

**PARENT ORGANIZATIONS AND SCHOOL AFFILIATED ORGANIZATIONS**

**Procedures for Formal Recognition as a School Affiliated Organization:**

**A. Required Filings**

Every group seeking to receive formal recognition as a school affiliated organization must complete the annual filing documents, including attachments, which are part of this regulation. Documents will be provided electronically and in writing to the School Board between July 1 and September 30 for the school year started in September. The School Board will take action on the request during a public meeting.

**B. Guidance on Description of Programs and Activities to be provided.**

In general, the School Board contemplates that the majority of programs sponsored by organizations will directly benefit more than a few students, will occur during regular school hours or as part of curricular, co-curricular or extracurricular activities, and will not charge students to attend. Programs provided during regular school hours by school affiliated organizations are considered school sponsored and school employees will provide supervision for students during such programs.

Coverage of an event under the School's Commercial General Liability Insurance program depends upon the event being disclosed to the School Board and within the scope of activities acknowledged by the School Board as covered. If events or programs occur outside regular school hours but on school property or at a school sponsored event, these events or programs must be disclosed to and reviewed by the Superintendent, who may seek review by the School Board if appropriate. In addition, the school affiliated organization will be responsible for providing suitable supervision for events outside regular school hours but on school property.

Any organization may provide additional disclosure of programs or activities during the school year as the need for such programs arise.

Adopted: 8/15/05

**COMMUNITY RELATIONS SECTION**

Regulation: 5.14

**School Affiliated Organization: Annual Filing**

File between July 1 and September 30 for the school year starting in September

**To be filed with:      Office of the Superintendent  
                                 Falls Church City Public Schools  
                                 803 W. Broad Street, Suite 300  
                                 Falls Church, VA 22046**

**Date of filing:** \_\_\_\_\_

**School year:** \_\_\_\_\_

**Name and address of organization:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach the following:**

- Attachment A: A list of officers with contact information
- Attachment B: Planned fundraising activities for the covered year. Please include the following information about each fundraising activity: brief description; timing; location; whether school staff or students would be involved and the nature of their involvement; and whether the funds raised are targeted for a particular initiative.
- Attachment C: Programs and activities to be supported by the organization’s budget in the covered year. Please include the following information about each program and activity: brief description; timing; location; and whether school staff or students would be involved and the nature of their involvement.
- Attachment D: A form showing current tax status and insurance of the organization.

Adopted: 8/15/05

## COMMUNITY RELATIONS SECTION

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- Attachment E (first filing and subsequent filings if changes were made in the previous year): Charter and By-laws of the organization.

The signers below attest to the following on behalf of the organization:

- All fundraising activities by students will be governed by the same restrictions as apply to student fundraising and events (Policy 9.53).
- The organization is solely responsible for adopting and using appropriate financial management and money handling procedures.
- The organization is responsible for any necessary tax reporting, taxes, and audits.
- The organization is solely responsible for its own expenses.
- All activities of the organization will be conducted in compliance with Falls Church School Board policies and procedures, with individual school procedures, and with Community Education procedures when required.
- The organization will comply with volunteer screening procedures and submit names and addresses of all volunteers who have direct contact with or access to students so they can be screened.
- The organization acknowledges that activities or programs which occur off school property, all organizational operations including but not limited to financial transactions and any events not disclosed as part of this filing are not covered or insured by the Falls Church Public Schools Commercial General Liability Insurance program, and that the organization agrees to assume full liability for those activities.
- The organization agrees to update the information contained in the appendices, as needed, throughout the year, and acknowledges that any material misstatement or omission may result in withdrawal of school-affiliated status.

Is this organization a local chapter or affiliate of a statewide or national parent-teacher or parent-teacher-student organization? Yes \_\_\_\_\_ No

If yes, the signers attest to the following additional requirements on behalf of the organization:

Adopted: 8/15/05

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omission may result in withdrawal of school-affiliated status.

Is this organization a local chapter or affiliate of a statewide or national parent-teacher or parent-teacher-student organization? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the signers attest to the following additional requirements on behalf of the organization:

- The organization operates in compliance with the requirements of the statewide and/or national organizations.
- The organization is open to and limited to membership for families of all children who attend or attended the school(s) with which it seeks to affiliate, teachers and students in those schools.
- The organization is dedicated to the improvement of educational opportunities for all students and the support and appreciation of all staff.

