



florida state university
summer music camps

OVERNIGHT CAMPER HANDBOOK

Piano Camp



2015

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A Message To Our Parents

The FSU Summer Music Camps is celebrating its 74th year, but this may be the first time your son or daughter will be attending a camp. We are committed to making your child's camp experience a safe, exciting, and educational experience, and we hope that we can count on you to help us make that happen. We encourage you to become an active participant in your child's preparation for camp and we are always happy to assist you with any questions you might have.

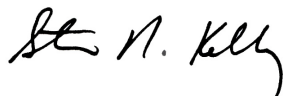
This handbook is your starting point for preparing your child for camp. It is made especially with the questions and concerns of overnight-campers in mind. It is also a resource for campers while they are attending camp, so please take the time to read it carefully.

If you have not already received it, you will be getting a packet of forms in the mail. We rely on the information provided on these forms to tell us essential details about your child that only you can provide. Please take the time to fill out these forms accurately and completely, adding in any additional information that you feel is pertinent to your child's well-being at camp.

We ask that you return these forms to us as soon as possible but no later than two weeks prior to the start of camp. If you can not return them in advance, you must bring them with you to check-in.

Thank you for choosing the FSU Summer Music Camps for 2015 and we look forward to seeing you this summer!

Sincerely,



Dr. Steven N. Kelly
Camp Director

Check-List of Important Camps To-Do's

- Fill out and return your Required Camp Forms & photocopy of your medical insurance card
It's always a good idea to keep a copy of your forms and bring them with you to check-in. Then if they get lost in the mail, or if there is a question or problem, you won't have to re-fill them out at check-in.
- Fill out and return any forms for optional services and class requests, like Elective Class requests, shuttle service, extra housing, or roommate requests.
(Don't forget to include payments for these items when you mail the forms back. You can pay for all optional items in one check, but it must be in a separate check from any payments you want to make towards tuition and housing).
- Double check your camp check-in and arrival time.
- Check the Packing List to make sure you've got everything you need!

A Word About Camp Forms

There are 3 forms which you are **REQUIRED** to fill out, sign and return:
They have been mailed to your home.

- Statement of Voluntary Consent
- Financial Responsibility Form
- Medical History and Information Form

There are other forms in the back of this handbook and online that are **OPTIONAL** but may apply to you:

- Elective Class Preference Form
- Shuttle Service Request Form
- Extra Nights of Housing Request Form
- Roommate Request Form
- Camper Sign-out Permission Form
- CD/Photo Order Form

Contact Information

Camp Administration Office

FSU Summer Music Camps

PO Box 3061180 (for Fed-Ex or UPS shipments, use: 122 N. Copeland Ave.)

Tallahassee, FL 32306-1180

Use this address when:

- Returning all camp forms
- Sending mail to campers while they are at camp
- Returning order forms & payments for optional services

Phone: **850.644.9934** (please note that this phone is NOT answered on weekends or check-in days)

Fax: 850.644.5257

Email: musiccamps@fsu.edu

Office Hours: Monday - Friday, 8:00am-5:00pm EST

IN CASE OF EMERGENCY

Day Time Emergencies (8am-5pm):

If you need to reach your camper or camp staff during normal business hours, please call 850.644.9934. Camp administrators will be available to assist you in reaching your child.

Evening Emergencies (after 5pm):

For emergencies after 5:00pm, please contact the 24 hour security desk at the Southgate Campus Centre at 850.425.4200 and ask for the 2nd floor music camp office. Dorm Counselors will be available to assist you in reaching your child.

Financial Information

PAYING YOUR DEPOSIT

A non-refundable deposit of \$75.00 should have been paid at the time of registration. If you have not yet paid this deposit you must do so at this time to secure the campers place at camp. This \$75.00 is applied toward the camp tuition.

PAYING YOUR BALANCE

The remaining balance of the tuition and housing fees less any discount credits is due by **MAY 26**. Full or partial payments are accepted any time after the camper is registered.

HOW TO MAKE PAYMENTS TOWARDS TUITION AND HOUSING

BY MAIL

Make checks payable to: **Florida State University**. Please allow a minimum processing time of 10 days.

Clearly indicate the camper's name and camp attending in the memo portion of the check and mail payment to:

FSU - CAPD
Attn: Cashier
555 West Pensacola Street
PO Box 3061640
Tallahassee, FL 32306-1640

Use this address when:

- Sending payments for deposit, tuition and housing only
- Requesting payment receipts

Phone: 850.644.3806 (phone)

Office Hours: Monday - Friday, 8:00am-5:00pm EST

ONLINE PAYMENTS

Go to <http://fees.fsu.edu>. Select "I do not have an FSUID but do have a Customer Number". Your Customer Number was included on your camp confirmation, which you received when you registered. Enter the Customer Number.

On the payment screen, put a check mark in the box under the words "SELECT TO PAY". You can then enter the amount you want to pay in the box under PAYMENT AMOUNT. Once you have entered the amount you would like to pay, click continue. (SEE IMAGE TO RIGHT)

The next page will show you the total amount to be charged. You will be assessed a non-refundable convenience fee to cover the cost of the transaction. Continue as directed.

If you are going to make payments for multiple children, be sure to LOG OUT before trying to make the next payment.

Make A Payment

1 Payment Amount 2 Payment Method 3 Payment Confirmation 4 Payment Completed!

Your charges are listed below. You will notice that some charges are selectable for payment, while most charges will fall into the "other charges" category. Charges that are selectable for payment include Admissions Application Fees, Admissions Deposits, Housing Deposits, Housing Rent, Orientation Fees, and International Programs Deposits. These charges are selectable due to the fact that the payment of these items triggers various events in the lifecycle of a student.

If your charges do not appear as selectable, the University applies all payments to decrease your overall account balance.

To make a payment, either select the charges that you would like to pay (if available) or enter the amount that you would like to pay in the "Total Payment Amt" box below, and click next.

Selectable Charges					
Description	Due Date	Item Term	Outstanding Charge	Select to Pay	Payment Amount
CAPD Offsite Reg Gen	10/04/2015	2015 Spring	466.00	<input checked="" type="checkbox"/>	75.00
Total Selectable Charges			466.00		466.00

General Charges					
Description	Due Date	Item Term	Outstanding Charge		Payment Amount
No general charges to pay					

Grand Totals					
Total Due Charges			0.00		
Total Future Charges			466.00		
Total Charges and Payments			466.00		466.00
Convenience Fee					8.50
Total Payment Amount					474.50

CANCEL CONTINUE

HOW TO MAKE PAYMENTS FOR OPTIONAL/EXTRA ITEMS THAT YOU ORDER WITH OUR FORMS

Optional items include anything that you purchase from the camps using one of the forms in the back of this handbook. This includes shuttle service, camp cd's and photos, and extra nights of housing.

- These items are payable by check only.
- Do not combine payment for optional items with payments for tuition. If you send a check that includes tuition we will need to return the check to you.
- You can use one check to pay for multiple optional items (ie: CD and shuttle service).
- The items must be paid for in full at the time you order them. Any order forms received without payment will be sent back to you.
- Order forms and payments for optional items should be sent to our office at:
FSU Summer Music Camps, PO Box 3061180, Tallahassee, FL 32306-1180

DISCOUNT CREDITS

If a camper receives a discount from the FSU Summer Music Camps, the discount amount will be automatically deducted from the campers fees. You will receive written notification of any discount credits.

It takes time for the University Cashier to update your account in the computer system, so please be patient. Discount credits may not be posted to your account until the week before your camp begins. If you are concerned that a credit has not been posted to your account, or if you are confused about your balance, please contact us at 850.644.9934 and we will be happy to review your account with you.

If the camper is receiving funds from an outside organization and the organization is cutting the check directly to FSU, please have them follow the HOW TO MAKE PAYMENTS TOWARDS TUITION AND HOUSING: By Mail instructions.

CANCELLATION & REFUND POLICY

Please notify us immediately if the camper is no longer planning to attend camp. There may be a wait list, and we would appreciate the opportunity to allow another camper to attend camp if you are not planning to come. If you are unable to attend camp for any reason AND the camp administration office receives a written refund request, the following refund policy will apply:

- Written notice received in camp office 10 or more business days (M-F, 8am-5pm) prior to camp check-in: *Refund of all money paid except the \$75.00 non-refundable deposit.*
- Written notice received in camp office 1-9 business days (M-F, 8am-5pm) prior to camp check-in: *Refund of tuition less the \$75.00 non-refundable deposit. No housing refund.*
- As of 5pm on the night before camp check-in there are no refunds of any kind.

Acceptable forms of written notification include:

- Letters mailed to the camp administration office
- Emails sent to the camp administration office at musiccamps@fsu.edu
- Letters faxed to the camp administration office at 850.644.5257

All of the above methods must be RECEIVED in our office according to the Refund Policy. Please be sure to get a confirmation from our office indicating that your request to cancel was received and that the refund is being processed.

