

**MANKATO AREA**

**77 LANCERS MARCHING BAND**

**Mankato Area 77 Lancers Marching Band Parents Association**

**c/o Community Education & Recreation**

**110 Fulton St**

**Mankato, MN 56001**

**2018 Parent Association Handbook**

www.77lancers.com

Dear Lancer Parents,

Welcome to the Lancer Family! You are in store for a wonderful experience as your student joins the Mankato Area 77 Lancers Marching Band. This handbook is provided for the well-being of Lancer Parents and we hope that it will be taken in the spirit for which it was intended. Naturally, all the possible challenges we may meet cannot be covered here. Much of the fun will come in discovering things for yourself! Your student will also receive a Lancer Handbook at the beginning of the season. You may wish to peruse this as well. Here you will find detailed information on the summer.

One thing you must understand from the start is 100% commitment to the program is expected from your student. **Your Lancer is now a starting member of a varsity team that has no bench!** It is important that they be at EVERY Lancer function. Basically each individual student is the most important person in the Lancers! Furthermore, we hope you are able to schedule family outings and other vacations around Lancers. August is a great month to travel!

Another basic truth is that we cannot do this without your help. We’re asking you to please volunteer. When your student joins Lancers you are automatically a member of the Lancers Parent Association. The group is guided by the Parent Board but there is no way these people can do all the work. We need ***your*** help!

Since 1979, over 2,500 young adults from the Mankato Area have participated in Lancers. I assure you your student will be in good hands. I encourage you to join other parents and get to know them as we work with your Lancer. This is *their* activity, *their* time, and you will be so proud when you see them marching down the street!

Thank you for your support of the Lancers. I look forward to working with you and your Lancer. Feel free to contact me with questions and concerns.

Respectfully,

Mr. Thursby

*Director*

 

THE PURPOSE

• To provide musical and marching training while promoting an attitude of pride, spirit and teamwork.

• To represent District 77 and the Greater Mankato Area with excellence, in Minnesota and

 throughout the United States and Canada.

• To give all interested District 77 students an aesthetic, enriching experience- one that

is both educational and social.

• To gain a lifelong appreciation for music and people.

THE MISSION

The mission of the Lancers is to teach life lessons while pursuing excellence in the ultimate team sport of music in motion. Young adults experience enjoyment while combining the best of athletics and the arts.

THE GOAL

The Goal is to be the best you can be, both on and off the street, in the state of Minnesota and

the nation.

Our success will be determined by the following methods:

• Our assessments • Improvement throughout the season

• Audience reaction • Good Sportsmanship

• Competition results • No rule violation or behavior infractions

• Judge’s comments

THE LANCER CODE

We owe it to all Lancers who have gone before us to uphold the Lancer traditions, mystique and prestige. We owe it to ourselves to positively augment this status.

LANCER PARENT BOARD

Simply put, the Lancers could not exist in their current form without the Parent Board. They serve as the support arm of our organization. Although they do not deal with direction of the band (tour destination, parade selection, music, staffing, etc...) they are integral in raising money for the Lancers and organizing countless things for us. Please help them when they ask for volunteers.

Consider running for a position on the board yourself. Realize we are not looking for consultants, but people willing to work very hard. Yes, it’s time consuming but it’s also very rewarding.

The parent board terms are for 3 consecutive years. The nine member parent board is on a 3-year rotating basis. Our elections for the board are each summer at the final banquet in July. Please see our bylaws for more details. The Director is also a board member.

PARENT BOARD 2017-2018

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Main Responsibilities** | **Phone** | **Email** |
| Michael Thursby | Director | 319-560-7910 | lancerdirector@gamil.com |
| Eric Bunde | President | 507-317-5571 | lancerpresident@gmail.com |
| Colleen Pankonin | Vice President | 507-317-1325 | tcjcbpankonin@charter.net |
| Chris Enevold | Treasurer/Ushering | 507-382-9811 | lancertreasurer@gmail.com |
| Lori Maday | Secretary | 507-340-8254 | lancersecretary@gmail.com |
| Robb Murray | Photos/DVD/Alumni | 507-573-1074 | writerrobb@gmail.com |
| Lynn Waterbury | Pie In The Park | 507-317-4024 | lmwaterbury@hotmail.com |
| Heidi Bednarchuk | Grant Coordinator | 507-430-7184 | heidi.bednarchuk@gmail.com |
| Jon Wendinger | Publicity | 507-380-1899 | jpn.wendinger@w-incentives.com |
| Dave Wilke | Health | 507-995-1063 | g4puck@gmail.com |

VOLUNTEERS

A COMMITMENT TO YOUTH AT THE HEART OF THE LANCERS

The Lancer Parent Association and Alumni provide the volunteers to support the Lancers in their efforts. Team up with other parents, alumni and boosters to help support our band. Is this hard, physical labor? Yes! The work hours are long, but the “thank you” from the members make your time and efforts very worthwhile. There is deep gratification knowing how you have helped young people achieve their dreams and goals.

Parents, alumni, and other community volunteers have been an integral part of the Lancer daily operations ever since the band began in 1979. The organization cannot exist without dedicated individuals who volunteer time, talent, goods and funds to the band. Ask many longtime boosters who started as volunteers why they are now staunch Lancer supporters. If you like challenge, enjoy good times and like to work hard, VOLUNTEER!

We need your help to keep the Lancer tradition going strong. We have one of the lowest fee structures in the activity due to our great support from parents, alumni and the community. Without this we would have to charge more for the privilege of being in Lancers. With your help we can maintain our quality program and keep costs down. No special skills are required; just a desire to help.

The benefits of volunteering time with the Lancers are wonderful. Past parent volunteers often comment how rejuvenated they feel after spending time with the Lancers. At a time when youth are often characterized as lazy, unmotivated and troublesome, the hard work and effort that members put in day after day often invigorates many volunteers. While the volunteer work is often long and demanding, the rewards are felt each time the Lancers takes the street in performance.

Your support is needed in many ways. We hope that you will share some of your experiences with us,helping us grow and become the best that we can be. The following is an outline of some of the areas we can use your help and how you may fit in. All the positions require the ability to work hard while having the time of your life!

GENERAL HELPER

Most of our volunteers fall into this category. We just help out anywhere we can. Just be willing to work hard and have a good time.

YOUR EXPERTISE

The Lancers has greatly benefited from the amazing talents of our parents and alumni. Your career or life experiences may be beneficial to us. Feel free to share with us ways to improve our organization based on your experiences. Parent volunteer achievements are the cornerstone of our success.

