

Realize  
Your  
Potential  
.  
Experience  
Your Dreams

A Band Student's Guide to Success!

RKR Handbook

# Oñate High School Royal Knight Regiment Band Member Handbook

## WELCOME

The Oñate High School Band, known as the Royal Knight Regiment, has a rich tradition. These traditions, combined with outstanding leadership, a focused effort, and support by an active parent booster club, will propel our band forward to excellence.

Students and their families are in for an extraordinary experience with the Royal Knight Regiment. Fall marching season is three months of nonstop, intensive rehearsals and performances. Winter and spring bring jazz season, solo and ensembles, and concert season. When our band takes the field or stage to perform in competition, you can expect the world to be watching, or at least the Southwest. But win, or not, we expect our students to be characterized by discipline, respect for themselves and others, and professionalism. Our standards are high, and we expect the results to match. Band is a highly motivating, "whole person" activity that teaches responsibility, work ethic, accountability, teamwork, cooperation, punctuality, mental and physical conditioning, fiscal planning, and much more.

The material in this handbook is intended to help familiarize students and parents with the Oñate Band program. Please read this handbook with your parents and sign the form on the last page, returning it to the band office to signify that you have read and understand all of the information presented.

**Keep this handbook and refer to it often throughout the year.**

## MAKING A COMMITMENT

Being in the band is a highly rewarding activity. The lessons you will learn through membership will benefit you throughout your life. Working as a group to reach goals, striving to be the best you can be, and accepting responsibility for your actions and their logical consequences are only a few of the benefits of band participation. In order to receive all these benefits, you must make a commitment of time and dedication.

## ATTENDANCE

**The Band is dependent upon ALL of its members.** Unlike most other classes where individuals are accountable only for his/her own success or failure, the band's success is, in large part, dependent on the full participation of all the members.

At Oñate, the teachers and administration work together to insure that students have the opportunity to participate in multiple activities. However, non-school activities, such as jobs, babysitting, doctor's appointments and family trips/social engagements must not interfere with the rehearsal and performance schedule that you are given at the first of the school year. Students who enroll in other school activities such as choir, drama, athletics, etc. need to plan ahead to avoid conflicts that cannot be resolved. Ask to receive a complete semester calendar from all of your activities so that you can have the maximum amount of time to work out potential schedule conflicts. The band directors will work

together with other teachers, coaches, and directors of various activities to give each student every opportunity to be a part of other groups. However, other groups, organizations, or businesses that may change schedules or make demands of students on short notice will not be allowed to interfere with long-scheduled rehearsals or performances of the band.

The following attendance policies will affect the student's grades and chance to participate.

For Oñate Band students, attendance at all practices, performances and activities is MANDATORY unless some prior arrangements have been made with the band director. Absences due to illness must be reported to the director as soon as possible. The RKR phone number is 527-9430 ext. 7854, and this number has voicemail. Please use this line for essential communication such as reporting illness.

Throughout the marching season the full band rehearsal is from 7:00am – 8:20am each school day morning. Additional rehearsals will be held on Monday and Thursday evenings for approximately two and a half hours. Some Saturday rehearsals may be scheduled. Times will vary with the demands of the program, the schedule of the band performances and competitions and the end of Daylight Savings Time. Additional rehearsals are listed on your yearly band calendar.

Spring semester also requires some extra rehearsal time. Early morning rehearsals, sectionals, and Monday night rehearsals may occur prior to large group competition and solo and ensemble contest. These rehearsals will be scheduled far enough in advance for students to make arrangements for transportation.

An **unexcused absence** from a rehearsal or performance may result in the removal of a student to a non-performing status.

**DURING MARCHING SEASON, AN UN-EXCUSED ABSENCE FROM A REHEARSAL OR PERFORMANCE MAY RESULT IN THE STUDENTS BEING DESIGNATED A SEASON-PERMANENT ALTERNATE, WHO WILL NOT PERFORM AGAIN. ANY REPEATED UN-EXCUSED ABSENCES MAY RESULT IN DISMISSAL.**

## **DISCIPLINE**

Discipline is a quality that must come from within the individual. Because of this fact, each student is responsible for his or her own actions as a member of the RKR Band. Any student who shows an inability to work effectively in class may be re-assigned to another class at the discretion of the Band Director.

