

HELPFUL HINTS FROM THE EXECUTIVE DIRECTOR

A. Where, oh where do I find the answers to my FBA-related questions?

The Top Four Answers are:

1. **The FBA Handbook** - located on the FBA Web Site at www.fba.flmusiced.org
Click the “About” link at the top of the page, then “Handbook and Information”.

➔ Open the Handbook

Here you will also find links to:

- By-Laws
- Constitution
- Adjudication Manual
- Etiquette Guidelines
- Checklist of Professional Responsibilities
- Timing Reminders for Auxiliary Events
- FBA Privacy Policy
- Access to the Membership Directory

2. **Ask Your Assigned Mentor**

3. **Ask your District Chair**

4. **Refer to #1, #2, #3 before contacting the FBA Executive Director**

B. **Items of Interest:** Located immediately at the end of the FBA Handbook Table of Contents. This is where you will find those IMPORTANT and TIMELY *need to know* items located in the Handbook.

C. **New changes to the FBA Handbook (only in August of each year) that were approved at the January or Summer Conference Business Meetings:** Found on page 1 of the Handbook and highlighted in *red* throughout.

D. **Need to make a “Request for Special Permission” (Marching MPA Waiver, Concert MPA Waiver, Request to Perform Out of District or State Region, to request permission to Use Students from a Separate Jr. HS or Middle School (Class C or CC schools only):** Found in the FBA Handbook on page 13, #7.

- **NOTE:** these request are sent **DIRECTLY** to the Executive Director & President.
- **NOTE:** A Request to Perform at MPA for **Comments Only** is sent to your District Chair to be presented at the District Meeting prior to Marching MPA or Concert MPA.
- **NOTE:** when making a “Request for Special Permission” it is proper to do so on official School or Band Letterhead.
- **NOTE:** You must be a member of FBA in order to make a Request for Special Permission.

E. **All Late Fees (All-State, Classification Form, District MPA events) are sent directly to your District Chair.** All Late Fee checks should be payable to **FBA** and sent as a separate check apart from any entry fees (All State & Classification Form Late fines are sent by the District Chairs to the Executive Director).

F. **All Late Fees for State S&E are sent directly to the FBA State S&E Coordinator (Cindy Berry).** All Late Fees for State Concert MPA are sent directly to the FBA Executive Director. **NOTE:** these can be included in the entry check.

G. **Minutes from District Meetings and State Executive Board Meetings** are available on the FBA Web Site under “For Directors”.

H. **Issues with Checks made payable to the FBA and where they are sent:**

DO NOT PLACE THE RESPONSIBILITY OF SENDING IMPORTANT DOCUMENTS IN THE HANDS OF OTHER PEOPLE (School Bookkeeper, Band Parent President, Student, etc.). **SAVE UNNECESSARY FRUSTRATION. DO IT YOURSELF!!!!**

Where checks payable to FBA may be sent:

1. **All-State Entry Fee, All-State Late Fee, Classification Late Fee, District Entry Fee, District Entry Late Fee** - Your District Chair.
 2. **All-State Middle School Honor Band Nominations** - Jr. High/Middle School Rep. (name and address found on the nomination form printed from MPA).
 3. **All-State High School Honor Band nominations** - High School Honor Band Coordinator (name and address found on the nomination form printed from MPA).
 4. **State S&E/Jazz Band/Auxiliary Entry Fee and Late Fee** - State S&E Coordinator, Cindy Berry, P.O. Box 350591, Ft. Lauderdale, FL 33335 (this information is also found on the State S&E Instructions/Information Sheet located on the FBA Web Site).
 5. **State Concert Band Entry Fee and Late Fee** - FBA Executive Director, Neil Jenkins, P.O. Box 840135, Pembroke Pines, FL 33084 (this information is also found on the State Band Bulletin located on the FBA Web Site).
 6. **Medals and Plaques not provided by the District or State** - a special order form located on the FBA Web Site and sent to FBA Executive Director, PO Box 840135, Pembroke Pines FL 33084
- I. Be sure your **Parents and Students** are well informed concerning FBA activities, dates, and locations. The Parents Link on the FBA Web Site provides important information.