



Registration Packet

for

Marching Band

2011-2012



May 2011

To: Parents and Students of the 2011-12 Irmo High School Band Program

From: Irmo Band Booster Club

Attached are the registration forms for the 2011 Marching Band. These forms are used to collect information about each student for record keeping, student assessments, medical information, uniforms, etc. Needed for 2011: please include a photocopy of the front and back of your medical insurance card. ***New for 2011: the forms can now be filled out on your computer! Just open the file and start typing. Enter your information, then print and sign (you can also write in any info). Hint: use the Tab key to move to the next input field. Only submit the forms pages, keep the letter and Assessment Policy pages.***

Also included is a form to indicate where our parents would like to volunteer with the Boosters for the success of the program.

Finally, a Statement of Commitment is included, which is *required* for each student. This clarifies your *commitment* as a part of the Bands of Irmo, including the financial needs to operate the program. This Statement of Commitment is for the marching season. Should the need arise, another one may be issued for the concert season (differing according to Symphonic Band, Concert Band, Jazz Ensemble, etc).

Each family pays their share towards the support of the Bands of Irmo through Student Assessments. We offer many fundraising opportunities for you to offset assessments. We also offer mentoring for students who would like support in carrying out these fundraising opportunities. The complete Student Assessment Policy is attached to this letter for your information.

Failure to keep your commitment does have consequences (spelled out on the Statement of Commitment and in more detail in the Student Assessment Policy). Failure to meet your commitment affects all facets of the program and without your willingness and cooperation, this organization cannot function.

Let's join together and have a wonderful year, filled with *Esprit de Corps* and great music!

**2011-12 ASSESSMENT PAYMENT SCHEDULE (All Band and Hi-Stepper Members):**

May 19, 2011 (end Spring Band Camp)	Initial Deposit	\$75.00
June 1, 2011	Second Payment	\$100.00
July 29, 2011 (first week of Summer Band Camp)	Third Payment	\$100.00
September 15, 2011	Fourth (Final) Payment	<u>\$125.00</u>
	TOTAL	\$400.00

**Forms Due Dates:**

- Participants in Spring Band Camp (returning and new students): Registration Forms and an initial deposit of \$75.00 is due at **Spring** Band Camp. This deposit is refundable through the first week of **Summer** Band Camp, should the student not continue past this first week. If a returning student has a credit balance for \$75.00 or more in their assessment account, the deposit is not needed.
- Summer Band Camp: For students that are new at Summer Band Camp, the Registration Forms and all payments due through Summer Band Camp are due by the first day of Summer Band Camp (July 25, 2011). First time students may attend the first three days as a potential member.

**Please keep this page as your reference for the Assessment Schedule and due dates.**



**Student's Name** \_\_\_\_\_  
 Please Print Last First

Home Phone \_\_\_\_\_

## Bands of Irmo 2011-2012 Marching Band Statement of Commitment

A key success factor of the Irmo High School Band program is a committed and dedicated group of students that want to participate at the level required for excellence. This commitment starts with Spring Band Camp of the previous school year and continues throughout the entire year.

The privilege of membership in the Bands of Irmo carries with it certain duties for the health of the band. In addition to the duties of the student to the band, these duties include support of the band by the parents through (1) **timely** payment of assessments, (2) attendance at rehearsals and performances, and (3) giving time when the need arises. A commitment to these duties is a condition of membership.

A commitment to the program also includes Student Assessments. The program relies on the Band Booster club to raise funds to support the program, including fees assessed to Band and Hi-Stepper members participating in the program. Student Assessment is targeted to be \$400.00. Students with past-due balances will not be able to participate, unless they are on an approved and current payment plan. All new assessments must be paid on time in order to participate.

We, the undersigned, pledge to remain current in our Assessments for the Marching and Spring seasons according to the assessment schedule below, and to give our time for the support of fundraising activities for my student's assessment and the general fund (i.e., the Palmetto Esprit-de-Corps Invitational Band Festival).

We understand that the consequences of failure to keep these commitments include the student's exclusion from off-campus trips and a "hold" being placed on student transcripts and revocation of other privileges as determined by IHS.

Parent: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Please Print

Student: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Please Print

The Band Boosters offers many fundraising opportunities throughout the year. Information is provided in class, at the marching practice field, via e-mail, on the web site, and in the band room on these opportunities.

