

**West Salem Band Program Handbook**

**COMPETITIVE  
MARCHING BAND  
REGISTRATION PACKET  
PAGES 32-41**

**FOR NON-COMPETITIVE MARCHING BAND STUDENTS,  
SEE PAGES 43-53**

# West Salem Band Program Handbook

## REQUIRED FORM FOR COMPETITIVE MARCHING BAND MEMBERS

### Registration Form

*(please print carefully)*

#### Student Information

Student Name (first and last) \_\_\_\_\_

Instrument (marching) \_\_\_\_\_ Birth Date (M/D/Y) \_\_\_\_\_

Graduation Year \_\_\_\_\_ Middle School Attended \_\_\_\_\_ T-shirt Size \_\_\_\_\_

#### Contact Information

Student phone number \_\_\_\_\_ Student email \_\_\_\_\_

Primary Parent/Guardian Name (first and last) \_\_\_\_\_

Parent/Guardian email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Secondary Parent/Guardian Name (first and last) \_\_\_\_\_

Parent/Guardian email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

In order for my child, a minor, to take part in and receive the advantages of the West Salem Band Program, I am giving permission for my student to participate and travel with the organization. I understand that an itinerary will be published prior to each travel date and that the mode of transportation will vary.

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

The West Salem Band Program produces a roster for the use of its members. The contents of the roster will be taken from the information you have provided above. It will include address, phone, number, student and parent names. Please check the boxes below if you prefer for any of your information to NOT be listed in this roster.

You may print both my address and phone number in the member roster.

Which number do you prefer to be listed:  Home  Cell  Work

I do not want my address listed.  I do not want my phone number listed.

# West Salem Band Program Handbook

## REQUIRED FORM FOR COMPETITIVE MARCHING BAND MEMBERS

### Health History and Authorization Consent for Treatment of a Minor

Dear Parent,

This form may be used in the event that your student requires medical attention and you cannot be contacted. If your student's physician cannot be reached, or if a physician feels the student should be treated in an Emergency Room, this completed form will accompany your student.

I, (Parent/Guardian Name) \_\_\_\_\_ certify that I am the

Parent/Legal Guardian of the following child (Student Name) \_\_\_\_\_

born on (M/D/Y) \_\_\_\_\_. As such, I hereby authorize West Salem Instrumental Music and Dance/Guard Ensemble instructors and chaperones who are 18 years of age or older, to consent to any normal and/or emergency medical and/or surgical treatment of the above child which is deemed advisable if I cannot reasonably be located through the information set out on this form when the child is brought in for treatment. This authorization is effective July 1, 2010 to June 30, 2011.

Health Insurance Company \_\_\_\_\_ Group Number \_\_\_\_\_

(Please note, in the interest of ease, it would be advisable that your student carry their health insurance information card/or photocopy with them at all times.)

Student's Physician \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of last Tetanus Shot \_\_\_\_\_

Please list any allergies (bee sting, medications, latex, etc.), illnesses or conditions that the adults traveling with your student should be aware of:

If your student is currently taking any prescription medications, they all must be listed below (all information will be kept strictly confidential and only used in case of an emergency):

If my child becomes unwell and requests non-prescription medication (such as Ibuprofen, etc.), I hereby give my permission for an adult to provide it to them. I have listed any exceptions below:

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

# West Salem Band Program Handbook

## REQUIRED FORM FOR COMPETITIVE MARCHING BAND MEMBERS

### Release of Liability and Hold Harmless

As a parent, I understand and agree that participation in this activity, which is physical in nature, has its natural risks. I agree to defend, release from liability and hold harmless the school district, chaperones, employees and volunteers along with the destinations for camps and competitions from any and all claims and liabilities arising out of participation in this activity, except those which result from sole negligence of the district.

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

### Photo Release

I hereby grant permission to the West Salem Band program to use photographs and images taken at rehearsals, festivals, and performances on its website or in its printed materials without further consideration. I understand that my student may be in one of those photos and I acknowledge WSBB's right to crop or treat the photograph at its discretion. I understand that pictures placed on a web page will be accessible to anyone with Internet access and maybe used in instructional settings. I also understand that NO complete names are posted with these photos on the website.

I am of full age (18 years) and have the right to contract in my own name or for the minor named below. I have read this release and fully understand the contents. This release shall be binding upon me and my heirs and legal representatives.

