

# 2020 2021 UPPER DARBY MARCHING ROYALS STUDENT / PARENT HANDBOOK

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## **UDMR Mission Statement**

**The mission of the Upper Darby Marching Royals is to provide students with a fun, fulfilling, and educational performance experience in the marching arts. Our organization holds the values of Upper Darby High School to the highest degree and promotes school spirit and pride through music and attitude.**

### ***Welcome***

Welcome to the Upper Darby Marching Royals! This handbook will provide both the students and their parents with introductory information about the Marching Royals program and is meant to be used as a reference throughout the year. All members are expected to read, understand, and abide by the rules of the organization outlined in this handbook.

The Upper Darby Marching Royals is a proud organization that upholds a tradition of excellence. Our goal is to maintain a high standard of performance excellence through dedication and a consistent work ethic. The Upper Darby Marching Royals accepts anyone who has a positive, cooperative attitude, and who shows an enthusiasm for learning and excelling in the marching arts.

## **UPPER DARBY HIGH SCHOOL MARCHING ROYALS (website)**

[www.udbop.com](http://www.udbop.com)

### **Band Staff**

The staff of the Upper Darby Marching Royals is composed of individuals who have a great deal of experience and skill. Our staff creates, designs, and writes a custom show for the band. They also teach all students. Students will follow instructions given by any staff member at any time. If Mr. Siwa is not present, the assistant director will be instructed to run rehearsal. Cooperation of all members is expected.

#### **UDMR Directors are:**

**Band Director – Alexander  
Siwa  
asiwa@upperdarbysd.org  
Assistant Director - Jason  
Moore**

## ***First Meeting***

All prospective marching band and color guard members are asked to come to our first four rehearsals from July 28<sup>th</sup>, July 29<sup>th</sup> and July 30<sup>th</sup> from 1-9PM. **A decision about whether or not you will be joining us for the 2020 season is required by rehearsal on August 3, 2020.**

**The following items should be submitted to Mr. Siwa or a UDBOP Board member by the end of the day on August 3rd:**

- **First membership dues payment - \$50 (towards a total of \$250) for returning members or \$68 for new members (towards a total of \$340)**
- **[ONLINE Registration](#) - please submit online. If you are unable to submit this form please email [president@udbop.com](mailto:president@udbop.com)**
- **COVID-19 Acknowledgement** - signed by Student and Parent/Guardian
- **Contract and Fees Acknowledgment Form**
  - (See [Forms Link](#)) at the bottom of the main page)

If you are undecided or have questions, please contact the Director, Alex Siwa ([asiwa@upperdarbysd.org](mailto:asiwa@upperdarbysd.org))

**PRE-SEASON REHEARSALS BEGIN ON July 28<sup>th</sup>, 2020.**

Please visit <http://udbop.com/calendar> for times and dates. You can opt into receiving updates via this google calendar. The full list as of right now will also be published on the udbop.com main page.

**MANDATORY BAND CAMP** will be held from **AUGUST 3rd to August 7<sup>th</sup> and August 10<sup>th</sup> to August 14<sup>th</sup>** from 1-9PM on all days.

**THE CURRENT SCHEDULE IS TENTATIVE AND SUBJECT TO CHANGE.** Please check the UDBOP calendar at [udbop.com/calendar](http://udbop.com/calendar) OFTEN for updates as well as checking your email and text messages for updates through Cut Time. The schedule as of right now shows a full list of dates and times and the first week of regular season rehearsal dates and times.

## ***SIGNING UP FOR CUT TIME***

The Marching Royals are now using an organizational management system called **Cut Time**. This platform allows us to easily manage communications, forms, payments, medical information and more for your child throughout their time as a member of the band programs here at Upper Darby. **Cut Time accounts are completely free and are a benefit of being a member of the UDHS band programs.**

Students are required to have their own account on Cut Time. Parents/guardians are strongly encouraged to create their own personal accounts so that they can link their profile to their child's and modify their medical information, make payments and more.

