

To ALL Band Members' Parents

Make all checks or money orders payable to "Copley Music Boosters" and place an appropriate phrase in the memo line. It's best not to send cash. We cannot accept credit cards.

1. The replacement costs noted on the postcard is informational. You are responsible for repair or replacement cost if an item is damaged or lost. The postcard is to be signed by both the parent/guardian and student, and brought to the fittings.
2. The financial agreement is to be signed by both the parent/guardian and student, and brought to the fittings. Cut off the bottom portion to turn in; keep the top portion for your information.
3. The signed replacement postcard, the initial deposit, and the last three (3) pages from the packet are required **at the initial fittings in April/May**. A student will be not be fitted if the paperwork and deposit are not signed / completed.
4. Payments are divided into three dates. The deposit is required at the fittings in April/May. A second payment can be made by Wednesday July 3rd. All remaining balances must be paid no later than Friday August 9th.
5. Students will not receive items ordered if there are fees outstanding. **All payments and paperwork** not turned in during the actual fittings are to be put in an envelope with student name and "band fees" on the outside. The envelope can be placed in the blue mail box in the music hallway. Doing so minimizes the delay for cashing checks.

Payment plans can be arranged to extend past August 9th; contact the Music Boosters' Invoice Administrator **no later** than Friday August 2nd. A unique payment schedule may be worked out where the final payment date will be October 25, 2018.
(email **CMBMusicFees101@gmail.com**).

Students may withdraw from band class up through Friday May 31, 2019 by directly contacting the music directors. Payments made toward the student invoice may be refunded except for \$60, which is not refundable for withdrawals after May 31, 2019. Items ordered that are not used may be returned for credit toward the invoice amount.

6. After August 9th, students may purchase small items at each fall football game. This is typically gloves, winter headgear, or berets for tuba players. Shoes may be ordered, but will arrive within two weeks. Any ordered items are to be paid for prior to placement of the order with cash or a check made out to Copley Music Boosters. Students cannot "charge" a purchase.
7. Headgear (other than the marching hat) worn in the band stands is limited to the Copley "C" beanie/winter cap, the Copley headband or the do-rag as listed on the invoice. The only substitution allowed is a **SOLID NAVY** version of the item. No designs, stripes, squiggles or colors on the item will be allowed. Consider purchasing these items on the invoice.
8. The uniform maintenance fee covers alterations and a scheduled, fixed number of uniform cleanings during the school year. If a student's uniform/attire requires a cleaning outside of the schedule, there will be a charge of \$4 per item (marching jacket, pants, or concert attire).
9. RETURNING BAND: Please locate your summer uniform, marching shoes and gloves. Try everything on to confirm that it still fits. This will help you determine if you need replacements. Identify any replacement items on the invoice at the time of the fittings in April/May.
Consider that you will need the summer uniform for the Memorial Day parade as well. Please bring a separate check to pay for the summer uniform at the fitting. You will receive your summer uniform prior to the parade.
10. Fittings are done in the Copley High School Band room. Park in the lot on the east side of the school (behind the softball diamond and the Board of Education Office). The Band Room doors will be open for you to enter (follow the signs). Fitting dates are as follows.

Returning Band dates and times will be:

Tuesday April 23 6:00 pm – 8:30 pm
Thursday April 25 6:00 pm – 8:30 pm

Incoming Freshmen / New to Band dates and times will be:

Monday April 29 6:00 pm -- 8:00 pm
Wednesday May 1 6:00 pm – 8:00 pm

*** Bring payment and all completed paperwork
*** If you are not refit, your marching uniform may be made available to other band students

***A parent/guardian must accompany the student to the May fitting, and /or send payment and all completed paperwork