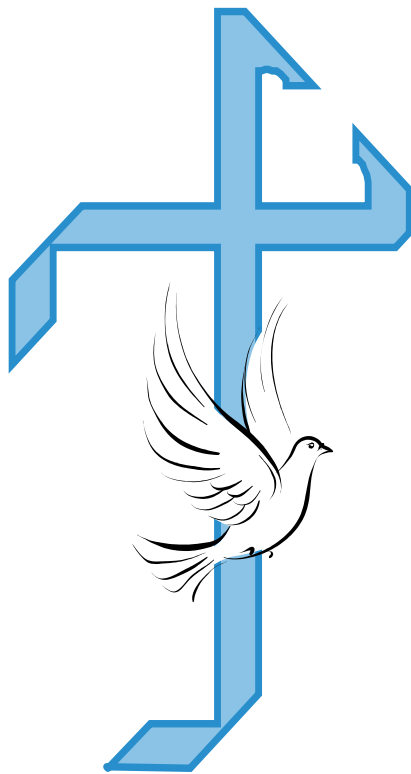


Saint Katharine Drexel School

Band Guild Handbook
2016-2017



“Living God’s Mercy”
“Viviendo La Misericordia De Dios”

2016-17 Important Band Dates!

September 27 – Band Guild Meeting, SKDS Cafeteria, 7:00

Early October – Jazz Band Auditions

Mid October, Wednesdays – Jazz Band begins after school (3:15 -4:20)

December 15 – Christmas Concert, SKDS Gym, 1:00 and 6:30

January 10 – 4th Grade Band Parent Meeting 6:30 pm

January 24 – Band Guild Meeting, SKDS Cafeteria, 7:00

February 2 – Festival of the Educational Arts and Open House, 6:30-8:30, 5th grade and parents perform.

February 6 – Parade of Bands, BDHS North Gym, 7:30 pm

March 9 – Festival of Music, SKDS, after school. 6th-8th grades perform.

March 12 – Band Guild Pancake Breakfast and Silent Auction, SKDS Cafeteria and Gym

April 20 – Band Guild Meeting, SKDS Cafeteria, 6:30

– Spring Band Concert, SKDS Gym, 7:30

April 22 – SKDS Jazz Fest, SKDS Gym, following 4:30 pm Mass

April 27 – Beaver Dam Jazz Fest, BDHS Auditorium

May 3 – Band Photo 3:20 (after school) SKDS Gym

May 4 – Spring Vocal Concert, SKDS Gym, 6:30 pm

May 28 – Marching Band Performance after 10:00AM Mass

May 29 – Marching Band Performs in Memorial Day Parade, Beaver Dam

June 28 – Summer Marching Band Rehearsal and Picnic, 1:30-4:00

June 29 – **RAIN DATE** for Summer Marching Band Rehearsal and Picnic, 1:30-4:00

July 4 – SKDS Marching Band Performance in Columbus Parade, meet in SKDS gym before and after parade

“Living God’s Mercy” “Viviendo La Misericordia De Dios”

September 2016

Dear Parents and Families,

Welcome to the 2016-2017 school year at St. Katharine Drexel School! We are off to a wonderful start to the year with all our SKDS Bands. This year starts my sixth year teaching here at St. Katharine Drexel School, and I am looking forward to another year filled with faith, worship and music.

I am always amazed by the support and love shown by this school community. The Band Guild here at SKDS is fantastically supportive, giving so much effort, time, and energy into making sure our program can thrive. I encourage each of you to become as involved as you can in this organization, because it's due to your efforts that we are able to nurture our students' instrumental talents.

I also continue to encourage you to reach even further into our school community and our parish. These wonderful musicians are often not seen or heard outside the walls of our school. I challenge you and your students to find ways to spread their gifts throughout the community, whether it is playing for weekend Masses at SKDP, or a simple backyard concert for friends and neighbors. Encourage and share your child's gifts with the community.

It's because of all of you that we can give our students such a great education. It's so wonderful to be in a school that truly values and supports their instrumental music program. As always, thank you for inspiring, supporting, and encouraging your students every day. Our program and our wonderful students continue to flourish and provide enjoyment to so many because of you and your dedicated support. Thank you!

Sincerely,

Ms. Kim Lopas

SKDS Band Director

September 2016

Dear Band Guild Family,

Welcome to the 2016-2017 SKDS Band Guild! When your child joins the SKDS Band, you automatically become a member of the Band Guild. One of our responsibilities as a Band Guild is to provide financial support for the continued success of the band. This financial support is covered partially by paying dues and instructional fees, and the remainder is covered by fundraising commitments.

