

Seneca Valley High School

Marching Band Handbook 2015-2016

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Marching Band Director



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SENECA VALLEY HIGH SCHOOL

19401 Crystal Rock Drive
Germantown, MD 20874
Phone: (301) 353-8019



Welcome to the Seneca Valley High School Marching Band!

Dear Parents and Students,

It is my pleasure to formally welcome you to become a member of the Seneca Valley High School Screaming Eagle Marching Band for the 2015-2016 school year. I am excited to begin our upcoming season, which will feature new music, new performances, new team building events and a year that promises to be our best yet!

This year's halftime show will feature the music of *Queen*, including such hits as "We Will Rock You," "We Are the Champions," "Bohemian Rhapsody" and more. Additionally, we will be adding a number of new stand tunes that will keep our repertoire fresh and exciting!

Over the years the marching band has served as one of Seneca Valley's greatest ambassadors for the school and community. The marching band is seen each year by more people than any other organization at Seneca Valley High School. This is done by performing at football games, local events, and parades throughout the community and nation.

In this packet, you will find information on just about everything related to how we operate, so please be sure to read through the entire packet.

Band Camp

One of the most important parts of getting ready for the season is Band Camp. Our first football game is **September 4th**, which only gives us a couple of weeks to prepare. Band Camp is where we prepare about 85% of our marching drill and music. You will find a schedule for band camp attached to this packet. **Attendance at Band Camp is Mandatory.** Having full attendance at band camp will ensure a well-polished product in which band members take pride. Please do not schedule appointments or vacations during band camp.

New for this season

- Weekday practices during the school year are now on **WEDNESDAY AND THURSDAY FROM 5:00-7:30 PM**
- There are a variety of fun activities built into band camp week! (check out the schedule)
- We are considering a marching band competition at the end of September. More information will be forthcoming.
- New Colorguard Uniforms!

All forms and fees must be mailed or dropped off at SV by August 13th

Attendance

In order for this Marching Band to be **GREAT**, it's important that we use our time together to the fullest. Dedication is evidenced by your attendance at rehearsals, performances, and school-related events. The time that we have *together* to practice is critical...and we don't have that much of it. Please make every effort to be prompt. Each person in the ensemble is truly important – it's kind of like a chain. If there is a weak link in the chain, it will break.

☆ The following attendance policy will go into effect on the first rehearsal and applies to all Marching Band rehearsals and performances.

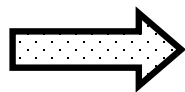
1) **There are unavoidable absences.** If you know in advance that you won't be able to attend a performance or rehearsal, you must notify Mr. Stephens at least one week before the scheduled activity. An absence will be considered excused if:

- You have a medical emergency;
- There is a death in your family;
- You have a personal illness;
- You have a significant family responsibility (wedding, reunion, etc.);
- Unavoidable academic/school related conflict at Montgomery Blair High School.

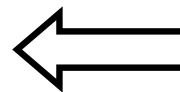
If at all possible, please let me know when an emergency occurs, so I won't worry about where you are.

2) **You must bring a note signed by your parent/guardian no later than the next rehearsal for any absence to be considered excused.**

3) **Three tardies, unexcused absences, leaving early, arriving unprepared, or any combination thereof will be grounds for immediate dismissal from the Marching Band.** Being consistently tardy or absent from rehearsals and performances impedes the flow of the band's progress and negatively impacts the morale of the organization.



**EARLY IS ON TIME.
ON TIME IS LATE.
LATE IS LEFT!**



4) Students who are employed outside of school and whose schedule might conflict with Marching Band related events should consult with Mr. Stephens IMMEDIATELY.

5) If the football team goes to the playoffs and finals, we may be asked to perform. Playoff schedules will be determined at a later date.

6) Each student is expected to come to **every** rehearsal and **every** performance (unless a PREVIOUS arrangement has been made with Mr. Stephens) **prepared and ready** to participate to the fullest of their ability. Any student who comes to a rehearsal or performance and does not actively participate may be subject to disciplinary action. You are not prepared and participating if you forget your instrument; don't have a reed, mouthpiece, sticks, mallets, or music. (Students who have medical excuses or verified instrument repair issues will be exempt from penalty.)

