



THE SEATTLE SCHOOLS' ALL - CITY MARCHING BAND



Marcus Pimpleton, Director • 2600 SW Thistle St. • Seattle, WA 98126 • (206) 252-8592 • mjpimpleton@seattleschools.org

Dear Potential Staff Member,

Thank you for your interest in being a part of the Seattle All-City Band staff team. Every year, the Seattle Schools All-City Band is very fortunate to have a number of alumni volunteers that help run this outstanding program. Serving without pay, these volunteers share a commitment to providing students with the same caliber of experience that they had when they were members of the group.

As the director, I take the job of screening and selecting staff members for this band very seriously. ALL STAFF MEMBERS WISHING TO RETURN MUST REAPPLY EACH SUMMER! A skilled staff member can help a struggling student to have a fun and successful experience in our program, while a poor staff member can leave a student hurt and discouraged. As a goal, our staff is committed to ensuring a fun and educational experience for every student and to doing our part to ensure that all students feel successful and important as members of this band. We want our students to return to their school bands as better band members, with positive things to say about their experience with All-City.

If you feel you have what it takes to help students have a fun and educational summer experience, please carefully review the attached materials and submit all required application components by March 1st. Please note the following four requirements of the application.

Part 1: Staff Application – Completed and submitted on time.
Complete all requested fields and number your preferences for positions.

Part 2: 5 Supplemental Questions

On a separate page, type or write out responses to the 5 questions on the application. You do not have to write an essay, but it is good to be thorough and to make the case as to why you belong on our staff.

Part 3: Seattle Public Schools Screening Form

The district requires that all volunteers complete this criminal background check form. It authorizes us to run a check of your criminal history. For school site put: All-City Band. Do not put anything in the school verification section. There are two pages to this form.

Part 4: Letter of Recommendation

New staff members are required to submit one letter of recommendation with their staff applications. Letters can be included with your packet or letter writers are welcomed to mail letters to me directly, however, the letters must be sent in by March 2nd.

Failure to submit any one of the four parts on time, may take you out of consideration for a position. So please read all of the materials carefully and contact me early with any questions or concerns.

All applicants will be informed of the selection decision by April 1st.

IF SELECTED ALL STAFF MUST BE AVAILABLE FOR THE ANNUAL STAFF LEADERSHIP RETREAT WHICH WILL TAKE PLACE FRIDAY JUNE 22nd THROUGH SUNDAY JUNE 24th. Details will be provided after staff selection has concluded.

Respectfully,

Marcus J. Pimpleton
Director



THE SEATTLE SCHOOLS' ALL - CITY MARCHING BAND



Marcus Pimpleton, Director • 2600 SW Thistle St. • Seattle, WA 98126 • (206) 252-8592 • mjpimpleton@seattleschools.org

STAFF POSITION DESCRIPTIONS

Staff Coordinator: You will serve as the liaison between the volunteer staff members and the director's, helping staff to troubleshoot and solve individual issues within their sections. You will help coordinate the staff into a productive team with all members fully engaged and contributing. You will assist with the teaching, review, or drilling of marching fundamentals and choreography and be responsible for a smooth transition from music rehearsal to marching.

Administrative Assistant: You will be responsible for collecting documents and payments from band members and passing those documents on to the parent who will be handling the recording and data entry. You will distribute receipts and late payment notices received from the parent to the kids. You will also assist with the distribution of event notices, emergency cards and permission slips. You will also be responsible for developing the daily attendance form, distributing the attendance form to section staff at the beginning of each practice/event, and collecting and recording the data from those daily attendance forms onto a central database/book.

Equipment Manager: You will serve as an aid to the directors, receiving duties as assigned from them. You will insure that the storage facilities are open by 6:00 pm on the day of each rehearsal and that they are locked up in a timely fashion after each rehearsal concludes. You will assist with the tracking and management of equipment, loading and unloading of the equipment truck and buses, and the set up of the sound system and music stand at the start and conclusion of each rehearsal. You will be responsible for assigning, maintaining, and recollecting all equipment owned, rented, or borrowed by the All-City Band. This will include percussion equipment, drum major shirts/batons, flags/poles, the ACB Banner, and any sousas/baritone saxes rented from local music stores or borrowed from schools. As this is a new position, a big part of your job will be to sit down with the director and figure out exactly what "success" entails, but initially it will include tagging all of the ACB owned equipment for easy identification, ensuring that an instrument loan agreement and security deposit has been received from each band member borrowing equipment, and most importantly, ensuring that all equipment is collected at the end of the summer. A valid drivers license is needed for this position as well as a reliable means of transportation. Responsibilities associated with this position are likely to begin a couple of weeks before All-City begins and to continue until a few weeks after the season has concluded, so applicants should be certain that they will be in Seattle from June 1st through August 31st.

