

**Michigan School Band and Orchestra Association**

**District V**

2016-2017

**District Handbook**

September 2016

Members and Colleagues,

The Executive Board of District V hopes this packet of forms, information, and rules will make your school year go more smoothly. We have included our district activities, dates, locations, and chair people.

When entering students in a festival, please remember District Solo and Ensemble and District Band and Orchestra Festival **MUST** be entered **ONLINE**. Appropriate entry fees must be sent along with the printed invoice. The invoice must include your principal's signature. The entry and fee must be postmarked by the deadline stated in our District V Handbook in order to avoid being disqualified from festival participation. **It is strongly recommended directors send entries and fees via registered mail so there is a confirmation of receipt.** It is a good idea to always keep a copy of your entry forms for your own files.

If you find yourself in doubt, please do not hesitate to call a member of the Executive Board. We are here to help you. Remember all deadlines are firm. If you are in need of help because something is going wrong and you find it difficult to make a deadline, please call the state office immediately **BEFORE** the deadline and they will help you out. The state office number is: 1-800-9-MSBOA-9. Then please call the member of the District Executive Board or the Chairperson in charge of the event and communicate your dilemma with them too.

Jeanine Ignash	President
Heidi Schlosser	1 <sup>st</sup> Vice-President for Band and Orchestra
Nicki Bruski	2 <sup>nd</sup> Vice-President for Solo and Ensemble
Craig Heydenburg	3 <sup>rd</sup> Vice-President for Adjudicators
Jennifer Parker	4 <sup>th</sup> Vice-President for Orchestral Activities
James Burkhart	Secretary
Steven Shaw	Treasurer
Matthew Shephard	Past President

## District V, MSBOA Officers 2016-2017 & List of Committee Chairs

**President:** Jeanine Ignash  
(1<sup>st</sup> Term, expires 2017)  
**Home Address:** 6027 Winegar Rd.  
Perry, MI 48872  
**Home Phone:** (248) 345-1834  
**School:** Ovid Elsie HS and MS  
**School Phone:** (989) 834-2271 ext. 1851  
**e-mail:** jeanine.ignash@ovidelsie.org

**1<sup>st</sup> Vice-President for B & O:** Heidi Schlosser  
(1<sup>st</sup> term, expires 2018)  
**Home Address:** 3292 Paulan Dr.  
Bay City, MI 48706  
**Home Phone:** (989) 529-0025  
**School:** Auburn Bay City Western HS and MS  
**School Phone:** (989) 662-4481 ext. 6195  
**e-mail:** schlosserh@bcschools.net

**2nd Vice-President for S & E:** Nicki Bruski  
(1<sup>st</sup> term, expires 2017)  
**Home Address:** 801 E. Meadowbrook  
Midland, MI 48642  
**Cell Phone:** (989) 714-9050  
**School:** Midland Dow HS  
**School Phone:** (989) 923-3867  
**e-mail:** bruskinm@midlandps.org

**3rd VP for Adjudication:** Craig Heydenburg  
(1<sup>st</sup> term, expires 2018)  
**Home Address:** 5209 Van Buren St.  
Midland, MI 48642  
**Home Phone:** (989) 859-8542  
**School:** Bay City Western HS  
**School Phone:** (989) 662-4481  
**e-mail:** heydenburgc@bcschools.net

**4th Vice-President for  
Orchestral Activities:** Jennifer Parker  
(1<sup>st</sup> term, expires 2017)  
**Home Address:** 6792 S. Lowell Rd.  
St. Johns, MI 48879  
**Home Phone:** (517) 230-3824  
**School:** St. Johns Public Schools  
**School Phone:** (989) 227-4357  
**e-mail:** parkerj@sjredwings.org

**Secretary:** Jim Burkhart  
(2<sup>nd</sup> Term, expires 2017)  
**Home Address:** 4951 N. Lewis Rd.  
Coleman, MI 48618  
**Home Phone:** (989) 289-7815  
**School:** Coleman HS and MS  
**School Phone:** (989) 442-1998  
**e-mail:** burkhart@colemanschools.net

**Treasurer:** Steven Shaw  
(3<sup>rd</sup> term, expires 2018 – no term limit)  
**Home Address:** 4899 Audubon  
Saginaw, MI 48638  
**Home Phone:** (989) 341-3896  
**School:** Freeland Community Schools  
**School Phone:** (989) 695-2586  
**e-mail:** shaws@freelandschools.net

