

Hayfield Orchestras

2011 - 2012 Handbook

Directors:
Carrie Vien
Jennifer Miller

Visit www.HayfieldOrchestras.com

Contents

The Program

- Beginning Orchestra
- Intermediate Orchestra
- Advanced Orchestra
- Sinfonietta Orchestra
- Symphonic Orchestra
- Chamber Orchestra
- Practice Tips

The Grading System

- Orchestra Seating

Attendance

- Excused Absences from Rehearsal
- Co-curricular Absenteeism Policy

Conduct and Discipline

- Rehearsal Expectations
- Minor and Major Infractions
- Daily Classroom Rules
- Restroom and Locker Procedures

Specific Guidelines

- In the Orchestra Room
- Instrument Security
- Use of Instrument Storage
- Care of Sheet Music
- Care of Instruments
- Instrument Requirements
- Other Recommended Items

Concerts

Concert Behavior
Concert Dress
Mandatory Rehearsals

Other Performance Opportunities**Orchestra Field Trips**

VBODA Festival
Spring Trip Middle School
Spring Trip High School

Financial Obligations**Hayfield Booster Organization**

The Program

Beginning Orchestra (Middle and High School Class)

Course Description

No prior orchestra experience is needed. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school.

Objectives

- The student will develop a working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade I/II level as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade I/II level as described by the VBODA.
- The student will demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to discriminate between various expressive levels of musical performance.

Intermediate Orchestra (Middle School Class)

Course Description

Previous participation in orchestra for at least one year, **and/or** an audition for the conductor is required. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. Students in intermediate orchestra work on refining skills such as tone production, music reading, and accuracy of pitch. A variety of musical styles will be studied through the playing of orchestra literature. Rehearsals and performances outside of normal school hours are required as part of this course.

Objectives

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade II/III level as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade II/III level as described by the VBODA.
- The student will demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to discriminate between various expressive levels of musical performance.

Advanced Orchestra (Middle School Class)

Course Description

Previous participation in orchestra for at least two years, **and/or** an audition for the conductor is required. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. Advanced orchestra will build left-hand skills such as shifting and vibrato, as well as advanced bow techniques.

A variety of musical styles will be studied through the playing of orchestra literature. Rehearsals and performances outside of normal school hours are required as part of this course.

Objectives

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade III/IV level as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade III/IV level as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.

**Sinfonietta Orchestra
(Freshman High School Class)**

Course Description

This course is for high school freshman only. An audition with the orchestra conductor is required for enrollment in this course. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. The orchestra for freshman offers instruction to the advancing player. A variety of musical styles will be studied through the playing of orchestra literature. Rehearsals and performances outside of normal school hours are required as part of this course. Students are encouraged to take private lessons.

Objectives

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade IV/V level and above as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade IV/V level and above as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.

Symphonic Orchestra (High School Class)

Course Description

This course is for 10th through 12th grade students. An audition with the orchestra conductor is required for enrollment in this course. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. Symphonic orchestra offers instruction to the advancing player. A variety of musical styles will be studied through the playing of orchestra literature. Rehearsals and performances outside of normal school hours are required as part of this course. Students are encouraged to take private lessons.

Objectives

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade IV/V level and above as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade IV/V level and above as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.

Chamber Orchestra (High School Class)

Course Description

This course is for the advanced musician. An audition with the orchestra conductor is required for enrollment in this course. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. Chamber orchestra offers instruction to the advanced player. An in depth study of musical styles will be realized through challenging orchestral literature. Rehearsals and performances outside of normal school hours are required as part of this course. **Private lessons are required** for this course *and* all students must audition for District Honors Orchestra. **The spring trip is also mandatory for students enrolled in this course.**

Objectives

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade V/VI level and above as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade V/VI level and above as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.

Practice Tips

1. Spend a minimum of 20-30 minutes practicing each night. A little work every day is better than long sessions every other day. Parents are encouraged to help their orchestra student keep a practice log. Forms are available from the orchestra instructor.
2. Practice slowly and accurately. Using a metronome is recommended.
3. Set goals for yourself... maybe work only 8 measures, but make sure you learn those 8 measures.
4. Practice the difficult sections longer than the easy sections.
5. Play everything with expression.
6. Learn from mistakes.
7. Think for yourself. Be creative with your practice, and find out that works best for you.
8. Be optimistic. You may not be able to play as well as you would like to, but you will improve.
9. The "UPSIDE": The more you practice, the better you become. The better you become, the more fun it is to play your instrument. The more fun it is to play your instrument, the more you want to practice!
10. The "DOWNSIDE": The less you practice, the more difficult it is to play your instrument. The more difficult it is to play your instrument, the less enjoyable it is to play. The less enjoyable it is to play your instrument, the less you want to practice!

