

Listed below are the dates of all concerts for the 2022 - 2023 school year:

Fall Orchestra Concert	Wednesday, November 09	7:00 p.m. - EAHS Auditorium
Winter Wind Ensemble Concert	Saturday, December 10	7:00 p.m. - EAHS Auditorium
Christmas...and all that Jazz	Saturday, December 17	7:00 p.m. - EAHS Inst. Room
Winter Orchestra Concert	Monday, December 19	7:00 p.m. - EAHS Auditorium
Winter Band Concert	Friday, January 20	7:00 p.m. - EAHS Auditorium
Orchestra Mardi Gras	Saturday, February 25	6:00 p.m. - EAHS Cafeteria
Small Ensembles Concert	Wednesday, May 03	7:00 p.m. - EAHS Auditorium
Spring Band Concert	Friday, May 12	7:00 p.m. - EAHS Inst. Room
Saturday Night Swing	Saturday, May 13	7:00 p.m. - EAHS Auditorium
Senior Recital	Wednesday, May 17	7:00 p.m. - EAHS Auditorium
Spring Orchestra Concert	Friday, May 19	7:00 p.m. - EAHS Auditorium
Jazz Band Germany Trip	May 21 - 28, 2023	Flensburg, Germany

### **IMA Fundraisers & Functions**

A complete listing of all IMA events can also be found online at [www.eahsmusic.org/](http://www.eahsmusic.org/) or via the band app calendar. Provided below is a listing of some of the larger IMA events that occur throughout the year.

First Flag Band Festival	Saturday, September 24	6:30 p.m. - Cottingham Stadium
Fall Craft Show	Saturday, November 12	9:00 a.m. - EAHS Cafeteria
Spring Craft Show	Saturday, March 25	9:00 a.m. - EAHS Cafeteria
Basket Bingo	Sunday, May 07	12:00 p.m. - EAHS Cafeteria
Instrumental Music Banquet	Sunday, June 04	4:00 p.m. - The Palace Center

## **Uniforms**

Every ensemble has a specific uniform that is to be worn by all members. The uniform allows the focus to be on the group and provides a professional appearance for all our events. Please see the information below regarding the uniform components for each ensemble.

All students are fitted into uniforms the summer prior to the start of the school year. The 2022 - 2023 uniform coordinators are Mrs. Niosi & Mrs. Crawford. Both can be reached at [uniforms@eahsmusic.org](mailto:uniforms@eahsmusic.org). Students are expected to keep proper care of uniform components and treat them with pride and respect.

### **Marching & Concert Band**

- Instrumentalist
  - Red Band Jacket
  - Black Pants (football games); White Pants (parades, competitions, concerts)
  - White Band Shoes
  - Black Aussie Hat (beret for sousaphones)
  - White Gloves (no percussion)
  - Raincoat
  - 2022 EAHS Band T Shirt
  - Long Black or White Socks (dependent upon the pants to be worn)
  - Garment Bag
- Flag & Majorette
  - Silver Sequin Top (majorette)/ Silver Sequin Tunic (flag)
  - Black Pants/ Leggings
  - Black shoes
  - Raincoat
  - Garment Bag
- Honor Guard
  - White Band Jacket
  - White Pants
  - White Band Shoes
  - White Socks
  - White Gloves
  - 2022 EAHS Band T Shirt
  - Raincoat
  - Garment Bag
- Drum Major
  - White Band Jacket
  - White Pants
  - White Band Shoes
  - White Socks
  - White Aussie Hat
  - White Socks
  - White Gloves
  - 2022 EAHS Band T Shirt
  - Raincoat
  - Garment Bag

## **Uniforms (cont...)**

Students in orchestra, jazz ensemble, and wind ensemble are fitted for uniforms at the start of the school year. The 2022 - 2023 uniform coordinator is Mrs. Carrie Stein. She can be reached at [orch-uniforms@eahsmusic.org](mailto:orch-uniforms@eahsmusic.org). All uniforms are kept at the school with the exception of students in chamber strings or jazz ensemble. Students are expected to keep proper care of uniform components and treat them with pride and respect.

