

# 2018 UPPER DARBY MARCHING ROYALS STUDENT / PARENT HANDBOOK

## UDMR Mission Statement

The mission of the Upper Darby Marching Royals is to provide students with a fun, fulfilling, and educational performance experience in the marching arts. Our organization holds the values of Upper Darby High School to the highest degree and promotes school spirit and pride through music and attitude.

## *Welcome*

Welcome to the Upper Darby Marching Royals! This handbook will provide both the students and their parents with introductory information about the Marching Royals program and is meant to be used as a reference throughout the year. All members are expected to read, understand, and abide by the rules of the organization outlined in this handbook.

The Upper Darby Marching Royals is a proud organization that upholds a tradition of excellence. Our goal is to maintain a high standard of performance excellence through dedication and a consistent work ethic. The Upper Darby Marching Royals accepts anyone who has a positive, cooperative attitude, and who shows an enthusiasm for learning and excelling in the marching arts.

## UPPER DARBY HIGH SCHOOL MARCHING ROYALS (website)

[www.udbop.com](http://www.udbop.com)

## Band Staff

The staff of the Upper Darby Marching Royals is comprised of individuals who have a great deal of experience and skill. Our staff creates, designs, and writes a custom show for the band. They also teach all students. Students will follow instructions given by any staff member at any time. If Mr. Cummings is not present, the assistant director will be instructed to run rehearsal. Cooperation of all members is expected.

### 2018 UDMR Directors are:

**Band Director – Victor Cummings**  
vcummings@upperdarbysd.org  
Cell: 267-872-9111

**Assistant Director - Jason Moore**

## ***How to Get Started***

All prospective marching band and color guard members are asked to come to our first four rehearsals from June 13th to July 2nd . A decision about whether you will be joining us for the 2018 season should be made by rehearsal on July 9, 2018. **If you will be joining the Marching Royals, the following items must be submitted to a UDBOP Board Member when you come to rehearsal on MONDAY, July 9,2018.**

### **FIRST DUES PAYMENT:**

- **\$50.00 for “Returning Members”**
- **\$70.00 for “New Members”** (see explanation of dues on page 14 & dues coupons on page 25)
- **ONLINE CONTACT INFORMATION, MEDICAL FORM WITH INSURANCE CARD** (See online link which is found on the main page under News Headline section)
- **MEMBER, PARTICIPATION DUES & UNIFORM CONTRACT FORM** (this form can be found on the Form’s Link)
- **Medical Waiver and Payment Plan Acknowledgement Form** (this form can be found on the Form’s Link, this form must be notarized, we will have notaries available on the evening of July 9th)
- **Sections T-Shirt, Band Jacket (need replacement or are new member) and Glove Order Form (need replacement or are new member)**

**THE ABOVE ITEMS MUST BE SUBMITTED ABSOLUTELY NO LATER THAN -- MONDAY, July 9th.**

If you are still undecided and have questions, please contact the Director, Victor Cummings, to see if he can address your concerns and help you to make a decision.

We hope that if you make the choice to join the Marching Royals; that you will find this to be a fun, challenging and very rewarding activity. Please Note: students will need time to pack up after practice, do not plan to pick up your children as soon as practice ends, allow a half hour to put the equipment away.

## ***Tentative Practice Schedule***

<b>DATES</b>	<b>DESCRIPTION</b>	<b>TIMES</b>
June 13, 2018	First Meeting!!! (Pre-Season Practice)	6-9 pm
June 18, 2018	Pre-Season Practice	6-9 pm
June 25	Pre-Season Practice	3-9 pm
July 2, 2018	Pre-Season Practice	6-9 pm
July 4, 2018	Parade	8-10:30 am
July 9, 16, 23	Pre-Season Practice	6-9 pm
July 30, 2018	Pre-Season Practice	3-9pm
August 6th-10th	Band Camp	9 am -9 pm
August 13th-17th	Band Camp	9 am -9 pm
August 24th, 2018	Pre-Season Football Game	6-10 pm
August 27th	Pre-Season Practice	4-9 pm

**PRE-SEASON REHEARSALS BEGIN ON June 13, 2018.** Most rehearsals will be from 6:00 to 9:00 pm (see the schedule above). June 25 and July 30th practice will be from 3:00 to 9:00 pm

**4th of July Parade in Clifton Heights.** Members are asked to commit to participating in this parade. There will be a parade practice on **July 2nd from 6-9 pm.** (see parade hand-out and sign up form in the back of this handbook.

