



JENISON MARCHING BAND

REGISTRATION FORMS 2023

Thank you in advance for completing the following registration forms for the 2023 Jenison Marching Band Season by Monday, January 30, 2023. Additional forms will be due later this spring.

1. JMB Registration 2023 Google Form - Please fill out the form which you can access using the QR Code Below. This link is also available at jenisonbands.org under the “Resources” tab.



2. Acknowledgement and Agreement Form (attached to this packet)
3. \$200.00 non-refundable deposit (please include the deposit coupon ONLY if paying by check or cash. Additionally, all cash payments must be made in person). You may pay online through your student’s Charms account if using a credit card or student credits. We will add your deposit to your Charms account after you have filled out the Google registration form.

If at any time your student’s information changes or if you have any questions concerning the forms, please contact Sue Vanden Berge at svandenberge@jpsonline.org. Thank you!



JENISON MARCHING BAND

PAYMENT INFORMATION 2023

The cost of Marching Band for the 2023 season will be \$2600.00* per student. This fee includes expenses for the student show shirt, all transportation, State and Regional competitions, operating costs, and of course our trip to New York City for the Macy's Thanksgiving Day Parade. Note that for freshmen, color guard and drum majors there are additional expenses for uniform needs such as marching shoes, color guard supplies, gloves, shako box, etc. (Please refer to the Uniform Costs document at www.jenisonbands.org under "Resources").

*A \$100 credit will be issued to any family who completes 10 volunteer credits, bringing the cost of participation to \$2500.00. The volunteer credit program will be discussed in detail at our meeting on Monday, November 28 at 7:00 at the Jenison Center for the Arts.

A \$200.00 non-refundable deposit and the signed agreement form will be due for each marching band student by Monday, January 30, 2023. To assist with budgeting and to spread out and minimize the impact of the band fee, the remaining cost will be broken into ten (10) additional installment payments with due dates beginning Monday, February 27, and ending with the final payment due on Monday, November 6. Parents may use current student credits to offset payment amounts. (See the "misc. ledger" in your Charms account for current credit amounts.) In order for the Jenison Marching Band to uphold its fiscal responsibilities, it is vital that all participants in the program do their part to make each payment on time. **Please note that all accounts must be current (\$1950 paid in full) by the August 14 payment or student participation in the Macy's trip may be forfeited.**

Payments may be made at any time using a credit or debit card through your Charms account. See instructions on getting your Charms account set up at www.jenisonbands.org under "Resources."

Parents who have more than one student in Marching Band will receive a deduction of \$50 per student from the band fee. This discount will be deducted prior to your last payment due date. **Please note the deposit and first installment payment must be paid IN FULL for each student.**

Jenison Public Schools and Jenison Band Boosters are able to provide some need-based financial assistance to families who qualify for free or reduced lunch, *and are willing to participate in and help with Booster fundraisers*. There are numerous fundraising opportunities available to help reduce the cost of Marching Band. Financial assistance will not be awarded to families participating in the Friends & Family portion of the Macy's trip. The Financial Assistance Request form may be found on the website under Downloads. **All financial assistance requests are due by Monday, December 19.**

To ensure proper payment credit, please remit all payments by the due date with the respective *Payment Coupon included with this letter. (*No coupon needed for online payments). Please make checks payable to Jenison Public Schools. Payments may be brought to the High School Band Office, placed in the "Drop Box" just outside the band office, or mailed to:

**Jenison High School Band
Attn: Band Payments
2140 Bauer Road
Jenison, MI. 49428**

ACKNOWLEDGEMENT AND AGREEMENT FORM*

By signing below, I/we hereby acknowledge that we have read and fully understand the Marching Band Notification and Agreement Letter. I/we further agree to be bound to the terms of the Agreement requiring payment in full, whether paid by check, cash, online payment or earned credits, according to the payment schedule as stipulated therein. I/we also understand our family obligation to fulfill two shifts at the Jenison Band Invitational as detailed below. (This form must be signed by a parent.)

