

UPLAND HIGH CHOIR

Student & Parent Handbook 2019-2020

Friends of Upland Choral Music Board of Directors:

Cheyenne Smith - President

Shannan Maust - Vice President of Fundraising

Stephanie Rodriguez – Vice President of Events

Gia Nelson - Secretary

Marisa Hofflander - Treasurer

Jeremiah Nelson – Auditor

Jen Zagorin - Fundraising Officer

Jen Silvis – Events Officer/Volunteers

Vicki Mensen – Events Officer/Elizabethan Dinner

Patti Coulter - Publicity/Communications

To the Booster Parents for 2019-2020:

First of all, we would like to welcome our “new member” Booster parents who are joining us this year and extend our continued appreciation to our “returning member” parents. You and your student have the opportunity to become an integral part of one of the premier choirs in Southern California. The Upland High School Choral Music Program has established a program for your student to learn important life skills in self-discipline, leadership and teamwork, while developing self-confidence and excelling in their music and performance abilities. As part of its support for this important program maintained by the Upland Unified School District (“District”), the Friends of Upland Choral Music Boosters provides an opportunity for parents to stay closely involved with their children in a positive environment during their children’s high school years.

Our primary goals as a non-profit organization are to support the District’s Choral Music Program, encourage parent involvement in the program by voluntarily participating in the various Booster activities, and to provide financial support to enhance the District’s Choral Music Program at Upland High School (“UHS”). We invite you to join us in this endeavor as we work to enhance and improve the program for all students involved.

We look forward to having you as a part of the Booster organization. We encourage every parent to take advantage of the many opportunities available to volunteer with this outstanding program. Our standard of excellence depends on parents who become active members and are a vital part of the Friends of Upland Choral Music Boosters!

Please go to our web site for more information during the year www.uplandhighschoolchoir.org. In addition, if you have any questions or need further information regarding the Booster organization, please email one of the officers or fundraising board members listed on the website.

Sincerely,

Friends of Upland Choral Music Board of Directors

The Friends of Upland Choral Music Boosters is a non-profit 501(c)(3) charitable organization that is not a part of the Upland Unified School District.

Mission Statement

The mission of the Friends of Upland Choral Music Boosters is to provide support for the Choral Music Program provided by the Upland Unified School District (“District”) at Upland High School (“UHS”), by providing various opportunities for volunteering and fundraising to support the program.

Purpose

The Friends of Upland Choral Music Boosters is a volunteer, non-profit organization that is not a part of the Upland Unified School District, dedicated to supporting the goals of the Choral Music Program at UHS. The hard work and dedication of the Friends of Upland Choral Music Boosters staff and volunteers help support the success of the program. To this end, Friends of Upland Choral Music Boosters endeavors to:

- Provide the volunteer hours necessary to organize, administer and support the equipment, transportation, uniforms, and other support services required by the District to participate in the Choral Music Program, or that may enhance participation in the Choral Music Program.
- Raise funds to support the District’s Choral Music Program through voluntarily donations, sponsorships, scrip and fundraising efforts.

Membership

All parents or guardians of a student in the Upland High School Choral Music Program are members of the Friends of Upland Choral Music Boosters.

Meetings

As a booster member, everyone is encouraged to attend the booster parent meetings held generally on the **first (or second) Tuesday** of each month. **These meetings are held at 7 PM in the Library (cafeteria or staff lounge when available) and usually last about an hour.** This is a great time to meet other choir parents, get the latest news about choir activities and accomplishments, and sign up to help with future activities.

2019-2020 General Meetings

September 3, 2019 (Handbook/new forms)
October 1, 2019 (All choirs perform)
November 5, 2019 (Elizabethan Dinner Committee Mtg)
December 2019 – NO MEETING (Elizabethan Dinner Rehearsal)
January 2020 – NO MEETING (Winter Break)
February 2020 – NO MEETING (Valentine Gram Preparation)
March 2020 (Spring Tour Meeting; TBA)
April 14, 2020 (All choirs perform)
May 2020 – NO MEETING
June 2, 2020 - (Booster Board elections; Retreat Info)

Booster / Volunteer Committees

We encourage all Friends of the Choral Music Boosters to volunteer their support for the District's Choral Music Program by participating in any of the following committees. Please contact the appropriate board member for each committee, or any board member, to find out how you can become involved.

