



**DR. E. P. SCARLETT
MUSIC PROGRAM
HANDBOOK**

2023 - 2024

220 Canterbury Drive S.W
Calgary, Alberta T2W 1H4
Telephone: 281-3366

Paul Brown: pjbrown@cbe.ab.ca
Jonathan Bell: jibell@cbe.ab.ca

TABLE OF CONTENTS

Page 3	Philosophy
Page 4	Music Program
Page 4	Instrumental Music Program <ul style="list-style-type: none"> - Instrumental Music 10/20/30 - Music 15/25/35 Concert Band - Music 15/25/35 Jazz Ensembles - Instrumental Jazz Combo
Page 5	Choral Music Program <ul style="list-style-type: none"> - Choral Music 10/20/30 Choir - Choral Music 15/25/35 Concert Choir
Page 6	Music/Physical Education 10
Page 6	Band Instruments
Page 7	Music Directors

EPSMPA (E.P. Scarlett Music Parents Association)

Page 9	Music Resource Fee
Page 10	Concerts
Page 11	Festivals and Tours
Page 12	Uniforms <ul style="list-style-type: none"> - Uniform Deposit - Student/Parent Responsibility - Band Uniform – Female - Band Uniform – Male - Jazz Uniform - Choir Uniform – Female - Choir Uniform – Male
Page 15	Fundraising
Page 16	Student Tour Accounts
Page 16	Volunteers
Page 16	EPSMPA Executive
Page 17	Police Checks for Volunteers

APPENDICES

Page 19	Music Calendar
Page 19	EPSMPA Meetings

MUSIC PHILOSOPHY

Music is in everyone. It permeates our entire existence. It moves us to tears and laughter; it inspires us to move and it relaxes us to rest and sleep. It has existed as long as humans have. It has been recognized as one of the eight types of intelligences, is intrinsic to all people, regardless of race, religion or social background. It stands to reason that systematic development of musical skills, knowledge and perception is fundamental to the total development of the individual.

Music impacts a student as:

- A performer. It is a form of expression that is in constant scrutiny of the masses. Performance will allow the student to experience the exaltation of creating something that did not exist before.
- A listener, evaluator, consumer, and historian. It is important that students acquire the ability to be a discerning listener, to identify various musical forms and accept them for what they are, and to develop an understanding of music of the past, present, and future.
- A composer. The creation of something that did not exist before is a very powerful ability/skill. As students experience the results of their creation, they become innovators of tomorrow.
- Music is in everybody and it impacts us all. It can inspire us to achieve far beyond expectations and push us to excel. Lifelong involvement in music and investment as a musician helps us to thrive as contributing, active, critical, and conscientious members of society.

Goals of the Music Department:

- To develop music appreciation.
- To enhance skills in performing, listening, and composition.
- To encourage students to experience a part of their potential both as individuals and as part of a team.
- To enhance the ability to understand and evaluate a variety of music and genres.
- To help students be aware of the role that music has in society.

MUSIC PROGRAM

The Dr. E.P. Scarlett Music Program is a combination of instrumental and choral music programs, which include classes, concerts, festivals, tours and extra-curricular music activities.

INSTRUMENTAL MUSIC PROGRAM

The instrumental music program is a course of study that provides the student with a comprehensive introduction to music performance. Along with performance skills, there is a comprehensive study of music theory as it pertains to the performer. A historical perspective will also be part of the course, again, from a performance perspective. **All students enrolled in the Instrumental Music 10/20/30 program are automatically registered in the Music 15/25/35 Concert Band program.**

1. Instrumental Music 10/20/30

- Pre-requisite: prior level of study or teacher permission
- 5 credits
- Co-requisites with Concert band 15/25/35. Full year program
- Classes held during school hours
- Music 10 further develops the musicianship and skill development initiated in jr. high music 7/8/9.
- Music 10/20/30 progressively develops techniques on instrumental performance including technical facility, literacy, tone production, stylistic articulation, breath control, ear training, intonation.
- At all levels, student leadership is expected and encouraged.