09/12/2004  
Date

9/12/06  
Date

Susan M Fortenberry, president  
Signature and Title of Officer

Donald Y Bishop, V. Pres  
Signature and Title of Officer

Adopted: 1/14/03

Revised: 8/23/05

**COMMUNITY RELATIONS SECTION**

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Attachment D. Tax Status and Insurance

Organization Name: \_\_\_\_\_

School Year: \_\_\_\_\_

Current tax status: (check one)

\_\_\_ The organization has received 501c \_\_\_ status (subsection number)

\_\_\_ The organization has applied for, but not received, 501c \_\_\_ status (subsection number)

The organization is eligible for, but has not applied for, 501c \_\_\_ status (subsection number)

\_\_\_ The organization is not eligible for 501c status

Does the organization carry Directors' and Officers' (D & Os') insurance coverage? (check one)

\_\_\_ Yes

No

Adopted: 8/15/05

**Attachment A**  
Officers and Contact Information

President: Susan Fortenberry  
912 Lincoln Avenue  
Falls Church, VA 22046  
(703) 536-6530 home  
[s.fortenberry@verizon.net](mailto:s.fortenberry@verizon.net)

Vice-President Don Brobst  
601 N West Street  
Falls Church, VA 22046  
(703) 532-9096 home  
[brobstd@hotmail.com](mailto:brobstd@hotmail.com)

Treasurer: Patrick Herbst  
803 Ridge Place  
Falls Church, VA 22046  
(703) 534-6128 home  
[pjherbst@cox.net](mailto:pjherbst@cox.net)

Secretary Laura Brady  
507 Hillwood Avenue  
Falls Church, VA 22043  
(703) 237-1679 home  
[vseidita@mindspring.com](mailto:vseidita@mindspring.com)

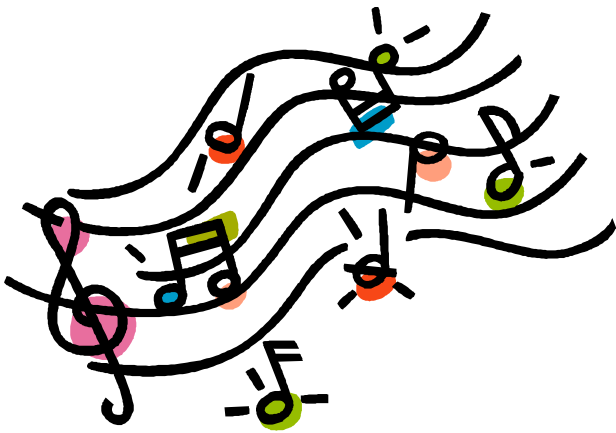
## **Attachment B**

### Fundraising Activities

The Falls Church City Band Booster solicits members from within the Falls Church Public School community. Donations were solicited via the attached form which was included in the back-to-school packets or Friday folders for students in grades 4 through 12. The form is attached and can easily be found electronically on the Band Booster website. Donations are our primary source of fundraising.

The Band Boosters has four major fundraisers planned for the 2006-2007 school year:

- For the fourth year, we are selling **Poinsettia and Winter Greenery** through two different vendors. The attached order form went home with students at Mt. Daniel Elementary, Thomas Jefferson Elementary, Mary Ellen Henderson Middle, and George Mason High early in the school year. An order form will also be sent to Booster parents electronically. We hope to receive coverage in the Falls Church News Press. With permission of the Athletic Boosters and School Administration, there will be a table set up at the homecoming game. This has been set up in previous years. Orders must be submitted by October 30<sup>th</sup>. Delivery will be between November 30<sup>th</sup> and December 6<sup>th</sup>. As in previous years the Pick-up location will probably be GMHS. Students and their families sell to their friends and extended family. All sales proceeds will be credited to the individual high student's accounts to offset their spring trip cost. Middle School sales will be summed together to reduce the cost of the 7<sup>th</sup> grade trip to Hershey Park. Parent volunteers and Booster Board members will organize and man the delivery point to distribute the products on the delivery date. The order form can be found electronically.
- Back by popular demand, the Boosters are offering **M\*U\*S\*I\*C Days** to the community. It stands for our Many Useful Students In (our) Community. Band and Choral students are saving two weeks in November to work in the community for donations to defray the cost of their trip. Community participants will sign up in advance to have a minimum of two students come to your home or place of business to perform music (instrumental or vocal), baby-sit, perform yard work including racking, weeding, etc., do odd jobs within reason. Last year two weekends were offered to the community with no dollar amount set for work performed; however, we encourage fair pay for good labor. Interested individuals will contact our event chair (to be decided) describing the job to be performed, the number of students required, and the location and time. Interested high school aged students will then volunteer to complete the task. The money collected will put into their individual trip accounts no profit will go to the band boosters.
- Through a contact with the BIE, we will be offering one or two **Pancake Mornings at Applebys**. The dates are not currently set, but October 14<sup>th</sup> is being discussed as the fall date and one other in the winter. Students and their families will sell \$5 tickets which will purchase two pancakes, two sausages, and juice. Students will volunteer to assist the wait staff on the mornings of the breakfast serving pancakes and bussing the dining areas. Again the Booster volunteer would like to the opportunity to sell the tickets at the football games or other community events.
- Also being discussed again in conjunction through a BIE connection is providing a Koons Ford Car Wash or one at GMHS. As details are worked out the Band Boosters will alert the School Board and the Superintendent. Preliminary plans would have students participating from 9 a.m. to 1 p.m. at either venue to defray their costs for the upcoming high school band trip in March. The proceeds will be credited equally among participating students



