

SCHS MUSIC DEPARTMENT INFORMATION

As the music department grows, a need has developed to provide parents an information package regarding the many extra curricular facets of our department. All students who are registered in the performance groups have commitments that go beyond the regular classroom situation. This package will hopefully help answer questions you may have on a variety of areas.

SCAMPA: Sturgeon Composite Area Music Promoter's Association

A music parent group has supported the music department for many years. This music parent group was formed to provide extra educational opportunities to the students in the music department. All parents who have students in concert band, jazz band, choir and small vocal ensemble are members of this parent group. SCAMPA has an elected executive that works through the year on a variety of projects to help support the music department. All educational directives and areas for improving the quality of the music program come from Mr. Krips. I oversee that the needs of the music department are met by involvement of the parent group. SCAMPA raises funds for a variety of needs. They do not raise money only for tours and travel. Over the past 8 years, a great deal of money has been spent on equipping the music program for the growth it is currently experiencing. Funding can be broken down into three areas.

1. SCAMPA: this group raises funds for equipment, workshops, uniforms and clinicians. Through various fund raisers as well as 7 bingos per year and a casino every 2 years, these funds are allocated to areas of need in the music department. SCAMPA also makes various grant applications to access extra dollars for major investments in new musical equipment for the program.
2. School: the school provides a budget to the music department for the operational expenses incurred during the school year. The music fees students pay at the start of the year make up roughly 1/3 of annual budget of the music budget. These fees are used to help purchase supplies and music for the students. No instruments or equipment is purchased with student fees. The remaining 2/3's of the funds from the school go to running the music department. Expenses include festival fees, software, music, supplies, clinicians, class materials and some equipment as is affordable. All repairs are not taken out of this budget; the school maintenance budget covers the repair costs for all equipment in the music room. The school also provides capital funds for major equipment purchases, as funds are available. Over the past few years the school has invested major dollars in the music department by buying 8 flutes, 3 clarinets, 9 saxophones, 38 music stands, 2 stand carts, 7 choral risers and 70 chairs. The investment was roughly \$35000.00.
3. Parents: besides the fees you pay for music courses as covered above, parents raise funds each year for students and SCAMPA. SCAMPA does a variety of fundraisers, approved and selected by parents at the Annual General Meeting in

September. Some of these fundraisers, such as the craft fair and silent auction, generate funds for the entire group; others, such as the ticket books and grocery coupons, are designed for individual student accounts. Parents typically do fundraisers with their students that raise funds for tours and travel. Amounts per year vary from \$400 to \$1000 depending on the tour destination, which is chosen by parents at the Annual General Meeting.

Student Expectations

Students involved in the music department at SCHS are expected to work hard towards excellence in their performance ensembles. All students are expected to be at rehearsals on time, practice outside of class and help create a positive and energetic learning environment that promotes excellence. Attendance at all concerts is mandatory and part of the requirements of each course. Students are also expected to maintain good grades in their other classes to ensure they can participate in all the extra curricular commitments of the department. Students are expected to promote the activities of the music department in a positive fashion through mature behavior and excellent performance skills. Students are also encouraged to maintain their enrollment in their performance ensemble for all 3 years of high school to ensure the success of the ensembles. **NOTE:** Students who do not make positive choices, miss concerts, miss class, do not develop their skills and do not contribute to the program in a positive fashion may receive a recommendation to not continue in the music program on their final report card, even if they have a passing grade.

Parent Expectations

Parents of students in the music department at SCHS are very integral to the success of our programs. We have a greater deal of parent involvement here than any other department in the school. Parents are expected to form an executive for SCAMPA annually and help with the various activities of the music department. Parent support with fundraising is crucial if we wish to provide extra educational opportunities to our students. We often need chaperones, parent supervisors, donations of time or skills and other jobs to be completed by parents. I would also ask that parents help ensure your student is successful in music by ensuring they practice, take care of their instruments and attend all functions and rehearsals. Parents are also encouraged to attend all concerts and public performances to see the results of their student's hard work. Parents need to also ensure their student has all of the necessary uniform requirements of the performance ensembles.

Uniforms

Each group has their own uniform that is partially provided by SCAMPA and partially provided by each family. The concert band, choir and small vocal ensemble members will all need to **purchase a shirt from SCAMPA for \$40.00 to \$50.00**. This shirt is the students and may be donated back to the department at the end of three years. The wardrobe manager of SCAMPA will measure students each September and order the

shirts. Shirts must be paid for to be received and funds from student accounts may be used. Students refusing to purchase the shirt will not be allowed to perform with the groups and may be asked to choose other activities. Concert band students will be issued a vest that must be left at the school at all times. Choir members will be issued a robe that will remain at the school at all times.