**Past President:** Matthew Shephard  
**Home Address:** 2055 E. Stewart Road  
Midland, MI 48640  
**Home Phone:** (989) 513-3505  
**School:** Meridian HS and MS  
**School Phone:** (989) 687-3347  
**e-mail:** mwshephard@yahoo.com

### **Committee Chairs**

**F.I.C. –** Heidi Schlosser  
**Marching Band –** Chris O’Connell  
**Music Ed –** Eric Attard  
**Member Emeritus –** Matthew Shephard  
**JRHS All Star Weekend –** Eric Attard  
**Mentor –** Matthew Shephard

# Michigan School Band and Orchestra Association District V

## Operational Policies

1. **All MSBOA State policies, appearing in the Yearbook, will be considered District policies except where otherwise noted.**

2. **Festival Entry Deadlines:**

All District Festival applications must be postmarked or delivered to the District Officer by the deadline listed in the district handbook. A school that fails to meet the specified deadline date, for any reason whatsoever, may enroll in the festival for an extended limited time of one week by paying a \$25.00 per event late entry fee (for solo and ensemble festival, with a maximum of \$100.00 per school) or a \$100.00 per event late fee (for band and orchestra festival). The director must telephone the district festival chairman and inform him/her of the forthcoming application prior to the end of the extended limited week. The application must be postmarked or delivered to the appropriate address no later than the Friday following the original deadline.

In the case of an unscheduled school closing during the week immediately preceding the deadline, the deadline for assessing the late entry fee will be adjusted an equal number of days. The “extended” second week final deadline will not be adjusted. An administrator’s verification of the dates that the school was closed must accompany the application.

A festival application is acceptable when all on-line entry forms have been completed, an administrator has signed where appropriate, and the check is received.

**Barring the late entry provision of one week, a school will not be allowed to enter a festival.**

3. **Use of Student Teachers:**

District V recognizes the important role its members play in mentoring university student teachers. Participation in district activities while under the guidance of the supervising teacher is valuable experience. However, district festival work assignments are for the district member to fulfill. A student teacher will NOT be considered a suitable substitute for a district member. They can, and should, attend, observe, and may participate under their mentor’s direct supervision in tasks such as running a room and announcing ensembles.

4. **Work Assignments:**

Each district member, after entering students in a festival or district event such as All-Star Weekend, will be given a work assignment designed to promote the smooth operation of the festival. It is the member’s responsibility to complete this assignment as outlined in the MSBOA Yearbook. (See MSBOA Festival Worker Policy.)

This includes attendance at the worker meeting held at the festival site. Failure to fulfill this work assignment will result in disciplinary action against the member.

5. **District V Junior High All-Star Weekend**

The Junior High All-Star Weekend selection committee will consist of the chair, the district Past President, and two members at large, appointed by the district President.

6. **Adherence to Festival Rules**

Each director is expected to follow the rules outlined in the State Yearbook. Each festival participant and its director is expected to conform to rules of good conduct, i.e., observance and care of property, proper behavior patterns and adherence to ALL rules. If a serious infraction has occurred, appropriate action will be taken up to and including disqualification from participation in festivals.

## Solo and Ensemble Festival

**District V Solo and Ensemble Festival Dates and Locations:**

JUNIOR HIGH	Bay City Western MS
Saturday, December 3 <sup>rd</sup> , 2016	
SENIOR HIGH	St. Johns HS
Saturday, February 11 <sup>th</sup> , 2017	

**\*\*\*\*\*ALL ENTRIES MUST BE DONE ONLINE\*\*\*\*\***

**Deadlines (Postmark) for Entries:**

JUNIOR HIGH:	October 7 <sup>th</sup> , 2016
SENIOR HIGH:	December 9 <sup>th</sup> , 2016

**Festival Fees:** Make check payable to **TREASURER, DISTRICT V MSBOA** (no P.O.’s or “promises” will be accepted).

Type of Event	Fee	Type of Event	Fee
Piano Solo	\$15.00	Quintet	\$25.00
Solo	\$12.00	Sextet	\$30.00
Duet	\$16.00	Septet	\$35.00
Trio	\$21.00	Octet	\$40.00
Quartet	\$24.00	Chamber Ensemble	\$5.00 per person

Mail completed application, computer forms and check to:

**Nicki Bruski  
800 W. Chapel  
Midland, MI 48640**

Reminder: Medal Awards are included in the entry prices. No additional monies are needed to purchase Medals.

