



**HANOVER HIGH SCHOOL
MARCHING HAWKS**

**PARENT'S GUIDEBOOK
2019-2020**

INTRODUCTION

Congratulations! You are a marching band parent! Welcome to a busy, fun-filled world!

This handbook was developed to help you and your student get the most out of a great experience.

BAND BUDDIES

Each new marching band member is assigned a “Band Buddy” who will help guide them through this new adventure. Students typically meet their buddy at the pot luck dinner usually held at the end of July/first week of August

BAND CAMP

Band camp usually begins on Monday the first full week of August. The first week is for the freshmen and newbies. Everyone else joins the second week.

- ◆ Unless otherwise instructed, Students should report to the practice field by 7:45 a.m.
- ◆ Students should bring their instrument, a re-fillable water bottle and a yoga mat or towel.
- ◆ Students should have a separate pair of shoes to be worn on the practice field as they will get very dirty and often wet. (Don't send them in the new tennis shoes!)
- ◆ During band camp, pictures will be taken in their uniforms. You will need to supply a pair of black athletic shorts (to be worn under their bib overalls) and a pair of black socks. You will be notified of how to purchase these individual and group pictures.
- ◆ Students will receive set sheets during camp which should be at every rehearsal.
- ◆ Students will also need khaki shorts or pants to wear with their band t-shirt.

COMMUNICATION

There are many ways to know what is happening with the band. The most common are:

- ◆ CHARMS
- ◆ Facebook Group
- ◆ Email
- ◆ Remind

CHARMS

The Charms Office Assistant is a cloud-based organization, management, and communication for successful organizations. It is an all-encompassing office assistant. Below is information about how to use this program.

Website: www.charmsoffice.com

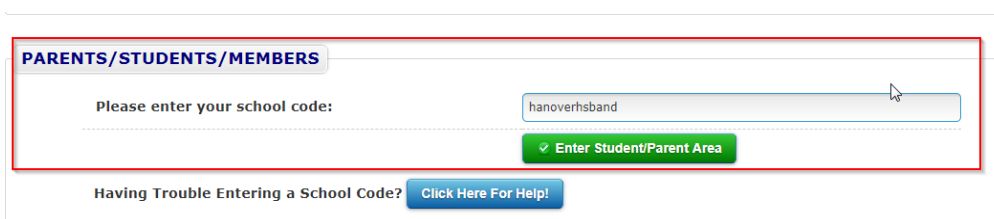
App available for iPhone and Android—search for ‘Charms Blue– Student App’

How do I login to my Student’s Charms account?

Go to www.charmsoffice.com

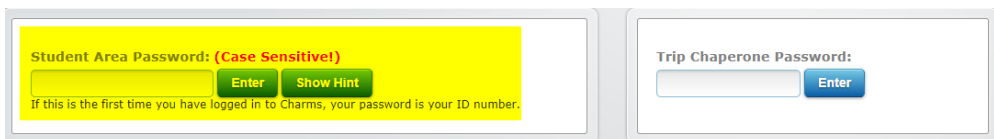
Select Login

In the Parents/Students/Members section, enter **HanoverHSBand** in the school code box and click Enter Student/Parent Area.



The screenshot shows a web form with a tab labeled "PARENTS/STUDENTS/MEMBERS". Below the tab, there is a text input field for the school code containing "hanoverhsband". To the right of the input field is a green button with a checkmark icon and the text "Enter Student/Parent Area". Below the input field, there is a link that says "Having Trouble Entering a School Code? Click Here For Help!".