**MANDATORY BAND CAMP** will be held ON **AUGUST 6, 2018 to August 10, 2018 AND ON AUGUST 13, 2018 to August 17, 2018.** All band camp rehearsals are from 9:00 am until 9:00 pm.

**REGULAR SEASON REHEARSALS** will be held on Monday and Wednesday nights from 6-9pm and on Saturdays from 9am - 9pm. This schedule will begin on **AUGUST 27, 2018.** ([see calendar on our website for full list of dates](#))

**THE CURRENT SCHEDULE IS TENTATIVE AND IS SUBJECT TO CHANGE.** Please check the calendar on our website ([www.udbop.com](http://www.udbop.com)) OFTEN for updates. The schedule at the right shows a full list of pre-season, parade & band camp dates and times and the first week of regular season rehearsal dates and times.

### ***General Student Expectations Rehearsals & Attendance***

- Being a member of this band requires a high level of commitment and dedication.
- A Marching Band is like any other team with one exception. There are no substitutes or second stringers. Every member is a starter on the Marching Band "Team". Therefore all members are equally important and we can only be successful if everyone is present, all the time.
- It is **IMPORTANT** that **ALL MEMBERS** attend **ALL REHEARSALS**. (pre-season, band camp and regular season).
- **ALL PERFORMANCES ARE MANDATORY!!!**

### ***Excused Absences***

- Absences may be excused for the following reasons: weddings (immediate family), funerals, family vacations, religious observances, school-related activities (sports, drama), sickness and emergency situations.
- In order for a planned absence to be excused, **the Director MUST receive an email from the student at [vcummings@upperdarbysd.org](mailto:vcummings@upperdarbysd.org) at least two week's prior to the planned absence.**
- In emergency situations, such as illness, **the Director (and possibly your section tech) must receive a phone call, text or email before the band function (practice, performance, football game, etc.) begins.**
- The following are never excused absences: work, doing homework, attending a party, instrument and voice lessons. If you are unsure whether an absence will be excused, check with the Director.
- Excessive absences (excused or unexcused) may show a lack of commitment to the Marching Royals program and may require a discussion with the Director, to see if that member should continue with the program.

### ***Other Attendance Information***

Students who are involved in **sports, drama, or other organizations** must be proactive about sharing their schedule with the Director and band staff. The Director must be provided a schedule of your activities ASAP so he can plan on what you will be missing.

Communication is key! If the Director and staff does not know where you are during a band function, the absence is unexcused.

One unexcused absence from a performance may result in an immediate suspension, and possible removal from the group.

## **REMEMBER,**

***You are part of a team. If you miss a rehearsal, it affects everyone else in the band.  
Take responsibility for the excellence of your organization!***

### ***Grades***

- Band members must maintain passing grades in all classes. If you are having trouble, seek help from your teacher, counselor or ask another band member, who may be able to help.
- If a member falls below passing, they are not allowed to participate in any band activities (rehearsals, competitions, football games, etc) until their grades are brought back up to a passing level. Be proactive, keep doing your work and keep your grades high so this doesn't become a problem!

### ***Behavior***

- All marching band members represent Upper Darby High School, at all times. Inappropriate language, conversation or behavior is not tolerated at ANY TIME!
- We have a NO TOLERANCE policy regarding bullying of any kind.
- Students should show respect to parent/adult volunteers at all activities (fundraisers, band camp, competitions, football games, concerts, etc.)
- When students are helping at fundraising activities, they must sign in when they arrive and sign out when they are done. Students are expected to stay and help for their entire shift.

### ***Rehearsal Etiquette***

- The rehearsal etiquette will be discussed at the beginning of the season and should be followed, at **all times!** Band should be a FUN activity, but excessive talking and fooling around will affect our progress as an ensemble and is NOT acceptable.
- All aspects of the rehearsal (warm ups, exercises, marching, music, or spinning) are important and should be taken seriously.
- Work as a TEAM! Help others carry equipment when you see a need. The pit and color guard will often need help with equipment, so lend a hand when the moment arises.

### ***Practice***

- All exercises, warm-ups and show music should be memorized, put in sheet protectors in a 3-ring binder and be accompanied by a pencil (not a pen).
- All members (except Pit) will need a "dot book", which is a small spiral notebook (about 3"x5") and a pencil.
- All members are equal in the ensemble and are expected to keep up with their work.