FREQUENTLY ASKED QUESTIONS ABOUT FINANCIAL INFORMATION

Q. *I have overpaid. Can the extra money be used by my child to buy snacks or other items at camp?*

A. No. An overpayment can not be used for any other purpose. You will receive a refund of the overpayment from the University Cashier.

Q. *We have applied for a discount and are waiting for the result. Should I go ahead and pay for camp in full now, or wait until we hear?*

A. You should wait until you hear about the discount before paying your balance. If you pay in full now and then receive a discount, you will have to wait for a refund of the overpayment from the University. We suggest making sure you have paid the \$75.00 deposit to hold your spot, and then waiting for the results of your discount application before making any additional payments.

Q. *I got a letter from you that shows we received a discount, but I can't tell whether it's been credited or not when I look at my balance online. How can I find out?*

A. Please call our office at 850.644.9934 and we will be happy to go over your account with you. It takes time for the University to update your account in the computer system so please be patient. Discount credits may not be posted to your account until the week before your camp begins.

Q. *I am going to buy a CD, a photo, and request shuttle service. I also have a balance on tuition and housing that I need to pay. Can I write one check for all of this?*

A. You need to write two separate checks. Both are payable to Florida State University, however, they are processed in different offices. Please write one check for the CD, photo and shuttle service and mail it to FSU Summer Music Camps, PO Box 3061180, Tallahassee, FL 32306-1180. Write a second check for your balance and mail it to FSU - CAPD, Attn: Cashier, PO Box 3061640, Tallahassee, FL 32306-1640. Any checks that combine payments for tuition and housing with payments for items on our camp order forms will be returned.

Q. *I got an invoice from you that says my account is past due and I must pay within 120 days or the bill will go to collection. HELP!*

A. You may receive an invoice from the University Cashier which states that the balance of the camp fees are due immediately or that they are overdue. These bills are auto-generated by the university, not the camp office, and they do not reflect our payment policies. Regardless of this invoice, you have until two weeks prior to the start of camp to pay your balance.

Traveling To Camp

TIMING YOUR ARRIVAL FOR CHECK-IN

All campers must attend check-in on **SUNDAY, JUNE 7**. To ensure the best camp experience possible, we strongly encourage you to arrive at camp during the designated check-in time of **12:00-3:00PM**. Remember that we are in the Eastern Time Zone.

If you are unable to arrive during your designated time block, please contact us at 850.644.9934 so that we can make alternate arrangements.

In the next section, you will read about where to go and what to expect at camp check-in.

TIMING YOUR DEPARTURE FROM CAMP

Camp check-out takes place after the final performance. Your final concert begins at **9:00am** and should be over by 10:30am.

Once the concert is over, parents and campers return to Southgate to pick-up the campers personal items, get back any unused medications from the counselors, return their room key, and head home. Campers are encouraged to be packed prior to their performance. Campers who are ready to go before their rehearsal and concert can have their personal belongings picked up early in the morning, turn in their room key when they leave Southgate for the rehearsal, and then leave for home directly from the concert without going back to Southgate.

If the camper is taking an airplane or bus home from camp, we suggest that reservations are no earlier than 2 hours **AFTER THE END** of the final concert.

EXTRA NIGHTS IN THE DORM

We understand that sometimes it can be complicated to get your child to and from camp. To help make your travel more flexible, we offer extra nights in the dorm.

Extra nights are required:

- if you are arriving the day before camp check-in
- if you are arriving between midnight and 8am on the day of camp check-in
- if you are attending multiple camps and will not be checked-out by your parents for the night in between the two camps.
- if you are departing the date after check-out

Extra nights are:

- Limited to one night before and/or one night after camp starts and ends.
- Campers at Piano Camp can NOT book an extra night before the start of camp; the earliest these campers may arrive to the dorm is June 7th at 8am.

The cost for an extra night of housing is \$50.00/night. This includes the additional night, counselor supervision, and all extra meals. To secure your extra night, fill out the Extra Housing Request Form (located in the back of this handbook and online) and return it to us along with a check made payable to *Florida State University*. The deadline to request extra housing is **MAY 25**.

SHUTTLE SERVICE FOR ARRIVALS BY BUS & PLANE

ABOUT OUR SHUTTLE SERVICE

Our camps offer a pick-up and drop-off service to and from:

- The Tallahassee Regional Airport (*TLH*)
- The Greyhound Bus Station, 112 W. Tennessee Street (*850.222.4240*)
- The Red Coach Bus Stop , W Tennessee St & Woodward Ave (Saint Thomas More Cathedral) (*redcoachusa.com*)

Campers will be met by a uniformed member of our staff. They will assist in baggage claim and then bring the camper directly to check-in or to the dorm depending on arrival time.

Transportation to and from these locations is \$30.00 round trip for pickup/drop-off that take place between 8am-10:00pm or \$50.00 for a pick-up/drop-off between the hours of 10:00pm-8am. There is no discounted price for one way, though you can request transport in only one direction.

The deadline to schedule shuttle service is **MAY 25**.

This service is intended for campers traveling by themselves to and from camp. Though we can make arrangements to take parents in the shuttle as well, you may find it more economical to take a taxi.

Remember to keep our housing policy in mind when making your travel arrangements. An extra night in the dorm is required if you are arriving the day before check-in, anytime between midnight and 8am on the day of check-in OR departing the day after check-out.

HOW TO ARRANGE FOR SHUTTLE SERVICE

To schedule shuttle service, return the Transportation Service Form (found in the back of this handbook and online) along with a check for \$30.00 or \$50.00 made payable to *Florida State University*.

TRAVEL VOUCHERS & VERIFYING ARRANGEMENTS

Once we have received your shuttle request and payment you will receive a Travel Voucher from us in the mail. This Travel Voucher will serve as a receipt of payment, verification that we have the correct travel information for your child prior to their arrival, and must be presented to the shuttle driver. Please allow us three weeks to process your request. If you have sent in a Shuttle Service Request Form and have not received your Travel Voucher within three weeks, or if it is less than one week prior to the start of the camp, please contact our office.

OTHER SPECIAL TRAVEL CONSIDERATIONS FOR CAMPERS TRAVELING ALONE:

If the camper is arriving by mass transit it is possible that they will have to arrive before or after designated check-in times. We can coordinate an early or late check-in for these campers - just give us a call to let us know.

Remember to discuss the transport of large instruments with your carrier prior to your trip. Please make sure that your camper has plenty of money for any baggage fees which might occur on the trip home. The camps can not pay for excess baggage fees.

Campers under the age of 14 traveling alone by plane will most likely be considered an “unaccompanied minor” by the airline. This means that he/she is required to be picked up by a designated individual. The airline may require the name, address & contact information of that person at the time you book the flight. Please contact our camp office directly to discuss the arrival and departure of an unaccompanied minor.

Be sure to read the “Check-In Day: Checking In Without A Parent” section of this handbook.

DRIVING DIRECTIONS

The street address for the FSU College of Music is: 122 N. Copeland Street, Tallahassee, FL 32306

Travelling East on Interstate 10 (from Panama City)

- Take exit 199 to US 27 South (Monroe Street).
- Drive South on US 27 until you intersect with US 90 (Tennessee Street).
- Make a right onto Tennessee St.
- Take a left at the 6th stoplight (Copeland Street).

Travelling West on Interstate 10 (from Jacksonville, I-75 or 1-95)

- Take exit 209A for US90 West.

- Drive west on US 90 (aka Mahan/Tennessee Street) for approximately 9 miles.
- Turn left onto Copeland Street.

PARKING ON CAMPUS

Most people do not require any kind of parking permit. University Parking Lots are available for use without a permit on weekdays after 5:00pm and all day Saturday and Sunday.

From 8am-5pm Monday-Friday parking on campus is limited and tricky. If you are attending a camp check-in or concert during this time, please leave plenty of time to find a space. There are metered spaces available on the street, some metered spaces are available in the FSU Parking Garages, and parking can also be found on the upper levels of the Southgate Campus Centre garage. You may also contact Transportation Services at FSU to purchase a visitor parking permit which will allow you to park in any Faculty/Staff/Student lot for \$3.25/day. Their number is: 850-644-5278.

Overnight campers who drive themselves to camp do NOT need a parking permit. They will receive a free parking permit for the Southgate Parking Garage where they may leave their car for the duration of camp. Campers are not allowed to drive during camp, so keys must be turned in to the dorm staff at Dorm Check-In.

NEVER PARK IN THE DIRT LOT ACROSS FROM THE MUSIC BUILDINGS.

It is privately owned and they actively tow.

