

# Parent Handbook

6/1/11

# Sauk Prairie



# Association

*Our Motto:*

*"It's the journey, not the destination."*

# SPMA Parents Welcome You!

## *SPMA Welcomes You!*

*Because your son or daughter is enrolled in a music class at the High School, you are automatically considered a member of the Sauk Prairie Music Association. The Officers and Directors welcome you to the Sauk Prairie HS Music Program, and look forward to working with you during our coming events. We hope that you will enjoy being a part of our Program!*

*This is truly a wonderful time for you and your student. Enjoy this special time, take as many pictures as you can, and treasure the memories that the future holds for you and your child.*

*We hope this Handbook will provide you with a variety of information about SPMA, the various music offerings, fund raising, and how YOU can participate. A list of contacts has also been provided should you have any questions. Be sure to post the Music Department Calendar somewhere in a place you have handy! You will be sure to reference it many times over the coming year.*

## *Current SPMA Officers*

<i>Presidents:</i>	<i>Kim Butler</i>
<i>Vice President:</i>	<i>Bill Butler</i>
<i>Treasurer:</i>	<i>Karen Helt</i>
<i>Secretary:</i>	<i>Gina Varley</i>
<i>Board of Directors:</i>	<i>Aletha Ballweg, Erin Brennan, Patti Ballweg, Jen Hoepfner, Julie Keith, Randy Luher</i>
<i>Advisor:</i>	<i>Karen Luher, Vocal</i>
<i>Advisor:</i>	<i>Susan Halloway, Instrumental</i>



# From the Music Directors...

## MUSIC DEPARTMENT PHILOSOPHY

Our philosophy is to offer a well-rounded program with choices for our students. There are a variety of options available, and students may be as involved as they choose to be. The goal is not to 'produce' music majors, but rather to see students continue with some aspect of music in college, continue their music as an integral part of their leisure time as adults, and to be supporters of these kinds of programs and their children when they become parents.

### *Commitment and Scheduling*

Whether a participant is in marching band, show choir, or our concert organizations, students and parents are asked to please be aware of schedules and dates. These are group activities and everyone is important. It is impossible to schedule around everyone's personal agenda. Conflicts always arise ... some impact more than others. We will use the following as a 'rule of thumb:'

### *WORK*

Work is considered an unexcused absence. Rehearsal and performance schedules are given out well in advance. Our Sauk Prairie employers have been very good about honoring schedules if they are given to them immediately and in time for them to set up their employees' work schedules.

### *SCHOOL CONFLICTS*

We feel that being well rounded is important. Most music students are involved in athletic programs, as well as High School Co-curriculars such as Drama Club, Forensics, etc. According to school policy:

When practices conflict, we try to split the time involved

When practices conflict with a performance, game, etc., the latter takes priority

When two events conflict, all concerned try to make a decision based on what is best for the individual and the groups

### *FAMILY CONFLICTS*

Please let us know, as far in advance as possible should any family commitments arise that will keep your student from rehearsals and/or performances.

### *CODE OF CONDUCT*

The Executive Session Show Choir is the only Music Department activity subject to the SPS Co-Curricular Code.

*Karen and Sue*

# Association Overview

## **I. Definition**

The Sauk Prairie High School Music Association (SPMA) is a support group for the High School Music activities. All parents of currently enrolled students are automatically a part of this association. However, having a student enrolled in the program is NOT a prerequisite. Any person interested is encouraged and welcome to join.

## **II. SPMA History**

The first parent group was started in 1979 as the Band Boosters. It has evolved through the years to the current structure. SPMA is a non-profit organization that received its nonprofit tax status in 1998.

## **III. Purpose**

SPMA is a charitable and educational organization, which provides assistance and funding for the maintenance of the music program at Sauk Prairie High School. This association supports all classroom and co-curricular music activities, which include:

Concert Band and Choir Programs  
Marching Band  
Executive Session Show Choir  
YTBN Show Choir

The SPMA supports all classroom and co-curricular music activities through the following events. For more information see fundraising Pages

### **General Account Fund Raisers:**

Cow Chip Wristbands  
Show Choir Invitational  
VFW Fire on the River Food Concessions  
Local Brat Stands  
UW Badger Football Concessions  
Flag Raiser Fundraiser  
Bingo

### **Student Account Fund Raisers:**

Candy, Gift Sales - Fall  
Magazine Renewal, Subscription Sale - Fall  
Rummage Sale - Fall  
Discount Card Sales - All Year  
Gift Wrapping at Mall - Winter  
9<sup>th</sup> Street Review (Formerly Spaghetti Dinner & Shows) - Winter  
UW Hockey Concessions  
Flag Raiser Fundraiser

#### **IV. Bylaws**

Interested parties may request a copy of the SPMA bylaws by contacting any currently acting officer or either of the two music directors at Sauk Prairie High School.

