**The Complete Guide**

**for**

**Eleanor Roosevelt**

**High School**

**New Band & Orchestra Parents**

**2018-2019**

**A handbook containing information on care of uniforms, fruit sales, people to contact with questions, and various ways parents can help maintain the excellent instrumental music program.**

VOLUNTEER PARENT OFFICERS AND COMMITTEE CHAIRS

2018-2019

PRESIDENT

FRUIT SALES

USHERS

WEB SITE Anne Gardner annegreenbelt.gmail.com

MONEY COUNTER

PUBLICITY Anne Gardner annegreenbelt.gmail.com

PTSA LIASON

If you have any questions or suggestions, you are encouraged to call and talk with any of these parents about your ideas.

Directors:

Orchestra- Dr. David Yarbrough, david.yarbrough@pgcps.org

Band: Ms. Rachel Zephir, rachel.zephir@pgcps.org

Uniforms

Chamber and Symphony Orchestra/Wind Ensemble and Symphonic Band/Percussion

**Gentlemen:**

Tuxedo pants\* and jacket

 White pleated shirt w/studs\*

 Black cummerbund and bow tie

 Black shoes and socks\*

**Ladies: (Orchestra) Ladies: (Band)**

Black skirt\* w/Sparkle blouse (Gold and Blue) Black Blouse or Dress\*

 Black heels\* (1-2”, no sandals) Black skirt or Palazzo pants\*

 Skin-toned hosiery\* Skin-toned hosiery\*

Tuxedos must be professionally dry-cleaned at least after every two wearings. Machine wash and dry black skirt after every wearing. Dry clean the cummerbunds if they become soiled. Hand wash dresses in cold water and hang to dry. Iron on the inside, as needed. Skirts must be hemmed to 1-½ inches from the floor (while wearing dress shoes). Sparkle blouses can be washed in a pillowcase on Delicate and hung to dry. Ladies camisoles must not show! (Wear black!)

Ladies - classic black pumps, please. No sandals. Max 3” heel.

Concert Orchestra and Roosevelt Strings/Concert Band

**Gentlemen:**

Tuxedo pants\*

 White pleated shirt w/studs\*

 Black cummerbund and bow tie

 Black shoes and socks\*

**Ladies: (Orchestra) Ladies: (Band)**

Black skirt\* w/Sparkle blouse (Red and Plain Blue Black Blouse or Dress\*

 Black heels\* (1-2”, no sandals) Black skirt or Palazzo pants\*

 Skin-toned hosiery\* Skin-toned hosiery\*

Tuxedos must be professionally dry-cleaned at least after every two wearings. Machine wash and dry black skirt after every wearing. Dry clean the cummerbunds if they become soiled. Hand wash dresses in cold water and hang to dry. Iron on the inside, as needed. Skirts must be hemmed to 1-½ inches from the floor (while wearing dress shoes). Sparkle blouses can be washed in a pillowcase on Delicate and hung to dry. Ladies camisoles must not show! (Wear black!) Black dress shoes.

Uniform Replacement Costs

If a student loses a uniform part or grows out of parts, we will try our best to supply them with a low cost replacement option. If not, new uniform part costs are as follows:

**Jacket: $80**

**Pants: $40**

**Shirt: $25**

**Bow tie: $5**

**Cummerbund: $10**

**Skirt: $40**

**Sparkle Blouse: $42**

**Blue/Black Blouse: $26**

**Palazzo Pants: $30**

Wardrobe Assistance Concert Nights

Concerts are a very busy evening for the directors. Our focus should be the logistics of the performance and not what the students are wearing. If they do not have the proper attire on, they will not go on stage. We need several parents to assist with students dressing on the evenings of concerts. If you can lend your assistance, please contact your respective director.

Uniform Tips

**Girls:** Wash your Skirt/Blouse/Dress/Pants at least two to three days prior to wearing. Have it hung up and completely dry before wearing. Invest in Wrinkle Release!!

**Boys**: DO NOT throw your tux parts in the back of our closet or on the floor. Hang up your pants properly after every concert. Hang up your jacket. Keep your bow tie in the inside pocket of your jacket so you don’t lose it! Invest in Wrinkle Release!

**Fruit Sales 2018-2019**

**Months Orders Due Pick-up Type of Fruit**

**November Nov. 2 Nov. 15 Oranges, Grapefruit, Cheesecake,**

 **Tangelos, Pears, Citrus Sampler**

**December Nov. 30 Dec. 13 “ “**

**January**

**February**

**March**

**Prices**

**Junior Oranges (14-20 pieces, ⅕ bushel) $20**

**Small Oranges (20-40 pieces ⅖ bushel) $25**

**Junior Grapefruit (10-12 pieces ⅕ bushel) $15**

**Small Grapefruit (16-24 pieces ⅖ bushel) $20**

**Tangerines (20-40 pieces) $20**

**Suitcase Box Red Delicious Apples (20-22 pieces) $25**

**Suitcase Box D’Anjou Pears (20-22 pieces) $25**

**Citrus Sampler (24 oranges 12 grapefruit) $40**

**Guide to a Successful Fruit Sale**

 **-Please submit ALL orders online no later than the due dates listed above.**

 **-Check all math and be sure money turned in matches the order form.**

 **-Keep your copy of the paper form for your records.**

 **-Collect money from your customers and have them pay you. Then submit online.**

 **-Fruit “Hot Line” for ordering and pick-up information is 301-345-5393**

**The Fruit Hot Line also has information for inclement weather changes.**

**Fruit Pick-Up**

1. Be sure all customers have the name of your student and the group he/she plays in.
2. Pick-up is from 3:00-7:00 PM, on the dates indicated, at the store room near the temporary classrooms at the back of the school.
3. Pick fruit up during the designated time. No fruit can be left after the designated pick-up time. Any unclaimed fruit will be sold at 7:00 PM, on the pick-up day.
4. Volunteer to help distribute fruit on pick-up dates. There are two shifts: #1 3:00 PM - 5:15 PM #2 5:15 PM - 7:30 PM \*\* It’s a lot of fun and a great way to meet other parents.
5. If you have a hand truck, please lend that also.
6. Share information with friends, family, and co-workers. It’s terrific fruit!

