

## Alamo Heights Friends of Strings (FOS) Planning Document

**Table 2. 2019-2020 dates (need to add plant sale dates) (V2):**

| Date                | Day & Time   | Campus          | Event   | FOS Role                    | FOS POC            |
|---------------------|--|-----------------|---|-----------------------------|--------------------|
| 20190813            | Tues, 6-7pm  | AHJS Auditorium | Parent Meeting  | Need FOS table              | Jennifer Rodriguez |
| 20190814            | Wed, 4-6pm   | AHJS, Rm 603    | 7 th /8th Grade Sizing (come and go)  | Need FOS table              | Cathy Sobieszczyk  |
| 20190822            | Thurs, 4:15-7pm  | Cambridge       | 5 <sup>th</sup> Grade Instrument pickup   | Need FOS table              | Esteva; Becvar     |
| 20190829            | Thurs, 4:15-7pm  | Cambridge       | 4 <sup>th</sup> Grade Instrument pickup   | Need FOS table              | Esteva; Becvar     |
| 201908XX            | TBD  | AHJS            | ~ Spurs performance (Date/Time TBD end Aug)   | None                        |                    |
| 20190903            | Tues, 6:30pm   | AHHS            | FOS Meeting   | Chair meeting               | Erica Becvar       |
| 20190904            | Wed, 6-7:15pm  | Woodridge       | 3 <sup>rd</sup> -5 <sup>th</sup> Grade back to school night   | Need FOS table              |                    |
| 20190909            | Mon, 6:30pm  | AHHS            | Ice cream social concert  | None                        |                    |
| 20190911            | Wed, 5-8:30pm  | AHJS            | <b>BurgerFi JS Strings Social and Fundraiser (meet the teacher, visit with Strings Family, eat supper if you like, listen to student music—pick your time) Sign-up Times for Musicians: 6th 5:00-6:00p; 7th 6:15-7:00p; 8th 7:00-8:00p Or anytime is fine! Attendance is optional</b> | TBD                         |                    |
| 20190913            | Fri, 4:30-8:30pm   | AHJS            | <b>Region Music Clinic. 6th: 4:30-6:00, 7th: 5:30-7:00, 8th: 6:00-8:00 (no fee, pizza included)</b>   | None                        |                    |
| 20190924            | Wed  | Cambridge       | Camb Family Fun (4 <sup>th</sup> graders)   | FOS rep to speak            |                    |
| 20190925            | Wed, 6:30-7pm  | Woodridge       | Wood Family Fun (4 <sup>th</sup> graders concert)   | FOS rep to speak            |                    |
| 20191008            | Tues, 7-8pm  | AHHS            | <b>8<sup>th</sup> grade/High School Strings Side-by-Side Concert. AHHS Auditorium</b>   | FOS rep to speak            |                    |
| 20191015            | Tue, 4:30-6:30pm   | AHJS            | JS Strings Mock Auditions   | None                        |                    |
| 20191016            | Wed, 12pm  | AHJS            | Deadline for registering for TMEA Region  | None                        |                    |
| 20191016            | Wed, 6:30-7pm  | Woodridge       | 5 <sup>th</sup> Grade Halloween Strings Concert   | FOS rep to speak            |                    |
| 20191018            | 18 & 19 Oct  | AHHS            | Fall Retreat to Mo Ranch (pending)  | None                        |                    |
| 20191028            | Mon, time TBD  | AHJS            | JS Strings Fall Concert and Special Event (need Silent Auction coordinator, Bake Sale Coordinator, and Ticket Booth Coordinator)  | FOS rep to speak            |                    |
| <del>20191023</del> | <del>Wed, 7-8pm</del>                                      | <del>AHJS</del> | <del>8<sup>th</sup> grade/High School Strings Side-by-Side Concert at AHHS</del>  | <del>FOS rep to speak</del> |                    |
| 20191029            |  | Cambridge       | Camb Halloween (5 <sup>th</sup> graders concert)  | FOS rep to speak            |                    |
| 20191030            |  | Woodridge       | Wood Halloween (5 <sup>th</sup> graders concert)  | FOS rep to speak            |                    |
| 20191102            | 7 <sup>th</sup> Grade-8:00a<br>8 <sup>th</sup> Grade-1:00p | AHJS            | <b>TMEA Region 12 Con Brio (7) and Concertino (8) Orchestra Auditions<br/>WOOD Middle School, Northeast ISD</b>   | None                        |                    |
| 20191105            | Tue, 6:30pm  | AHHS            | FOS Board meeting   | FOS Meeting                 | Erica Becvar       |
| 20191109            | Sat, 1pm   | AHJS/AHHS       | TMEA 6 <sup>th</sup> Grade and AHHS Region Auditions, <b>LOPEZ Middle School, Northeast ISD</b>   | None                        |                    |
| 20191206            | Fri, 6:30-8:30pm   | AHJS            | TMEA Region 12 Clinic. Tejada MS, <b>NEISD</b>  | None                        |                    |
| 20191207            | Sat, 9am-2:30pm  | AHJS            | TMEA Region 12 Clinic. Tejada MS, <b>NEISD</b>  | None                        |                    |
| 20191207            | Sat, 4pm   | AHJS            | TMEA Region 12 CONCERT. Reagan HS, <b>NEISD</b>   | None                        |                    |
| 20191210            | 7pm  | AHHS            | Winter Concert at AHHS Auditorium   | FOS rep to speak            |                    |
| 20191217            | Tues   | Cambridge       | Camb Xmas concert (4 <sup>th</sup> & 5 <sup>th</sup> )  | FOS rep to speak            |                    |
| 20191218            | Wed  | Woodridge       | Wood Xmas concert (4 <sup>th</sup> & 5 <sup>th</sup> )  | FOS rep to speak            |                    |
| 20191218            | Wed, 6:10pm<br>Concert: 6:30 - 8:00p, call 6:10p           | AHJS            | Strings Winter Concert, reception to follow   | FOS rep to speak            |                    |
| 20191220            | Fri, 8am-12:45pm   | AHJS            | AHJS Strings Goodwill Tours   | None                        |                    |
| 20200107            | Tue, 6:30pm  | AHHS            | FOS Board meeting   | FOS Meeting                 | Erica Becvar       |
| 20200110            |  | Camb & Wood     | Guest Artist  | None                        |                    |
| 20200124            | Fri, during day  | AHJS            | Class Recital (Solos and Ensembles)   | None                        |                    |
| 20200130            | Thur, 3-5pm  | AHJS            | Solo and Ensemble Contest   | None                        |                    |
| 20200130            | Thurs, 5-7:15pm  | AHJS            | Movie Night, AHJS Strings Room  | None                        |                    |
| 20200204            | Tue, 6:30-7pm  | AHJS            | 5 th /6 th Side-by-Side Concert, AHJS Auditorium  | FOS rep to speak            |                    |
| 20200206            | Thur, 5:15-6:45pm  | AHJS            | 5 th /6 th Side-by-Side Celebration Concert   | FOS rep to speak            |                    |
| 20200207            | Fri, 6-11pm  | AHJS            | JS Strings UIL Lock-In Clinic   | None                        |                    |
| 20200212            | 12-15 Feb  | All campuses    | TMEA Convention   | None                        |                    |

