

**BISHOP CARROLL MUSIC
INFORMATION HANDBOOK
FOR STUDENTS AND PARENTS
2018-2019**

Note:

*Parents with students in the music program
(no matter which year or program--band, choir, or
strings) are asked to attend the*

Music Parent Info Night &

BCMS Annual General Meeting

in the school gym on

Tues., Sept 18, 2018, starting at 6:30 p.m.



Bishop Carroll High School



Table of Contents

BCMS Parent Night & AGM Checklist	4
Before the Parent Night and BCMS AGM (Annual General Meeting)	4
At the Parent Night & Bishop Carroll Music Society AGM	4
Music at Bishop Carroll.....	5
The Ensembles.....	5
Strings:.....	5
Orchestra:.....	5
Choral Music:.....	5
Band:	5
Jazz:	5
Practice and time commitment.....	5
SmartMusic	5
Visiting Clinicians	6
Lessons	6
Camps and Tours	6
Band students:.....	6
Choral Students:	6
Strings Students:.....	6
Annual Tour	7
Instrument Rental	7
Instrument supplies:.....	7
CHARMS	7
Parent Support	8
Teacher Advisor	8
Bishop Carroll Music Society (BCMS)	8
BCMS objectives are:.....	8
Board of Director Positions:	8
BCMS Scholarships and Bursaries.....	8
Fundraising and Volunteering	9
Fees	10
Bishop Carroll Music Society Fees (At AGM or Music Office submission).....	10
CCSD Fees (School Fees) – Paid via the main Office, not through the BCMS	10
Uniforms.....	10
ALUMNI	11

Contact us.....	11
Music Office.....	11
Music Society.....	11
2018-19 Year at a Glance	12
Activity/Performance Calendar	12
Fundraising Calendar.....	12
Charms Login Instructions	13
Uniform Requirement Form.....	13
Volunteer Profile Form.....	16

BCMS PARENT NIGHT & AGM CHECKLIST

BEFORE THE PARENT NIGHT AND BCMS AGM (ANNUAL GENERAL MEETING)

1. If your child is returning to the music program, **log in and update your Charms** account with any Student/Parent information that is incomplete or incorrect. Do this now or at the AGM if you can't gain access.

SPECIAL NOTE!!! – Charms UserIDs for all students is his/her **school ID number with a capital letter P at the beginning**, i.e. P123456 (id numbers are 6 or 7 digits long, no preceding zeros). For specific instructions to access Charms go to the end of this booklet. If you are having trouble or forgotten your password, please e-mail charms.bcms@gmail.com requesting a password reset; the initial password is the same as the UserID.

2. Consider your **level of involvement** in helping us make this year the best for your child's experience in music. Sign up via Charms to chaperone, assist with uniforms, etc., or put your name forward for a Board position and/or attend regular Society monthly meetings.
3. **Complete the Volunteer Profile Form** (at the back of this booklet) as well as update your parent information in Charms. The school district requires all volunteers to fill out appropriate volunteer forms; these are available at the school Main Office or from the Music Assistant in the Music Office.
4. **Complete the BCMS Uniform Agreement Form** (at the back of this booklet).
5. **Prepare to pay Bishop Carroll Music Society (BCMS) Fees:**
Bring your cheque book to the AGM. You will need more than just one cheque. (Cheques are to be made payable to Bishop Carroll Music Society)
 - *Uniform Rental Fee (\$50)*
 - *Tax-deductible Donation – BCMS (\$100 Suggested, but any amount is greatly appreciated)*
 - *Uniform Deposit Post-Dated Cheque (\$250, dated June 1, 2019, stapled to the form)*

**Bishop Carroll High School Music Program and Instrumental Rental fees are separate from Music Society fees. School fees and instrument rental go to the school directly. (Contact the Main Office or School Music Assistant if you have questions.)*

AT THE PARENT NIGHT & BISHOP CARROLL MUSIC SOCIETY AGM

Be at the school for 6:30 pm., on Tuesday September 18 receive and complete the AGM Passport (all activities listed below) to get entered for a draw to win 2 tickets to the Christmas Concert.

