Effective date November 6, 2018

This official document outlines the policies and procedures of the Blacksburg Community Band, Inc. This will be a reference for any actions that will be taken on behalf of the band.

Any changes, revisions, or alterations to Band Policies must be approved by a two-thirds majority of the officers and members of the Blacksburg Community Band, Inc.

Changes and revisions to Band Procedures needed to maintain or improve operations of the Band must be approved by the Board.

This document was approved by the Blacksburg Community Band, Inc. officers and band members through the vote held on November 6, 2018.

Signed:

Jennifer Hundley
President
Blacksburg Community Band
SECTION I - BAND POLICY

Any changes, revisions, or alterations to Band Policies must be approved by a two-thirds majority of the officers and members of the Blacksburg Community Band, Inc.

PHILOSOPHY
The Blacksburg Community Band, Inc. is intended to provide a community member an outlet to maintain or rekindle their interest in music regardless of age or ability. We contribute to the musical environment of Blacksburg and the surrounding areas by providing live performance for the community. The Blacksburg Community Band, Inc. provides an opportunity for musical expression and growth among the membership. As well as, an opportunity for musicians to maintain and improve their proficiency.

Members are all volunteers and are not paid for services or reimbursed for travel expenses. It is expected that members of any group of musicians performing will represent Blacksburg Community in a responsible manner.

MEMBERSHIP REQUIREMENTS
The Blacksburg Community Band, Inc. is open to any resident of Blacksburg or the surrounding area who wishes to participate. The band requires no dues, fees, or audition for participation. The Director and section leaders may help place new members within a section. Seating within a section can be adjusted as needed. Potential members who have played an instrument for less than two years should speak with the Music Director.

ATTENDANCE
Members are not required to attend any set number of rehearsals or concerts during the year. The objective is to allow each member the amount of flexibility needed in his or her personal schedule.

To allow the conductor to plan upcoming concert selections, members should inform the conductor and their section leader of the concerts that they can attend.

To ensure a positive concert experience, for both players and the audience, it is recommended that band members attend three of the four rehearsals preceding a concert.
**BAND ORGANIZATIONAL STRUCTURE**

The Board of the Blacksburg Community Band will be responsible for making all of the non-musical decisions for the band and offer an avenue for the band to determine its own direction that is consistent with the current needs of its members. The band will adopt the traditional organizational elected hierarchy of president, vice president, secretary and treasurer. Three members-at-large will also be elected to offer more input to the decision-making process. Upon election of a new President, the newly succeeded President will assume the non-voting Ex-Officio position of Past President to assist the board as needed.

**ELECTION OF OFFICERS**

The election of officers will take place by the end of each calendar year.

**TERM of OFFICE:**

Newly elected band officers will take office on January 1 of the year following that of the elections. The normal term of office is intended to be a staggered two year term for President, Vice President, Secretary, and Treasurer. The normal term of office for Members-at-Large is intended to be a staggered three year term. This will allow a new Member-at-Large to be voted on during each election. On even calendar years the President and Secretary should be voted on to serve a two year term. On odd calendar years the Vice President and Treasurer should be voted on to serve a two year term. It is appropriate for all officers to be elected to consecutive terms in the same office. Officers that are seeking a consecutive term in the same office must be nominated in accordance with the nominations section of the Procedures document. A past president may seek nomination for any office including that of president. A diagram of the election cycle is located in Appendix C.

The band president will solicit officer nominations from the band in several ways. Officers should recommend individuals that they believe to be the best qualified for the positions. These members should be approached personally by the president or a designated band officer. If the member accepts the nomination, their names will be placed on the ballot. The band president will also solicit open nominations in at least two consecutive band rehearsals. Individuals nominated must accept the nomination before their names are placed on the ballot.
ELECTIONS:
Elections will be held in November. The date and details of the elections will be announced at band rehearsals for at least four weeks prior to the elections. The election will be held at a regular meeting of the band or the day of a regular meeting of the band when conducted by electronic voting. All current members of the Band; those who have participated in two or more rehearsals the past twelve months; are eligible to vote.

REPORTING ELECTION RESULTS:
The Secretary collects, counts, and reports the election results to the Board for non-electronic voting. For electronic voting, the results are sent to the President and Secretary. The President reports the results to the band.

FILLING VACANT OFFICER POSITIONS:
If an elected officer is unable to complete the term of office, the band board of officers is empowered to appoint any qualified band member to fill the position until the next election.

