

## MBA To-Do List for Directors 2020-2021

- If you are using school or district funds to pay your MHSAA or MBA fees, remember to write out your requisitions EARLY. You most likely can send your paperwork along with your requisition and INVOICE, and your central office staff will mail the check along with your paperwork. **For MBA dues, Championship entry fees and State Band Clinic student fees, the vendor address is: Mississippi Bandmasters Association, P.O. Box 5217, Brandon, MS 39407. If needed a new W-9 form is included in this document and available online. GIVE THIS W9 FORM TO YOUR BUSINESS OFFICE OR BOOKKEEPER TO MAKE SURE THE ADDRESS FOR SENDING CHECKS GETS UPDATED.**
- Pay your MBA dues should be mailed to **1<sup>st</sup> Vice President, Nicole Allen** at **Mississippi Bandmasters Association, P.O. Box 5217, Brandon, MS 39047**. Complete the online Director Registration Form (**This form must be submitted online**) available on [www.msbandmasters.com](http://www.msbandmasters.com) and follow instructions to mail in your dues. Complete a separate form for each director or person that you are paying dues for. In order to participate in State Band Clinic and/or All-State Concert Band, you must be a member of the MBA. Dues are \$80(\$40.00 for teacher interns and adjunct staff) and must be paid by September 15, 2020. The MBA can accept purchase orders; we CANNOT accept credit cards. **Registration forms need to be completed online.**
- Download a copy of the MHSAA Band Manual from [www.misshsaa.com](http://www.misshsaa.com). Print out a copy. Complete Band Bulletin IV **ONLINE** and mail check to the **MHSAA**. The mailing address is **PO Box 127, Clinton, MS 39060**. Band eligibility is determined by the information that is submitted through Dragonfly Max. Band students are required to submit the **Electronic Signature Agreement**, the **Participation Clearance Form**, and the **Health Information Consent Form**. Your district may require more forms for their records but the MHSAA only requires those three forms for band eligibility. Questions about Dragonfly Max should first be directed to your school's Athletic Director or Administration. **If you paid for concert festival last year, you will not need to pay this year unless your band is larger. If it is larger, you will need to pay \$5 for the additional students. Please still register.**
- ~~The State Marching Evaluation Registration Form **must be submitted online.** Your **\$200 fee should be mailed to your Regional Host.** A list of schools by region can be found in the MHSAA Band Manual. This form **Must Be Filled Out Online.** Print the confirmation form and mail with your fee. Make Checks Payable to Your REGIONAL SITE HOST.~~
- ~~If you want your band to be considered for the MHSAA/MBA Marching Championship, complete the Championship Declaration Form online and mail it, along with the fee, to **Nicole Allen at Mississippi Bandmasters Association, P.O. Box 5217, Brandon, MS 39047.** More information regarding the championship can be found in the Band Manual.~~
- ~~Complete your State Clinic Nomination form. **This form must be submitted online.** Fees **must be mailed to Nicole Allen at Mississippi Bandmasters P.O. Box 5217, Brandon, MS 39047.** Begin your requisitions for Clinic Fees (\$130 per student). Assume you will have 2 high school students selected, and one junior high student. If you are the single~~

director for grades 6-12, you may only submit one list. Assemble your nominations as you wish, and indicate JH or HS.

- The Music Selection and Seating Chart for State Concert Evaluation will be filled out in the Spring. You will also need to provide original scores of the selections you are performing for each concert adjudicator. Remember that you must perform one piece from the MBA required music list. The most up-to-date list will be found on the MBA site in late October and in the State Clinic Program Book at State Clinic in December. **This form will also be completed online in January/February.**
- Check the Bandmasters website frequently ([www.msbandmasters.com](http://www.msbandmasters.com)). Information regarding State Band Clinic, All-State Band, State Marching and Concert Evaluations, and MBA meetings will be posted there. Contact information for the officers is on the site as well; if you have any questions, any officer will be happy to help you.
- Information about MS Lion's All-State Band Tryouts can be found at [www.misslionsband.org](http://www.misslionsband.org), including audition requirements, dates, and times.

## **MHSAA/MBA BEGINNING OF YEAR FORMS TO COMPLETE**

**ALL FORMS AND FEES SHOULD BE RECEIVED BY SEPTEMBER 15th**

**ALL FORMS**

**MUST BE SUBMITTED ONLINE**

1. **Director Registration Form**  
(Complete Online for each director and mail with dues to **Nicole Allen, at P.O. Box 5217, Brandon, MS 39047.** (Payable to Mississippi Bandmasters Association))
2. ~~State Band Clinic Nomination List~~ (Must Be Completed Online) Visit [www.msbandmasters.com](http://www.msbandmasters.com)
3. **Eligibility List** – See your athletic director about the new Dragonfly Max eligibility program
4. **Band Bulletin IV** – Located in the MHSAA Band Manual  
(Complete and mail with fees to MHSAA IN CLINTON (Make Check /P.O. payable to MHSAA))
5. ~~State Marching Evaluation Form~~ – (Complete Online AND Print and Mail with \$200 fee to REGIONAL SITE HOST. (Payable to YOUR REGIONAL SITE HOST))
6. ~~MBA State Marching Championship Declaration Form~~  
(Complete Online AND mail with \$250 fee to **Nicole Allen, at P.O. Box 5217, Brandon, MS 39047** (Payable to: Mississippi Bandmasters Association.) **DO NOT COMBINE THIS FEE WITH ANY OTHERS. IT IS DEPOSITED INTO A SEPARATE ACCOUNT. PLEASE MAKE THIS A SEPARATE CHECK.**

7. **W9 Form** – PRINT AND SUBMIT THIS FORM TO YOUR BOOKKEEPER TO UPDATE THE MBA'S VENDOR ADDRESS AT YOUR SCHOOL. This form helps to ensure checks made to the Mississippi Bandmasters Association are sent to the right address.

**Other Forms:**

8. **MBA Dues Invoice** – Optional – If you are using a purchase order from your school, fill this out and submit this invoice to your bookkeeper if needed to authorize payment to the MBA.
9. ~~**MBA State Band Clinic Student Fee Invoice** – Optional – If needed to pay state clinic fees by a purchase order. Student Clinic Fees are due in December at the latest. (\$130 per student)~~
10. ~~**MBA State Marching Evaluation Invoice** – Optional – If you are using a purchase order from your school, fill this out and submit this invoice to your bookkeeper if needed to authorize payment to your regional site.~~
11. ~~**MBA State Marching Championship Invoice** – Optional – If you are using a purchase order from your school, fill this out and submit this invoice to your bookkeeper if needed to authorize payment to the MBA.~~
12. ~~**MBA State Band Clinic Wednesday Night Invoice** – Optional – If needed to pay the WEDNESDAY NIGHT student hotel fee by a purchase order.~~