CAMP MAP

On the next page is our camp map with all of the important camp locations marked. Additional maps of greater Tallahassee and an interactive map of the FSU campus are available online.

Camp Map



HOUSEWRIGHT (HMU)
AND
KUERSTEINER (KMU)
MUSIC BUILDINGS
Check-in location
for all camps.
Daily drop-off location
for most day-campers.

Entrance to
Dohnanyi/
Recital Hall
(DRH)

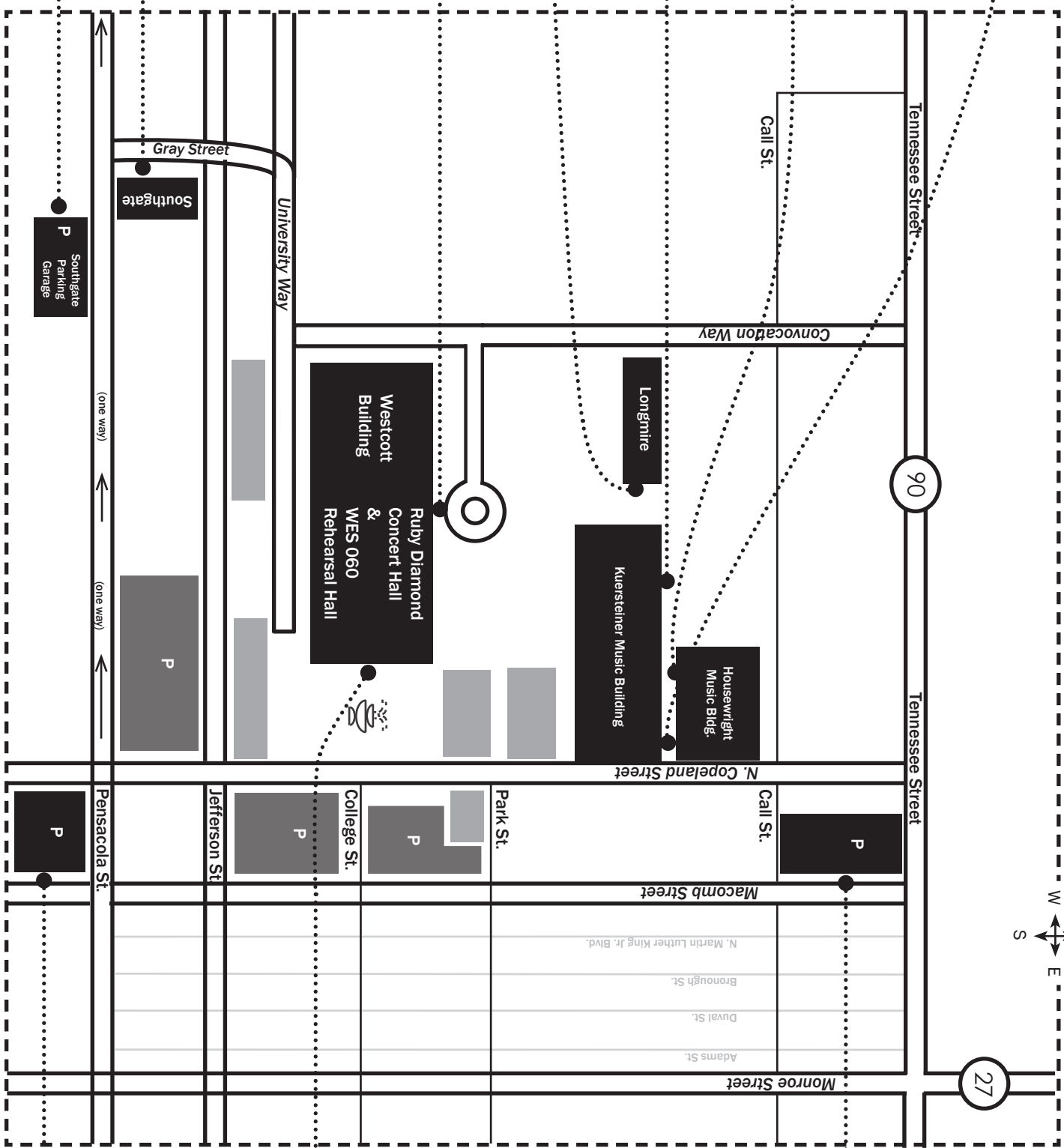
Entrance to
Opperman
Music Hall
(OMH)

Entrance to
Longmire
Recital Hall
(LON 201)

Daily drop-off
& pick-up
location for
Elementary
Music Day
Campers

Dorm &
Dining Hall
for all camps

Parking
Garage for
Dorm Check-In



P Parking in University Lots is available Monday - Friday after 5:00pm and all day Saturday & Sunday without a permit.

PARKING

Suggested parking for check-in and all concerts is in this garage on the corner of Macomb & Call Street.

No permit is needed on weekends or any evening after 5pm. Metered spaces are available on the first floor for parking on weekdays before 5pm.

Main Entrance to Ruby Diamond Concert Hall (RDCH)

Metered spaces are available on the first floor of this garage for parking on weekdays before 5pm.

Check-In Day

Check-in takes place on **SUNDAY, JUNE 7** between **12:00-3:00PM** at the **HOUSEWRIGHT MUSIC BUILDING**.

You can arrive anytime during the designated time block, but please leave yourself enough time to complete all of the check-in process; you may feel rushed if you arrive too close to the end of your designated time block. (*Tip: The longest lines tend to be at the very beginning and very end of check-in*).

If you are unable to attend check-in during the designated times, please contact our office so that we can make alternate arrangements with you. If you accidentally arrive after the end of your time block, you should go directly to the dorm. Late arrivals will need to stop by the administration office before their first class on Monday morning to complete the Administrative portion of check-in.

CHECK-IN PARKING

Parking is available in all FSU lots. We recommend using the FSU Parking garage on the corner of Macomb St. & Call St.

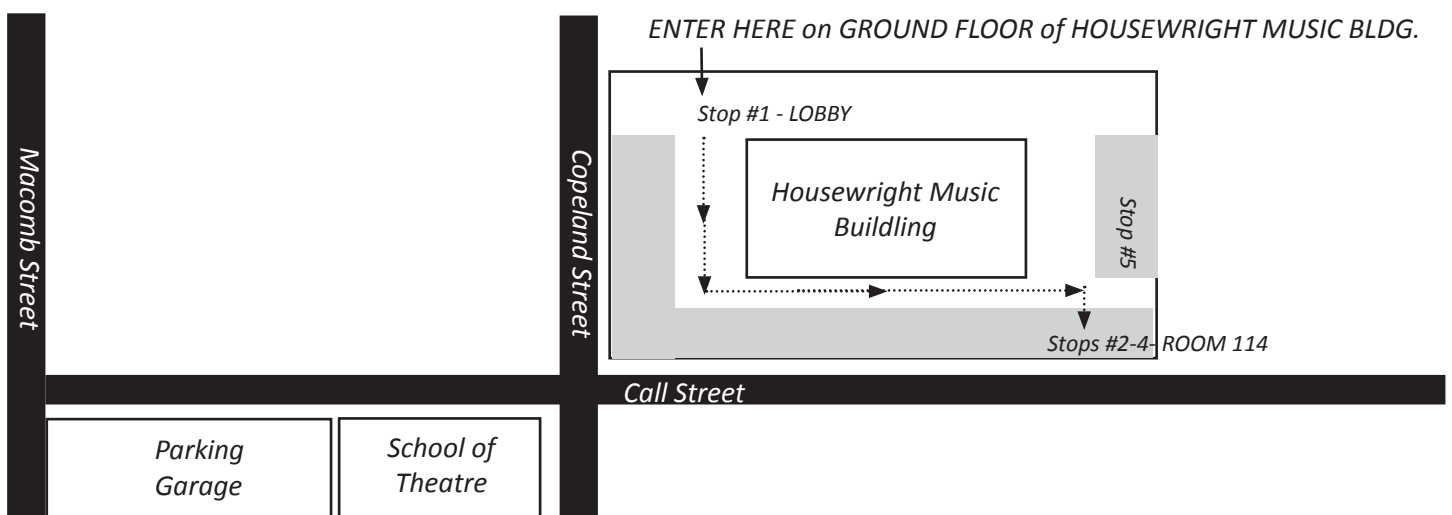
CHECKING-IN WITHOUT A PARENT PRESENT

For campers who are traveling to camp on their own, with a family friend, or with a music director, we suggest that parents call our office at 850.644.9934 the week prior to confirm the following:

- That all required camp forms have been received and all paperwork is in order.
- That the camp balance has been paid in full.
- That there are no questions about any medical conditions or medications.
- That we have the correct information for the shuttle pick-up and that shuttle service has been paid for (for those that we are meeting at the airport or bus station).