Music 15/25/35 Concert Band

- Co-requisite: Instrumental Music 10/20/30
- Rehearsals in mornings. All concerts are mandatory.
- All members will enjoy the pure performance elements of acoustical wind band in real performance situations.
- Music 15 – Concert Band (Grade 10) 3 credits
- Music 25/35 – Symphonic Band (all Gr 11&12) 5 credits
- Music 25/35 – Wind Ensemble (Gr 11&12, auditioned) 5 credits

3. Music 15/25/35 Jazz Ensemble

- Co-requisite: Instrumental Music 10/20/30.
- This course is complimentary to the Music 15/25/35 Concert Band course. Jazz students must be registered in both.
- Scarlett has multiple jazz ensembles: Jazz 1, Jazz 2, and Jazz 3.
- Placement auditions occur in September.

- Full year program: Jazz 1 & 2 are 5 credits.
- Classes occur in the J block (before or after school).
- Attendance is mandatory for classes and concerts.
- The jazz program is an elite ensemble that explores the more contemporary genres of music such as swing, latin, blues, funk and rock.
- Instrumentation is limited to saxophone, trumpet, trombone, guitar, bass guitar, piano and drums.

4. Instrumental Jazz Combo

- Co-requisite: Jazz Ensemble 15/25/35.
- Auditioned ensemble: Auditions in September.
- Rehearsals twice a week outside of regular timetable.
- This ensemble will explore various forms of jazz literature. It will also focus on improvisational techniques, transcriptions and standards from conventional song books.
- This course is offered in years where interest and timetable space exist.

CHORAL MUSIC PROGRAM

The choral music program offers the opportunity for students to engage in an ensemble of like-minded individuals who are passionate about singing. The classes are designed to foster growth and allow for any student to progress and development skills both as a individual and as a member of a team. All students enrolled in the Choral Music 10/20/30 program will be automatically registered in the Music 15/25/35 Concert Choir program as well.

1. Choral Music 15/25/35 Chamber Choir

- Pre-requisite: none
- Co-requisite: Choral Music 10/20/30
- 3 credits – full year program
- Rehearsals begin in September
- Rehearsals outside regular timetable twice a week in term 1 (Mondays before school from 7:28 - 8:45 AM and Thursdays after school from 3:40 - 5:02 PM)
- Choral Music 15/25/35 is the performing arm of Choral Music 10/20/30.
- This large performance ensemble is designed to allow the students enrolled in Choral Music 10/20/30 to apply the skills and knowledge they have accrued in a high-energy outlet.

2. Choral Music 10/20/30

- Pre-requisite: none
- Co-requisite: Choral Music 15/25/35
- 5 credits – second semester
- Classes held during school hours

- Choral Music 10. The basis of this program is to provide the student with enough skills to be a successful vocal performer in any situation. Voice production and voice care are emphasized.
- Choral Music 20. The focus is the vocalist as a versatile performer as they are expected to participate in a variety of local settings including solos, duets, trios, chamber ensembles as well as full choir.
- Choral Music 30 is the culmination of the vocal program. Expertise in vowel treatment, linguistic tendencies and appropriate vocal stylization will all be introduced and explored.

MUSIC 10/PHYSICAL EDUCATION 10

Students enrolled in Music 10 will also be enrolled in a full year Physical Education 10 program. The two courses will run in the same block for the full year. Time will be split equally between the two subject areas.

*****IF YOUR TIMETABLE SHOWS BAND 10 OR P.E. 10 AFTER SCHOOL, PLEASE DISREGARD THIS*****

PERIOD BLOCKS ROTATE AS FOLLOWS:

MONDAY	TUESDAY	WEDNESDAY
WW – BAND	WW – P.E.	ETC.
BRASS – P.E.	BRASS - BAND	ETC.

BAND INSTRUMENTS

The music program has a wide variety of instruments in its program, depending on the band, including but not exclusive to:

- Winds (piccolo, oboe, bassoon, flute, clarinet, bass clarinet, alto saxophone, tenor saxophone, baritone saxophone)
- Strings (acoustic bass)
- Brass (trumpet, French horn, trombone, euphonium, tuba)
- Percussion (drums, timpani, xylophone, bells etc.)
- Keyboard and piano

A number of years ago, the CBE cancelled the music instrument loan pool. As a result, each school has inherited its current inventory to maintain and distribute for rentals. Therefore there is a finite number of each instrument that can be rented from the Dr. E.P. Scarlett music department. Instruments will be available for rent at the start of September.