APPOINTED POSITIONS:
The Board of Directors may appoint persons needed to ensure the effective operation of the Band, including but not limited to:

- Music Director
- Associate Music Director
- Librarian
- Section Leaders
- Other positions as needed

APPOINTMENT of MUSIC DIRECTOR and ASSOCIATE MUSIC DIRECTOR:
Appointment of the Music Director and Associate Music Director of the Blacksburg Community Band, Inc. will occur at the annual board meeting which is held at the beginning of January or as needed. The appointments will be performed annually. The Music Director and Associate Music Director are volunteers and will receive no financial remuneration.
Section II - Band Procedures
Changes and revisions to Band Procedures needed to maintain or improve operations of the Band must be approved by the Board.

Concert Attire
Dress for concerts is set by the Director and Board and should match the formality of the event. Attire for the concerts is communicated to the band through the weekly announcements and during rehearsals prior to the events.

Rehearsals
The Blacksburg Community Band, Inc. normally rehearses every Wednesday evening from 7:30 to 9:00 in the band room at the Blacksburg High School during the academic year. Rehearsals during the summer will occur at a different location. Rehearsals are not held the week of Thanksgiving and any night that the school building is closed for normal holidays, breaks, or inclement weather. As the band is a guest of the high school, it is expected that both the rehearsal facility and equipment in the facility are treated with care.

Music
The Blacksburg Community Band, Inc. owns most of the music that is used. Folders with copies of the current music will be provided to all band members. These folders may be taken home between rehearsals with some restrictions.
1. Each folder must be signed out from the band librarian.
2. Each folder must be returned for the next rehearsal or concert (whichever comes first) regardless of whether or not the individual can come. Folders may be given to another band member. If you have a folder and cannot attend the next rehearsal or concert contact the Librarian, President, or Conductor.
3. Folders and music must be protected to insure that it is not lost or damaged.

Duties of Elected Officers

President
Preside over the Board and oversee operations of the Band and performance of elected officers and appointed positions. Serve as primary liaison with the Music Director.
PAST PRESIDENT (Ex-Officio, Non-voting)
Assist the board with all aspects of the band organization; generate ideas, suggestions, and relay complaints to & from the band; attend and participate in board meetings. The Past President is expected to serve as an Ex-Officio Board member for a one year term. At the end of the one-year term they have discretion to continue serving on the Board if desired.

VICE PRESIDENT
Assist the President and assume duties as needed. Chair of the Equipment and Trailer Committee.

SECRETARY
The Secretary will keep and maintain records of Board meetings and actions of the Board. Ensure effective communication within the Board, with members of the Band, and with supporters and the public.

TREASURER
Has fiscal responsibility to keep financial records, oversee the treasury, prepare the annual budget, and file necessary IRS reports. Ensures the Post Office Box for the band is up to date on payments and that mail is checked on a regular basis. Additional details for duties of the Treasurer are located in Appendix D.

MEMBERS-AT-LARGE
Generate ideas, suggestions, and relay complaints to & from the band, present new ideas, attend and participate in board meetings.

DUTIES of APPOINTED POSITIONS

MUSIC DIRECTOR
- Musical direction of the band;
  - Programmatic decisions based on the band's abilities;
  - Select music appropriate to the band's abilities;
  - Purchase needed music within the current budget;
  - Work with the band librarian(s) to make sure the music library is appropriately maintained and there is an accurate accounting of music owned by the band;
- Provide direction for the musical growth of the band;
  - Emphasis on musical technique and style in rehearsals;
  - See that all band members understand the musical terms and directives in the music;
  - Promote musicality in the performance of the music.
• Responsible for running rehearsals band and ensuring the band is prepared for concerts;
  • Responsible for scheduling sectional rehearsals as needed.
• Responsible for conducting all concerts;
  • Ensure availability to attend and conduct all concerts;
  • In the event that an unavoidable conflict has come up with concert attendance, the Music Director must secure a replacement, starting with the Associate Music Director;
  • Provide opportunities for the Associate Music Director to have input regarding the musical decisions and musical direction of the band as appropriate;
  • Provide opportunity for the Associate Music Director to conduct the band as appropriate;
  • Provide opportunities for composers to conduct their works as appropriate;
  • Provide opportunities for other conductors in the band to conduct the band as appropriate;
• Provide input to the band board for administrative and logistical issues as needed.

ASSOCIATE MUSIC DIRECTOR
• Run rehearsals when the Music Director is unavailable;
• Conduct the band as appropriate;
• Provide input to the selection of music for the band as appropriate;
• Provide input to the programming of concerts as appropriate;
• Assist the Music Director in the execution of his/her duties as requested and able;

LIBRARIAN
• See Library section located on page 9.

SECTION LEADERS
• Greet new members;
• Ask about new members abilities and help place them appropriately, in conjunction with the Music Director;
• Introduce new members to the section and the band at large;
• Check section members availability for concerts and inform President and Music Director
BAND TREASURY
The Treasurer is responsible for the maintenance of the band checking, savings, and CD (if applicable) accounts. The Treasurer will be given latitude to provide reimbursements, as indicated by the guidelines outlined below. The Board will review and approve a yearly budget. The Treasurer oversees an outside audit conducted yearly or as often as approved and recommended by the board.

