



# RIVERDALE HIGH SCHOOL BAND



## 2017-2018 FORMS CHECKLIST

Use this guide to help keep track of which forms you have received and completed.

<b>Student Information Form *</b>	Complete and Turn In
<b>Handbook and Internet Release</b>	Complete and Turn In
<b>Financial Agreement (must be notarized)</b>	Complete and Turn In
<b>Travel Permission Form</b>	Complete and Turn In
<b>Medical Form (must be notarized) *</b>	Complete and Turn In
<b>Volunteer Interest Form *</b>	Complete and Turn In
<b>Payment Coupons</b>	Keep for your records

\*Forms marked with an astericks allow you to complete the form with Adobe Reader.  
Click on the blank space and begin typing.



# RIVERDALE HIGH SCHOOL BAND



## STUDENT INFORMATION

New Student (2017-2018 school year)

Student Name: \_\_\_\_\_  
(Last Name) (First Name) (Preferred Name)

Date of Birth: \_\_\_\_\_ Gender:  M  F Grade: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Address: \_\_\_\_\_  
(Mailing Address, City, State and ZIP)

Phones: \_\_\_\_\_ Text:  Yes  No  
(Home Phone) (Cell Phone) (Cell Plan Carrier) (May we send Text?)

Instrument(s): \_\_\_\_\_

If NEW Student, list Middle School or Transfer School \_\_\_\_\_

## PARENT/GUARDIAN INFORMATION - ADULT #1

Check if address is same as Student  Financial Responsibility  Emergency Contact

Name: \_\_\_\_\_  
(Last Name) (First Name) (Relationship to Student)

Address: \_\_\_\_\_  
(Mailing Address, City, State and ZIP)

Phones: \_\_\_\_\_ Text:  Yes  No  
(Home Phone) (Cell Phone) (Cell Plan Carrier) (May we send Text?)

Emails: \_\_\_\_\_  
Email Address #1 Email Address #2 (if applicable)

## PARENT/GUARDIAN INFORMATION - ADULT #2

Check if address is same as Student  Financial Responsibility  Emergency Contact

Name: \_\_\_\_\_  
(Last Name) (First Name) (Relationship to Student)

Address: \_\_\_\_\_  
(Mailing Address, City, State and ZIP)

Phones: \_\_\_\_\_ Text:  Yes  No  
(Home Phone) (Cell Phone) (Cell Plan Carrier) (May we send Text?)

Emails: \_\_\_\_\_  
Email Address #1 Email Address #2 (if applicable)

## PARENT/GUARDIAN INFORMATION - ADULT #3

Check if address is same as Student  Financial Responsibility  Emergency Contact

Name: \_\_\_\_\_  
(Last Name) (First Name) (Relationship to Student)

Address: \_\_\_\_\_  
(Mailing Address, City, State and ZIP)

Phones: \_\_\_\_\_ Text:  Yes  No  
(Home Phone) (Cell Phone) (Cell Plan Carrier) (May we send Text?)

Emails: \_\_\_\_\_  
Email Address #1 Email Address #2 (if applicable)



# RIVERDALE HIGH SCHOOL BAND



## 2017-2018 HANDBOOK AND INTERNET FORM

Student Name: \_\_\_\_\_

I, the undersigned, accept membership in the Riverdale High School Band and understand that I am responsible for all policies set forth in the band handbook. Furthermore, I agree to do my personal best to carry on the tradition of excellence and success both musically and personally, to the best of my ability.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I, the undersigned parent/guardian, have read and understand the policies set forth in the band handbook and grant full permission for my child to be an active member of the Riverdale High School Band. I also grant the Riverdale High School Band to use my child's image and name on all print and internet publications associated with the band.

\_\_\_\_\_  
Parent/Guardian Name

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

\_\_\_\_\_  
Date



# RIVERDALE HIGH SCHOOL BAND



## 2017-2018 FINANCIAL AGREEMENT

Member Dues support all marching and concert band activity including instruction, music, marching show drill design, uniform maintenance, transportation, licensing, competition fees, concert assessment costs, various meals provided to students, practice field maintenance, props for drill design, field equipment, and many others.

Read and initial each statement

\_\_\_\_\_ The annual dues are \$600 and are expected to be paid in full by August 11, 2017. You can pay in full or per the following payment schedule. If there are concerns with the payment schedule, please contact the Booster Treasurer or President.