A second instrument can be rented if there is available stock. Instruments can also be rented from several music stores including St. John's Music and Long and McQuade.

All band students must have an instrument for classes, rehearsals, and performances. Band classes begin the first week of school with **rehearsals starting on Monday, September 11th**.

Fees for instruments rented will be posted in powerschool on October 15th. All fees must be paid by **October 31st**.

EPS has a compliment of the larger instruments for students to use during classes and performances due to size and portability. Students performing on these instruments should have instruments at home for practice purposes.

MUSIC DIRECTORS Instruments are the responsibility of the student/parents. Please note that the band room is a place of high traffic and is not a secure environment. Though efforts are made to keep the contents of the room safe, it is not possible to constantly monitor the hundreds of instruments that are in the music rooms at any given time. Shelving is available in the main band room for temporary storage of owned or rented instruments/equipment, however leaving anything in the band room is at your own risk.

Mr. Paul Brown
Email: pjbrown@cbe.ab.ca

Paul James Michael Brown started his musical journey in Calgary, the city he was born and raised, as a piano and choral student of Deborah Finkleman. Paul's grandfather, a vocalist, noticed that Paul had an ear for pitch early on, and donated a piano to the Brown family living room. Lessons with Deborah began shortly thereafter. Deborah's passion for music and exceptional skill, fostered in Paul a love for this art form that continues to influence his practice to this day. Jr. High school brought the trombone into his life and a change in the way music making was experienced. Paul continued to enjoy the solitary study and practice of the piano, but it was the shared expression and camaraderie found in band that would be his new passion.

Paul later joined the Stampede Showband under the direction of Robert Eklund and continued to travel the world with them while taking his Bachelor of Music at the University of Calgary. While there, he studied trombone performance with James Scott and conducting from Dr. Glenn Price. Paul volunteered to help the Calgary Round-up Band and discovered his true calling. He finished a second degree in Education and began teaching with the CBE at A.E. Cross Jr. High in 1995. After eight fantastic years, Paul accepted a position at Dr. E.P. Scarlett where he continues to enjoy working with some of the finest student musicians in the city.

Paul Brown has also spent much of his career on staff with the Round-up Band and Calgary Stampede Showband, and for 27 years, he has volunteered for of the Alberta International Band Festival in the capacity of a board member. Paul has been a member of the Westwinds Jazz Orchestra, "A Band of Outriders", the Stampede Brass Quintet. He continues to enjoy the trombone and currently performs with the Westwinds Wednesday Gold Jazz Band. Paul met his beautiful wife Terri-Lynn in the Stampede Showband, and now with children Lucas and Atlas, much time is spent skiing, camping, and making music at home.

Mr. Jonathan Bell

Email: jibell@cbe.ab.ca

Mr. Jonathan Bell joined the Dr. E. P. Scarlett Music team in September 2006. Since then, Jazz Bands and Choirs under his direction have won numerous first place finishes and gold/platinum awards both at the national and international level. Big Bands under his tutelage have shared the stage with Maria Schneider, Ingrid Jensen, Wycliffe Gordon, Victor Goines, Marcus Printup, Gary Smulyan, Luis Bonilla, Terell Stafford, Dick Oatts, and Ted Nash to name a few. Prior to his Scarlett posting, Mr. Bell spent six years developing the music program Fairview Junior High. He completed his Bachelor of Education at the University of Calgary, received his Bachelor of Music at Queen's University, and a Diploma in Jazz Studies (Performance) from Grant MacEwan University in Edmonton.

Mr. Bell has had extensive musical experience playing in over a dozen professional musicals, numerous private and public dates, in addition to working with Carnival Cruise Lines as a Showband musician and arranger.

Mr. Bell has been actively involved developing curriculum for the Calgary Board of Education's Locally Developed Courses and been an advocate and participant in the Jazz at Lincoln Centre's Essentially Ellington competition. In addition, he plays an active role on the board of the Calgary Association for the Development of Music Education (CADME) heading up the All-Ages Jam and other initiatives. He approaches each ensemble with a passion for discovery and has a soft spot in his heart for the old school and music that sounds good.