CHECK-IN PART ONE: ADMINISTRATIVE

Administrative check-in must be done first. This takes place in the HOUSEWRIGHT MUSIC BUILDING.



LEAVE YOUR BAGS IN YOUR CAR FOR NOW
Just bring in any paperwork that needs to be turned in

At Administrative Check-in you will:

STOP #1: Pick up your camp welcome packet.

This will include your camp ID, your daily activities schedule, and a pencil.

STOP #2: Confirm that all of your required forms have been received and are complete.

If they have not been sent back in advance you will need to turn them in at this time. If you did not send in a copy of your medical insurance card with your forms be sure to have your medical insurance card with you so that we can make a copy. No camper may start camp without all required forms being completed and signed by a guardian.

STOP #3: Confirm with the cashier that you are paid in full.

If you have a balance it must be paid at this time. No camper may start camp without payment in full.

STOP #4: Purchase a camp cd and/or photo (optional. See "Preparing For Camp: Merchandise" for details).

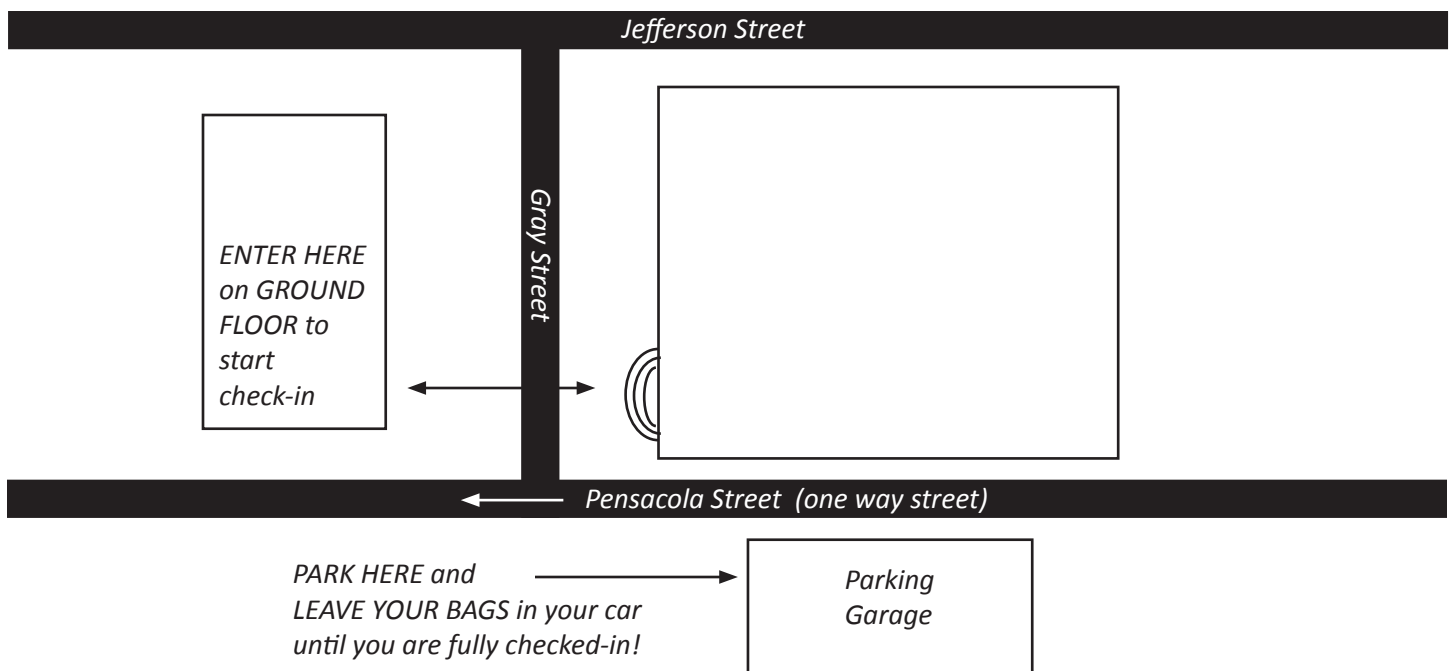
STOP #5: Purchase a camp t-shirt (optional. See "Preparing For Camp: Merchandise" for more details).

Once you are done with your last stop you can return to your car and drive over to the dorm.

CHECK IN PART TWO: DORM

This takes place at the SOUTHGATE CAMPUS CENTRE at 675 West Jefferson Street, Tallahassee, FL 32304.

There is a parking garage on Pensacola Street across from the dorm (see map below) where you can park.



**DO NOT BRING LUGGAGE INTO THE DORM UNTIL YOU HAVE A ROOM KEY!
THE ONLY THINGS YOU SHOULD BRING IN WITH YOU AT FIRST ARE:**

- **YOUR NAME TAG**
- **THE RED OR GREEN TAG YOU RECEIVED AT ADMIN CHECK IN**
- **ALL PRESCRIPTION AND/OR OVER-THE-COUNTER MEDICATIONS**

At Dorm Check-In you will:

- Get your room assignment and counselor assignment
- Get your meal card
- Confirm and turn in any medications. (see the "Preparing For Camp" section for more details about our medication policy and how medication should be packed).
- Get your room key

****NOW YOU ARE READY TO UNPACK YOUR BAGS, FIND YOUR ROOM, AND GET SETTLED!****

AFTER DORM CHECK -IN:

After you have received a room key you are officially under the supervision of the camps. If you wish to leave the dorm (to eat, run errands, etc....) you can only do so by being signed-out in the Dorm Office on the 2nd Floor by your parents or a pre-approved guardian.

Dinner will be served starting at 5:00pm and it is the first meal covered under the dining plan. All campers must be in their rooms by 6:00pm and will be taken by their counselors to Opperman Music Hall for orientation at 7:30pm.

Preparing for Life At Camp

There are so many things to think about when preparing for your time at camp. This section is designed to help you understand what to expect at camp and guide you as you make your camp plans. In addition, we want you to understand what we expect of each camper during your time with us:

We expect our campers to come prepared daily to practice, play, and perform. We expect our campers to uphold the standards of our community of camp musicians; helping to maintain a safe and welcoming environment, and helping to foster positive relationships between fellow campers. Bullying, substance abuse, theft, and other negative behaviors will not be tolerated. Most of all - WE EXPECT OUR CAMPERS TO LEARN AND HAVE FUN!!!

ATTENDANCE AND CAMPER SIGN-OUT

Attendance at all camp events, rehearsals, and performances is mandatory for all campers. Attendance will be taken at the start of each class, every day. Campers are not permitted to stay in their rooms if they are not feeling well. Anyone not well enough to go to a camp activity must be resting in sick bay or receiving medical treatment.

Campers are only permitted to leave camp as follows:

- Parents may sign-out campers out by going to the Camp Help Desk (lobby of HMU) or the Camp Dorm Office (second floor of Southgate) and showing ID.
- Parents may give written permission for an adult over the age of 21 to sign-out their child by using the Sign-Out Permission Form (available in the back of this handbook and on online). You may mail this form in, bring it to us in person, fax it to 850.644.5257, or scan it and send via e-mail to musiccamps@fsu.edu.

Campers may visit with friends and relatives who are not music campers in the lobby of the Southgate Campus Centre during the evening hours before curfew and on Saturday & Sunday afternoons only. Guests must register with the dormitory supervisor and are subject to the Rules of Camp. For the safety of all campers, the camp staff reserves the right to deny visitation between campers and non-camp guests. Only music campers are permitted in the residential areas of Southgate.

CAMP OFFICE LOCATIONS

Our main administration office can be found in the Kuersteiner Music Building, Room 214 and can be contacted at 850-644-9934 from 8am-5pm, Monday-Friday.

The main office for the dormitory staff is located on the 2nd floor of the Southgate Campus Centre. This is home base for all of our dorm counselors and the place where campers will go for assistance whenever they are in the dorm. Campers will sign up for recreation activities here, pick-up packages they receive, get more toilet paper, and lots more.

A camp Help Desk is located in the lobby of the Housewright Music Building. Day counselors will be available for assistance at this location from 7:30am - 5pm, Monday-Friday while camp classes are in session.

CAMP STORES

A camp store will be set up in the dorm office to sell snack items, beverages, and other miscellaneous items like laundry detergent, toothpaste, and other items campers may have forgotten. A camp store will also be set up at the Help Desk and will sell snacks and beverages during the day. These stores accept cash only.

CELL PHONE POLICY

Campers are allowed to have cell phones for use during free time, but they must be **TURNED OFF COMPLETELY** and **PUT AWAY OUT OF SIGHT** during all classes, rehearsals and performances.

Cell phones that are turned on, visible and/or used during class, rehearsals or performances may be confiscated according to the following policy:

First Offense: The cell phone will be confiscated for a period of 24 hours.