Students in all groups must purchase the following clothing:

Black dress pants; girls may buy a black skirt with black nylons or leggings. **Jeans and sweat pants are not acceptable.**

Black dress shoes; no runners, sandals or open toed shoes.

Black dress socks or nylons for the ladies. White socks look bad and take away from the nature of the uniform.

Ladies: please wear a plain white t-shirt or white camisole under your dress shirt, as they are thin. White undergarments are also important so they don't stand out.

Also, note that your shirt is to be tucked in, so buy pants that allow space for this.

For Remembrance Day, band and choir students must all come in black clothes.

Jazz band members are to have a white collared dress shirt and a tie. The white dress shirt must be able to be buttoned up at the neck.

It is imperative that all students follow this uniform guide, as we need to convey an image of professionalism. Coming in shirts that are not ironed and not wearing the proper dress clothes tells us you are not serious or committed to the excellence of the group.

Extra Curricular Commitments

Each year the SCHS music department is involved in various performances and workshops outside of school time.

The following events are mandatory for students:

School concerts at our schools and feeder schools

Festival performances

Performances in our local area by invitation

Retreats at Camp Nakamun

The only extra curricular events that students have the option of not participating in are tours. Each year the music department takes a tour. We alternate taking a major tour and a minor tour. In a major tour year, we strive to choose a destination outside of the province. Locations in the past have included Vancouver, Seattle, Halifax and Cuba. In a minor tour year, we stay in Alberta and take a weekend tour to Banff. Students may opt to not participate in these events. However, if we do not have enough students from each group commit to go, meaning we cannot perform to the best of our ability, either the group without enough members will not go, or the trip will be cancelled. Participation by

all students is encouraged, as all are needed to perform to the best of our availability. The organization and planning of tours and extra curricular events are very time consuming. Therefore, if students do not commit to these events, they can very easily be lost for future years.

If you have any questions regarding any of the items here, or wish to see any other items included, please call Mr. Krips at 973-3301 ext 1147, or email me at dkrips@sturgeon.ab.ca. Thank you for your time, and I hope this helps to clarify some issues on the SCHS Music Department.

Mr. Krips

SCAMPA INFORMATION

SCAMPA was formed as a fundraising association to give extra support to Sturgeon Composite High School Music Department. It is dependent upon all parents' participation for it to be a success. Mr. Krips has overseen and executed many fundraising endeavors on the parent's behalf. Due to the ever-growing music department he is no longer able to undertake these duties. We as parents now need to step forward and relieve him of all unrelated teaching activities.

On an average SCAMPA fundraises approximately \$20,000.00 yearly. Of this money approximately 80% is raised from bingo profits, with the remaining 20% coming from fundraisers voted on at the annual general meeting. \$8,000.00 from our bingos is credited directly into student accounts. The remainder is deposited to the general account. The money in the general account is then allocated directly back into the music program.

e.g. in 2003...

\$2,200. New band vests
\$1,225. Choir robes
\$4,075. Band camp Nakamun
\$ 775. Choir retreat
\$ 500. C.D. production

e.g. in 2004...

\$10,000. matched school funding for new equipment purchase

We needed to match another \$7,000.00 to ensure we have the equipment the program required that year.

Our continued participation in the bingos is essential to maintain the high level of quality we have grown to expect from our music department. Each student is required to be represented at a minimum of 2 bingos to a maximum of 4 bingos. Student accounts will be credited \$50.00 for every bingo worked. Our annual assorted fundraisers are also equally important. We cannot stress enough at this point the need for your support in all our endeavors.

An issue that is addressed yearly is the criteria for chaperoning tours. As an incentive for accepting and executing an executive position, executive members or spouses will be offered chaperoning positions first. Persons taking on and executing major fundraising or organizational positions will be approached second, and then all active members of SCAMPA will be eligible.

FUNDRAISING

BINGOS

Our most important fundraiser of the year is the bingo. Some of you will already be familiar with how bingos work, but for the new music parents this will provide an over view.