## ***General Student & Parent Information***

## ***Member Commitment***

- All members are expected to read, understand, and abide by the rules of the organization outlined in this handbook.
- Once you have decided to join the Marching Royals program, you must submit:
  - **FIRST DUES PAYMENT: \$50.00 for “Returning Members” or \$70.00 for “New Members”** (see explanation of dues on page 14 & dues coupons on page 25)
  - **ONLINE CONTACT INFORMATION, MEDICAL FORM WITH INSURANCE CARD** (See online link which is found on the main page under News Headline section)
  - **MEMBER, PARTICIPATION DUES & UNIFORM CONTRACT FORM** (this form can be found on the Form’s Link)
  - **Medical Waiver and Payment Plan Acknowledgement Form** (this form can be found on the Form’s Link, this form must be notarized, we will have notaries available on the evening of July 9th)

## ***Medical Information***

- Upper Darby High School and UDBOP cannot be held responsible for allergies and other medical considerations not noted on the medical form. For this reason, the director should be made aware of any changes to the student's medical information as soon as they occur.
- Finally, the director or a staff member should be made aware of any injuries that occur during a band event, immediately, no matter how minor. This is for the safety of all participants.

## ***Communication & Contact Information***

- ALL new and returning members must fill out the required online **ONLINE CONTACT INFORMATION, MEDICAL FORM WITH INSURANCE CARD** must be completed by **July 9, 2018**. (See online link which is found on the main page under News Headline section)
- Communication is a HUGE issue.
- Effective communication can only happen if we have the most up-to-date email addresses and phone numbers for ALL students and parents.

**Important information will be emailed to all members regularly throughout the year.**

**We don’t want anyone to miss out on this information.**

### **REGULAR SEASON Rehearsal Start & End Times**

***(Regular Season begins AFTER Band Camp)***

Generally rehearsal times are as follows

(but please follow the schedule as listed on the calendar on our website):

- Monday & Wednesday rehearsals are from 6:00 pm to 9:00 pm
- Friday--Football Games are from 4:00 pm to approximately 10:00 pm
- Saturday rehearsals are from 9:00 am to 9:00 pm
- Saturday competition days are from 9:00 am to undetermined time, pick up time has been passed midnight.
- Students should arrive for rehearsals **15 to 30 minutes before** the posted times (5:30-5:45 pm for night rehearsals & 8:30-8:45 am for day rehearsals). This will give students enough time to get their instruments out or set up and be ready to begin rehearsals on time at either 6:00 pm or 9:00 am.
- Marching Band rehearsal start times are the times that the students and staff should be ready to **begin** rehearsals.
- If you are going to be late to rehearsal or have to leave early, you must notify the Director and your section tech, BEFORE that rehearsal day.
- Parents should plan to pick up students about 15 - 20 minutes after the posted end times (30 minutes for Pit members).
- The staff will try very hard to end rehearsals on time, but please understand that the band members will need time to put away their instruments and collect their belongings before they may leave for the night.
- **ALL students** are also expected to help clean up the band room at the end of the night. **No exceptions!**

### ***Band Camp***

- It is extremely important that students do not miss **ANY** rehearsals during band camp.
- A huge portion of this season's show, both music and drill, is learned during band camp. So missing even one day of band camp can be a big problem, not only for that student, but for the rest of the band.
- Band camp rehearsals run from 9:00 am to 9:00 pm.
- Tentative daily schedule is:
  - Morning Block from 9:00 am to 12:00 noon.
  - Lunch Break from 12:00 to 1:00 pm
  - Afternoon Block from 1:00 pm to 4:30 pm.
  - Dinner Break from 5:00 pm to 6:00 pm.
  - Evening Block from 6:00 to 9:00 pm.
  - Pick Up Time is 9:30 pm.
- Students should bring plenty of water. **A large (1 gallon) insulated thermos** that can be refilled is strongly recommended. **It is extremely IMPORTANT to stay hydrated at all times (day and night).**

### **Band Camp (continued)**

- Because the lunch break is only one hour, many of the students choose to bring a lunch. For dinner the students have the option of walking to a nearby restaurant, going home (if they live close by) or possibly having their parents bring them something.
- Students should be sure to use and bring sunscreen, a hat, and sunglasses.
- The weather is usually hot, so be sure to dress appropriately and wear proper footwear (sneakers required).
- All members (except Pit) will need a “dot book”, which is a small spiral notebook (about 3” x 5” in size) and a pencil.