Music is fun when you are able to play your part and be a part of the team, so do yourself a favor and... **PRACTICE!**

Always remember... **PRACTICE MAKES PERMANENT, BUT *PERFECT* PRACTICE MAKES *PERFECT!***

The Grading System

40%: Daily Grade

You are expected to participate in class everyday without exception. This means you must bring your instrument, music, pencil, and a willing attitude to class every day. You are awarded 10 points every class for participation and for following the above criteria.

The daily grade (10 points) will be based on the following categories:

- Punctuality and readiness to play when the bells rings.
- Understanding of the concept that music, to be properly performed, evaluated or rehearsed, must be rendered in an atmosphere of silence.
- Attention to the conductor and an attitude of cooperation
- Alertness and readiness for the downbeat, including proper posture and hand position for the instrument.
- Sensitivity towards conducting gestures
- Full participation in class
- Prepared with instrument and equipment, music, and pencil every class.

Points will be deducted for:

- Tardiness- 3 points
- Talking/Disruptive Behavior- 2 points
- Lack of attention and/or poor posture- 2 points
- No instrument- 10 points
- No music- 5 points
- No pencil and/or proper equipment- 3 points

Unexcused absences cannot be made up, and will result in a zero for the day missed.

30%: Assessment

The assessment portion of your grade will be based upon the following:

- Playing Tests
- Written Tests
- Projects

You are expected to learn your instrument and to learn to read music. Playing exams will be held regularly for chair placement and progress evaluation.

The following FCPS grade scale is used:

A (93-100)
A- (90-92)
B+ (87-89)
B (83-86)
B- (80-82)
C+ (77-79)
C (73-76)
C- (70-72)
D+ (67-69)
D (64-66)
F (below 64)

Orchestra Seating

Students are seated according to their musical and technical proficiency on their instrument. This is done to insure proper blend and balance throughout the ensemble. Seat placement is relative to the abilities of those in the group. (This placement may be referred to as what "chair" a student has, such as 1st chair, 2nd chair, etc.) Each student is responsible for his/her own performance.

30%: Performance

The performance portion of your grade will be based upon the following:

- Concerts and Festival
- In-class group performances
- **Chamber Orchestra** members must audition for the District 10 Honors Orchestra. Auditions are held in November and music will be available during the first week of school.

If a performance is missed, the student will have one week upon returning to school, to make-up the grade. To make-up the grade, the student must perform his/her concert music in front of a video recorder that will be viewed and graded at the discretion of the instructor. **It is the responsibility of the student to make-up the grade. The instructor *will not* "hunt you down". After 1 week, the grade becomes a zero.**

BONUS

5% bonus for private lessons: Students who take private lessons on a weekly basis from an approved instructor will be rewarded with a 5% bonus each grading period. Only the conductor can approve the private lesson teacher. Approved instructors are professional musicians on a particular instrument with teaching experience. **To receive your bonus, please submit a 3x5 index card with the following information:** your name and instrument, your teacher's name, and your teacher's phone number and/or email address **-OR-** submit your teacher's business card with your name on the back.

2% bonus for youth orchestras: submit your program, which includes your name, to your teacher

Attendance

Absence affects performance in orchestra classes. Each student's participation affects the group outcome, and each student plays a valuable role in the process. It is imperative that we establish attendance guidelines that support this learning process for both the individual and the group. Attendance is related to both self-discipline and learning.

Orchestra students are required to attend all after school rehearsals. It is your responsibility to attend all rehearsals and performances.

Excused Absences from Rehearsal Include:

- personal absence which confines you at home
(*excused absence from school*)
- death in the family
- religious holiday (*please notify ahead of time*)
- other prearranged absences approved by the school and/or instructor (*5 day written notice is required*)

Co-Curricular Activity Absenteeism Policy

In order for a student to participate in an after-school performance or practice, he/she must either:

- attend for more than half of the school day.
- have an excused absence.

A student may not participate in an after school performance or practice if:

- the absence from school that day is unexcused.
- the student is serving an out-of or in-school suspension.
- the student has not been in school half of the school day.