Security

We know it may seem hard to believe, but there are some people in our community who are not honest. Because you have valuable equipment and leave your personal belongings in the band room when we go outside to rehearse or perform, you **MUST** take preventive steps to ensure the safety of your property:

- 1) ALWAYS use the provided combination lock and secure your instrument in your cubby (if you are not taking it home to practice ☹) when you leave for the day.
- 2) ALWAYS lock your purses, wallets, keys, cell phones, MP3 players, backpacks, and anything you may ever want to see again in your cubby when they will no longer be under your direct supervision.
- 3) KEEP YOUR EYES OPEN. If you see anyone who is not in the marching band hanging around the classroom, report it immediately to Mr. Stephens.
- 4) KEEP A RECORD AT HOME of the serial number(s) of your instrument.
- 5) If you discover that the last person out didn't lock a door (front, back, uniform closet, or instrument closet), tell Mr. Stephens.

General Rules of Conduct

Rehearsals

We don't have a lot of time together to rehearse, so it's important that we utilize every minute. In order for us to conduct efficient marching band rehearsals, make sure that you do the following:

1. Be in the right place, at the right time, with the right equipment. *Early is on time, on time is late, and late is left.*
2. Bring the following items with you to all rehearsals:
 - a. Instrument
 - b. Music
 - c. Pencil – you may need to take notes on your music, particularly if cuts need to be made. In order to remember everything from rehearsal to rehearsal, you need to **WRITE IT DOWN!!**
 - d. Water Bottle –You will need to keep yourself hydrated throughout the game.
3. Do not waste rehearsal time by talking. There will be plenty of breaks when you can socialize with your buds. If you do have a comment or question during a rehearsal, wait until the appropriate time to be heard.
4. Rehearse the way you would perform. Self-explanatory!
5. Clean up after yourself!! Do not leave any trash behind. All students should assist in caring for equipment and maintaining a clean music facility. No food or drink is allowed in the band room during rehearsals, with the exception of water. *Any students that do not adhere to this will be subject to cleaning duty for the next rehearsal.*
6. **Come to rehearsals with a positive attitude.** It's a proven fact that both positive and negative attitudes are contagious.*
7. If you are unsure of anything, or ever have any questions, don't hesitate to ask your section leader, drum major, or director. We are here to make sure that you are prepared and have the best possible experience while in marching band!

**Any student exhibiting a negative, demeaning, or undermining attitude towards staff, parents, students, members of the Seneca Valley High School Marching Band, or community members attending performances or events will be subject to permanent removal from the group. Such violations may result in a conference with the Director, Parent/Guardian, and appropriate school administrator(s).*

General Rules of Conduct

Performances

It's Go Time!

1. **DO NOT BE LATE.** *Early is on time, on time is late, and late is left.* Times to be ready to rehearse before a game, competition, or other performance will be announced prior to the event.
2. **Attire-** For performances, we will wear our uniform with the assigned band t-shirt underneath. Black socks, marching shoes (“dinkles”) and white cotton gloves **MUST** be worn at all times with the uniform. Dinkles and gloves are available for purchase through Mr. Stephens. Color guard members will wear different gloves and shoes, which are also available for purchase through Mr. Stephens.
3. Each student will be assigned a uniform, for which they will assume direct responsibility. Uniforms will be dry cleaned at the beginning of the season, and it will be the responsibility of the student to ensure that the uniform remains in good condition for the remainder of the season. Any damage beyond reasonable wear and tear may result in that student being charged for the repair to their uniform.
4. During each football game, students are expected to remain in the stands for the entire game. Any students that need to use the restroom should ask Mr. Stephens first.
5. You may play **ONLY** the part on the instrument that you have been assigned. **DO NOT exchange instruments with anyone else once you've left the band room.**
6. During football games, students must stay in our designated section.
7. Be careful with your instrument while in the gym. Don't lay it down on the bleachers and walk away, otherwise your instrument may take a spill!
8. **BE PROFESSIONAL.** All marching band members are expected to maintain a positive, respectful and professional attitude during rehearsal and performances. This will ensure a quality performance and good experience for everyone. Don't forget that you are representing the music department, the marching band, SVHS and yourself when performing!



Financial Information

As with any Marching Band, there are costs associated with the maintenance and purchase of instruments, uniforms, flags, t-shirts, shoes, gloves, and other items. In order to offer students the highest quality experience in marching band, it is necessary to defray these costs through membership fees.

Although membership fees help to fund the marching band, under NO circumstance will ANY student be denied membership due to the inability to pay part or all of these membership fees. Any student/parent/guardian who has questions regarding this should call, email or see Mr. Stephens ASAP so that every student who *wants* to participate in marching band *does* participate in marching band.