- Due Date: 4/14/2017 - \$150 Band Camp Fee - Installment #1
- Due Date: 5/23/2017 - \$150 Band Camp Fee - Installment #2
- Due Date: 6/16/2017 - \$125 Fair Share Payment - Installment #3
- Due Date: 7/14/2017 - \$100 Fair Share Payment - Installment #4
- Due Date: 8/11/2017 - \$75 Fair Share Payment - Installment #5

\_\_\_\_\_ The dues payment schedule is offered as a guideline to help meet financial obligations and do not reflect actual expenditures to specific dates

\_\_\_\_\_ The costs associated with being in the band program affect every single student and every student will benefit from all funds collected.

\_\_\_\_\_ To reserve a spot at band camp, \$150 deposit must be made by the May 31, 2017

\_\_\_\_\_ To attend band camp, \$300 must be paid by day 1 of band camp, July 17, 2017.

\_\_\_\_\_ Checks returned for insufficient funds or other reasons will be subject to a penalty fee of \$50. Cash, Cashier's Check or Credit Card will only be accepted for future payments.

### Refund Policy for any student who leaves the program.

- \_\_\_\_\_ 1) If band directors are notified by email prior to Day 1 of band camp, all monies paid less the \$150 non-refundable Band Camp deposit will be refunded.
- \_\_\_\_\_ 2) If student leaves after Day 1 of band camp, all monies paid in excess of \$300 Band Camp Fee will be refunded.
- \_\_\_\_\_ 3) If student leaves prior to the first Marching Competition of the current season, all monies paid in excess of the \$300 Band Camp Fee, will be prorated at the discretion of the Band Directors and Band Booster Executive Board.
- \_\_\_\_\_ 4) No refunds will be issued once competitions begin.

### Spring Band Trip

- \_\_\_\_\_ 1) No trip deposit/payment can be made until all current year dues have been paid in full.
- \_\_\_\_\_ 2) Upon submitting a reservation form, we are responsible for submitting payments in full and on time to the applicable tour company.

### Sibling Discounts

\_\_\_\_\_ Families with more than one student in the band, must pay full price of \$600 for one student. Additional students may deduct \$50, paying \$550 each.

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

\_\_\_\_\_ Student's Signature

\_\_\_\_\_ Date

## SIGNATURE AND NOTARIZATION

I am a legal guardian and financially responsible for the above student. I acknowledge that I have read the above financial agreement. By signing this agreement, I agree to the terms as described above.

\_\_\_\_\_ Parent/Guardian Name

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

\_\_\_\_\_ Date

Before me, a Notary Public, in and for Rutherford County, Tennessee, personally appeared \_\_\_\_\_ with whom I am acquainted and who acknowledged the completion of this instrument. Witness my hand and official seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ COMMISSION EXPIRES

\_\_\_\_\_ NOTARY PUBLIC



# RIVERDALE HIGH SCHOOL BAND



## 2017-2018 TRAVEL PERMISSION FORM

Student Name: \_\_\_\_\_

### FORM DUE BY JULY 28, 2017

By signing as the parent / guardian of the student named above, I acknowledge that I have read the following and understand my student is to participate and travel to the following events as noted. Not all events apply to all students. Students will be notified in advance of applicable events. Schedules with specific times will be available the week prior of each event and posted at [www.RiverdaleBand.com](http://www.RiverdaleBand.com). **Events, times, and locations are subject to change; please check [www.RiverdaleBand.com](http://www.RiverdaleBand.com) or the CHARMS calendar for up-to-date info.**

I also understand that parents are responsible for their student's transportation to selected events below (marked with an asterisk - \*). Students may drive to events marked with an asterisk only on the condition that a parent note stating such is sent to the Riverdale Band directors in advance and includes a copy of the student's proof of insurance (notes and insurance copies are due with form). Students are responsible for abiding by the rules and policies of the Riverdale Band, Riverdale High School, and Rutherford County Schools.