Complete rules and information can be found in the MSBOA 2016-2017 Yearbook. As a qualifying festival, **the District must observe all State rules as found in the Yearbook and current Federal copyright laws.**

**Note: Junior High events must be a minimum of 1 ½ minutes in length.  
Senior High events must be a minimum of 2 minutes in length.**

## Solo and Ensemble Information-Page 2

*The following are some of the rules which are commonly the cause of misunderstandings, please go over them carefully:*

1. A student may enter a maximum of three (3) events. If a student enters more than one solo, the solos must be on different instruments. Students may perform in two (2) Chamber Ensembles in addition to the above.
2. High school and junior high district festival performers will be allowed 6 minutes for setting up, tuning, and playing the event. The adjudicator will have an additional two (2) minutes for comments and completing the sheet.
3. Solos need not be memorized.
4. Repeats, D.C.'s, or D.S.'s may NOT be added to the music to meet minimum time requirements.
5. Each event MUST provide the adjudicator with an ORIGINAL copy of the solo or an ORIGINAL Full Score (aligned) of an Ensemble, with every measure numbered, or no rating will be given. Check the Yearbook for details.
6. If an accompanying piano part is published for an event, it MUST be played as part of the performance or no rating will be given.
7. Ensembles MUST perform with ONE PERSON per part as defined by the score.
8. Chamber Groups do not have to play music from any designated list – free selection is permitted. Note the minimum and maximum time limits listed for Chambers in the Yearbook. However, any chamber music that is taken from the MSBOA “Suggested List” meets all qualifications for performance, regardless of performance time.
9. All parts written for an ensemble must be played.
10. Sixth grade students are not allowed to participate in Solo and Ensembles.
11. (District Policy) “Boom Boxes” are not allowed to be played at the festival.

## **Band and Orchestra Festival Information Page**

### **District V Band and Orchestra Festival Dates and Locations:**

March 3<sup>rd</sup> and 4<sup>th</sup>, 2017: Perry, Auburn Bay City Western

March 10<sup>th</sup> and 11<sup>th</sup>, 2017: Perry, St. Johns, Freeland and Frankenmuth

**\*\*\*\*ALL BAND AND ORCHESTRA ENTRIES MUST BE COMPLETED ON-LINE\*\*\*\***

### ***REGISTRATION OPENS OCTOBER 1, 2016***

**Deadline (Postmark) for ALL entry materials (including check): November 11<sup>th</sup>, 2016**

**Festival Fees:** Make checks payable to **TREASURER, DISTRICT V MSBOA**

All Junior High Ensembles	\$140.00
Senior High Class C and D	\$140.00
Senior High Class AA, A, and B	\$150.00

Although purchase orders are accepted at the state level, District V does not accept purchase orders due to a lack of resources to follow the paper trail.

Mail Completed application (one copy) and check (no P.O.'s or promises) to:

**Heidi Schlosser**  
500 W. Midland Rd.  
Auburn, MI 48611

Rules and other information can be found in the MSBOA 2016-2017 Yearbook. As a qualifying festival, the District must observe all State rules as found in the current Yearbook.

A school that fails to meet the specified deadline date, for any reason whatsoever, may enroll in the District Festival for an extended limited time of one week by paying a \$100 per event late entry fee. The director must telephone Heidi Schlosser informing her of the forthcoming application prior to the original deadline. The application must be postmarked or delivered to Heidi Schlosser no later than the Friday following the original deadline.

**Barring the late entry provision of one week, late entries will not be accepted.**

Be sure to check the 2016-2017 MSBOA Basic Music List for required music lists. This can be found online.

**PLEASE DO NOT FORGET YOUR WORK ASSIGNMENT**

## District V MSBOA Junior High All Star Weekend Information

The All-Star Weekend will be held on Saturday/Sunday, April 22<sup>nd</sup> & 23<sup>rd</sup>, 2017, at Shepherd High School. There will be one band and one string orchestra.

Five to ten students (depending upon director response) will be chosen from each participating school. Please nominate up to 15 of your **top** players to be considered. This event is open to 8<sup>th</sup> and 7<sup>th</sup> grade students. *Please do not nominate 6<sup>th</sup> or 9<sup>th</sup> grade students unless they are a permanent member of your ensemble.*

A selection committee will meet to decide on the instrumentation and numbers for the All-Star Groups. Placement of chairs and the selection of soloists (if the music calls for such) will be at the nominated directors' discretion. Directors will be notified of selected students as soon as the selection committee has finalized the list. Selected students will be expected to learn the music ahead of the All Star Weekend. There is not time enough to teach notes at the Saturday rehearsals.