# Support the Band Program

## What is the Band Boosters Organization?

It is an association of parents, faculty, and members of the community dedicated to supporting music education at Thomas Jefferson Elementary, George Mason Middle and High Schools.

The Falls Church City Public Schools are among the best in the region, the state, and the nation.

### One reason: the topnotch band program

Straight **Superior** ratings for our three competitive bands in grades 7-12 in the Virginia Band and Orchestra District X Festival

Awarded the Virginia Music Education Association's *Blue Ribbon for Excellence* for outstanding achievement, 2001-2006

**400** band students participate from the beginners in 4th grade through 12th grade including IB music students.

Learning through music is proven to be directly linked to increased academic performance. Colleges, teachers and parents realize good musicians have discipline, are hard working and engage in complex problem-solving skills. These same skills are needed to make good students.

Students enrolled in music courses score higher on verbal and math SAT scores.

## What has Band Boosters done with membership money?

- Helped **purchase** thousands of dollars worth of **instruments and equipment.**
- Have organized a **nonprofit lessons program** for our band students with instruction from performing musicians.
- Provides **scholarships** for lessons and band leadership camp opportunities.
- Provides chaperones for performances and competitions.
- Hire **professional clinicians** to work with the bands to improve performances for competitions.
- Coordinates **December Poinsettia and Wreath Fundraiser** to assist students in raising funds for trips

**Become a member, put a little music in your life**

## Falls Church City Band Boosters

Mail this form and your check to:

**Patrick Herbst**  
803 Ridge Place  
Falls Church, VA 22046

or put in

**Mary Jo Webster's mailbox**  
at **GMHS**

## Falls Church City Band Boosters Membership

Our primary source of funding is membership. Please support the band program by returning this membership form along with your donation.

### Annual Membership

- |  |            |
|--|------------|
| <input type="checkbox"/> Up to \$25      | Friend     |
| <input type="checkbox"/> \$26 - \$49     | Patron     |
| <input type="checkbox"/> \$50 - \$99     | Associate  |
| <input type="checkbox"/> \$100 - \$499   | Benefactor |
| <input type="checkbox"/> \$500 and above | Ambassador |

Please make your check payable to  
**Falls Church City Band Boosters**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Phone \_\_\_\_\_



**Plan for your holiday early  
while supporting  
The Falls Church City Band Boosters**

**Order fresh Poinsettias and Greenery Now for delivery  
the week after Thanksgiving**



**POINSETTIAS in 4**  
Choices: **Red, White,  
Pink, and Marble**

**SMALL \$ 10**

- Exceptionally fresh plants with 3-4 blooms

**MEDIUM \$ 14**

- Exceptionally fresh plants with 4-6 blooms

**LARGE \$ 20**

- Large showy plants with 7-12 blooms



**DECORATOR KIT**  
**\$12.50**

Each Kit Contains:

- Fresh cedar, pine, berried juniper and noble fir ever-greens
- Natural and snowy pine cones in a separate moisture-proof bag
- Spool of red velvet water-repellent ribbon
- Oasis block & bowl
- Decorating Ideas



**28" NOBLE FIR WREATH \$32**

Each noble fir wreath package includes:

- Sherwood Forest Farms' largest, most dramatic noble fir wreath
- Pre-tied red velvet water-repellent bow in separate bag
- Natural pine cones in separate, moisture-proof bag
- Simple decorating instructions with illustrations



**22" MIXED EVER-GREEN WREATH**

**\$21**

Includes:

- An aromatic combination of noble fir, incense cedar, and berried juniper
- Pre-tied red velvet water-repellent bow in a separate bag
- Natural pine cones in a separate moisture-proof bag
- Simple decorating instructions with illustrations



**Western Cedar Garland**  
**\$20**

- 10 feet of gorgeous garland
- Fragrant fresh-cut cedar

**Order Form is on  
the back**

*Orders are Due by Monday, October  
30th*

Mark your calendars ~

**Delivery is between Nov. 30th and  
Dec. 6th**

**FALLS CHURCH SCHOOLS BAND BOOSTERS  
ANNUAL HOLIDAY FUNDRAISER ORDER FORM**

Orders must be received by Monday, October 30. Delivery between Nov 30th and Dec 6th.