DISBURSEMENT NOT NEEDING BOARD APPROVAL
1. Payment for music ordered by the music director within the current budget.
2. Payment for miscellaneous expenses by any band member who is working on a recognized project for the band upon the presentation of an original receipt. The pre-approved limit is set at $100.00 per item. Expenses over that amount will need the approval of the board.
3. Payment of recurring expenses which have been approved by the Board, such as storage unit rental, insurance, etc.

DISBURSEMENTS NEEDING BOARD APPROVAL
1. Any purchase over $100.00 (except music within budget).

FINANCIAL AUDIT
1. Dedicated line item in budget
2. Conducted yearly in July or as often as approved by the board
3. Identify auditor or firm for audit and seek board’s approval
4. Audit results will be sent to the Treasurer and President and presented to the Board at the next regular meeting.

CASH HANDLING
1. After concerts where donations are solicited the person manning the program/donation table should count and record donations received.
2. Treasurer will deposit donations and inform the band.
3. President may use donations to compensate light & sound technician
   a. President will inform the Treasurer and assistant of the amount used for compensation.

EQUIPMENT and TRAILER COMMITTEE
The Equipment and Trailer Committee is chaired by the Vice President. The committee conducts an annual inventory of band equipment, ensures that all equipment is available and ready for concerts, and assists in loading and unloading the trailer for concerts. During the annual inventory of band equipment pictures of any new equipment should be taken for insurance purposes. The committee is responsible for tracking band owned instruments, assisting with and filing Instrument Loan Agreements and renewals, and conducting yearly visual inspections of all band owned instruments on loan.
PUBLICITY
Publicity will be coordinated by the Secretary. The band logo will be put on all correspondence going to the media and ideally on all letters coming from the band.

LIBRARY
The Librarian(s) is responsible for the band library and ensures that the library of sheet music is properly organized, stored, and distributed.

MUSIC and FOLDER RESPONSIBILITIES
1. Process all new music (stamp, inventory, and create original master folder prior to filing and distributing).
2. Create folders as necessary.
3. Inventory and file music when the folders are changed.
4. Destroy all unauthorized photocopies after music folders are changed.

GENERAL RESPONSIBILITIES
1. Keep music organized in the storage facility ensuring that original packets are complete.
2. Ensure that music folders contain all the current music.
3. Attend to requests for loaning music from the library.
4. Secure folders after rehearsals and performances.
5. Requests from band members for music are attended to promptly.
6. In the event of rain, after securing your instrument, ensure the music is dry and protected.
7. Work with the President and section leaders to locate any missing folders.
8. Coordinate music sorting when music is changed.

LOANING MUSIC
The Blacksburg Community Band, Inc. loans music to any band that requests music in our library as long as it is not currently in our folders. There is no charge to borrow music. Records are to be kept for all music on loan.

MUSIC
All music should have the band stamp on it. The stamp is kept in the storage unit when not needed. Some music will appear to be all photocopies. This is music which is out of print, music that is considered public domain, or has been composed by a member of the band.

MUSIC COMPOSED AND ARRANGED BY BAND MEMBERS
The band has original compositions and arrangements by Steven Brown and John Raymond Howell. These are printed by the band and may be photocopied to create more parts as necessary without the need to order new parts.
**PENCILS**
Every member of the band should have a pencil at every rehearsal.

**INSTRUMENT DONATION TO THE BAND**
Anyone interested in donating an instrument should contact the Band President or Band Director. A donation receipt should be provided that includes relevant information about the instrument (type of instrument, model, ID/model number, etc.) and estimated fair market value. Once the instrument has been donated, it should be evaluated to determine if an overhaul or repairs are needed. The instrument and/or instrument case should be labeled as property of the Blacksburg Community Band, Inc. before it is loaned.

**BAND OWNED INSTRUMENTS**
Band owned instruments are available to be loaned to players needing instruments. Band members interested in using one of the band’s instruments should contact the President or Music Director. If a band member with a borrowed instrument decides to become inactive, they must should return the borrowed instrument to the President or Music Director. An Instrument Loan Agreement document should be completed for each instrument on loan. The loan agreement should be renewed yearly and an inspection of the loaned instrument should occur at the same time to ensure it is being maintained properly and to note any “wear and tear” that has occurred. Borrowers are responsible for any damage or loss that may occur while the instrument is in their care, and they should cover the cost of repair or replacement. Normal “wear and tear” would be covered by the Blacksburg Community Band, Inc. If multiple band members request to borrow the same instrument, a shorter loan period would be established so that all members have access to the instruments.