Students will have rehearsals and sectionals on Saturday. (Lunch will be provided at no cost to the students.) There will be a brief rehearsal on Sunday before the afternoon concert. There is a \$3.00 admission cost for the concert.

Overnight housing will **NOT** be provided by the host school. Information on motels will be made available.

In order for your students to participate, you must fulfill a work assignment. You will be assigned to assist with rehearsals, lead a sectional, work in the office, or other duties as needed. You will need to remain on site the full day on Saturday.

Complete the online application with up to 15 of your top musicians. Rank these students in the order you wish to have them considered. Registration will be live in late January, and online nominations are due **NO LATER** than Friday, February 17, 2017. As soon as you receive the confirming e-mail, have your Principal sign it and mail to the chairperson:

Eric Attard  
Midland NE Middle School  
1305 Sugnet  
Midland, MI 48642  
cell: (248) 863-7404

**Your confirming e-mail must be signed by your building principal, MUST BE accompanied by a \$20.00 School Entry Fee, and must be postmarked on or before February 17, 2017.**

**IF selected, there will be a fee of \$10 per student due upon receipt of acceptance. All student fees must be postmarked no later than March 10, 2017.**

# MSBOA District V Teacher of the Year Nomination Form

Qualifications for teacher of the year are as follows:

1. Fundamental musicianship of the highest caliber.
2. Service to students.
3. Service to the community.
4. Service to the profession.
5. Consistency in the above categories for a number of years.

After the deadline, all entries will be forwarded to the person(s) administering the district web page where they will be made available for all members to see. Copies of each of the nominees will be made available at the Spring Meeting where the membership will be given a ballot and vote. Nominations must be submitted by the established deadline. Nominations from the floor will NOT be accepted. You may nominate any director from within or outside our district.

**Please complete the following form and mail it to:**

Jeanine Ignash  
8989 E. Colony Rd.  
Elsie, MI 48831

**\*Entries must be postmarked by Friday, March 3, 2017\***

Date of Nomination \_\_\_\_\_ Candidate Name \_\_\_\_\_

School \_\_\_\_\_ Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

School Phone \_\_\_\_\_ Candidate for: Band      Orchestra  
(Circle One)

Please complete the above form and mail it along with the following page for the **“Candidate Resume and Statement of Support.”** You must use only the area inside the box for the **“Candidate Resume and Statement of Support.”**

## **Candidate Resume and Statement of Support**

Please include all qualifying information when writing this statement **IN THIS SPACE:**

# Application to Host a MSBOA District V Festival

Application should be made to the President as soon as possible since sites will be made at the Spring General Membership Meeting.

**This is an application to host:** (one application per festival)

- |  |   |
|--|---|
| _____ High School Marching Band Festival | _____ Senior High Solo and Ensemble                         |
| _____ Junior High Solo and Ensemble      | _____ Band and Orchestra Festival (1 <sup>st</sup> Weekend) |
| _____ Junior High All-Star               | _____ Band and Orchestra Festival (2 <sup>nd</sup> Weekend) |

Director's Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State **Michigan** Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Best Time \_\_\_\_\_

School Address \_\_\_\_\_  
City \_\_\_\_\_ State **Michigan** Zip \_\_\_\_\_  
School Phone \_\_\_\_\_ Best Time \_\_\_\_\_

**Solo and Ensemble:** Include a map of your school floor plan and a map to the school.

Each performance section needs a sound barrier so that sounds do not interfere with other nearby performing rooms. Each performance room needs to have a warm-up room. These do not have to have sound barriers – except from performance rooms.

NUMBER OF SECTIONS YOU COULD HOST? \_\_\_\_\_ NUMBER OF PIANOS YOU COULD PROVIDE? \_\_\_\_\_

**Band and Orchestra:** Include a map of your school floor plan and a map to the school. Please describe your facilities.

WARM UP ROOM \_\_\_\_\_  
PERFORMANCE ROOM \_\_\_\_\_  
SIGHT READING ROOM \_\_\_\_\_

**Marching Band:** Include a map to your school and a field area map showing access routes. Describe your facilities, include warm up areas and press box.

