



RIVERDALE HIGH SCHOOL BAND



2018-2019 FORMS CHECKLIST

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

Registration Form	Complete On-Line (Preferred) or Print & Turn In
<small>*if you completed this form On-Line, you do not need to complete again</small>	
Handbook and Internet Release	Complete and Turn In
Financial Agreement	Complete and Turn In
Travel Permission Form	Complete and Turn In
Medical Form (must be notarized)	Complete and Turn In
Band Dues: What's Included/What's NOT Included	Keep for your records
Payment Coupons	Keep for your records
Volunteer Interest Form	Complete and Turn In
<small>*This form will be completed and turned in during the Mandatory Band Parent Orientation</small>	
Stay Informed - Sync Calendar and follow on Twitter	Keep for your records



RIVERDALE HIGH SCHOOL BAND



STUDENT INFORMATION

This form is available to be completed on-line (www.riverdaleband.com)

If you completed the form on-line, you do not need to complete the paper form.

New Student (If student joined the band program after November 2017, check "New Student")

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: _____ (Home Phone) _____ (Cell Phone) _____ (Email)

Primary Instrument: _____

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: _____ (Home Phone) _____ (Cell Phone) _____ Occupation, Talents, Skills

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: _____ (Home Phone) _____ (Cell Phone) _____ Occupation, Talents, Skills

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: _____ (Home Phone) _____ (Cell Phone) _____ Occupation, Talents, Skills

Emails: _____ Email Address #1 _____ Email Address #2 (if applicable)



RIVERDALE HIGH SCHOOL BAND



2018-2019 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 25, 2018. 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: 5/25/2018 - \$150 - Installment #1

Due Date: 6/25/2018 - \$150 - Installment #2

Due Date: 7/25/2018 - \$150 - Installment #3

Due Date: 8/25/2018 - \$150 - Installment #4

_____ \$150 of the \$600 annual dues is non-refundable. Refer to the section "Refund Policy" below

_____ 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 attend band camp, \$300 must be paid by day 1 of band camp, July 16, 2018.

_____ 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 student leaves before school starts, all monies paid in excess of the \$150 non-refundable deposit will be refunded.

_____ 2) If student leaves prior to the first Marching Competition of the current season, all monies paid in excess of \$300, will be prorated at the discretion of the Band Directors and the Band Booster Executive Board.

_____ 4) No refunds will be issued once competitions begin.

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.

Concert Season Only students

_____ If the Directors have approved a student to participate in CONCERT SEASON only, the Band Assessment is \$200. Amount is payable by November 1st.

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.

_____ Student's Name

_____ Student's Signature

_____ Date

_____ Parent/Guardian Name

_____ Parent/Guardian Signature

_____ Date

Please talk with the Treasurer if you need an alternate payment plan.



RIVERDALE HIGH SCHOOL BAND



2018-2019 TRAVEL PERMISSION FORM

Student Name: _____

FORM DUE BY JULY 27, 2018

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 to each event and posted at www.RiverdaleBand.com. **Events, times, and locations are subject to change; please check 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 - 2018

Date	Day	Event	Destination	Transportation
Aug 17	Fri.	Football Game	East Nashville Magnet, Nashville	School bus
*Aug 31	Fri.	Football Game	Siegel HS, Murfreesboro, TN	Parental Transportation
Sep 7	Fri.	Football Game	Spring Hill HS, Spring Hill, TN	School bus
Sep 22	Fri.	Band Competition	Siegel HS, Murfreesboro, TN	School bus
Sep 28	Fri.	Football Game	Cookeville HS, Cookeville, TN	School bus
*Oct 26	Fri.	Football Game	Blackman HS, Murfreesboro, TN	Parental Transportation
Oct 27	Sat.	Band Competition	MTSU, Murfreesboro, TN	School bus
Nov 2	Fri.	Football Game	TBD TSSAA Play-offs	School Bus / Parental transportation, if local
Nov 9	Fri.	Football Game	TBD TSSAA Play-offs	School Bus / Parental transportation, if local
Nov 16	Fri.	Football Game	TBD TSSAA Play-offs	School Bus / Parental transportation, if local
Nov 23	Fri.	Football Game	TBD TSSAA Play-offs	School Bus / Parental transportation, if local
Nov 30 or Dec	Sat.	Football TSSAA Championship	TTU, Cookeville	School bus
*Dec 1	Sat.	MTSBOA 11/12 All-State Auditions	Bellevue MS, Nashville, TN	Parental transportation (selected students)
*Dec 8	Sat.	MTSBOA 9/10 All-State Auditions	Antioch HS, Nashville, TN	Parental transportation (selected students)
*Dec 9	Sun.	Murfreesboro Christmas Parade	MTSU/Downtown M'boro, TN	Parental Transportation

*Parental transportation required for marked events.