Fees:

- **\$100 per student**

These fees will go towards:

- Dry cleaning the uniforms
 - Replacing worn drum heads
 - Repairing/replacing worn wind and percussion instruments
 - Replacing torn guard flags/ worn flag poles
 - Registration fees for UMD Mass Band Day, and any parades or competitions
 - The purchase of music
 - Purchase of shoes, gloves and T-shirts
 - The hiring of professional tech staff (percussion instructor, drill writer)
-
- ❖ **All checks should be made out to *Seneca Valley High School*, and please put “marching band fees” in the memo line.**
 - ❖ **Please contact Mr. Stephens with any questions or concerns. Again, there are partial and full scholarships available for students. All correspondence will be kept confidential.**

Videotaping/Recording/Photographing

Videotaping of practices and performances is a valuable instructional tool both for the instructors and the performers that will be utilized throughout the season.

Reviewing videos enables the instructors to make effective and necessary adjustments for future performances. It allows performers to see how the band looks as a group and also how their “piece” fits into the “whole.” Without sitting in the stands, a videotaped recording is the only way performers can see a clear picture of the effects created by the drill they have learned.

The practice of videotaping is not unique to pep band. Sports teams, dance teams, and theater groups often use this important tool.

Unfortunately, due to time constraints, not every videotaped practice/performance can be viewed by the entire band.

Videotaped performances, recordings and photographs may also be used for recruitment purposes.

Parent/Guardian/Marching Band members understand and agree that their likeness, voice, and/or performance may be shown/printed in newspapers, magazines, on the Internet, on CDs, on DVDs, on videotape, on television, or other media by Montgomery County Public Schools and its assigns for all purposes of education, instruction, or public information, with or without the use of the student’s name.

If you are interested in or are able to videotape or photograph performances of the marching band, please contact Mr. Stephens.

Hearing Protection

You’ve only got one set of ears, so you need to take very good care of them. A Drumline rehearsal can produce a sound great enough to damage your hearing after just 5 minutes a week! Adding in the rest of the Marching Band shortens the amount of time before damage occurs. YOU NEED HEARING PROTECTION!

To learn about real hearing protection, visit www.etymotic.com. The Etymotic high-fidelity ER-20 ETY-Plugs are ready-fit and do not require custom ear molds. You can buy a pair of clear earplugs, a neck cord and a case directly from the Etymotic web site for \$12.95. For another dollar or two you can order the earplugs and neck cords in your choice of a variety of different colors. The website also has information about custom musicians earplugs. ER-20 plugs are also available for purchase on www.amazon.com.

Instrument Policy/Care

✧ The Seneca Valley High School Instrumental Music Department will provide the following instruments from its existing inventory at no cost to its members: mellophones, baritone horns/euphoniums, sousaphones/basses, tenor saxophones, and percussion. The Instrumental Music Department may also have a limited supply of other band instruments for its members to use. Check with Mr. Stephens about the availability of an instrument. **You will be required to complete a Receipt and Bond Form for Band/Orchestra Instruments (MCPS Form 334-13) when issued an SVHS instrument.**

✧ Members of the marching band are required to supply their own mouthpieces, reeds, valve oil, mallets, and other supplies. A limited number of mouthpieces and mallets are available- See Mr. Stephens to check for the availability of these items.

✧ Members of the drumline may be charged for broken heads on their school-issued equipment if it is a direct result of misuse or abuse.

✧ If an instrument is accidentally damaged at a rehearsal or performance, make sure that you inform Mr. Stephens immediately so that the appropriate repairs can be made. I request that the student/family drop the instrument off at the repair shop, and pick it up when it is done. Mr. Stephens will give you the names of MCPS authorized repair shops. If the cost to repair the instrument creates a financial hardship, please see Mr. Stephens.

✧ If an instrument is **maliciously or carelessly** lost or damaged, **you will be charged** for either the repair to the instrument or the purchase of a replacement, if necessary.

✧ Proper care of all instruments (personal and school owned) during the marching band season is essential. It is impossible to present a high quality musical performance on an instrument with stuck slides, bad pads, sticky valves, split reeds, or chipped mouthpieces. Ask Mr. Stephens if you have any questions about cleaning or maintaining your instrument.

✧ Check-in of all borrowed instruments will occur after the final performance. Instruments must be returned in good working order, as issued.