As members of the Bingo Association, each year we apply for and receive 7 - 8 bingos. These are worked at the Grandin Bingo Hall in St. Albert. They run from 10:30 am - 4:00 pm and from 4:30 pm - 10:00 pm. Each student is required to be represented at a minimum of 2 and up to a maximum of 4 bingos per year. You must be **18 years** of age to work a bingo. Your child's SCAMPA account will be credited \$50.00 for each bingo worked. If you are unable to participate in the bingos yourself, you are still responsible for finding someone to work for you. If a family member or friend works in your place your child's account will still be credited. If you are unable to find someone, you can phone the bingo chair or floor manager and get phone numbers of people who are on a reserve list. If they come and work your positions, **their** child's account will be credited with the \$50.00, but you will have your name taken off the list as having met your commitment for the year. If you do nothing at all, the bingo chair will continue to call you to work bingos until you meet your commitment. If you would like to earn more credit towards your child's account you can place your name on a list to either fill in for parents who are unable to work the bingos, or to be an emergency replacement for no shows the day of the bingo. If you choose to do this, you must be prepared to be available. Parents on the no show list should live within ½ hour from the bingo hall. It is imperative that we have the people required by the Bingo Hall to work. If we have too many no shows and we cannot work, we can be fined, and after too many occurrences we would lose our bingo license. **If this situation arises, and we have poor parent participation, we will have to vote on implementing a \$50.00 per bingo deposit (two postdated cheques) that will either be returned to you at the end of the year if you meet your commitments, or will be deposited into the SCAMPA general account if you do not. This fundraiser is absolutely crucial to the music program, so we are counting on your full support.**

There are two executive positions pertaining to bingos. They are the bingo chair and the floor manager. These positions are a major commitment. The Campbell Bingo Hall requires that the same person attend **all** the bingos. The floor manager position could be shared between two people if necessary. The benefit for taking and committing to these positions is that you will be credited the \$50.00 for every bingo worked. If two people share the floor manager position they will share in the credit.

When you arrive at the bingo hall to work your shift, the floor manager will assign you a position either in the office or on the floor selling. The bingo hall staff and the floor manager will explain what is expected of you. They are very used to dealing with new people all the time and so are very understanding and patient. You will be supplied with a meal while you are working your shift.

I want to thank everyone ahead of time for helping with this fundraiser. We all know that spending the afternoon or evening at the bingo hall is not high on the priority list of choice, but is essential if we want to maintain the level of music development for our children.

CASINO

We have successfully applied for and received a casino. The casino was on March 29 and 30, 2008 and will require 26 volunteers over the two days. The following 5 key positions were required for each day:

- General Manager
- Alternate General Manager
- Banker
- Cashier
- Count Room Supervisor

Volunteers must be 18 years of age or older, so any students who are 18 may work this event. Volunteers cannot work more than one position during the weekend, meaning if you are a banker on day 1, you are a banker on day 2. All volunteers must fill out a Worker Application form for gaming and an RCMP check. They will need Photo I.D. The other rules for volunteers state that you cannot play casino games during the casino or consume alcohol or drugs during the weekend. Volunteers may dress casual, bring something to do as there is a lot of down time and an appetite as the casino will feed you during your shift. You may bring your cell phone also.

The funds from the casinos will be going to benefit each of the performance groups at SCHS. We will use these funds for equipment, workshops and clinicians. This will help lower costs for you the parents. On average, each casino will generate just under \$20000.

Below are the responsibilities of Casino Volunteers. Please know that no previous experience is needed to work these jobs. All training is done on the spot and the casino expects to help train you.

General Manager/Alternate General Manager

- General Manager or Alternate must be present in the Casino at all times.
- Responsible for all areas of the casino (gaming floor, security, cash cage and count room)
- Must ensure that there are a sufficient number of volunteers in the casino and that each volunteer works only one position throughout the two day event.
- Ensures that cheques are signed at the end of the second day to meet expenses.
- The General Manager will be able to operate the Casino Track computer system, training will be provided by the advisor.

Banker

- The Banker controls chip and cash floats in the cash cage.
- Responsible for documentation of all cash and chip transfers from the main float. This documentation is recorded in the Casino Track computer system.
- The Banker will operate the Casino Track computer system, training will be provided by the Advisor during the event.

Cashier

- Cashiers are responsible for cashing out players chips for cash.
- Should be comfortable handling cash.

Chip Runners

- All chips are now tracked by the Casino Track System. Chip runners will operate a hand held computer that is utilized in tracking all chip transactions.

Count Room Supervisor

- With the assistance of the count room Advisor, the count room supervisor maintains records of all cash and chip counts performed by the count room staff. The supervisor does not actually handle cash or chips.
- Is required to input information in the Casino Track computer system.