1. Watch performances and find out about this year's tour.
2. Vote for 2018-19 BCMS Executive (consider taking a Board position).
3. Get "Charmed" by chatting with the student volunteers that have the Chrome books.
4. Uniform Requirement Form, BCMS Uniform Fee, Uniform Deposit Cheque, & Fundraising Support
 - a. Fill in, read, and sign the Uniform Requirement Form (attached to the end of this manual), attached a post-dated uniform deposit cheque.
 - b. Submit the completed Uniform form and deposit cheque with payment of the BCMS Uniform Fee \$50 to the parent volunteers.
 - c. Make a taxable donation to the Society (tax receipts available for donations over \$25)
 - d. Fill in an order form/buy some grocery cards.
5. Visit The Music Gala (formerly "A Taste of Jazz") and Volunteer table in the gym and hand in the Volunteer Profile Form (attached to the end of this handbook).

MUSIC AT BISHOP CARROLL

Welcome to music at Bishop Carroll!! Participation in music offers not only an opportunity for students to improve their musicianship, but also a chance to join a like-minded community, to make friends, and to develop teamwork and time management skills. Whether a beginner or already an accomplished musician, participating in one or many ensembles, the Carroll music program offers many chances to enjoy music and participate in musical experiences to make high school a memorable experience.

Bishop Carroll is proud to have a partnership agreement which allows us unique access and opportunities with Mount Royal University and their Conservatory. This includes access to faculty, visiting artists, performances workshops and concerts.

THE ENSEMBLES

Our music program offers choral, strings and band components. The ensembles available in 2018-19 are as follows: (Other ensembles may be added from time to time as student interests and instructor availability permits.)

STRINGS:

Virtuosi Strings	Ensemble Intermezzo	Touring Strings
Cantabile Strings	Ensemble Eruditio (Beginner Strings)	

ORCHESTRA:

Symphony Orchestra (2nd semester)

CHORAL MUSIC:

Chamber Choir	Concert Choir	Touring Choir
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BAND:

Symphonic Band	Wind Ensemble	Touring Band
Percussion Ensemble	Flute Ensemble	Clarinet Ensemble
Saxophone Choir	Trumpet Choir	Horn Choir
Trombone Choir	Tuba/Euphonium Ensemble	

JAZZ:

2:00 Jazz Band	Red Cards (jazz band)	Jazz Combo
Vocal Jazz	Sassy Jazz (female vocal jazz ensemble)	

PRACTICE AND TIME COMMITMENT

Practice is an integral part of learning and advancing as a musician. Rehearsals are scheduled in groups and from time to time, workshops, sectionals or lessons will also be scheduled. The amount of time you need to practice is dependent on the number and type of ensembles in which you are participating. Rehearsal schedules are available on D2L/Brightspace and Charms.

SMARTMUSIC

Our band program uses the most advanced practice software available--SmartMusic. This software is included in your program fees. Subscription codes are provided to enrolled students.

VISITING CLINICIANS

Throughout the year, we offer additional clinics and sessions with instruction from professional musicians. The Bishop Carroll Music Society funds many of these opportunities, giving students exposure to practicing musicians and world-class instruction.

International artists and groups are also brought in to perform and work with our students. These artists are usually on tour and are very accomplished, often having won or been nominated for Juno and/or Grammy awards. Performances and workshops are booked around the artists' availability, and may not happen during regular rehearsal or school times.

LESSONS

Through major support of the BCMS, we are the only high school in Alberta to include (at no additional cost to students) private lessons on a bi-weekly basis for band students, and regular small group clinics for choral and string students with Calgary's finest professional musicians.

CAMPS AND TOURS

The music program includes opportunities to perform at various festivals and competitions throughout the year. These experiences expose students to live performance, give family and friends a chance to watch their student perform in a variety of venues, and through coaching and adjudication, fosters excellence and musical growth.

In past years, student ensembles have been invited to play at various community events such as We Day, the Mayor's Luncheon for the Arts, the Duke of Edinburgh Awards and various CCSD events. Keep an eye on the Charms calendar for specific event dates, times, and to sign up to chaperone.

BAND STUDENTS:

Band students attend the Vic Lewis Festival held each November in Canmore, Alberta. This festival provides a great chance to come together as a group with live performance opportunities for each ensemble and the chance to receive coaching from world-class teachers and adjudicators. This year the festival is scheduled for November 2-4, 2018. All Band students are strongly encouraged to attend. Itinerary and fees will be distributed during rehearsals in October.