Second Offense: The cell phone or device will be confiscated for the duration camp. The item will be returned to the camper at check-out.

If a camper's cell phone is confiscated, parents will still be able to contact the camper either through the Camp Office or the Southgate Campus Centre. These phone numbers are listed on page 3 of this handbook.

CHURCH

Campers wishing to attend church on Sunday may have the opportunity to do so as long as there is a counselor available to go with them. Though counselors will do their best to take the camper(s) to their preferred denomination, the church selected may be based on how many campers want to go and how many counselors are available to accompany them. Campers should let their counselors know early in the week that they would like to attend church so that arrangements can be made.

COMPUTER ACCESS

There is limited access to the internet available only for students who are enrolled in an academic course. Arrangements must be made in advance by contacting the camp office and students must bring their own computer. Access will be provided on select evenings when the campers schedule permits.

DINING HALL & MEALS

Three meals per day are included for overnight-campers starting with dinner on check-in day. At dorm check-in, you will receive your meal card. Please keep this meal card in a safe place (we suggest tucked into the back of your name tag). There is a fee for lost meal cards. If you lose your meal card please see a counselor in the 2nd floor dorm office for a replacement.

The dining hall is located on the first floor of the dorm. It provides cafeteria style dining that includes a hot entree, salad bar, and beverage station with each meal. A sandwich bar is added at lunch, a pasta station is added at dinner, and a dessert station and cereal bar are available at most meals. Due to food safety regulations, no outside food or drink (including snacks and food from your dorm room) is permitted in the cafeteria.

The dining hall has limited capability to accommodate special dietary concerns. Though they will certainly try to help where possible, the extent to which they can provide special meals may not be what is needed for your camper. Our camp office can answer general questions regarding dietary concerns or you may contact the dining hall director who makes the arrangements and can give you more specific details about what can be provided. Any special meal arrangements need to be made with the dining director at Southgate and should include the camper's name, which camp they are attending, the nature of the special dietary requirement, and your contact information. **Requests must be made at least three weeks prior to the start of your camp to kmills@achliving.com**

DORM ROOMS

All campers stay in the privately-owned dorm called The Southgate Campus Centre. This is not an FSU Dorm (orientation & summer sessions prevent us from using FSU dorms). The dorm at Southgate is safe, close to our music buildings, and has the dining hall right inside.

Each room is only 220 sq. feet and will house four (4) students. Each room has its own bathroom and will contain two sets of bunk beds, two wardrobes for storage, one overhead ceiling light, a shower curtain, and toilet paper. Selection of beds within the room is first-come, first-serve. Please don't expect any bells or whistles! After all this is camp, and these rooms are certainly a step up from a cabin in the woods!

Students are required to bring their own bedding and towels, as well as other standard living items. You can find a list of suggested packing items under the "*Packing*" section of the handbook and on our web site.

220 sq. ft. is not a lot of room, so we encourage you to pack only the essentials so that you and your roommates will have plenty of space for everyone's belongings. Campers tend to say that the dorm rooms are on the cold side (keeping the AC up keeps the oppressive humidity down!), so make sure you bring a blanket.

Males and females are separated by floor, though it may occasionally be necessary at our larger camps to have mixed gender floors. In these rare cases, males & females will be at opposite ends of the same floor. Under no circumstance will members of the opposite sex be roomed together.

For information on requesting a roommate and how roommates are assigned, see ROOMMATES.

Each camper will be given a key to the room. There is a fee for lost keys. Campers are responsible for making sure their door is locked and secure at all times.

DRESS CODE

Dress for all camp activities is casual (shorts, t-shirts, jeans) but should be appropriate for classroom instruction and for group recreation activities including swimming. Revealing clothing is not permitted and it is at the discretion of the camp staff to require campers to change or cover up if an outfit or bathing suit is deemed inappropriate.

EXERCISE & SPORTS

We can not make accommodations for campers to workout or practice other sports while at camp. There is not enough time in the campers schedule and we do not have access to fitness and sports facilities. Campers who wish to exercise by running may only do so if there is a counselor willing to go running with them during their free time.

HEALTH CARE & INSURANCE

Enclosed with your packet of required forms is a Medical Information Form. This form is used to alert of us of any ongoing medical issues and/or daily medications. Please be sure to fill out this form completely and to include as much information as possible.

If your son or daughter has an ongoing medical condition (diabetes, seizures, Chroné's), has a history of other ailments (eating disorders, depression, suicidal tendencies), or was recently hospitalized for any reason, please alert us and make sure that your child knows to alert an adult immediately if they are experiencing any signs or symptoms.

The FSU Summer Music Camps does not have a nurse on staff and employees of the Summer Music Camps are not responsible for making health decisions on behalf of the campers. All medical care will be given by a health professional at one of the facilities listed below, except as permitted by you for minor/common ailments on the Medical Information Form. Campers over the age of 12 who experience health problems while at camp will be treated at the FSU Wellness Center. Campers under the age of 12 will be treated at Patients First, a local urgent care facility. Patients First will also be used for non-emergency, after-hours treatment. The Tallahassee Memorial Hospital or Capital Regional Medical Center will be utilized for all emergency situations.

FSU requires that all campers provide proof of medical insurance in order to participate in camp. To provide proof of insurance please attach a copy of your insurance card or military ID to the medical history form.

If your family does not have medical insurance, you must indicate this on the Statement of Voluntary Consent Form and agree that all medical costs which may be incurred at camp will be the family's responsibility.

LAUNDRY

Washers and dryers are located on each floor of the dorm. These machines use a laundry card which can be purchased from the Camp Office. There will be time to do laundry during the two-week camps on the weekend. Average cost of a load of laundry (washing & drying) is: \$2.00. There is a fee for lost laundry cards.

LOCKERS/INSTRUMENT STORAGE

Lockers are available to campers on a first-come, first-serve basis. Due to limited availability, some students may be asked to share lockers, and some campers including vocalists and those who play small instruments such as flute or clarinet may not receive lockers.

Lockers are located in the Housewright Music Building and have a built-in combination lock. Campers will be given a

slip with the locker combination . Campers are responsible for any materials stored in these lockers. The lockers are managed by the College of Music, not the camps, and we can not control who has the locker before and after you. If you leave anything behind after camp check-out we can not guarantee that it will be returned.

Campers who play oversized instruments will be provided with a secure room to lock up their instruments rather than a locker. This room will be in either the Housewright or Kuersteiner Music Building. This may apply to tuba, guitar (both electric & acoustic), bass (both upright and electric), drummers at Jazz Ensemble Camp who bring their own drum kit, and other large instruments. Campers who play oversized instruments will be directed to the storage location during check-in.

MEDICATIONS

For the safety of all campers, the only medications which may be in the campers possession are rescue inhalers and epi pens. All prescription and over-the-counter medications must be given to the counselors at dorm check-in. Campers may keep vitamins in their rooms.

OVER-THE-COUNTER MEDICATIONS:

For minor ailments such as headaches, upset stomachs, fatigue, bug bites, etc., parents have the option of allowing our camp counselors to administer common, over-the-counter medications. These medications include Acetaminophen, Ibuprofen, Antacids, Anti-Diarrheal, Anti-Constipation, Antihistamines , Aspirin, Hydrocortisone Cream, Cough Drops and Cough Syrup. The required Medical Information Form will ask you to state which over-the-counter medications may or may not be administered by our camp staff. If you do not wish for camp staff to be able to administer these common medications, your child will only receive them by going to the Health & Wellness Center for treatment.

If the camper takes any over-the-counter medications on an as needed basis (ie. Claritin, Zyrtec, Mucinex) they may bring a supply of that medication with them to camp and turn it in to the counselors for use when needed. Please follow the same directions for preparing these over-the-counter medications as are listed below for prescription medications.

PRESCRIPTION MEDICATIONS:

As stated on the Statement of Voluntary Consent Form, camp staff will assist in administering prescription medications to the campers as directed by you or the child's physician, but they are not responsible for ensuring that campers take their medications. The Summer Music Camps reserves the right to have medication administered by the Health & Wellness Center if necessary or to contact parents if the camper is not taking the medication as directed.

IT IS THE PARENTS RESPONSIBILITY TO:

- Provide exact dosing information on the Medical Information Form.
- Provide us with updates and/or changes to medication usage and/or dosage.
- Provide us with ample medication at the start of camp.
- Ensure that the medications are actually given to the counselor on the first day of camp.

We suggest that parents pack up medications in a large ziplock bag marked with the students name and place a sheet of dosing instructions inside the bag.

MERCHANDISE

The following items are available for purchase:

Concert Recordings

- \$24.00
- Double-CD. Contains the final recital.
- Can be purchased using the order form found in the back of this handbook or online.
- Recordings are mailed out in OCTOBER.

