



Musical Notes

Handsworth Band and Strings

April 2014



Please read the following newsletter to keep you well informed of concert dates, fundraising opportunities, and any information pertaining to the band and strings programs.

<http://www4.nvsa44.bc.ca/school/handsworth/ProgramsServices/departments/music/musicnews/Pages/default.aspx>



Inside Newsletter:

- **HMPA Volunteers needed**
- **Bottle drive**
- **Uniforms**
- **Concert dates**





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Interested in Volunteering for HMPA?

Since people have asked, here is a listing of all of the current HMPA volunteer categories (25+) along with their general descriptions. Vacant positions are top of the list but if you are interested in any position, please let us know since some people would be willing to change from their current volunteer position.

HMPA Chair / CoChairs (1-2 people): *Vacant as of June 2014*

The job of chair involves running the meetings (5-6/school year + AGM), organizing and overseeing all that HMPA does. Meets with music teachers and school administration as needed. *Calls, leads and therefore attends all HMPA meetings.*

HPAC Liaison (1 person): *Vacant as of June 2014*

Attend and represent the Music Program at HPAC meetings. Keep HPAC informed of finances and upcoming events of the Music Program. Keep HMPA informed of HPAC plans. Help write and submit HMPA financial requests to HPAC for the annual HPAC budget (June/Sept). *Your participation in HMPA meetings (approx 5/year) AND HPAC meetings (approx 8/yr) is expected.*

Stage Manager(s) (2 or more people): *Vacant NEEDS TO BE FILLED NOW for Finale Concerts*

Work with Mr. Woodward and Mr. Kabok to determine seating needs and layout for the music groups at each concert. Help organize student set up after school before each concert. Rearrange seating and stands as needed throughout the concert performance. Help organize student/parent cleanup after concerts. This work can be shared by several individuals and divided as they choose by level: Jr/Int/Sr or music: String/Concert/Jazz or other BUT at least one manager must attend each concert: Prelude Series(3), Zone Concerts (2), Sweet Music, Wonderful Winds, Strings Extravaganza, Just Jazz (2), and Finale (3). *The people doing this job do not need to attend HMPA meetings although are always welcome and it would provide advance opportunity to discuss concert needs.*

Uniform Coordinator (2 people): *One vacancy as of June 2014. help needed for Finale Concerts*

Responsible for distributing, recording and collecting uniforms for all music groups. Maintain uniform inventory, order new pieces as required. Arrange for uniform cleaning or dry cleaning at the end of each year. Arrange student billing / withholding of report card for lost articles. In September instruct students on the uniform completion requirements. While most of the work is in October and June, there is some work that continues throughout the year, especially at concerts providing uniform loans. Approximate time commitment: 40 hours per year. Good job for two to work on together, preferably one each from band, strings. Some day-time work is required. *Your participation in HMPA meetings would be encouraged.*





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Sweet Music Coordinator (1 person): *Vacant*

Work with HMPA to decide scope of concert and activities for fundraiser.

Work with:

- Volunteer Coordinator for staffing event,
- Display Coordinator for in-school advertising,
- Media Coordinator for North Shore News ad
- Music Notes newsletter to inform parents and ask for volunteers

As the Sweet Music Coordinator, your job is to oversee overall organization of our biggest fundraising concert of the year. This will include preplanning with the HMPA, finding volunteers as you determine are needed for specific tasks (ie setup, cleanup, décor, bake sale, fundraiser) then organizing and communicating with other HMPA parents. You will also be responsible for requesting bake sale donations, timing of delivery, pricing and setup of bake sale tables. In prior years, a silent auction was held and if you wish you could add that back or suggest a new fundraising activity.

Sweet Music is our biggest concert of the year, and every music group (band, jazz, strings) performs.

The person doing this job should participate in fall HMPA meetings leading up to the event. After that, you do not need to attend meetings (but of course are always welcome!)

Display Cases Coordinator (1 person): *Vacant as of June 2014*

Look after putting new displays in the two music display cases. Obtain photos from photographers after an event, then display in case. Ideally this should happen within a week after the concert, and 12 - 24 photos is good, depending on how many concerts are happening in a short time frame, and what else is going on. If there are no events for a while - do something else musical in the cases!