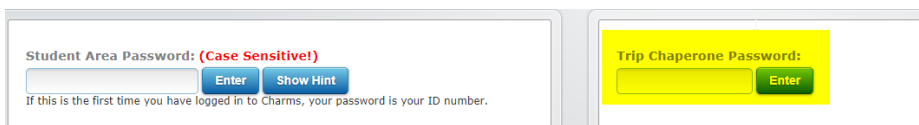
Enter your Student’s password in “Student Area Password”



The screenshot shows two password input fields. The first field is labeled "Student Area Password: (Case Sensitive!)" and has a yellow background. It includes an "Enter" button and a "Show Hint" button. Below the field, it says "If this is the first time you have logged in to Charms, your password is your ID number." The second field is labeled "Trip Chaperone Password:" and has a white background. It includes an "Enter" button.

As a Parent, do I have a separate Charms account?

No, you do not have a separate Charms account. If you choose to chaperone the annual band trip, you will be given a chaperone login that will give you access to your financial statement in order to pay for your trip. Follow the login instructions in FAQ #1. However, instead of entering your Student’s password, enter your Trip Chaperone password in the space provided.



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My Contact information changed. How do I update Charms?

Follow the login instructions provided in FAQ #1. Once logged in, select **Update Info** and change your information. Don’t forget to SAVE!

I can’t get into Charms. I’m locked out. What do I do?

Please contact Mrs. McConchie at kmconcie@hcps.us



How can you connect?



FACEBOOK, EMAIL, REMIND

Facebook Page: Search for @HanoverHSBands
(general fundraising and concert information)

Facebook Group: Search for Hanover High School Band Programs
(for current HHS Band Participants and their parents)

Charms: www.charmsoffice.com
App available for iphone and android—search for ‘Charms Blue– Student App’

Website: www.hhsband.net

FINANCIAL INFORMATION

There are several ways for fee or trip payments to be received:

- There is a black lock box in the band room in which you can put your payment. Please make sure your check is labeled with student information as well as what the payment is for.
- You can mail it to: HHS Band Boosters, P.O. Box 2188, Mechanicsville, VA 23116
- Use AffiniPay through your Charms account.

COMPETITIONS

During the fall, the Marching Band will be involved in events that are competitive in nature. Competitions are used as a way to assess our improvement as a team. From one event to the next, the band can have the rewarding opportunity to perform in front of a captivated audience. These competitions are never to be seen as challenges between bands, but rather, a spirit of effort which produces improvement. Students are required to participate in competitions. These all-day events are scheduled in 2019 for:

Sept 14—Finalizing Saturday	Sept 28—Hermitage Competition
Oct 5—Warhill Competition	Oct 12—HHMI
Oct 19—Lee-Davis Competition	Oct 24—VBODA at Warhill
Oct 26—TBD	Nov 2—TBD

BAND FASHION

School-owned band uniforms will be distributed to each Marching Hawk member during band camp. The uniforms are the property of Hanover High School, and should not leave school property unless they are on the student's body, or accompanying them on a school-based trip. Each student will be assigned a uniform complete with hanging bag and accessories, designated with a number. A duffle bag is included with the uniform bag for band shoes and black socks. A Marching Band t-shirt (bought prior to the start of marching band season) will be supplied to each student. Students will dress for game performances at the school before performances.



GAME DAYS

Band members will report to the band room on game days when the dismissal bell sounds. There they will receive instructions/information for:

- ♦ practice time,
- ♦ suiting up in their uniforms,
- ♦ dinner (usually pizza is provided) and
- ♦ departure.

REHEARSALS

Regular rehearsals during the marching band season are typically:

Mondays & Thursdays from 4:00-6:30 on the practice field

Tuesdays—please check Charms for practice schedule.

The regular rehearsal schedule will conclude 10/31 unless needed for playoffs and then will only be once a week.

ANNUAL TRIP

Each year, usually in March (not during Spring Break) the band takes a trip which includes an opportunity to perform but also to enjoy some leisure time together. Fundraising is done to help finance the trip and installment payments are set up well in advance. More details later!



GLOSSARY

Auxiliary – see Guard.

Band camp – a week of intense daily Marching Band practice.