As a school group, the Band is governed by School and School Board policies **anytime we are together for any band function whether it involves all students or only one.** Any student who violates school rules while with the OHS Band will be subject to all usual school disciplinary procedures. Serious offenses occurring on a trip could require

separation from the trip, followed by other consequences when back in Las Cruces. Any illegal activity will be handed over directly to the police.

Even generally unruly behavior can provoke a disciplinary response if repeated following a reprimand. *In addition*, those students may be subject to dismissal and may not continue to perform or travel with the Band

## **SUMMER BAND**

Summer band is essential to the success of each member of the RKR and to the entire marching band. During summer rehearsals students receive their basic training and review of marching techniques and discipline. They learn how to march, begin learning music for fall performances and conclude with a public performance.

Attendance is mandatory. Students who miss summer band because of family travel plans or work in August will find it extremely hard to catch up with the rest of the group and may find themselves relegated to sideline positions or alternate status. It is, therefore, most important for parents to schedule family vacations prior to the last week of July or the first of August of each year.

Students should bring their instrument, sunscreen and sunglasses, and a water jug filled with cold water. Wear comfortable athletic shoes – no sandals or boots, and loosely fitted comfortable shorts cut above the knee. It is important for the directors to be able to observe a student's feet, ankles and knees to be sure that toes, feet and legs are properly extended as marching techniques are taught.

## **MARCHING BAND**

### **General Requirements and Expectations**

All students who (1) pass the fundamentals test; (2) earn a uniform; (3) attend all rehearsals and (4) make a conscientious effort to improve will be considered to perform during the marching season. However, contest performances will be limited to those students who demonstrate the most advanced skills for performance.

Should a student miss a marching practice, an alternate will fill his/her place in the show. An "alternate" is simply a student who does not currently have a place on the field in a numbered position. Students are not designated as "permanent alternates" unless they have not complied with the attendance rules OR have been subject to a disciplinary action. Therefore, alternates may be worked back into the lineup as places open or as it may be necessary to replace those who have difficulty. In this way, it is hoped that everyone will have ample opportunities to gain experience. Younger students, new students, and those with little experience can expect to be alternates more often than older, more experienced students. Selection of alternates will be done one week at a time and may change at any time during the week. Students who are alternates at any given performance are an integral part of the performance and will assist the directors with field equipment and organizational needs. Should there be performances where numbered positions are not necessary all students including alternates will perform. (*Students placed in permanent alternate positions because of disciplinary action will not participate at any time in performance.*)

## **CONCERT BAND**

Tryouts for concert bands may be held late in the fall semester or students will be selected at the director's discretion for placement in each band.

Materials for the audition may include scales and assigned exercises. To be eligible to tryout or selected for Wind Ensemble, you must have participated in band during the fall semester. Selection for Wind Ensemble can also be based on a student's preparations, ability and commitment during the marching season.

## **JAZZ ENSEMBLES**

Any student enrolled in band that plays sax, trumpet, trombone, bass guitar or drum set may register for Jazz Ensemble as a class. Students will be placed in ability grouped jazz ensembles by audition. Jazz groups will perform at concerts and compete in jazz competitions as well as possible requested performance TBD. Students will be required to purchase The Real Book in the appropriate key (approximately \$30)

## **PEP BAND**

Pep Band is a volunteer organization that may play at basketball games during that season. Members will wear the current year RKR show shirts and jeans as their uniform. Membership is open to band members who are enrolled in band for both semesters.

## **GRADES**

In determining the band grade each grading period, two areas comprise the average:

1. Performance Grades – including class assignments; section assignments; marching objectives; chair tryouts; and playoffs of performance music.
2. Participation Grades – including having music, instrument, pencil and appropriate dress at all rehearsals; correct marking of music; care and maintenance of instruments; punctuality to rehearsals and performances; and attendance at rehearsals and performances. Instruments are to be taken home every day. If instruments are left in the band hall overnight without permission, the student's grade will be adversely affected. Eligibility- District rules apply.

## **FOOTBALL GAMES**

Oñate Band members are considered to be "in performance" during the entire football game; accordingly they are not allowed to visit with parents, siblings, relatives or friends while in uniform at games and contests. This applies to when they are sitting in the stands as well.

Students are not allowed to accept food or drink from anyone other than the refreshment committee or chaperones. The boosters will provide water. Students are not allowed to eat in uniform.