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

BAND STUDENTS NAME \_\_\_\_\_ GRADE \_\_\_\_\_

**POINTSETTIAS**

Plants	Size	Quantity	Price	Total
Red	3-4 blooms		\$10.00	
White	3-4 blooms		\$10.00	
Pink	3-4 blooms		\$10.00	
Marble	3-4 blooms		\$10.00	
Red	4-6 blooms		\$14.00	
White	4-6 blooms		\$14.00	
Pink	4-6 blooms		\$14.00	
Marble	4-6 blooms		\$14.00	
Red	7-12 blooms		\$20.00	
White	7-12 blooms		\$20.00	
Pink	7-12 blooms		\$20.00	
Marble	7-12 blooms		\$20.00	
			Subtotal	

**GREENERY**

Mixed Evergreen Wreath	22"		\$21.00	
Noble Fir Wreath	28"		\$32.00	
Wester Cedar Garland	10 feet		\$20.00	
Decorator Kit	do-it-yourself		\$12.50	
			Subtotal	
			GRAND TOTAL	

Make checks payable to:

**FALLS CHURCH CITY SCHOOLS BAND BOOSTERS**

Mail Orders to: Ruth Burkey  
 603 Timber Lane  
 Falls Church, VA 22046

Direct Delivery Gift Program Available (see website)

## **Attachment C**

### Programs and Activities

The Falls Church City Band Boosters provide support to bands at Thomas Jefferson Elementary School, Mary Ellen Henderson Middle School, and George Mason High School. Our funds (from membership donations and grants) are used to purchase and repair instruments and band uniforms, hire clinicians to provide supplemental instruction on specific instruments, buy sheet music and related items, help finance band trips, offer scholarships for instrumental lessons for students, pay fees (or partial fees) for students to enter festivals and competitions and send band directors to conferences.

The Band Boosters offers a not-for-profit private lessons program for students. These lessons are provided at both George Mason High School and Mary Ellen Henderson Middle School by some of the finest professional musicians, many from the Washington area military bands. The lessons are scheduled after school in the two band rooms. The lesson fee is \$20.00 per half-hour; there is an annual registration fee of \$10.00 per family. Longer lessons are available to more experienced students at \$10.00 per additional fifteen minutes. Payment is due in advance at the beginning of the month's lessons, usually scheduled as a block of four lessons. Lessons are scheduled Monday-Friday, beginning at 3:00 p.m. and ending at 9:00 p.m. Actual times are coordinated between the student and the teacher, according to availability of each. No profit is incurred for these lessons. A modest administrative fee (\$10.00 per family) plus \$1 per half hour of the lesson fees are included in the overall charge. These fees are used to defray any administrative costs including bill preparation, postage, etc. No administrator is paid to oversee the lessons program. If additional monies are available after administrative costs are covered, those are distributed by the Band Boosters for lessons scholarships or other enhancements for learning such as clinician fees. Last year, two year-long scholarships were administered and four four-lesson scholarships were awarded. These were awarded at the band teacher's recommendation based on perceived need and to those students switching from one instrument to another, i.e. clarinet to bass clarinet.

Each of these activities is ongoing, as needed and as funds permit. We attempt to spread the resources over all schools, but this year, we will fund necessary instrument repairs at MEHMS and continue to solicit or purchase used equipment for teacher demonstration purposes at TJ. In addition, the Band Booster volunteers have worked with the high school band instructor to implement a new system to ensure better care of the performance gowns and tuxes. The Boosters have agreed to either purchase new or repair the existing gowns and tuxes to bring them to a good inventory standard. Much like text books, the students will be assigned a garment for use during the year. At the end of the year the garment will be inspected for necessary repair and students may be assessed for damages. The Band Boosters consults the band directors and spends money based on their recommendations.