It is nice if the person doing this job can participate in the monthly HMPA meetings as then you have a better idea of what is happening.

Concert Supervisors (1 or more people): *Vacant*

One or two parents needed to supervise students when they are not on stage – keep them quiet, together with their group, in their assigned seating area, without cellphones, etc. Fathers are encouraged to take on this role.

Your participation in HMPA meetings is voluntary.

Magazine Fundraiser Coordinator (1 person): *Vacant*

Liaise with QSP Magazines. Campaign happens during month of October. Distribute advertising material to all students via in-class handouts, email and website. Collect any in-class orders and complete as necessary (most ordering is done online). Determine any award prizes and arrange distribution to students. Determine amounts that are distributed to individual student trip accounts and inform HMPA.

Your participation in HMPA meetings in the fall is helpful to provide updates but this could be done by email.





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Trip Payments (2person – 1 each Strings & Band): *Vacant as of June 2014*

Obtain payments from the collection box and submit them to the school office. Follow up with teacher about students/parents who are missing payments. Collect all information sheets (Informed Consent, Medical, Student Awareness, signed Field Trip form and other papers as necessary) and track with spreadsheet. Multiple collection dates per year depending on number of trips. Requires occasional attendance during school hours to pick up cheques and submit forms to office.

Your participation in HMPA meetings is voluntary.

MusicWare Sales (1person): *Vacant*

Sell HMPA musicware (clothing, water bottles, etc) at Prelude and Sweet Music Concerts. Organize Trip t-shirt design, printing and sales to students as needed.

Your participation in HMPA meetings is voluntary.

Volunteer Coordinator (1person): *Vacant*

Get signups for General Volunteers and Sweet Music Volunteers at the Prelude concerts, make up the master list, make sure there are enough volunteers for each concert (look after who is doing what, when, where). After the signups at Prelude Concerts this job can be done mainly by email.

Post all upcoming vacant positions in Spring Newsletter and present a sign up board at Finale Concerts.

This person needs to participate in the HMPA meetings, as then you know what is going on.

Bottle Drive Coordinator(s) (1-2 people):

It's all been done before, so it's a straightforward job to take over. You need to set the drive dates (2 per year, usually right after Thanksgiving and right after Easter), contact recycler, arrange food/drink donations, book Auto & Wood Shops, prepare advertising, coordinate flyer delivery with students prior to the event, and coordinate all activities onsite on the day of the drive. Best handled as a team project, but one person could coordinate this project if motivated! This position requires some prep time 4-6 weeks in advance of each event, the two Saturdays per year with a day each of prep and follow up time, plus classroom visits to talk to students about flyer delivery. All other work can be done by telephone/internet.

Since this is our biggest fundraiser (\$7,000+ annually), your participation in HMPA meetings is expected. All documentation for advertising, scheduling, and logistics is on file.

Purdy's Christmas Fundraiser Coordinator (1 person):

Liaise with Purdy's Chocolates. Campaign happens during month of November. Distribute advertising material to all students via in class handouts, email and website. Set up online ordering. Receive order and distribute to buyers (usually at Sweet Music concert). Determine amounts that are distributed to individual student trip accounts and inform HMPA.

Your participation in HMPA meetings in the fall is helpful to provide updates but this could be done by email.





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Instrument Rentals (1 person):

Work with Music teachers and school administration to rent out school instruments to music students. Track and record instruments, payments, returns and report repairs needed.

Your participation in HMPA meetings in the fall is helpful to provide updates but this could be done by email.

Media Liaison (1 person):

Obtain upcoming event plans from teachers or HMPA chair and bring events to the attention of local media (NS News). Organize photo advertisements in advance of the Bottle Drives and the Sweet Music Concert.

Since this job can be done entirely by email your participation in HMPA meetings is voluntary.

Music Notes Newsletter Editor (1 person):

Set dates for newsletters, gather information from Teachers and other HMPA members. Prepare draft newsletter and forward to HMPA and School Administration for review and edits. Prepare final newsletter and ask Mr. Woodward and Mr. Kabok to distribute via email. Have Website liaison post to web page.

There are typically five newsletters sent out per school year. Newsletter is prepared in Microsoft Word (but other software can also be used).

This person ideally should participate in HMPA meetings.

