



CFHS Band/Guard

LEADERSHIP

PACKET

Leadership Responsibilities

Clear Falls High School Band Student Leadership Responsibilities

Drum Majors

- Be positive, effective role models for all band students on and off the field
- Read and understand all advice, duties, etc. as listed in the Band Handbook
- Conduct the band as required
- Maintain discipline as needed; includes band hall, practice field, bus travel, and stadium behavior.
- Assist in marching instruction as needed
- Maintain the water break system (every 10 minutes)
- Oversee all aspects of the band traveling including inspections, meals, bus loading and role check on buses
- Drum majors must be knowledgeable of the schedule for each travel day and are responsible for the band leaving on time
- Regularly check up on, help and encourage all members of the secondary marchers
- Create Schedule for leadership exchange at football games
- Assist staff in enforcing dress code
- A Drum Major will give a “Student Report” at one fall and one spring band booster meeting
- Manage assigned areas as needed by the band staff
- Numerous other responsibilities as assigned by the band directors
- Support and assist the band directors in the performance of their duties
- Support other leaders, band directors, and all band students **at all times**
- Coordinate and communicate the meal clean up plans to the section leaders

Woodwind/Brass Captains

- Be positive, effective role models for all band students on and off the field
- Maintain discipline as needed; includes band hall, practice field, bus travel, and stadium behavior
- Assist drum majors in all aspects of traveling; lining up when off of the buses at games and competitions
- Study and know the drill for your area of the field
- Assist with marching instruction as needed
- Be alert for instructions at all times in all venues
- Create “Aerobics Mix” for Summer Band and set up iPod, cords, etc. prior to rehearsal
- Work to stay informed of day to day performance goals and operations
- When called upon, Captains will be the only leaders to give instruction during large ensemble rehearsals
- Regularly help and encourage all members of the secondary marching block
- Communicate with and encourage all students sitting out during rehearsals
- Communicate regularly with Section Leaders to assist them as needed

- Assign and organize all student lockers
- Complete a weekly inspection of lockers by section
- Assist with assignment, organization and record keeping of inventory
- Assist with December Inventory Check with Mr. Zavalla
- Assist on District Inventory Day at the end of May (Captains only)
- Numerous other responsibilities as assigned by the band directors
- Support and assist the drum majors in the performance of their duties
- Support other leaders, band directors, and all band students at all times

Section Leaders

- Organize a section party prior to the first football game (Pre-Approved by Directors, No Hazing)
- Organize small gifts for middle school students on Middle School Night
- Develop a communication tree for your sections to disseminate information quickly
- Create a social media platform for your section where you can post reminders, announcements, etc.
- Develop relationships with students and students in your sections at BI, LCI, and SI.
- Create Section Basket for the Silent Auction at Spring Concert
- Be the musical leaders in your section
- Ensure organization of instruments/equipment in rehearsal, out of rehearsal, and make sure all instruments are in working order BEFORE or AFTER rehearsal.
- Work to create a “culture” within your section.....what does that look like?
- Responsible for organization and dissemination of drill cards
- Report attendance to assigned drum major
- Performance Inspections
 - Music Inspection (Musicians Only) - Prior to each performance the section leader will view each member’s flip folder to ensure all music is present. (Flip folders will not be used for contests.)
 - Equipment Inspection – (Guard leaders need to create a check off list) Prior to each performance the section leader will view the following items from each member:
- Music Lyre (Football Games Only)
- Water Jug
- Uniform
- Band Performance Shirt – to be worn during pre-performance rehearsal
- Gloves
- Gauntlets
- Shako
- Jacket
- Pants
- Band Shorts
- Shoes

- Black Socks
- Instrument Inspection (Musicians Only)
- Clean and polished
- All parts present (reeds, mouthpieces, etc)
- No major damage....please advise Mr. Zavalla on any new damage found
- How to do all this?
- Assign a specific place to inspect your section
- Allow plenty of time for the inspections
- Deficiencies
- Uniform related should be sent to a Captain
- Equipment related should be sent to Mr. Moreno
- All others should be sent to Mr. Zavalla
- Be positive, effective role models for all band students
- Study and know the drill for your area of the field
- Assist in marching instruction as needed
- Have all necessary equipment at each rehearsal
- Create and place section posters in the band hall
- Assist in maintaining field discipline
- Be alert for instructions at all time in all venues

Social Officers

Social Officers (general)

- Plan all aspects of social events
- Social Event Expectations:
 - Leadership Camp Party
 - “I Survived Summer Band” Party (Lock In)
 - Assist section leaders with ideas for small “welcome gifts” for Intermediate Night
 - Winter Break Party
 - Spring Social Events
 - Ensure that during the spring, all section leaders have a section party that includes incoming 8th graders
- Communicate all party plans with assigned chaperones
- Schedule all social events by first day of school
- Plan and organize community service efforts
- Social officers are highly encouraged to plan and schedule more activities outside of the required events
- Communicate to the Band Members and Staff regarding social events.
- Develop and coordinate all aspects of a Freshman Buddy System.