President

- **Chaperones: Must be fingerprinted by the UUSD.** Chaperones are responsible for student supervision at student performances maintained by the District, including on buses and in hotels where applicable. This supervision is in addition to that provided by District employees. As these performances are maintained by the District, all Friends of Upland Choral Music Boosters volunteer chaperones must adhere to and follow all policies, procedures and rules established by the District and UHS. This includes, but is not limited to, a prohibition against the possession of alcohol, illegal drugs or weapons of any kind. No smoking is allowed on campuses or around students while accompanying students on any trip. You may review the District's Board Policies and Administrative Regulations on its website.

Events: Vice President of Events & Events Officer

- **ALL Events:** Responsible for helping to plan, organize and execute ALL performances and events of the Upland High School Choral Music Program.

Choir Parent

- **Grooming:** Responsible for assisting students with grooming and appearance at all choir performances.
- **Uniform fitting/ measuring/repair:** Responsible for ensuring that the uniforms are fitted properly and in good repair.
- **Uniform Cleaning and Maintenance:** Responsible for ensuring that the uniforms are cleaned and are in good repair.

Choir Parent

- **Equipment/Transportation/Props:** Responsible for loading, unloading and moving equipment as needed by the Program. These are ongoing events; you will be able to sign up for specific dates at the monthly parent meetings. The choir parent is also responsible for building and making repairs to props, and equipment as necessary.

Publicity/Communications

- **Publicity:** Responsible to have events entered onto the City Hall Marquee, the Inland Valley Daily Bulletin and other local media outlets as needed.
- **Additional Publicity:** Responsible to proofread, correct and copy any and all concert/event programs.

Ways and Means: Vice President of Fundraising & Fundraising Officer

- **Fundraising:** Assists with fundraisers by helping to organize, collect money from students, and organize and distribute products. This usually requires a one-time commitment per fundraiser. The type of assistance varies with each fundraiser.
- **Grant Writing and Research:** Responsible for researching potential grant availability for funding of the Choral Music Program.
- **Spirit Wear:** Responsible for selling spirit wear during choir events and/or Scrip Sales, parent meetings and other various events.
- **Scrip Sales:** Responsible for selling Scrip monthly and at various Choir events.
- **Student Accounts:** Responsible for establishing student CHARMS accounts annually and updating student accounts throughout the school year.

Estimated Program Costs

Friends of Upland Choral Music Boosters contributions help support many aspects of District programs, including music, insurance, festival entry fees, equipment, instruction, costumes, and much more. These contributions help make the District's program the award winning program it is today!

Friends of Upland Choral Music Boosters fundraising efforts, including those to support equipment, supplies, costumes and festivals, are voluntary and do not impact a student's participation in the District's program. All donations made to the Friends of Upland Choral Music Boosters to support District programs are entirely voluntary and are not required to participate in any District program.

Retreats, Tours, Festivals and Travel Expenses

Each year the various groups of the Choral Music Program may attend one or more retreats, tours and festivals that will require expenses for transportation, hotel accommodations, food, etc. If the event is necessary to participate in the program, the District will cover the necessary expenses. Friends of Upland Choral Music Boosters endeavors to support these District costs through voluntary fundraising, sponsorships and donations. In addition, if fees are lawfully authorized, Friends of Upland Choral Music Boosters endeavors to support the District by helping administer those fees and providing additional financial support, as needed, to ensure all students can attend and participate.

This year we anticipate providing support for the program's Madrigal and Chorale retreats as well as a Tour next June. Information will be provided to the parents on these trip costs once each have been approved by the UUSD School Board.