Students are allowed to visit the restrooms only if accompanied by a chaperone.

Gum is not allowed at any band rehearsal or performance, including football games.

Cell phones, walkie-talkies, video games, personal stereos are prohibited.

## **PARADES**

The Oñate Band usually participates in two parades, The Whole Enchilada Festival Parade and the Veteran's Day Parade.

## CONTESTS

Fall competitions include, but are not restricted to, ZIA Marching Fiesta in Albuquerque, and NMSU's Tournament of Bands. Spring competitions include, but are not restricted to, Solo and Ensemble Contest, RKR sponsored jazz competition, NMMEA Large Group (hosted by our school), UTEP Band Festival, NMAA State Concert Band Contest, and our spring competition trip.

## UNIFORMS

The uniform is an earned privilege. In order to earn the uniform students must pass off the designated criteria established year to year.

Marching uniforms will be checked out during the fall semester. Students will be instructed when to have their uniforms cleaned during the fall marching season and each student is responsible for having the uniform cleaned prior to turning the uniform in at the conclusion of the fall marching season. Concert uniforms will be distributed early in the spring semester. At the conclusion of the concert season in May, each student is responsible for having the uniform cleaned prior to turning it in. Never iron the uniform.

In addition to the band uniform provided by the school, each band member needs an "O" hat, the current year show shirt, several pairs of plain black socks, the required MTX marching shoe, black gloves (2-3 pairs), and a pair of boxers or loose fitting shorts as we will sometimes dress in the band room. No jeans or pajamas are allowed under the uniform. Show shirts will be available for purchase by mid-September. We will wear the show shirt under the uniform jacket. Students are either in full uniform or not in uniform at all. It will not be worn in half fashion, it is all or none, this includes before or after an event. The director will advise when students can remove the uniform. When the uniform is not in use, it should be hung correctly in your garment bag with zipper half down in order to air out. The uniform is not to be left to demise. It is either on your body or hung properly on the issued hanger. This is a non-negotiable rule.

**Uniform Inspection** consists of the proper uniform designated for each performance. Long hair is to be french braided, absolutely no jewelry and hair must be a natural hair color, all hair dyes considered by the director to be clashing against the uniform will not be acceptable. Any deviation of the following will result in a lowered grade for uniform inspection.

If a uniform is lost or damaged beyond its intended use the replacement fee is \$700.00. If parts of the uniform are lost or damaged the breakdown fee is as follows:

Helmet – 45.00	Concert Coat - 150.00	Bow Ties – 4.00
Plume - 25.00	Bibbers – 95.00	Hanger – 2.00
Marching Coat – 200.00	Dickie - 30.00	Garment Bag – 6.00
Breast Plate – 95.00	Helmet Box – 10.00	Gauntlets – 25.00

## TRAVEL

We operate within the rules of the Las Cruces Public Schools. A student may RETURN from an event with PARENTS only. A written notice must be submitted from the parent(s) to the band director prior to any travel. A phone call will be made verifying the

note. The school principal will then approve/disapprove the request prior to departure. Before returning home, the parents must come to the director and personally take the student. Everyone MUST travel to the event by provided transportation. Students are expected to be courteous and respectful. Remember that all school rules apply.

RKR takes a spring trip, usually in late April or early May. The trip is determined based on the bands other activities throughout the year. This band trip is for competition; therefore, the trip is mandatory. Ample opportunities for fundraising the cost of this trip will be provided. Since overnight travel is occurring, inspection may be made of all luggages prior to the trip.

In addition; because of new rules only Symphonic Winds will compete in late April in the NMAA State Concert Band Competition.

### **FINANCIAL OBLIGATIONS/FUNDRAISING**

Class Fee is \$100. It is expected that every student contribute to the good of the program. The total band experience is based upon how much money can be fundraised in order to participate at various events, buy equipment etc. The fundraised amount will be determined per school year.

### **BAND BOOSTERS**

Parents and other interested adults may join the RKR Band Booster Club. The purpose of the RKR Boosters is to support the band in two ways: volunteer and financial.

Parents are expected to volunteer during the fall and spring season. Areas include working in the concession stand, chaperoning the bus and ballgames, assisting with equipment (building props, transporting equipment, assisting with the pit at ballgames and competitions, helping with uniforms, sewing flags and guard uniforms), providing clerical work in the band office, assisting with refreshments (water at ballgames and parades, refreshments after concerts).