Every January during Transition Days, all band students head over to MRU to participate in a workshop day in preparation for festival in February. These are scheduled for January 21-25, 2019.

CHORAL STUDENTS:

Choir Camp offers choir students the opportunity to spend a weekend in Banff, honing their performance skills and bonding as an ensemble. The 2018 choir camp in Banff is scheduled for November 14-16, 2018.

ChoralFest is an annual opportunity for our choirs to demonstrate their accomplishments in an adjudicated setting. ChoralFest is scheduled for the beginning of April 2019 - more details will be forwarded as available. Again, check the Charms calendar for details.

STRINGS STUDENTS:

String Camp will provide Bishop Carroll string students the opportunity to study with Calgary Philharmonic and Mount Royal Conservatory clinicians and conductors, in preparation for their Calgary Performing Arts Festival performances in April & May. It's a great time of bonding and team-building. This year's camp is scheduled for March 19 - 21, 2019. More details to follow!

Calgary Performing Arts Festival (CPAF): Each of the string ensembles compete at the festival in an adjudicated setting. This year's festival takes place at MRU between April 15 - May 5, 2019. Exact performance date and details to follow.

ANNUAL TOUR

The Music Program offers a tour in April or May. Details will be provided once available. For the annual tour, fee schedules vary with destination.

There are costs associated with camps and the annual tour. The Bishop Carroll Music Society fundraises to help provide some subsidies for camps and deserving students in financial need. More information on this is available by contacting any of the music teachers.

INSTRUMENT RENTAL

No instrument? We may be able to help! CCSD offers a limited supply of instruments for rent. Rental is on a first come, first served basis and instruments can be obtained through the Music Office. Rental is \$100/year and payable to the district using their online payment site or via cheque/cash at the main office's Cash Cage. Additionally, we can recommend St. John's Music, Long & McQuade and V. A. Hill Fine Strings as vendors for rental of higher quality or year-round terms. The quality of your tools significantly impacts the resulting work, so play the best quality instrument you can!

INSTRUMENT SUPPLIES:

We do not provide reeds, oils, or cleaning supplies. Ensure proper cleaning materials are used, and that your instrument is properly maintained. Some instruments can be destroyed if exposed to significant water or other liquids/polishes. Ask a director for more information before taking this on yourself.

CHARMS

The music department and BCMS use a program called CHARMS to post forms, provide information, and communicate details of trips and events to parents and students. This program allows communication to specific ensembles and parent groups, reducing the number of irrelevant emails you receive. It is also used to track uniforms, inventory, and so much more.

Please make sure your contact information (phone numbers, e-mail) and other information in Charms are correct. If we have your email registered in CHARMS, we will be able to contact you and send you updates about events, performances, and fundraising events. As well, from time to time, the Music Society posts information on the Bishop Carroll website. With the help of volunteer parents, we will be using Charms throughout the entire year.

Specific instructions about how to access CHARMS can be found at the back of this handbook.



PARENT SUPPORT

TEACHER ADVISOR

You can help support your child by discussing the musical goals of your son or daughter with your teacher advisor, ensuring proper planning and attention is given to their musical education.

BISHOP CARROLL MUSIC SOCIETY (BCMS)

The BCMS is a registered charity, with membership comprised of parents of all students enrolled in the Bishop Carroll High School music program. If your student is enrolled in music at Bishop Carroll (band, choir, strings) you are a member of the Society!

BCMS OBJECTIVES ARE:

- *To encourage and promote student involvement in the diverse school music program (band, choral, strings)*
- *To provide uniforms, instruments, equipment and musical aids to facilitate the music programs*
- *To sponsor camps and trips for musical enrichment*

BCMS purchases and maintains uniforms, pays for sheet music, subsidizes trips and retreats, funds technology and instrument upgrades and financially supports the music program in many other ways.

