

Upland Highland Regiment Boosters, Inc. (UHRB, Inc.)

Parent Handbook 2020-2021



Upland Highland Regiment Board of Directors:

Alice Chen - *President*
Beth Salen - *Vice President*
Stephanie Lai - *Secretary*
Anthony Stallings - *Chief Financial Officer*
Melissa Macias - *Financial Secretary*
Kris Gaston - *Regiment Mom Coordinator*
Rebecca Stallings - *Asst. Regiment Mom Coordinator*
John Ewart - *Regiment Dad Coordinator*
Lisa Nassar - *Percussion Coordinator*
Rosemarie Barrera - *Colorguard Coordinator*
Kenny Hsi - *Second Semester Coordinator*
Velvet Morales - *Ways & Means Chair*
Darryl Hutchinson - *Ways & Means Chair*
Gail and Chris Watts - *PR/Communications*
Laurie Torres - *Volunteer Coordinator/Freshman Liaison*

2020-2021 Upland Highland Regiment Booster Parents and Guardians,

Welcome to our band and color guard boosters family!

We take great pride in the talents and accomplishments of all students in the Upland High School band and color program. During last year's marching season, the Upland Highland Regiment (UHR) earned a bronze medal, beating out over 25 schools from across the western states for the title. This incredible accomplishment is the result of hundreds of hours of practice these dedicated students have put in during the summer and on nights and weekends throughout the fall semester.

To help maintain this high-quality program and its continued success in the upcoming school year, the Upland Highland Regiment Boosters (UHRB) — a non-profit organization that is run separately from the Upland Unified School District — will be engaging in various fundraising activities and seeking donations from participating families. All parents or guardians of a student in the UHS Instrumental Music and Color Guard Program are automatically members of the Upland Highland Regiment Boosters.

Every year our program relies heavily on the generosity of parents and guardians who have donated their time, money, and energy in making it a success. This year, we anticipate this year's total cost to run the UHS Band & Color Guard program will be approximately \$375,000. This covers the cost of competitions, instructors, drill and music, instruments, uniforms, travel costs, and other items students will need to effectively participate in the program.

As stated in the UHS Instrumental Music Program Director's Syllabus, students are entitled to participate free-of-charge. However, to fully fund our program we need to raise approximately 70% of the total costs, and we rely heavily on voluntary donations and fundraising. Every year, the Upland Highland Regiment participates in a weekend championship trip towards the end of the season, and we ask for a suggested fair share contribution amount from each student to cover the costs of this trip and also additional donations to fund our entire program. Therefore, we highly encourage and appreciate parents/guardians who are willing to donate and/or participate in fundraising activities. We truly cannot do this without you.

We also want to emphasize that, although donations and fundraising are encouraged to help support the majority of the costs needed to operate the UHS Band & Color Guard program, a parent's/guardian's decision to donate and/or fundraise, or not to donate and/or fundraise, is entirely voluntary and will have no effect on a student's participation in the program.

We look forward to your continued support and participation this year. It takes a village, and we're glad you are in ours! If you have any questions on how you can help the UHS Band & Color Guard program, please do not hesitate to contact any Upland Highland Regiment Booster Board member.

Sincerely,
The Upland Highland Regiment Boosters Board

Upland Highland Regiment Boosters

Mission Statement

The mission of the Upland Highland Regiment Boosters ("UHRB") is to support the Upland Unified School District ("District") Instrumental Music Program at Upland High School ("UHS") by providing various volunteering and fundraising opportunities.

Purpose

The UHRB is a volunteer, non-profit 501(c)(3) organization that is not affiliated or associated with the Upland Unified School District. It is dedicated to supporting the goals of the Instrumental Music Program at UHS. To this end, UHRB 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 Instrumental Music Program, or that may enhance participation in the Instrumental Music Program.
- Raise funds to support the District's Instrumental Music Program through voluntary donations, sponsorships, scrip, and fundraising efforts.