Social officers are to follow the guidelines above and including:

President

- Plan and schedule MONTHLY social officer meetings.
- Create an academic tutoring list for the Band Program
- Coordinate with directors on location/set up of officer meetings
- Clearly understand all roles and responsibilities of social officer positions to help ensure that all students are handling responsibilities correctly
- Plan and coordinate all aspects of the Band Banquet
- Plan a meeting with boosters by October 1 to discuss plans of location and cost of banquet
- Coordinate with directors and band parents for any help needed for approvals, set-up, etc. for band banquet
- Create/edit a document to be passed from president to president providing all necessary information for organizing the band banquet

Vice-President

- Assist the President in the performance of duties
- Attend all MONTHLY social officer meetings
- Appoint and train a student library staff; there must be at least one representative of each band class on the library staff
- Ensure librarians are completing assigned projects
- Work together with directors to add all new music into the charms catalog system
- Maintain copy room operations
- Communicate with band staff regularly
- Create “College” bulletin board outside the band office including all mailings received concerning college band camps, scholarship programs, etc.
- Maintain the trophies on the lockers inside the Band Hall

Historians (2)

- Attend the MONTHLY officer meetings
- Coordinate with Mr. Moreno weekly during marching season to send the “Band Member of the Week” to the local newspapers/media.
- Keep record of lockers to assist students in locker trouble
- Assist Mr. Valdez with locker clean out/check out at the end of the year
- Have a camera at all band events beginning with leadership camp to have an accurate pictorial record of the year
- Appoint 2 other photographers who have the necessary skills and equipment to take quality photos throughout the duration of the year
- Create a high-quality video to be presented at the band banquet including some sort of special senior recognition

Public Relations

- Attend all MONTHLY officer meetings
- Represent the Band for the GSL portion of the football games.
- Contact head officers from other organizations for school involved opportunities.
- Organize leadership exchange lists with Drum Majors
- Keep band informed with events for other organizations on our campus and other bands in CCISD. (concerts, contests, etc.)
- Organizes and manages the Color Guard floor crew for all contests composed of band students.
- Be positive, effective role models for all band students
- Make “good luck” signs for other CFHS Fine Arts organizations and middle school bands

Freshman Representative

- Help coordinate and assist directors with Intermediate night
- Attend MONTHLY social officer meetings about band social events
- Keep section leaders/captains aware of problems that freshmen members may be having
- Manage assigned areas as needed by the band staff
- Numerous other responsibilities as assigned by the band directors
- Support and assist the band directors in the performance of their duties
- Support other leaders, band directors, and all band students at all times

Clear Falls High School Band and Knights Color Guard Leadership Seminar and Audition Schedule

April 22 3:00 PM – 4:00 PM: Leadership Seminar (ALL ATTEND)

Organizational Meeting

- Hand Out Information Packet & Leadership Application
- Review Available Positions
- Discussion of Process
- Resume Class

6:00 PM – 7:00 PM: Instruction Seminar (ONLY SL, SC, & DM ATTEND)

- Candidates for DM, DI and SL will learn instruction techniques for the teaching portion of the audition process.
- Please wear comfortable clothing and tennis shoes. Snacks are recommended.

April 25 6:00 PM – 8:00 PM: Conducting Seminar (ONLY DM ATTEND)

Participation does not guarantee an audition at the next level
Candidates for Drum Major will work on conducting techniques

April 26 8:00 AM: All Leadership Paperwork Due (No Exceptions)

May 13 6:00 PM – 8:00 PM: Conducting Seminar (ONLY DM ATTEND)

Participation does not guarantee an audition at the next level
Candidates for Drum Major will work on conducting techniques

May 13 TIMES TBD: Interviews for Knights Guard Captain Candidates

- Final DM Candidates and Knights Guard Captain Candidates will conclude an interview. The interview will be formal and will include all band staff and graduating Drum Majors and Dance Captains
- Specific Interview times will be assigned at the conclusion of the Conducting audition.

May 17 6:30PM – 7:30 PM: Conducting Audition

DM candidates will continue with the Conducting audition

Paperwork – Application, Resume, Special Honors (*band only*), Recommendation Form, 5 Peer Evaluation Forms **DUE APRIL 26 AT 8:00 AM**

Drum Major Candidate Feedback Survey – All candidates who complete the paperwork process and participate in the live audition will be given the opportunity to give feedback on their peers seeking Drum Major.