Our handbook has a wealth of information of the history of our band and the expectations of the band members and the Band Guild members. It is important that you keep your handbook readily available. It will prove to be a valuable asset as the year progresses. The band dues and instructional fees are explained in detail on page 6 of the handbook. The volunteer commitments you signed up for are included. The chairperson of each committee will contact you before the event and inform you of your specific duties for that particular volunteer commitment.

All checks regarding band should be made out to "St. Katharine Drexel Band Guild".

Please plan on attending our Band Guild meetings. The success of our Band Guild depends on your active participation in these meetings. We only have three a year, and it is a great way to stay informed about up-coming Band Guild events. All of our meetings are held in the school cafeteria. For this year, the meeting dates and times are:

Tuesday, September 27, 2016 at 7:00 p.m.
Tuesday, January 24, 2017 at 7:00 p.m.
Thursday, April 20, 2017 at 6:30 p.m.

Sincerely,

Band Guild Executive Board

Welcome to the 2016-2017 Band Guild!

President	Rose Poels	608-575-7280
Vice-President	Heather Eggers	920-319-0980
Treasurer	Jennifer Nampel	920-763-1895
Recording Secretary	Julie Oestreicher	920-344-6882
Financial Secretary	Rose Klavekoske	920-885-6383
Members at Large	Michelle Radig Kyle Roux	920-344-8094 920-539-7317
Director	Kimberly Lopas	920-885-5558

A BRIEF HISTORY OF THE SCHOOL BAND IN BEAVER DAM CATHOLIC SCHOOLS

The uniqueness of the band program through the years at St. Katharine Drexel School warrants mention. It has been and still remains one of the strongest, most unique band programs in the state of Wisconsin.

The story of St. Katharine Drexel School Band dates back to 1930 when Rev. Theodore Rohner, the School Sisters of Notre Dame, and several mothers gathered to discuss organizing a band at St. Peter's School. In September of that year, a twenty-six member band was formed. Membership fluctuated through the 1950's and 1960's but rose to a peak of seventy-eight members in 1974.

St. Peter's Band was self-supporting through its forty-nine years of existence. In the early years, the Band Mothers butchered chickens, baked cakes, knitted and crocheted, and sold items in order to raise money to fund the band program. Later, bake sales, card parties, and raffles were held at school. Because of this hard work, individual fees were kept low so all children who wished to play in band could afford to do so. The Band Mothers and later the Band Guild, continued to work at many projects in order to pay for the director's salary, music, instruments, and uniforms.

In the fall of 1979, with the enthusiastic support of Sister Mary Henry Marking and the St. Patrick's Home and School Association, a seventeen member band was formed at St. Patrick's. During the first year, the group performed for various school and community events.

The following year, 1980, the band programs from St. Patrick's and St. Peter's Schools merged. In 1981 the three Catholic Parishes consolidated to form the Unified Catholic Parish Schools of Beaver Dam and the band included students from St. Peter's, St. Patrick's, and St. Michael's congregations. The Band Guild continued to provide financial support for the band program.

As of the 1996-97 school year, the position of Band Director was formally recognized as a member of the then UCPS faculty. The Band Guild helps to fund this salaried position, and provides financial support for our band. This is why our fund-raisers are so vital. As the cost of maintaining our band continues to increase every year so does the need to raise funds in order to keep our lesson fees down.

During the 1999-2000 school year, a fund drive was initiated to raise money to replace 15-year old uniforms. School families, alumni, and community members were incredibly generous with their treasure. The band stepped off on Memorial Day in brand new uniforms. This generosity is symbolic of the significance our band program has for its members and the community as a whole.

In school year 2004 to 2005, the name of our school changed to St. Katharine Drexel School. Our band is now the St. Katharine Drexel School Band.

The Band Guild still works with a spirit of cooperation and dedication to provide students with an outstanding band experience. Our primary fund-raisers include the following: a pancake breakfast, silent auction, cookie dough sales, and Culver's Night.

This year, 2016-2017, there are approximately 53 students in the band comprised of 43 families! The consistently high number of students who participate in band is an indication of the strength and pride our Catholic School has for a band tradition.