## ***Competitions***

Competition schedule for the 2018 Season is as follows:

Saturday, September 15th -- Chichester  
 Saturday, September 29th--West Chester  
 Saturday, October 13th-- Upper Moreland  
 Saturday, October 20th -- Unionville  
 Saturday, November 3rd--Conestoga  
 Saturday, November 10-- CHAMPIONSHIPS @ Hershey

- Competition days will start out with regular practice at 9:00 am. The remaining schedule for the day will be determined based on the competition performance time.
- Students will not usually return home before leaving for the competition, so they should bring all required clothing items that need to be worn with their uniform (see Uniform Section), water bottle, packed lunch, or money for lunch and dinner.

## ***Football Games***

### **Home Games**

4:00 pm -- Students should report to the band field, ready to rehearse.

5:30 pm -- Rehearsal will end. Students have 1 hour (until 6:30 pm) to get cleaned up, into full uniform and lined up in “twos” at the back of the band field.

6:30 pm -- The Band will walk to the stadium and be ready to play the National Anthem at 6:55 pm.

Only band members, staff and parent chaperones are permitted to sit in the band section of the stands.

After half-time, the band will then go to half uniforms and will have the third quarter off so that they can get refreshments from the concession stand. Band members must be back in the stands before the fourth quarter starts.

This is a school function--all school rules apply! You are there to support the football team. Please cheer and enjoy the game.

## **Football Games (continued)**



## **Away Games**

3:00 pm -- Members of the Pit and Battery should report to the Band Room to start loading their instruments.

4:00 pm -- Loading should be finished.

Report times for students are different for each game, depending on how far we have to travel.

Always check in the Band Room immediately after school for bus departure time.

Remember you represent Upper Darby High School. Please act accordingly.

## ***Uniforms***

### ***All Students:***

- A Uniform Care Guide is included in this handbook and will also be given to the students when they are fitted for their uniform.
- Instrumental and Color Guard students will be fitted, but will not be allowed to wear their uniforms until the combination “**Member, Dues & Uniform**” **Contract** has been signed and returned.
- When not in use, all band and color guard uniforms must be hung properly in their garment bags and are kept at school in the uniform closets. Proper technique for hanging uniforms will be demonstrated. When band members are in Halves (half uniforms), their jackets must be folded properly (folding technique will be demonstrated) and shakos (hats) should never sit upside down.
- The **ONLY** exception to hanging band and color guard uniforms in garment bags in the school closets is if they get wet due to rain at a football game or competition. If the uniforms are wet, they **MUST** be taken home and hung up separately (**NOT in the garment bag**) until they are dry. As soon as they are dry, they should be returned in their garment bag, to the school closets. **Uniforms must be returned before they are needed for the next football game or competition**

### ***Color Guard:***

- Color Guard members will be measured for their uniforms during several rehearsals in July.
- Uniforms are purchased by UDBOP.

## ***Uniforms (continued)***

- If a Color Guard member would like to keep their uniform at the end of the season, they may be purchased for a discounted price at the end of the season. (price to be determined)
- Color Guard Uniforms consist of the following pieces:
  - Outfit (Uniform) decided on for this year's show (purchased by UDBOP)
  - Section t-shirt (one covered by band dues)
  - Color Guard Shoes and appropriate socks (purchased by band member)
  - UDMR Band Jacket (purchased by band member)

**Band:**

- One of the primary goals of Marching Band is for everybody to look the same (unified), therefore the uniform is a symbolic representation of the band's ideals. It should be respected at all times. Disrespect of the uniform is disrespect of the ensemble and your school!
- Instrumental Members will be fitted for uniforms several days during band camp in August.
- Instrumental Band Uniforms consist of the following pieces:
  - Uniform pants (provided by UDBOP)
  - Uniform jacket (provided by UDBOP)
  - Gauntlets (pit and drumline members do not wear gauntlets) (provided by UDBOP)
  - Shako (band hat) with plume (pit members and tuba players do not wear shakos) (provided by UDBOP)
  - Section t-shirt (one covered by band dues)
  - Gloves (pit and drumline members do not wear gloves) (one pair covered by band dues)
  - Long black socks (must cover the ankles) (purchased by band member)
  - Band Shoes (if needed, students will be fitted for shoes during band camp) (purchased by band member)
  - UDMR Band Jacket (purchased by band member)
- It is your responsibility to inspect your uniform frequently and to take it to the dry cleaners during the season if you feel that it needs to be cleaned. We ask that when you return your uniform to school that you put your name on the receipt and attach the receipt or a copy of the receipt to the garment bag so that we have a record that it was cleaned and when.