Friends of Upland Choral Music Boosters fundraising efforts for the District field trips are voluntary and do not impact a student's participation in the District's program.

Financial Information

Some Fundraiser Options for 2019-2020

Scrip
Community Discount Cards
See's Candy
Fall Apples
Dine Out Nights
Opportunity Drawings

Ways and Means - A Successful Choral Music Program Costs \$\$\$\$

During the 2018-2019 school year, we fundraised approximately \$100,000+ not including trip costs to support District programs. This contribution helped maintain the District's program as one of the premier programs in Southern California. To continue making significant contributions this year, the Friends of Upland Choral Music Boosters will continue to offer voluntary fundraising activities, including Scrip, eScrip, Community Discount Cards, See's Candy and Much More. Raising this money is not an easy job.

We encourage all Friends of the Choral Music Boosters and every family in the Choral Music Program to participate in voluntary Friends of the Choral Music Boosters fundraisers! Although these voluntary fundraising efforts are not required to participate in any District program, they can have a significant positive effect on the District's ability to maintain one of the best programs in the state.

All funds raised through the fundraising program will be distributed between your student's fundraising account and the general operating account with your students' receiving 70% and the general operating account receiving 30%. Remember that half of our budget comes from fundraising!

Anyone participating in fundraising is responsible for the following:

1. Turning in the correct amount of money for fundraising products in a timely manner. No exceptions can be made for loss or theft. Students must be careful with their money and their products. Only checks, money orders, and cashier's checks made payable to Friends of Upland Choral Music Boosters (*UCMB*) are to be turned in. NO CASH will be accepted.
2. Delivering all ordered items in a timely manner. Items that are misplaced are the sole responsibility of the student.
3. Selling all items checked out. Items checked out to sell cannot be returned.

Please note that all fundraising is done on behalf of our entire Choral Department. However, for the purpose of record keeping and in cases of individual expenses, an accounting of each student's fundraising is maintained. Please refer to the CHARMS instructions for information on accessing your student's account details.

No student may participate in a new fundraiser prior to turning in all money for previous fundraisers. Any money earned goes to the student's account to be used for approved department related expenses. Monies may be donated to the Boosters' general operating fund by the discretion of the parent/guardian.

Student Fundraising Account Policy

The **Student Fundraising Account** is a fund consisting of accounts for each member of the choral Music program. These accounts are for the sole purpose of accumulating fundraising monies in a student's account to help him or her with choral program costs. In the case of more than one sibling being in the program, accounts can be established for each individual student or for the family. Funds are placed to a student's account as a result of participation in Choral Booster **fundraising activities only**. Parents may make donations to the Choral Music Program using Funds in the Student Fundraising Account.

Donation Options

- **Credit Card, Cash, Check or Cashiers check:** The Friends of Upland Choral Music Boosters will accept personal checks **payable to UCMB** for voluntary donations. Please include your student's name and choir on all donations. Donations may be placed in the locked grey box in the choir room or brought to any Booster Parent Meeting during the year.
- **PayPal® Option:** *PayPal®* is provided as another option to assist in making voluntary donations to the Friends of the Choral Music Boosters. This option provides you the opportunity to make voluntary donations with most major credit cards, debit cards, and bank transfers through *PayPal's* secure web site. Go to www.uplandhighschoolchoir.org and click the donate tab on the home page for access to *PayPal®*. You will be charged a fee by *PayPal®* for using this option.
- **Check Cashing Policy:** if a check is returned to the Friends of Upland Choral Music Boosters due to non-sufficient funds (NSF) by the bank, the party responsible for the NSF check will be responsible for paying Friends of Upland Choral Music Boosters, by cashier's check, the full amount of the NSF check and any fees incurred by UCMB within 20 calendar days. The cost of NSF checks and the resulting loss of funds from scrip purchases, fundraising or other program expenses directly affect our ability to support District programs.

For more choral information, like the Upland High School Facebook page and look for announcements through your Aeries portal