BOARD OF DIRECTOR POSITIONS:

BCMS exists to support the music program and our Board of Directors is elected annually at the AGM. The Board reports on the activities of the past year and a new Board of Directors is elected. Please consider volunteering to assist with any one of these elected positions:

- *President*
- *Vice President*
- *Secretary*
- *Treasurer*
- *Assistant Treasurer*
- *Communications/Charms Coordinator*
- *Uniform Coordinator*
- *Fundraising Coordinator*
- *Raffle Coordinator*
- *Directors at Large (3 positions)*

Monthly BCMS meetings are scheduled for the **third Thursday of each month at 7:00 pm in Room 201** at the school. Board Meeting dates will be posted on the Charms calendar as well as on the BCHS website. All parents of students enrolled in music are invited to attend.

BCMS SCHOLARSHIPS AND BURSARIES

The Music Society provides four scholarships. These are awarded annually to graduating students.

The Brian McAuley Award and Scholarship is named after a long-time and much-loved educator, musician and composer who spent over 20 years building the music program at Bishop Carroll. Mr. McAuley currently splits his time between Turkey and Calgary. He continues to write and teach, and ensures he spends time at

Bishop Carroll every year. Mr. McAuley is known not only for his great teaching, but his personal qualities of patience, acceptance, a joyful spirit, humility and unending energy. The Brian McAuley award is given to the student whose contributions to the music program continue the legacy of Mr. McAuley.

In addition, annual scholarships are provided to one music student from each of band, choral music, and strings. Applicants are judged on the basis of their scholarship, musicianship, and participation in the music program. Deadline for applications and more information is available through the music faculty and Bishop Carroll High School Counselling Office.

FUNDRAISING AND VOLUNTEERING

To ensure we can keep our Music Society fees as low as possible, we also conduct a few select fundraisers during the year. It is expected that all parents and students will support these activities, which directly benefit our students.

The most successful and popular initiatives are listed here. A detailed list of the full year plan will be available at the AGM or shortly thereafter.

- **Music Society Donation:** A donation made out to the Bishop Carroll Music Society can be done at any time throughout the school year. Tax receipts will be issued for donations made over \$25.
- **Grocery Gift Cards:** Complete an order form to purchase grocery cards at face value (all year).
- **Music Society Cash Raffle:** Get your tickets to sell to family and friends from December to mid-January. They make great stocking stuffers. Spend \$10 for a chance to win \$1000 or more with a limited number of tickets printed - great odds!! Draws will be done at The Music Gala on Feb 22nd.
- **Annual Fundraising Gala “The Music Gala” (formerly called, “A Taste of Jazz”):** This is an event not to be missed!! Our biggest fundraiser of the year, it can only happen with contributions from everyone. The evening features our very own music ensembles, a fun-filled adult evening of wine, hors d’oeuvres, and live and silent auctions. Planning starts in October. All parents are asked to contribute an item for the silent auction. More than 100 volunteers are needed to prepare the event and work on the evening of the gala. Students and parent volunteers work together to make this event successful and proceeds are used to support all music students.
- **Flower baskets and flats:** Last year’s baskets were gorgeous! A wonderful Mother’s Day present. Watch for details in February, with delivery of plants in May.

Volunteers are required for many activities such as chaperoning, events, and preparing/distributing uniforms. Please let us know if you can help by completing the Volunteer Profile at the end of this handbook and updating your information in Charms. Also, the **school district requires that all volunteers complete appropriate school board volunteer forms.** Please make sure you see the main office the first time you come in to volunteer to complete these forms. Most events will require volunteers. Stay posted and sign up to volunteer for a specific event by clicking on the multi-coloured hand under the event listed on the Charms main calendar.

Your support is vital and very much appreciated to enhance the music program at Bishop Carroll. Please be as generous as possible with your time, talent, and treasure. You can make a difference!!

FEES

BISHOP CARROLL MUSIC SOCIETY FEES (AT AGM OR MUSIC OFFICE SUBMISSION)

Item	BCMS FEE	Details:
Uniform Fee	\$50	Covers cost of uniform wear, dry-cleaning, repairs, etc.
Uniform Deposit	\$250 (refundable)	Cheque post-dated to June 1, 2019. Cheque is destroyed when complete uniform returned at year end
Music Society Donation	\$100 (suggested)	Please donate according to your ability - any amount is appreciated at the AGM or any time throughout the year.

Donations to the BCMS are tax-deductible, as are any other donations over \$25 made throughout the school year. Some employers match donations made through payroll deductions, and these can be allocated to BCMS Registered charity # 124 297 813 RR0001.

