

Saint Katharine Drexel School

Band Guild Handbook

2021-2022



“Growing in God’s Love”

“Creciendo en el Amor de Dios”

2021-2022 Important Band Dates!

October

1 Band Guild Meeting - 7:00pm*
Early Jazz Band Auditions
Wednesdays Jazz Band Practice - 3:15-4:20pm

December

12 Christmas Concert - 1:00pm & 6:30pm

January

14 Parade of Bands - BDHS Field House, 7:00pm
21 Grade 4 Band Parent Meeting - 6:30pm
21 Band Guild Meeting - 7:00pm
30 Festival of Arts Open House – Grade 5 students and parents perform

March

8 Band Guild Pancake Breakfast and Silent Auction – SKDS Gym
12 Festival of Music at SKDS - After School - Grades 6-8 perform

April

9 Beaver Dam Jazz Fest – BDHS Auditorium, 7:30pm
23 Band Guild Meeting - 6:30pm
23 Spring Band Concert, SKDS -7:30pm
25 Jazz Fest - Gym - After 4:30pm Mass

May

6 Band Photo - After School, 3:20pm
24 Marching Band Performance after 10:00am Mass
25 Marching Band Performance at Memorial Day Ceremony

June

24 Summer Marching Band Rehearsal and Picnic, 1:30-4:00pm
25 RAIN DATE for Summer Marching Band Rehearsal and Picnic, 1:30-4:00pm

July

4 Marching Band Performance in Columbus Parade, Meet in SKDS gym before and after

*All Band Guild meetings are held in the SKDS cafeteria.

September 2019

Dear Families,

Welcome to the 2021-2022 school year at St. Katharine Drexel School! We are off to a wonderful start to the year with all our SKDS Bands. I am thrilled to be starting my 11th year teaching here at SKDS! It is so wonderful to see these students build on their musical knowledge from year to year. It is still amazing to me to witness how far they come in only four years, as musicians, and as young followers of God.

I am always amazed at 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 is due to your efforts that we are able to nurture our students' instrumental talents.

I also encourage each of 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 for your students to spread their gifts amongst the community, whether it is playing for weekend Masses at St. Katharine Drexel Parish, or a simple backyard concert for friends and neighbors. Encourage and share your child's abilities with the community.

It is because of all of you that we can give our students such a great education. It is so wonderful to be in a school that truly values and supports their instrumental music program. Thanks for inspiring, supporting, and encouraging your students every day. Our program would go nowhere without our students, and they would not be here without you. Thank you!

Sincerely,

Kim Lopas
SKDS Band Director

September 2021

Dear Band Guild Family,

Welcome to the 2021-2022 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 lesson fees are explained in detail on page 5 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:

Thursday, September 23, 2022 at 6:30 p.m.

Thursday, January 20, 2022 at 6:30 p.m.

Thursday, April 21, 2022 at 6:30 p.m.

Sincerely,

Band Guild Executive Board

Welcome to the 2021-2022 Band Guild!

President	Trish Cargen	6089-513-0911
Vice-President		
Treasurer		
Recording Secretary		
At-Large Director	Suzie Reissmann	920-296-9210
At-Large Director	Kristin Adsit	920-319-9194
Band Director	Kim 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, 2019-2020, there are 55 students in the band comprised of 48 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). Band is a full year commitment. Fees will not be refunded.
3. Jazz Band auditions will be open to all grade 6, 7 and 8 students regardless of whether they are in band. If chosen as a member, a \$50.00 participation fee will be charged to the 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, base 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 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 \$150.00 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 the summer events/parades scheduled by the Director. If for some reason the scholarship recipient chooses to not attend the summer band camp for which the student received a scholarship after receiving the funds, the student must promptly refund the scholarship money to the Band Guild but in no event later than August 20.

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 March 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 Finance Council policies concerning non-payment of tuition and fees.

GUIDLINES 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 School Board." The purpose of this Bylaw is to give us the standing as to how we are affiliated.

Section 2: The President of the Band Guild shall act as liaison to the School Board.

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 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 Treasurer, and two (2) at-Large Directors, the first four 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. Individuals may serve consecutive terms in the same position on the Executive Board. 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: Nominations of candidates for the offices to be filled at the regular spring meeting 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 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 Treasurer shall keep an accurate record of all receipts and disbursements, attend all regular and executive meetings, submit a preliminary budget proposal to the Band Guild at the spring meeting with a final budget proposal presented to the Band Guild for formal action 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 6a: All funds received to the Guild will be initially deposited into St. Katharine Drexel's main checking account allocated to the Band Guild 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 6b: The school's financial secretary shall keep a written accurate record of all individual accounts, send out statements as directed by the Board, and promptly turn all records of money received over to the Treasurer.

Section 6c: 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 7: 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 8: 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 three times each year, preferably 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: An Audit Committee may be appointed by the President whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year.

Section 2: A Uniform Committee shall be appointed by the President to take care of all uniform distribution, collection, cleaning, maintenance, or replacement.

Section 3: 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 4: 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 5: The President shall appoint chairpersons for fundraising committees. These committees include but are not limited to: Business Solicitation of Funds, Silent Auction, and Pancake Breakfast with possibilities of cookie dough and Culvers Fat Tuesday event.

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.