Group Photos

- \$11.00.
- Can be purchased using the order form found in the back of this handbook or online.
- This is an 8x10 glossy photo taken at the final performance.
- Photos are mailed out in JULY.

Camp T-Shirts

- \$15.00.
- Can only be purchased at CHECK-IN using cash, or check made payable to CMENC.

MONEY

The following is a list of common expenditures:

T-Shirt:	\$15
Optional Activities/Field Trips:	@\$7-\$15/event
Snacks, Pizza, & Other Spending:	\$45 per week

We encourage parents to make sure that campers have enough money for activities before they leave. It is difficult for parents to get money to campers once they have left campus. The camps are not permitted to cash checks and there are no Western Union locations near campus.

Most of the items that campers spend money on are snacks, drinks, the occasional pizza delivery, and recreation activities. All of these are payable with cash only.

If you are concerned about your child carrying cash (there are no safes in the rooms), you might consider a pre-paid ATM card. These are available at Walmart and most convenience stores or grocery stores. Just make sure that it can be used as a debit and ATM card. There is a SunTrust ATM machine in Southgate where the camper can withdraw cash from the pre-paid card when they need it.

PERSONAL VEHICLES

Overnight campers who drive themselves to camp must turn in their car keys to the dorm staff upon arrival. They will receive a free parking permit for the Southgate Parking Garage where they must leave their car for the duration of camp.

Day-campers are not permitted to transport overnight-campers in their personal vehicles. Any overnight-camper who travels with a day-camper in the day-campers car for any reason may be dismissed from camp.

Any camper who transports another camper(s) in their personal vehicle does so at their own risk and is responsible for anything that happens to the other campers while in their car.

PRIVATE LESSONS

This camp includes private lessons as part of the camp schedule. You will receive your private lesson schedule and teacher assignment on the first day of camp.

RECREATION ACTIVITIES

Campers will receive an activity schedule on check-in day. Activities will be scheduled for each evening and will include concerts, rehearsals, and recreation activities. Activities are organized by the camp staff and may include things like sports, movie nights, ice cream socials, and more. Most recreation activities are on-campus, but some off-campus activities may be offered. For activities that take place off-campus, campers will be transported using Leon County Public Schools buses. The equipment and drivers are provided by Leon County Schools. All activities, both on-campus and off, are monitored by our camp staff.

Though there will always be a free activity offered each evening, some optional recreation activities may require an additional fee, approximately \$7.00-\$15.00. Please bring extra money for these activities if you think that you will be interested; these activities are payable with cash only. Sign-up for optional activities that have a fee will take place in the Camp Office at the Southgate Dorm.

ROOMMATES

If you know someone else who is coming to camp you may wish to request a roommate using the roommate request form (found in the back of this handbook or online). Campers may request up to three people to room with. We will do our best to room you with your preferred roommate(s), however, it is not guaranteed.

If you do not have a roommate to request don't worry, most students don't! Rooming assignments are done according to age as well as camp, hometown, and other factors.

How to request a roommate:

- All campers involved in the request must submit their own request form so that we see that everyone does want to room together. For example; if Sally, Julie, and Mary want to room together, each of them has to submit a roommate request form with all three names on it.
- Please write your preferred roommate(s) names clearly. If we don't know who they are, we can't match you up!
- Males and females can not request each other, even if they are siblings.
- Deadline to submit your request is two weeks before the start of your camp.
- You can request campers that are in a different camp than you, as long as those camps begin and end on the same days.

SENDING MAIL TO CAMPERS

If you are planning to send mail to a camper while they are at camp, we suggest you do the following:

1. Send it before they leave

Our campus mail system slows the process down by as much as four days! We often receive cards and letters for campers long after their camp has ended - especially for campers that are here for our one-week camps. By sending mail the week before your camper leaves, we will be able to hold onto it until their arrival and give it to them during the camp week. Any packages which need to be forwarded after camp has ended will be at the family's expense.

2. Send it to the camp administration office

We encourage you to send mail to our Administration Office (the top address on page 3). Mail that is sent directly to the dorm will be received by Southgate employees - not our camp staff. Sending it to the Camp Administration Office is the only way to ensure that the package will get to the right person.

3. Get a tracking number

If you are sending campers anything of value, we HIGHLY suggest sending it via Insured Mail, Certified Mail, Return Receipt or an overnight delivery service. This is the only way to guarantee that your son or daughter will receive the package.

4. Next Day Service doesn't really mean next DAY.

Mail and packages are only delivered to the College of Music once per day - usually at about 3pm. Even if you pay for AM delivery, expedited overnight service or priority delivery, it won't be delivered to our office until the late afternoon. It will then be given to the counselors who will get it to the camper at dinner time. Bottom line - if you send something on a Tuesday via overnight service, don't expect the camper to get it until Wednesday evening at the earliest.

WEEKEND ACTIVITIES

Camp will continue during the weekend of June 13th & 14th. On Saturday and Sunday there will be practice time in the mornings, followed by recreation activities in the afternoons and evenings. Campers will also be able to sleep in, attend church on Sunday (see the "Church" section for more information), do laundry, etc.

PACKING

When packing for camp, please keep in mind that:

The rooms are small and have to fit all four campers belongings. Bring only what you really need.

Be sure to mark ALL your belongings with your name.

If something has sentimental value to you - leave it at home!

BASIC ROOM ITEMS

- Sheets for extra long twin bed (*If you can not find extra long sheets, you can use two standard twin flat sheets*).
- Blanket (*the rooms can be very chilly*)
- Pillow & Pillow Case
- Bath Towel, Hand Towel, Washcloth
- Personal toiletries including shampoo, conditioner, bath soap & hand soap
- Small lamp or personal reading light
There is one light in the room on the ceiling and it is not very bright. The rooms tend to be on the dark side. If you want to be able to read, write, etc., especially after the room light has been turned out, you'll need to bring your own.
- Alarm Clock
- Charger for your phone
- Refillable water bottle
- Sunscreen

CLOTHING ITEMS

- Casual clothes to wear to classes, rehearsals, and recreation activities
- Tennis shoes and other comfortable footwear*
*SAFETY NOTE - Though flip flops may be comfortable summer footwear, they can often be dangerous. When the campus sidewalks get wet after our daily rainstorm they are extremely slick. We have brought numerous campers to the health center because they hurt themselves when their flip flops hydroplaned on the sidewalk. There are also a lot of stairs in the buildings and on campus. Flip Flops easily get caught on the edge and suddenly you're face planting into the stairs. We encourage you to consider bringing footwear that won't land you in the hospital.
- Rain jacket and/or umbrella (*This is ESSENTIAL! It rains frequently in Tallahassee in the summer!*)
- Sweater or sweatshirt (*rehearsal rooms can get very chilly*)
- Hat, sunvisor, sunglasses
- Bathing suit

PERFORMANCE DRESS

- Girls: Black Skirt or Pants (skirts must be below the knee), White Blouse; Black Shoes; Stockings
- Boys: Black Trousers; White Dress Shirt (long or short sleeve); Long, Dark Tie; Black Shoes; Black Socks.

ELECTRONICS

If you decide to bring personal electronic devices such as a television, laptop computer, playstation, ipod, camera, etc, please understand the following:

- These items are your responsibility. The camps are not responsible for damage, theft, or loss of any personal item.
- You are sharing a small room with three other people and constantly moving between buildings and rooms. It's easy to leave something behind or for something to go missing
- There is no place to secure them when not in use and when you are not in your room. The rooms do not have safes and there is no lockable location for them to be kept.

FOOD ITEMS

You are permitted to bring snack items with you for your room but we ask you to follow these guidelines:

- Your roommates may have allergies to which you are unaware. Please bring only food items that are individually sealed & packaged and consider bringing nut-free items.
- There are no refrigerators. Anything you bring will need to be kept at room temp.
- The rooms are small and there is not a lot of extra storage space for food. Bring only what you really need.
- Consider a refillable water bottle rather than a case of water.
- You can not bring food from your room into the cafeteria. It is against health regulations.

MEDICATIONS

For the safety of all campers, no medications (prescription nor over-the-counter) may be kept in the dorm rooms. All medications (excluding vitamins) must be given to the counselors on check-in day. For more details about our medication policies, read the "Preparing For Life At Camp: Medications" section.

When packing up medication please:

- Pack them in a large ziplock bag
- Clearly mark the bag with the campers full name
- Include a sheet of the most current dosing information inside the bag
- Provide ample medication for the entire duration of camp
- Ensure that the medications are actually been given to the counselor on the first day of camp.

Don't forget to pick up your left-over medications on check-out day!