Things that are new this year:

- School starts 20 min later (7:45-2:30). Our practices are from **5-7:30 PM**.
- Due to my graduate classes being on Tuesday nights, we will now practice **Wed/Thurs each week**
- Take a close look at the band camp calendar. Some times/dates vary.
- Band camp games and/or food throughout the week!! (listed on calendar)

The Paperwork

Things That Need to Be Returned to Mr. Stephens:

- General Information Form (p.11)
- Signed Commitment Contract (p.12)
- Health Form (p.13-14)
- T-shirt/glove/shoe order form (p.15)
- Permission slip for FB games (p.16)
- MCPS form 560-31 (p.17-18)
- Check for \$100 made out to Seneca Valley HS

All forms and fees are due no later than August 13th. You may mail or drop off the forms at SV at any point during the summer. Be sure to put "Marching Band forms" on the front of the letter.

If you do not turn in your forms/fees on time, you may not receive your t-shirt, shoes, and gloves on time!!

SENECA VALLEY HIGH SCHOOL
Marching Band
GENERAL INFORMATION FORM

Please fill out as much as you can. This information will be kept confidential.

PLEASE PRINT CLEARLY!

Name: _____

ID Number: _____

Address: _____

Home Telephone: _____

Student Cell Phone: _____

Student Email: _____

Parent Name(s): _____

Parent Email: _____

Primary Instrument: _____

Secondary Instrument: _____

Grade: _____

Music Class(es) Enrolled in: _____

Commitment Contract

I have read and understand the Seneca Valley High School Band Handbook and agree to abide by and consent to the rules, regulations, attendance and videotaping/recording/photographing policies. I have reviewed the rehearsal and performance schedules and will notify Mr. Stephens at least one week in advance if I cannot attend a scheduled Marching Band activity.

Student Name (Print):

Instrument:

Student Signature: _____ Date: _____

Parent/Guardian Name (Print):

Parent/Guardian Signature: _____ Date: _____

**Seneca Valley High School
Health History – Page 1 of 2
CONFIDENTIAL**

Please Print Clearly:

Student's Name: _____ Gender (M or F): _____

Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian Contact Information

Mother/Female Guardian's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Cell/Work #: _____

Father/Male Guardian's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Cell/Work #: _____

Emergency Contact Information

In case of emergency and parent/guardian cannot be reached, contact:

1) _____ Phone #: _____

2) _____ Phone #: _____

Health History (check all that apply)

_____ Asthma _____ Ear Infections _____ Heart Disease

_____ Diabetes _____ Epilepsy _____ Other

Please provide further specific information that may be helpful: _____

Allergies (check all that apply)

_____ Animal _____ Insect Stings _____ Pollen

_____ Food _____ Medicine/Drugs _____ Other

Please provide further specific information that may be helpful: _____

SVHS Health History - Page 2 of 2

Other Health Conditions (check all that apply)

_____ Emotional Disturbance _____ Fainting _____ Hearing Impairment
_____ Special Diet _____ Motion Sickness _____ Wears Contacts
_____ Wears Glasses _____ Nosebleeds _____ Other

Please provide further specific information that may be helpful: _____

Immunizations (please give dates of last immunization)

Tetanus: _____ MMR: _____ Hepatitis B: _____

Is your child under the care of a physician? _____ Yes _____ No

Does your child have a condition requiring regular medication? _____ Yes _____ No

Is there any restriction on your child's activities? _____ Yes _____ No

If you answered "yes" to any of the above questions, please provide specific information that may be helpful: _____

I am the parent/guardian of _____. Should a medical emergency arise during my child's participation in a SVHS Band activity, I understand that reasonable efforts will be made to contact me or my designated alternate at the phone numbers listed below. If it is believed that my child's life or health may be adversely affected by the delay that an attempt to contact me or my alternate would cause, I consent to:

- 1) The administration of medical treatment and/or surgical procedures deemed necessary by the medical doctor and/or the medical facility identified below or chosen by the adult in charge; and
- 2) The immediate administration of life-saving measures deemed necessary under the circumstances.

Insurance Information

Insurance Company: _____ Group Number: _____

Policy Number: _____ Policy Holder's Name: _____

If I cannot be reached in the event of an emergency, the following person is authorized to act in my behalf:

Designated Alternate: _____

Relationship to Student: _____ Phone #(s): _____

Preferred Medical Doctor/Medical Facility: _____

Doctor's Phone Number: _____

_____ Signature of Parent/Guardian	_____ Date
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RETURN BY WEDNESDAY, AUGUST 13

Marching Band Dinkles Shoe / Glove Order Form

ALL MARCHING BAND MEMBERS ARE REQUIRED TO WEAR A DINKLES BRAND MARCHING SHOE.

