



FAIRFAX COUNTY  
PUBLIC SCHOOLS

## West Springfield High School Band

6100 Rolling Road  
Springfield, VA 22152  
703-913-3931  
[www.wshsspartanband.org](http://www.wshsspartanband.org)

### 2015-2016 West Springfield Band and Ensemble Fees

FCPS and the West Springfield Band will not charge students a fee for any mandatory aspect of the West Springfield Band program except for musical instrument and course material fees of which are permitted by the Virginia Department of Education regulations. Schools cannot require a student to pay fees for course materials in excess of the amount approved by the FCPS School Board in Notice 5922.

The following is a description of the West Springfield High School Band course material fees and FCPS-sponsored optional activity fees for participation in the music program for the upcoming season.

FCPS Required Fees	Amount	Who pays this fee?	This pays for...
Band Course Materials Fee  <b>Due September 30, 2015</b>	\$50	EVERYONE	This fee covers <u>consumable</u> items/expenses for the bands/ensembles throughout the school year. Some examples of these items include uniform, uniform accessories/maintenance, instrument accessories, music, food for instructional trips, etc.
Marching Band Fee  <b>\$100 deposit due 6/1/15</b> <b>Remaining balance due 7/1/15</b>	\$250	Marching Band members only	This fee covers <u>consumable</u> items/expenses for the marching band season. Examples of these items include band t-shirt, drill book, uniform, uniform accessories/maintenance, instrument accessories, music/copyright, food for instructional trips, etc. Remaining collected fees will be allocated to a uniform replacement fund.

### **FCPS Sponsored Optional Activity Fee**

This is a fee that students are expected to pay if they choose to participate in any activities/trips associated with the West Springfield Band. This fee is determined and assessed based on the estimated cost of the trip/activity – including such costs as transportation, accommodation, registration, food, and other miscellaneous expenses.

Examples of trips/activities would include Indoor Guard, the Spring Band Trip and Marching Band Assessments not already fully funded by FCPS.

Students who do not pay the fees associated with a trip/activity will be ineligible to perform/participate in the trip/activity.

Optional Activity	Amount	Due Date
Indoor Guard (Dec – April)	To Be Determined (~\$200-300)	Beginning of December
Spring Trip (March or April)	To Be Determined (~\$550-700)	Initial deposit will be in October with subsequent payments to follow

**Musical Instrument Rental Fee:** This required fee only applies to students who play school-owned instruments and covers maintenance costs of those school-owned instruments. Students who are verified to be on free/reduced meal plans are to pay \$20.

Instrument Rental Fee	Amount	Due Date
Woodwinds and Brass	\$92	9/30/15
Percussion	\$52	9/30/15

**Marching Band Accessories:** Certain uniform accessory items have to be purchased separately by the students as needed. Examples of these items include marching shoes, gloves, replacement t-shirts, etc. The WSHS Band will sell these items at cost to facilitate the ordering process.

**Concert Uniform Accessories:** Certain uniform accessory items have to be purchased separately by the students as needed. While certain concert uniform components are included (jacket/vest, bow tie and cummerbund), students are responsible for purchasing and maintaining their shirt (including stud buttons), pants/skirt, and black dress shoes.

**Individual Performance Events:** There are opportunities throughout the school year for individual students to choose to audition and/or participate in other bands. Examples include the All-District or All-State Band and the Solo and Ensemble Festival. Audition or participation fees are often assessed for these opportunities by the sponsoring organization. The West Springfield Band does not establish such fees, but the West Springfield Band often assists in the collection of these fees from individuals who elect to participate and the submission of one group payment to the respective sponsoring organization. These fees are communicated at the time other information about these opportunities is communicated.

#### Payment Policies

##### Check

- Payments can be made out to **West Springfield High School**. Please include the student's name and fee being paid in the memo line of the check.
- Payments made by check should be placed in the lockbox within the band room (next to the folder cabinets).