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	<b>TOTAL</b>	<b>\$400.00</b>

Make checks payable to: Irmo Band Booster Club or IBBC

Place all forms and payments in Booster box in the band room or mail to: IBBC, PO Box 595, Irmo, SC 29063

Student Name:

(Please Print)

Last

First

MI



### 2011-2012 Student Emergency Contact and Medical Information

Check all the group(s) you will be a part of and list the appropriate instrument (check all that apply):

Hi-Stepper/ <input type="checkbox"/>	Marching Band <input type="checkbox"/>	Symphonic Band <input type="checkbox"/>	Concert Band <input type="checkbox"/>	Jazz Band <input type="checkbox"/>	Percussive Arts <input type="checkbox"/>
Colorguard	Instrument: _____	Instrument: _____	Instrument: _____	Instrument: _____	

M  F

Student Address

Date of Birth (MM/DD/YY) Sex (check one) 2011-2012 Grade

City, ST ZIP Code

Parent/Guardian 2<sup>nd</sup> Address (if applicable)

Student Cell Phone\*

Student E-Mail

City, ST ZIP Code

\* Please check if OK to send a text message to the student's cell phone

Mother/Guardian Name

Father/Guardian Name

Home Phone

Work Phone

Home Phone

Work Phone

Cell Phone

E-Mail

Cell Phone

E-Mail

Student lives with (check one): Both Parents  Mother  Father  Guardian

Student name, address, and phone will be listed in our band directory. To not be listed, please check here:

Student/Parents/Guardians will be added to our **private** band e-mail list to receive announcements and notices.

#### Alternate Emergency Contact

Emergency Contact

Emergency Contact Phone

Relationship to student

Address

City, ST ZIP Code

#### Medical and Insurance Information

PLEASE INCLUDE A COPY OF THE FRONT AND BACK OF YOUR MEDICAL INSURANCE CARD

Physician's Name

Physician's Phone Number

Insurance Company

Policy/Group Number

Insurance Phone Number (usually on back of card)

Insured's Name and Employer

Allergies/Special Health Considerations

List any medications presently taken or physical restrictions

- I give permission for my child to receive emergency medical treatment in case of illness or injury. I further understand that I am responsible for any medical expenses not covered by the student insurance policy. THIS AUTHORIZATION IS FOR TREATMENT BY A PHYSICIAN AND/OR AT A HOSPITAL FOR ANY MEDICAL OR SURGICAL EMERGENCY.
- My child has permission to go swimming and participate in any and all Bands of Irmo activities as required by the Band Director, this is enforce for the entire school year.

Parent/Guardian Signature

Date

PLEASE INCLUDE A COPY OF THE FRONT AND BACK OF YOUR MEDICAL INSURANCE CARD

All information on this form must be provided and in advance of students participating in band activities.



**Student's Name** \_\_\_\_\_  
Please Print Last First

Home Phone \_\_\_\_\_

**Bands of Irmo 2011-2012  
Promise of Indemnification**

In consideration of permitting my Student(s) to accompany the Irmo High School Band on its trips to football games, festivals and other related band trips, I hereby agree to indemnify and hold harmless the Irmo High School Band, School District Five of Lexington and Richland Counties, its teachers, employees, Booster Board member, chaperones and trip sponsors against any claim for damages, compensation or otherwise on the part of said minor(s) or his (her) heirs, executors or administrators and to reimburse or make good any loss or damages or costs the Irmo High School Band, School District Five of Lexington and Richland Counties, its teachers, employees, Booster Board member, chaperones or trip sponsors may have to pay if litigation arises on behalf of any claims made by said minor(s) or anyone on his (her) behalf as a result of injuries sustained by my student(s) on said trips.

I have read and agree to the terms and conditions listed above.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



**Student's Name** \_\_\_\_\_  
 Please Print Last First

Home Phone \_\_\_\_\_

## Bands of Irmo 2011-2012 Uniform Sizes

It is extremely important that each student has a uniform, polo shirt, t-shirt and wind suit, which fit properly. Please make your choice of sizes carefully, since there are to be no changes when the items are distributed.