MUSIC ITEMS

- 1 or 2 pieces of music that are performance ready. Bring the original music with you.
 - No memorization is required
 - Pieces should not exceed 3 minutes.
 - Pieces can be of any style, not just classical.
- Additional music that you wish to work on at camp. Please be sure to bring your original music with you - no photocopies please!
- A metronome
- Headphones with a 1/4" stereo jack on the end. If you only have earbuds, RadioShack sells an adapter.

Camp Classes

ELECTIVE CLASS SELECTION

During this camp you will take two elective classes each day: To let us know what your class preferences are, please fill out and return the Elective Class Preference form (found at the end of this handbook and online; class choices and descriptions are listed on the form). Every effort will be made to give you your first choice, however, assignments will be made on a first come first serve basis.

The last day to submit an elective selection is MAY 25. If we have not received your form by then, you will be assigned an elective class.

Performance Information

FINAL RECITAL

Saturday, June 20

9:00am

Dohnanyi Recital Hall

All campers have the option to perform in this recital, though it is not required. Campers will decide with their instructors once they are at camp.

Parking for all weekend and evening performances is available in any FSU parking lot. We recommend the parking garage on the corner of Macomb and Call Street.

Weekday parking from 8am-5pm is limited and tricky so please leave plenty of time to find a space. There are metered spaces available on the street, some metered spaces are available in the FSU Parking Garages and parking can also be found on the upper levels of the Southgate Campus Centre garage. You may also contact Transportation Services at FSU to purchase a visitor parking permit which will allow you to park in any Faculty/Staff/Student lot. Their number is: 850-644-5278.

All performances are free and open to the public. No tickets are required. Seating is general admission and concert halls open 30 minutes prior to the performance.

Performances time and locations are subject to change.

No food or drink is allowed in the performance hall. Non-flash photography/video is allowed but please be respectful of the performers, conductors and other audience members.

No pets allowed in the performance hall except service animals.

Parent Resources

We want camp to be an exciting summer experience for all of our campers, and we're sure that you will find that our counselors and instructors will do everything possible to make that happen. We hope that this section will provide some answers and guidance for you as a parent as you prepare to send your child to FSU for this new experience.

HOMESICKNESS

Homesickness can happen to anyone and adjusting to camp can be overwhelming for some students. Usually homesickness manifests within the first 24-36 hours, and common phrases to listen for when your child calls are: "I just don't like camp"; "The music is too easy and I've already played this piece at school"; "I'm not making any friends" or "I'm bored." Most of the time these are usually just warning signs that the student is having trouble adjusting to their new environment. Once they have the chance to overcome these anxieties, most campers don't want to come home.

If you feel that your child might be having trouble adjusting, encourage them to hang in there and then give us a call so that we can do all we can to help them feel comfortable, involved and happy. Our staff has handled these situations before and have a variety of tools and methods at their disposal to get your child interacting with new friends and on the path to having a great time at camp.

To help you child prepare in the months before camp starts, you may wish to try the following techniques which are endorsed by the American Camp Association:

1. Don't make a "pick-up deal."

Promising "If you feel homesick, I'll come and get you" undermines children's confidence and dramatically intensifies homesickness. Instead, normalize their anxiety and talk positively about camp.

2. Spend practice time away from home.

Nothing builds confidence and teaches a child how to cope with time away from home better than...(you guessed it)...time away from home. That weekend at your folks' house will do wonders for their adjustment.

3. Double-check the check-in and check-out time for your camp.

Start camp off on a smooth note by arriving on time and on the right day. Use a wall calendar in the months prior to check-in day to make an exciting count-down to the big day.

TROUBLE IN PARADISE

It happens...ipod's go missing, money gets lost, toilets get clogged, friends can say mean things. If your son or daughter calls you with a problem, remind them that the counselors should be their first stop for assistance - there is always someone available in the Camp Office to help. Our staff will do our best to resolve the problem as quickly as possible.

But what happens when kids don't know when to ask for help? Our counselors will always do their best to try to identify problems before they happen, but they are not mind-readers. Remind your son or daughter that they need to speak up if something isn't right or if they are unhappy. Most importantly, they need to speak up if they aren't feeling well.

Our camp counselors are not medical professionals and can not make medical decisions on behalf of the students. If you son or daughter has an ongoing medical condition, please alert us at check-in and make sure that your child knows to alert an adult immediately if they are experiencing any signs or symptoms.

WHEN CAMP IS OVER...

After camps have concluded, we're sure that everyone in your family will be counting the days until Summer 2015! The following is a schedule of camp events that you can expect once your camp has ended...

July 16, 2014	Last day for us to receive order forms for CD's and photos.
July 25, 2014	Camp office closes for the summer.
August 26, 2014	Camp office re-opens.
October 2014	CD Recordings are mailed out on or around October 31st
January 2015	Registration opens for Summer 2015.

Official Rules & Regulations

I. HOURS

All overnight campers must be in Southgate Campus Centre after 6:00 p.m. unless attending a camp concert, evening program or rehearsal or practice session with a camp group supervised by staff members.

Overnight resident campers must be in their dorm rooms and quiet time is observed by 10:00 p.m. Sunday through Thursday, and by 11:00 p.m. Friday and Saturday.

II. DATING

Music campers may not “date” non-music campers. Contact with non-music campers living at the Southgate Centre is discouraged.

III. PRACTICING

Practice rooms are available and monitored in the music buildings; practicing is not permitted in the Southgate dormitory as it is a residence.

IV. AUTOMOBILES

Resident overnight campers are not permitted to drive a car while at camp. Students who drive to camp from their hometown must turn in their car keys to the Dormitory Supervisor upon arrival and retrieve them during check-out.

Day-Campers who drive themselves to camp and have a vehicle on campus are responsible for any other campers they may transport in their vehicles. Day-Campers are not permitted to transport overnight campers in their vehicle. Any overnight camper who leave campus in a day-campers car does so at their own risk and becomes the responsibility of that day-camper. Day-Campers who transport overnight campers in their car are subject to dismissal from camp.

V. IDENTIFICATION BADGES

All campers are required to wear their identification badges at all times.

VI. ELEVATORS

Campers should not use elevators in the College of Music buildings unless they have a disability that requires that use (please notify our camp office) or are transporting a large instrument.

VII. HOUSING REGULATIONS

A. Furniture may not be moved from one room to another.

B. Charges will be made for damages to property. Any damages will be billed to the students and/or parent(s) by the Southgate Campus Centre.

C. No room visitation is permitted by members of the opposite sex.

VIII. SMOKING AND SUBSTANCE ABUSE BY CAMPERS WILL NOT BE PERMITTED.

See Grounds For Automatic Dismissal

IX. DAY CAMPERS

Day Campers attending classes, visiting, or eating at the Southgate Campus Centre will be subject to all the rules and regulations pertaining to resident campers.

X. MUSIC LIBRARY

Campers desiring access to the Warren Allen Music Library must follow all library rules and regulations. Campers do not have checkout privileges.

XI. CELL PHONES & HAND-HELD DEVICES

Cell phones and all other hand-held devices (including music players, computer games, pagers and other similar

devices) are not permitted during camp classes, rehearsals and performances. All such items must be turned off completely and put away out of sight during these times. If cell phones or any of the above devices are turned on, visible and/or used at inappropriate times, Counselors, Instructors and Administrative Staff are permitted to take the following actions:

- A. First Offense: Device will be confiscated and given to Camp Director for a period of 24 hours.
- B. Second Offense: Device will be confiscated and given to the Camp Director for the duration of Camp. The item will be returned to the campers upon check out.

XII. ADDITIONAL RULES WILL BE SPECIFIED IN ORIENTATION AND FLOOR MEETINGS.

XIII. VIOLATIONS OF REGULATIONS

A. Campers who violate these regulations shall be subject to discipline by the Director of Campus Life, the Dean of Students, the Assistant Camp Directors or the Camp Director.

B. Any camper who persistently violates academic or Southgate Campus Centre regulations or standards of the University makes himself/herself liable for suspension by administrative action.

XIV. GROUNDS FOR AUTOMATIC DISMISSAL

The use or possession of any non-prescribed drug, alcohol, marijuana, tobacco products, or any other controlled substance; the use of fireworks; the possession of any weapon; stealing; bullying; or the breaking of any civil law or city ordinance is grounds for automatic dismissal from the Summer Music Camps.

Should you be dismissed for any of these reasons, your parents or guardians will be notified. They will be responsible for your immediate transportation home. Students dismissed from camp at any time will not be reimbursed any funds paid, including tuition and housing & food payments.

OPTIONAL CAMP FORMS

The forms on the following pages may or may not apply to you. Many of these forms have deadlines or require payment in advance, so please read the forms carefully and follow all instructions for submitting them.

For services which require payment with the form, please remember that you can not combine payment for services with your balance of tuition. It must be a separate check. You can use one check to pay for multiple optional items, (for example, you can combine your check for a CD with Shuttle Service), but it must be separate from the check for the balance of tuition.