YOUR OWN BLACK SOCKS ARE REQUIRED ALL OF THE TIME!!

ALL MARCHING BAND MEMBERS, EXCEPT DRUMLINE, ARE REQUIRED TO ORDER GLOVES.

NAME	SHOE SIZE
	<i>circle one</i> M / F _____ <i>circle one</i> Wide/Regular

(checks made payable to SVHS)

SIZE OF GLOVE	QUANTITY
<i>circle one</i> SM / M / L / XL	

Seneca Valley High School
 19401 Crystal Rock Drive
 Germantown, MD
 (301) 353-8019

**NOTIFICATION AND PARENT PERMISSION FOR STUDENT PARTICIPATION
 IN MARCHING BAND FIELD TRIPS FOR FALL 2015**

Marching Band Performances (REQUIRED)			
<u>Day</u>	<u>Date</u>	<u>Meet Time</u>	<u>What</u>
Friday	9/4	Report 4 P.M.	Home Game vs. Poolesville <i>Teacher Appreciation Night</i>
Friday	9/11	Report 6 P.M	Away Game vs. Northwest Away Game
Friday	9/18	Report 4 P.M.	Home Game vs. Churchill <i>Military Appreciation Night</i>
Thursday	10/9	Report 4 P.M.	Home Game vs. Watkins Mill <i>Homecoming-alumni join band</i>
Friday	10/30	Report 4 P.M.	Home Game vs. Damascus <i>Middle School Band Night</i>
Friday	11/6	Report 4 P.M.	Home Game vs. Gaithersburg <i>Senior Night</i>

Other Marching Band Performances (Dates either TBA or Tentative)	
UMD Mass Band Day <i>Date is TBA</i>	Perform w/ Mighty Sound of MD for Halftime! (Takes place at UMD)
US Marine Band Invitational Competition Sat., Sep. 26 th	Annapolis, MD <i>This performance is tentative</i>

*There are also various marching band competitions and parades in the area.
 We may participate in a few of these if there is enough interest in the band.*

Students who hold the student accident policy available at the beginning of each school year or at the time of entry are covered on an approved field trip within the liability limits of the policy as described in the insurance brochure. The Montgomery County Board of Education maintains public school liability insurance within the limits required by the Maryland State Department of Education. Parents should be concerned that they provide additional coverage as they may desire in excess of the above stated limits.

When involved in a Seneca Valley High School music activity, whether rehearsal, performance or travel, all MCPS policies apply. The use of drugs, alcohol, or any substance that could be classified as "illicit" is prohibited. Furthermore, personal contact that would be defined as sexual in nature is also prohibited while involved in any SVHS music activity.

Student Name (print): _____

Yes, I give permission for the above student to attend the above listed field trips.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____ Telephone #: _____

August

2015

Band Camp Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
9	10	11	12	13 .Band Leadership Team (BLT) and new members orientation 10 AM- 12 PM <u>(food and drinks served!)</u> ALL FORMS DUE*****	14 BLT and new members 10 AM- 12 PM <u>(food and drinks served!)</u> <i>*this session is available to all members if you would like a refresher</i>	15
16	17 Full Band/guard 9:00 A.M. – 3:00 P.M. Kickball tournament!!	18 Full Band/guard 9:00 A.M. – 3:00 P.M. Super soaker/ Water balloon battle!	19 Full Band/guard 9:00 A.M. – 3:00 P.M. Brownies/ Ice cream sundaes!	20 Full Band/guard 9:00 A.M. – 3:00 P.M. Karaoke tournament!	21 Full Band/guard 9:00 A.M. – 3:00 P.M. Potluck lunch! (everyone bring an item)	22
23	24 Full Band/guard 3:00- 7:00 P.M. Teacher pre-service week	25 Full Band/guard 3:00- 7:00 P.M.	26 Full Band/guard 3:00- 7:00 P.M.	27 Full Band/guard 3:00- 7:00 P.M. Slurpee March to 7-11!	28 Full Band/guard 3:00- 5:00 P.M. Perform for parents @ 5. Laser tag and dinner celebration immediately after!!	29
30	31 First day of school	September 1	2 Practice 5-7:30 PM	3 Practice 5-7:30 PM	4 Football Game!!!!	

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PARENT/GUARDIAN APPROVAL FOR TRIPS MCPS TRANSPORTATION IS NOT PROVIDED

MCPS Form 560-31
April 2014

Office of School Support and Improvement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

To Be Completed by the Trip Sponsor.