#### **V. Officers**

Number of Board Members: At least 3 but not more than 10.

Terms of Office: Shall hold office for a term of 2 years

May be re-elected to serve not more than two terms in office.

Elections: Majority vote at the Annual Meeting in June.

Generally there are four officers who lead the Board of Directors for Sauk Prairie Music Association. In the past, couples rather than a single person have held some of these positions. Duties of these officers include but are not limited to the following:

President: This position chairs the monthly meetings and has the flexibility to participate at the degree that their schedule permits. They are a good contact for general SPMA information.

Vice President: This position will perform the duties of President in their absence.

Secretary: This position takes minutes at the monthly meetings, sends acknowledgements and handles correspondence, and is the custodian of records including minutes, committees and names of those in attendance at monthly meetings.

Treasurer: This is a must have volunteer position. This officer maintains the Association budget, all funds flowing in and out of Accounts Receivable, Accounts Payable and all Student Personal Accounts, maintains adequate and current records of all transactions and provides reports at the monthly meetings.

#### **VI. Meetings**

Monthly Association meetings are scheduled on the first Wednesday of every month, at 7:00 P.M. in the Chorus Room at the High School. This includes the summer months.

These meetings are a great way to get to know other music parents and find out what is happening in the music department.

## **Parent Roles**

By virtue of your son/daughter's involvement in music, you are automatically a member of the SPMA. How involved you choose to become is up to you. With some 200 families represented in the Department, if everyone committed to just one activity, we would not have to ask the same people to do everything. Please take a turn!

### **I. Opportunities to Participate**

Fundraising Volunteer (see fundraising section for more information)  
Fundraising Chairperson  
Kitchen workers for Dance Camps, Marching Band, Madrigal Dinner  
Costuming for Show Choirs  
Uniform Care and Organization, Marching Band, Color Guard  
Trip Chaperone  
Carpentry (Madrigal Dinner, Show Choir, Marching Band)  
MANY other opportunities as they occur!

Please be aware of:  
Rehearsal Schedules  
Performance Schedules  
Payment deadlines

Parents are welcome into the 'locker room' at any time. Any parent is welcome to attend any rehearsal, pre-show warm-up, post show announcements.

Parents are encouraged to travel with the students to show choir events as 'tag-along' as room permits. Bus and/or room expenses are the tag's responsibility.

### **II. Staying Informed**

The best way to help our child succeed and enjoy their participation in a music program is by staying in touch. Here are a few suggestions to help do just that!

Attend the monthly SPMA meeting  
Post the Yearly Calendar, available in the spring. New Season: June through May  
Check your email for practice schedules, trip information, and coming events

### **III. Chaperoning**

Commitment: It is important that anyone chaperoning knows the students names.

Responsibilities:

Mentoring  
Phone calls  
Bus Chaperone  
Bed Checks on overnights  
Wake up calls  
Bus & Equipment loading  
Watching homeroom  
Makeup and hairdressing for performances  
MANY other miscellaneous duties

Pre-requisite: Must let the Head Chaperone know that you are interested in chaperoning.  
Understand that chaperones will have trip charges.  
Because of the number of people interested we cannot take everyone.  
There will be an informational meeting in the fall  
for those interested in chaperoning.

Requirements:

Patience, good sense of humor, plays well with others, high tolerance for noise, team player; works well under a hierarchy and tolerates organized chaos.

Trip Information

The trip itinerary is available the week of the trip, and is emailed to all parents, if you are on our email list. This includes departure and return time (these are very accurate), scheduled performance time. PLEASE be on deck, or have someone designated to pick your student up on time after these trips.

Overnight Notes:

Spending money for meals or snacks  
Luggage is limited  
Bring blankets, pillows, and snacks for the bus  
NO boom boxes on bus  
Video watching is limited. Do not bring an entire video library  
Phone calls should be made with cell phones, or a calling card.  
Movie rentals and phone calls charged to rooms will be charged back  
to the appropriate student account.



## **Payments cont**

Please do NOT send payments to school with your child. Mailing your payments to the PO Box helps to ease the directors' responsibilities as well as reduce the errors and payments "lost" along the way! WRITE YOUR STUDENT'S NAME IN THE MEMO AREA AND WHAT THE MONEY GOES TOWARDS. There are many families with the same last name and this will help avoid confusion.

Invoices/Statements will be sent out the first week of the month and will include charges for that month. Please keep in mind that SPMA has due dates and deadlines to meet as well. All trips should be paid in full by the week before the trip.

### **IV. Deposits**

Deposits may be made to the PERSONAL account at any time throughout the year for any amount. Send your deposits to the same address as above.