You may also donate to Bishop Carroll Music Society through Charms (PayPal) or via www.canadahelps.org.

CCSD FEES (SCHOOL FEES) – PAID VIA THE MAIN OFFICE, NOT THROUGH THE BCMS

The Calgary Catholic School District charges an instructional fee for the music program, and school district instrument rentals. These music program fees cover some of the music program expenses. (The BCMS further supports the music programs through fundraising.) **The below-noted fees are payable to the school via cheque/cash at the main office's Cash Cage or online to CCSD (not at the BCMS AGM).**

Program	CCSD FEE	Details:
Band	\$250	Band program fee
Choral	\$125	Choir program fee
Strings	\$200	String program fee
Instrument rental	\$100	Required only if renting a CCSD/school instrument

CCSD fee forgiveness or a payment plan are available by contacting our school principal, Mrs. Cheryl McInnes, at cheryl.mcinnis@cssd.ab.ca and our Business Manager, Mr. Brian Chittick, at brian.chittick@cssd.ab.ca Details are available from the music teachers.

UNIFORMS

Students are required to wear a uniform for performances. The BCMS provides each student with a uniform. See the BCMS fee schedule for details of cost and the Uniform Requirement Form at the back of this document that needs to be completed and signed by the student and a parent.

All music students are provided a black crested golf shirt for group traveling and casual events. The Music Society provides the formal uniform for men, a tuxedo. The women's formal uniform consists of a black velvet top and long black taffeta skirt. Students are asked to provide their own plain black polished dress shoes and black hose or socks.





ALUMNI

Parents and Students:

We'd like to keep in touch! Do we have your email? If not, you might miss out!!
Please make sure we have your correct email address in CHARMS.

CONTACT US

MUSIC OFFICE



Bishop Carroll High School

School Phone:	403-500-2056	Music Office Extension: 227
Music Assistant	Mrs. Melissa McCaffrey	melissa.mccaffrey@cssd.ab.ca
Band Director	Mr. Chris Herard	chris.herard@cssd.ab.ca
Choir Director	Mr. Nicholas Allen	nicholas.allen@cssd.ab.ca
Strings Director	Ms. Christina Visy	christina.visy@cssd.ab.ca

MUSIC SOCIETY



BCMS President	president.BCMS@gmail.com
BCMS Vice President	vp.BCMS@gmail.com
BCMS Secretary	secretary.BCMS@gmail.com
BCMS Treasurer	treasurer.BCMS@gmail.com
BCMS Charms Coordinator	charms.BCMS@gmail.com

(Names of the parents who have graciously volunteered and been elected for these positions for the year will be available after the election at the AGM.)

2018-19 YEAR AT A GLANCE

***Subject to change* Please check the Charms calendar for the most up-to-date information about events, locations, ticket sales, volunteer needs, required forms, etc.**

ACTIVITY/PERFORMANCE CALENDAR

September 18, 2018, 6:30 PM	Bishop Carroll Music Society (BCMS) AGM
October 19, 2018 (afternoon & evening)	Telus Convention Centre performance (Virtuosi Strings only)
October 24, 2018, 7:00 PM	Jazz Café
October 25-26, 2018	Alberta Music Conference in Edmonton, AB (Virtuosi Strings)
November 2-4, 2018	Vic Lewis Band Festival in Canmore, AB
November 14-16, 2018	Choir Camp in Banff, AB
December 4, 2018, 7:00 PM	District Advent Choral concert (St. Michael's Catholic Comm.)
December 13 2018, 7:00PM	Christmas Concert (Bella Concert Hall, MRU)
January 23 -30, 2018	Transition Day Workshops (Band)
February 21, 2019, 7:30 PM	String Fling (BCHS Gym)
February 22, 2018	The Music Gala & Silent Auction (formerly "A Taste of Jazz")
February 20-26, 2017	Alberta International Band Festival (University of Calgary)
March 19-21, 2019	Strings Camp
April 2018	ChoralFest
April 15 - May 5, 2019	Calgary Performing Arts Festival (exact dates TBA)
May 2-5, 2019	Music Department Tour (Out of Province)
May 13, 2019	Spring Concert and Awards Night (Bella Concert Hall, MRU)