***Band Expenses & Fundraising***

- The cost to run the Marching Band is about \$50,000 for the season.
- The Marching Band is partially funded by the school district, but only for buses and a small amount of equipment.
- Marching Band Dues help to partially cover additional expenses which include uniform expenses, instructor fees, equipment, props, buses to championships and the banquet.
- It is extremely important that all band members pay their dues in full and on time. If you are unable to pay your dues on time, you **MUST** contact Victor Cummings at [vcummings@upperdarbysd.org](mailto:vcummings@upperdarbysd.org) at least one week **BEFORE** the payment date.
- In order to keep band dues as low as possible, it is extremely important that all members participate in all fundraising efforts. As an organization, UDBOP is committed to helping students afford this activity, and aims to minimize the costs as much as possible. All fundraising events and materials will be made available during school and rehearsals in the band room forms cabinet.
- All students are required to participate in group fundraisers (Car Washes, Flea Market, etc.). If a student has an unexcused absence they will need to participate in another capacity at the discretion of the Director.
- There are two types of fundraisers offered:
  - **General Fundraising.** General fundraising is an extremely important and necessary part of UDBOP. The money raised from these fundraisers goes directly into the UDBOP General Fund and is used to help support all the Instrumental Music Programs, including the Marching Band. UDBOP does its best to help pay for anything needed that is not covered by the school district. The general fundraisers include things like restaurant events (i.e Cocco's Pizza, Applebee's Pancake Breakfast, Perkins, Chipotle, etc.), car washes, flea market, football concessions, etc. Our aim is to have at least one general fundraiser each month and in order for our Instrumental Music Programs to be successful, we need all the students and parents to participate in them. We currently have one parent volunteer working to organizing these fundraisers, but she could use some help. Ideally, we would like to have a group of parents to brainstorm new ideas and share the task of organizing these fundraisers. Please consider letting a UDBOP Board Member or the Director know that you would like to volunteer to help out. Thank you.
  - **Student Fundraising.** We cannot stress how important Student Fundraising is for our members. Money raised from student fundraisers goes into the student's band account and can be used to help pay for dues, band jackets, shoes, trips,

etc. If a student is also involved in the Choral Music program, money can also be transferred to help pay for any choral music activities (i.e. chorus or choir trips). We currently have a parent organizing these fundraisers but we would be happy to welcome additional parents, if they would like to help with this endeavor. Please contact a UDBOP Board Member or the Director if this is something you could help with. (Questions about current student fundraisers should be directed to Chris or Cherie by emailing [studentfundraising@udbop.com](mailto:studentfundraising@udbop.com))

- The Marching Royals may be going to Washington DC on **Memorial Day Weekend in 2019**. This may sound like it is a long time away, but it will be here before you realize it. We suggest that you take advantage of as many student fundraisers as possible. Money raised through these fundraisers can help to pay either in part or in full for this trip. **We will have a separate meeting in September to talk about the feasibility of this trip.**
- Our next Disney trip may not occur until the **Spring of 2020**, so please plan accordingly (depending on when your band student will be graduating).

## ***Student Dues & Additional Expenses***

### ***Required - Band Dues:***

- **RETURNING MEMBERS ---\$250.00**
- **NEW MEMBERS -- \$340.00 (includes Shoes, Band Jacket, two Section T-Shirts & one pair of Gloves)**
- Please see the chart at the end of this section for the schedule of payments.

### ***Required--Band Jacket --- \$ 60.00 (Price subject to change)***

- Jackets are required for all new members and any returning members who need to replace their jacket due to size or loss.
- Cost is included in the "New Member Dues"
- If a "Returning Member" needs to replace their band jacket, the cost is **\$60.00** (which is separate from their "Returning Member Dues")
- If paying for a jacket separately, money is due 1-2 weeks after they are measured for size (date to be determined) (around mid-July).

### ***Required--Band Shoes (or) Guard Shoes - \$30.00 (Prices subject to change)***

- Shoes are required for all new members and any returning members who need to replace shoes due to size, condition or loss. They will be measured one day during band camp. (date to be determined)
- Cost is included in the “New Member Dues”
- If a “Returning Member” needs to replace their shoes, the cost is **\$30.00** (which is separate from their “Returning Member Dues.”
  - If paying for shoes separately, money is due by late-July and must be in by the day they are measured for size.