**Signing up for Cut Time is required for all new members and returning members who have not yet registered. Please see the instructions below to register for Cut Time:**

1. Please visit <https://cuttime.net>
2. Click on **"Student/Parent Sign Up"** in the upper right hand corner
3. In the **"Subscribing Schools/Groups"** box, type in **"Upper Darby High School"**
4. Click on **"Upper Darby High School ID:10944"** from the list.
  - a. NOTE: Do not select "Upper Darby High School Choir"!
5. Click on the box under **"Your Position"** and select either **"Student/Performer"** (students only) or **"Parent/Guardian"** (parents/guardians only)
6. Complete the rest of the registration form as required
  - a. **Note: your birthday is required as part of local and federal privacy laws**
  - b. **Please use an email address that you check regularly as communications will be sent out via Cut Time to your registered email!**
7. **DOUBLE CHECK ALL INFORMATION FOR ACCURACY BEFORE SUBMITTING!**
8. Click "I am not a robot" and "I accept the terms and conditions" and submit the form when you are finished!

Your registration submission will be sent to Mr. Siwa for approval. Once Mr. Siwa approves your registration, you will receive a confirmation email with a link to set up and log in to your account for the first time.

Once confirmed, please log in to your account and complete your profile under "Contact/Demographic information". Cut Time is capable of sending out text message updates, so please be sure to include your mobile phone number and your wireless carrier if you wish to receive those messages in addition to the email communications that will be sent out.

If you are a parent or guardian you will be able to link your profile to your child's profile once you complete your registration and log in for the first time.

If you have any questions about signing up for Cut Time, please contact Mr. Siwa at [asiwa@upperdarbysd.org](mailto:asiwa@upperdarbysd.org). Thank you!

## ***General Student Expectations***

### ***Rehearsals and Attendance***

- Being a member of the Marching Royals requires a high level of commitment and dedication
- A marching band is like any other team with one exception: there are no alternates, substitutes or second strings. Every member is a starter on the marching band "team".
- **All rehearsals, performances and other band functions are mandatory – just as you would attend all practices and games for a sport, all functions related to marching band are required as a member.**
- Absences may be excused with approval for the following reasons: weddings (immediate family), funerals, religious observances, **some** school-related activities, severe illness and emergency situations
- In order for an absence to be excused, the Director **MUST** receive an email from a parent or guardian **at least two weeks prior to the planned absence**
- In emergency situations (illness or death in the family) the Director **must receive a phone call, text or email from a parent or guardian** before the next band function (practice, performance, football game, etc.) begins
- The following are **NEVER** considered excused absences: homework, work, not having a ride to rehearsal, parties (any kind of party, family/friends or both), other recreational functions (school-based or otherwise) and instrument/voice lessons. If you are unsure of whether an absence may be considered excused, please check with the Mr. Siwa.
- Excessive absences (excused or unexcused) may demonstrate a lack of commitment to the Marching Royals. Excessive absences will require a discussion with the Director about continued involvement in the program.

### ***Other Attendance Information***

- Students who are involved in **sports, drama, or other organizations** must be proactive about sharing their schedule with the Director and band staff
- The Director must be provided a schedule of your activities **at least two weeks** in advance of the first date
- Communication is key! If the Directors and staff do not know where you are during a band function, the absence is considered unexcused
- One unexcused absence from a performance may result in an immediate suspension, and possible removal from the group

#### ***REMEMBER:***

***You are part of a team. If you miss a rehearsal, it affects everyone else in the band.  
Take responsibility for the excellence of yourself and your organization!***

## ***Grades***

- Band members must maintain passing grades in all classes. If you are having trouble, seek help from your teacher, counselor or ask another band member, who may be able to help.
- If a member falls below passing, they are not allowed to participate in any band activities (rehearsals, competitions, football games, etc.) until their grades are brought back up to a passing level. Be proactive, keep doing your work and keep your grades high so this doesn't become a problem!