*Please check box for the appropriate sizes:*

<b>All Students (Band and Hi-Stepper)</b>					
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ADULT T-SHIRT	S	M	L	XL	XXL
(runs true to size – male and female)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>New Band Members (not Hi-steppers)</b>					
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POLO SHIRT	S	M	L	XL	XXL	
(runs large)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WIND SUIT JACKET	XS	S	M	L	XL	XXL
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WIND SUIT PANTS	XS	S	M	L	XL	XXL
(both jacket and pants run large)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Returning Members (not Hi-steppers)*</b>					
(only complete this section if you need a new polo shirt and/or new jacket/pants)					

POLO SHIRT	S	M	L	XL	XXL	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WIND SUIT JACKET	XS	S	M	L	XL	XXL
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WIND SUIT PANTS	XS	S	M	L	XL	XXL
(both jacket and pants run large)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* **Replacement cost will be assessed to continuing students that need to replace their polo shirt or wind suit jacket and/or pants. For size changes, please see Uniform Coordinator for availability of size exchange.**

Student's Name \_\_\_\_\_

Please Print

Last

First



Home Phone \_\_\_\_\_

## Bands of Irmo 2011-2012 Parent Volunteer Sign Up Sheet

Each year, thanks to the support of you, the parents, the student members of the Irmo Band are able to participate in many activities. Without your help, these activities would not be possible. Please place a check mark beside the areas in which you would like to help and you will be contacted by the Chair of that Committee. THANK YOU so much for your support. The staff, the Board and the students appreciate all you do to make this program such an outstanding one. Sign up, join in and share in the fun!

**Parent's Name** \_\_\_\_\_

(Mother/Guardian)

**General:**

- equipment
- social/hospitality
- publicity/bulletin boards
- fundraising
- uniforms
- newsletter
- photography
- camps/clinics
- spirit
- will work where needed

**Palmetto Esprit-de-Corps :**

- concessions
- hospitality
- video
- guides
- equipment
- programs
- environmental
- parking
- field guides
- first aid
- tickets
- security
- water area
- retreat
- will work where needed

**Parent's Name** \_\_\_\_\_

(Father/Guardian)

**General:**

- equipment
- social/hospitality
- publicity/bulletin boards
- fundraising
- uniforms
- newsletter
- photography
- camps/clinics
- spirit
- will work where needed

**Palmetto Esprit-de-Corps :**

- concessions
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**Parent work/Professional experience** (i.e. nurse, computer skills, website, marketing, fundraising, public relations, etc.) \_\_\_\_\_

# *The Bands of Irmo*

*Excellence, Innovation, Tradition, Esprit de Corps*

## STUDENT ASSESSMENTS POLICY 2011 – 2012

### *A Publication of the Irmo Band Booster Organization*

The Band Boosters budget operates on a school year, June through May. The Band Booster Board presents an annual budget for approval to the membership in spring for the next school year. Each band student is then assessed a dollar amount determined by the budgeted needs of the band for that year and the number of students participating.

Uniforms, instruments, music, equipment, props, food, and maintenance are all a part of our expenses. Each band member is charged with the responsibility of raising funds and maintaining the equipment as well as the funding of trips and camps.

Marching Band assessment applies to all marching band members – musicians and Hi-Stepper. Additional assessments may be made for other major activities, such as a spring concert band trip or the Hi-Stepper dance season.

The student earns funds towards this assessment by selling items during the various fund-raising activities that are held throughout the year. **If the student does not have enough funds to meet his/her financial obligation through fund-raising activities, he/she is responsible for payment of the difference.** This amount is due and payable according to the assessment schedule approved and adopted by the Band Boosters at the spring budget review meeting.

Please note that this assessment does not pay for band trips alone. The budget includes funds for musical instruments, music, staff, uniform cleaning and mending, marching and concert competition fees, socials, clinics, additional expenses, clothing, some meals and much more.

### **GENERAL**

1. The Boosters provides an installment schedule, which allows the payment or fundraising of the fee to be paid over several months. The schedule of payments that is devised so that the large expenses of the band can be met at the time that they are expected to occur. The first assessment payment is due at the time of spring band camp, which is the first activity for the following band season. Additional payments are due throughout the summer, with all assessments due by September 1. It is the policy of the Booster organization to pay all expenses fully and on time. Therefore, it is critical that all assessment payments be made on time.
2. An 'account' will be maintained for every student as long as they are a member of the band or until graduation/departure from Irmo High School. Its purpose is to itemize each charge to the student, record fundraiser profits accorded to the student, enter receipt of assessment monies paid, and include all transactions applicable to the student of a monetary nature. All transactions within this accounting system will correspond to lines in the Booster Budget.