Membership

All parents or guardians of a student in the UHS Instrumental Music and Color Guard Program are automatically members of the Upland Highland Regiment Boosters. Any other person may become a member upon a written request with UHRB Board approval per the UHRB bylaws.

Meetings

UHRB encourages all members to attend its parent meetings held generally on the first Thursday of each month. These meetings are held in the Band Room and usually last about an hour. This is a great time to meet other parents, get the latest news about band activities and accomplishments, and sign up to help with future activities. Elections for the new UHRB Board are held in the spring semester.

Booster & Volunteer Committees

We encourage all UHRB members to volunteer their support for the UHS Instrumental Music Program by participating in any of the following UHRB committees. Should you wish to volunteer, please contact the appropriate UHRB board member for each committee. Should you wish to volunteer through other means, please contact any UHRB board member.

Vice President

• **Chaperones:** Must be fingerprinted by the UUSD. Chaperones are responsible for student supervision at student performances maintained by the District, including on buses, in the stands 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 UHRB 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.

- **Special Event Committees (Chairs appointed as needed):** Responsible for helping to plan, organize and execute special events such as awards banquets and concerts, etc.

Operations Coordinator (Regiment Mom Coordinator)

- **Food Committee:** Responsible for planning, acquiring, and serving meals as needed.
- **Grooming:** Responsible for assisting students with grooming and appearance at all Regiment appearances. These are ongoing events; you will be able to sign up for specific dates at the monthly parent meetings.
- **Uniform Cleaning and Maintenance:** Responsible for ensuring that the uniforms are cleaned and are in good repair. You will be able to sign up for specific dates at a monthly parent meeting.

Equipment and Transportation Coordinator (Regiment Dad Coordinator)

- **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 regiment dad is also responsible for building and making repairs to props, instruments, and equipment as necessary.

Guard Coordinator

- **Grooming:** Responsible for assisting students with grooming and appearance at all Regiment appearances. These are ongoing events; you will be able to sign up for specific dates at the monthly parent meetings.
- **Uniform fitting/ measuring/repair:** Responsible for ensuring that the uniforms are fitted properly and in good repair. You will be able to sign up for specific dates at a monthly parent meeting.

Percussion Coordinator

- **Equipment/Transportation/Props:** Responsible for loading, unloading and moving equipment as needed by the Percussion Ensemble (2nd Semester). These are ongoing events; you will be able to sign up for specific dates at the monthly parent meetings. The percussion coordinator is also responsible for building and making repairs to props, instruments, and equipment as necessary.

Communications Coordinator

- **Reflections Yearbook:** Responsible to act as the liaison between the UHRB Yearbook Committee Chairperson and the UHRB Board and assist the chairperson as needed in the completion of the yearbook which is given to all student members by the end of the year.
- **UHRB.org Website:** Responsible for working with the UHRB webmaster in getting information posted accurately and timely to the UHRB web site. Also serves as a liaison between the webmaster and the UHRB Board.
- **Social Media:** Responsible for acting as Administrator to the UHRB Facebook page and Twitter accounts and updating information on a timely and as needed basis.
- **Additional Publicity:** Responsible for having events entered onto the City Hall Marquee, the Inland Valley Daily Bulletin and other local media outlets as needed. Also responsible to write email blasts independently when information needs to be sent out to the membership for various activities.

Ways and Means Coordinator

- **Fundraising:** Assists with UHRB voluntary fundraising activities by helping to organize, collect fundraising proceeds, 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 Instrumental Music Program.
- **Scrip Sales:** Responsible for selling Scrip at Round Table Pizza, and at various Regiment events.
- **Spirit Wear:** Responsible for selling spirit wear during Regiment season at Scrip Sales, parent meetings and other various events.

Volunteer Coordinator/Freshman Liaison

- **Volunteer Coordinator:** Responsible for contacting UHRB members with information about upcoming events and recruiting volunteers for various events. Helping parents of new incoming freshmen to navigate and fully participate in the UHRB organization.