##### Cash

- Please put the money in a sealed envelope and write the first and last name of the student and the name of the fee being paid (ex. Jane Doe, Marching Band fee) and take the envelope to the front office of the school. The West Springfield High School staff responsible for collecting such cash payments will give you a receipt to acknowledge the cash payment. **NO CASH PAYMENTS SHOULD BE DEPOSITED INTO THE LOCKBOX IN THE BAND ROOM.**

Refunds: Typically fees paid are non-refundable once commitments and purchases have been made. These refund policies will be communicated separately as they relate to individual activities.

Financial Assistance is available for those in need of such assistance. Requests for financial assistance should be made directly to the Band Director prior to the due date for the related fee.

## Fund-Raising Summary

Category	Fund-Raiser Controlled by			
	School	Co-Sponsored	School-Related Organization (Scenario 1)	School-Related Organization (Scenario 2)
Principal Approval Required	✓	✓	✓	✓
Budget Required	✓	✓	✓	✓
Financial Reporting to School Required	✓	✓	✓	✓
Proceeds, Goods, or Services Provided to	School	School	School	School-Related Organization
Accounting	LSAF*	LSAF*	External	External

\*LSAF- Local School Activity Funds Account

**Scenario 1 Example:** PTA hosts a gift wrap fund-raiser to support the purchase of equipment for the school. All proceeds from the fund-raiser are provided to the school to purchase the equipment.

**Scenario 2 Example:** Booster organization raises funds for a specific project or activity that is managed and controlled by them. Example: scholarship fund.

## Music Calendar - Template

- Rehearsals (Dates/Times/Locations)
  - After School
  - Evening
  - Weekend
  - Special Rehearsals
    - Pre-Season
    - Concert Boot Camp
- Concerts/Performances (Dates/Times/Locations)
  - Include Assessment (Dates and Times might be “TBA”)
  - Concerts/Events
  - Command & Invited Performances/Events
    - Freshman Orientation
    - Back to school night
    - Veteran’s Day
    - Memorial Day
    - School Board Meeting – National Anthem
    - Football Games - National Anthem
    - Basketball Games - National Anthem
- Other Dates (May be required or optional)
  - Auditions
  - VMEA Events (District and State events)
  - Solo and Ensemble
  - Awards Banquet/Picnic, etc
  - Fundraising (Tag Day, etc) - Optional
  - Orientation
- Trips - Required and optional
- Other Required/optional dates

Each activity and event must be labeled as **required** or **optional**.

The make-up expectations/policy for required events in the event of inclement weather should be included.

Any alternate dates for cancelled events and activities due to inclement weather also should be included and designated.

### What not to include

- Fees and financial obligations
- Parent volunteer and booster organization information

FCPS Music Student Fees

Common Consumable Items - THIS LIST IS TO BE USED AS A GUIDELINE, BUT IS NOT EXHAUSTIVE\*