Photographer (2 persons – 1 each Strings & Band):

Take digital photographs at all performances of all music groups. Deliver selection of photographs to Display Coordinator after an event (in a timely fashion) so that they can be printed and displayed. Coordinate with other parent volunteer photographers so that all events are covered. This position does not require much time outside concert attendance.

The people doing this job do not need to participate in HMPA meetings. (but of course are always welcome!)

Poster Creation (1 person):

Fun job for anyone with creative abilities! Design and arrange for printing of approx 40 copies of posters to advertise various concerts during the school year, including but not limited to:

- Prelude in October
- Sweet Music in December
- Wonderful Winds in Feb/March
- Strings Extravaganza in Feb/March
- Finale in May

Give posters to HMPA distribution volunteer.

The person doing this job does not need to participate in HMPA meetings (but of course are always welcome!)





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Poster Distribution (1person):

Easy job putting up posters to advertise concerts.

One to two weeks prior to concerts you will pick up posters in the music room.

Display them around our school, feeder elementary schools, Edgemont Village businesses and any other appropriate places (grocery stores, senior's centres).

The person doing this job does not need to participate in HMPA meetings (but of course are always welcome!)

Program Editor (1person):

Program Editor edits the concert programs for Mr. Woodward and Mr. Kabok. At the beginning of year update the WORD template with the new and returning students. Before each concert edit the program information with the new music lineup and any other information from HMPA.

This person ideally should participate in HMPA meetings.

Refreshments (2 people):

Set up and manage refreshments table during concerts: Prelude Series (3), Sweet Music, Wonderful Winds and Finale (3). Make sure proper supplies are available and if not, shop as required (ie: coffee, tea, cups, condiments, etc). Arrange parent donations of baked goods. Arrange for a \$ float and subtract all your expenses. Provide HMPA with remaining profits. All supplies can be stored at the school and unpacked as needed. Cleanup as required and return supplies to storage.

Your participation in HMPA meetings is helpful.

School Website Liaison (1person):

Liaise with the school administrator in charge of the school website to create and maintain Music Program pages on the main Handsworth Website.

Your participation in HMPA meetings would be encouraged although this position could be completed by email.

Secretary (1person):

Attend all HMPA meetings. Record minutes and distribute to HMPA in timely manner. Send web version of minutes to Website Liaison to keep website current. Help Chairperson with meetings as necessary.

Your participation in HMPA meetings is expected.

Sponsorship (1person):

As needed and determined by HMPA, contact local business for sponsorship or donations.

Your participation in HMPA meetings would be encouraged although this position could be completed by email.

Student Accounts (1person):

Record and track student earnings and expenditures. Keep an up to date spreadsheet available for HMPA and students to access. Work with Treasurer.

Your participation in HMPA meetings would be encouraged although this position could be completed by email.





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Ticket Seller/Door Person (1 or more people):

Set up Door table for each concert held. Fold programs for distribution. Receive entry donations or sell tickets as needed. Hold all cash receipts for Treasurer or Chairperson.

Need to be available for all concerts from 45minutes before concert until last intermission.

Your participation in HMPA meetings is voluntary.

Treasurer (1 person):

Records all financial transactions for HMPA and reports at every meeting. Prepares budget to present to AGM. Monitors budget throughout the year. Reconciles bank. Writes cheques. Liaise with teachers, school administration, HPAC, and other HMPA members as needed.

Your participation in HMPA meetings is expected.





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BOTTLE DRIVE – Saturday, May 3rd, 2014



8am – 9am Setup

9am – 2pm Route Pickups

10am – 5pm* Sort/Count/Clean-up

**Finishing time varies. The more hands we have, the faster we're done!*

Mark your calendars; Bottle Drive Day is coming up fast!



Every music student is expected to participate in the Bottle Drive for a minimum of two hours. We hope to have at least one parent or guardian from each family helping, too. Thanks again for your support!

Students...What you can do:

- 1) Sign up for flyer routes. Once you receive your flyer packages, please make sure you deliver them before the end of Easter weekend (April 21st).
- 2) Show up for some fun, treats, and a delicious lunch on the 3rd! You can show up at any time between 8:00 a.m. and 3:00 p.m., and you can come in two different shifts if that works better for you.