FUNDRAISING CALENDAR

All Year	Donation Campaign (Cheque Writing - kick-off at AGM) Grocery Cards
December – January	Cash Raffle Ticket Sales (Draws at The Music Gala)
December - January	Silent Auction Items Collection (for The Music Gala)
February 22, 2019	The Music Gala Fundraiser
February/March	Flower Orders for May Delivery

HOW TO ACCESS INFORMATION ON



- Log on to www.charmsoffice.com, and click “ENTER/LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login using the following School Code:

BishopCarrollMusic

- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, possible handouts and other “publicly shared” information, as well as a few other options.
- The first time you go here, enter your child’s 6- or 7-digit **school ID NUMBER preceded with the capital letter P** (i.e. P123456) into the **Student Area Password** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. Please create a unique password that both you and your child will remember. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password; create a “hint” as well.
- If you need to have your password reset or are having trouble logging in, please send an e-mail to charms.bcms@gmail.com and our volunteer parent in the Charms Coordinator role will help you.
- **Be sure to enter both the student and parent(s)’ email addresses and personal contact info. This ensures you won’t miss any important Music Dep’t and BCMS information!**
- Whenever you enter Charms using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. This is called the HUB. What appears here is partially up to the Account Administrator or Head Director.
- **Two areas in which you can help the director/administrator maintain his/her records:**
 - **Update Personal Information** - you may make changes to your and your child’s student information page (such as updating phone numbers/cell carriers and email addresses if they change) to help the Music Dep’t communicate with you and your children more effectively. You can also indicate which parent volunteer/resource groups you would like to participate in (in the interest groups of the parent personal information.) Click **Update Info** to save changes.
 - **We are in the process of setting up through Charms on-line credit card payments through PayPal. Once that is established you can make credit card payments for some fees, a donation, etc., to your student’s account.** Click **Finances** -- if credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
- The **Calendar** will list events, rehearsals, and volunteer opportunities. Visit this area regularly to view upcoming events and to sign-up to chaperone, volunteer, etc.
- Most importantly, the parent page assists both you and the music teacher to communicate with each other. Stay up to date on what’s going on with your child!
- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!

~ **BCMS Uniform Form** ~

Requirements 2018-2019

Student:	TA:	Grade:	<i>Office Use Only/Charms</i> Paperwork Complete? Y N Missing? Sig. Fee Deposit
Music Program(s): <i>(if specific ensemble(s) is unknown select first box of program)</i>	Band: <input type="checkbox"/> Symphonic <input type="checkbox"/> Wind <input type="checkbox"/> Jazz	Choir: <input type="checkbox"/> Concert <input type="checkbox"/> Chamber <input type="checkbox"/> Jazz <input type="checkbox"/> Sassy Jazz	Strings: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

A. Charms Office Assistant:

- This is Web-based Application used for communication, uniform tracking, & program lists for all the music programs at Bishop Carroll.
- Each student and family are asked to sign-up for an account and be sure the following and contact information is in Charms.

Parent Email:	Student Email:
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B. Fee Payment: *There are **2 different sets of fees** that all music students need to pay.*

- MUSIC SOCIETY Fees:** cheques are to be made out to the **BISHOP CARROLL MUSIC SOCIETY**
 - ◆ **Uniform fee = \$50** (Cash or Cheque or PayPal through Charms or Credit Card at AGM only)
 - ◆ **Uniform Deposit = \$250** (Must be a post-dated cheque dated for **June 1, 2019**)
 - This cheque will only be cashed if uniform pieces are not returned in good condition
 - ◆ **Society Donation = \$100** suggested (tax receipts will be sent out in January 2019; thank you for your generous support.)
- SCHOOL Music Course Fees:** Are totally separate fees decided on by the Catholic School Board and paid directly to the school (for details contact the school main office).

Office Use Only

Uniform Fee \$50 _____ **Uniform Deposit \$250** Chq # _____ (Post-dated **June 1, 2019**)
(Cash, Chq#, Visa/MC, PayPal)

Donation \$ _____ **Tax Receipt made out to:** _____
(Cash, etc.)