Student Signature (only if 18 or older) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (for minors) \_\_\_\_\_ Date \_\_\_\_\_

### Certification You Have Read and Understand

We have read the 2010-2011 Handbook and fully understand its contents. By signing below, I agree to abide by the rules, regulations, and policies stated herein.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

# West Salem Band Program Handbook

## REQUIRED FORM FOR COMPETITIVE MARCHING BAND MEMBERS

### West Salem Competitive Marching Band Expenses – Fall 2011

Student Name \_\_\_\_\_ Parent Name \_\_\_\_\_

| <u>WSBB Fees</u>                                                      | Price            | Applicable Amount |
|-----------------------------------------------------------------------|------------------|-------------------|
| <b>ALL MEMBERS (Winds, Percussion, Dance/Guard Ensemble)</b>          |                  |                   |
| Required Competitive Marching Band Participation Fair Share Fee       | \$350            | _____ 350         |
| <b>REQUIRED FOR WINDS (Brass and Woodwind members)</b>                |                  |                   |
| Apparel Fee (new members \$50, returning members \$30)                | \$30-\$50        | _____             |
| Shoe Fee (New Members Only, or if needed for returning members)       | \$35             | _____             |
| Brass Berp Device (Brass only, if member does not already have)       | \$20             | _____             |
| <b>REQUIRED FOR PERCUSSION</b>                                        |                  |                   |
| Apparel Fee (new members \$50, returning members \$30)                | \$30-\$50        | _____             |
| Shoe Fee (New Members Only, or if needed for returning members)       | \$35             | _____             |
| Mallet/Stick Fee (required for all percussion)                        | \$30             | _____             |
| <b>REQUIRED FOR GUARD</b>                                             |                  |                   |
| Apparel Fee (new members \$50, returning members \$30)                | \$30-\$50        | _____             |
| Shoe Fee (New Members Only, or if needed for returning members)       | \$35             | _____             |
| Flag Bag, Team Bag, Equipment Fee                                     | \$50             | _____             |
| <b>OPTIONAL PURCHASES FOR ALL MEMBERS</b>                             |                  |                   |
| Long Sleeve Shirt for under uniform (Winds and Percussion)            | \$15             | _____             |
| Member Pull Over (for returning members that need a replacement)      | \$35             | _____             |
| Shoe Carry Bag (Winds and Percussion)                                 | \$6              | _____             |
| Scrip Registration Annual Renewal Fee Per Family Participating        | \$4              | _____             |
| <b>WSBB Sub-total from above</b>                                      | <b>Sub-total</b> | _____             |
| Less: Credit balance from Treasurer's Statement to be mailed Aug 2011 | Less             | _____             |
| Less: Multiple Student Family Discount (\$50 per student)             | Less             | _____             |
| <b>TOTAL DUE TO WSBB (Make check out to WSBB)</b>                     | <b>Total Due</b> | _____             |

Signature \_\_\_\_\_ Date \_\_\_\_\_

# West Salem Band Program Handbook

## REQUIRED FORM FOR COMPETITIVE MARCHING BAND MEMBERS

### WSBB and VOLUNTEER NEEDS

The West Salem Band Program involves more students than any other sport or activity at West Salem High School. Consequently, it takes a lot of volunteers to help keep these programs growing and vibrant. **We are asking that each parent/guardian volunteer for various needs throughout the year.** Thank you so much for your support and volunteer hours.

Parent Name \_\_\_\_\_ Student Name \_\_\_\_\_

Parent Email \_\_\_\_\_ Phone \_\_\_\_\_

#### WHAT ARE YOU GOOD AT? WHAT WOULD YOU BE INTERESTED IN HELPING WITH?

Check ALL that apply:

- |                                                                 |                                                                    |                                       |                                             |
|-----------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Leadership                             | <input type="checkbox"/> Management                                | <input type="checkbox"/> Fundraising  | <input type="checkbox"/> Chaperoning        |
| <input type="checkbox"/> Food                                   | <input type="checkbox"/> Equipment                                 | <input type="checkbox"/> Sewing       | <input type="checkbox"/> Fundraising Chair  |
| <input type="checkbox"/> Graphic Design                         | <input type="checkbox"/> Props                                     | <input type="checkbox"/> Welding      | <input type="checkbox"/> Construction       |
| <input type="checkbox"/> Uniforms                               | <input type="checkbox"/> Social Events                             | <input type="checkbox"/> Pit Crew     | <input type="checkbox"/> After Game Treats  |
| <input type="checkbox"/> Concessions                            | <input type="checkbox"/> Highlight Video                           | <input type="checkbox"/> Programs     | <input type="checkbox"/> Photography        |
| <input type="checkbox"/> Web Design                             | <input type="checkbox"/> Publicity                                 | <input type="checkbox"/> Medical      | <input type="checkbox"/> Corporate Sponsors |
| <input type="checkbox"/> Silent Auction                         | <input type="checkbox"/> Decorations                               | <input type="checkbox"/> Registration | <input type="checkbox"/> Recruitment        |
| <input type="checkbox"/> Set-up at Marching Rehearsals          | <input type="checkbox"/> Tear-down at Marching Rehearsals          |                                       |                                             |
| <input type="checkbox"/> Set-up at Concerts and Performances    | <input type="checkbox"/> Tear-down at Concerts and Performances    |                                       |                                             |
| <input type="checkbox"/> Fireworks Stand Shift Coordinator      | <input type="checkbox"/> Team Manager for one of the Winter Guards |                                       |                                             |
| <input type="checkbox"/> Team Manager for Winter Percussion     | <input type="checkbox"/> Meals at Fall Competitions                |                                       |                                             |
| <input type="checkbox"/> Transporting Equipment to Competitions | <input type="checkbox"/> ATV Maintenance and Repair                |                                       |                                             |
| <input type="checkbox"/> Pit Percussion Equipment Repair        | <input type="checkbox"/> Photo Button Coordinator                  |                                       |                                             |