To volunteer for any activity, please contact the committee member in charge of that activity.

### **SCHOOL INSTRUMENTS**

A limited number of the more expensive instruments are owned by the LCPS for the purpose of balancing instrumentation district wide and maintaining performing bands at every level. There is a semester fee of \$40.00 per semester. This fee does not cover normal maintenance, minor repairs, or accidental damage short of replacement. It is the responsibility of the student to cover the costs of minor repair and to return the instrument to the school in the same condition in which it was checked out. Prior to turning in instruments, brass players should flush out the instrument at home. If, in the opinion of the director, a school-owned instrument is being abused or not being properly maintained, it is the director's decision to remove the instrument from the student's care and charge the student for repair fees.

### **SUPPLIES**

In addition to uniform requirements listed elsewhere in this handbook, you will need the following supplies/accessories:

**All band members:** Foundations for Superior Performance by Richard Williams and Jeff King, published by Kjos Music.

A black 3 ring binder with approximately 40-50 page protectors for your drill and music

**Brass** – straight mute (METAL)

cleaning cloth

cleaning snake

mouthpiece brush

valve (rotor) oil (HETMAN BRAND)

slide grease

**Woodwind** – cleaning cloth

Swab

6 or more good reeds (Vandoren) –sax and clarinet

2 good reeds – oboe and bassoon

**Percussion** – snare sticks

Timpani mallets

Xylophone mallets

Stick bag

**Guard** – Roll of electrical tape

Uniform – information to be distributed early in the fall semester

## **STUDENT LEADERSHIP**

Band is not a club. However, student leaders are elected and selected by tryout to fill certain roles necessary for the success of the band program. Drum Majors are selected in the spring and must meet the following requirements to audition:

1. Must have successfully completed one full year in band
2. Must have earned a place in the Symphonic Winds
3. Must return completed Teacher Recommendation form

Section leaders and flag captains will be appointed by the directors and must meet the following requirements to be chosen:

1. Must have successfully completed one full year in band
2. Must return completed Teacher Recommendation form

Librarians, uniform quartermasters, and equipment quartermasters will be appointed by the directors and must meet the following requirements to be chosen:

1. Must have successfully completed one full year in band
2. Must return completed Teacher Recommendation form

The following offices will comprise the elected portion of the Band Council: President, Vice-President, Secretary, and Historians (3). They must meet the following criteria:

1. Must be a junior or senior in the upcoming year
2. Must return completed Teacher Recommendation form

**ALL STUDENT LEADERS WHO ARE ELECTED, APPOINTED OR SELECTED BY TRYOUT MUST FULFILL THE FOLLOWING REQUIREMENTS TO REMAIN IN THEIR OFFICES.**



Attend ALL summer practices, meetings, and have no unexcused absences from band activities during the year

Provide leadership by example; promote the highest expectations for band members; and show a zero tolerance for negative behavior. Band officers with any disciplinary referral in any class will be removed from office.

Attend officer meetings Maintain a GPA of 3.0 or higher

### **LETTERING**

In order to qualify for a letter in band, a student must attend all scheduled performances for the year, have a GPA of 2.5 or higher with no more than 1 “F” on semester report card, and be a member in good standing.

### **AWARDS**

Awards will be presented to outstanding band members at the annual spring concert or the band banquet.

### **ELECTRONICS AND OTHER UNNECESSARY ITEMS**

Students should bring to school the necessary items to participate in band. Items such as cell phones, are not necessary during band rehearsal or performances. Students are not allowed to use cell phones or unnecessary items during rehearsal or performances. They are also not allowed to remain with or on a student’s person during performance. This includes football games, concerts and or rehearsals. Should a student choose to use these items at a time not conducive to the band experience, a director or staff member will collect the item and turn it over to an administrator. Items will not be relinquished to the student or guardian after the event even if it is before the weekend. They must meet with an administrator in order to receive their items. This is a non-negotiable rule.

### **A TIME AND A PLACE**

The band directors have a responsibility to give the students their full attention during rehearsals and performances. Their door is always open to anyone who wants to express gratitude, opinion, concern or ideas about the band program. However, that time is not before, during or after a rehearsal or performance including idle time during a football game. Doing so takes away the attention from the students and does not allow complete attention to you. Please consider the appropriate time and place to discuss situations as it is for the betterment of the students.