As father to his son Austin, and daughter Addison, Mr. Bell enjoys spending time with his wife Tracy, their dog Kona and witnessing the creation of new and innovative moves on swings, slides, skis, bikes and skateboards!

EPSMPA

E. P. Scarlett Music Parents' Association

Any parent/guardian of a student in the music program is automatically a member of the Music Parents' Association. EPSMPA is a non-profit organization that supports, promotes and enriches the music program. EPSMPA helps by coordinating chaperones and parental support as needed, fundraising to help support concerts, festivals, tours, instruments, facilities, clinicians and financial assistance.

MUSIC RESOURCE FEE

A music resource fee is assessed to all music (instrumental and choral) students. Fees are based on a complete school year but do not reflect the entire cost of the program. ***Volunteer and fundraising commitments are an important part of the parent/guardian support of the program.***

The resource fee is designed to cover most costs for cleaning uniforms at the year end, purchasing new uniforms, busing, equipment, clinicians, theatre rentals, and festival registrations. The Resource fee does not cover the costs of tours/retreats. Full details of the EPSMPA budget are presented annually at the EPSMPA AGM in September.

Music Resource Fee - \$285.00 *Register and pay online at <https://epscarlettmusic.com/> by September 8th*

Refunds for Withdrawing students:

Recognizing that music fees cover expenses incurred evenly over the year, refunds shall be prorated as follows:

- Cancellation between beginning of school and October 31st - \$150
- Cancellation between November 1st and December 31st - \$75
- Cancellation after January 1 - \$0

Written requests must be made to the EPSMPA. No refunds will be given after February 1st.

CONTACT INFORMATION

Contact information is collected on **the Registration Form**. Contact information will only be used for administration purposes and communications. Please provide a parent/guardian email address that is viewed regularly. The EPSMPA executive will maintain contact information in confidence.

CONCERTS

Concert performance is an integral part of the music program and attendance is mandatory.

Musician Concert Code of Conduct

- Please respect all Music Directors and volunteers.
- Please respect the Concert Hall. We are fortunate to perform in beautiful facilities as guests.
- Cell phones are not to be with you while in uniform.
- Please respect your fellow musicians and bands/choirs.
- Please arrive before call time.
- Full concert uniform is required for all concerts.
- There is absolutely no playing of any instrument outside of warm-up room, concert hall or clinic rooms.
- Once students are in uniform, they are expected to remain in full uniform until otherwise instructed to change.

Audience Concert Code of Conduct

- Please arrive 20 minutes early to find a seat, relax and look through the concert program.
- Please be a respectful audience. Applaud all performers. No talking during performances.
- Please remain for the **ENTIRE** performance and recognize all performers. Stay in your seat until the end of the performance or at least until the end of a movement.
- Cell phones are only to be used between songs or during intermission.

Noted below are concerts planned for the school year. Please mark these dates on your family calendar for planning purposes.

1. Winter Concert

- Date: December
- Location: Mount Royal University, Bella Concert Hall
- Participants: Concert Choir, Concert Band, Symphonic Winds, and Wind Ensemble

2. Jazz Concerts

- Dates: October & February
- Location: Dr. E.P. Scarlett High School
- Participants: Jazz 1, Jazz 2 & Junior High Feeder Jazz bands

3. Winds from the South

- Date: March
- Location: Jack Singer Concert Hall

- Participants: Concert Choir, Concert Band, Symphonic Winds, Wind Ensemble, and Grade 9 Junior High Feeder Concert Bands.

5. Moonlight Knights Year End Concert

- Date: May
- Location: Dr. E.P. Scarlett High School
- Participants: Concert Choir, Concert Band, Symphonic Winds, Wind Ensemble, and small ensembles.
- Year-end concert for music program
- Silent Auction

6. Graduation Ceremony

- Date: May
- Location: Stampede Coral
- Participants: Chamber Choir and Symphonic Band
- Graduation Celebration

FESTIVALS AND TOURS

Each year, tours are planned to enrich the music program and give students the opportunity to travel and perform at other venues. Tours usually include band/choral festival participation. The festival component allows students the opportunity to hear the best high school bands of the region, to perform in an adjudicated stage performance and to participate in clinics with adjudicators.

