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](http://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.