Staple post-dated cheque here

Year End	Volunteer:	Date:	Volunteer:	Date:
	Uniform Pieces: <input type="checkbox"/> All returned <input type="checkbox"/> Missing: <input type="checkbox"/> Repairs needed		Deposit Cheque: <input type="checkbox"/> Cashed <input type="checkbox"/> Destroyed	

C. Uniform Agreement: *Parents & Students Read Carefully and Sign*

Students and parents agree to provide a **Deposit Cheque of \$250 that is post-dated to June 1, 2019.**

Deposit cheques will be held and will not be cashed as long as:

- ◆ **All pieces of the uniform, hangers, and garment bag are returned after the final performance**
- ◆ **All pieces are received in good condition and required repairs are only from reasonable wear and conditions**
If either of these conditions are *not met*, cheques will be **cashed in June 2019**, possibly, without notice.

Students and parents agree that the Uniform will not be given to a student until the following requirements are met:

- ◆ **Deposit Cheque:** \$250.00 Cheque made out to: **Bishop Carroll Music Society -post-dated - June 1, 2019**
- ◆ **Uniform Fee:** \$50.00 Cash, Cheque (made out to: **Bishop Carroll Music Society**), or PayPal
- ◆ **This Uniform Agreement must be signed by:** Parent and Student

Students and parents agree to take care of the uniform during the year and return it to the Bishop Carroll Music Society in in good condition.

Care of the uniform includes:

- ◆ Properly washing the uniform pieces throughout the year following the instructions on the label.
 *** Note: ***Men's Jackets & Pants are to be dry cleaned*** only if they get dirty throughout the year.
- ◆ The only alterations that are acceptable are those that can be reversed; this must be done before it is returned at the end of the year.
 *** Note: ***Ladies skirts cannot be hemmed.***
- ◆ Storing the uniform pieces so that they are kept in good condition.
- ◆ Contacting the music office if repairs are needed throughout the year.
 *** Note: students may be charged to repair the item if the damage was caused by undue care

Uniforms (***all pieces***) will be collected at the end of the last performance for the year (end of May/first week of June).

- ◆ The student will inform us at this time if any repairs are needed.
- ◆ The uniform pieces will be scanned at the school after the concert and the Society will try to contact students or parents regarding missing pieces and/or items. Deposit Cheques will be cashed unless other arrangements are made to pay for the replacement pieces and/or to repair the item(s).
- ◆ **The Music Society will do the final cleaning of the uniforms at the end of the school year.**

Parent Signature	Student Signature	Date
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Distribution Checklist for Volunteer Entry and Student Signature

<input type="checkbox"/> Sizes selected	<input type="checkbox"/> Pieces Scanned into Charms	<input type="checkbox"/> Uniform On hold
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Uniform given to student	Date:	Volunteer initials:	Student Signature at pick up:
<input type="checkbox"/> Ladies Pieces _____ (usually 3) <input type="checkbox"/> Men Pieces _____ (usually 6)			

Comments:

VOLUNTEER PROFILE FORM

STUDENT INFORMATION			
Student Name (s) (Only one form per household)	ID #	Grade/TA	Music Program (Band/Choir/Strings)
PARENT INFORMATION			
	Mother	Father	
Name:			
Phone:			
E-mail:			
Things I'm good at and/or have experience in or would like to do to help:			
Availability: (check all that apply and make comments)	<input type="checkbox"/> During School Hours <input type="checkbox"/> Weeknights <input type="checkbox"/> Weekends Comments:	<input type="checkbox"/> During School Hours <input type="checkbox"/> Weeknights <input type="checkbox"/> Weekends Comments:	
Area of Interest: (check all you would consider doing)	<input type="checkbox"/> Society Board Position <input type="checkbox"/> Charms/Data Entry/Admin Support <input type="checkbox"/> Chaperoning <input type="checkbox"/> Transportation (Driving) <input type="checkbox"/> Uniforms <input type="checkbox"/> The Music Gala/Fundraising <input type="checkbox"/> Other: (please specify)	<input type="checkbox"/> Society Board Position <input type="checkbox"/> Charms/Data Entry/Admin Support <input type="checkbox"/> Chaperoning <input type="checkbox"/> Transportation (Driving) <input type="checkbox"/> Uniforms <input type="checkbox"/> The Music Gala/Fundraising <input type="checkbox"/> Other: (please specify)	