FEES & POLICIES
ST. KATHARINE DREXEL SCHOOL BAND GUILD

1. The annual dues shall be \$50.00 per family and are non-refundable.
2. Lesson fees will be \$75 for the first child in the family, \$75 for the second and for the third \$50 with a maximum family lesson fee of \$200 (includes Jazz band). Half of the fees are due by January 1 of current school year and the other half is payable by May 15 of current school year. Band is a full year commitment. Fees will not be refunded.
3. Jazz Band auditions will be open to all 6th, 7th and 8th grade non band students. If chosen as a member, a \$50.00 participation fee will be charged to those non-band students.
4. We pride ourselves in maintaining a variety of special, rather expensive instruments for students to use. These instruments are an important addition to our band, and essential to the success of the group. They are also cost prohibitive for most families to purchase. Therefore, we provide these instruments for a nominal fee. Yearly rental of Band Guild owned instruments is \$150.00. An initial payment of \$15.00 is due in June for summer rental students, with the balance due by May 15 of current school year. The Band Guild is responsible for all necessary repairs and insurance. Students are responsible for routine cleaning and maintenance while the instrument is issued to them. Band Guild-owned instruments available for student rental are French horns, baritones, tubas, bass clarinets, tenor saxophones, baritone saxophones, and all percussion instruments.
5. Instrument repair, reeds, oil, and other items shall be available through the band director and billed through the Band Guild.
6. For special circumstances, approval may be given by the Director to a student or organization to remove guild owned instruments from school for purposes other than private practice.
7. The Executive Board will determine each year how much money the guild will allocate for scholarships for that summer. Scholarships will be granted to any student completing fifth, sixth or seventh grade who applies in writing and attends a band camp. The money allocated will be divided evenly among those who are applying. However, no more than \$100.00 will be awarded to any one student. Students may receive scholarships for more than one year, but no student may receive more than one scholarship in one summer. A student receiving a scholarship is expected to participate in a minimum of two parades.
8. \$30,000 shall be held in the name of the St. Katharine Drexel School Band Guild in a high interest bearing account with the interest to be used in the general accounts. The principle is to be used only for payment of any outstanding bills and salary in the event of the dissolution of the Band Guild.
9. Special band awards are given each year to students in all grades to recognize outstanding musicianship, improvement, and loyalty to the band. The Director's Award is presented to an outstanding graduate.
10. Special financial consideration will be given to any student requesting so in writing to the Finance Committee.

11. Band fees will be due by May 15 of the current school year. Any student with an outstanding band bill from a previous year will not be permitted to participate in the band program until his/her account is current. Non-payment of band fees will be handled consistently with St. Katharine Drexel School Board policies concerning non-payment of tuition and fees.

BYLAWS OF ST. KATHARINE DREXEL SCHOOL BAND GUILD

Article I

Section 1: The name of this organization shall be St. Katharine Drexel School Band Guild. St. Katharine Drexel Band Guild is a subcommittee of the "St. Katharine Drexel Board of Education." The purpose of this Bylaw is to give us the standing as to how we are affiliated.

Section 2: The Band Guild Executive Committee shall designate a member of the Band Guild to act as liaison to the Board of Education.

Article II

The object of this organization shall be to create and maintain an enthusiastic interest in the various phases of the Band Guild; to lend all possible support, both moral and financial, to the band music program in the school; to cooperate with those in charge of the Band Guild and the school authorities to the end that this Guild be brought to and kept at the highest degree of efficiency; and to build and maintain an organization that will help promote the general activities of the Band.

Article III

Membership

Section 1: The membership of this Guild shall not be limited. Anyone interested in the progress and development of the Band Guild is eligible for membership. Parents of pupils in the band are active members, including parents of pupils in the Color Guard, Banner Unit and Flag Corps.

Section 2: The band members are those school students currently in grades 5 through 8 of St. Katharine Drexel School who participate in the band program. Grade four students become part of the band in May when the marching season begins.

Article IV

Section 1: The Executive Board of the Guild shall be comprised of a President, Vice President, a Recording Secretary, a Financial Secretary, a Treasurer, and three (3) Directors, the first five of which shall serve as the officers of the guild. All shall be elected by the guild at the spring meeting of each year for a term of one (1) year and until successors are duly elected. They will begin office on July 1. The majority vote of a Guild quorum (consisting of ten (10) members) shall be necessary for the election of officers.