Music Items supplemental to Performance Music	COMMON CONSUMABLES	CHOIR	STRING	BAND	GUITAR
	Copyright permissions	Copyright permissions	Copyright permissions	Copyright permissions	Copyright permissions
	Lesson/technique book	Lesson/technique book	Lesson/technique book	Lesson/technique book	Lesson/technique book
	Music folders	Music folders	Music folders	Music folders	Music folders
	Sight singing book	Sight singing book	Sight singing book	Sight singing book	Sight singing book
	Theory workbook	Theory workbook	Theory workbook	Theory workbook	Theory workbook
				Marching Band Workbook	
<b>Uniform</b>					
	Dress	Button covers	Dress	Dress	Dress
	Polo shirt	Character shoes	Polo shirt	Polo shirt	Polo shirt
	Sweatshirt	Dress	Shoes	Shoes	Shoes
	T-shirt	Earrings	Sweatshirt	Sweatshirt	Sweatshirt
	Tuxedo	Men's dress shoes	T-shirt	T-shirt	T-shirt
	Uniform Parts (shoes, accessories)	Pearls	Tuxedo	Tuxedo	Tuxedo
	Uniform replacement	Polo shirt	Uniform replacement	Uniform replacement	Uniform replacement
		Show choir costumes		Also Include marching band items	
		Sweatshirt			
		Tights			
		T-shirt			
		Tuxedo			
		Uniform replacement			
<b>Services</b>					
	Accompanist	Accompanist	Accompanist	Accompanist	Accompanist
	Emergency Repairs	Uniform Cleaning	Emergency Repairs	Emergency Repairs	Emergency Repairs
	Uniform Cleaning	Uniform maintenance/repair	Uniform Cleaning	Uniform Cleaning	Uniform Cleaning
	Uniform maintenance/repair		Uniform maintenance/repair	Uniform maintenance/repair	Uniform maintenance/repair
				Also Include marching band items	
<b>Instrument Accessories</b>					
	Instrument Maintenance Items	Pitch Pipe	bass bow quivers	Reeds	Picks
	Antiseptic		bass end pin anchors	Antiseptic	Bridge
	Case Maintenance Accessories		bass string winder	Case Tags	Cables
	Cleaning Supplies		bow storage cases	Cork Grease	Footstool
	Ear plugs		Case Tags	Ear plugs	Polish
	Individual tuning device		cases	Heads	String Winder
	Locks		cello end pin anchors	Locks	Tuner
	Necessary Accessory Items		chin rest	Mallets	
	Rubbing alcohol		cleaner/polish	Oil	
			cleaning cloth	Pitch Pipe	
			clip on microphone	Polish	
			end pin protector tips	Sticks	
			Lock	Swab	
			mutes	Also Include marching band items	
			peg compound	chalk	
			peg drops	cones	
			rosin	paint	
			Rubbing alcohol		
			shoulder rest		
			string adjusters-fine tuners		
			strings		
			tail piece adjuster		
			tail pieces		
			tuner		

FCPS will not charge students a fee for any mandatory aspect of the **[Music Program]** except for musical instruments and course material fees which are permitted by Virginia Department of Education (VDOE) regulations. Schools cannot require a student to pay fees for course materials in excess of the amount approved by the School Board in Notice 5922, Revenue, Tuition, and Fees – Student Fees.

The following is a description of **[Music Program]** course material fees and FCPS-sponsored optional activity fees for participation in the music program for the upcoming season.

### **Fee Structure – Required Fees, Optional Fees**

- **Required course material fees:** Course material fees cover consumable materials associated with a course and are a required element of that course.
- **FCPS-sponsored optional activity fees** are charged in connection with a particular activity and cover some or all of the actual costs of that activity. Participation in the particular activity is optional but if a student decides to participate in the activity, payment of the activity fee is required. Any fees collected that exceed actual cost of materials or activities must be refunded to the parent.

### **Fee Categories**

**[Music Program] Course Materials Fee \$\_\_\_\_\_, not to exceed amount, due by  
\_\_\_/\_\_\_/2015**

This fee is similar to required fees paid for certain, other FCPS classes. It covers course materials related to the course. Examples of the materials eligible to be covered by this fee include: uniform purchases and maintenance, the drill book, music/choreography for the show, music t-shirt, instrument accessories, equipment repairs, and food during instructional activities. Included in this fee is \_\_\_\_\_% that will be allocated to a uniform replacement reserve fund **[Optional]**.

**[Music Program] FCPS-Sponsored Optional Activity Fee (\$\_\_\_\_\_, due by  
\_\_\_/\_\_\_/2015 and maybe refundable after date)**

This is an FCPS-sponsored optional activity fee that students are expected to pay if they choose to participate in **[Music Program]**. The FCPS-sponsored optional activity fee is determined and assessed based on the estimated cost of the trip or activity. Examples of such costs include transportation, accommodation, registration, food and other miscellaneous expenses.

**[Music Program] Accessories (amount varies – due by \_\_\_\_/\_\_\_\_/2015)**

Certain uniform accessory items have to be purchased separately by the students as needed. Examples of these items include shoes, gloves, and replacement t-shirts, jackets, vest **(mention where these items can be purchased)**.