| Date                | Day & Time                                  | Campus          | Event  | FOS Role                | FOS POC      |
|---------------------|---|-----------------|--|-------------------------|--------------|
| 20200218            | 4-8pm                                       | AHHS            | Pre UIL Clinic, Auditorium, (according to orchestra)   | None                    |              |
| 20200226            | 7pm   | AHHS            | Pre UIL Concert at AHHS Auditorium   | FOS rep to speak        |              |
| 20200302            | 2-4 Mar                                     | AHHS            | UIL concert & Sight Reading <b>Eval; location TBD</b>  | None                    |              |
| 20200303            | Tue, 6:30pm                                 | AHHS            | FOS Board meeting  | FOS Meeting             | Erica Becvar |
| 20200307            | Thurs, during day                           | AHJS            | <b>Strings Pre-UIL Concert and Clinic, AHJS Aud. Parents may come and watch: Sinfonia 8:15am; Philharmonic 9:50 pm; Chamber 11:15 am</b>       | None                    |              |
| <del>20200320</del> | <del>20-22 Mar</del>                        | <del>AHHS</del> | <del>Spring Trip (Contest Festival)</del>  | <del>None</del>         |              |
| 20200324            | 24-25 Mar, during day                       | AHJS            | UIL Middle School Orchestra Contest and Sight-Reading Contest  | None                    |              |
| 20200324            |   | Woodridge       | 4 <sup>th</sup> Grade concert  | FOS rep to speak        |              |
| 20200325            | Wed, during day                             | AHJS            | UIL Middle School Orchestra Contest and Sight-Reading Contest  | None                    |              |
| 20200325            | Wed, 6:30-7pm                               | Cambridge       | 4 <sup>th</sup> Grade concert  | FOS rep to speak        |              |
| 20200402            | 4:30pm                                      | AHHS            | Friends of Strings Scholarship Audition  | TBD                     |              |
| 20200408            | 7pm   | AHHS            | Friends of Strings Scholarship Recital, AHJS Little Theater  | FOS rep to speak        |              |
| 20200417            | 17-19 April                                 | AHHS            | <b>Orchestra Spring Trip</b>   | <b>None</b>             |              |
| 20200421            |   | Cambridge       | 5 <sup>th</sup> Grade graduation concert   | FOS rep to speak        |              |
| 20200422            | Wed, 6:30-7pm                               | Woodridge       | 5 <sup>th</sup> Grade graduation concert   | FOS rep to speak        |              |
| 20200423            | Thurs, 6:30pm                               | AHHS            | <b>Rising Freshmen Orchestra Parent Meeting</b>  | <b>FOS rep to speak</b> |              |
| 20200427            | Mon, 7pm (buses load at 5:10pm)             | All schools     | AHISD STRINGS FESTIVAL, Blossom Athletic Center  | FOS reps to help        |              |
| 20200429            | 7pm   | AHHS            | Spring Concert at AHHS Auditorium  | FOS rep to speak        |              |
| 20200501            | Fri   | AHHS            | Orchestra banquet  | TBD                     |              |
| 20200504            | Mon, Concert: 6:00-7:15p<br>Reception 7:20p | AHJS            | <b>AHJS Spring Concert, AHJS Auditorium (8th Grade Reception, Cafeteria) Parent volunteers may sign up with Ms. Lani Gil at lgil@ahisd.net</b> | FOS rep to speak        |              |
| 20200503            | Tue, 6:30pm                                 | AHHS            | FOS Board meeting  | FOS Meeting             | Erica Becvar |
| 20200506            | Wed, 5-7pm                                  | AHHS            | <b>Rising Freshmen Welcome Party</b>   | <b>None</b>             |              |
| 20200507            | Thurs, during day                           | AHJS            | Class Recital (selected students) and Awards   | FOS rep to speak        |              |
| 20200508            | Fri, during day                             | AHJS            | <b>Six Flags Talk. Lease Instruments Returned/Evaluated, except Chamber (see May 19).. Rental requests for Summer Rentals due</b>              | None                    |              |
| 20200509            | Sat, 9am-7pm                                | AHJS            | <b>Fiesta Texas Strings/Choir Field Trip</b>   | None                    |              |
| 20200514            | Wed, 5-8pm                                  | AHHS            | <b>Rising Freshmen AHHS Placement Auditions</b>  | <b>None</b>             |              |
| 20200515            | Thurs, during day                           | AHJS            | <b>Six Flags Preview and Talent Showcase Prep</b>  | <b>None</b>             |              |
| 20200518            | Mon, during day                             | AHJS            | AHJS Talent Showcase <b>and class awards</b>   | None                    |              |
| 20200519            | Tue, bus leaves at 6:45am                   | AHJS            | AHJS Chamber Orchestra Tobin Center Performance. Performance is 9:00-9:40 in the morning   | FOS rep to speak        |              |
| 20200520            | Wed, after school                           | AHJS            | Instrument Summer Rentals pickup   | None                    |              |