Regiment First Semester

UHRB contributions help support many aspects of District programs, including music, insurance, tournament entry fees, equipment, transportation costs, instruction, uniforms, and much more. *These contributions help make the District's program the award-winning program it is today!*

To effectively participate in the District's Regiment program, students will be fitted for and receive a travel jacket, travel pants, tour shirt, marching shoes, travel bag, and uniform. Color guard students will also receive equipment (flags, rifles, flag bag, etc.). All items are required for each student to participate in this District program. As such, the District provides them free-of-charge, as required by state law and District policy. To support the District, UHRB endeavors to raise the funds, purchase and supply these items to each student by voluntary fundraising, sponsorships, and donations. In the event UHRB is unable to raise sufficient funds to pay for and supply these items, the District will cover the additional expenses, unless a specific fee is lawfully authorized or it becomes necessary to cancel the program.

UHRB fundraising efforts are voluntary and do not impact a student's participation in the District's program.

Regiment Trips and Travel Expenses

Each year the Upland Highland Regiment may attend one or more competitions that will require expenses for transportation, hotel accommodations, food, etc. If the competition is necessary to participate in the program, the District will cover the necessary expenses. If the competition is optional and does not impact student participation in the program, the District may lawfully charge fees, except no student will be denied attendance due to his/her inability to pay. UHRB endeavors to support these District costs through voluntary fundraising, sponsorships and donations. In addition, if fees are lawfully authorized, UHRB 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 participation in the Western Band Association

Championships (WBA). Information will be provided to the parents on the total trip costs once the trip has been approved by the UUSD School Board.

UHRB fundraising efforts for District field trips are voluntary and do not impact a student's participation in the District's program.

Second Semester

UHRB contributions help support many aspects of District programs, including music, tournament entry fees, equipment, transportation costs, and instruction. *These contributions help make the District's program the award-winning program it is today!*

All donations made to the UHRB to support District programs are entirely voluntary and are not required to participate in any District program, nor do they impact a student's participation in the District's program.

BAGPIPE BAND

To effectively participate in the bagpipe band, all students will receive a Gillies, hosen, military shirt, black tie and tie bar. All items are required for each student to participate in the bagpipe band. As such, the District provides them free-of-charge, as required by state law and District policy. To support the District, UHRB endeavors to raise the funds, purchase and supply these items to each student by voluntary fundraising, sponsorships, and donations. In the event UHRB is unable to raise sufficient funds to pay for and supply these items, the District will cover the additional expenses, unless a specific fee is lawfully authorized or it becomes necessary to cancel the program.

CONCERT BAND and SYMPHONIC BAND

Each year the Concert and Symphonic band may attend one or more festivals that will require expenses for transportation, hotel accommodations, food, etc. If the competition is necessary to participate in the program, the District will cover the necessary expenses. If the competition is optional and does not impact student participation in the program, the District may lawfully charge fees, except no student will be denied attendance due to his/her inability to pay. UHRB endeavors to support these District costs through voluntary fundraising, sponsorships and donations. In addition, if fees are lawfully authorized, UHRB 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.

JAZZ BAND

Each year the Jazz/Stage band may attend one or more competitions/festivals that will require expenses for transportation, hotel accommodations, food, etc. If the competition is necessary to participate in the program, the District will cover the necessary expenses. If the competition is optional and does not impact student participation in the program, the District may lawfully charge fees, except no student will be denied attendance due to his/her inability to pay. UHRB endeavors to support these District costs through voluntary fundraising, sponsorships and donations. In addition, if fees are lawfully authorized, UHRB 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.

STAGE BAND

Each year the Jazz/Stage band may attend one or more competitions/festivals that will require expenses for transportation, hotel accommodations, food, etc. If the competition is necessary to participate in the program, the District will cover the necessary expenses. If the competition is optional and does not impact student participation in the program, the District may lawfully charge fees, except no student will be denied attendance due to his/her inability to pay. UHRB endeavors to support these District costs through voluntary fundraising, sponsorships and donations. In addition, if fees are lawfully authorized, UHRB 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.