### **PARENTS/GUARDIANS**

In this day and age it is more important than ever that we are present in our children’s life. All too often I witness students without parent representation at concerts and performances. You and your child deserve to share the experience together. We all work too hard not to be part of that experience. I encourage you to participate either as a spectator or as a volunteer. I encourage you to be active in the band boosters, the more help the better. A parent’s presence goes a long way with a child: 1. they know someone cares about them, 2. they try harder when a parent is present, 3. they make better decisions. Your presence at our events bolsters the magnitude of the real band experience. Your presence may also be the difference of your child making a good

decision over choosing a bad one. We all know the ramifications of bad decisions. Parents are welcome to purchase the band show shirt or polo shirt and always hang out with us. What better feeling for your child than to look up into the bleachers right before competition and see a large group of Oñate band parents cheering them on. Or to look out into the audience before a concert and see an auditorium full of parents eager to hear good music. Work to never miss an event, the reward will be priceless! Are you willing to do what needs to be done, when it needs to be done, whether you want to or not? If your answer is “No”, than “Fake it till’ you feel it”.

PLEASE SIGN, COMPLETE AND RETURN THE FOLLOWING INFORMATION

## General Release

I undersigned, for the purpose of enabling \_\_\_\_\_ a minor, to participate in the following school function: **ALL ONATE HIGH SCHOOL BAND ACTIVITIES AND TRIPS DURING THE 2017-2018 SCHOOL YEAR**, do hereby release and authorize the Las Cruces Public Schools, its employees, representatives or agents as follows:

1. You are hereby released of any and all liability or claims present or future, known or unknown, of every kin, character or description that may be created by or arising out of, either directly or indirectly, said school function.
2. In the event of accident, injury, or illness necessitating medical attention, you are specifically authorized and given sole discretion to obtain such medical attention at such place and from such person or persons as your sole judgment shall determine necessary.
3. You are further authorized and given sole discretion to administer such disciplinary action as you may determine necessary, including but not limited to your authority to return said student home at any time during the duration of the trip.

I have read this release and understand its terms. I execute voluntarily with full knowledge of its significance, and with the intention of binding myself.

Date \_\_\_\_\_

Father \_\_\_\_\_

Mother \_\_\_\_\_

Guardian \_\_\_\_\_

**PLEASE SIGN, COMPLETE AND RETURN THE FOLLOWING INFORMATION**

**Oñate Band Contract 2017-2018**

Band (marching, concert, percussion, and colorguard) is a co-curricular activity. Participation in the band requires all students to enroll in one of the Instrumental Music classes or Colorguard class. Since band is not a required activity, students who choose to participate must commit to being on time to **ALL** rehearsals and performances. This will mean rearranging work schedules or other activities. Parents must ensure that students will be on time to all rehearsals and performances. Unlike sports teams, there is no way of substituting for players who do not attend or do not perform up to standard. Failure to participate will be detrimental to the organization and will result in increased expenditures to the design team for drill revisions during marching season or music/choreography revisions during concert season.

**Rules and Commitment** We understand the process and procedure of the Oñate Band program.

**Schedule** I have received the schedule of activities for the year, and I make the commitment to attend all rehearsals and performances, as well as band camp.

**Preparation** I make the commitment to come to all rehearsals fully prepared, with my instrument in good working order and a 3-ring binder containing sheet protectors, all sheet music, and drill charts. I will be dressed in appropriate clothing including my "O" hat and MTX marching shoes.

**Financial Commitment** I understand that there is a financial component to join the Band Program. I will fulfill this commitment in a timely fashion through payments, fundraising, or arrangements with the Director and Student Accounts Chairperson. The class fee is \$100.00 for the school year. Beyond that my contribution for fundraising will equal \$350.00 for the fall semester and \$350.00 for the Spring Semester

**Fall Fee is \$100 + \$350 fundraised**

**Spring Fee is \$0 + \$350.00 fundraised**

**School Owned Instrument Rental Fee is \$40.00 per semester**

**If you do not want to participate in fundraising opportunities, feel free to write a check in the amount of \$350 for Fall and \$350 for Spring to "RKR" Band. This will be considered a donation to the band.**

**Attendance** I understand that attendance at all rehearsals and performances is mandatory, unless prior arrangements have been negotiated. The Band Director may make individual exceptions based on specific circumstances. I further understand that if I miss a rehearsal, I must make up the time and the material that was covered in the rehearsal in order to be eligible to participate in the next performance. I must fill out an absence form prior to the date to be excused from a rehearsal or performance. I have read, understand, and agree to the following attendance policy.

