



## *General Information*

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### **ARRIVAL:**

Participants arrive and register between 11:00 am and 12:30 p.m. Registration is generally held in the dorms. Check our website for registration location and look for signs on campus. The clinic fee balance and medical form must be turned in at registration. You may pay by cash, check, MasterCard, Visa, Discover or American Express. If your school is paying the tuition, you must bring your check or it must reach our office prior to the first day of the clinic. We recommend for the students to eat lunch prior to registration. The first full clinic event begins at 1:30 p.m.

### **COMMUTERS:**

All Commuter Students must register during the same hours designated above. The commuter clinic tuition fee DOES NOT include meals. If you did not select the option to add the meal plan during your registration, you will not be able to eat in the college cafeteria. Commuter students may bring lunch with them in a cooler or go to fast food restaurants in the area. Please plan to bring a lunch with you for Monday, as this meal time has been set aside for students and staff to continue getting to know each other. If you would like to add the meal plan to be able to eat at the campus cafeteria, contact our office prior to your camp. ***No meals or meal plans will be sold at the clinic site.*** Lunch break is 12:00 – 1:30 pm and dinner break is 4:30 – 6:30 pm. Students must be back in time to begin the next class session.

Several universities require commuters to purchase parking permits. Please be prepared to pay for your parking permit on the first day of the clinic. Contact our office or check our website FAQ's for parking permit requirements and fees.

### **DEPARTURE:**

The FJM final program and awards presentation will start on Wednesday at 5:00 p.m. This program will last approximately one hour. Parents, band directors, friends and family are invited to this performance. The location of the final program varies from one location to another. This information will be given during registration and will be posted on our website. During the last day, the students will have the opportunity to turn their keys in and consolidate rooms. Keys can also be turned in after the final show. ***Participants not returning their key or signing the key chart during check out will be charged for a lost key.***

### **SCHEDULE:**

Classes begin on the first day of the clinic with an orientation at 1:30 pm. Classes continue all afternoon and evening until 9:30 p.m. Each day following, classes begin at 8:15 a.m. Commuter students should arrive by 8:00 a.m. and plan to stay for classes that continue until approximately 9:30 p.m., with lunch and dinner breaks. **STUDENTS MUST ATTEND ALL CLASSES.** Students will receive a complete detailed schedule upon arrival.

### **WHAT TO BRING:**

Shorts	Toiletries	Sunglasses	Shower Shoes
Sweats	Towels	Sunscreen/Aloe	Water Bottle
T-shirts	Twin Size Sheets	CD player/ Batteries	Equipment
Tennis Shoes	Blanket	Alarm Clock	Fan

Participants are also expected to bring their own equipment (flags, rifles, batons, etc.).

Drum Majors, Students Leaders, and Percussion: see the additional information for your sections near the end of this form for other items that are needed.

Label all your clothing as well as your flag, rifle, saber, pompons, props, baton and novelty batons. WE CANNOT BE RESPONSIBLE FOR LOST ARTICLES. For lost and found articles, please call our office and you will need to pay for the shipping on these items. Tennis shoes must be worn for all classes. Groups may wear matching outfits for the group evaluation and final show. Groups and individuals are encouraged to have a CD player so they can practice throughout the week. All the classes are held outside so it is imperative that the students bring sunscreen and drink plenty of water. We sell water bottles at our clinic store.

## **TRANSPORTATION:**

Participants are responsible for transportation to and from the clinic site. Several campuses require parking permits during the week. Contact our office or check our website FAQ's for parking permit requirements and fees.

Our clinic staff may be able to pick up participants from airports, bus stations, etc. A minimum of \$15.00 will be charged each way. Cost will be determined by the distance involved. You must contact our office to make arrangements for transportation. The charge for the transportation will be added to the clinic fee.

## **KEYS:**

A \$10.00 key deposit is required for all resident students and will be collected when the key is issued at registration. The deposit will be returned on Wednesday when the students check out of their rooms. If you fail to return the key, you will be billed for a lost key charge ranging from \$15.00 to \$100.00 depending on each university's lost key policy. Lanyards will be available for sale at our clinic store to secure your key. Keep your key with you at all times. ***The key chart must be signed by the participant at check out to avoid being charged for missing keys. Please speak with the Clinic Administrator on site for questions.***

## **SUPERVISION & SAFETY:**

The clinic is supervised day and night. Rules and regulations are covered during orientation and hall meetings. Each student is expected to comply with the standards set forth by their individual schools as well as the clinic staff and host college or university. All problems that cannot be efficiently dealt with will result in the student or students involved being sent home immediately and no refunds will be made. No visitors are allowed until Wednesday afternoon just prior to final show.

Resident students are not permitted to leave the campus at any time except in case of an emergency. They must be accompanied by an FJM staff member or a designated adult. If a parent must take a student off campus, written permission must be provided and arrangements must be made with the Clinic Administrator during registration. If a student drives their own car to leave on campus for the week, it is their responsibility to see the Administrator for a parking permit and instructions of where to park. Commuter students are permitted to leave campus during meal breaks and at the conclusion of each day, and will also be required to purchase a parking permit at certain clinic locations.

## **MEDICAL CARE:**

Your family insurance policy will cover medical expenses during the clinic for all illnesses and injuries. Your insurance policy number must be listed on the health form. The medical form must be notarized in order to be accepted at most hospitals.

## **EMERGENCIES:**

If a student must be contacted, check the website for the Clinic Administrator's cell phone that is in charge of that particular clinic. If you are unsuccessful, you may contact our home office in Dayton, Ohio at (937) 434-1121. Please restrict calls to emergencies only.

## **REFUND POLICY:**

We will cheerfully refund your advance deposit, minus a \$35.00 processing fee, **if we are notified in writing or by phone 14 days prior to the start of camp.** NO REFUNDS ARE MADE IF WE ARE NOT NOTIFIED 14 DAYS BEFORE THE CLINIC BEGINS. If a student leaves the clinic early for any reason, refunds will not be given. We must commit to the various colleges and universities 10 days prior to the start of the clinic.

## **CLINIC STORE:**

Clinic apparel items, lanyards for keys and whistles, equipment supplies, etc will be on sale during registration, evenings and after the final show. You may also purchase clinic items before the clinic on our website.

## **DRUM MAJOR/FIELD COMMANDER STUDENTS:**

Bring a recording of a marching band piece and the score to work with while at the clinic. If possible, bring a selection from your upcoming season. The drum major/field commander participant will present a short salute at the clinic. It is acceptable to prepare ahead of time. Bring a mace if applicable. It is also necessary to bring a CD player and extra batteries, or an MP3 player to use your music. Several class options will require the use of your instrument and a folding music stand. Please be prepared with these items in the event you choose to take those classes

## **SECTION LEADERS:**

Section leaders are encouraged to bring their instrument and equipment to the clinic. Several class options will require the use of your instrument and a folding music stand. Please be prepared with these items in the event you choose to take those classes

## **CUSTOMIZED CHOREOGRAPHY:**

If your group is enrolled in customized choreography, it is imperative that we have the music in our office three weeks prior to the start of the clinic. It is suggested that the captain of the group also bring a copy of the music to the clinic site. All details for the customized program will be worked out with our Clinic Coordinator prior to the start of the clinic. A minimum of 5 minutes of music will be choreographed.

## **WEB SITE:**

Check the website at [www.fjmcclinics.com](http://www.fjmcclinics.com) to find maps and specific details about each clinic location.