VOLUNTEER OPPORTUNITIES

|  |  |
| --- | --- |
| FOOD• Meet the Lancers meal• Cooking as needed• Preparing food for tour• Cleaning food storage at the end of the season | CHAPERONE• Chaperone for local parades and events• Chaperone for tour |
| UNIFORMS\*Organize the inventory for distribution\*Fitting and sizing | SEWING• Uniform maintenance and repair• Uniform alterations• Periodic cleaning |
| FUNDRAISERS• Garage Sale• Pie in the Park• Other Fundraisers | CONSTRUCTION/REPAIR/MAINTENANCE• Repairs to equipment trailer• Paint lines• Special construction projects |
| USHERING• Thunder Of Drums• MSU Football and Hockey | TRANSPORTATION• Truck to pull trailer to performances• Staff Transportation |
| FILM CREW• Film rehearsals/performances• Produce Highlight DVD of season• Provide quality photos/videos for DVD | OTHER• Computer Skills• Marketing• Finances• Public Relations• Alumni Organization• Archiving |
| DONATIONS• Fresh fruit (cases of oranges, bananas, watermelon)• Popsicles at rehearsal breaks or rehearsal end |  |

FUNDRAISERS

The Parent Board runs several fundraisers each year to support this very expensive activity. We ask for your support at these in attending or working. Some of the fundraisers are to raise tour money for individual Lancers and others are for the general fund. We need your help at both- volunteer often!

INDIVIDUAL FUNDRAISERS INCLUDE

GARAGE SALE

Each spring the Lancers sponsor one of the largest garages sales around. You will be invited to set up a table at the sale. The majority of the proceeds will go into the Lancer student account for their tour expense.

RAFFLE TICKETS

The Parent Board solicits some tremendous prizes to be raffled off at the final concert. Each ticket is $1. We encourage you to keep selling after you have reached your tour price goal. Please help yourself and the Lancers by selling as many raffle tickets as possible!!!

MSU FOOTBALL AND HOCKEY USHERING

The Mankato Lancers provide ushers for all MSU home football and hockey games. The Lancer will receive a credit to their student account for each eligible person ushering on their behalf (age restrictions for ushers). The amount is currently $16 perworker as of the 2018 season.

PIZZA RANCH

The Parent Board works with Pizza Ranch to set up a Fundraising evening. This is offered first to younger Lancers because of the age restrictions for ushering football and hockey. The Lancers receive a percentage of the sales and all tips from the evening. These are then totaled in the end of April, divided between the students that worked and then deposited into the student account. In the past the amount earned is approximately $18 per shift worked (depends on total sales and tips).

SCRIP GIFT CARD FUNDRAISER

Scrip offers big earnings with no selling, it's fundraising while you shop! Gift Cards are available for purchase from a variety of retailers. A percentage of the sale will go into the Lancer Student Account. The gift cards purchased are purchased at face value, the full face value is available for the purchaser to spend.

OTHER FUNDRAISERS

At times we will also sell various items to defray the cost of the tour. Fruit sales are an annual fundraiser, which we run in November and often again in spring.

PIE IN THE PARK

We sell pie and ice cream in Sibley Park the night of the Lancer/Municipal Band concert. This is a major fundraiser for the parent association to cover expenses.

SOLICITATIONS

The board seeks donations from area businesses. Please let us know if you have a connection to a local business who would be interested in being a sponsor.

MISCELLANEOUS EXPENSES

HERE IS A GENERIC BREAKDOWN OF EXTRA COSTS SURROUNDING LANCERS

• Shoes / Socks (as needed) $40

• Makeup (colorguard only) $20

• “Schedule” t-shirts \* recommend minimum of 2 $20

• Shorts & Wicking Layer (also called shell) $20

• Gloves $10

• Camp Meals (Alpha & SPAT) $40

• Garage Sale Tables (if participating in sale) $8-15

• Pictures (optional) $20

• Student Social Fee $10-$20

• Senior Gifts (section specific) $10

• Section Shirt (optional) $15

• Spending Money $200+

• Pie for Pie in the Park \* 2 per Lancer $15

• Instrument Items & Upkeep $20

 TOTAL= $475+

SEASON COST

This year, the season cost is $865. It is possible to fully fundraise this expense. The Lancer Parent Board provides many fundraising opportunities, so please watch for emails regarding deadlines to take full advantage of these.

ADOPT-A-ROOKIE

During camp, each rookie Lancer will be paired with a Lancer with at least two years of experience. This is a contact your child can use to ask all the questions they might have. Use this resource!

FORMS

There are a lot of forms for your Lancer to complete each summer. Please help them be efficient in the return of these. They include Registration, Photo Release, Code of Conduct, Clothing Order, Picture Order, Camp Meal Order, Tour Money, Absence Request (if needed), and Transportation Request (if needed). All forms can be found on CHARMS.

TAKE INVENTORY

When your child leaves for a day with Lancers be sure they have: sunscreen, bug spray, fluids, instrument/equipment and accessories, folder (with music, charts, handbook, pencil), uniform if needed, sneakers (not sandals), $ if needed and proper meal needs. At times your child will need to bring a meal to eat on the bus on the way to a parade. Be sure this is a healthy meal as indicated elsewhere in the booklet. Subway is a sure bet!

CAMP MEALS

Lancers are highly encouraged to take the meal options at camp. This year all Lancers may be able to eat breakfast and lunch at our rehearsal site for no charge Monday-Friday. ISD 77 partners with a government program to feed any families that may be in need of a meal. Because of this government funding the Lancers may also be able to eat at no cost. Many meals may also be prepared by a local restaurant or the parents. This insures your child is eating the right foods at camp and eases the hassle of bringing one more thing to camp! During Alpha and Spat Camp, Lancers are not allowed to leave campus and eat offsite.

WE STRONGLY URGE YOU TO TAKE THE MEAL PLAN. PLEASE REGISTER FOR THIS PROMPTLY!

HOW YOU CAN HELP YOUR LANCER

PRACTICE

• Help your Lancer arrange a regular schedule of daily practice. This includes a quiet place where practice can take place without interruption.

EQUIPMENT CARE

• Keep your Lancer's instrument in good condition, even if it is Lancer owned.

• Try to schedule instrument repair before the season starts.

• Record the instrument serial number.

• Instruments should not be shared with anyone that doesn't know how to play or care for them.

• Help your Lancer care for his/her uniform.

• Be sure your Lancer has all the necessary and proper accessories.

• If considering an instrument upgrade, please feel free to contact the director for recommendations.

POLICY

• Peruse the Handbook to be aware of what is expected of the Lancers. See that your Lancer keeps up with activities.

• Be sure your Lancer is up to date with any forms or fees.

• Be sure your Lancer is on time for all activities. Be sure your Lancer has everything that is needed.

• Avoid scheduling appointments during rehearsal times.

• Read all of the emails/newsletters and respond to them in a timely fashion.

PERFORMANCES

• Record dates on your family calendar and attend performances.

• Notify the director well in advance if your Lancer is going to miss any activities. An early explanation helps avoid communication breakdowns.

OTHER

• Keep a close watch on your Lancer’s health.

• Be sure your Lancer has the necessary shoes, gloves, etc...

• Feel free to contact the director to discuss your child's Lancer experience.