Parents...What you can do:

- 1) Drive some routes. We need you between 9:00 and 2:00, *especially* if you have a large car, van, pickup or trailer! Please note that you need to have completed and filed the Driver Application Form with the office if you wish to drive with any students other than your own child while picking up bottles.
- 2) Sorting, counting, bagging. In October we sorted about 40,000 bottles and cans!
- 3) Help with food pickup, setup, service and cleaning up.

If you have any questions about the Bottle Drives please contact us at handsworthbottledrive@gmail.com.

Thanks for helping and see you on Bottle Drive Day!

Bottle Drive Coordinators: Lisa Cartwright and Alison Tucker

HMPA (Handsworth Music Parents Association) raises funds to pay for the enhanced parts of our music program that are not covered by the school district.

Money raised is used for instrument purchases, repairs, uniforms and sectional musicians.

A major source of our fundraising is Bottle Drives.





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UNIFORMS



Dear Parents/Students,

As you are probably aware, band and strings uniforms are quite expensive. Some of the uniforms are almost impossible to replace. The Music Department usually purchases uniforms that are either a final sale or are being discontinued.

This is why it is imperative that uniforms are returned at the end of the school year

In the past, we have often had a difficult time getting students to return the uniforms. We always try to do it in one concert - usually the year end concert at Highlands Church. Having all the students together in one place makes it the best opportunity for us to do this. However, in the past, we have found that a large number of students either leave this concert early or don't hand in their uniforms, or they just forget.

NEW POLICY:

Uniforms not returned by June 13th 2014 will cause the students report card to be held at the office until either the correct uniform is returned or a uniform replacement fee is paid.

This may sound unfair or harsh, but when students don't return their uniforms by this date, it leaves those in charge of uniforms having to personally track down students and make a time to get their uniforms. Also, all uniforms are dry cleaned at the end of each year. If we have a number of uniforms coming in late, then these must be done separately, thus losing the bulk price discount. We really appreciate students handing in their uniforms at the year-end concert. This may take a bit of time, but it is easier than having to meet students at lunch or after school.

We also ask that you:

- DO NOT RETURN THE UNIFORMS TO THE MUSIC OFFICE AND JUST LEAVE THEM. PLEASE PIN YOUR NAME ONTO THE UNIFORM.
- RETURN THE UNIFORM YOU WERE GIVEN AT THE BEGINNING OF THE YEAR.

This way, we can accurately record that your uniform has been returned and you will be able to get your report card. If you hand in a uniform with a different number than the original it will be counted as a uniform not returned.

REMEMBER: IF THE UNIFORM IS NOT RETURNED BY JUNE 13, YOU WILL NOT BE ABLE TO GET YOUR REPORT CARD!

Sincerely,
The Music Department





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CONCERT DATES:

- | | |
|-------------|---|
| April 10-13 | BC Interior Jazz Festival @ Kelowna
<i>Jr. Blue Jazz and Sr. Jazz</i> |
| April 23 | Handsworth Zone Band Concert @ Handsworth – 7:30
<i>Canyon Heights, Cleveland, Highlands, Montroyal, Handsworth Sr. Winds and Jr. Blue Jazz</i> |
| April 24-27 | Canadian Rocky Mountain Music Festival @ Banff
<i>Int. concert and Jazz bands and Jr. Gold Band</i> |
| May 3 | Music Parents Bottle Drive @ Handsworth – 9:00 am to 4:00pm |
| May 26 | Int. Finale Music Concert @ Highlands United Church - 7:30
<i>Int. Concert and Jazz bands and Jr. Gold Band and Concerti Strings</i> |
| May 27 | Jr. Finale Music Concert @ Highlands Church – 7:30
<i>Jr. Blue and Jr. gold Convert bands, Jr. Blue Jazz Band, and Tocatti Strings</i> |
| May 28 | Sr. Finale Music concert highlands church – 7:30
<i>Sr. Winds. Sr. Jazz Band and Combo, and Chamber Strings</i> |
| June 5 | Handsworth Zone Strings Ice Cream Concert @ Cleveland River Regional River Park – 7:00 |
| June TBA | Strings at Handsworth Grad Ceremonies @ Orpheum Theatre |
| June TBA | Sr. Jazz at Vancouver International Jazz festival. |