Conduct and Discipline

Our positive behavior has the potential for lasting impressions on people with whom we may not have direct contact. It is, therefore, important for everyone to maintain a positive and cooperative attitude when associated with the Orchestras of Hayfield Secondary School.

Inappropriate or offensive behavior or language will not be tolerated. We represent each other, Hayfield Secondary School, and ourselves, and we represent the best in high standards and positive traditions. FCPS policies and guidelines apply to the orchestra in all activities both on school and off school property.

Rehearsal Expectations

Each section shall exemplify the highest standards of efficiency, conduct, and musicianship during rehearsals and public performances. High standards will demand the utmost in determination, concentration, and self-control from each individual. Orchestra members are expected to take a serious, musical approach to their instruments. Take pride in yourself, your section, and in the entire ensemble. If you do not have a part to play, support others by listening and exercising courteous behavior.

Minor Infractions

From time to time, student behavior management issues occur. Due to the unique group relationship in a musical ensemble, these issues must be addressed. A pro-active policy and quick resolution will ensure a positive atmosphere for all students.

Parental support to correct such behavior is critical.

Disciplinary procedures include:

1. general reminder to class
2. personal reminder in class
3. private conversation
4. consequences beyond class period
(detention, phone call or email home)
5. removal from rehearsal or performance (referral)

Major Infractions

The school policies that apply to the school day also apply to all orchestra activities **on and off** school property.

Examples: competitions, festivals, the spring trip

Daily Classroom Rules

1. Students are not permitted to eat, drink, or chew gum in class or in the auditorium. **ONLY WATER IS ALLOWED**
2. Students are expected to come into class in an orderly manner. **YOU MUST BE IN YOUR SEAT, WITH YOUR INSTRUMENT, WHEN THE TARDY BELL SOUNDS.**
(unexcused tardies will result in 3 points taken from the daily grade)
3. Students are to play only their own instruments!
4. Students are expected to keep their fingernails short. **NO EXCUSES!** Long fingernails interfere with curving the fingers correctly to produce a quality sound.
5. Students are to speak to the conductor and to each other with respect and courtesy.
6. Students are expected to try their best and to take pride in this organization.

Restroom and Locker Procedures

Students should use the restroom and visit their lockers between classes. Students may use the restroom during class at the teacher's discretion.

Specific Guidelines

In the Orchestra Room

Students need to be prompt and prepared for rehearsal each day. Attendance will be taken daily. Students will have their instruments assembled, warmed-up, and have the proper music out of their folders and ready for rehearsal. Each day an agenda will be on the board. Students must have a sharpened pencil available for taking notes.

Students should treat the rehearsal areas and surrounding department areas well (*i.e., no food, gum, drinks, etc.*). Papers, pencils, and all other materials should be picked-up. It is important to have and maintain a neat and orderly room for rehearsals.

Instrument Security

At the beginning of the year, each student will be asked to write his/her name, instrument, and instrument model and serial number on a security list. This list will be used to identify any lost and/or found instruments. Parents are encouraged to obtain insurance for their child's instrument. Fairfax County Public Schools will not replace lost or stolen instruments.

We suggest that parents check into coverage through their homeowner or renter insurance policy.

Storage Room

An instrument storage room is available for students to keep their instruments during the school day. Students using the room must reserve a storage bin at the beginning of the year by signing a logbook. At that time, the student will be assigned a combination lock, or asked to provide a lock, to use at all times on the locker. Students who opt to use the storage room do so at their own risk.

Students may not store their instrument in the storage room without a lock for their storage bin. Instruments and music binders are the only items allowed in the storage room. **NO BACKPACKS, LUNCHES, BOOKS, ETC.** Combination locks are to be used at all times and combinations are to be kept with Mrs. Vien or Ms. Miller. Key locks are not allowed. Care should be taken to shield your locker combination from others. Lockers should never be left in the open position.

You enter the storage room AT YOUR OWN RISK. Use of the storage room is a privilege. Any student found tampering with another student's locker or playing around in the storage room will lose that privilege.

Students who store their instruments in hall lockers should avoid placing music or instruments on the ledge above the lockers. Many binders and instruments go missing this way. Instrument cases must be labeled with the student's name at all times. This will ensure that misplaced instruments are promptly returned to their owners.

Care of Sheet Music

ALL SHEET MUSIC MUST BE STORED IN BINDERS.