“EAT TO COMPETE”

PROPER NUTRITION = PEAK PERFORMANCE

Performers know that nutrition and hydration will fuel them to a peak performance. Eating and drinking properly will give you and the Lancers an edge. Incorrect eating may significantly impair your performance. Be concerned about proper nutrition during the season, especially on performance and practice days, and the night before them.

FOODS : PRE-WORKOUT FUEL

Fuel your body 2 to 3 hours before practices and performances with a high energy, high-carbohydrate meal or snack. Balance your diet with proteins. Fats should be kept to a minimum! Replace the sodium

lost in sweat so eat some salty snacks. Many athletes don’t have time to stop for a high-energy snack to boost energy for performance. To stay fueled, keep healthy snacks accessible in your backpacks.

AVOID

Deep fat fried, spices, caffeine, and candy.

You will often have to bring your own meal to eat on the way to a parade. Be sure not to overeat. A lean meat sub and sports drink are ideal.

EAT WELL ON THE ROAD

When eating at a fast food restaurant, choose wisely as most items are loaded with fat! Making good food choices while on the road can be tough, especially when restaurant options are limited. However, it’s important to pay attention to nutrition both at home and away. There are plenty of options even at fast food restaurants that will fuel the body for optimal performance.

FLUIDS

Water is a key component of the athlete’s body, making up 60 to 65 percent of total body weight. It is the most important nutrient for marching. If athletes lose too much fluid in sweat without replacing what they’ve lost in both fluids and important electrolytes (like sodium and potassium), they risk becoming dehydrated. Some lose more than a gallon of sweat during a practice or performance, especially in hot weather. If uncorrected, dehydration can lead to heat exhaustion. High humidity compounds the issue. Dehydration will occur before you get thirsty so don’t wait for that sign. You can become dehydrated quickly, even on cold days. The Lancer Parent Board will supply you with one bottle of sport drink after each performance. Sport drinks like this are valuable as they not only rehydrate, but replace carbohydrate calories and electrolytes to give you energy. **Other beverages to drink are:** water, juice and milk.

Do not drink pop before marching! Pop takes longer to absorb, will leave you feeling bloated, may decrease your desire to drink and may cause upset stomach. We do not give the Lancers water DURING a parade as some bands do because this little amount of water cannot replenish and can only serve to remind the Lancer how thirsty they may be. We choose to hydrate before and after the performance. Hydrate 2 to 3 hours before practices and competitions.Athletes should aim for at least 16 ounces (2 cups) of fluid at this time and an additional 8 ounces (1 cup) 10 to 20 minutes prior to getting into competition.

DIETS

Lancer season is not the time to be dieting! A diet too low in calories will leave you feeling tired and affect your performance. It is most important to eat a well-balanced diet of healthy foods in the right amount. A fit and healthy body is the goal, not a skinny one. If you or a friend struggles with this, you may want to discuss your feelings with someone.

TRANSPORTATION REQUEST FORM

Concerning Transportation Requests, we prefer that the whole team rides back together on the bus after a performance. However, if this is not convenient due to family plans you may request to take your child after a show (or drive them to the show if necessary). Please pick up your Lancer in person and sign them out.

WEATHER

You are encouraged to contact the Director with any concerns regarding the Lancer program. But please don’t call if the question is whether or not a parade or rehearsal will go on as scheduled due to rain. The answer is always YES!

First of all, of course, is that if it’s raining here it may not be raining at the parade site. If it is raining/lightning at a parade, they will postpone the parade for up to an hour or more to see if it will clear. If it is light rain the parade will go on as scheduled. If it is raining at a rehearsal, we will do as much as we can inside and hope it clears. If we NEED to get outside, we will go out in the rain if there is no lightning in sight. Staff will scan the skies to see if lightning develops and we’ll take down the flag poles when needed. If there is lightning we will work inside.

UNIFORMS

• The uniform must be clean and unwrinkled for all performances.

• They are not machine washable.

• However, gloves should be machine washed often. We recommend the purchase of at least two pair

 of gloves. They can be purchased at Music Mart.

• Air out and clean up your uniform after every performance. Do not leave it

 zipped up in the garment bag.

• Hats should be spot cleaned.

• The pant length should cover the shoe without buckling, no longer, no shorter. The Lancer Parent

 Board will coordinate hemming of pants to make sure that all marchers have consistent hems.

• Lancers should have up to 3 t-shirts with the schedule on the back

• Most Lancers will dry clean their uniform once during the season (before Alexandria and/or the tour).

CONDUCT GUIDELINES

“DO THE RIGHT THING!”

1. Always remain loyal to the Lancers.

2. All Minnesota State High School League rules will be enforced. The use or possession of alcohol,tobacco, or other illegal drugs in any form will not be tolerated. Should you violate this on tour, you will be sent home ASAP COD. Lancers must be chemical free. To further our team unity, Lancers say NO to drugs, alcohol, and tobacco.

3. No one will be allowed to participate until they have returned the health form. This is due by the beginning of camp. All forms can be downloaded from the Charms website.

4. Our number one goal is perfect attendance. Attendance at all rehearsal and performances is mandatory. Being absent is simply not an option. Unexcused absences will not be tolerated. Being a Lancer involves sacrifices, we all make them. Every Lancer is important and missing even once has a negative impact on your section and ultimately our whole team. If we are going to successfully turn students from various schools and grade levels into a united, precision corps, you must be at all functions and on time!“ To be prompt is to be early, to be on time is to be late!” Request forms concerning unavoidable absence from any Lancer function must be filled out and turned in at least one week prior to the proposed absence. Common courtesy dictates you let us know as soon as possible.

5. No one may use, borrow, or exchange any article pertaining to the Lancers without permission from the staff.

6. Your full cooperation is expected toward the Lancer Staff, District 77 employees, the Lancer Parent Board, chaperones, student leaders and bus drivers. Do it when you are told, not when it suits you. Remember common in and out of uniform (please and thank you). If you have a problem with someone, the only person you should take it to is that person. Don’t make it personal, don’t take it personally. If we are to stand united, we can’t have gossip.

7. When in doubt, ask, **DON’T ASSUME!**

8. All music will be memorized without exception. The Lancer Hymn will be performed with proper reverence. There will be no talking in the Lancer Circle.

9. Good health and sleep are keys to good performance. Let us know of illness. Keep up on your current medications. First aid kits are available.

10. We are guests of any rehearsal facility we utilize. Treat the facility with respect and get in the habit of picking up after yourself. Driving behavior around the site and in the parking lot will be conservative. Don’t put yourself and others in danger due to careless driving. Do not park in handicapped stalls. All lost and found items should be turned in to the Drum Majors. Do not enter Lost and Found without a Drum Major. Charge for found items is 25 cents. The Lancers are not responsible for lost items.

[www.77lancers.com](http://www.77lancers.com)

YOUR CONNECTION TO ALL THAT IS LANCERS!

The Lancers Parent Board maintains a web site at www.77lancers.com. There you will find current announcements and news, lists, pictures, schedules, you name it! We ask you to check into the website often to see what is happening in the Lancer family. Invite your extended family to check in as well to see how we are doing.