## ***Behavior***

- All marching band members represent Upper Darby High School, always. Inappropriate language, conversation or behavior is not tolerated at ANY TIME!
- We have a NO TOLERANCE policy regarding bullying of any kind.
- Students should show respect to parent/adult volunteers at all activities (fundraisers, band camp, competitions, football games, concerts, etc.)
- When students are helping at fundraising activities, they must sign in when they arrive and sign out when they are done. Students are expected to stay and help for their entire shift.

## ***Rehearsal Etiquette***

- The rehearsal etiquette will be discussed at the beginning of the season and should be followed, always! Band should be a FUN activity, but excessive talking and fooling around will affect our progress as an ensemble and is NOT acceptable.
- All aspects of the rehearsal (warmups, exercises, marching, music, or spinning) are important and should be taken seriously.
- Work as a TEAM! Help others carry equipment when you see a need. The pit and color guard will often need help with equipment, so lend a hand when the moment arises.

## ***Practice***

- All exercises, warm-ups and show music should be memorized, put in sheet protectors in a 3-ring binder and be accompanied by a pencil (not a pen).
- All members (except Pit) will need a "dot book", which is a small spiral notebook (about 3"x5") and a pencil.
- All members are equal in the ensemble and are expected to keep up with their work.

## ***General Student & Parent Information***

### ***Medical Information***

- Upper Darby High School and UDBOP cannot be held responsible for allergies and other medical considerations not noted on the medical form. For this reason, the director should be made aware of any changes to the student's medical information as soon as they occur.
- Finally, the director or a staff member should be made aware of any injuries that occur during a band event, immediately, no matter how minor. This is for the safety of all participants.

### ***Regular Schedule***

Generally, rehearsal times are as follows

(but please follow the schedule as listed on the calendar on our website):

- Monday and Wednesday rehearsals are from 6:00 pm to 9:00 pm
- Friday--Football Games are from 4:00 pm to approximately. 10:00 pm
- Saturday rehearsals are from 9:00 am to 9:00 pm
- Saturday competition days are from 9:00 am to undetermined time, pick up time has passed midnight.
- Students should arrive for rehearsals **at least 15 minutes before** the posted times (5:30-5:45 pm for night rehearsals & 8:30-8:45 am for day rehearsals). This will give students enough time to get their instruments out or set up and be ready to begin rehearsals on time at either 6:00 pm or 9:00 am.
- Marching Band rehearsal start times are the times that the students and staff should be ready to begin rehearsals.
- If you are going to be late to rehearsal or must leave early, you must notify the Director and your section tech **BEFORE** that rehearsal day.
- Parents should plan to pick up students about 15 - 20 minutes after the posted end times (30 minutes for Pit members).
- The staff will try very hard to end rehearsals on time, but please understand that the band members will need time to put away their instruments and collect their belongings before they may leave for the night.
- **ALL students** are expected to help clean up the band room at the end of the night.  
**No exceptions!**

## ***Band Camp***

- It is extremely important that students do not miss **ANY** rehearsals during band camp.
- A huge portion of this season's show, both music and drill, is taught during band camp.  
**Missing even one day of band camp affects the entire ensemble, not just the student that is absent.**
- Band camp rehearsals run from 1:00PM to 9:00PM
- **Considerations for band camp:**
  - Students should bring plenty of water. You must have at least a **one-gallon insulated water jug** that can be refilled with your name labeled on it. **It is always extremely IMPORTANT to stay hydrated (day and night).**
  - **Students will be issued one Gaiter Face Mask which will have their name listed on the inside. The mask is machine washable. Students need to have this face mask with them for every performance as it will be a part of their uniform.**
  - Students should be sure to use and bring sunscreen, a hat, and sunglasses.
  - The weather is usually hot, so be sure to dress appropriately and wear proper footwear (sneakers are required).
  - All members (except front ensemble) will need a "dot book", which is a small spiral notebook (about 3" x 5" in size) and a pencil.

## ***Competitions***

- Competition days will start out with regular practice at 9:00 am. The remaining schedule for the day will be determined based on the competition performance time.
- Students will not usually return home before leaving for the competition, and should bring all required clothing items that need to be worn with their uniform (see Uniform Section), water bottle, packed lunch, or money for lunch and dinner.