Section 2: Promptly after the regular fall meeting, a Nominating Committee consisting of 3 members at large shall be appointed by the President. It shall be the duty of this committee to nominate candidates for the offices to be filled at the regular spring meeting. Additional nominations may be made from the floor.

Section 3: The President will preside at all meetings of the Guild and Executive Board, appoint all committees, be an ex-officio member to all committees except nominating, and all executive board meetings whenever necessary.

Section 4: The Vice-President shall assume all duties of the President in his/her absence.

Section 5: The Secretary shall maintain a written record of all acts of all regular and executive board meetings, and attend to any correspondence, and perform such other duties usually vested the office of Secretary.

Section 6: The Financial Secretary shall keep a written accurate record of all individual accounts, send out statements as directed by the Board, and promptly turn all money received over to the Treasurer.

Section 7: The Treasurer shall keep an accurate record of all receipts and disbursements, attend all regular and executive meetings, submit a budget proposal to the Band Guild at the fall meeting, have all books ready for audit one month before the fall meeting, prepare an annual financial report and send a copy to the School Board of St. Katharine Drexel School, and take care of any other financial duties to the Guild.

Section 7a: All funds received to the Guild will be deposited into St. Katharine Drexel's main checking account by the school's financial secretary. Each deposit made and check written for the Band Guild by St. Katharine Drexel School will be allocated to each respective committee assignment by the Treasurer.

Section 7b: The sum of \$30,000 shall be held in the name of the St. Katharine Drexel Parish-School Band Guild in an interest bearing account with the interest to be used and paid to the general account. This sum of principle is to be used only for payment of any outstanding bills and salary in the event of dissolution of the Band Guild. This St. Katharine Drexel School Band Guild investment account, including the sum of \$30,000 and any additional principle, shall be restricted for use solely for expenses and expenditures for the St. Katharine Drexel School Band or Band Guild. As the proceeds in this account were raised through donations with the intent of the donors that the donated money would be used for Band purposes only, any monies held in this interest-bearing account shall be restricted for the sole use for the St. Katharine Drexel School Band or Band Guild.

In the event of the dissolution of the Band Guild, any monies remaining after the payment of any outstanding bills would revert to the St. Katharine Drexel School.

Section 8: The Executive Board shall have the authority to make any necessary policy and have general supervision of the affairs of the Guild between its regular meetings. None of its acts shall conflict with action taken by the Guild or by its Bylaws and shall not conflict with school policy.

Section 9: Roberts Rules of Order, Revised, shall govern all meetings, except when conflicting with this Bylaw.

Article V Meetings

Section 1: Regular meetings shall be held in September, January, and in April.

Section 2: Special meetings may be called by the President, a petition of three (3) members of the Executive Board, or by the petition of any ten (10) members who shall express their purpose in writing.

Section 3: Ten (10) members of the Guild shall constitute a quorum for a regular meeting.

Section 4: Four (4) members of the Executive Board shall constitute a quorum for Board meetings.

Section 5: The fiscal year runs from July 1 to June 30.

Article VI
Committees

Section 1: A Finance Committee composed of the Treasurer and two other members shall be appointed by the President. It shall be the duty of this committee to prepare a budget for the fiscal year which begins the first day of July. The Committee shall present a preliminary budget to the spring meeting. A revised budget will be presented to the Guild for formal action at the fall meeting.

Section 2: An Audit Committee shall be appointed by the President whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year.

Section 3: A Historian shall be appointed by the President to keep any pictures or activities relating to the Band in our scrapbook.

Section 4: A Uniform Committee shall be appointed by the President to take care of all uniform distribution, collection, cleaning, maintenance, or replacement.

Section 5: A Parade Committee Chairperson shall be appointed by the President by the February meeting to make all arrangements for bussing, chaperones, and any other details of the parades for that year.

Section 6: A Calling Committee shall be appointed by the President to convey any band messages throughout the year.

Section 7: The President shall appoint chairpersons to organize activities that benefit and/or reward students. These committees include but are not limited to Summer Picnic, Festival of Music, and Parade of Bands.

Section 8: The President shall appoint chairpersons for fundraising committees. These committees include but are not limited to: School Dances, Business Solicitation of Funds, Silent Auction, and Pancake Breakfast with possibilities of cookie dough and brat fries.

Article VII
Amendment of Bylaws

These bylaws may be amended by majority vote of the membership present at any regular meeting. The amendments must have been presented at a preceding meeting of the guild.