Students who do not return original copies of sheet music on time and in good condition will be charged for the cost of replacement (*\$1 per page*). Names are submitted to the obligation list in the Hayfield Secondary School Finance Office.

Students should write their name in pencil at the top of each page of music.

Students will be charged \$0.20 for lost photocopied pages.

Care of Instruments

All instruments should be treated with care and stored properly. It is the responsibility of the student to maintain accessories and to keep the instructor informed of instrument problems that affect his/her ability to participate.

Please follow these guidelines:

- Loosen the bow hair when you are done playing.
- Never use household cleaners to clean or polish the instrument. Gently wipe it with a clean, soft cloth.
- The instrument and the bow should be stored in the case. String instruments break easily when left unprotected.
- Retract endpins before placing in a storage bin. Never leave an instrument on a chair or hanging from a music stand.
- Never put an instrument down on top of the bridge, even when it is in the case.
- Never touch the bow hair with your hands. This deteriorates the hair, which causes poor tone quality on the instrument.

Instrument Requirements

Violins and Violas

- Shoulder rest. Kun is a good brand.
- A clean, soft cloth.
- Rosin
- Pencil
- Mute

Cellos and Basses

- An end pin "rock stop".
- A clean, soft cloth.
- Rosin. Bass players should buy special bass rosin such as Pops Bass Rosin.
- Pencil
- Mute (cellos only)

School Instruments

Most instruments are available for rent at local music stores. Those students who are eligible for free or reduced cost lunch may be able to rent an instrument through Fairfax County Public Schools at a reduced cost. These instrument rentals are subject to eligibility requirements and availability. Students should see their orchestra instructor for details.

Cello and Bass Fee

There is an annual fee charged to cello and bass students (\$46 per year) for the use of the school's instruments. This does not replace the need for students to come to class with their own rock stop, cleaning cloth, rosin and mute.

Great Gift Ideas!!!

Recommended Items

Music Stand—For home practice, foldable/portable stands come in a variety of models. Heavy-duty music stands are also available at many music stores.

Metronome—This device sounds a steady pulse at a number of given tempos. Electronic metronomes are the most reliable.

Electronic Tuner—This device tells the student the exact pitch being played. Students can learn to play in tune with the help of an electronic tuner. Pocket-sized models are recommended.

Visit www.sharmusic.com for a great selection of instruments and accessories at reasonable prices.

Concerts

A number of concerts are scheduled throughout the school year. Students are required to attend each concert designated for their orchestra, and are strongly encouraged to attend the concerts of other ensembles.

These concerts are mandatory:

Winter Concerts

(All Middle School Orchestras)

Tuesday, December 6, 2011, 7:00 p.m.

(All High School Orchestras)

Wednesday, December 7, 2011, 7:00 p.m.

Pre-Festival Concert

(All Groups)

Wednesday, February 29, 2012, 7:00 p.m.

Spring Concerts

(All Middle School Orchestras)

Tuesday, May 22, 2012, 7:00 p.m.

(All High School Orchestras)

Wednesday, May 23, 2012, 7:00 p.m.

VBODA Orchestra Festival

(All Groups)

Thursday, Fri. & Sat., March 8, 9 OR 10, 2011/ Hayfield SS

Exact date and time to be announced

Concert Behavior
10 Rules for Students

1. Refrain from talking

The first and greatest rule. It also includes whispering during the music.

2. No singing, tapping fingers or feet

The musicians do not need your help, and your neighbors need silence. Learn to tap your toes quietly inside your shoes- it's a good exercise.

3. Please have nothing in your mouth, besides your teeth and tongue

Gum and candy are not allowed.

4. Do not wear watches with alarms and turn all cell phones to the silent mode

You may enjoy the sound, but it is disturbing to everyone around you.

5. Do not open and close your purse, or rip open your velcro wallet

The best plan is to leave purses, etc., in a locked classroom or at home.

6. Do not sigh with boredom

If you are in agony, keep it to yourself. Your neighbor just may be in ecstasy, which should also be kept under control.

7. Do not applaud between movements

Wait for the conductor's hands to drop, and for him/her to turn around. This is your cue that the piece is over.

8. Do not embarrass your teacher, parents, or school
Remember that you are a representative of the Hayfield Orchestras. There are many eyes looking at you.

9. Do not read or play with electric devices in your pocket or in your hands

To listen means just that. Use the time to turn on a "video screen" in your mind and create a story to the music.