Clear Falls High School Band and Knights Color Guard

Student Leadership Application

ALL PAPERWORK IS DUE: Friday, April 26th at 8:00 AM **(NO EXCEPTIONS)**

Name: _____ Grade: _____ Section: _____

*Please rank, in your order of preference, **THREE** leadership positions:*

Instructional Leadership Position

- ☐ Drum Major
- ☐ Captain
- ☐ Section Leader _____ (Section)

Social Officer Position

- ☐ President
- ☐ Vice-President
- ☐ Public Relations Officer
- ☐ Freshmen Representative

Knights Guard Leadership

- ☐ Captain
- ☐ Lieutenant
- ☐ Social Officer(s)

Short Answer Questions

1. Why do you want to be a student leader in the Knights Band Program?

2. Do you feel that the responsibilities of being a student leader in the Knights Band extend beyond marching band activities? Why or why not?

3. In your opinion, what ONE thing would you change to make the Knights Band better? As a leader, how would you help facilitate this change?

Assignments for ALL Candidates

Résumé—It should be in typical résumé format and should include a detailed listing of leadership experiences and other information that you feel is appropriate.

Special Honors Calculation Form – Each candidate will complete the attached special honors form.

Teacher Recommendation Form – Please select a reference and have them complete the “Recommendation Form.” These forms should be **returned to Mr. Moreno**, not the candidate.

Peer Evaluation Forms – You must have five peers complete the “Peer Evaluation Form.” **Band Members** must include one Woodwind Player, one Brass Player, one Percussionist, one Guard Member and one Senior Leader (for returning leadership evaluation must be from a senior Drum Major or Captain). **Knights Guard** must include three guard members, one Band Member, and one Senior Leader (any section; for returning leadership evaluation must be from a senior leader). Peer evaluations must be **returned to Mr. Moreno**, not the candidate.

Additional Assignments for ALL DM/Guard Captain/Captain Candidates

Senior Student Recommendation Letter

One senior band student must write a letter of recommendation to the band staff regarding your qualifications for Drum Major, Guard Captain or Drum Captain. Please choose your reference wisely. Recommendation letters should be submitted directly to Mr. Moreno in a **sealed envelope**.

Essay

Please write an essay on why you are the best candidate for the desired position.

Some ideas to consider: *What is it that you can offer that no one else can?*
 What is your greatest personal strength?

Everyone who is selected to the leadership team is required to attend ALL of the following dates prior to summer band:

First Leadership Meeting: Monday, April 22nd, 3-4 PM
Mini Grade Marching Camp: Monday-Thursday, May 20-23 5-7 PM
8th grade parent Meeting: Thursday, May 23rd 7 PM
Summer Leadership Workdays: July 23-25, 8 AM-5 PM
Band Registration: July 27th, 8 AM-1 PM
CFHS Band Leadership Workshop: July 27, 2 PM-6 PM

As a leader in the Knights Band, I will attend **ALL** above listed activities. I will do whatever it takes to help the Knights Band continue to *Define the Standard*.

Signature

Date

Clear Falls High School Band and Knights Guard

Special Honors Calculation Form

Instructions: Please use the following form to track your point totals.

Name: _____

Honor	Point	Freshman	Sophomore	Junior
Wind Ensemble	20			
Symphonic Band	15			
Concert Band	10			
TMEA District Band	5			
TMEA Region Band	10			
TMEA Region Orchestra	10			
TMEA Area Participant	15			
TMEA All-State Participant	20			
Division 1 on a Solo	15			
Division 1 on an Ensemble	5 (total not each)			
Leadership	20			
All nine weeks grades for the year at 80 or above	15			
All nine weeks grades for the year at 70 or above	5			
Other (must be approved) _____	—			
Other (must be approved) _____	—			
Other (must be approved) _____	—			
SUB TOTALS				
GRAND TOTAL				

Clear Falls High School Band and Knights Guard

Student Leadership Recommendation Form

Reference Name: _____ Position: _____

I am applying to be a student leader for the Clear Falls High School Band/Guard. Will you please take the time to fill out this brief recommendation form? This will help the directors get a better idea of my leadership abilities outside of band class. Thank you for your time and cooperation!