**BAND INVENTORY**
The band will maintain an inventory of all equipment purchased and donated. An inventory will be conducted annually with copies submitted to the board and insurance company. The inventory will include a list of each item, purchase cost, condition, and photos of any item over $100. The inventory will be used for annual updating of insurance documents and any necessary reporting of assets for grant applications. The inventory will include, but not be limited to, the following categories; music, major band instruments, miscellaneous music equipment (mallets, ancillary percussion, etc.), office equipment and supplies, band apparel, and trailer.

The band currently purchases apparel (clothing, etc. with stitched band logo) from Marketing on Main Street and they have the band’s logo on file. The President will place any required orders seek reimbursement from the Treasurer.
BAND TRAILER
The trailer will not be loaned. Exceptions may be considered and approved by the Board as needed.

The Treasurer will ensure that the trailer has current state tags and inspection, and that the trailer is covered in our band’s insurance policy. All band members (or representatives of the band) that will pull the trailer will be identified and authorized by the board. At least three (3) individuals should be available to pull the trailer to ensure that we are able to get the trailer to and from all concerts where it is needed. When not in use, the trailer will be parked at the Town of Blacksburg Parks and Recreation offices at 625 Patrick Henry Drive. When parked at this location, the trailer must be empty, locked, and secured so it cannot be moved. The hitch locking device will be used to secure the trailer when not in use. A key to the chain will be kept at the Parks office in case it needs to be moved. When the trailer is needed, one of the authorized drivers will move the trailer to the storage unit to load equipment. The trailer may be kept at the home of one of the authorized drivers with the equipment in the trailer. Under no circumstances should the trailer be parked at the Parks office with equipment inside.

COMMUNICATIONS: SOCIAL MEDIA, ON-LINE, & TRADITIONAL
Use internet resources effectively to provide information about the band and to communicate with members and the public. The sites below have been establish for that purpose. Diligence should be taken to keep content as up to date as possible. Access to the communications tools are limited to the President, Secretary, and Director. Additional access may be granted on a case-by-case basis.

WEBSITE: www.blacksburgcommunityband.org

FACEBOOK: https://www.facebook.com/BlacksburgCommunityBand
- Administrative access must be provided by someone who currently has administrative access. Access is via the Secretary's own Facebook login and password.

TWITTER: https://twitter.com/BburgCommBand
- The band Twitter page will automatically be updated by posts to the band Facebook page. The Secretary may decide to make additional posts to Twitter as well and may consider following local businesses, people, news sources, and others who can help publicize the band by retweeting the band's posts.
YouTube: [http://www.youtube.com/user/BburgCommunityBand?feature=watch](http://www.youtube.com/user/BburgCommunityBand?feature=watch)
- It may be best to upload each piece performed separately if possible.

**NEWSLETTER:** As determined by the Secretary, the band may prepare and distribute (via paper, PDF, social media) a newsletter to the band.

**LISTSERV:**
- BBCB Listserv: [bbcb-mail@googlegroups.com](mailto:bbcb-mail@googlegroups.com)
  - All members past and present, members can add or remove themselves from the list.
  - Primary communications tool for the band.
  - Information sent out weekly.
- BBCB Listserv Active: [bbcb-listserv-active@googlegroups.com](mailto:bbcb-listserv-active@googlegroups.com)
  - Only active members.
- Blacksburg Community Band Events and Information: [bbcb-events@googlegroups.com](mailto:bbcb-events@googlegroups.com)
  - For members of the public or retired members who do not want to receive weekly emails.

**SCHOLARSHIP**
The Blacksburg Community Band will distribute a Founder’s Scholarship each year at the annual Spring Concert. The scholarship is in honor of the band’s founder Ed Schwartz. The scholarship application is to be distributed to high school music teachers in the New River Valley and surrounding areas. Completed applications are to be received early enough that a recipient can be selected and notified prior to the Spring Concert. The scholarship should be utilized within one year of receipt.

A Scholarship Committee will be formed to determine the recipient. The Scholarship Committee is to be made up of three members with at least one but no more than two board members.

The scholarship is to be paid by the Blacksburg Community Band to the music teacher or the recipient’s choice of school for lessons or tuition. If used for instrument repair or purchase the Blacksburg Community Band will reimburse the recipient for those costs with receipt or other documentation.
**Booking Band Concerts**
The Business Manager will book the concerts not held at the high school following the guidelines below. The Business Manager may find the current list of contacts helpful. The President will schedule events held at the high school.

**Booking Guidelines**
1. The band will always be consulted and polled before accepting a new concert engagement outside of the traditional yearly events.
2. The band will be given access to written information concerning the concert details, especially the directions to the location.
3. A map will be provided whenever appropriate.