## ***Football Games***

Attendance at football games is required for all members of the Marching Royals. Our purpose is to support our Royals football team and energize the audience through the performance of our field show and high-energy stand tunes. Report time for home football games will generally be 5:00PM; times may vary for away games depending on the distance of the facility from Upper Darby.

## ***Uniforms***

- A Uniform Care Guide is included in this handbook and will also be given to the students when they are fitted for their uniform.
- Instrumental and Color Guard students will be fitted but will not be allowed to wear their uniforms until the combination **Contract Form** has been signed and returned.
- When not in use, all band and color guard uniforms must be hung properly in their garment bags and are kept at school in the uniform closets. Proper technique for hanging uniforms will be demonstrated. When band members are in Halves (half uniforms), their jackets must be folded properly (folding technique will be demonstrated) and shakos (hats) should never sit upside down.
- The **ONLY** exception to hanging band and color guard uniforms in garment bags in the school closets is if they get wet due to rain at a football game or competition. If the uniforms are wet, they **MUST** be taken home and hung up separately (**NOT in the garment bag**) until they are dry. As soon as they are dry, they should be returned in their garment bag, to the school closets. **Uniforms must be returned before they are needed for the next football game or competition.**

### ***Color Guard:***

- Color Guard members will be measured for their uniforms during several rehearsals in July.
- Uniforms are purchased by UDBOP.
- If a Color Guard member would like to keep their uniform at the end of the season, they may be purchased for a discounted price at the end of the season. (price to be determined)
- Color Guard Uniforms consist of the following pieces:
  - Outfit (Uniform) decided on for this year's show (purchased by UDBOP)
  - Section t-shirt (one covered by band dues)
  - Color Guard Shoes and appropriate socks (purchased by band member)
  - UDMR Band Jacket (purchased by band member)

## **Winds/Percussion/Front Ensemble:**

- The Marching Royals uniform is a symbolic representation of our band's ideals. It should always be respected through observation of our uniform etiquette and appropriate member behavior. **To disrespect the uniform is to disrespect the band and your school as a whole - always remember that!**
  
- Wind players will be fitted for uniforms several days during band camp in August
  
- Instrumental Band Uniforms consist of the following pieces:
  - Uniform pants (provided by UDBOP)
  - Uniform jacket (provided by UDBOP)
  - Gauntlets (pit and drumline members do not wear gauntlets) (provided by UDBOP)
  - Shako (band hat) with plume (pit members and tuba players do not wear shakos) (provided by UDBOP)
  - Section t-shirt (one covered by band dues)
  - Gloves (pit and drumline members do not wear gloves) (one pair covered by band dues)
  - Long black socks (must cover the ankles) (purchased by band member)
  - Band Shoes (if needed, students will be fitted for shoes during band camp) (purchased by band member)
  - UDMR Band Jacket (purchased by band member)
  
- It is your responsibility to inspect your uniform frequently and to take it to the dry cleaners during the season if you feel that it needs to be cleaned. We ask that when you return your uniform to school that you put your name on the receipt and attach the receipt or a copy of the receipt to the garment bag so that we have a record that it was cleaned and when.