School Seneca Valley HS Grade Level/Group March Bnd

Date(s) of Trip Various throughout FB season From _____ a.m./p.m. To _____ a.m./p.m. Student Cost _____

Location of Trip (include city and state) Seneca Valley HS

Transportation Arrangements: MCPS Bus MCPS Approved Bus Carrier (Name: _____)
 Public Transportation (Specify: _____) Walking

Riding in a vehicle with: Parent Guardian Staff Student

Purpose of Trip To perform in home football games (not during the school day) and the Northwest HS Away game

School Staff Sponsor Adam Stephens, Director Date _____/_____/_____

The student named below may be excused to engage in the above-described activity.

Signature of Principal [Signature] Date 5/28/15

To Be Completed by Parent, Legal Guardian, or Eligible Student

Parent/Guardian Financial Responsibility

Montgomery County Public Schools (MCPS) wants you to know about your financial responsibility for field trips.

Cost—Depending on the trip, the cost may include transportation, ticket or entrance fee, food, hotel, and/or a travel company's fee.

Payment—Payment may be made by check made out to the school, cash, or, if available, through an online payment system. However, it is recommended that you do not send cash to school with your student(s). A check returned by the bank for any reason is subject to a \$25.00 returned-check fee. Please contact the school counselor or school administrator to make alternative arrangements for payment. Scholarships, reduced fee, or modified payment schedules are available if the cost of the field trip would create a hardship for your family.

Delay, Change, or Cancellation—Sometimes it is necessary to postpone, change, or even cancel a trip for safety, bad weather, or other reasons. Sometimes, when a trip is cancelled, changed, or delayed, cancellation fees or other payments have been made in advance that MCPS cannot get back. For example, there may be transportation reservations, tickets that have been purchased, or fees paid to a travel agent. A refund is not always possible, but we will do our best to refund all or part of your payment.

Additional Cost—If a trip is delayed, interrupted, or changed once it has begun and students need to remain away from home and school longer than anticipated for safety or other reasons, there may be additional costs for such things as food, lodging, and additional or alternative transportation. If this happens, we will do our best to keep additional costs to a minimum, but you are responsible for paying these additional expenses for your child(ren).

Information Regarding Travel Insurance

Travel insurance may help cover costs if the trip is cancelled, delayed, or interrupted, or if you are not able to go on the trip for reasons such as an illness. The cost of travel insurance varies depending on the company and plan you choose. Be aware, however, that travel insurance companies will not cover a trip that is cancelled by the school as a precaution. Unless the school has made arrangements for group insurance that is included in the cost of the field trip, the decision on whether to purchase travel insurance is yours. If you wish to purchase travel insurance, you must make the arrangements and pay the cost.

Student Name _____ Teacher _____

- I give permission for my child to participate in the above-described activity.
 I do NOT give permission for my child to participate in the above-described activity.

Parent/Guardian Name _____ Phone Number _____

Emergency Contact _____ Phone Number _____

Parent/Guardian Signature _____ Date _____/_____/_____

INFORMATION REGARDING TRAVEL INSURANCE

Although there are many travel insurance providers, the scope and cost of the coverage they provide varies widely. The one consistency, however, is that the cancellation of a school trip by school officials is not a "covered event" under travel insurance policies when the cancellation is purely precautionary. Nonetheless, travel insurance may be helpful should a trip be cancelled, delayed or interrupted due to other causes.

If group travel insurance is unavailable, impractical or inappropriate for a particular trip (e.g. only a small number of students are traveling or the cost of the trip is not substantial), parents may still wish to purchase travel insurance on their own. In such a situation, we recommend that the following statement be included in the letter to parents:

Given your potential financial responsibilities in the event of trip cancellation, delay or interruption, you may wish to consider purchasing travel insurance, which may cover costs arising from such events. The cost of such insurance and the scope of coverage will vary among companies. Please be aware that eligibility to receive cancellation benefits from an insurance company depends upon the circumstances of the trip cancellation. For example, if the school officials canceled a trip, it is most likely that this would not be considered a "covered event" unless it could be proven that cancellation was justified by independent circumstances. But, if the trip was underway and you incurred expenses for additional lodging or transportation, those might be covered. Therefore, we urge you to be sure you understand the scope of your coverage before purchasing any insurance. We do not endorse or recommend any particular insurance company and ask that you handle this on your own. If you are not familiar with companies offering travel insurance, a quick Internet search for "travel insurance" will provide you with numerous names.