Student Name (printed)

CHARACTERISTICS	Excellent	Good	Fair	Poor	Not Observed
A. Personal Qualities					
1. Attendance/Punctuality					
2. Ability to follow the rules					
3. Ability to get work done on time					
4. Willingness to adapt to change and new ideas					
5. Overall attitude					
6. Responsibility					
7. Grades					
B. Interpersonal Skills					
1. Relationship with reference					
2. Relationship with peers					
C. Leadership Skills					
1. Ability to motivate other peers					
2. Willingness to assist other peers					
3. Willingness to assist the reference					

Additional Comments (if necessary):

*****Please turn this form into Mr. Moreno's mailbox by FRIDAY, APRIL 26th*****
*****Please DO NOT return this form to the student.*****

Clear Falls High School Band and Guard

Leadership Peer Evaluation

You have been asked to complete this form as an evaluation of _____. The person requesting this evaluation is seeking one of the following positions 1) _____ 2) _____ or 3) _____.

Your answers will remain 100% confidential. Please note, this process is an integral part of the officer / leadership selection for the Clear Falls High School Band. Please fill this form out and express how you truly feel. THIS IS TO BE RETURNED TO MR. MORENO! Do not give this back to the person requesting this evaluation.

Instructions

Please circle one of the following to indicate your section and desired position:

Woodwind

Brass

Percussion

Guard

Captain

Drum Major

Section Leader

Social Officer

Please rank the statements under each category as follows:

0 = No opinion

1 = Strongly Disagree

2 = Disagree

3 = Agree

4 = Strongly Agree

5 = ALWAYS

Leadership is exemplified in a person who is willing to go out of their way to do things for both the organization and the people within. Further, this person encourages others to do the same. This person is not merely an excellent follower or a good example of such, but is a person that can take charge, be sensitive to all members, and can, by good example or inspiration, lead others to success.

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. This candidate fits the definition listed above. | 0 | 1 | 2 | 3 | 4 | 5 |
| 2. This candidate will make an excellent role model for all band members. | 0 | 1 | 2 | 3 | 4 | 5 |
| 3. This candidate is someone you can count on at all times for the good of the band program. | 0 | 1 | 2 | 3 | 4 | 5 |
| 4. I think this person will make a great leader, in fact, so great I would follow. | 0 | 1 | 2 | 3 | 4 | 5 |

Commitment is exemplified in a person who attends all rehearsals, sectionals and performances without failure. This person gives no excuses. This person is on time for all functions of the program, be it performances or rehearsals. When this person is assigned a task, it is performed without question or reminder.

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. This candidate fits the definition listed above. | 0 | 1 | 2 | 3 | 4 | 5 |
| 2. This candidate is never late, always prepared. | 0 | 1 | 2 | 3 | 4 | 5 |
| 3. This candidate is one of the most responsible people I know. | 0 | 1 | 2 | 3 | 4 | 5 |
| 4. I think this person is one of the most dedicated band members I know. | 0 | 1 | 2 | 3 | 4 | 5 |

Attitude is exemplified in a person who supports the band and the directors' decisions at all times. This person tries to make the best of any situation and looks for positives, not negatives in the program. This person works to accomplish those things beneficial to the whole program, and not just one individual or small group.

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. This candidate fits the definition listed above. | 0 | 1 | 2 | 3 | 4 | 5 |
| 2. This candidate supports the band staff in its decision-making. | 0 | 1 | 2 | 3 | 4 | 5 |
| 3. This candidate does not complain about the day-to-day grind of band. | 0 | 1 | 2 | 3 | 4 | 5 |
| 4. I enjoy being around this person. | 0 | 1 | 2 | 3 | 4 | 5 |

Responsibility is exemplified in a person who is accountable for their actions. This person is often found volunteering to take on extra tasks when needed. This person does not provide excuses for mistakes. This person is one who is constantly upholding his/her scholastic standing and doing everything possible for the program's needs.

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. This candidate fits the definition listed above. | 0 | 1 | 2 | 3 | 4 | 5 |
| 2. This candidate positively interacts with the band staff. | 0 | 1 | 2 | 3 | 4 | 5 |
| 3. This candidate takes the blame, 100% of the time for their actions. | 0 | 1 | 2 | 3 | 4 | 5 |
| 4. This candidate is dependable. I trust this person. | 0 | 1 | 2 | 3 | 4 | 5 |

Artistry is exemplified in a person who is constantly setting the standard for the entire program, regardless of one's performing band. Examples: preparation and practice for all rehearsals and performances, excellent rehearsal etiquette, wanting to and volunteering to participate in all events, be it full band, small group, or individual participation.

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. This candidate fits the definition listed above. | 0 | 1 | 2 | 3 | 4 | 5 |
| 2. This candidate is a fantastic musician/dancer. | 0 | 1 | 2 | 3 | 4 | 5 |
| 3. This candidate works to be the best performer at all times. | 0 | 1 | 2 | 3 | 4 | 5 |
| 4. This person loves practicing and performing. | 0 | 1 | 2 | 3 | 4 | 5 |

Your Name: _____