**Definitions**

**Excused Absence:** illness, death in the family

**Unexcused Absence:** work, homework, no ride, sleeping, etc.

**Rehearsal and Performances**

2 unexcused absences will result in removal of my position and placement as permanent season alternate.

**Notification of an Absence** (other than illness) must be submitted in writing to Mr. Silva or Mr. Moreman one week prior to the rehearsal. One absence from rehearsal (excused or unexcused) may result in suspension from the marching band for the next performance.

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

\_\_\_\_\_  
Date

**Parent Contract**

I support the commitment that my son or daughter has made to the Oñate High School Band Program. I understand that this includes a responsibility on my part to ensure that my son or daughter has transportation to and from each rehearsal and performance. I will also take an active part in guiding my son or daughter's time management to guarantee that this commitment is fulfilled. I understand the financial obligation and will work along with my child to fulfill the commitment.

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

\_\_\_\_\_  
Date

PLEASE SIGN, COMPLETE AND RETURN THE FOLLOWING INFORMATION

**Ocate Band**  
**Parent/Student Information Sheet and Medical Release Form**

*Student Name:* \_\_\_\_\_ *DOB:* \_\_\_\_\_

*Home Phone:* \_\_\_\_\_ *Cell Phone:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip:* \_\_\_\_\_

*Mother's Full Name:* \_\_\_\_\_

*Home Phone:* \_\_\_\_\_ *Work Phone:* \_\_\_\_\_ *Cell Phone:* \_\_\_\_\_

*Email:* \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

*Father's Full Name:* \_\_\_\_\_

*Home Phone:* \_\_\_\_\_ *Work Phone:* \_\_\_\_\_ *Cell Phone:* \_\_\_\_\_

*Email:* \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

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All over-the-counter medications and prescribed medications must be self-administered by the student. They need to provide and carry their own medication(s) for this purpose.

List all medications the students is taking, if any: \_\_\_\_\_

Does the student get motion sickness?      Yes \_\_\_\_\_      No \_\_\_\_\_

*If yes*, the parent must provide Dramamine or other medication and list the dosage to be taken by the student.

*Name of medication:* \_\_\_\_\_ *Dosage:* \_\_\_\_\_

List any **allergies** the student had, if any (i.e. food allergies, bee stings, peanut, etc.):

List any *dietary restrictions* the student had, if any (i.e. religious, vegetarian, etc.): \_\_\_\_\_

Does the student wear contact lenses?      Yes \_\_\_\_\_      No \_\_\_\_\_  
Does the student have braces?              Yes \_\_\_\_\_      No \_\_\_\_\_  
Does the student wear a retainer?          Yes \_\_\_\_\_      No \_\_\_\_\_

List any restrictions to medication/injections the student has, if any: \_\_\_\_\_

Please indicate if the student has had or is currently under treatment for the following conditions:

_____ Asthma	_____ Migraine Headaches
_____ Diabetes	_____ Heart Problems – Type: _____
_____ Ear/Hearing Problems	_____ Hepatitis – Type: _____
_____ Emotional Problems	_____ Meningitis – Type: _____
_____ Seizures	_____ Bleeding Disorders – Type: _____
_____ Muscular Weakness	_____ Infectious Disease – Type: _____
_____ High Blood Pressure	_____ Other – Type: _____

Have you ever been informed of the need for the student to be on antibiotic therapy prior to dental treatment? Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes**, list required therapy: \_\_\_\_\_

***Please attach a list of any problems not listed or any special measures that need to be taken with your student.***

***Medical Insurance Information:***

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Primary Insured Member's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ SSN: \_\_\_\_\_

***In the even that I cannot be reached in an emergency, I hereby give permission to the directors/ chaperones to secure proper transport and medical treatment for my child. All medical costs incurred during the trip are the responsibility of the student and/or family.***

Parent/Guardian's Name (Please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Additional Adult Contact:***

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

Relationship to student: \_\_\_\_\_