10. Do not go to a concert thinking you will hate the music

You may be surprised- millions of people all over the world enjoy classical music, and if you give yourself a chance, you might, too!

Concert Attire

The student furnishes the uniform. Each student is responsible for cleaning, pressing, and repairing his or her uniform before each performance.

Middle School Orchestras

Gentlemen

Black pants

Wing tip pleated tuxedo shirt

Black bow tie

Black cummerbund

Black socks

Black dress shoes

*You will have the opportunity to purchase your shirt, bow tie and cummerbund at the beginning of the year.

Ladies

Black ankle-length skirt with black blouse **or**
black ankle-length dress

Black or nude hose

Black dress shoes (no open-toed shoes)

Ladies may wear black dress pants. **Black jeans and pants with spandex (even a minimal amount) will not be allowed!**

*Dresses and blouses must have sleeves. No spaghetti straps or off-the-shoulder attire. Absolutely no bare upper arms, legs, midriffs, or backs. Try to play your instrument in your concert attire at home before the concert. If your knees show when you sit down, or your midriff is exposed, **FIND ANOTHER OUTFIT!** You will not be allowed to perform in inappropriate attire and your grade will be lowered if you are unable to perform.

High School Orchestras

Men (full tuxedo)

Tuxedo pants

Tuxedo jacket

Wing tip pleated tuxedo shirt

Black bow tie

Black cummerbund

Black socks

Black dress shoes

Women

High School women wear black uniform dresses. Students will have the opportunity to purchase or rent their dress. The cost of the dress will be approximately \$65. Information on renting and purchasing dresses will go home at the beginning of the school year.

Mandatory Rehearsals

Intermediate Orchestra

November 2, 2011 2:30-4:00	1 st Violins
November 9, 2011 2:30-4:00	Celli/Bassi
November 16, 2011 2:30-4:00	2 nd Violins
November 21, 2011 2:30-late bus	Violas
November 30, 2011 2:30-4:00	everyone
December 5, 2011 2:30-late bus	everyone

February 1, 2012 2:30-4:00	1 st Violins
February 8, 2012 2:30-4:00	2 nd Violins
February 13, 2012 2:30-late bus	Violas
February 15, 2012 2:30-4:00	Celli/Bassi
February 22, 2012 2:30-4:00	everyone
February 27, 2012 2:30-late bus	everyone
March 5, 2012 2:30-late bus	everyone

April 25, 2012 2:30-4:00	1 st Violins
May 2, 2012 2:30-4:00	Celli/Bassi
May 7, 2012 2:30-late bus	Violas
May 9, 2012 2:30-4:00	2 nd Violins
May 16, 2012 2:30-4:00	everyone
May 21, 2012 2:30-late bus	everyone

Advanced Orchestra

March 7, 2011 2:30-4:00	everyone
May 15, 2012 2:30-4:00	everyone

Other Performance Opportunities

Senior Regional Auditions

Monday, October 3, 2011/ Marshall High School

Senior Regional Event

Friday and Sat., November 11-12, 2011/ South Lakes HS

Junior/Senior District Orchestra Auditions

Tuesday, Nov. 15, 2011/ Luther Jackson Middle School
(mandatory for Chamber Orchestra)

Junior/Senior District Orchestra Event

Thursday, Friday and Saturday, January 5,6 and 7, 2012
Carl Sandburg Middle School

All-State Orchestra Auditions

Saturday, February 25, 2012
JMU

All-State Orchestra Event

Thursday-Saturday, April 12-14, 2012

Solo and Ensemble

Friday, April 27, 2012
Location TBA

Orchestra Field Trips

**VBODA Orchestra Festival-
March 8-10, 2012**

Mandatory Event

Each year in March, the Virginia Band and Orchestra Directors' Association (VBODA) sponsors an adjudicated orchestra festival at a nearby high school. Orchestras from local middle schools and high schools perform at the festival and are evaluated by a panel of notable orchestra judges. Each orchestra performs a warm-up piece and two concert selections from a required list. After the performance, the orchestras go to a separate room to play a selection of music from sight. Ratings of I-Superior, II-Excellent, III-Good, IV-Fair, and V-Poor are presented. In addition, each orchestra receives taped and written comments from each judge assessing a variety of performance details. This is a very important event for the orchestra, and a highlight of the year. A minimum of one chaperone for every ten students is needed for this event.