JENISON INVITATIONAL WORKER POLICY

Each fall, the Jenison Marching Band hosts the largest marching band competition sponsored by a high school in the state of Michigan. This is our biggest fundraiser, providing funds which benefit all students in the high school marching band program.

Due to the magnitude of the event, we need every family to help. **All marching band families are required to fill at least two shifts at the Invitational (Date TBD). For any family who does not cover two shifts, each of their students will be billed an additional \$250.00.** This figure represents the real dollar amount each student's cost is offset by our typical Invitational income ($\$45,000 \div 180 \text{ students} = \250).

We understand that sometimes there are other events scheduled on this day (such as weddings, work, etc). If you are not personally able to cover your two shifts, you are responsible for finding people to cover two shifts representing your family. Any family member, friend or even another band parent may work your shifts provided they are at least 18 years old.

This signed form is required for every marching band member.

Parent/Printed Name

Student Name

Parent/Legal Guardian Signature

Date

email Address

Phone

Address

*A separate form for **each** child must be signed, dated and returned with the **\$200.00 deposit** as well as all other required Marching Band forms by **Monday, January 30, 2023**.

JENISON BANDS CHARMS INSTRUCTIONS

You will only be able to log in if we have already created an account for your student.

Your 2023 Jenison Marching Band Deposit (or winter guard bill) will be added after you have filled out the Google registration form. If you don't already have a Charms account, one will be created for your student after the online form is completed.

How to get started with Charms:

1. When you have registered a new Charms account, you'll receive an email with a "reset password" link.
2. Go to the link (you may need to copy and paste it into the search bar).
3. You will be prompted to change your password. Make sure you write it down!
4. You'll be asked to enter your school code. Enter "jenisonbands", then click "enter parent area".
5. You will be asked to enter your password.
6. You are now on your homepage. You can also get to this page by clicking the "house" icon. Click on the "Update Info" icon.
7. Update your student's name, address, phone number and email address. Then "Add Adult" for each parent or guardian. We ask that you please fill out the **name, phone number, address, relation to student and email address for at least one parent/guardian.**
8. Click on the red "\$" icon to go to "Finances". This will bring you to your Student Financial Statement Page. Here you can find your student credits account "Student Misc." and your marching band account "Trip Ledger". Your marching band and/or winter guard accounts are considered "Trips" in the CHARMS program. The "fixed payment" section will also be used for various fees.
9. The "Trip Ledger Balance Due" line (in red) is the remaining amount that **you owe**. Your **student credits** account is the amount called "Miscellaneous Balance Credit". This includes your fundraisers.

How to make payments using your student credits:

1. From your homepage, click on the "Finances" icon.
2. Click on the "Transfer Request" tab at the top.
3. This will bring you to the "Misc. Ledger Transfer Request". This is your Student Credits account. Enter the amount that you would like to apply to your payment. Click "Send Request".

How to make credit card payments:

1. From your homepage, click on the "Finances" icon.
2. Select your "trip" from the drop-down menu and click "make trip payment".
3. Follow instructions to pay via Affinipay

*Please email Sue Vanden Berge at svandenberge@jpsonline.org if you need any assistance or have any questions regarding your Charms account.

2023 JMB DEPOSIT PAYMENT COUPON

Please submit this form along with your marching band paperwork and deposit.
(NO COUPON NEEDED FOR ONLINE PAYMENTS)

Marching Band Non-Refundable Deposit: \$200.00

DUE DATE: Monday, January 30, 2023

Student Name:

Please use current student credits for my payment: \$_____

or

Amount Paid: \$ _____

Check one: check #_____ cash _____ paid online _____

(Cash payments MUST be made in person so a receipt may be issued.)

2023 JMB INSTALLMENT PAYMENT COUPONS*

*No coupon needed with online payments.