### **Orchestra/ Jazz/ Wind Ensemble**

- Tuxedos
  - Tuxedo Jacket
  - Tuxedo Shirt
  - Black Tuxedo Pants
  - Suspenders
  - Studs
  - Long Black Socks
  - Black Tuxedo Shoes
- Gowns
  - Long Black Gown
  - Black High Heels

All students will pay a uniform fee at the start of the school year to cover uniform-related costs. This fee is approximately \$40. Students who may have a financial difficulty should contact Mr. Ballentine directly.

## **Volunteers**

The success of the IMA rests upon its members. Volunteering is crucial to the success of our organization and helps to enhance the Instrumental Music Program. Opportunities for volunteers are sent out on a weekly basis via the IMA newsletter.

An interest form is sent out each summer. This form is meant to gauge the interest of families within the program and what individuals may be interested in helping with throughout the year. All volunteers are coordinated by the IMA vice president. For the 2022 - 2023 school year, the vice president is Mrs. Doris Lynch. She can be reached at [vp@eahsmusic.org](mailto:vp@eahsmusic.org).

### **Clearances**

All volunteers must have the necessary clearances on file with the Easton Area School District prior to volunteering. Instructions on how to obtain these clearances can be found at [www.eahsmusic.org/](http://www.eahsmusic.org/).



## **Volunteers (cont...)**

### **Chaperones - Marching Band**

A general listing of chaperone responsibilities can be found below for marching band events. Chaperones are meant to look out for the best interest of the group and support the decisions being made by the director at all times.

#### Home Football Games

- Arrival at stadium at predetermined time
- Assist in loading/ unloading the instrument bus
- Assist with pit equipment & drum major stands
- Assist with ropes to provide a corridor for the band on and off the field
- Accompany students to rest rooms
- Distribute water & snacks
- Assist band director as needed

#### Away Football Games & Events

- Arrive at designated location 1 hour prior to departure (typically EAHS)
- Take accurate attendance on buses each time students load
- Same duties as home football game

### **Uniforms**

Volunteers help with fitting students for all uniform components. This is coordinated by the uniform chairpersons. While sewing experience is helpful, it is not required.

### **Fundraising & Event Assistance**

Every fundraiser is coordinated by a specific chairperson. Volunteer opportunities are sent out by the chairperson prior to the event looking for volunteers or donations of items. Please check the IMA weekly newsletter for opportunities to help.

Examples of events where volunteers are needed include:

- Flower Sales (fall & spring)
- First Flag Band Festival (fall)
- Fruit Sale & Sorting (fall)
- Craft Shows (fall & spring)
- Spaghetti Dinner
- Jazz Festival & Events (year-round)
- Bingo (spring)
- Palmer Days (summer)
- Car Washes (summer)

## **2022 - 2023 IMA Officers & Responsibilities**

### **President - *Jennifer Smith***

- Presides over all meetings.
- Supervises the work of other Officers and Committees.
- Represents the IMA at official functions.
- Ensures organizational structure of the IMA.

### **Vice President - *Doris Lynch***

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

### **Financial Manager - *Lynn Franklin***

- 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.

### **Treasurer - *Kara Howe***

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

### **Recording/Communications Coordinator - *Nicole Pierce***

- 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.

### **Publicity Coordinator - *Rhonda Gillespie***

- Coordinates all marketing efforts for the IMA.
- Maintains & updates social media accounts.
- Publicizes events & achievements related to the students.

### **Fundraising Coordinator - *Kathy Raub***

- Organizes all fundraisers on behalf of the IMA.
- Coordinates with specific chairpersons to ensure all events are successful.
- Maintains a database of all fundraising information.
- Collects financial reports from each fundraiser and passes along to Financial Manager for review.