**ANNUAL CONCERTS**
The Blacksburg Community Band, Inc. performs several annual concerts (Spring, Fall, and Holiday) for the community. These concerts are generally held in the high school auditorium and include a social activity after the performance.

**Blacksburg High School Auditorium Contract** – The Blacksburg High School should be contacted at 951-4455. Costs for the venue involve the rental and custodian time. If a reception is held at the High School after the concert an additional change may apply for a kitchen staff person’s time if the fridge is required. Reserving the high school is currently done through the Montgomery County Public Schools on-line SchoolDude system. There can only be one Organization Event Coordinator per account.

**4th of July Concert**
The Blacksburg Community Band, Inc. generally performs a 4th of July Concert each year. The concert is coordinated with the Parks and Recreation department. The concert is preceded by a pot luck picnic at one of the municipal picnic shelters. Early in the year the President should reserve a picnic shelter at the municipal park.

**Summer Concerts**
The Blacksburg Community Band, Inc. performs summer concerts throughout the New River Valley. Concerts are scheduled by the Business Manager and coordinated with the Music Director and Board.
**TAX WORKSHEET**
The Blacksburg Community Band, Inc. has been organized as a 501 (c) 3 not-for-profit corporation. Thus, members of the band are eligible to deduct mileage to and from rehearsals and concerts as well as miscellaneous expenses related to the band on State and Federal Tax returns. To educate and assist in this effort, the band has provided its members each year with a list of concert and rehearsals that the members can use to calculate their individual deduction. Allowable mileage is typically one-half the business mileage figure (i.e. if the allowable business deduction is $.24 per mile, then the allowable charitable deduction would be $.12 per mile). Additionally, miscellaneous expenses that are directly related to the performances can also be deducted. These range from special clothes to musical accessories. A tax accountant should be consulted for individual situations.

Appendix B is a sample tax worksheet for the band that should serve as a model for future tax worksheets.
**Section III - Appendices**
General reference guide that may be amended by the Board as needed.

**Appendix A: Monthly Activity Planner**
The following monthly Schedule will help assure important, “time-sensitive”
activities are completed.

**January:**

1) **First Board Meeting of the year**

   a) **Strategic Planning** - Newly elected Band Officers transition into office. A joint meeting with incoming and outgoing officers evaluates the direction of the Band and helps new officers develop a plan for the coming year.

   b) **Mid-Year Review of Budget** – The meeting includes a review of the fiscal year budget to allow new board members to gain an understanding of the band’s budget and its status. Any revisions to the budget can occur and be voted on at this time.

   c) **Dates for annual concerts** - Select dates for the annual concerts.

   d) **Appointment of Music Director and Associate Music Director** – should be done during the annual meeting.

2) **Non-profit Status** – Treasurer should submit information to state to maintain non-profit status.

3) **Spring Fundraising Campaign** – The Board starts preparing for the spring fund drive to raise money for band operations. The fundraising letter should be drafted and the distribution list should be prepared.

4) **Scholarship Reminder** – Scholarship committee should send out or email a reminder to local high school music director about the Founder’s Scholarship deadline.

**February:**

1) **Spring Concert**

   a) **Flyers** – Create and distribute concert flyer.

   b) **Reception** - Arrange for a donation table and the pot luck reception to following the Spring Concert when reserving the auditorium on-line.

   c) **Sound and Lights** – Contact Director of high school theater department to request help with sound and lights for the concert.
d) **Group Photo** – Arrange for a photographer to take the band’s yearly group photo.

2) **Spring Fundraising Campaign** – President should distribute the fundraising letter and add request to the band and mail letters / ad requests

3) **Founders Scholarship** - Applications for the Founder’s Scholarship are received by the Treasurer. The Scholarship Selection Committee should convene to review and select a recipient in time to notify them prior to the spring concert. The Scholarship Committee should inform the President and Treasurer of their selected recipient. The President will send a letter to the recipient and letters to those not selected.

4) **4th of July** – President should reserve a municipal park picnic shelter for the pot luck preceding the 4th of July concert

**March:**

1) **Spring Concert Program** - The program should be researched, assembled, laid out, and proofed before it is printed.

**April:**

1) **Spring Concert & Reception**

2) **Founder’s Scholarship** – Awarded during the spring concert.

3) **Give Big NRV** – Encourage participation

**May:**

1) **Annual Budget** – Treasurer should work with Board to create an annual budget for the next fiscal year.

2) **Summer Concerts** - All summer concert locations should be contacted to arrange the concert schedule. The Band commitment book with the previous performance data sheets should be consulted.

3) **Founders Scholarship** - The Board should begin preparing the Founder’s Scholarship criteria and application.

**June:**

1) **Annual Budget** – Approve annual operating budget

2) **Financial Audit** – Treasurer should identify an auditor or firm for the independent financial audit and seek the board’s approval.
3) **Summer Concerts** – Advertise though social media and press releases.