#### Business Rules:

- FOS Board meetings:
  - One a week before each FOS meeting, FOS president will send the agenda out to AHISD teachers and FOS Board members for comment and review
  - When preparing the agenda, FOS president will review AHISD string event dates (FOS tracker, teacher web pages, etc.) and include the upcoming two months of events (as FOS Board meets every other month) to confirm dates, discuss the FOS role at each event as needed, and assign action officers as appropriate. This will also enable teachers to know where they will need to solicit parent and student volunteers
  - Day before FOS Board meeting FOS president will finalize agenda and print copies
  - Week before FOS meeting, FOS secretary will draft meeting minutes and provide to Communications Chair to distribute to FOS membership
  - At meeting, FOS secretary will provide copies of draft meeting minutes and note approval and/or any changes. Secretary will provide copy of approved meeting minutes after FOS meeting
- Volunteers:
  - In most instances FOS will more than likely NOT have the bandwidth to volunteer at strings events beyond manning a FOS table and/or speaking at the event

- In order to seek volunteers, at least two weeks prior to an event, AHISD string teachers will send requests for volunteers (including event POC, date, time, location, and roles) to the FOS vice president to solicit volunteers from FOS and communicate the information
- AHISD strings teachers will put a call out to their parents to help with events
- Where FOS will speak at events, the focus will be on the purpose of FOS, fundraising and FOS membership
- Budget/Finances:
  - FOS fiscal year runs from 1 July through 30 June
  - All expenses for reimbursements must be filed within two weeks after the end of the school year. Expenses submitted after that date will not be reimbursed
  - The FOS budget is approved at the first FOS meeting of the school year
  - All funds expenditures are to be in accordance with the approved budget
  - Any deviations of expenditures are required to be submitted to the FOS treasurer at least three days before the event for which funding is being sought. The request must be voted upon and approved by a quorum of the FOS Board members in order to be approved for funding
  - All funding provided by FOS must be in accordance with the FOS stated purpose in the by-laws (stated below). Other than discretionary funds allocated in the budget for the strings program each AHISD campus, items such as food, decorations, entertainment trips (e.g., Six Flags, Spring Break), will not be funded by FOS
    - FOS Purpose: Operate, maintain, and/or support a non-profit institution which trains children to play stringed musical instruments and offers an education in the field of music with enrollment of students and assignment of students, teachers, and other staff

AHISD Links:

- AHHS: <https://ahsinfonietta.weebly.com/>
- AHJS: <https://sites.google.com/k12ahisd.net/ahjsstrings/home?authuser=0>