We are also using “Charms”, a web based organizational tool for bands. Please use this tool to keepyour contact information updated, to view our schedule, volunteer needs, find forms, and check student account balances. The Charms site can be found at www.charmsoffice.com. Our name is 77lancersband.

REHEARSALS

Our rehearsal time is limited and precious. It’s important that your Lancer be on time (“on time” is 10 minutes early). We want to respect each Lancer’s time, so we will try to dismiss at the end of each rehearsal as close as possible to the published time listed on the Lancer calendar. Lancer moto:

***“To be early is to be on time, to be on time is to be late, to be late is to be left behind.”***

REPORT TIME

The call times for departures and rehearsals are listed on the Lancer schedule. If your child reports to the Complex AT departure time s/he will be in trouble for being late - that is if s/he makes the bus at all. Lancers report at least 30 minutes early (or more) on parade days. During this time, they sign up for a bus, load equipment, etc. Some may have an early Captain’s Practice. When we are all loaded, we leave, even if it is before the departure time! Lancers should report 10 minutes early to all rehearsals.

CURFEW

Nights before early report days (camp and parades) will always have a curfew which will usually be 11:00pm. We expect your Lancer to be home by this time!

SOCIAL EVENTS

Encourage your child to participate in Lancer social events like bowling night, swimming, movie night, karaoke, overnight party after the final concert, or whatever else we may be doing. This is vital in the bonding process of our very diverse team.

The Lancer Student Board organizes social events and exercise activities throughout the year. Each Lancer is asked to contribute an annual social fee to help defray the costs of these activities(approximately $10-$20 per person). The Lancer Student Board is made up of student-elected officers and Staff-appointed leaders. The Student board also organizes food for the overnight party after the final concert.

PARADE ETIQUETTE

As a Lancer Parent/Fan, you will begin watching parades in a whole new way. It’s an extremely exciting activity and we appreciate ALL fan support possible. Over the years the Lancer fans have been exemplary in their parade spirit and behavior. There are several do’s and don’ts at parades when it comes to parade etiquette. You will quickly see that this is not the way all the other band fans act. This is simply the way we choose to act! Thank you for your assistance in continuing our tradition of being the classiest group on and off the street!

• Arrive plenty early if you plan to set up by the judges’ stand (one to two hours before parade time).

 Judges are usually located on the marchers’ right side on top of a flat bed.

• Saving a seat or two for family and friends is a good idea, but roping off an entire area for our parents

 is in poor taste.

• Wear Lancer clothing! You may wish to wear a hat to block the sun.

• Be considerate of other parade goers in your support of the Lancers.

• If you wish to set up a canopy, large umbrellas or other items that may obstruct view and appear

 pretentious, please set it up well away from the judging site in a less populated area.

• Bring plenty of water, juice, etc…

• Wear sunscreen!

• Bring a lawn chair.

• Do NOT bring or use alcohol or tobacco products to ANY Lancer function.

• Enjoy camaraderie with Lancer parents and fans and enjoy visiting with other fans.

• Cheer FOR ALL the bands. They are not our enemies.

• When the Lancers are performing, look for opportune times to cheer. Very quiet sections or musical

 transitions are not good times to be making a lot of noise. The band can’t hear each other nor can the

 judges hear what we are trying to do! Dynamic peaks and ends of sections are great times to cheer!

• You will not be allowed to follow along with the band and walk the rest of the parade route. Expect to

 be stopped by a staffer. Why?

• It’s distracting to the Lancers - they have told us so.

• It speaks loudly to the rest of the bands that you don’t care about their performance.

• It looks bad. (The only exception is if the Lancers are the last unit in a parade.)

• The Lancer Hymn after performances is for us - the team. It is our time to reflect on our performance,

 to connect with past Lancers and listen to announcements. The Hymn was written by the original

 Lancer staff and has been sung by every edition after every rehearsal and performance as well as

 the end of tour. If you happen to be around when we sing the hymn, please keep your distance and

 be a casual observer.

JUDGING PRIMER

Our most critical judges are ourselves (Lancer staff and members). Our assessment of each performance is imperative as we know the whole show from beginning to end. We want it to be excellent whether we're in front of four judges or 40,000 spectators. Also important is the crowd reaction. Our goal is simple, the perfect show from every Lancer. We strive to emulate the performance of drum corps like the Madison Scouts, Cavaliers, Santa Clara Vanguard, Blue Devils and Cadets.

Concerning the competition, there are usually 3-6 judges, judging Music (effect and execution) and Visuals or Movement (effect and execution). Some are on a trailer, and some are on the street. We aim to improve in the eyes of the judges as the season progresses. Watching the parade from the judges’ area is always exciting for the parade fan. You know you will be getting the best from every band.

In comparing these two methods of evaluation, executing the perfect show is more difficult than winning awards. Hardware for Grand Championships and other caption awards are worthy rewards for our efforts, and there is no denying the joy in celebrating a performance that was viewed as excellent by parade judges. But at the same time we will not let the opinion of an individual judge influence what we feel may have been a peak performance. Our own mistakes are our own worst enemies! We view other bands as great young adults representing their towns, and just like us they are striving for excellence.

They are to be respected and cheered for their efforts. Competition results may be available on various websites such as [www.marching.com](http://www.marching.com) and www.minnesotaparadebands.com. The Lancers work extremely hard in a very competitive arena. We may discuss various aspects of our performance, our scores and judges’ comments within our organization in order to improve our performance, but this type of information is not made public. The marching activity is very strong in Minnesota and you will find many good marching bands in competition. Remember, the Lancers are not always judged by the same people, or even by the same organization. It is impossible to compare one association's standard against another.

SUMMER BAND WEBSITES

[Marching.com](http://www.marching.com/) is a locally-managed website that provides details regarding many of the summer band festivals in Minnesota. Additionally, they often provide maps, photos, and judging results at this site.

[MinnesotaParadeBands.com](http://www.minnesotaparadebands.com/) is a locally-managed site that provides the most comprehensive listing of Minnesota parade judging results. Feel free to check out both of these sites when you have a chance!

AFTER THE PARADE

Award Ceremonies occur after competitive parades, usually at the football stadium or gymnasium. Here you will get a chance to cheer the Lancers and see the results of the parade. At this time (or anytime) we are careful not to engage in negative talk about any of the bands. We never know who may overhear a simple comment and take it the wrong way. Sometimes it is better to just talk about our own performance. We don’t wish to get into negative comparisons with others who view competition differently than we do. Over the years the Lancers have gained a positive reputation and respect by doing all things with class. We don’t want to do anything to jeopardize that status.

You are asked not to tag along in or behind the Lancer caravan. Safety is one reason. Another is that the Lancers would like to feel independent. If you want to be close to the team, volunteer to chaperone!