Count Room Staff

- Recorder: Assists the Count Room Supervisor record information into the Casino Track Computer System
- Amalgamator: Amalgamates all the cash from the boxes retrieved from each of the table games, should be comfortable handling cash.
- Counter: Counts cash by running through a currency counting machine.
- Opener/Sorter: Opens the drop boxes and sorts cash.
- Sorter: Sorts cash from the drop boxes.

SILENT AUCTION

Every two years, on major tour year, we hold a silent auction in conjunction with our spring or winter concert. It is a huge success! All monies from this fundraiser go directly into the SCAMPA general account. 50/50 draws, cookie sales and pop sales also rounded off the fundraising done that same evening.

SAFEWAY, SUPER STORE, EXTRA FOODS, SAVE ON FOODS AND IGA (SOBEY'S) GROCERY COUPONS

This is an extremely successful fundraiser that does not put pressure on anyone to buy any extraneous **stuff** that they might not otherwise purchase. Everyone buys groceries! The way it works is that you sell a specific dollar amount of coupons for either of the grocery stores and those coupons are used to shop with like cash. The bonus being, your child's account will be credited for 5% of the dollar amount sold. So if you sell \$100.00 worth of IGA coupons to grandma, your child will get \$5.00 credited to their account. This fundraiser runs the entire year, and has the potential to earn very good money. More information will be presented at the Organizational General Meeting.

OTHER PROPOSED FUNDRAISING

There are all other sorts of fundraising ideas that come forward over the year. The following list will give you an idea of what is available and the kind of percentages of return you can expect.

SUTP -45 to 50%
Cookie Dough - 40%
Chocolates - 45%
St. City Roasters Coffee - \$3 to \$5 per pound profit

If you are aware of any other great fundraisers, please come to the Annual General Meeting and share them, as we will be voting on what we will be taking on this year.

DUTIES OF SCAMPA EXECUTIVE

CHAIR PERSON

- Chair all executive and SCAMPA meetings
- Prepare agenda's for all SCAMPA meetings, coordinating items with Mr. Krips, and e-mailing final copy to Mr. Krips for printing
- Act as coordinator and liaison (regarding SCAMPA fundraising and business) between SCAMPA, parents and school
- Supply information to parents regarding SCAMPA
- Ensure information packet is updated and sent to all parents before AGM
- Assist any executive as required to ensure these positions are completed
- Actively pursue grants that would support SCAMPA
- Prepare and distribute a file folder on each executive position and fundraiser to be passed on to the next executive, to ensure continuity and organization of association

VICE CHAIR

- Chair any meetings that chairperson is unable to attend
- Assist chair in all chair duties
- Assist any executive as required to ensure their position is completed
- Ensure information packet is updated and sent to all parents before AGM
- Be prepared to replace an executive in their position if required
- Actively pursue grants that would support SCAMPA
- Help prepare and distribute a file folder on each executive position and fundraiser to be passed on to the next executive to ensure continuity and organization of association

SECRETARY

- Record and file minutes of all SCAMPA meetings
- File pertinent correspondence
- Contact executive regarding meetings
- File new executive list with Alberta Gaming and Societies yearly
- Compile a list of all executive positions, names, and contact information, and distribute yearly to all parents

TREASURER

- Maintain SCAMPA books
- Prepare and file annual financial statement with Societies and Gaming Commission
- Prepare a budget report for all executive and general meetings
- Arrange for a yearly audit
- Write necessary cheques for bingos and fundraisers
- Create a yearly budget
- Maintain an up to date list of student accounts
- Ensure timely deposits of all cheques received from SCAMPA members
- Coordinate change over of signing authority on SCAMPA accounts

BINGO CHAIR

- Commit to working in office balancing all bingo funds at all bingos
- Must attend yearly bingo meeting with floor manager
- Shares the responsibility in phoning and organizing all bingos
- Maintains an emergency bingo worker list
- Writes cheques to bingo hall

FLOOR MANAGER

- Commits to working Floor Manager position at all bingos or shares the position between 2 people
- Must attend yearly bingo meeting with floor manager
- Shares the responsibility in phoning and organizing all bingos
- Maintains an emergency bingo reserve list

FUND RAISING CHAIR (2)

- This position could be shared between 2 SCAMPA members
- Coordinates and oversees all fundraising projects
 - Works with Mr. Krips in finding suitable fundraisers and informing membership
- Responsible for finding SCAMPA parents to execute fundraisers
- Report back to executive on status of all fundraisers

WARDROBE CHAIR

- Coordinate ordering, cleaning and repairs for all ensemble uniforms
- Collect monies from students and provide treasurer with funds
- Coordinate yearly sale of music department logo wear