## ***Band Expenses & Fundraising***

- The cost to run the Marching Band is about \$30,000 for the season.
- The Marching Band is partially funded by the school district, but only for buses and a small amount of equipment.
- Marching Band Dues help to partially cover additional expenses which include uniform expenses, instructor fees, equipment, props, buses to championships and the banquet.
- It is extremely important that all band members pay their dues in full and on time. If you are unable to pay your dues on time, please email Alex Siwa at [asiwa@upperdarbysd.org](mailto:asiwa@upperdarbysd.org) as well as our [Treasurer@udbop.com](mailto:Treasurer@udbop.com)
- In order to keep band dues as low as possible, it is extremely important that all members participate in all offered fundraising opportunities. UDBOP is committed to helping students afford this activity, and aims to minimize the cost of participation as much as possible. All fundraising events and materials will be made available during school and rehearsals in the band room forms cabinet.
- All students are required to participate in our general fundraisers (Car Washes, Flea Market, etc.). If a student has an unexcused absence they will need to participate in another capacity at the discretion of the Director.
- There are two types of fundraisers offered:
  - **General Fundraising** - General fundraising is an extremely important and necessary part of UDBOP. The money raised from these fundraisers goes directly into the UDBOP General Fund and is used to help support all the Instrumental Music Programs, including the Marching Band. UDBOP does its best to help pay for anything needed that is not covered by the school district. The general fundraisers include things like restaurant events (i.e. Cocco's Pizza, Applebee's Pancake Breakfast, Perkins, Chipotle, etc.), car washes, flea market, football concessions, etc. Our aim is to have at least one general fundraiser each month and for our Instrumental Music Programs to be successful, we need all the students and parents to participate in them. We currently have one parent volunteer working to organize these fundraisers, but she could use some help. Ideally, we would like to have a group of parents to brainstorm new ideas and share the task of organizing these fundraisers. Please consider letting a UDBOP Board Member or the Director know that you would like to volunteer to help. Thank you!

- **Student Fundraising** - Money raised from student fundraisers goes into the student's individual band account and can be used to help pay for dues, band jackets, shoes, trips, etc. If a student is also involved in the Choral Music program, money can also be transferred to help pay for any choral music activities (i.e. chorus or choir trips). The student account is money that is held for student expenses, if money is left over in your account when your child will no longer be participating in band activities, monies can be rolled over to another student. **If monies can not be rolled over, the balance would be kept by UDBOP and transitioned to their general fund for use by the program.**

We currently have a band parent organizing these fundraisers, but would be happy to welcome additional parents if they would like to help with this endeavor. Please contact a UDBOP Board member or the Director if this is something you can help with. Questions about current student fundraisers should be directed to Ian and Astrid Clarici ([studentfundraising@udbop.com](mailto:studentfundraising@udbop.com)).

## ***Student Dues & Additional Expenses***

### ***Required - Band Dues:***

- **RETURNING MEMBERS ---\$250.00**
- **NEW MEMBERS -- \$340.00 (includes one pair of shoes, band jacket, two section t-shirts and one pair of gloves)**

### ***Required - Band Jacket***

- Jackets are required for all new members and any returning members who need to replace their jacket due to size or loss.
- **This cost is included in the dues payment for new members**
- If a returning member needs/wants to replace their band jacket, the cost is **\$60.00**.
  - If you are paying for a jacket separately, money is due two weeks after the student is measured for them.

### ***Required - Band Shoes or Guard Shoes***

- Shoes are required for all new members and any returning members who need to replace shoes due to size, condition or loss. They will be measured one day during band camp. (date to be determined)
- **This cost is included in the dues payment for new members**
- Additional pairs/replacement shoes cost **\$30.00**
  - If paying for shoes separately, money is due by late July and must be in by the day they are measured for size.

### ***Optional - Additional Band Gloves***

- One pair of gloves is included in the band dues. The band members are required to wear the gloves at all football games (Friday nights) and competitions (Saturday nights).
- It is **strongly recommended** that you purchase a second pair of gloves to have in case they are lost. **BAND MEMBERS CANNOT PERFORM WITHOUT GLOVES** (color guard, front ensemble, and drumline members do not wear gloves).

### ***Optional - Additional Section T-Shirt - \$10.00 each.***

- New Members will receive two section t-shirts as a part of their band dues.
- Returning Members will receive one section t-shirt as a part of their band dues.

### ***Optional - Tour Shirt - Price TBD***

- This is a themed t-shirt (usually designed by one of the students) that portrays the theme of this year's show. They also have a list, on the back, of the competitions that the band will participate in.
- Tour shirts are available to all students and family members. (Order forms will be sent home.)

