

# To ALL Guard Members' Parents

Make all checks or money orders payable to "Copley Music Boosters" and place an appropriate phrase in the memo line. It is 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 turned in no later than the audition / tryout.
2. The financial agreement is to be signed by both the parent/guardian and student, and turned in no later than the audition / tryout. Cut off the bottom portion to turn in; keep the top portion for your information.
3. All guard members will be measured for the pre-game uniforms AND for the show costume during one of the April/May clinic sessions. It is imperative that guard members are measured. Returning guard members are measured to confirm the fit of their assigned pregame.
4. The signed replacement postcard, the deposit, and the last three (3) pages from the packet are required **no later than the audition in May**. Money and paperwork should be turned in to the Invoice Administrator, not the Guard Director.

Payments are divided into three dates. The deposit is required no later than the audition in May. For guard students who ordered a summer uniform, the second payment must be paid no later than Tuesday July 2<sup>nd</sup>. All remaining balances must be paid no later than Friday August 9<sup>th</sup>.

5. Students will not receive items ordered if there are fees outstanding. **All payments** not turned in during the audition date are to be put in an envelope with student name and "guard fees" on the outside. The envelope is to be placed in the blue mail box in the music hallway. Doing so minimizes the delay for cashing checks.

Students may withdraw from guard class up through Friday May 31, 2019 by directly contacting the music directors, not the guard director. Payments made toward the student invoice may be refunded except for the deposit, 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, except for the warmup as it is monogrammed.

6. Headgear worn in the band stands is limited to the Copley "C" beanie, 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. Take advantage of the headband item on the invoice (\$11).
7. RETURNING GUARD: Please locate your warmup suit, black shoes and summer uniform. 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 no later than the auditions in 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.
8. Guard clinics and the audition / tryout dates are listed below (**locations are TBD**)

**Guard clinics dates and times will be:**

Monday May 6	5:00 pm -- 8:00 pm
Thursday May 9	5:00pm – 8:00 pm
Monday May 20	5:00 pm – 8:00 pm

**Guard audition / tryout date is:**

Thursday May 23	5:00 pm -- 8:00 pm
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\*\*\* Guard students (even returning guard) will be measured for the show costume May 20<sup>th</sup>; attendance at this clinic is very important.

\*\*\* Paperwork and deposits must be turned in on May 23<sup>rd</sup>, unless an email has been sent prior to May 23<sup>rd</sup> to the Music Boosters' Invoice Administrator where an agreeable date is arranged for the paperwork / deposit to be turned in prior to Thursday May 30<sup>th</sup>, 2019.

(email [CMBMusicFees101 @ gmail.com](mailto:CMBMusicFees101@gmail.com))