Article VIII

The Band Director's salary and benefits for the following fiscal year shall follow the salary scale established by the St. Katharine Drexel Parish. Percentages of the salary/benefits contract are established through negotiations between the Guild Executive Committee and the St. Katharine Drexel Parish.

Article IX

In the event of the band director's resignation, the Band Guild President will be notified by email or phone the day the resignation occurs.

COMMITTEE ASSIGNMENTS

(In Alphabetical Order)

* Please check for your name and call the Committee Chair or Band Guild President if you have questions.

* Please find a substitute if you cannot fulfill your scheduled obligation.

COOKIE DOUGH (3)

Chair: Lori Warmka

920-251-1255

This event is always held in the Fall (commonly late November). The committee is for aiding with the sorting and distribution of the cookie dough during pickup. Committee members should be available during that afternoon.

Mike/Vickie Kaul
Tammy Strasser
Jenny Washtock

920-382-3269
920-382-5850
920-344-9346

Aleshia Cole 920-344-6135
Michelle Radig 920-885-4514

CULVERS' NIGHT (3)

Chair: Heather Eggers

920-319-0980

This event is always held on Fat Tuesday. The committee is responsible for advertising this event to school families and parish members. Committee members also help sell Scrip at Culvers's on the night of the event.

Rose Poels

608-575-7280

Jenny/Kevin Merrill

920-319-6746

FESTIVAL OF EDUCATIONAL ARTS FOOD STAND (12)

Chair: Linda De Jager

920-296-5874

Members are responsible for the donation of food and staffing the food stand during the Festival of the Educational Arts. This event is held on Thursday night, February 2, 2017, during Catholic Schools' Week. Students may help run the stand.

FESTIVAL OF MUSIC (10)

Chair: Bruce Kaufmann
Jill Kaufmann

920-344-1354
920-344-1353

This spring event, March 9, 2017, provides performance opportunities for grade 6 through 8 students. Includes monitoring foot traffic and donating snacks and juice for performers. A nice committee for parents of grade 5 students, since grade 5 students do not perform at this event but may wish to watch.

Amy Abel
Stacy Freber
Kim/Jerry Lafler
Kate Meyer
Mary Rohde
Linda Tyranski

312-480-1015
920-650-7448
920-319-6539
920-319-4132
920-344-8912
920-382-7606

** Jennifer Nampel 920-763-1895
** Jessica Tiffany 920-219-9317
** Estela Calvo-Gil 920-318-2046
** Laurencio/Rosalia Osorio 920-318-2806
** Loreli Jenkins 920-350-2784

**Treats/juice for day of event.

KOHL'S A TEAM (1)

Chair: Beth Jens

608-576-9251

This committee notifies Kohl's of upcoming fundraising events and fills out the necessary paperwork to get Kohl's volunteers to help at our fundraising events.

PANCAKE BREAKFAST

Breakfast Chair: David Diljak
Silent Auction Co-Chair Rose Poels
Silent Auction Co-Chair Jill Kaufmann
Silent Auction Computer Allison Seufzer

SILENT AUCTION

920-885-6463
608-575-7280
920-344-1353
920-219-9055

***Pancake Breakfast and Silent Auction** will be on March 12, 2017. All band parents are required to work on one of the Planning/Organizing Committees and one of the Day of Event/Wrap Committees.

***Pancake Breakfast** sub-committees are asked to assist with set-up on Friday afternoon, or with the breakfast or clean-up on Sunday. Breakfast duties include cooking, serving, and dish washing.

***Silent Auction** sub-committees solicit area businesses and band parents for Silent Auction items, set-up the Silent Auction tables, staff the tables during the Breakfast, and contact winning bidders to pick up their items.

Planning/Organizing Committees

Pancake Breakfast

Tickets (2)

Matt/Lori Warmka
Kristin Adsit
Jenny Washtock

Public Announcements (2)

Loreli Jenkins
Erik/Jennifer Bohlig

Scheduler (2)

Emily/Jayson Bates
Kristy Piotrowski

Friday Set-up (10)

Julie Oestreicher
Jeff Davis
Sarah Diels
Jennifer Roux
Estela Calvo-Gil
Tammy Strasser
Burak/Mine Kocer
Amy Abel
Mike/Vickie Kaul
Beth Jens
Matt Jenkins
Laurencio/Rosalia Osorio

Silent Auction

Donation Committee (10)

David/Amy Diljak
Rob/Michelle Radig
Jennifer Kenevan
Ann Strelow
Ellie Frey
Fred/Linda Tyranski