- Tour fees are assessed on a break-even basis.
- Tour fees are due prior to publicized due date.
- A non-fundable deposit and parent/guardian commitment must be provided to secure a place on tour.
- Mandatory parent tour meeting is required by CBE.
- Both the student and parents/guardians must sign Music Student Code of Conduct.

Tour locations will be announced at the beginning of the school year.

1. Choral and Gr. 10 Band Retreat (approx. cost \$300)

- Date: November
- River's Edge Camp
- Participants: All Choir Students and Grade 10 Band Students
- 3 day workshop, clinicians and guest conductors that jump starts the year and provides an opportunity for choir students to get to know each other.

2. Vic Lewis Festival (approx. cost \$350)

- Date: November
- Location: Canmore
- Participants: Grade, 11, 12 concert band and jazz students
- This is a non-competitive festival that kick starts the year and provides an opportunity for band students to get to know each other, listen to each other in addition to ensembles from other schools. Includes workshops, clinics, concerts, and masterclasses.

3. Alberta International Band Festival – Calgary Region

- Date: February - March (Concert Bands Jazz Bands)
- Location: University of Calgary and for Jazz: TBA
- Participants: Concert Bands and Jazz Ensembles
- This is an adjudicated band festival for schools in the Calgary area.

4. Grade 11/12 Tour (approx. cost \$1500 - \$4000 pre-fundraising)

A major tour is planned every other year for Grade 11/12 band students and all choir students. Tours usually include Symphonic Winds, Jazz 1 and Concert Choir.

Over the course of the last decade, students in our programs have traveled to compete in such locations as Sunpeaks, B.C., Whistler, B.C., Seattle, Washington, Halifax, Nova Scotia, Anaheim/Los Angeles and New York City. Details of the Music Tour will be provided in late September or October.

Tour Credits

Tour credits can be earned by students/parents during the school year through fundraising activities. In an attempt to provide students with optimal opportunity, **ALL** fundraising dollars are allocated to individual student tour accounts based on sales. Tour credits can be accumulated during the music program but are not refundable in cash.

CONCERT UNIFORMS

Major concert uniform pieces are loaned to students by EPSMPA and are mandatory for bands and choir non-school performances.

- Uniform fittings will be done in September.
- Students may choose to wear either the feminine or the masculine versions of the uniform.
- Uniforms are provided upon submission of the uniform deposit and payment of the music resource fee.
- Yearend dry cleaning of the uniform is included in the music resource fee.

1. Uniform Deposit - \$250.00

A post-dated (**June 1 2024**) uniform deposit cheque in the amount of \$250.00 is required at the beginning of the school term to cover repairs and missing pieces. Deposit cheques are shredded when the correct uniform items are all returned in good condition at the end of the school year.

2. Student/Parent Uniform Responsibility

- Provide all “non-provided” uniform pieces.
- Hem skirt/pants with slipstitch. This is a temporary hem only. Do not machine stitch or use iron-on hem tape. **DO NOT CUT OFF EXTRA FABRIC.**
- Ensure uniform is clean and pressed for each performance. Use cool iron with cloth protection.
- Skirts, pants, tux jackets, choir tops, cummerbunds and bow ties are **DRYCLEAN ONLY.**
- Band shirts are washed in cold water and hung to dry.
- Record uniform item numbers for return purposes.
- Lost items will be charged at replacement cost and deducted from uniform deposit.
- Return uniform items, with hems released, on designated return date in garment bag (with name on bag) to uniform coordinator. You must return items issued. Once verified correct uniform is returned, deposit cheque will be destroyed.
- **TUXEDO SHIRTS, STUDS and LINKS ARE YOURS TO KEEP.**

3. Band Uniform – Feminine

Provided:

- Black blouse (cold water wash, hang to dry)
- Long Tuxedo black skirt (dry-clean only)
- Garment bag

Not Provided:

- Black shoes, **NO RUNNERS**
- Black nylons/tights (no knee highs)
- Light make-up

4. Band Uniform – Masculine

Provided:

- Black Tuxedo Jacket & Pants (dry-clean only)
- Cummerbund and bow tie (dry-clean only)
- Garment bag

Not Provided:

