

## 2019 Kick-Off Meeting on Saturday, July 27<sup>th</sup>

There are two parts to the meeting: (1) Check-in and the meeting presentation. (2) Check-out in the cafeteria.

### Kick-Off Meeting Part 1 (Check-In & Meeting):

11:30am – New BAND member check-in (auditorium)

12:00pm – New BAND member meeting

1:30pm – Returning BAND member check-in (auditorium)

2:00pm – Returning BAND member meeting

2:30pm – ALL AUXILIARY members check-in (band room)

3:00pm – ALL AUXILIARY members meeting

### What is check-in and what do I need to do?

- 1) There will be student leaders seated at the front of the auditorium to check-in families as they arrive. Please go to the table with the letter sign that corresponds to your last name. (Ex. A-B, C-E, F-G, etc.)
- 2) You will turn in your **required band forms** and any donations at check-in. All students (new and returning) are required to turn in these forms for the year. The required forms include:
  - a) **Physical Evaluation (3 pages)**
  - b) **Emergency Information Form**
  - c) **Student Travel Authorization**
  - d) **Consent and Release from Liability Certificate (4 pages)**
  - e) **Photo-Video-Media Release Form**
  - f) **Random Drug Testing Consent**
  - g) **Medication Authorization** (*This form is only needed from students who require medication during band camp. Please turn in one form per medication. If your student requires any type of medication during band camp, please speak with Mrs. Robinson at the Kick-Off Meeting.*)

The required band forms are provided at the following link:

[https://www.prhsbands.org/uploads/1/0/7/8/107847845/required\\_band\\_forms.pdf](https://www.prhsbands.org/uploads/1/0/7/8/107847845/required_band_forms.pdf)

The physical is provided at a separate link:

[https://www.prhsbands.org/uploads/1/0/7/8/107847845/physical\\_form.pdf](https://www.prhsbands.org/uploads/1/0/7/8/107847845/physical_form.pdf)

**Please bring your own copies completed and signed—it will save you time! We will have very few blank copies available at the meeting.**

**VERY IMPORTANT: It is very important that all required forms are turned in prior to Band Camp. The hard deadline for these required forms is THURSDAY, AUGUST 15. Students who are missing forms will NOT be allowed to attend any after school rehearsals or performances until all required forms have been received. If your student is scheduled to have their physical after August 15, please inform Mrs. Robinson.**

- 3) Student leaders will give you the meeting handouts in exchange for the required forms. Please check-in as a family to avoid confusion.

- Payments will **not** be taken at check-in. Student leaders are not allowed to take payments. **All payments will be taken after the meeting at check-out in the cafeteria.**
- The meeting handouts will include order forms, **which will be collected at check-out in the cafeteria.** (These are order forms for Healthy snack, home game meals, marching band shoes, etc.)

4) The meeting will start at the scheduled time and last about 30-45 minutes.

5) **Donations:** We are asking all families to provide at least one of the following items as a donation. These are all items that are used by our students throughout the school year. Donations will be collected at check-in in the auditorium. Thank you for your participation!

- Bottled water
- Bandages/Band-Aids
- Disinfecting wipes/Clorox wipes
- Paper towels
- Facial Tissues/Kleenex
- Hand soap
- Old towels

### **Kick-Off Meeting Part 2 (Check-out):**

After the meeting, families will be released in groups to the cafeteria for check-out. Families will place their orders and pay any remaining fees in the cafeteria.

### **What happens at checkout?**

- 1) **All students will receive their band t-shirts. Band students will receive their marching band shorts.** *Auxiliary students will only receive t-shirts. The marching band shorts are a required uniform for band students on game days.*
- 2) **Shoe fittings for marching band and auxiliary shoes.** *All new band members are required to purchase marching band shoes. All auxiliary members will be fitted for their new shoes.*
- 3) **Purchase and order PRHS Band Swag.** *These purchases are optional.*
- 4) **Sign-up for parent volunteer opportunities.** *All parents are encouraged to help out in any way they can throughout the season!*
- 5) **Turn in order forms and pay off any remaining band fees.**

Please make sure that you have the following forms with you at check-out: (These forms will be provided at check-in when you arrive.)

- a) **Marching Pride Order Form**
- b) **Home Game Meal Order Form**
- c) **Healthy Snack Order Form** *(This purchase is optional)*

### **FAQs:** (Frequently Asked Questions.)

#### **How do I know how much I still owe on band fees?**

Families will be given a statement at check-in. This statement will show how much has been paid and how much is still owed. These statements will not include optional purchases such as healthy snack, extra shirts, etc. Families can also view their accounts on CHARMS. Instructions on how to access your CHARMS account can be found at the following link: <http://www.prhsbands.org/charms.html>. If the payment information is not correct on CHARMS, please contact our Band Booster Treasurer Mrs. Erika Guerra at [erikaguerra@ffibank.com](mailto:erikaguerra@ffibank.com).

### **What are the additional purchases, how much do they cost, and what is required?**

These are the additional items that can be ordered at check-out:

- **Marching Band Shoes** (\$30) – required for all new band members
- **Garment Bag** (\$10) – required for all new band members
- **Healthy Snack Meals** (\$30) – optional purchase
- **Additional Set of Band T-shirts** (\$24) – optional purchase
- **Additional Pair of Band Shorts** (\$15) – optional purchase
- **Additional Band Gloves** (\$5) – optional purchase
- **Auxiliary Duffel Bag** (\$40) – required for all new auxiliary members
- **Color Guard Gloves** (\$15) –recommended for auxiliary members
- **Pirouette Shoes** (\$20) – optional auxiliary purchase
- **Additional Pair of Earrings** (\$10) – optional auxiliary purchase
- **Additional Pair of Tights** (\$13) – optional auxiliary purchase

*\*\*Band and Auxiliary Jacket order forms will be available in September. All new auxiliary members are required to purchase a jacket as it is part of their uniform. Jackets are \$55.*

### **What forms of payment are accepted?**

*The fastest way out of check-out is by paying with check or money order!*

- **Check** (preferred) Make checks payable to “PRHS Band Boosters”
- **Money order** (preferred)
- **Credit Card**—*There is an added \$5 transaction fee for all credit card payments.*
- We really discourage families to pay in cash. These types of payments are harder for our Boosters to keep track of and can get misplaced.

### **What if I can't pay the full balance all at once?**

Please contact Mrs. Robinson to receive a payment plan contract. Please note that students cannot receive items that are not paid for. (For example: marching band shoes, shirts, shorts, etc.)

### **What if I can't make it to the meeting?**

It is the best interest of students and parents to attend the Kick-Off Meeting, but if you cannot attend, please speak with Mrs. Robinson after camp on Monday, July 29th. At that time, Mrs. Robinson will provide you with the meeting handouts. If possible, please have your required band forms ready to be turned in. **DON'T FORGET! It is very important that all required forms are turned in prior to Band Camp. The hard deadline for these required forms is THURSDAY, AUGUST 15.** Students who are missing forms will NOT be allowed to attend any after school rehearsals or performances until all required forms have been received. Also, if you need to purchase any of the additional items, it's very important that we receive your order as soon as you return.

Still have questions? Please email Mrs. Robinson at [robina2@collierschools.com](mailto:robina2@collierschools.com).