# West Salem Band Program Handbook

## Explanation of Competitive Marching Band Member Fees and Expenses

### **West Salem Competitive Marching Band (WSMB) Participation Fee**

We have over \$50,000 in expenses that are not covered by the school district. The main portion of this fee funds instructional staff, design staff, equipment and operational expenses related to Marching Band. Students receive over 300 hours of quality instruction and the performance experience is invaluable. Most weekly summer camps cost between \$300-\$500 per week. The expense of \$350 for the entire season of instruction and experience is an incredible deal. Parents will see an invaluable return on this investment. In addition, we offer several fundraising opportunities for the students to completely raise these funds.

### **Apparel Fees**

These apparel fees cover the supplemental clothing needed for the uniforms (allowing us to look professional and precise) during performances. The apparel belongs to the students. Guard members see enclosed apparel fee explanation sheet.

### **Berp Device Fees**

All brass members must have a Berp device. This device attaches to their instrument and is critical to the development of superior brass performance. This fee may be omitted if you already have a Berp device.

### **Mallet/Stick Fees**

We provide all mallets and sticks needed for the season. This fee covers the non-reusable portion of these expenses. All percussion students use these mallets/sticks throughout the fall season.

### **Long Sleeve Shirt**

This is an extra warm shirt students are allowed to wear under their uniform for performances during cold weather.

### **Shoe Carry Bag**

This is a small bag that students can carry their performance shoes in. It helps protect them and keep them clean.

### **Scrip Registration**

This is the "per family" annual fee that is paid to register for the scrip fundraising program. Scrip is one of the largest and most successful fundraising programs we offer. More information about the Scrip program can be found on our website.

### **Returned Check Policy**

Any returned checks are subject to an \$16.00 returned check fee. These fees may go up based on bank increases. See the WSBB treasurer for any fee increases if applicable.

### **Multiple Family Reduced Rate**

For families with more than one child in the competitive marching band, the \$350 will be reduced by \$50 per student.

### **Other Band Program Fair Share Fees (not related to marching band)**

Over the course of the school year, there are expenses not covered by the school district that are part of being in a high quality band program (music, repairs, equipment, clinicians, master classes, section coaching, etc.). We keep these fees as low as possible and spread them out into small installments over semester one and two. See the payment coupons on pages 40-41 for due dates.

# West Salem Band Program Handbook

## West Salem Competitive Marching Band Due Dates for Fall Expenses

### Competitive Marching Band Fee Due: \$350

July 11            \$150 due

August 9            \$150 due

September 12    Balance due

### All Applicable Apparel Fees Due:

August 9            All due at registration

### Stick/Mallet/Berp Fees Due:

August 9            All due at registration

### All Optional Purchases Due:

August 9            All due at registration

All fees can be paid by credit card through Paypal. A small processing fee will be applied. Go to [www.westsalemband.org](http://www.westsalemband.org) members page to make credit card payments.

You can start putting money in your WSBB "account" anytime over the summer. As soon as you put a check into the WSBB safe (green safe just inside band room door), mail a check, or participate in a fundraiser, your student account will be established. To ensure your balance is correct and/or you have an active account, contact the WSBB treasurer.

Email: [farnelli@comcast.net](mailto:farnelli@comcast.net)

Phone: 503.551.4918

Checks should be mailed to:  
West Salem Band Boosters  
West Salem High School Band  
1776 Titan Drive NW  
Salem, OR 97304

You can also pay online by credit card through PAYPAL, which is linked to our website. Once on the "Members Only" page, Click on the payment tabs on the left, then follow the instructions.

**Please do not let money be a concern or a deciding factor for participating in our program.** Our fees are as low as we can get them and WSBB is part of the West Salem Education Foundation non-profit organization that is constantly looking for ways to save money, reduce fees, and work with all families so students are not turned away.