Spring Trip- (Middle School) Busch Gardens 2012 - May 25

On Friday, May 25th, the middle school orchestras will travel to a local theme park to perform in a music festival. This event is similar to the VBODA festival, but the rules are a bit different. In addition to ratings, each orchestra is given the choice of competing against other orchestras for trophies.

Unlike the VBODA festival, sight-reading is not a part of this event.

After performing, the students are allowed into the theme park to ride the attractions!

A minimum of one chaperone for every ten students is needed for this event.

Spring Trip-(High School)

Atlanta, Georgia

April 19-22, 2012

***As stated in the course description, this trip is mandatory for Chamber Orchestra members.**

Every year the high school orchestras schedule a Spring Trip. The trip is usually a 4-5 day outing to a location where the orchestras can perform for nationally renowned adjudicators and where they can receive comments and awards in an educational setting. Time is also scheduled for "fun," enabling students to bond and enjoy each other's company.

A trip proposal, including itinerary, is sent out in the fall. The fee for the trip includes hotel, transportation, and most meals. The fee is paid in installments spread over several months. A deposit is required within 3 weeks of the proposal date. Since fees are based on group rates, all fees are nonrefundable. This is a great opportunity for fun and memories so don't miss out!

P.S. Moms and Dads! We also need chaperones for this trip— one adult for every 10 students. Please consider spending a fantastic opportunity with your son or daughter.

Financial Obligations

Concert Attire

Students furnish their own uniform. Please read section on Concert Uniforms in handbook.

Instrument Rental

A rental fee (FCPS Regulation 5922) is required for all students who are renting a cello or bass from Hayfield inventory. During the first week of school, students will receive contracts that must be returned by mid-September. Fees are categorized by instrument type. Please read the contract carefully; both parents and students must sign the contract. These fees are processed and set aside for instrument repair and replacement. It is important to pay fees promptly in order to generate funding for repairs.

Collection of Money

All sums of money collected by the Orchestra Boosters or the orchestra program for trips, fees, fundraisers, or any activities are non-refundable unless otherwise stated. Costs for trips are computed at group rates. Changes in the number status will disrupt and cause additional fees to the group that may limit or cancel the project.

Student Accounts

This program is intended to increase student participation in the middle and high school orchestras, Orchestra Boosters activities/fundraising, and to recognize individual efforts. A portion of the profits earned by individual student fundraising efforts will go into an account. The student uses the money in his/her account to help defer the cost of the Spring Trip.

This money can only be used to defer the cost of the Spring Trip. If the money is not used, it rolls over into the general orchestra fund.

The Hayfield Booster Organization

The **Hayfield Orchestra Boosters** is an organization of orchestra parents dedicated to helping the orchestra program through a number of supportive services. The orchestra parents depend upon the booster club to run fundraisers, to help with trip preparations and chaperoning, and to aid the orchestra program in other efforts.

Volunteering in the booster club is a way for parents to become involved in their child's education. Our tradition of excellence relies on a team of volunteers, educators, and students. Following is a list of volunteer opportunities:

Booster Officers

President: Leads the booster meetings and works with the vice-president to organize volunteers.

Vice-President: In charge of coordinating volunteers.

Treasurer: Deposits checks from fundraisers and writes checks for booster purchases, keeping track of all transactions.

Secretary: Keeps a written log of all meetings.

BOOSTERS MEETINGS

Additional Volunteer Opportunities

Pre-Concert Orchestra Room Chaperone: Helps the orchestra members with bow ties, cummerbunds, nerves, etc. prior to the concert.

Concert Audience Chaperone: Sits in the audience near students, reminding them to enjoy the concert, *quietly*.

Post-Concert Orchestra Room Chaperones: Monitor the students as they return chairs and stands to the room. Make sure that students left a tidy room and help reorganize the orchestra room after each concert.

Fundraiser Delivery Volunteers, Catalog Sales: Supervise the delivery of the product boxes and help students account for their products.

Fundraiser Delivery Volunteers, Cheesecake/Cookie Dough: Supervise the delivery of the product and help bundle orders.

Chaperones, VBODA Festival: Escort students to the Virginia Band and Orchestra Director's Association festival, a local event.

Chaperones, Spring Trip: Escort the students on the spring trip. There is a fee for chaperones.

Concert Program Graphics Editor: Assemble the layout and graphics work for the concert programs.

General meetings for parents of orchestra students are held throughout the year. Notification is sent through email and the dates are listed on our website at www.hayfieldorchestras.com.