***Optional -- Additional Band Gloves - \$6.00 per pair.***

- One pair of gloves is included in the band dues. The band members are required to wear the gloves at all football games (Friday nights) and competitions (Saturday nights).
- It is **strongly recommended** that you purchase a second pair of gloves to have in case they are lost. BAND MEMBERS CANNOT PERFORM WITHOUT GLOVES. (Color Guard, Pit, and Drumline members do not wear gloves.) (Order forms will be sent home.)

***Optional -- Additional Section T-Shirt - \$9.00 each.***

- New Members will receive two section t-shirts as a part of their band dues.
- Returning Members will receive one section t-shirt as a part of their band dues.
- All band members are REQUIRED to wear this shirt at all football games on Friday nights and at competitions on Saturday nights. If a member does not have at least two section t-shirts, it is **strongly recommended** that they purchase a second shirt to wear for these two activities. You may not have time to wash your section shirt after a football game and before a competition the next day. Section T-shirts may also be purchased by parents and family members. (Order forms will be sent home.)

***Optional -- Tour Shirt - Prices to be determined.***

- This is a themed t-shirt (usually designed by one of the students) that portrays the theme of this year’s show. They also have a list, on the back, of the competitions that the band will participate in.
- Tour shirts are available to all students and family members. (Order forms will be sent home.)

***Optional -- Spirit Wear Clothing - Prices vary.***

- All students and family members can purchase spirit wear to show their support for the Marching Royals and our other Instrumental Music Programs.
- We have t-shirts, sweatshirts, hoodies, track jackets, sweatpants, joggers, shorts, scarves, caps and winter hats for you to choose from. (Order forms will be sent home.)
- Our NEW SPIRIT WEAR DESIGN is pictured here. (Color picture is available on our website.)

<b>SCHEDULE OF PAYMENTS</b>		
<b>PAYMENT DUE DATES</b>	<b>AMOUNT DUE “RETURNING MEMBERS”</b>	<b>AMOUNT DUE “NEW MEMBERS”</b>
July 9th	\$50.00	\$70.00
July 23rd	\$50.00	\$70.00
August 6th	\$50.00	\$70.00
August 27th	\$50.00	\$70.00
Sept 10th	\$50.00	\$60.00
<b>TOTAL</b>	<b>\$250.00</b>	<b>\$340.00</b>

***Making Payments***

- We now have “UDBOP” envelopes that can be used to make payments, submit fundraisers, order spirit wear, etc. The envelopes can be found in the Band Room in the Forms Cabinet. Please have your child pick up a few envelopes to bring home, so that you have one available when you need to make a dues payment, submit a fundraiser, order spirit wear or other items.
- All payments should be put in a sealed “UDBOP” envelope and should be marked with the student’s name, amount enclosed and what the enclosed check or cash is for.
- For example:
  - Student’s Name
  - Amount Enclosed
  - Band Dues
  - Band Jacket
  - Band/Guard Shoes
  - Additional accessories
  - Spirit Wear Clothing
  - Tour Shirts
  - Fundraiser
  - Other
- Envelopes should be given to one of the following people either before or after any rehearsal.

- John McCullough, UDBOP Treasurer
- Kate Long, UDBOP President
- Victor Cummings, Band Director

## **UDBOP (Upper Darby Band Parents Organization)**

UDBOP is a volunteer organization that assists the director with the numerous details that arise throughout the school year. It takes many volunteers to help make a season successful.

- Coming to UDBOP (Upper Darby Band Organization of Parents) General meetings is an important first step to finding out how you can help.
- Here is a list of some of the ways that parents can help:
  - Pit/Tech Crew
    - Assist the Pit in loading and unloading equipment and/or assist in getting the pit equipment on and off the field at football games and competitions.
  - Props
    - Assist with building and/or moving props on and off the field at football games and competitions, if necessary.
  - Chaperoning (must have necessary clearances on file with the Band Director) (see info on next page)
    - Supervise students (on and off the buses) when going to away football games and competitions.
  - Concession Stand
    - Assist with selling concessions during home football games and other events (i.e. Parent Preview Dinner, Jazz Festival, bake sales, etc.)
  - Donate Baked Goods or other food items and beverages when asked
  - Student fundraisers (can be done by one person or by a group of volunteers)
    - Organize, run or assist with distribution of student fundraisers
  - General Fundraisers (can be done by one person or by a group of volunteers)
    - Organize, run or assist with general fundraisers
  - Uniforms
    - Help size students (usually done during band camp)
    - Inventory uniforms after they have been cleaned
  - Assist with ordering Accessories (section t-shirts, gloves and shoes)
  - Sewing
    - Assist with repairing color guard flags and possibly minor mending of uniforms
  - Spirit Wear (can be done by one person or by a group of volunteers)
    - Coordinate ordering process for Spirit Wear clothing
  - Assist with spirit wear concessions sales during home football games, jazz festival and possibly at other events.
  - Basic first aid
  - Communication (phone/email)