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We hereby agree to host the requested festival if approved by the MSBOA District V Executive Board and membership. The date(s) have been reserved on our district facilities use calendar and there are no conflicts in our school on the date(s) requested. We also agree to notify all schools and directors assigned to our site of their schedule at least two weeks prior to the festival date and return necessary information to the MSBOA District V officer(s) within one week after the festival. In return, District V will provide one paid entry to the current years Band and Orchestra Festival for each festival hosted. **MSBOA District V shall not be held financially liable for any building operational, rental and/or maintenance expense fees. Receipts must be submitted within 60 days of the conclusion of the event.**

\_\_\_\_\_  
Director's Signature Date

\_\_\_\_\_  
Principal's Signature Date

# DISTRICT MARCHING BAND FESTIVAL ENTRY FORM

Festival Date: Oct 10<sup>th</sup>, 2016                      Entry Deadline: September 21<sup>st</sup>, 2016  
Rain Date: Oct 17<sup>th</sup>, 2016                      Entry Fee: \$ 75.00  
Site: Willman Field, Owosso                      Payable to: Treasurer, District V

## **CHECKS MUST BE ENCLOSED WITH THIS APPLICATION!**

NAME OF SCHOOL \_\_\_\_\_  
SCHOOL ADDRESS \_\_\_\_\_  
DIRECTOR'S NAME \_\_\_\_\_  
SCHOOL PHONE (        ) \_\_\_\_\_ HOME (        ) \_\_\_\_\_  
BEST TIME TO CALL SCHOOL \_\_\_\_\_ HOME \_\_\_\_\_  
MSBOA CLASSIFICATION \_\_\_\_\_ ENTERING CLASS \_\_\_\_\_

**\*\*\*SEE MSBOA STATE YEARBOOK FOR FESTIVAL RULES AND GUIDELINES\*\*\***

## **PROGRAM INFORMATION**

NAME OF BAND \_\_\_\_\_  
NAME OF DIRECTOR(S) \_\_\_\_\_  
OTHER INSTRUCTORS \_\_\_\_\_  
DRUM MAJOR(S) \_\_\_\_\_  
NUMBER OF PARTICIPANTS IN THE GROUP \_\_\_\_\_

## **MUSICAL SELECTIONS**

(Indicate how you would like to have them listed in the program)

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

**NOTE:** By completing and signing this form, you are committing your school to join the MICHIGAN SCHOOL BAND AND ORCHESTRA ASSOCIATION (MSBOA) for current school year.

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Director's Signature)

**RETURN THIS FORM ALONG WITH THE \$75.00 ENTRY FEE POSTMARKED BY September 21<sup>st</sup>, 2016 TO:**

Chris O'Connell  
Marching Festival  
1301 Eastlawn  
Midland, MI 48642

Cell Phone: (989) 859-8851

District V MSBOA Schedule of Events 2016-2017

<b>Event</b>	<b>Date</b>	<b>Application Deadline</b>	<b>Location</b>	<b>Officer/Chairperson</b>
Fall Meeting -5:30 p.m. dinner -7:00 p.m. meeting	September 12, 2016	NA	Coco Loco–Bay City	Jeanine Ignash
Marching Band Festival	October 10, 2016	September 21, 2016	Willman Field - Owosso	Chris O’Connell
Rain Date for Marching Festival	October 17, 2016	September 21, 2016	Willman Field - Owosso	Chris O’Connell
All State Band Auditions	Oct. 29 & 30, 2016	October 1, 2016	Bay City Handy MS	Dustin Vanderveer
JH/MS Solo and Ensemble Festival	December 3, 2016	October 7, 2016	Bay City Western MS	Nicki Bruski
Winter Meeting -5:30 p.m. dinner -7:00 p.m. meeting	January 9, 2017	NA	Rustic Inn – St. Charles	Jeanine Ignash
HS Solo and Ensemble Festival	February 11, 2017	December 9, 2016	St. Johns HS	Nicki Bruski
District Band and Orchestra Festival-1 <sup>st</sup> Weekend	March 3 & 4, 2017	November 11, 2016	Bay City Western, Perry	Heidi Schlosser
District Band and Orchestra Festival-2 <sup>nd</sup> Weekend	March 10 & 11, 2017	November 11, 2016	St. Johns, Perry, Frankenmuth, Freeland (2 of 4 based on enrollment number)	Heidi Schlosser
Jr. High All Star Weekend	April 22 & 23, 2017	February 17, 2017	Shepherd HS	Eric Attard
Spring Meeting -5:30 p.m. dinner -7:00 p.m. meeting	May 1, 2017	NA	La Senorita–Mt. Pleasant	Jeanine Ignash