Section Training Staff: You will serve as the liaison between the students in your section and the director(s). You will take attendance daily and maintain accurate records of student's attendance and participation. You are responsible for planning and running effective music and marching sectionals, assisting students with the learning of the marching fundamentals and the memorization of the music as well as keeping track of any ACB or school district owned equipment used by your section – especially color guard equipment, batons, shirts, and percussion equipment. You will help to maintain a safe environment for the students at all times during rehearsals and public performances and on the busses on the way to and from such events. You should discuss challenges or difficulties with the staff coordinator or director(s) as they come up.



THE SEATTLE SCHOOLS' ALL-CITY MARCHING BAND



Marcus Pimpleton, Director • 2600 SW Thistle St. • Seattle, WA 98126 • (206) 252-8592 • mjpimpleton@seattleschools.org

Staff Application

Name: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Mailing Address: _____
Street City State Zip Code

College: _____ Major: _____ Graduation Year (Expected): _____

Employer: _____ Job Title: _____

Years in ACB: _____ Instruments/Sections: _____



Which staff positions are you interested in? (Number choices 1, 2, 3 etc).

- | | | |
|-------------------------|--------------------------------|-------------------------|
| _____ Staff Coordinator | _____ Administrative Assistant | _____ Equipment Manager |
| _____ Flutes/Piccolos | _____ Clarinets | _____ Saxophones |
| _____ Trumpets | _____ Trombones | _____ Bases |
| _____ Percussion | _____ Color Guard | _____ Drum Majors |

Please attach a brief statement answering the following questions:

- 1) Why do you want to be on staff this summer?
- 2) What qualities/skills do you feel you bring to the ACB staff team?
- 3) How do you plan to improve on the way you approach this position or how do you plan to improve over what the previous staff members have done in this position?
- 4) What have you been doing since last summer? (include relevant information about work/school, music ensembles participated in, college studies, or work involving young people).
- 5) Are there conflicts with work/school that may interfere with your ability to be on staff this summer?

FIRST YEAR STAFF APPLICANTS: Please include one letter of recommendation with this application.

Please return completed applications and supplemental materials by March 1st to:

Marcus J. Pimpleton, director
Seattle All-City Band
2600 SW Thistle
Seattle WA 98126

Address questions or concerns to mjpimpleton@seattleschools.org or (206) 252-8592



WWW.ALLCITYBAND.ORG

THE SEATTLE SCHOOLS' ALL-CITY MARCHING BAND



Marcus Pimpleton, Director • 2600 SW Thistle St. • Seattle, WA 98126 • (206) 252-8592 • mjpimpleton@seattleschools.org



Seattle Public Schools-Screening Form Request for Criminal History Information Child / Adult Abuse Information Act RCW 43.43.830 through 43.43.845

REQUESTING AGENCY

Seattle Public Schools

School Site: _____

Volunteers: Please return this form to the school.

APPLICANT OF INQUIRY

First Name _____ MI ____ Last Name _____

Aliases / Maiden Name _____

Date of Birth _____ Gender _____

Social Security Number (optional) _____

Address _____

City / State / Zip _____

E-mail _____

Phone Number(s) _____

Applicant Signature _____ Date _____

See Reverse for Disclosure Statement

School Verification

▶ ID Verification (Driver's License or other ID with name and birth date)Initials _____

▶ OK WATCH (State Patrol Criminal History Check) Date Passed _____ Initials _____

Comments _____



THE SEATTLE SCHOOLS' ALL - CITY MARCHING BAND



Marcus Pimpleton, Director • 2600 SW Thistle St. • Seattle, WA 98126 • (206) 252-8592 • mjpimpleton@seattleschools.org

In accordance with Chapter 43.43 RCW, prospective volunteers are required to complete this disclosure form. In addition, prospective volunteers are required to complete the attached Washington State Patrol Criminal History Background Form for disclosure of any applicable charges or findings.

Applicant Disclosure Form Pursuant to Chapter 43.43 RCW

Answer YES or NO to each of the listed items. If the answer is YES to any of the items, please explain in the area provided, indicating the charge or finding, the date and the court(s) involved.

- (1) Have you been convicted of any crimes against persons?
Answer _____ If yes, please explain:

- (2) Have you been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?
Answer _____ If yes, please explain:

- (3) Have you been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?
Answer _____ If yes, please explain:

- (4) Have you been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?
Answer _____ If yes, please explain:

I have read the information contained herein and pursuant to RCW 9a.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I authorize Seattle School District #1 to inquire with former employers or references and obtain any and all information regarding my job related background. I further authorize any person contacted by the Seattle School District to provide information to the Seattle School District. I understand that information from such former employers or references will not be made available to me. I release and hold harmless Seattle School District #1, my former employers, and all references from any and all liability in obtaining or disclosing such information. I agree that the District may, at its discretion, preclude me from volunteer service if among other reasons, I provide misleading or incomplete statements.

Applicant Signature _____ Date _____