- White tux shirt, cuff links & studs. Can be purchased at Black & Lee Tuxedo.
- Black shoes. NO RUNNERS
- Black socks

5. Jazz Uniform - All Genders

Provided:

- Jazz shirt – ordered through Music office

Not Provided:

- Black dress pants (students are welcome to use tux pants or others dress pants)
- Black dress shoes. NO RUNNERS
- Black socks

6. Choir Uniform – Feminine

Provided:

- Blue Blouse (cold dry-clean only)
- Long black skirt (dry-clean only)
- Garment bag

Not Provided:

- Black camisole
- Black shoes. NO RUNNERS!
- Black nylons/tights (no knee highs)
- Light makeup, pins to hold longer hair back

7. Choir Uniform - Masculine

Provided:

- Black Tuxedo Jacket & Pants (dry-clean only)
- Blue bow tie (dry-clean only)
- Garment bag

Not Provided:

- White tux shirt, cuff links & studs. Can be purchased at Black & Lee Tuxedo.
- Black shoes. NO RUNNERS!
- Black socks

FUNDRAISING

Fundraising profits benefit each student directly

The EPSMPA provides fundraising opportunities throughout the school year that benefit each student. Profits from each optional fundraiser go directly into your student's travel account, and can be used to offset the cost of field trips. Student account totals can be carried over from year to year, up to grade 12. Credits can also be transferred to siblings.

Opportunities to raise money for student travel accounts include our monthly gift card fundraiser, which typically earns between 3 and 5 percent of the value of the gift cards purchased, and ADmazing Coupon book program. Other fundraisers will be announced throughout the year.

Moonlight Knights raises funds for the music program

Each spring, the EPSMPA holds a dinner/dance/silent auction to raise money for the general music program account. All proceeds from this spectacular evening help to supplement the music program. Moonlight Knights raises thousands that will benefit all students in the program.

Money is raised by selling event tickets, and through fundraising activities such as raffles and a silent auction. Students canvas local businesses for donations, and we also ask that each family provides one new, unused item to be included in the silent auction. We will also accept cash donations that can be used toward the purchase of larger items for auction.

All music parents are asked to participate in this event, by working on the planning committees, by assisting at the actual event, and by purchasing tickets to attend.

Information on fundraising programs
will be available at our website: epscarlettmusic.com

Other Fundraising Activities

Throughout the year, EPSMPA will be coordinating other fundraising activities. Fundraisers have included chocolate sales, Grocery gift cards, magazine sales, gift catalogues, and pizza sales in the past. We do not do every fundraiser every year but hope to offer items and activities that parents would be able to, be interested in supporting. If you have any fundraising ideas or suggestions, please contact the fundraising coordinator or the music department.

STUDENT TOUR ACCOUNTS

Fundraising profits are credited directly into student accounts. Records are kept for fundraised earnings of each student by the EPSMPA treasurer. Unless otherwise requested, the credits are saved up for the major tours that occur in grade 11 and 12 and are deducted from the tour payments. The credits can also be used in any grade for camps or festival trips. Such requests are made in writing, and attached to the field trip paperwork. Cash payments are not made to students or parents. Credits earned but not used when leaving the program or by the end of grade 12, are transferred into the EPSMPA Financial Assistance Fund to help those who cannot fully afford to travel. If you would like to make a donation to the FAF at any time, please contact the music office.

VOLUNTEERS

Volunteers are an integral part of our music Program. Whatever your schedule, we can use your help in any of the following areas:

- On the Executive or attend EPSMPA monthly meetings to assist the music directors and make the numerous decisions to enhance our music program. Become informed. Become involved.
- With fundraising activities. Coordinate one specific fundraiser or assist with several. Your suggestions and ideas are always welcome.
- Chaperoning students for concerts and on tours/camps.
- With our annual Moonlight Knights Dinner Dance/Silent Auction, the tradition continues! With over thirty years of history, Moonlight Knights is consistently our most impressive and exciting events of the year. Be on the committee and share your ideas and expertise. Detailed notes are available. It is a lot of fun as well as work. All music parents are asked to volunteer for a one half-hour to one hour shift during the evening of this event.

EPSMPA EXECUTIVE

Elections are held at the Annual General Meeting in September. The following positions are available.