SPRING EVENTS - 2019

Date	Day	Event	Destination	Transportation
*Jan 10-12	Thurs.-Sat.	MTSBOA Mid-State Jazz/Orch.	Blackman HS, Murfreesboro, TN	Parental transportation (selected students)
*Jan 17-19	Thurs.-Sat.	MTSBOA Mid-State Band	MTSU & Embassy Suites, M'boro, TN	Parental transportation (selected students)
Feb 7-9	Thurs.-Sat.	MTSU Wind Band Conference	MTSU, Murfreesboro, TN	Parental transportation (selected students)
Feb 7-9	Thurs.-Sat.	TTU Festival of Winds & Percussion	TTU Cookeville, TN	Siegel HS Activity Bus
*Feb 21-22	Thurs.-Fri.	Rutherford Co Honor Band	World Outreach, M'boro, TN	Parental transportation (selected students)
Mar 4-8	TBD	MTSBOA Concert Assessment	MTSU, M'boro, TN	School Bus
Apr 10-13	Wed.-Sat.	TMEA All-State Band/Orchestra	Opryland Hotel Nashville, TN	Parental transportation (selected students)
*Apr 20	Sat.	MTSBOA Solo & Ensemble	Stewarts Creek MS, M'boro, TN	Parental transportation (selected students)
Apr 25-26	Thurs or Fri	TMEA State Concert band Festival	TBD	School Bus
*May 3	Fri.	Murfreesboro JazzFest	Downtown Square, M'boro, TN	Parental transportation (selected students)
*May (tdb)	TBD	Graduation	MTSU Murphy Center, M'boro, TN	Parental transportation

*Parental transportation required for marked events.

FORM DUE BY JULY 27, 2018

(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



2018-2019 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

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. _____

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...)

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



Band Dues: What's Included and What's NOT Included

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

UNIFORM ITEMS INCLUDED

NEW MEMBERS: (Any member that joined the program after December 2017)

Every NEW student will receive the following items ONE TIME over the course of being in the band program.

- Marching Shoes (Wind and Percussion)
- 1 Uniform T-Shirt (Wind, Percussion and Guard)

ALL MEMBERS:

Every member will receive the following items ANNUALLY.

- Gloves - 1 Pair (Wind, Percussion and Guard)
- 2 Practice T-Shirts (Wind, Percussion and Guard)
- Show T-Shirt (Wind, Percussion and Guard)

UNIFORM ITEMS NOT INCLUDED

The following items will have to be purchased at Uniform Fitting or as instructed by directors.

Extra Uniform T-Shirt: It is recommended that each student have at least 2 Uniform T-shirts.

Cost: \$10 *Applicable to Wind, Percussion and Guard

Marching Shoes: (if shoes need to be replaced)

Cost: \$35 *Applicable to Wind, Percussion and Guard

Guard Accessories: Tights, make-up, accessories, etc..

Cost: varies each year as it is dependent on the show design. Estimate: \$50-\$75
*Applicable to Guard

Guard Duffle Bag: This is an optional purchase, but is much needed for guard members

Cost: \$30 *Applicable to Guard



RIVERDALE HIGH SCHOOL BAND



2018 - 2019 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 would like to offer. _____

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 would like to offer. _____

EQUIPMENT I CAN LEND

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

EQUIPMENT I CAN LEND

- 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




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
- 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

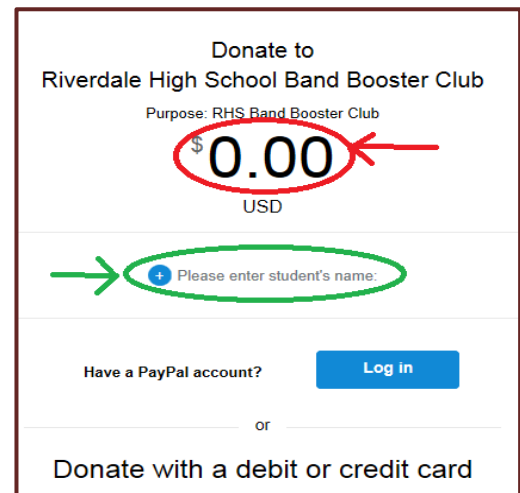
Example: Doe, John - Install #2

*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.

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?
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.



RIVERDALE HIGH SCHOOL BAND



STAY INFORMED

FOLLOW ON TWITTER

The directors will use Twitter to send out text messages/alerts regarding the band's activities, news or announcements. It is highly recommended that all students, parents and guardians sign-up.

You do not have to create a Twitter Account or download the Twitter App on our phone.

(The app is helpful, but not required.)

To receive text message from Riverdale Band do the following

From you mobile phone, create a new text message

To: **40404**

Message: **@riverdaleband**

Send

CHARMS OFFICE

The Riverdale HS Band uses website called "Charms Office". Charms is the student's and parent's one stop shop for information regarding the happenings of the Riverdale HS Band.

- Calendar
- Handouts
- Sign-Up List (Food donations, Volunteers, Fundraising, etc...)

Refer to the section "Charms User Guide" to learn how to

- 1) How to access Charms
- 2) Find/View Handouts
- 3) **Access the Band's Calendar and how to sync the calendar with your mobile device.**
- 4) Sign-Up List (Food donations, Volunteers, Fundraising, etc...)