**July:**
1) **Financial Audit** – Upon board approval in June, the Treasurer should submit financial information for a financial audit.

**August:**
1) **Summer break and start of fall rehearsals**

2) **Fall Concert**
   a) **Flyers** – Create and distribute concert flyer
   b) **Reception** – Make arrangements the donation table and pot luck reception following the Fall Concert.
   c) **Sound and Lights** – Contact Director of high school theater department to request help with sound and lights for the concert

3) **Founder’s Scholarship** - Selection Committee should be created. Scholarship application should be placed on website.

**September:**
1) **Fall Concert** - The program needs to be researched, assembled, laid out and proofed by the band board before it is printed.

**October:**
1) **Fall Concert**

2) **Band Elections** - Prepare for the band elections which should be held early November.
   a) **Seek Nominations** - The President should seek nomination for open positions from the band at large for at least two rehearsals prior to the election date. Nominations should also be actively sought by the current board by approaching individuals that have shown an interest in the band and have the necessary skills to fill the position.
   b) **Date for Election** - The first two Wednesdays of November would be a good choice as it provides a two month transition to the new officers. The band election date and schedule should be selected and announced to the band early this month.

2) **Schedule for Holiday Concerts** - All of the desired concert locations should be contacted to arrange the schedule. The Band Commitment book with the previous Performance Data Sheets should be consulted.
November:
1) Band Elections
   a) Ballot - Create election ballot through electronic survey or other means. Elections run throughout the day until midnight if performed through electronic ballot.
   b) Results - The President should inform the band as soon as the results are known.

2) Christmas Concerts - The program should be researched, assembled, laid out, and proofed before it is printed.

3) Spring Concert – The date for the spring concert should be selected if it has not been done so by now.

December:
1) Christmas Concerts

2) Founder’s Scholarship – The Founder’s Scholarship packet (criteria, application, and flyer) should be mailed to local high school band directors.
Appendix B: TAX WORKSHEET

The Blacksburg Community Band, formed under the auspices of the Town of Blacksburg, is considered to be a tax-exempt organization. All donations to the band can be taken as a charitable contribution on your yearly tax return. The law also permits you to deduct your mileage to and from rehearsals and concerts. You may use this information for your taxes by:

1. Indicating those rehearsals that you have attended this year and multiplying that number by the distance to and from your house to the high school.

2. Indicating those rehearsals that you have attended this year and multiplying that number by the distance to and from your house to the Village Center at Warm Hearth for the summer.

3. Indicating those concerts that you have attended this year and adding up the mileage to and from the concert location.

4. Add the rehearsal mileage and the concert mileage for the total mileage.

5. Multiply this number by the allowable cost of mileage as indicated in the tax instructions.

6. Other costs may be claimed. Both mileage and direct costs of any activity or materials that is necessary to the functioning of the band would be allowed. For instance, you would be able to deduct any clothing that you must purchase for use in concerts.

IMPORTANT NOTE: You may NOT claim your time or expertise.
TAX WORKSHEET

Please note the different rehearsal locations:

➢ Blacksburg High School
Total number of rehearsals (from page 3) ________

Mileage to and from BHS rehearsal (X miles round trip) X ________

➢ Warm Hearth, Blacksburg +

Total number of rehearsals (from page 3) ________

Mileage to and from WH rehearsal (X miles round trip) X ________

TOTAL REHEARSAL MILAGE ________

CONCERT TOTAL MILAGE (X miles round trip, page 4) + ________

TOTAL MILAGE ________

Allowable cost per mile ($.14) X ___$.14___
(2012 IRS Mileage Rate for service of charitable organization)