### **V. Withdrawals**

Monies in the student account can be used for long show choir trips or any music related educational opportunities for the STUDENT (instrument/vocal lessons, music, instruments and/or supplies, etc). Purchase of these items will be reimbursed from the student account with receipt submitted to the treasurer. **Funds in a student account raised from fundraising activities may be withdrawn for long trips on a per diem basis, set forth before the trip. Daily allotments for food will not exceed \$45.00 per day. Additional money may be withdrawn for music related trip activities and will be verified by receipts. Personal money deposited in a student's account may be withdrawn at any time with a written request to the treasurer.**

## **VI. Frequently Asked FINANCIAL Questions**

**Q.** We are a divorced couple; can we get the invoice/statements sent to both of us?

**A.** Absolutely! Make sure that the treasurer has emails or street addresses for both parties. If there are ever special circumstances or parameters that we should be aware of, simply call, write or email.

**Q.** What happens if I forget to send money with my child on a trip?

**A.** Usually students handle that on their own by borrowing from a friend. And, you should plan on sending some cash along for the routine stop for fast food and incidentals either at competition or in route depending on the trip. However, if an emergency should arise the chaperones are there to help and can lend a hand.

**Q.** Do we pay for trips in advance?

**A.** Weekend trips will appear on your invoice/statement in the month that it occurs. These trips are generally less than \$150 and will be posted in full. Payments need to be received no later than one week in advance of the trip.

Longer, more expensive trips will be broken into a payment plan. SPMA works with the sponsoring organization, i.e., Keynote Arts, FAME, Show Choir Nationals, etc., who arrange housing, special events,

etc., for these extended trips and competitions. For example the trip to NY in 2002 cost SPMA approximately \$114,000. This included the cost of the Badger Coach buses and drivers, hotel rooms, meal vouchers, Broadway tickets, city tour guides, fees to compete, incidentals and more. That cost was then divided by the number of those participating to equal \$750. That \$750 was broken into 7 payments in order to make the financial strain easier on parents, the sponsoring organization (they have deadlines to meet also), and SPMA alike. SPMA then made coordinating payments to Keynote Arts (the sponsor), which funded all costs generated by that sponsor.

**Q.** Is financial aid available?

**A.** SPMA is a non-profit, non-discriminatory association. No child will be turned away for having a financial need. As a group, we try to keep our costs to a minimum. Over the years, SPMA has developed a variety of student account fund raising opportunities to address this issue. Many of our students have been able to raise all or at least a significant portion of their financial responsibilities.

**Q.** I've heard that students can "withdraw" money from their PERSONAL account while on the longer trips. How does that work?

**A.** The treasurer will accompany the group on these longer trips, and has the financial records for each traveler's account. Please note that parents may contact the treasurer prior to departure if they wish to put any restrictions in place (i.e., limit the daily withdrawal to a total amount withdrawn over the duration of the trip). The treasurer acts as a 'BANK'. Each day at a designated time, students may withdraw an amount from the PERSONAL account.

## **FAQs (Frequently Asked Questions)**

**Q.** How do I know when the buses will return after a trip?

**A.** The trip itinerary has an estimated arrival time. Your child should contact you via cell phone if possible, to confirm that time, or earlier, or later time. PLEASE pick up your student at that time. Chaperones may have cell phones for the students to use to call as well.

**Q.** What is the difference between a chaperone and a tag-a-long?

**A.** A chaperone takes an active role in the trip preparation and is assigned various responsibilities as is listed in the chaperone section. A tag-a-long can get the benefit of bus rides and rooms at a group rate pending availability as well as being a part of the group.

**Q.** Are private lessons required for Executive Session members?

**A.** No.

**Q.** How do we order Executive Session, YTBN, or SP Music clothing?

**A.** In the fall there will be an order form available, either in class, or online. Deadlines for orders will be in November to be in time for the competition season.

**Q.** Can my child be in a sport and music activities?

**A.** Yes, depending upon the sport and activity. There are several sports whose schedules overlap or conflict with the particular music activity's schedule. Freshman athletic activities tend to have the fewest conflicts.

**Q.** When auditions are held for singers, is there a set number of open soprano, alto, etc., spots available?

**A.** Not necessarily, it is up to the discretion of the director to bring 'balance' to the vocal ensemble.

### **Have more questions?**

The best way to ensure an accurate answer is by contacting any of the following:

Sue Halloway or Karen Luher @ 643-5956 or  
Email: [luherka@staff.saukpr.k12.wi.us](mailto:luherka@staff.saukpr.k12.wi.us)

Kim Butler @438-2593  
Email: [safeswim3@gmail.com](mailto:safeswim3@gmail.com)

Karen Helt @ 643-2214  
Email: [spma@charter.net](mailto:spma@charter.net)