Marching Band Installment Payment COUPON #1 \$250.00

DUE DATE: Monday, February 27, 2023

Student Name: _____

Please use current available student credits earned for my payment \$ _____

Amount paid: \$ _____ check # _____ OR check one: cash ____ paid online ____

(Cash payments MUST be made in person so a receipt may be issued.)

Marching Band Installment Payment COUPON #2 \$ 250.00

DUE DATE: Monday, March 27, 2023

Student Name: _____

Please use current available student credits earned for my payment \$ _____

Amount paid: \$ _____ check # _____ OR check one: cash ____ paid online ____

(Cash payments MUST be made in person so a receipt may be issued.)

Marching Band Installment Payment COUPON #3 \$ 250.00

DUE DATE: Monday, April 24, 2023

Student Name: _____

Please use current available student credits earned for my payment \$ _____

Amount paid: \$ _____ check # _____ OR check one: cash ____ paid online ____

(Cash payments MUST be made in person so a receipt may be issued.)

Marching Band Installment Payment COUPON #4 \$ 250.00

DUE DATE: Monday, May 22, 2023

Student Name: _____

Please use current available student credits earned for my payment \$ _____

Amount paid: \$ _____ check # _____ OR check one: cash ____ paid online ____

(Cash payments MUST be made in person so a receipt may be issued.)

Marching Band Installment Payment COUPON #5 \$ 250.00

DUE DATE: Monday, June 19, 2023

Student Name: _____

Please use current available student credits earned for my payment \$ _____

Amount paid: \$ _____ check # _____ OR check one: cash ____ paid online ____

(Cash payments MUST be made in person so a receipt may be issued.)

Marching Band Installment Payment COUPON #6 \$ 250.00

DUE DATE: Monday, July 17, 2023

Student Name: _____

Please use current available student credits earned for my payment \$ _____

Amount paid: \$ _____ check # _____ OR check one: cash ____ paid online ____
(Cash payments MUST be made in person so a receipt may be issued.)

Marching Band Installment Payment COUPON #7 \$ 250.00

DUE DATE: Monday, August 14, 2023

Student Name: _____

Please use current available student credits earned for my payment \$ _____

Amount paid: \$ _____ check # _____ OR check one: cash ____ paid online ____
(Cash payments MUST be made in person so a receipt may be issued.)

*****ALL ACCOUNTS MUST BE CURRENT (\$1950 PAID IN FULL) BY THE AUGUST 14
PAYMENT OR STUDENT PARTICIPATION IN THE MACY'S TRIP MAY BE FORFEITED.*****

Marching Band Installment Payment COUPON #8 \$ 250.00

DUE DATE: Monday, September 11, 2023

Student Name: _____

Please use current available student credits earned for my payment \$ _____

Amount paid: \$ _____ check # _____ OR check one: cash ____ paid online ____
(Cash payments MUST be made in person so a receipt may be issued.)

Marching Band Installment Payment COUPON #9 \$ 300.00

DUE DATE: Monday, October 9, 2023

Student Name: _____

Please use current available student credits earned for my payment \$ _____

Amount paid: \$ _____ check # _____ OR check one: cash ____ paid online ____
(Cash payments MUST be made in person so a receipt may be issued.)

2023 JMB FINAL PAYMENT FORM

Please submit this page by November 6, even if you have a “zero balance” because of Volunteer Credits!

****You MUST submit a completed Volunteer Credit worksheet to receive credit towards your student’s account for your volunteer hours. This worksheet was included in your parent meeting packet. If you misplaced your copy, please email Sue Vanden Berge for a new copy.***

FINAL PAYMENT COUPON/WORKSHEET

DUE DATE: Monday, November 6, 2023

\$100.00

Student Name: _____

Please apply my Volunteer Credit of \$100 to my last payment \$_____

(include completed Volunteer Credit worksheet)

Please use current available student credits earned for my payment \$_____

Amount paid: \$_____ check #_____ OR check one: cash ____ paid online ____

(Cash payments MUST be made in person so a receipt may be issued.)