## **KEEP THIS SECTION – DO NOT TURN IN WITH OTHER FORMS**

3. A statement of the student's account (Student Assessment Statement) will be provided to parents whenever charges are directed by the Board. New students will receive an initial statement as soon as they are identified to the assessments coordinator. Additional statements are printed throughout the year when deemed necessary, generally following a major fundraiser or collection effort. All transactions from a student's first day are always maintained so that an accounting of the student's entire band career is always available. To save mailing expenses, statements are often provided at Parent meetings.
4. It is expected that Assessments will be paid on time. If an assessment charge is not fully paid up front, then the scheduled payments are to be made prior to the published due dates. Payments may be sent to the assessments coordinator at any time. Anyone making an obvious attempt to pay through regular payments will be given extra consideration by the Board with regard to meeting the due dates if they are not paid in full.
5. Any student who leaves the program for any reason is still responsible for the assessment, but may have their Assessment adjusted, depending on when they leave the program. As many costs may have been incurred or committed, the assessments coordinator will base any adjustments on time in the program, costs incurred, and the financial commitment the program made based on the student.

### **PAST DUE ACCOUNTS**

When Student Assessment Accounts are not current and paid on time, this places band trips and events in jeopardy, affecting all the students. A student whose account is not current will be penalized as follows:

1. If the account is not current by the following dates or events, the student may not be allowed to participate until payment is made in full. An approved and written payment plan may be set up to pay Past Due balances, but current assessments and fees must be paid on time and be current according to the published schedule.
2. If the account is not current at the by the final deadline, September 1, the student will not be allowed to participate in other concert and ensemble-related trips.
3. If the account is not current at the end of the marching season (early November), this delinquency will be reported to the school business office. Per school policy, any past due amount from any school department or club, an overdue balance will cause the school to hold transcripts and diplomas. It will also prevent a student from purchasing a prom ticket or a parking pass for the following year. For Seniors, if the account is not current as of January of their Senior year, this will cause the school to hold transcripts and diplomas and will prevent them from participating in Graduation Day ceremonies.
4. Because parents are legally responsible for all debts incurred by their minor children, all parents will be required to sign a Commitment Form for their student(s) for each Marching season and for any additional events that are assessed separately. This form will be the parent's acknowledgement of the assessments due and the schedule for such payments. The Boosters will take all steps necessary to collect assessments that are owed.
5. Assessments may be paid by cash, check, credit card or through fundraiser profits earned by the student and their family. Any band fundraiser that is designated as 'individual' or

**KEEP THIS SECTION – DO NOT TURN IN WITH OTHER FORMS**

‘general/individual’ will result in the pre-determined portion being automatically added to the student’s individual account when earned. This money will be applied towards the assessment, reducing the expense to the parent. Fundraiser monies earned through participation in general band fundraisers cannot be used for the personal gain of any student.

6. Payments made towards a student’s assessment will be credited first to the oldest amount owed.

**USE OF EXCESS FUNDS**

1. Excess funds are those funds remaining in a student’s account after any charge has been applied. These funds may be from cash or credit payments or from fundraiser credits earned. They will be held apart from all operating funds and will be available for further assessments for the student so long as the student is an active member of the band.
2. Excess funds will be returned to a parent only upon written request and by determination of the Board that a clear-cut mistake was made or an acceptable situation exists. Some examples are: 1) a parent who owes \$100 and sends \$200 instead; 2) a parent who pre-pays the entire assessment early and then withdraws from Irmo High School (the assessment will be prorated); 3) the entire assessment has been paid, but additional funds are earned through fundraising profits. Any excess funds that were paid with cash, check, or credit card, may be refunded upon written or e-mail request. Only excess funds actually paid in the current band year may be returned. Excess fund can also remain in their account for other events or future years.
3. Excess funds may not be transferred out of a student account unless for a student’s expenses associated with an authorized ensemble of *The Bands of Irmo* (i.e. Symphonic Band, Concert Band, Jazz Band, Percussion Ensemble, All-State, Region Band, Hi-Stepper), including the students’ account at the Irmo Middle School. No excess funds can be used towards an individual camp, clinics, private lessons, individual student supplies/equipment, etc.
4. All Seniors with funds remaining will have an opportunity to request to have the excess transferred to a sibling or another student who is a registered band member; if such a request is not made then the excess will be moved to the General Fund. Seniors will be notified about excess funds in May and if no request is received for dispensation, the latter course of action will be taken in July/August.
5. Any member leaving the band with an excess that cannot be paid out will have an opportunity to transfer the funds to a sibling or another student who is a registered member of the band.

**2011-12 ASSESSMENT PAYMENT SCHEDULE (All marching Band and Hi-Stepper Members):**

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**Concert Season Assessment: November-June**

Registration fee	\$10.00
Concert attire rental	\$31.25
Cost of spring trip	TBD

**Hi-Stepper Dance Season Assessment: December-March**

Due by January 21, 2012: \$350.00