- Sign Up Genius
  - Send out Sign Up Genius emails to ask for volunteers for up-coming events
- Support all of our kids and *Cheer loudly at performances!*

## ***VOLUNTEER APPLICATION PROCEDURE***

### **&**

## ***REQUIRED BACKGROUND CHECKS FOR VOLUNTEERS***

Thank you for your interest in serving as a volunteer with the Upper Darby School District and the Marching Royals. To be considered as a volunteer, please contact the Band Director, Victor Cummings to obtain a Volunteer Application (Form #916-AR-1). Any new volunteer must have the following clearances before beginning volunteer service.

- Act 34 PA State Police Criminal Background Checks
  - Link: <https://epatch.state.pa.us>
  - When applying online using the link above, on the gray toolbar, click “record check” choose “new record”. Follow instructions to fill out the application. There is no cost for volunteers only. After completing the application, a box will appear that contains: Control #, Name, etc. Click on the Control #. Then click on the Certification Form. Print the Form, this is your background clearance. Please submit a copy to the Band Director.
- Act 151 Child Abuse Clearance
  - Link: <https://www.compass.state.pa.us/CWIS>
  - You must create an account and establish a log-in to apply online. Once you have an account, follow the instructions. There is no cost for volunteers. You will receive a confirmation email upon completion of your application. Print your child abuse clearance. Please submit a copy to the Band Director.
- Act 114 FBI Criminal Clearance (Fingerprinting)
  - Link: <http://www.pa.cogentid.com>
  - If applying online, Click on Pennsylvania Department of Education
  - Click on “Register On-Line” & complete the information form. For “reason fingerprinted”, choose “School District”. After completing the form, make payment of \$27.00. After your registration is complete and payment is made, **print out your receipt**. Go to one of the designated fingerprint collection locations. (Some locations require appointments.) You must bring identification with you when you go to get your fingerprints done. After the fingerprinting is complete, your receipt can be used by the District to obtain your clearance.
- Act 82 Arrest/Conviction Report & Certification Form
  - Obtain this form from the Band Director, Victor Cummings
  - Fill out and return to the Band Director
- TB Test from your physician (ONLY if you will be spending more than 10 hours a week with the students)
- Access to the links listed above can be found on the Upper Darby School District website.
- Go to: [www.upperdarbysd.org](http://www.upperdarbysd.org)
- Put the cursor on: “Services”
- Under the heading of “Human Resources” -- Click on “Forms and Clearances”.



**WHEN COMPLETED, COPIES OF ALL FORMS, ALL CLEARANCES & TB TEST RESULTS (if necessary) SHOULD BE GIVEN TO VICTOR CUMMINGS.**

## ***UDBOP BOARD MEMBERS & CONTACT INFO***

Kate Long (President) -- president@udbop.com  
Open (VP-General Fundraising) -- generalfundraising@udbop.com  
Sarge Taylor (VP-Tech Crew) -- techcrew@udbop.com  
Open (VP-Concessions) -- concessions@udbop.com  
John McCullough (Treasurer) -- treasurer@udbop.com  
Patti Watson (Corresponding Secretary) -- correspondingsecretary@udbop.com  
Open Position (Recording Secretary) -- recordingsecretary@udbop.com

## ***UDBOP COMMITTEE***

Student Fundraising--Chris/Cherie Steveline --studentfundraising@udbop.com

## **UPPER DARBY HIGH SCHOOL MARCHING ROYALS (website)**

[www.udbop.com](http://www.udbop.com)

**&**

## ***EMAIL INFORMATION***

- UDBOP tries to email all parents and students at least once a week with reminders and information about what will be taking place each week. It includes schedules for the Marching Royals and the other instrumental programs, fundraising information, volunteer needs, etc.
- If for some reason you do not feel that you are receiving these emails, please get in touch with our Corresponding Secretary, so that we can check the accuracy of your email information.
- We also want to encourage everyone to check our website often for information and updates. Our website contains information about the following:
  - Program Information
  - Calendar (check for updates)
  - News Items
  - Fundraisers & Order Forms
  - Forms (Medical, Informational, Order, etc.)
  - Merchandise (Spirit Wear)