**Your Role:**

 Each student is asked to sell 10 bushel boxes and is encouraged to sell more. This is our main source of income and provides the financial support for the fine music program. In lieu of selling fruit, some families choose to make a donation of $60. Please make this at the start of the year so that we may use the funds for this school year. If you cannot make this donation at the beginning of the year, myschoolbucks is available at any point in the school year.

>Monthly fruit forms are available on the band website- <http://erhsbands.weebly.com/fruit.html><

**Additional Fruit Information**

 The Instrumental Music program at Eleanor Roosevelt High School is almost entirely self-supporting. We fund our program through fruits sales and donations - your choice. Each student’s share of the cost of one year’s expenses is approximately $60.00. You can write a check to ERHS Bands or ERHS Orchestra in that amount and be exempted from fund raising, or you can sell 10 boxes of fruit during the five monthly sales (Nov. - March) to meet your quota.

 Talk with other parents - our fruit is exceptional! It is tree-ripened, fresh, and sweet! It also sells itself, once you establish a list of customers.

**More info:**

**Size:** ⅖ bushel is approximately 20 pounds. (smaller fruit weighs more, larger weighs less)

 For Grapefruit, expect 15-20 pieces of fruit per box, depending on the size of the grapefruit.

 For Navel Oranges, expect 24-32 pieces per box.

 Honeybells are large - expect 18-32 per box.

 Temples and Valencias are smaller - - 32-50 per box.

**Payment:** All orders placed by students are to be paid in advance. Collect money from your customers, then pay online.

**OOPS!:** If your forget an order or wish to add on, you can do so by calling the “Fruit Line” **301-345-5393**. These add-on orders can be paid for when you pick up.

**Publicity**

 We would like to provide more recognition for the accomplishments of our talented groups and individual students the publicity committee will seek to make local communities more aware of our program by including notices of concerts and feature articles on our groups and individual honors in the Post, Prince George’s Journal and the local county newspapers.

**Your Role:**

 Volunteers are needed to help distribute publicity materials to local newspapers. Volunteers are needed to collect news items from the local papers for a scrapbook. Parents who would like to help with publicity should contact the directors at 301-345-5393.

**Concert Etiquette**

 Obviously, many hours of hard work and preparation precede each concert.

 It is distracting to the concert musicians when the back doors open and close during performances. Please remain seated, and exit only between groups or during the applause between selections.

 Therefore, out of respect for the musicians as well as other concert-goers, please help to keep distractions to a minimum.

 The ushers will assist by indicating appropriate times to enter and exit the auditorium.

 Please do not talk loudly or laugh in the lobbies or the hall down to the band rooms; the auditorium doors do not seal tightly and the noise carries. Please do not use cell phones/laptops during the concert. We appreciate your full attention.

 Food and drink are *not* allowed in the auditorium.

 Restrooms are located at the right rear of the auditorium lobby.

 Handicapped access is available on the balcony.

 Applause is appropriate at the end of the performance of an entire piece. If you are uncertain as to whether it is appropriate to applaud, watch the arms of the conductor; when the conductor lowers his/her arms to his/her side, the piece is complete and it is time to applaud heartily.

**Your Role:**

 Support our student musicians by attending concerts, bringing friends and relatives. Our concerts are FREE!

 Recognize the concerts for the events they are by dressing for the occasion and observing concert etiquette. The fact that the concerts are free does not diminish their status as artistic events.

 Make sure that your student performer arrives on time as requested.

 Do not leave the concert after your student has performed - stay to hear other groups. Respect the requests of student and parent ushers.

**Ushers**

 For each concert, students may volunteer to usher and earn extra credit. Several parents are needed to usher for each concert as well.

 Ushers distribute programs at the door, provide directions to concert goers, and control entering and exiting the auditorium during performances. Parent ushers guide and assist the student ushers.

**Your Role:**

 Volunteer to serve as a parent usher for at least one concert this year.

 Please do not place ushers in an uncomfortable position by making requests for special exceptions or treatment.

**Video Committee/Live Streaming!**

It is helpful to the directors and students to view a videotape of their performances. This year we will be able to live stream our events. We will need some parents to be involved with the set-up and monitoring of equipment that will be provided by the school.

**Private Lessons**

While not required, many students find the one-on-one experience beneficial to rapid musical growth and improvement. Students who take private lessons tend to progress upward through the advanced groups more quickly.

If you are considering private lessons for your student, please contact the student’s director for recommendations. We have names and phone numbers of many qualified teachers and will do our best to match you with someone near your home.

Private teachers generally charge $25-$40 per half hour lesson. Students are coached on performance skills, musical interpretation, and problem solving (individual embouchure problems, posture, hand position, etc.) Students also receive valuable instruction on audition materials and Solo & Ensemble Festival music.

 **Instrument Use Fee**

Students who borrow a school instrument pay $75 per year to use a school instrument. This includes percussion. The money collected assist with the cleaning and maintenance of our current instruments. Students are expected to provide their own reeds, mouthpieces, cleaning supplies, chin rest and some strings. If two instruments are available, students will be given one instrument for school and one for home. (Band only)