**[Music Program] [Other Music Program Activities]**

**[Music Program Activity] Course materials Fee (\$\_\_\_\_\_ due by \_\_\_\_/\_\_\_\_/2015)**

This fee is similar to required fees paid for certain, other FCPS classes. It covers course materials related to the course. Examples of the materials eligible to be covered by this fee include uniform purchases and maintenance, music, and instrument accessories.

**[Music Program] FCPS-Sponsored Optional Activity Fee (\$\_\_\_\_\_ due by \_\_\_\_/\_\_\_\_/2015 and maybe refundable after date)**

This is an FCPS-sponsored optional activity fee that students are expected to pay if they choose to participate in the **[Music Program Activity]**. **[Music Program Activity] (Describe the Number, Detail and Cost of Trip and Give Examples of the Trip)**. While these optional trips are not a required component of any course, most students generally choose to participate. Trip or activity fees are determined and assessed based on the estimated costs of the trip (transportation, hotel, certain meals, etc.).

**Musical Instrument Rental Fee (\$\_\_\_\_\_ and due by \_\_\_\_/\_\_\_\_/2015)**

This required fee is applicable to students who play school-owned instruments and covers maintenance costs of those school-owned instruments.

**Individual Performance Events (\$\_\_\_\_\_ and \_\_\_\_/\_\_\_\_/2015)**

There are opportunities throughout the school year for individual students to choose to audition and/or participate in other music activities. Examples include the All-District or All-State Music and the Solo and Ensemble Festival. Audition or participation fees are often assessed for these opportunities by the sponsoring organization. Such fees are not established by **[Name of Music Program]**, but **[Name of Music Program]** often assists in the collection of these fees from individuals who elect to participate and the submission of one group payment to the respective sponsoring organization. These fees are communicated at the time other information about these opportunities is communicated.

## Payment Policies

Payments may be made cash or check as described below.

- Payments made by check should be placed in the lockbox within the music room. If paying by check, please make the check payable as instructed for the particular payment and write the name of the student and the name of the fee being paid in the memo line of the check.
- If paying by cash, please put the money in an envelope and write the name of the student and the name of the fee being paid (i.e. Tom Smith, spring trip fee). The payment should be given to the Fine Arts teacher or to the **[Name of School]** staff responsible for collecting such cash payments at the front office. A receipt will be provided to you acknowledging the cash payment.

**\*No cash should be deposited into the lockboxes within the music room.**

## Refunds

Typically fees paid are non-refundable once commitments and purchases have been made. These refund policies will be communicated separately as they relate to individual activities.

## Financial Assistance

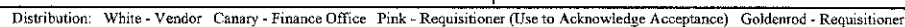
*Financial assistance is available for those in need of such assistance.* Requests for financial assistance should be made directly to the Fine Arts teacher prior to the due date for the related fee.



- **Name/Contact Info**
  - Room location
  - Phone number and email address
  - Link to outside website (if applicable)
  - Link to Blackboard site
  - Office hours
- **Course Description** (as listed in school's course offerings)
  - Applicable prerequisites
  - Co-curricular requirements, reference Regulation 3866
  - Link to school's course offerings
  - Link to POS <http://www.fcps.edu/is/finearts/music.shtml>
  - Course objectives
- **FCPS Grading Procedures and Grading Scale**
  - Grading Criteria specific to your class
    - High School Document <http://www.fcps.edu/is/schoolcounseling/documents/HSGradingReporting.pdf>
    - Middle School Document <http://www.fcps.edu/is/schoolcounseling/documents/MSGradingReporting.pdf>
  - Practice Policy
  - Reference regulation 3205 (Homework)
  - Grading scale
  - Re-assessment policy and procedures (school-based)
- **Honor Code Statement**
- **Mid-Term/Final Exam Policy/Weight (School Specific)**
- **Other School Specific Information**
  - Mission statement
  - School plan
- **Materials**
  - Instrument (of correct size) with new strings and fresh bow hair annually
  - Instrument Accessories
    - End pin rest, shoulder rest, Soft cloth (for cleaning)
    - Rosin, Reeds, Mouthpiece, Valve Oil
  - Music Binder/Folder
    - Metronome that plays at least A 440 (a metronome/tuner combo is best)
  - Uniform
    - Uniform Accessories (Tie, Cummerbund, etc)
    - T-Shirt (Optional)
  - Music Practice Accessories
    - Metronome/Tuner/Stand/Smartmusic
- **Expectations of the Classroom/Classroom Guidelines**
  - Traits of a successful music student
  - classroom procedures and expectations