### FALL EVENTS - 2017

Date	Day	Event	Destination	Transportation
25-Aug	Fri.	Football Game	Franklin HS, Franklin, TN	School bus
*15-Sep	Fri.	Football Game	Oakland HS, Murfreesboro, TN	Parental Transportation
16-Sep	Sat.	Band Competition	John Overton HS, Nashville, TN	School bus
22-Sep	Fri.	Football Game	Centennial HS, Franklin, TN	School bus
23-Sep	Sat.	Band Competition	APSU, Clarksville, TN	School bus
13-Oct	Fri.	Football Game	Coffee Co. HS, Manchester, TN	School bus
20-Oct	Fri.	Football Game	Warren Co. HS, McMinnville,	School bus
21-Oct	Sat.	Band Competition	McGavock HS, Nashville, TN	School bus
28-Oct	Sat.	Band Competition	MTSU, Murfreesboro, TN	School bus
3-Nov	Fri.	Football Game	TBD TSSAA Play-offs	School Bus / Parental transportation, if local
10-Nov	Fri.	Football Game	TBD TSSAA Play-offs	School Bus / Parental transportation, if local
17-Nov	Fri.	Football Game	TBD TSSAA Play-offs	School Bus / Parental transportation, if local
24-Nov	Fri.	Football Game	TBD TSSAA Play-offs	School Bus / Parental transportation, if local
2-Dec	Sat.	Football TSSAA Championship	TTU, Cookeville	School bus
*2-Dec	Sat.	MTSBOA 11/12 All-State	Bellevue MS, Nashville, TN	Parental transportation (selected students)
*9-Dec	Sat.	MTSBOA 9/10 All-State	Antioch HS, Nashville, TN	Parental transportation (selected students)
*10-Dec	Sun.	Murfreesboro Christmas Parade	MTSU/Downtown M'boro, TN	Parental Transportation

\*Parental transportation required for marked events.

### SPRING EVENTS - 2018

Date	Day	Event	Destination	Transportation
*18-20-Jan	Thurs.-Sat.	MTSBOA Mid-State Band	MTSU & Siegel HS, M'boro, TN	Parental transportation (selected students)
*11-13-Jan	Thurs.-Sat.	MTSBOA Mid-State Jazz/Orch.	Blackman HS, TN	Parental transportation (selected students)
8-10-Feb	Thurs.-Sat.	TTU Festival of Winds &	TTU Cookeville, TN	Riverdale Activity Bus
*22-23-Feb	Thurs.-Fri.	Rutherford Co Honor Band	RCS HS TBD	Parental transportation (selected students)
5-9-Mar	TBD	MTSBOA Concert Assessment	Location TBD	School Bus
*11-14-April	Wed.-Sat.	TMEA All-State Band/Orchestra	Opryland Hotel Nashville, TN	Parental transportation (selected students)
* 21-April	Sat.	MTSBOA Solo & Ensemble	Eagleville School	Parental transportation (selected students)
26-27-April	Thurs or Fri	TMEA State Concert band	TBD	School Bus
*4-May	Fri.	Murfreesboro JazzFest	Downtown Square	Parental transportation (selected students)
*TBD-May	TBD	Graduation	MTSU Murphy Center	Parental transportation

\*Parental transportation required for marked events.

### FORM DUE BY JULY 28, 2017

(Student Drivers: Copies of "proof-of-insurance" are due prior to applicable event.)

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

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

\_\_\_\_\_  
Date



# RIVERDALE HIGH SCHOOL BAND



## 2017-2018 MEDICAL FORM

Student Name: \_\_\_\_\_  
(Last Name) (First Name) (Preferred Name)

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_  
(Mailing Address, City, State and ZIP)

Insurance Info: \_\_\_\_\_  
(Insurance Carrier) (Policy Number) (Group Number)

### IN CASE OF EMERGENCY CONTACTS

#### PRIMARY Contact Information

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Preferred Phone Number: \_\_\_\_\_  
Alternate Phone Number: \_\_\_\_\_  
Alternate Phone Number: \_\_\_\_\_

#### SECONDARY Contact Information

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Preferred Phone Number: \_\_\_\_\_  
Alternate Phone Number: \_\_\_\_\_  
Alternate Phone Number: \_\_\_\_\_

### MEDICAL HISTORY AND MEDICATIONS

#### ALLERGIC HISTORY Yes No

Medication Allergy? If YES, please describe.  Yes  No

Insect Allergy? If YES, please describe.  Yes  No

Food Allergy? If YES, please describe.  Yes  No

Other Allergy? If YES, please describe.  Yes  No

#### CURRENT MEDICATIONS Yes No

If YES, list all medications - Prescribed & Over-the-Counter

#### SPECIAL EQUIPMENT Yes No

If YES, list all (e.g. Glasses, wrist brace, etc...)

#### CONDITION OR ILLNESS Yes No

Does the student have a chronic or ongoing condition for which he/she is being treated or undergoing evaluation? if YES, please list.

#### SPECIAL NEEDS Yes No

Are there any physical/emotional needs which the nursing/medical personnel should be aware of? If YES, please list.