Once we have arrived back at our rehearsal site, we would like to get everyone home as soon as possible. An approximate arrival time will be stated, but it may be easier for your child to catch a ride with a Lancer that drives, or have them call you as we approach Mankato. Someone may post the arrival time on Facebook, an optional source of news sharing. Of course they can use the phone at the Complex and call for a ride when we arrive, but if you live a long distance away, this can be time consuming. There will always be at least one Lancer staffer waiting to be sure every Lancer has gotten a ride home. Please be considerate of their time.

LETTERS TO THE EDITOR

Occasionally a negative Letter to the Editor will get in the Free Press. These are almost always from someone who doesn’t know the full story and chooses not to talk with the Director in person. When these letters appear, we ask you not to write back. The staff will determine if a response is merited.

Should you have any problems with the Lancers, please don’t take them to the paper. The Director would be more than happy to discuss it with you. We are always looking for better ways of doing things.

SOCIAL MEDIA

When you are on an online public forum (Facebook, Twitter, etc), please remember that you are representing the Mankato 77 Lancers and everything the Lancers stand for. Please use your best judgment when posting any comments. If any issues arise, the Director/Staff will deal with the situation accordingly. In an extreme circumstance, dismissal from the Lancers marching band program is possible.

WHAT IS MINI-TOUR?

This is the multiple-parade weekend that is always the last weekend in June. The Lancers perform in one or two parades on Saturday, and the Alexandria parade on Sunday. The “Vikingland Band Festival” in Alexandria is the “unofficial state championship” band festival for Minnesota summer marching bands.

Details regarding the Alexandria Vikingland Band Festival can be found at:

<http://www.marching.com/events/vbf/>.

HEALTH

Be sure we are aware of all the special medications you bring along. We cannot give out aspirin. You may wish to bring motion sickness medication for the bus. Sleep and good health are the keys to a good trip. Report all illnesses to staff and chaperones. If you need anything from first aid, have a chaperone help you and put the kit back in order.

CHECKLIST TO BRING FOR MINI-TOUR

LANCER DUFFEL BAG

• All clothes for weekend

• Light jacket, sweatshirt

• Conservative pajamas

• Towel

• Toiletries

UNIFORM

• You are responsible for your entire uniform, clean, clearly labeled and properly hung in garment bag

MONEY ($30)

• You may need to pay for 2 meals and snacks

INSTRUMENT/EQUIPMENT

• Clean, labeled, in excellent condition

CARRY ON

• Bug spray

• Cards, bus games, books, etc...

• Snacks

• DVDs

SLEEPING

• Sleeping bag

• Pillow

• QUIET mattress pad / air mattress, we sleep on the gym floor (sheet to put under if it is vinyl)

TOUR

Pack light! Anyone making plans to meet with relatives for any length of time must clear this with the Director. The remainder of the tour rules will be discussed at length at the annual Tour Talk prior to tour.

CHECKLIST TO BRING ON TOUR

**CLOTHES : *please use Lancer duffel bag***

(the one size for all bag makes packing for 115 people much easier)

• Conservative jammies

• Laundry bag

• Sweatshirt/jacket

• Plenty of Lancer tees

• Swimsuit

**MISC :**

(do not pack any breakables )

• Suntan lotion

• Towels (shower and beach)

• Toiletries

• Small flashlight

**UNIFORM :**

• you are responsible for your **entire** uniform, clean, clearly labeled and properly hung in garment bag

**MONEY : $150**

• You will need to pay for some meals plus snacks

• Souvenirs, recreation, gifts

• Carry your cash in different places

• Consider debit cards

**INSTRUMENT/EQUIPMENT :**

• clean, labeled and in superior condition

**CARRY ON :**

(keep your carry on bag as small as possible)

• Camera

• Frisbee, cards, books, games, etc...

• Snacks

• You are **not** allowed to bring ice chests or coolers

• Cell phone charger

• DVDs (labeled) - must be rated PG-13 or milder and not contain nudity or excessive violence. Only

 professionally produced videos will be shown (no copies or ‘home’ movies). Please do not bring

 movies of bad taste that will offend others. Use your best judgment.

• Pillow for bus

WELCOME HOME FROM TOUR

For the past several years Lancer parents and families have staged an elaborate welcome home

celebration as the Lancers return from tour. This special event is appreciated by the entire Lancer

family. Parents come early on the last day of tour to decorate the school in a special way. Families

display welcome posters for their Lancers. If we are scheduled to arrive after dark, you may wish to

bring a flashlight as well.

EMERGENCY NUMBER:

Michael Thursby : 319.560.7910

PARADE CHAPERONE INFORMATION

Thank you for taking your time and energy to make Lancer trips possible! Parent/Guardian Chaperones are very important and essential to Lancer functions and we appreciate you volunteering. Parade days are long and can be demanding, but hopefully it’s the ‘toughest job you’ll ever love!”

TO BRING

• A meal if your Lancer has been asked to bring one.

• Wear Lancer clothing!

• A snack or treat for the students on your bus for when the buses are homeward bound (optional)

PRE-DEPARTURE

Please arrive 30 minutes before departure time for packing and prep work. We will need your help packing the health kits (one for each bus) and icing and loading the Sport Drinks and water. We appreciate your help with this but get some Lancers to help, too. After the coolers are filled and set out for the Lancers to load a meeting will be held with the chaperones in the Parents’ Room at the Complex. This will give us time to get to know each other, go over the day’s schedule and assign a bus. Some Lancers seem to want their parents to ride on their bus, most would prefer not. You’ll soon find that on parade days they are ALL your kids! Have fun getting to know them. It may be best not to pack your lunch in the same container as your Lancer as you may be separated.

ON THE BUS

Take attendance every time we go anywhere! You need not wait until a staffer asks you to check, rather start when you see you have most of your Lancers aboard. Do not allow students to talk over the taking of attendance or let them stand in the aisles. There is no reason for them to talk while you are taking attendance or talking to them. If this happens, wait until they are quiet or a leader asks for silence. Students are not allowed to switch from one bus to another during the day under any circumstance. If students are going home with family, staff will inform you of this before the return trip. Do not release Lancers upon arrival until a staffer boards your bus for announcements.

Before departure from the Complex, introduce yourself to the Lancers and ask if they are absolutely sure they have everything. Please introduce yourself to your driver as well.

KEEP IN MIND DURING THE TRIP

• Forty high school students being themselves does not a riot make! If you are not used to being in close quarters with so many people, it may take some getting used to! In the rare event things get out of hand, please have your driver contact the Director on the radio. We will stop our caravan and Staff will come aboard and help solve the situation.

• It is important for the Lancers to keep their bus neat during the entire trip, not wait for the end of the day to pick up. A good way to mingle is to walk the garbage bag down the aisle. On the bus, the Lancers are not to yell, throw things, stand on seats, sit on the seat backs or hang out the windows. Please keep an eye out for behavior like this so our drivers need only concentrate on driving. If behaviors like this happen, it is usually addressed by other Lancers before chaperones have a chance to get involved.

• Remind the Lancers to eat their meal before arrival.