## **SUMMARY OF SUMMER MARCHING ROYALS SCHEDULE AND DUE DATES**

**Wednesday, July 13** -- 1st Meeting/Practice (6-9:00 pm)

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**Monday, July 18** -- 2nd Practice (6-9:00 pm)

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**Monday, June 23** -- 3rd Practice (6-9:00 pm) -- Decision about joining the Marching **Monday, July 9th**  
Royals should be made

**Monday, July 9th**

The following items are due:

- 1st Dues payment (\$50.00--Returning Members) or (\$70.00--New Members)
- ONLINE CONTACT INFORMATION, MEDICAL FORM WITH INSURANCE CARD
- Member/Dues/Uniform Contract
- July 4th Participation Slip
- Sections T-Shirt, Band Jacket (if applicable) and Glove Order Form (if applicable)

## **SUMMARY OF SUMMER MARCHING ROYALS SCHEDULE AND DUE DATES (continued)**

DATES	DESCRIPTION	TIMES
June 13, 2018	First Meeting!!! (Pre-Season Practice)	6-9 pm
June 18, 25, 2018	Pre-Season Practice	6-9 pm
July 2, 2018	Pre-Season Practice	6-9 pm
July 4, 2018	Parade	8-10:30 am
July 9, 16, 23, 30	Pre-Season Practice	6-9 pm
August 6th-10th	Band Camp	9 am -9 pm
August 13th-17th	Band Camp	9 am -9 pm
August 24th, 2018	Pre-Season Football	6-10 pm

	Game UD vs Bonner	
August 27th	Pre-Season Practice	4-9 pm

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**Saturday, TBD -- Parent Preview and Pot Luck Lunch -- Time: TBD**  
**Marching Royals Car Washes -- All students are expected to participate.**  
**Times will be assigned by Victor Cummings. More info to come when dates are confirmed. IMPORTANT -- please put these tentative dates on your calendar so that you will be available to help. Parent help will also be needed.**

**Tentative Dates are as follows:**

## **Upper Darby Marching Royals Uniform Care Guide**

We are here to make sure that your uniform fits correctly.

**It is your responsibility to see that your uniform remains clean and in good condition. Students and/or parents are financially responsible for any loss or damage to the uniforms due to negligence or misuse.**

**Pay special attention to keeping your uniform CLEAN and don't forget to shine your shoes.**

Please follow instructions and always ask for assistance, if you have any questions or need help.

**The Marching Royals Band Uniform is a Wool/Dacron polyester blend that must be dry cleaned only.**

After a performance, uniforms must be hung up properly, placed in garment bag and stored in the uniform closets at school. (Pants--place the seams together, fold in half over the center of the hanger.) (Jacket--place on the hanger with the shoulder seams lined up and zip up the jacket so that it does not slip off of the hanger.)

If the uniform gets damp/wet, it must be taken home. Pieces must be hung up separately until completely dry. When it is dry, it should be hung up properly, placed in garment bag and returned to uniform closets at school

If uniform parts are out of the garment bag, but not in use at the present time, each part must be folded properly. **DO NOT** lay them down on floors or sidewalks.

If there are mud spots on your uniform, allow them to dry and then try to gently brush or rub them off with a soft brush. If need be, use a clean damp sponge.

You may eat in halves, but you must be extremely careful when drinking sodas, eating oily or greasy foods and anything with mustard or ketchup. **THESE THINGS WILL STAIN THE FABRIC.**

If stains occur, the uniform (jacket and/or pants) **MUST** be dry cleaned **IMMEDIATELY**. Don't forget to point the stain out to the cleaner for best results.

**NEVER MACHINE WASH OR ATTEMPT TO HAND CLEAN THE UNIFORM.**

**DO NOT IRON** any part of your uniform.

**ALTERATIONS:**

- **DO NOT MAKE ANY PERMANENT CHANGES TO YOUR BAND UNIFORM.** Minor alterations, such as tacking up hems, may be done with matching color thread. Under **NO** circumstances should you cut your uniform, use staples, or **ANY** tape adhesives, including duct tape.
- **If in doubt, ASK A BAND PARENT.**

**Thank you  
for reading through our handbook.**

**We hope that the information has or will be helpful.**

**We also hope that you will choose to join us this year.**

**We like to think that the Marching Royals  
is an amazing program and that you will enjoy being a part of it.**