### OVER THE COUNTER MEDICATIONS

1) Check "OK" and INITIAL if you wish to give permission for Nursing/Medical personnel to administer over-the-counter medications (e.g. Tylenol, Dramamine, Ibuprofen, Pepto Bismol, cough drops, Benadryl, etc...) when needed?  OK  INITIALS \_\_\_\_\_

2) Are there any exclusions, restrictions or concerns about over-the-counter medications for your student? If YES, please list.  Yes  No

### AUTHORIZATION AND NOTARIZATION

In case of need, I grant my permission for my child to be treated by a health care professional in my absence. (For emergency use only. Every effort will be made to contact parents prior to treatment). \_\_\_\_\_  
(Parent/Guardian Signature) (Date)

Before me, a Notary Public, in and for Rutherford County, Tennessee, personally appeared \_\_\_\_\_ with whom I am acquainted and who acknowledged the completion of this instrument.

Witness my hand and official seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

COMMISSION EXPIRES

NOTARY PUBLIC



# RIVERDALE HIGH SCHOOL BAND



## 2017 - 2018 VOLUNTEER SURVEY

Student's Name(s): \_\_\_\_\_

### ADULT VOLUNTEER #1

Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### ADULT VOLUNTEER #2

Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### AREA OF INTEREST

- Camp Crew
- Food Crew
- Fundraising
- Hoops Crew
- Planning Committee:  Division I
- Hospitality Crew
- Pit Crew (Equipment)
- Road Crew (Chaperones)
- Uniform Crew
- Banquet

### AREA OF INTEREST

- Band Camp Crew
- Food Crew
- Fundraising
- Hoops Crew
- Planning Committee:  Division I
- Hospitality Crew
- Pit Crew (Equipment)
- Road Crew (Chaperones)
- Uniform Crew
- Banquet

### SPECIALIZED TALENTS

- I am a Notary Public
- Sewing / Alterations
- Cooking / Baking
- Photography / Videography
- I have a CDL
- I am a licensed  RN  LPN  NP  EMT  MD
- Do you own, managed, or know of a business that would like to sponsor the band?  
If so, please list. \_\_\_\_\_

Please let us know if you have interest or skills not listed above that you listed above that you would like to offer. \_\_\_\_\_

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- I am a Notary Public
- Sewing / Alterations
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- Do you own, managed, or know of a business that would like to sponsor the band?  
If so, please list. \_\_\_\_\_

Please let us know if you have interest or skills not listed above that you listed above that you would like to offer. \_\_\_\_\_

### EQUIPMENT I CAN LEND

- Event Tent / Canopy
- Catering Supplies
- Trailer (flat bed or enclosed)
- ATV or Golf Cart

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- Event Tent / Canopy
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### VOLUNTEER DESCRIPTIONS

**Camp Crew:** The Camp Crew is responsible for supporting students and directors/staff during the two weeks of Band Camp.

**Food Crew:** The food crew is responsible for feeding the students/staff during events throughout the school year as needed

**Hoops Crew:** The hoops crew is responsible for working the basketball concessions

**Hospitality Crew:** The Hospitality Crew is responsible for coordinating food for special concerts/events, visiting band directors and other staff.

**Pit Crew:** a. Load and unload equipment from the trailer; Assist moving equipment on/off field; Assist building props

**Road Crew:** The road crew are the chaperones needed for all games/contests/festivals/off-site performances/band trips

**Uniform Crew:** The uniform crew is responsible for the maintenance, washing and distribution of uniforms to the students





# RIVERDALE HIGH SCHOOL BAND



## 2017 PAYMENT COUPONS

Below are 3 options for submitting payments

- 1) Place payment in band office Booster Box (white lock box)
  - 2) Mail check to: P.O. Box 2337 - Murfreesboro, TN 37133-2337
  - 3) Pay Online via [www.RiverdaleBand.com](http://www.RiverdaleBand.com)
    - Scroll down and click 
    - click on the \$0.00 and update to amount of payment
    - click on the  and enter Student's Name(s)
    - complete payment using either 1) PayPal Log-In or 2) Enter Credit/Debit Card information
- \*Refer to page 2 for detailed instructions with illustrations