**Falls Church City Schools Band Boosters Lessons Program  
Student Agreement**

1. Lesson fees for the 2005-2006 school year have been set at \$20.00 per 30-minute lesson. A 45-minute lesson is \$30.00, and a 60-minute lesson is \$40.00. Lessons longer than 30 minutes are at the discretion of the instructor. A \$10.00 per family registration fee is required with the first payment.
2. Payment is due by the first of each month for that month's lessons. Checks should be made payable to: **Band Boosters Lessons Program** and should be mailed to **Larry Allen, 412 Jackson Street, Falls Church, VA 22046**. Full payment for the month will be expected before any lessons take place, unless other arrangements have been made.
3. Students are required to give the instructor a full 24-hour notice for cancellation of a scheduled lesson. Payment for un-excused absences will be due in full. Lessons missed because of snow days, school closings, or legitimate emergencies may be made up without penalty, at the discretion of the instructor.
4. The lessons may take place between the hours of 3:00 pm and 8:30 pm, Monday through Friday, when school is in session. All lessons must be completed by 9:00 pm. Students should plan to arrive at least 5 minutes before lesson time. Scheduling is the responsibility of the instructors, to be coordinated with the student.
5. Parents or other designated individuals listed below must accompany all middle and elementary school students to and from their lessons. School-use policies require on-site parental supervision of the lessons. No one is allowed to wander through the school hallways or classrooms.
6. Students are expected to complete assignments given to them by their instructors and to follow practice schedule outlined to them by their instructors.
7. School property must be respected. Students will conduct themselves in the same manner that is expected of them during school hours.
8. Students and parents agree not to hold Falls Church City Schools, Thomas Jefferson Elementary School, Mary Ellen Henderson Middle School, and George Mason High School or its agents, the Falls Church City Band Boosters or its agents, or any other member of the George Mason High School community liable for anything that is not expressly stated in this agreement.
9. If any difficulties arise concerning the operation of this program, please notify the chairman, Larry Allen at (703) 237-9745, of Band Boosters President, Kathleen McCleery at (703) 536-4037.

I have read the above Student Agreement and agree to abide by these rules. I understand that violation of these rules may result in my losing the privilege of participation in the program.

**Student Name** (please print): \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name** (please print): \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Other Designated Individuals which may accompany my middle school or elementary age student:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please return signed form to your instructor or Mr. Allen at the above address. Thank you.

## Falls Church City Schools Band Boosters Lessons Program

### Private Instrument Lessons by Professional Musicians for Falls Church City Students of All Ages Available at George Mason High School

(These lessons are optional and are not required for band participation  
nor are they limited to band students)

The Falls Church City Band Boosters are very pleased to continue to offer private instrument lessons for our students. We provide private lessons at George Mason for a reduced rate, from some of the area's finest professional musicians, many from the Washington area military bands. The lessons are scheduled after school in the George Mason High School Band room. We anticipate that instruction on most band instruments will be available, as well as vocal instruction. This program has been well received and the students who have participated in previous years have made great progress on their instruments. Please take this opportunity to enroll your student in this successful non-profit program.

The lesson fee is \$20.00 per half-hour, and an annual registration fee of \$10.00 per family is due with the first month's payment. A thirty-minute lesson once per week is suitable for elementary and middle school students. Longer lessons are available to more experienced students at 10.00 increments per additional fifteen minutes. Payment is due in advance of the month's lessons, usually scheduled as four lessons. Please enclose your first month's payment, including the registration fee, with your enrollment. Lessons are scheduled Monday-Friday, beginning at 3:00 p.m. and ending at 9:00 p.m. Actual times are to be coordinated between the student and the teacher, according to availability of each.

The benefits of private music lessons are numerous. One-on-one instruction from a professional musician will enhance musical performance for the student already playing an instrument and can serve as an ideal introduction to music for the beginning student. Research has shown that musical training also improves spatial learning skills and can dramatically improve test scores on college entrance exams.

To enroll, fill out the form below and return it to **Mr. Larry Allen**, the coordinator, by US Mail to **412 Jackson Street, Falls Church, VA 22046**, or by student courier to the GM Band Room or school mail box at Thomas Jefferson Elementary or Mary Ellen Henderson Middle School. **Please enclose a check for \$90.00 (4 lessons @ \$20.00 + Family Registration Fee of \$10.00) made payable to Band Boosters Lessons Program to cover the first month of lessons.** Please note that this is a service provided by the Boosters, not a fundraising effort.

For more information, please telephone Mr. Allen at (703) 248-5500 x.3019 or (703) 237-9745.

Student Name (please print): \_\_\_\_\_

Instrument: \_\_\_\_\_ and/or Voice: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

*I agree to the terms stated above.*

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_