• Do not release Lancers upon arrival until a staffer boards your bus for announcements. This will go

faster if your bus is picked up, students are seated and quiet. There may be rare events when the

Director will give dismissal instructions over the radio.

• If there are any problems or questions, have your driver contact the Director on the radio.

AT THE PARADE

The Staff will take the Lancers through meetings and warm up procedures, but there are things you can do to help at this time:

• Set up water table

• Don’t allow a Lancer to walk off alone

• Do not make any decisions about holding a Lancer out of a performance without consulting the

 Director!

• You may help the Loading Crew if time is short

• Unload trailer and storage carts keeping similar instrument sizes together

• Unload hat boxes keeping identification markings visible

• Reload and repeat process at end of parade

• Remember you are representing the Lancers at all times

AFTER THE PARADE

• If the parade ends at a different area than where it started you can ride on the bus when it leaves or walk to the end of the route.

• Set up water table.

• Set out sport drinks.

• Help Loading Crew if needed.

• Look for health problems (see elsewhere in the handbook). Under no circumstance should a

Lancer be transported to local medical facilities without the Director’s knowledge!

Upon arrival at the Complex, return your bus sign up to the parent’s room in case we use the same sign up for the next parade.

THANK YOU

Welcome to the Lancer team! Your help is invaluable to us. Please let staff know if any problems arise. We hope you have a great time and can join us again in the future.

MINI TOUR & TOUR CHAPERONES

Be prepared to do all a regular chaperone does and more! We ask our Parent/Guardian tour chaps to help us in many ways. It may be the toughest job you’ll ever love! Be sure and read the entire Student Handbook for expectations. Anything that is done outside the rules undermines our group goals and is discouraged.

Before tour it is recommended that you attend the Tour Talk meeting for the Lancers to be introduced and to hear exactly what is being told to the Lancers. We will hold a chaperone meeting after the full Lancer meeting that night (it will be a late night!) The chaperones will discuss the snacks for Mini Tour, seating arrangements, what to expect during Mini Tour and more. It is required that you chaperone the Mini-Tour Weekend as this is a practice trip for everyone. You are encouraged to also chaperone some of the local parades to better get acquainted with the Lancers and the way we do things.

MINI TOUR

We will not stop on the way to mini tour. Please be sure to bring something to eat on the way up. You may also want to bring snacks for the rest of the weekend. It is a tradition to give the kids a treat after each parade, this is the same for mini tour parades. You will want to talk to your bus partner ahead of time to decide who will bring what.

Once we are on site, the Food Director will prepare most of our meals. You may be asked to assist in making sandwiches and helping in any other way you can with food prep. In the evening after the Saturday night rehearsal, the chaperones will set out snack and drinks for the Lancers.

Chaperones sleeping quarters will be in the foyer outside of the gymnasium. It is a good idea to bring an air mattress as the floors are hard! It may be 90 outside, but inside could be cooler with the air conditioner. Decide if a sleeping bag, lighter blanket, long sleeves, or shorts are best to keep you comfortable at night. The chaperones are the first to rise and the last to bed. It is recommended to shower after the Lancers are in bed or before they rise. It is also better for our blood pressure if we are awake before reveille! A blanket or pillow can become your best friend on the bus. Get naps in while you can!

During practice you will double as Traffic Control plus we’ll need the water table set up. There will also be health and other physical and emotional issues to deal with. You may need to run to the local music store or run other errands. There will be uniform repairs to make and a myriad of other things to do as problems arise. You may wish to confer with previous chaperones to get a better grasp on what will be expected and don’t hesitate to ask the Director or our head chaperone for help.

Much of our time will be spent on the bus. You will want to bring something to occupy your time. Also plan on doing some fun things on the rides. We all get tired of DVDs after awhile. Bring some group games and prizes, snacks, words for a sing a long, whatever you think would be fun. Sometimes the Lancers will want to participate, sometimes the bus will be silent… they will all fall asleep!

TOUR

The fun begins! This will be the most rewarding trip you will chaperone. You will be tired, you will be happy, you will be ready to go home. In the end, you will have loved every minute of it.

During Tour you will be asked to do much of what you did during Mini Tour. Someone may need to find local Catholic and/or Protestant churches when we are on tour over a Sunday. Possibly one of you could provide a devotional time. If there is a Lancer that needs to be sent home from tour, the staff will handle booking the flight and taking the student to the airport.

During Tour you will learn about a whole new set of Lancer Traditions.

*Bus Decorating : Lancer Dance : Talent Show*

The chaperones will be asked to judge the Lancer Talent Show. Each year the chaperones decide on if they give out prizes, but they announce the winners on the way back home from tour. This is just another way to fill time on the bus. Chaperones may also give prizes out for silly categories, ie: slowest, most talkative, best jokes, etc. It’s all in good fun.

During the dance you will prepare snacks and drinks. You will also make sure the kids stay at the dance and do not roam about by themselves.

Last but not least, Lancers should always be in a group of three. If not you will be their new group!

Thank you for helping the Lancers reach their goals and be sure to ask for their assistance when appropriate and possible. Your work is appreciated by the Director, the Staff and all of us! Let the Director know of any questions, problems, or other concerns.

HEAT INJURIES

Occasionally while marching, a Lancer will succumb to heat injuries. This is almost always due to improper diet, lack of hydration, other illness, or lack of sleep. Symptoms include being faint, dizzy, weak, cool and clammy skin, excessive perspiration, shallow breathing, headache and nausea.

**Follow these basic steps to help :**

• Loosen clothing, remove uniform

• Cool, damp cloth to the forehead, wrists, arm pits, neck

• Give cool-sweetened drink (All Sport)

• Fan

• Sponge down or spray

• Reassuring talk

• If possible, get to a cool room

Give the Lancer room, do not allow gawkers, do not make a scene. The Lancer will come around, but do not expect them to be their normal self right away. They will need rest. Help them to their feet and get them walking as soon as is comfortable. First aid kits are available. Inform a staff member or chaperone what has happened. Get help if more severe. **See the Director if medical treatment is needed.**

HEAT INDEX GUIDELINES

There may be parades where the heat index (a combination of factors including heat, dew point, humidity, etc.) dictates that it is just not healthy to march, at least not in full uniform. On these days the following will serve as our guide:

**Heat Index = 102°-105° March without coat, hat or gloves**

**Heat Index = 106°-109° March in shells & sneakers**

**Heat index = 110°+ Lancers will not march**

**THREE TYPES OF HEAT INJURIES**

**Heat Cramps : Heat Exhaustion : Heat Stroke**

HEAT CRAMPS

Caused by excessive loss of salt from the body.

**SYMPTOMS :** Painful cramps in muscles of the extremities and abdominal wall, body temperature is normal.

**TREATMENT :** Have the person drink a 0.1 % salt solution (mix 2 ten grain salt tablets or 1 tsp. salt in 1 quart of water.

HEAT EXHAUSTION

Caused by excessive loss of water & salt.