TOTAL MILAGE COST CLAIMED ________

TOTAL MISCELLANEOUS COSTS (Save your receipts!) + ________

TOTAL COSTS TO BE CLAIMED ________
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<td>25 October</td>
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<tr>
<td>15 March</td>
<td>(Cancelled)</td>
<td>5 July</td>
<td>(No Band)</td>
<td>1 November</td>
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<td>22 March</td>
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<td>8 July</td>
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<td>29 March</td>
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<td>12 July</td>
<td>(Concert, pg.2)</td>
<td>15 November</td>
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<td>19 July</td>
<td>(Cancelled)</td>
<td>22 November</td>
<td>(No Band)</td>
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<tr>
<td>12 April</td>
<td></td>
<td>26 July</td>
<td>(Cancelled)</td>
<td>29 November</td>
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<tr>
<td>19 April</td>
<td></td>
<td></td>
<td>(Rehearsals at High School)</td>
<td>6 December</td>
<td>(Concert, pg.2)</td>
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<td>25 April</td>
<td>(Concert, pg. 2)</td>
<td>16 August</td>
<td></td>
<td>13 December</td>
<td>(No Band)</td>
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<tr>
<td>3 May</td>
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<td>23 August</td>
<td></td>
<td>20 December</td>
<td>(Concert, pg.2)</td>
</tr>
<tr>
<td>10 May</td>
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<td>30 August</td>
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TOTAL NUMBER OF REHEARSALS  __________
<table>
<thead>
<tr>
<th>CONCERTS</th>
<th>Your Mileage</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>1. 2 April - Spring Concert, Blacksburg High School</td>
<td>(x miles)</td>
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<td>2. 26 April – Give Big NRV Concert, Warm Hearth, Blacksburg</td>
<td>(x miles)</td>
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<tr>
<td>3. 30 April – Festival of Bands, Moss Arts Center, Blacksburg</td>
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<tr>
<td>4. 29 May – Memorial Day Concert, Warm Hearth Village, Blacksburg</td>
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<tr>
<td>5. 29 June – Wheatland Hills, Christiansburg</td>
<td>(x mile)</td>
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</tr>
<tr>
<td>6. 2 July- The Crossings, Blacksburg</td>
<td>(x mile)</td>
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<tr>
<td>7. 4 July – Independence Day Parade, Blacksburg (Small Group)</td>
<td>(x miles)</td>
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<tr>
<td>8. 4 July – 4th of July Concert, Blacksburg</td>
<td>(x miles)</td>
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<tr>
<td>9. 8 July – Fish Fry, Blacksburg</td>
<td>(x miles)</td>
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<tr>
<td>10. 12 July- Warm Hearth Village, Village Center, Blacksburg</td>
<td>(x mile)</td>
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<tr>
<td>11. 16 July- Smithfield Concert, Blacksburg</td>
<td>(x mile)</td>
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<td>12. 5 August – Steppin Out, Blacksburg</td>
<td>(x miles)</td>
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<tr>
<td>13. 12 October – Joint Concert, Roanoke College</td>
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<tr>
<td>14. 29 October – Fall Concert, Blacksburg</td>
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<tr>
<td>15. 25 November – Small Business Sat., Small Group, Downtown</td>
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<tr>
<td>16. 10 December – Winter Concert, Blacksburg High School</td>
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<tr>
<td>17. 20 Dec – Warm Hearth Village, Village Center, Blacksburg</td>
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<tr>
<td>18. 11 Dec - English Meadows, Small Group, Christiansburg</td>
<td>(x miles)</td>
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<tr>
<td>19. 14 Dec – Commonwealth Assisted, Small Group, Christiansburg</td>
<td>(x miles)</td>
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<tr>
<td>20. 18 Dec – The Crossings, Small Group, Blacksburg</td>
<td>(x miles)</td>
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</table>

TOTAL NUMBER OF CONCERTS  

ONE WAY CONCERT MILAGE  

TOTAL CONCERT MILAGE (one way mileage x 2)
### Appendix C: ELECTION CYCLE DIAGRAM

<table>
<thead>
<tr>
<th>Election Year</th>
<th>Officer</th>
<th>Calendar Year in Office</th>
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<tr>
<td>2013 Election for 2014 Members</td>
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</tr>
<tr>
<td>President</td>
<td>Jennifer Hundley</td>
<td>2014</td>
</tr>
<tr>
<td>Vice President</td>
<td>Renee Jacobsen</td>
<td>2014 2015</td>
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<tr>
<td>Secretary</td>
<td>Terri Fisher</td>
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<tr>
<td>Treasurer</td>
<td>Dave Kibler</td>
<td>2014 2015</td>
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<tr>
<td>Member-At-Large 1</td>
<td>Rachel Tracy</td>
<td>2014 2015 2016</td>
</tr>
<tr>
<td>Member-At-Large 2</td>
<td>Bob Schoner</td>
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<td>Harriett Cooper</td>
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<td>Katie Lucot</td>
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<tr>
<td>President</td>
<td>Jennifer Hundley</td>
<td>2015 2016</td>
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<tr>
<td>Secretary</td>
<td>Scott Malbon</td>
<td>2015 2016</td>
</tr>
<tr>
<td>Member-At-Large 2</td>
<td>Patrick Feucht</td>
<td>2015 2016 2017</td>
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<tr>
<td>Member-At-Large 3</td>
<td>Beth Patterson</td>
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<td>2015 Election for 2016 Members</td>
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<tr>
<td>Vice President</td>
<td>Renee Jacobsen</td>
<td>2016 2017</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Dave Kibler</td>
<td>2016 2017</td>
</tr>
<tr>
<td>Member-At-Large 3</td>
<td>Beth Patterson</td>
<td>2016 2017 2018</td>
</tr>
<tr>
<td>2016 Election for 2017 Members</td>
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<td></td>
</tr>
<tr>
<td>President</td>
<td>Jennifer Hundley</td>
<td>2017 2018</td>
</tr>
<tr>
<td>Secretary</td>
<td>Scott Malbon</td>
<td>2017 2018</td>
</tr>
<tr>
<td>Member-At-Large 1</td>
<td>Rachel Tracy</td>
<td>2017 2018 2019</td>
</tr>
<tr>
<td>2017 Election for 2018 Members</td>
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<tr>
<td>Vice President</td>
<td>Larry Root</td>
<td>2018 2019</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Bert Blanton</td>
<td>2018 2019</td>
</tr>
<tr>
<td>Member-At-Large 2</td>
<td>Matthew James</td>
<td>2018 2019 2020</td>
</tr>
<tr>
<td>2018 Election for 2019 Members</td>
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<td></td>
</tr>
<tr>
<td>President</td>
<td></td>
<td>2019 2020</td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td>2019 2020</td>
</tr>
<tr>
<td>Member-At-Large 3</td>
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<td>2019 2020 2021</td>
</tr>
</tbody>
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Appendix D: SCHEDULE OF TREASURER DUTIES