The key is fundraising effort. SPONSORSHIP LETTERS alone can cover all fees. Copy and mail these letters out to every family member and all corporations. SCRIP alone can cover all participation fees and trip fees. **Please get involved with these (and other) great fundraisers now!**

# West Salem Band Program Handbook

These payment coupons are designed to help you organize and manage your fundraising and payment timelines. You do not need these in order to pay your fees, but some parents find these very helpful.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>West Salem Competitive Marching Band 1st Payment Coupon</b><br/><b>Due July 11, 2011 (fundraised or paid)</b></p> <p style="text-align: center;"><b>Amount Due: \$150</b></p> <p>Student Name (please print) _____</p> <p>Check/Money Order # and Amount _____</p> <p>Checks or money order made payable to WEST SALEM BAND BOOSTERS</p> <p>Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304</p> |
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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>West Salem Competitive Marching Band 2nd Payment Coupon</b><br/><b>Due August 9, 2011 (fundraised or paid)</b></p> <p style="text-align: center;"><b>Amount Due: \$150</b></p> <p>Student Name (please print) _____</p> <p>Check/Money Order # and Amount _____</p> <p>Checks or money order made payable to WEST SALEM BAND BOOSTERS</p> <p>Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304</p> |
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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>West Salem Competitive Marching Band Final Payment Coupon</b><br/><b>Due September 12, 2011 (fundraised or paid)</b></p> <p style="text-align: center;"><b>Amount Due: \$100</b></p> <p>Student Name (please print) _____</p> <p>Check/Money Order # and Amount _____</p> <p>Checks or money order made payable to WEST SALEM BAND BOOSTERS</p> <p>Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304</p> |
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# West Salem Band Program Handbook

These payment coupons are designed to help you organize and manage your fundraising and payment timelines. You do not need these in order to pay your fees, but some parents find these very helpful.

**West Salem Band Program Semester 1 Fair Share Fee 1st Payment Coupon**  
**Due October 3, 2011 (fundraised or paid)**  
**Amount Due: \$20**

Student Name (please print) \_\_\_\_\_

Check/Money Order # and Amount \_\_\_\_\_

Checks or money order made payable to WEST SALEM BAND BOOSTERS

Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304

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**West Salem Band Program Semester 1 Fair Share Fee 2nd Payment Coupon**  
**Due November 7, 2011 (fundraised or paid)**  
**Amount Due: \$20**

Student Name (please print) \_\_\_\_\_

Check/Money Order # and Amount \_\_\_\_\_

Checks or money order made payable to WEST SALEM BAND BOOSTERS

Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304

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**West Salem Band Program Semester 1 Fair Share Fee 3rd Payment Coupon**  
**Due December 5, 2011 (fundraised or paid)**  
**Amount Due: \$20**

Student Name (please print) \_\_\_\_\_

Check/Money Order # and Amount \_\_\_\_\_

Checks or money order made payable to WEST SALEM BAND BOOSTERS

Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304

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**West Salem Band Program Semester 1 Fair Share Fee 4th Payment Coupon**  
**Due January 9, 2012 (fundraised or paid)**  
**Amount Due: \$20**

Student Name (please print) \_\_\_\_\_

Check/Money Order # and Amount \_\_\_\_\_

Checks or money order made payable to WEST SALEM BAND BOOSTERS

Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304

# West Salem Band Program Handbook

These payment coupons are designed to help you organize and manage your fundraising and payment timelines. You do not need these in order to pay your fees, but some parents find these very helpful.

**West Salem Band Program Semester 2 Fair Share Fee 1st Payment Coupon**  
**Due February 6, 2012 (fundraised or paid)**  
**Amount Due: \$20**

Student Name (please print) \_\_\_\_\_

Check/Money Order # and Amount \_\_\_\_\_

Checks or money order made payable to WEST SALEM BAND BOOSTERS

Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304

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**West Salem Band Program Semester 2 Fair Share Fee 2nd Payment Coupon**  
**Due March 5, 2012 (fundraised or paid)**  
**Amount Due: \$20**

Student Name (please print) \_\_\_\_\_

Check/Money Order # and Amount \_\_\_\_\_

Checks or money order made payable to WEST SALEM BAND BOOSTERS

Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304

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**West Salem Band Program Semester 2 Fair Share Fee 3rd Payment Coupon**  
**Due April 9, 2012 (fundraised or paid)**  
**Amount Due: \$20**

Student Name (please print) \_\_\_\_\_

Check/Money Order # and Amount \_\_\_\_\_

Checks or money order made payable to WEST SALEM BAND BOOSTERS

Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304

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**West Salem Band Program Semester 2 Fair Share Fee 4th Payment Coupon**  
**Due May 7, 2012 (fundraised or paid)**  
**Amount Due: \$20**

Student Name (please print) \_\_\_\_\_

Check/Money Order # and Amount \_\_\_\_\_

Checks or money order made payable to WEST SALEM BAND BOOSTERS

Send to West Salem High School, Band Department, 1776 Titan Drive NW, Salem, OR 97304