**SYMPTOMS :** Profuse perspiration, skin is cool and pale, rapid pulse (140-200 beats per minute), low blood pressure, headache, mental confusion, dizziness, drowsiness, weakness, loss of appetite, vomiting, visual disturbance, occasional cramps of extremities or abdominal muscles.

**TREATMENT :** Put in a cool place, encourage the individual to rest, elevate the feet, massage the extremities. Give a 0.1% saline solution by mouth as freely as the patient will take it. DO NOT ADMINISTER SALT TABLETS WITHOUT WATER.

HEAT STROKE

Caused by a breakdown of the body's heat regulating mechanism, a very serious condition in which there is extremely high body temperature.

**RISK** : Persons not acclimatized to heat, physical exertion.

**SYMPTOMS :** Absence of sweating, cool skin surface, headache, dizziness, mental confusion, weakness, nausea, urination. Early stages are characterized by hot, red and dry skin; full and rapid pulse; normal or elevated blood pressure; rapid and deep respirations; body temperature 106-110°F. The onset is usually dramatic with collapse and loss of consciousness. Convulsions may occur.

**TREATMENT :** Lower the body temperature by removing clothes, immersing the patient in water (or in a tub of water and ice), give a sponge bath, or cover with a blanket soaked in cold water. Fan the patient to increase air flow. Rub the extremities and trunk briskly to increase skin circulation. Check temperature every 10 minutes be careful not to lower temperature. Constant supervision and transport to a medical facility IMMEDIATELY.

**BYLAWS OF MANKATO AREA 77 LANCERS**

**MARCHING BAND PARENT ASSOCIATION, INC.**

Effective September 1, 2011

**ARTICLE I: NAME**

Section 1: This organization shall be known by the name of Mankato Area 77 Lancers Marching Band Parent Association, Inc., referred to herein as the Association.

Section 2: The Mankato Area 77 Lancers Marching Band Parent Association is a U.S. registered 501(c) (3) non-profit organization.

**ARTICLE II: OBJECTIVES**

Section 1: The Mankato 77 Lancers Marching Band is a program run by Community Education & Recreation Department of ISD 77. The Lancer staff is hired by Community Ed.

Section 2: The objectives of this organization are: To provide service and support, and to conduct fundraising projects to provide financial assistance to the Mankato Area 77 Lancers Marching Band in order that the Band members shall have adequate uniforms, equipment, transportation, and assistance.

Section 3: The Association will encourage attendance at regional and national musical competitions and foster the general welfare, appropriate behavior, and social well being of the Lancer students.

Section 4: The Association may offer input but will not become directly involved in the day-to-day operation of the Lancer music program.

Section 5: The Mankato 77 Lancer Parents Association is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations under Section 501(c) (3) of the Internal Revenue Code (or corresponding sections of any future Federal Tax code).

Section 6: The Mankato 77 Lancers website is paid for and maintained by the Board of Directors of the Association.

**ARTICLE III: MEMBERSHIP**

Section 1: Members of Mankato Area 77 Lancers Marching Band Parent Association shall consist of all parents/guardians of current registered Mankato Area 77 Lancer students. Registration is handled by the Community & Recreation Department of ISD 77. Membership in the association continues throughout the school year following the band's summer season, providing that the student has not graduated from high school**.** An annual Honorary membership may be bestowed at the discretion of the Board of Directors.

Section 2: Association Members are encouraged to serve on committees, sign up to chaperone band events, and offer assistance with fundraising activities.

Section 3: Association Members may make nominations for the Board to fill open Board positions and are eligible to serve, on the Board of Directors, if elected by the Association.

Section 4: Association Members are invited to attend general membership meetings and may vote in general elections including votes by secret ballot for the current year’s board members. General membership meetings shall be held at least 3 times per year. The first meeting shall be held the night of the Lancer recruitment gathering, the second meeting will be held in June and the third meeting will be the evening of the awards banquet. All of the actual dates for each season's meeting will be posted on the 77 Lancers website and provided via email to all current members who have supplied their email addresses to the current board secretary. Notification of the meetings will be provided at least 2 weeks before the scheduled meeting.

Section 5: Association Members are eligible to request to be included as an agenda item for board meetings; requests must be made to the President or Vice-President no less than 1 week prior to the Board meeting. The member will be notified of the time and place to present their request to the board a week prior to the Board meeting. For time management of the meetings, we request that this member limit their input to 10 minutes. A board member will follow up with this member after the meeting.

**ARTICLE IV: BOARD OF DIRECTORS**

Section 1: Association Board Membership shall consist of 9 parent members plus the Band Director(s). The Board of Directors shall be elected by the general Association at the Awards Banquet membership general meeting.

Section 2: Board of Directors shall serve 3 year terms provided they are still current Association members. The terms of the elected Board of Directors shall be staggered, such that 1/3 of the terms expire each year. Directors shall begin their terms at the first Board meeting held in September after the election at the Award Banquet meeting.

Section 3: If a Board member is no longer a current Association member, or if the Board member resigns before their term is up, then the Board of Directors will appoint the Board Nominee with the next highest votes from the last election to fulfill the Board member’s term.

Section 4: The Board of Directors shall be the decision making body of the Association. The officers to be elected each year by the board are: President, Vice President, Secretary, Treasurer, Grant Coordinator and Publicity Coordinator.

Section 5a: The August meeting will be for the outgoing and incoming Board of Directors. The outgoing Board Officers will explain the role for their position.

1.The Board Officers for the next season shall be newly elected each year at this meeting. The Officers will be nominated and voted upon by that season’s Board of Directors. No officer shall hold more than one office at a time. Directors from the prior year whose terms have expired will not be eligible to nominate or vote in the new Officer election. The President shall not vote for the officers unless there is a tie.

2. This meeting will not have a regular agenda, other than minutes recorded of the Officer elections.

3. The outgoing Officers will meet with their officer successor to transition materials and information.

Section 6: A quorum of the Board of Directors shall consist of 2/3rds the members thereof.

Section 7: No Board of Directors member shall receive any compensation for services as a member. The Board of Directors may authorize reimbursement of reasonable expenses incurred by Board members in connection with carrying out the activities of the organization.

Section 8: The Board of Directors shall have general supervision and charge of the property and finances of the organization. Commitments binding the Mankato Area 77 Lancers must have prior authorization from the Board of Directors.

**ARTICLE V: DUTIES OF OFFICERS**

Section 1: The duties of the officers are as follows:

1. The President shall:
2. Preside at all general and Board of Directors meetings.
3. Prepare the agenda for each meeting and notify appropriate members of scheduled meetings.
4. Appoint all committee chairs as needed, subject to approval of the Board of Directors.
5. Be an ex-officio member of all committees except the nominating committee.
6. Call all meetings of the Association.
7. Shall be the liaison between the Association and the band director.
8. Shall be an authorized signer on our bank accounts.
9. Perform such duties as are required by the Board of Directors.
10.
11. The Vice-President shall:
12. Serve in the absence of the President.
13. Serve as chairperson of the fund raising projects.
14. Perform such other duties as may be assigned by the President or the Board of Directors.
15.
16. The Secretary shall:
17. Keep the minutes of all general and Board of Directors meetings.
18. Appoint a substitute Secretary when the Secretary cannot perform these duties.
19. Maintain and update the Association website regularly.
20. Maintain the Association email list and mailing list, and send out email announcements to the membership.
21. Perform such other duties as may be assigned by the President or Board of Directors.