General: Reconcile checks as statements come in from bank. Prior to each Board meeting enter monthly income/expenses and report total balances in bank checking, savings and CD accounts. Present Treasurer’s report at monthly meeting of Board. Bank statement comes monthly for checking, tri-monthly for savings, and annually for CD account.

January

1. Prior to first Board meeting develop a projected Income & Expense estimate for the period January – June. This is the mid-year budget review.
2. Record in the Excel spreadsheet end-of-year earnings from Union Trust bank for checking, savings, and CD accounts.
3. Pay 1st Security Storage bill for six-months (it will come by email invoice). This is $1548 for two units. Next bill comes due in August 2018.
4. Prepare Town of Blacksburg funding request. Due end of month.

February

1. Coordinate with President and fund raising committee on the donor letter and fine-tune the donor list.
2. Set up tracking system for recording checks, cash and Click N Pledge donations as they come in. Note the Click N Pledge donations come directly into our Union Trust checking account, but an email receipt comes to treasurer for each donation. (Note – the Band address for Click N Pledge has been changed to Jennifer Hundley on 10/18/17, but this should be changed over again to our new PO Box at some point.

March

1. Continue tracking of fund drive donations through March and into April. Usually the fund drive will wrap up just prior to Spring Concert in order to list all donor names in the concert program. The 2018 spring concert is April 18, so all donations should be recorded and the donor list prepared for insertion in program by April 10 (approx.).
2. Track requests for ad space in our spring concert program and coordinate with Secretary who will prepare the artwork for program
3. Make arrangements for concert publicity with Roanoke Times and other outlets.
4. Work with scholarship committee to make sure all applications are forwarded for their review.
April
1. Deposit Spring concert donation and pay bills for concert expenses. Lighting crew at BBHS, program printing costs, concert flyers, concert advertising, plus any rental charges from Montgomery Co. Public Schools.
2. Final accounting for Spring concert income and expenses.
3. Final accounting for Annual Fund Drive, including number of donors, total amounts, and how many donors used Click N Pledge vs mailed checks.
4. Coordinate with Scholarship recipient on where to send tuition funds, as appropriate.

May
1. Estimate end-of-year income and expenses through June 30.

June
1. Pay Cincinnati Insurance Co. for Band insurance -- about $1350/yr
2. Buy half-page ad for SME if Board approves -- about $200

July
1. Start new Fiscal Year
2. Contact Alice Ledford, Accountant regarding financial review. Telephone is 540/552-4034. Email is aledford@yahoo.com
3. Pay bills for July 4 concert. Includes picnic pavilion rental through Parks and Rec, chicken at Krogers, drinks and plate ware.

August
1. Deposit concert donations for Steppin’ Out and Smithfield Plantation

September
1. No major activity

October
1. Pay bills for Fall concert including program printing and any advertising.
2. Prepare summary of income (donations) and expenses

November
1. Pay annual dues for Association of Concert Bands membership ($275)
2. Pay VA State Corporation Commission fee = $25. Bill will be sent to treasurer. There is a brief report that goes with this fee.
3. File e-postcard tax form 990-N electronically. This can only be done after Nov 15 each year but before end of year.
December

1. Pay Montgomery Co. property tax on Band trailer by Dec 5.
2. Send invoice to Blacksburg Master Chorale for 6-mos storage rental at 1st Security Storage. This goes out in June for the January – June period and again in December for July – December at $240 ($40 per month)
3. Summarize Christmas concert income and expenses. Make deposits at Union Trust.
4. Prepare for mid-year budget report due at first Board meeting in January each year.