Please make checks payable to **Riverdale Band Boosters**

**Include payment coupon if using payment options #1 or #2**

### INSTALLMENT #5 - FAIR SHARE PAYMENT

Installment Amount:     \$75.00    

Installment Due Date:     8/11/2017    

Student's Name(s): \_\_\_\_\_

Check Number: \_\_\_\_\_

### INSTALLMENT #4 - FAIR SHARE PAYMENT

Installment Amount:     \$100.00    

Installment Due Date:     7/14/2017    

Student's Name(s): \_\_\_\_\_

Check Number: \_\_\_\_\_

### INSTALLMENT #3 - FAIR SHARE PAYMENT

Installment Amount:     \$125.00    

Installment Due Date:     6/16/2017    

Student's Name(s): \_\_\_\_\_

Check Number: \_\_\_\_\_

### INSTALLMENT #2 - Band Camp Payment

Installment Amount:     \$150.00    

Installment Due Date:     5/23/2017    

Student's Name(s): \_\_\_\_\_

Check Number: \_\_\_\_\_

### INSTALLMENT #1 - Band Camp Payment

Installment Amount:     \$150.00    

Installment Due Date:     4/14/2017    

Student's Name(s): \_\_\_\_\_

Check Number: \_\_\_\_\_





# RIVERDALE HIGH SCHOOL BAND




## ONLINE PAYMENT INSTRUCTIONS

Riverdale High School Band Boosters accepts payments via PayPal.

**A PayPal account is NOT required to use this option.**

Follow the below steps to make Online Payment

- 1) Go to [www.RiverdaleBand.com](http://www.RiverdaleBand.com)
- 2) Scroll down past all the awesome and exciting news to the "DONATE" section.
- 3) Click "**DONATE**" button 

4) The Donate screen will appear. (shown to the right)

a. click on the \$0.00 and enter amount of payment

b. click on the  and enter Student's Name(s)

**Include description for payment**

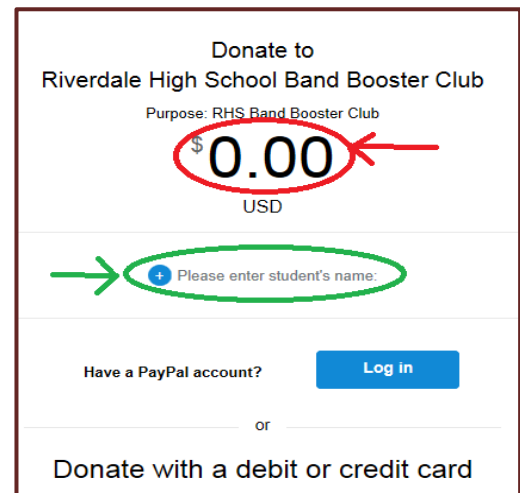
**Example: Dc  John - Install #2**

\*If you list multiple student names, the payment will be equally divided.

c. Complete payment information using one of the 2 options

1) via PayPal -- click "Log in" button and complete payment via your PayPal account.

2) Scroll down and enter Debit/Credit Card information



Donate to  
Riverdale High School Band Booster Club  
Purpose: RHS Band Booster Club  
\$ 0.00  
USD  
+ Please enter student's name:  
Have a PayPal account? [Log in](#)  
or  
Donate with a debit or credit card

**\*\*NOTE:** Step 4 illustrations may differ based on Browser App and version.

Follow screen prompts and 1) Enter \$ Amount; 2) Enter Students Name; 3) enter payment info.




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**a. click on the \$0.00 and enter amount of payment**

**b. click on the + and enter Student's Name(s)**

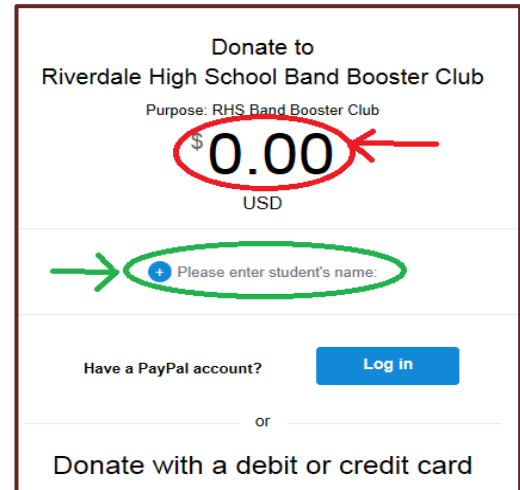
**Include description for payment**

**Example: Doe, John - Install #2**

\*If you list multiple student names, the payment will be equally divided.

**c. Complete payment information using one of the 2 options**

- 1) via PayPal -- click "Log in" button and complete payment via your PayPal account.
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Donate to  
Riverdale High School Band Booster Club  
Purpose: RHS Band Booster Club  
\$ 0.00 USD  
+ Please enter student's name:  
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