Raffle Committee (1)

Rose Poels

Gift Certificate Committee (1)

Heather Eggers

Saturday Set-up (12-15)

Mark/Kelly Simon
Rose Poels
Jennifer Nampel
Aleshia Cole
Jill Kaufmann
Mary Rohde
Jerry/Kim Lafler
Kate Meyer
Stacy Freber
Jr./Tracy Gundert
Jessica Tiffany
Linda Tyranski
Angela/John Davis
Paul/Laurie White
Kevin/Jenny Merrill
Ismael Zaldivar/Karla Alvizo
Julio Molina

Day of Event/Wrap-up Committee

Pancake Breakfast

Silent Auction

Kitchen Help (20)

Jr. Gundert
Judd Rechek
Mary Rohde
Mike/Vicki Kaul
Kelly/Mark Simon
Kim/Jerry Lafler
Jayson/Emily Bates
Ann Strelow
Bruce Kaufmann
John/Angela Davis
Paul/Laurie White
Jeremy Tiffany
Jeff Davis
Jennifer Nampel
Laurencio/Rosalia Osorio

Serving (14-16)

Ellie Frey
David/Amy Diljak
Kristy Piotrowski
Matt Jenkins
Aleshia Cole
Sarah Diels
Kate Meyer
Ismael Zaldivar/Karla Alvizo
Kevin/Jennifer Merrill
Heather Eggers
Estela Calvo-Gil

Ticket Sellers/Taker (6-8)

Kristin Adsit
Jennifer Roux
Tammy Strasser
Julie Oestreicher
Amy Abel
Loreli Jenkins
Michelle Davis
Jenny Washtock

Raffle Ticket Seller (4)

Rob/Michelle Radig
Rose Poels
Beth Jens
Jessica Tiffany

Check-out Committee (3)

Erik/Jennifer Bohlig
Jill Kaufmann
Allison Seufzer

Calling/Clean-up Committee (6)

Rose Poels
Fred/Linda Tyranski
Julio Molina
Stacy Freber
Jennifer Kenevan
Matt/Lori Warmka

PARADE OF BANDS (6)

Chair: Kristin Adsit 920-319-9194

Band parents are needed right after school to transport music stands and equipment to the High School and then back to school after this school night concert on February 6, 2017 (approx. 8:30 pm)

Julie Oestreicher	920-344-6882
John/Angela Davis	920-212-0666
Ellie Frey	920-344-4517
Jeff/Michelle Davis	608-513-8799
Lori/Matt Warmka	920-296-8816

PARADE (10)**Chair: Laurie/Paul White 920-210-0113**

This committee is in charge of signing the band members in, making sure that they are dressed appropriately, walking along side and providing water to the band as they march in the Memorial Day, Monday May 29, and July 4 parades.

Jr./Tracy Gundert
Matt Jenkins
David/Amy Diljak
Allison/Joe Seufzer

920-948-3512
920-210-7205
920-885-6463
920-219-9055

Julio Molina 920-382-1065
Ismael Zaldivar/
Karla Alvizo 920-296-9911
Jennifer Roux 920-251-4183

PATRON MEMBERSHIP DRIVE (1-2)**Chair Kelly Simon 920-344-3613**

Tradition since 1930. The committee is also responsible for tracking donations, producing concert inserts and writing thank you notes. Patron member contributions are acknowledged in concert programs for one full year and are given reserved concert seating and pancake breakfast tickets with qualifying donations. Memorial/Honor contributions are also accepted.

SUMMER PICNIC – (6)**Chair:****OPEN**

Committee members are responsible for refreshments, activities, and supervision on a weekday summer afternoon. Committee members must be available to work at school or Swan Park the afternoon of the event, usually from 1:30-4:00 pm.

Emily Bates
Jennifer Kenevan
Fred/Linda Tyranski
Ann Strelow
Judd Reчек or Kristy Piotrowski
Laurencio/Rosalia Osorio

920-219-1962
920-356-9809
920-382-7606
920-382-7749
920-210-6075/262-689-5584
920-318-2806

UNIFORMS (5)**Chair: Rose Klavekoske 920-885-4814**

This committee oversees the distribution, inventory, repair and cleaning of marching band uniforms. Committee members must be available to help fit uniforms during the school day in April and help check-in uniforms in September.

Sarah Diels
Jennifer Bohlig

920-356-9609
920-296-1930