Chaperones – the wonderful parents who are willing to ride on a school bus with 75 high school kids; a lot of fun – a good way to meet other parents, be indirectly involved in your kid's life, and watch the work, determination and heart of the Marching Band.

Drill – the steps and positions that make up the Marching Band show.

Drill book – the notebook or cards that holds each individual student's drill for the Marching Band show.

Drum major(s) – Student conductor(s) who direct the marching band as it plays.

Drumline – the entire percussion section of the Marching Band; includes both the Pit and the Battery.

Flags – flags used by the Guard during a Marching Band show.

Guard – a group of students who add color and style to marching-band performances with flags and other props.

HHMI – Hanover Hawks Marching invitational a competition with visiting bands and the band's biggest fundraiser.

Instructor – personnel hired to help out with various sections of the band, as in clarinet instructor or drumline instructor.

Pit crew – parents and volunteers who help assemble the pit instruments, push them onto the field and set them up for competition, A.K.A. "Pit Parents."

Pit – Marching Band percussion section that does not march (plays on the sidelines), comprised of instruments such as tympani, xylophones, gongs, etc.

Quads – set of 4 connected drums carried by member of the battery.

Rifles – fake rifles the Guard using in a Marching Band show.

Run-through – practicing the Marching Band show.

Sabers – fake swords the Guard using in a Marching Band show.

Section leader – band student who is in charge of a Marching Band instrument section; such as "alto sax section leader."

Tower – raised platform upon which conductors stand.

Trailer – the back half of a semi-trailer truck; holds Marching Band uniforms and large instruments.



VOLUNTEER OPPORTUNITIES

During Marching Band Season, there are many opportunities to volunteer. Each week an email will be sent out via Charms with a link to **SignUp.com** and a description of what the needs are. Below are descriptions of the different jobs.

Chaperone/Uniform Parent: We typically need approx. 8 parents/adults to help with this job. Parents/Adults that sign up for this position are volunteering to come early to help get uniforms & hat boxes out, fill coolers with waters and ice, mark space in stands for band to sit, & assist in any needs that the uniform parents ask. You are also expected to sit with the band during the football game or, in some cases, stay with the band during competitions. Several chaperones will be asked to go down with the band before they perform to attach plumes to the shakos (hats). They will also have to help remove the plumes and replace in the plume boxes when the show has been completed. You will also be needed at the end of games/competitions to help check the uniforms back in, making sure everything is hung up correctly and put in the correct place. You will receive a volunteer tag for admittance into

Pit Crew: This group of parents/adults do a great deal of manual labor for our band. The number of volunteers for this team will vary depending on amount of equipment and props needed. You will also need to arrive early in order to have things ready for the beginning of the game/competition. (Arrival times will vary depending on Home vs. Away games). This team assists the students in getting all pit equipment (Pit is the group of students that play on the sideline) to, on and off the field. If there are any props being used in the show, you will also help get these to and place and remove these items from the field before and at the completion of the show. For away games and competitions, you will help students load/unload all pit equipment, props, color guard equipment and large instruments on the trailer for transport. You will receive a volunteer tag for admittance into games & competitions.

***It is HIGHLY RECOMMENDED by previous pit crew leaders/members, that you participate in this crew for at least 2 games before participating on the crew at a competition. The reason for this is because competition set ups are often timed and things need to be placed quickly and accurately so that the crew can be off of the field before the band en-*

Pizza Help: We usually ask for 4 volunteers to help with this. On nights that we provide pizza for our students before games, we need help receiving and serving the pizza. You will need to be available to arrive around 4:30 to help with this job. The pizzas are ordered in advance by Mrs. McConchie, and someone will need to meet the delivery person to receive the pizzas. There is a box in the band uniform closet that contains paper products, etc. exclusively for the pizza nights. If you find the box is running low, you would need to notify someone (director, board member, etc) so that they can be replenished before the next need. You will NOT receive a volunteer tag for this job, unless you are also signed up for one of the above volunteer opportunities.