**What not to put in the syllabus:**

- Fees and financial obligations
- Calendar dates
- Policy regarding behavior
- Parent volunteer and booster organization information



Form

**W-9**(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service**Request for Taxpayer  
Identification Number and Certification****Give Form to the  
requester. Do not  
send to the IRS.****1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.**Dino's House of Flags****2** Business name/disregarded entity name, if different from above**Dino's House of Flags****3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☒ Individual/sole proprietor or single-member LLC  
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
☐ Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.)**2000 Moss Street****6** City, state, and ZIP code**Orlando, Florida 32807**

Requester's name and address (optional)

**7** List account number(s) here (optional)Print or type  
See Specific Instructions on page 2.**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

2	0	-	4	0	0	4	0	0	4
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**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign  
Here**Signature of  
U.S. person ▶*D. Williams*Date ▶ *4/15/2015***General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

# PAYMENT REQUEST FORM

Scan with Invoice and Send to: [FCPSVendorInvoices@fcps.edu](mailto:FCPSVendorInvoices@fcps.edu)  
(OR Submit hardcopy with Invoice to Accounts Payable)



Department/School Westfield HS

Request Date 04/16/2015

Vendor Name Fairfax Screen Printing

Payment Due Date 04/30/2015

Vendor Number \_\_\_\_\_

Pay-To Address 623 Carlisle Dr  
Herndon, VA 20170

(If Pay-To address is not in vendor list, please set up vendor first)

Amount to Pay \$1,854.00

Partial or Final ☐ Partial ☒ Final

Invoice Number 100567

Contract Number \_\_\_\_\_

Invoice Date 04/15/2015

☐ If payment is 1099 reportable, check here

		Encumbered Document		Direct Pay Request (Unencumbered)			
		(Required if Funds Reservation create)		Cost Object (Must have at least one for Direct Pay Request)			
G/L Acct	Amount	Earmarked Fund #	Line #	Cost Center #	Internal Order #	WBS Element #	Grant #
515014	\$1,854.00			SSH2400101			
Total Amount	\$1,854.00						

## Retainage

Current Balance of Retainage \_\_\_\_\_  
New Retainage Balance \_\_\_\_\_  
Increase/Decrease Retainage Balance \_\_\_\_\_  
Percentage of Retainage (0.25 increments from  
0.25%-10.00%) \_\_\_\_\_

If partial payment  
Percentage for Data Entry \_\_\_\_\_

If final payment  
Final Retainage Pmt Amt \_\_\_\_\_

Other Comments: \_\_\_\_\_

## Comments/Further Instructions

Invoice attached

Initiator Name (Print) Lisa Jordan

Phone Number 571-423-3636

Authorized Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

Print Name of Authorizer \_\_\_\_\_



## **Policies and Expectations – Template**

- Attendance and Participation
  - Excused & Unexcused
  - Make-up
- Conduct
  - Rehearsal Etiquette
  - Concert Etiquette
  - SR & R Document (updated annually by FCPS)
- Classroom procedures
- Sheet Music
  - Care
  - Numbering measures
  - Markings
  - Returning
- Practice
  - Goals
  - Developing personal endurance
  - Developing personal facility
  - Developing personal range
  - Developing characteristic tone
  - Self-Monitoring
  - Reflections
- Uniforms
  - Care and maintenance
  - Wearing it properly
- Instrument Lockers
  - Issuing
  - Maintenance
- Sectionals
- Auditions and Seating
- After School Rehearsal Expectations
- Concert Procedures

### **What not to include**

- Fees and financial obligations
- Calendar dates
- Private Lessons
- Parent volunteer and booster organization information

## **Protocols for Working with Parent Volunteers & Booster Organizations**

Parent volunteers and booster organization support are needed and appreciated.