PERCUSSION ENSEMBLE (Drumline 2nd semester group)

Costume, Mallets/Drumsticks required: To effectively participate in percussion ensemble (drumline 2nd semester group), all students will receive a costume and mallets/drumsticks. All items are required for each student to participate in percussion ensemble. As such, the District provides them free-of-charge, as required by state law and District policy. To support the District, UHRB endeavors to raise the funds, purchase and supply these items to each student by voluntary fundraising, sponsorships, and donations. In the event UHRB is unable to raise sufficient funds to pay for and supply these items, the District will cover the additional expenses, unless a specific fee is lawfully authorized or it becomes necessary to cancel the program.

Clothing, uniform/costume and trip: Each year the Drumline may attend one or more competitions that will require expenses for transportation, hotel accommodations, food, etc. If the competition is necessary to participate in the program, the District will cover the necessary expenses. If the competition is optional and does not impact student participation in the program, the District may lawfully charge fees, except no student will be denied attendance due to his/her inability to pay. UHRB endeavors to support these District costs through voluntary fundraising, sponsorships and donations. In addition, if fees are lawfully authorized, UHRB 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.

WIND SYMPHONY (2nd semester group)

Each year the District's prestigious Wind Ensemble may attend one or more festivals that will require expenses for transportation, hotel accommodations, food, etc. If the competition is necessary to participate in the program, the District will cover the necessary expenses. If the competition is optional and does not impact student participation in the program, the District may lawfully charge fees, except no student will be denied attendance due to his/her inability to pay. UHRB endeavors to support these District costs through voluntary fundraising, sponsorships and donations. In addition, if fees are lawfully authorized, UHRB 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.

WINTER GUARD (2nd semester group)

(COLOR GUARD and WINTER GUARD require a YEAR LONG Commitment)

Each year the Winter Guard may attend one or more WGI competitions that will require expenses for transportation, hotel accommodations, food, etc., as well as costumes and flags, etc. If the competition is necessary to participate in the program, the District will cover the necessary expenses. If the competition is optional and does not impact student participation in the program, the District may lawfully charge fees, except no student will be denied attendance due to his/her inability to pay. UHRB endeavors to support these District

costs through voluntary fundraising, sponsorships and donations. In addition, if fees are lawfully authorized, UHRB 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.

More information about these groups will be available during the latter part of the fall semester. Fundraising efforts are voluntary and do not impact a student's participation in the program. If sufficient funds are not raised through voluntary UHRB efforts, the District will cover the additional expenses, unless a specific fee is lawfully authorized or it becomes necessary to cancel the program.

Fundraising Information

Every year fundraising and donations help maintain Upland Highland Regiment to be one of the premier performing groups in Southern California. To continue making significant contributions this year, UHRB will continue to offer voluntary fundraising activities. **Raising funds is not an easy job, and we truly need all the help that students and families in the program can provide.** Below are some possible fundraisers during the year.

Scrip	Gourmet Coffee
Car Wash	See's Candy
Bake Sales	Candied Apples
Raffles	Hosted Shows
Community Cards	Western States Jazz Festival

Voluntary Donation Options

Check or Cashier's check: The UHRB will accept personal checks **payable to UHRB** for voluntary donations. Checks may be mailed to UHRB, P.O. Box 271, Upland, CA 91785, or dropped off on Tuesday evenings at Scrip Sales. Checks/Cash may also be placed in the locked black box in the band room or at any booster parent and guardian meeting during the year.

Credit Card Payments: You may use your credit card to voluntarily donate to UHRB. You may use your credit card in person on Tuesday evenings at Scrip Sales or Booster Parent Meetings during the year to help with our fundraising efforts.

Check Cashing Policy: If a check is returned to the UHRB due to non-sufficient funds (NSF) by the bank, the party responsible for the NSF check will be responsible for paying the UHRB, by cashier's check, the full amount of the NSF check and any fees incurred by UHRB within 20 calendar days. The cost of NSF checks and resulting loss of funds from scrip purchases, fundraising or other program expenses directly affect our ability to support District programs.