### ***Optional - Spirit Wear Clothing - Prices vary.***

- All students and family members can purchase spirit wear to show their support for the Marching Royals and our other Instrumental Music Programs.
- We have t-shirts, sweatshirts, hoodies, track jackets, sweatpants, joggers, shorts, scarves, caps and winter hats for you to choose from. Order forms for spirit wear will be sent home near the end of band camp.
- Order Forms will be available on the UDBOP Page listed **Forms**

### ***Making Payments***

- All payments should be put in a sealed “UDBOP” envelope and should be marked with the student’s name, amount enclosed and what the enclosed check or cash is for.
- Envelopes should be given to one of the following people either before or after any rehearsal.
  - Johnna Healey, UDBOP Treasurer
  - Kate Long, UDBOP President
  - Alex Siwa, Band Director

### **UDBOP (Upper Darby Band Parents Organization)**

UDBOP is a volunteer organization that assists the director with the numerous details that arise throughout the school year. It takes many volunteers to help make a season successful.

- Coming to UDBOP (Upper Darby Band Organization of Parents) General meetings is an important first step to finding out how you can help.
- Here is a list of some of the ways that parents can help:
  - Pit/Tech Crew
    - Assist the Pit in loading and unloading equipment and/or assist in getting the pit equipment on and off the field at football games and competitions.
  - Props
    - Assist with building and/or moving props on and off the field at football games and competitions, if necessary.
  - Chaperoning (must have necessary clearances on file with the Band Director) (see info on next page)
    - Supervise students (on and off the buses) when going to away football games and competitions.
  - Concession Stand
    - Assist with selling concessions during home football games and other events (i.e. Parent Preview Dinner, Jazz Festival, bake sales, etc.)
  - Donate Baked Goods or other food items and beverages when asked
  - Student fundraisers (can be done by one person or by a group of volunteers)
    - Organize, run or assist with distribution of student fundraisers
  - General Fundraisers (can be done by one person or by a group of volunteers)
    - Organize, run or assist with general fundraisers

- Uniforms
    - Help size students (usually done during band camp)
    - Inventory uniforms after they have been cleaned
  - Assist with ordering Accessories (section t-shirts, gloves and shoes)
  - Sewing
    - Assist with repairing color guard flags and possibly minor mending of uniforms
  - Spirit Wear (can be done by one person or by a group of volunteers)
    - Coordinate ordering process for Spirit Wear clothing
  - Assist with spirit wear concessions sales during home football games, jazz festival and possibly at other events.
  - Basic first aid
  - Communication (phone/email)
  - Sign Up Genius
    - Send out Sign Up Genius emails to ask for volunteers for upcoming events
  - Support all our kids and *Cheer loudly at performances!*
- UDBOP emails all parents and students on a frequent basis with reminders and information about what will be taking place during the band season. It includes schedules for the Marching Royals and the other instrumental programs, fundraising information, volunteer needs, etc.
  - We will be working to communicate using Schoology and Cut Time so that parents and students can be kept informed in lieu of this email communication.
  - If for some reason you do not feel that you are receiving these emails, please get in touch with our Corresponding Secretary so that we can check the accuracy of your email information.
  - We also want to encourage everyone to check our website often for information and updates. Our website contains information about the following:
    - Program Information
    - Calendar (check for updates)
    - News Items
    - Fundraisers & Order Forms
    - Forms (Medical, Informational, Order, etc.)
    - Merchandise (Spirit Wear)

# **VOLUNTEER APPLICATION PROCEDURE & REQUIRED BACKGROUND CHECKS FOR VOLUNTEERS**

Thank you for your interest in serving as a volunteer with the Upper Darby School District and the Marching Royals. To be considered as a volunteer, please contact the Band Director, Alex Siwa to obtain a Volunteer Application (Form #916-AR-1). Any new volunteer must have the following clearances before beginning volunteer service.