- **Chairperson:** Responsible for chairing monthly meetings and preparing the agenda. Coordinates activities of EPSMPA and serves as liaison between music directors and EPSMPA.

- **Vice-Chairperson:** Assists Chairperson and assumes chairperson responsibilities when required. Usually moves on to the Chairperson position the following year. Responsible for Lancer Libretto communications.
- **Treasurer:** Prepares budget with music directors, reviews tour budgets, prepares financial statements, maintain EPSMPA financial records and student tour accounts.
- **Secretary:** Responsible for EPSMPA meeting minutes and distribution and general correspondence.
- **Fundraising Coordinators:** Individual/team of volunteers who organize opportunities for those interested parties to take advantage of fundraising opportunities.
- **Uniform Coordinators:** Responsible for working as a team to oversee all Uniform activities including: uniform ordering, fittings, distribution, returns, cleaning and deposits.
- **Volunteer Coordinator:** Responsible for coordinating volunteers for the various activities and field trips of the EPS music program.
- **Auditor:** Responsible for year-end Audit of financial records.
- **Moonlight Knights Coordinator:** Responsible for coordinating this major annual fundraiser, minimum of 6 committee members required.

POLICE BACKGROUND CHECKS FOR VOLUNTEERS

It is imperative that all parents that are able to volunteer for the music program complete the required police background check and CBE volunteer registration form. Several trips occur in the first few months of the year and are impacted by these requirements. The completion of these requests can take **1 – 2 months**, so it is important that we begin this process at the start of the school year.

Here is how to do it:

Step 1: Prospective volunteers must first register as a volunteer at the school office. Please bring a copy of ID (Drivers License). Our administrative secretary will verify your identity and register in our volunteer database. You will then be provided with a letter enabling you to obtain a police information check from the Calgary Police Service (CPS).

The CPS has an online system, electronic Police Information Check (ePIC), which you will use to obtain your police check after you receive your CBE volunteer letter.

Your security clearance is valid for five years and there is a \$21.25 cost for the process. Your clearance is also transferable from other CBE schools for that five year time period.

Step 2: You must also complete an annual CBE volunteer registration form. As the adjective “annual” suggests, this must be completed every year 😊

APPENDIX I
Music Calendar 2023 - 2024

2023:

Aug 31	First Day of Classes
Sept	Music Registration Music Resource Fee Collection Uniform Deposit and Fitting Instrument Rentals AD-Mazing Coupon Book Fundraiser
Sept 5	Symphonic Band Meeting @ 11:50 am
Sept 11	J Block (morning and after school) classes begin
Sept 12	6:30 PM - EPSMPA AGM ***ALL PARENTS TO ATTEND AGM*** This meeting will also cover all field trips. One parent sign in required.
Oct	All Ages Jazz Jam (Location TBA)
Nov 3-5	Vic Lewis Music Festival (Canmore Gr. 11-12 Bands)
Nov 8	Remembrance Day Assembly (Symphonic Band and Choir)
Nov 20-21	Choral and Grade 10 Band Retreat
Dec	All Ages Jazz Jam (Location TBA)
Dec 6	Winter Concert (Mount Royal, Bella Concert Hall)

2024:

Jan 26	Jazz Workshop 9:00-3:30 at Scarlett
Feb 7	Jazz on Canterbury Concert 6:30 PM in Scarlett Theatre
Feb	All Ages Jazz Jam (National Music Centre)
Feb 21-27	Alberta International Band Festival (Concert bands)
Mar 4	Winds from the South – Jack Singer
Mar 5-8	Alberta International Band Festival (Jazz bands)
Mar TBA	Choralfest - Knox United Church
Apr 9-14	Senior Tour – Los Angeles (Jazz 1, 11/12 Band, Choir)
May TBA	Jazz 1 with Guest artist at Ironwood Stage
May 9	Moonlight Knights Year End Concert (All ensembles @ Scarlett)
May 24	Graduation Ceremony (11/12 band, Choir)
June 3	Instrument Return

APPENDIX II

EPSMPA Meetings 2023-2024

Location: Dr. E. P. Scarlett High School Staff Room

September 12, 2023, 6:30 p.m. EPSMPA AGM in Theatre
Subsequent meetings for 2023-2024 TBA