A copy of the Treasurer’s report should also be given to and kept with the Secretary’s minutes of that business meeting.

1. Keep a permanent file with a copy of all current and past bylaws of the Association.
2.
3. The Treasurer shall:

Receive, account for, and deposit in a bank or other financial institution all funds of the Association, as directed by the Board of Directors.

1. Make authorized disbursements as approved by the Board of Directors in a timely manner.

Maintain appropriate financial records which shall be subject to inspection and audit as directed by the Board of Directors.

1. Provide annual receipts for donors according to tax law.
2. Prepare Association documents for timely tax preparation by an authorized public accountant.
3. Upon request, make available to any member, the record(s) of their Lancer student account, at a reasonable time

 and place.

1. Provide a printout of the monthly financial statement at each meeting of the Board of Directors. This report shall

 include the balances in all bank accounts, and details of account activity since the last report.

1. Upon leaving office, balance all accounts.
2. Perform such duties as are required by the Board of Directors.

1. The Grant Coordinator shall:
2. Seek out available grants and determine whether Lancer Parent Assn qualifies to apply
3. Attend necessary grant meetings
4. Write grants
5. Follow up on status of grants
6. Oversee that the Lancer Parent Assn is appropriately using grant funds
7. Ensure that all reporting back to grant support is completed as required
8. Perform such duties as are required by the Board of Directors

1. The Publicity Chair shall:
2. Publicize each Lancer Parent Assn activity in the community
3. Contact local marquee owners to have activity info advertised
4. Produce posters for activity and work with student board and parent board to distribute
5. Place ads for activity with local media (paper, radio, tv, etc) as deemed needed by the parent board
6. Perform such duties as are required by the Board of Directors

**ARTICLE VI: MEETINGS**

Section 1: Board of Directors shall hold regular monthly Board meetings, on such dates and times as the Board of Directors determine. The Directors shall maintain a report (minutes) of each meeting held by the board and will email a summary of each meeting to the current Association members on the email mailing list. Refer to Article III Section 5.

Section 2: Association Members are eligible to request to be included as an agenda item for board meetings; requests must be made to a current board member no less than 1 week prior to the Board meeting. The member will be notified of the time and place to present their request to the board a week prior to the Board meeting. For time management of the meetings, we request that this member limit their input to 10 minutes. A board member will follow up with this member after the meeting.

Section 3: Special meetings of the Association may be called by the President or by 3 or more members of the Board of Directors. Special meetings subject, date, time and place will be listed on the Mankato 77 Lancer website.

**ARTICLE VII: ELECTIONS**

Section 1: Elections shall be held annually, during the general meeting at the Awards Banquet.

Section 2: The Board of Directors will encourage nominees from the general membership to be included in the election for the next years Board.

Section 3: Additional nominations may be made from the floor, provided the consent of the nominees has been obtained.

Section 4: Notification of nominations will be provided to the general membership at the general meeting at the Awards Banquet.

Section 5: Election to office shall be by simple majority vote.

Section 6: Election shall be by voice vote or by ballot as determined by the Board of Directors.

Section 7: Each member may cast one (1) vote in person and not by proxy.

Section 8: The elected officers term is September – August.

Section 9: Spouses may not serve in an elected position during the same term.

**ARTICLE VIII: FINANCIAL**

Section 1: The Associations Fiscal Year for IRS tax purposes is October 1 - September 30. The tax return due date is February 15th of the following year, (4 1/2 months after the fiscal year end).

Section 2: The treasurer and president shall be authorized signers on all bank accounts.

Section 3: The audit committee shall consist of 2 Board of Director members, excluding the treasurer. The committee will be formed by Board volunteers and affirmed with a vote by the full Board. Audit committee members will be formed at the September meeting with the audit completed and signed by end of November. The signed report shall be turned in at the December meeting.

Section 4: The Treasurer will maintain the financial archival records of the Association according to IRS standards.

Section 5: A budget for the following year will be prepared and recommended by the outgoing Board at the September meeting. The Board of Directors for the new year will revise and review this budget. A final budget will be presented for a vote at the October meeting. The budget may be changed/adjusted throughout the year to reflect the financial position of the Association given the expenses incurred/paid, funding requests approved/spent, and fundraising dollars raised.

Section 6:All purchases will be supported by an invoice or other supporting documentation and properly authorized before goods are ordered. Receipts are to be given to the Treasurer for any funds to be given.

Section 7: Requesting of funds that are not budgeted shall follow the guidelines/purposes/mission of the Association and shall follow this process:

1. $500 or less—Decisions will be made by the President and Treasurer.

1. $501 or more—Decisions will be made by the by the Board of Directors at the next scheduled meeting or via an email/phone vote (if the timing can’t wait for the next meeting). If the vote is conducted outside of a regular meeting, it shall be recorded in the minutes at the next meeting.

Section 8: Any equipment or uniforms purchased with funding of the Association shall be property of the Association.

Section 9: Any funds remaining in an individual student account after the student graduates or is no longer a member of the band, guard, or drum line will be disbursed in the following manner: 1) All funds remaining at the end of the Lancer fiscal year will be transferred to any sibling currently in the band program or 2) All funds will be transferred to the Lancer General Fund or Lancer Scholarship funds as deemed appropriate by the Board of Directors. Any exceptions to the above must be approved by the Board of Directors.

**ARTICLE IX: PURPOSE**

Section 1: Committees shall be created by the Board of Directors to assist the Mankato Area 77 Lancers Marching Band. Committees formed will help with Organizational fundraising, Recruitment, Chaperones, Uniforms, Spat Camp, and any other duties that the Board of Directors feel necessary.

Section 2: Special/Ad Hoc Committees may be established to assist the organization in completing the work of the organization. Each committee shall be chaired by a member of the Board of Directors but may include current Association members.

**ARTICLE X: PARLIAMENTARY PROCEDURE:**

 In all questions of parliamentary procedure not already covered in these bylaws, Robert’s Rules of Order Newly Revised shall prevail.

**ARTICLE XI: AMENDMENTS**

The Bylaws of the Mankato Area 77 Lancer Parent Association may be amended, or new Bylaws may be adopted, by a 2/3 vote of the Association members. Written notice of proposed amendments will be emailed to current members and posted on the website at least 30 days prior to the meeting in which the proposed amendments will be voted upon.

Mailing Address for Parent Association:

**Mankato Area 77 Lancers Marching Band Parents Association**

**c/o Community Education & Recreation**

**110 Fulton St**

**Mankato, MN 56001**