- Act 34 PA State Police Criminal Background Checks
  - Link: <https://epatch.state.pa.us>
  - When applying online using the link above, on the gray toolbar, click “record check” choose “new record”. Follow instructions to fill out the application. There is no cost for volunteers only. After completing the application, a box will appear that contains:  
Control  
#, Name, etc. Click on the Control #. Then click on the Certification Form. Print the Form, this is your background clearance. Please submit a copy to the Band Director.
- Act 151 Child Abuse Clearance
  - Link: <https://www.compass.state.pa.us/CWIS>
  - You must create an account and establish a log-in to apply online. Once you have an account, follow the instructions. There is no cost for volunteers. You will receive a confirmation email upon completion of your application. Print your child abuse clearance. Please submit a copy to the Band Director.
- Act 114 FBI Criminal Clearance (Fingerprinting)
  - Link: <http://www.pa.cogentid.com>
  - If applying online, Click on Pennsylvania Department of Education
  - Click on “Register On-Line” & complete the information form. For “reason fingerprinted”, choose “School District”. After completing the form, make payment of \$27.00. After your registration is complete and payment is made, **print out your receipt**. Go to one of the designated fingerprint collection locations. (Some locations require appointments.) You must bring identification with you when you go to get your fingerprints done. After the fingerprinting is complete, your receipt can be used by the District to obtain your clearance.
- Act 82 Arrest/Conviction Report & Certification Form
  - Obtain this form from the Band Director, Alex Siwa
  - Fill out and return to the Band Director
- TB Test from your physician (ONLY if you will be spending more than 10 hours a week with the students)
  
- Access to the links listed above can be found on the Upper Darby School District website.
- Go to: [www.upperdarbysd.org](http://www.upperdarbysd.org)
- Put the cursor on: “Services”
- Under the heading of “Human Resources” -- Click on “Forms and Clearances”.

**WHEN COMPLETED, COPIES OF ALL FORMS, ALL CLEARANCES & TB TEST RESULTS (if necessary) SHOULD BE GIVEN TO ALEX SIWA.**

## **Upper Darby Marching Royals Uniform Care Guide**

We are here to make sure that your uniform fits correctly.

**It is your responsibility to see that your uniform remains clean and in good condition. Students and/or parents are financially responsible for any loss or damage to the uniforms due to negligence or misuse.**

**Pay special attention to keeping your uniform CLEAN and don't forget to shine your shoes.**

Please follow instructions and always ask for assistance, if you have any questions or need help.

**The Marching Royals Band Uniform is a Wool/Dacron polyester blend that must be dry cleaned only.**

After a performance, uniforms must be hung up properly, placed in a garment bag and stored in the uniform closets at school. (Pants--place the seams together, fold in half over the center of the hanger.) (Jacket--place on the hanger with the shoulder seams lined up and zip up the jacket so that it does not slip off of the hanger.)

If the uniform gets damp/wet, it must be taken home. Pieces must be hung up separately until completely dry. When it is dry, it should be hung up properly, placed in garment bag and returned to uniform closets at school

If uniform parts are out of the garment bag, but not in use at the present time, each part must be folded properly. **DO NOT** lay them down on floors or sidewalks.

If there are mud spots on your uniform, allow them to dry and then try to gently brush or rub them off with a soft brush. If need be, use a clean damp sponge.

You may eat in halves, but you must be extremely careful when drinking sodas, eating oily or greasy foods and anything with mustard or ketchup. **THESE THINGS WILL STAIN THE FABRIC.**

If stains occur, the uniform (jacket and/or pants) **MUST** be dry cleaned **IMMEDIATELY**. Don't forget to point the stain out to the cleaner for best results.

**NEVER MACHINE WASH OR ATTEMPT TO HAND CLEAN THE UNIFORM.**

**DO NOT IRON** any part of your uniform.

### **ALTERATIONS:**

- **DO NOT MAKE ANY PERMANENT CHANGES TO YOUR BAND UNIFORM.** Minor alterations, such as tacking up hems, may be done with matching color thread. Under **NO** circumstances should you cut your uniform, use staples, or **ANY** tape adhesives, including duct tape.
- **If in doubt, ASK A BAND PARENT.**