### **Communications**

- All communications sent by parent volunteers and booster organizations are the responsibility of the teacher.
- If a volunteer is publishing information to a website or sending emails, the communication must be reviewed and approved by the teacher.
- Administrators also should review and/or approve any communications being sent by parent volunteers and booster organizations. Please confirm with your administrator this expectation.
- Differentiate between volunteer requests and class/course requirements in all communications.
- Make sure all parents have the opportunities to volunteer and support the program.
- Specify which entity is requesting support (music program or parent organization) in all communications.

### **Finances**

- All payments for required and optional fees are to be made to the school.
- Documents must clearly identify which entity is requesting payment and what will be purchased with the funds.

### **Fund-raising and Donations**

- Fundraising may be done by parent volunteers or a school-related organization such as boosters.
- There must be a budget and a purpose for any fundraising activity.
- The principal must approve all fundraisers.
- Fund-raisers involving students and school property are considered to be school fundraisers, and the money must be deposited into the local school activity fund account. Tag-Day is considered to be a school fundraiser. A Yankee Candle sale outside of the school and instructional day may be a booster fundraiser and the proceeds may be deposited into the booster bank account.
- All fund-raising money should be donated to the school for a specific purpose.
- Left over funds from a booster fundraiser may be carried over as long as there is an intended purpose, like uniform replacement.

## **Recommendations for Success - Template**

- Instrument Recommendations – Quality and Longevity
  - Personal
  - School Rental
  - Store Rental
- Leadership opportunities
  - Student Council
  - Supporting associate programs
  - Helping Substitutes
- Private Lessons
  - Private lessons are not required, but are strongly encouraged.
  - Private lessons are not remedial, but instead help students at any level to progress more rapidly on their instrument than classroom instruction alone.
  - Lists of private instructors are available upon request.
- Technology
- SmartMusic Software
- Tuner
- Ear Training Software

### **What not to include**

- Fees and financial obligations
- Calendar dates
- Parent volunteer and booster organization information



## Student & Parent Acknowledgement Page - Sample

Student's name: \_\_\_\_\_

Please return this signature page, instrument rental contract (if applicable), and any other forms by September 5, 2015.

I have read and understand the following documents, policies, and procedures. Student and parent should initial each line below:

\_\_\_\_\_ Summary of course description and policies

\_\_\_\_\_ Uniform code for all performances

\_\_\_\_\_ Required rehearsal and performance calendar for the entire school year

\_\_\_\_\_ Permission slips for concert events during the school year. Please sign and return with this page.

\_\_\_\_\_ Notice of uniform fees. Please return payment by the due date.

\_\_\_\_\_ Notice of class fees. Please return payment by the due date.

\_\_\_\_\_ CHARMS Parent Handout

\_\_\_\_\_ Instrument contract and rental fee for FCPS-owned instruments (if applicable)

\_\_\_\_\_ FCPS Consent to Share Information for Benefits for Other Programs form.

I understand that if my student is eligible for the federal Free and Reduced-Price Meals program, I must sign and return this form in order for my student to receive reduced or waived feed for band class.

I understand that I am required to participate actively in all concerts and rehearsals, and that my attendance and compliance with the uniform code will be reflected in my grade.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
date

Student email: \_\_\_\_\_

I will work to the best of my ability to help my student meet the above requirements of the course. I will contact the teacher if there are any questions, problems, or concerns.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
date

Parent email: \_\_\_\_\_