Please do not fax or email us these forms. All forms should be sent (with payment if required) to: ***FSU Summer Music Camps, PO Box 3061180, Tallahassee, FL 32306-1180***

PIANO CAMP 2015 ELECTIVE CLASS PREFERENCE FORM

ABOUT THIS FORM

During this camp you will take two elective classes each day. Please fill out the form below to let us know your preferences. Every effort will be made to give you your first choice, however, assignments will be made on a first come first serve basis.

The deadline to return this form is MAY 25. Campers who have not returned this form by MAY 25 will automatically be assigned the regular elective classes.

CLASS DESCRIPTIONS:

Composition and Arranging - Create your own music! Students will work on original compositions based on works of a variety of styles and composers.

World Music Ensemble - This elective will introduce students to a variety of traditional music from different cultures of the world

Duet Piano - This elective will pair students together to play in a piano duet, and introduce students to literature written for Duet Piano.

Organ - This elective will introduce students to performance and literature for the organ. Student will need to bring a Bach piece (preferably a 2-part invention) with them to camp.

CAMPER'S NAME: _____

Place a Check Mark next to the class combination you prefer

	ELECTIVE COMBINATIONS
<input type="checkbox"/>	World Music & Composition and Arranging
<input type="checkbox"/>	World Music & Duet Piano
<input type="checkbox"/>	World Music & Organ
<input type="checkbox"/>	Composition and Arranging & Duet Piano
<input type="checkbox"/>	Composition and Arranging & Organ

Mail This Form To:
FSU Summer Music Camps
PO Box 3061180
Tallahassee, FL 32306-1180

(you can include it in the same envelope with your other required and/or optional camp forms)

Deadline for us to receive this form is MAY 25.

For Office Use Only : Date Received -
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ROOMMATE REQUEST FORM

Camper's Name: _____

We understand how important the selection of roommates is to your camp experience. Roommates are assigned based on age unless a roommate request has been made. Every effort will be made to honor your roommate request, however, we can not guarantee it. Please keep the following in the mind when requesting a roommate:

- You can request **up to THREE (3)** other persons to room with.
- ALL students must submit their own roommate request forms, and all forms must include the same people in order for us to MATCH you together. If all requests don't match each other then we can not complete the request.
- Roommates don't have to be going to the same camp, but they must be scheduled to check-in and check-out on the same dates as you.
- Please write your preferred roommate's name clearly. If we don't know who they are, we can't match you up!
- Males and females may not room together under any circumstance.
- All students must submit this form no later than two weeks before the start of your camp.
- You will not find out about your roommate assignments until check-in day.

I, _____ am attending _____
(camper's name) (camp name)

and would like to request the following roommate(s):

1. _____
2. _____
3. _____

I am attending more than one camp. During my second camp, _____
(camp name)

I would like to request the following roommate(s):

1. _____
2. _____
3. _____

Student Signature

Parent/Guardian Signature

For Office Use Only : Date Received -

CAMPER SIGN-OUT PERMISSION FORM - *OPTIONAL FORM*

This form may be used for you to give permission for the camper to be signed-out from camp by someone other than the designated parents/guardian. Only persons listed on this form, and the parents/guardians on record from your cam registration, will be permitted to sign-out campers.

If you do not want anyone other than the designated parent/guardian on the campers registration to be able to sign the camper out, then you do not need to return this form.

If you have any questions please contact our office at 850-644-9934.

I _____ give permission for my child _____
print parent/guardian name print camper's name

to leave camp with the person(s) listed below. I understand that only designated adults over the age of 21 may check-out my child from camp, and that he or she must have a valid photo ID on his or her person at the time of check-out. I understand that my student may only be signed out from camps at the dormitory office, located on the second floor of Southgate.

Print name of authorized person: _____
Relationship to student: _____
Phone number(s): _____

Print name of authorized person: _____
Relationship to student: _____
Phone number(s): _____

Print name of authorized person: _____
Relationship to student: _____
Phone number(s): _____

Parent/guardian signature

Date

AIRPORT/BUS TRANSPORTATION SERVICE FORM

For more information about how our Shuttle Service works, please read the Parent & Camper Handbook.

Camper's Name: _____

Parent(s) Name: _____

Instrument: _____

Please check off the option which applies to you:

- I only need to be picked-up at the beginning of camp
- I only need to be dropped-off at the end of camp
- I need to be picked-up and dropped-off

Parent's Best Contact Number on the DATES OF TRAVEL: () _____ - _____

Will the student have a cell phone on them during travel? Yes No If Yes, what is the number? () _____ - _____

PICK-UP DETAILS

Arrival Date: ____ / ____ / 2015

I will be arriving at:

- Tallahassee Regional Airport

Airline: _____

Departure City: _____

Departure Time: _____

Flight No: _____

Connecting City (if any): _____

Flight No: _____

Arriving in Tallahassee

Arrival Time: _____

Is this student considered an unaccompanied minor? Yes No

- Greyhound Bus Station on Tennessee Street

Departure City: _____

Arrival Time: _____

Bus Number: _____

- Red Coach Stop on Tennessee Street

Departure City: _____

Arrival Time: _____

Bus Number: _____

DROP-OFF DETAILS

Departure Date: ____ / ____ / 2015

I will be leaving from:

- Tallahassee Regional Airport

Airline: _____

Leaving Tallahassee

Departure Time: _____

Flight No: _____

Connecting City (if any): _____

Flight No: _____

Destination City: _____

- Greyhound Bus Station on Tennessee Street

Destination City: _____

Departure Time: _____

Bus Number: _____

- Red Coach Stop on Tennessee Street

Destination City: _____

Departure Time: _____

Bus Number: _____

This form and the payment for the shuttle service can be returned on its own, or sent in with the rest of your required forms.

Forms should be mailed to: FSU Summer Music Camps, PO Box 3061180, Tallahassee, FL 32306-1180

DEADLINE TO SUBMIT THIS FORM IS TWO WEEKS BEFORE THE START OF YOUR CAMP

*Payment for shuttle service can NOT be combined with your balance payment of tuition - it must be a separate check. You can use one check to pay for multiple optional items, (for example, you can combine CD orders with shuttle service) but it must be a separate check from the balance of tuition.**

Please not fax or email this form.

For Office Use Only : Cash or Check # _____ Amount: Date Received:

EXTRA NIGHTS OF HOUSING REQUEST FORM

For more information about Extra Nights Of Housing, please read the Parent & Camper Handbook.

To help make your travel to and from camp more flexible, we offer extra nights in the dorm. Extra nights are available to campers who need to arrive the night before camp begins or leave the day after camp ends* due to travel arrangements. **An extra night is required if you are arriving any time the day before check-in OR anytime between midnight and 8am on the day of check-in.** Extra nights are also available to campers who are attending consecutive camps. For example, Jazz Ensemble Camp for Senior High and then Band Camp for Senior High.

*There are some restrictions to the Extra Nights:

- Extra night stays are limited to one night before and/or one night after your camp starts and ends.
- Campers at Choral Ensemble Camp, Piano Camp, Piano & Organ Institute and Jazz Ensemble Camp for Middle School can not book an extra night before the start of camp; the earliest these campers may arrive to the dorm is June 7th at 8:00am.
- Campers at Band Camp for Middle School can not book an extra night at the end of camp; all campers must check-out after the performance on July 11th.

The cost for an extra night of housing is **\$50.00**. This includes the extra night in the dorm, full counselor supervision and all extra meals.

Camper's Name: _____

Yes, I do need extra housing in the dorm for the night(s) of:	Cost per night	# nights	Subtotals
_____ / _____ / 2015	\$50.00	x 1	
_____ / _____ / 2015	\$50.00	x 1	
_____ / _____ / 2015	\$50.00	x 1	
_____ / _____ / 2015	\$50.00	x 1	
Total Due:			
**Make check payable to: Florida State University Mail to: FSU Summer Music Camps, PO Box 3061180, Tallahassee, FL 32306			



****Payment for extra housing can NOT be combined with your balance payment of tuition and regular housing - it must be a separate check. You can use one check to pay for multiple optional items, (for example, you can combine CD orders with extra nights of housing and shuttle service requests) but it must be a separate check from the balance of tuition and housing payments.****

This form and the payment for the extra night can be returned on its own, or sent in with the rest of your required forms.

Forms should be mailed to: FSU Summer Music Camps, PO Box 3061180, Tallahassee, FL 32306-1180

DEADLINE TO SUBMIT THIS FORM IS TWO WEEKS BEFORE THE START OF YOUR CAMP

Please not not fax or email this form.

For Office Use Only : Cash or Check # _____ Amount: Date Received:

COMPACT DISC & GROUP PHOTO ORDER FORM - *OPTIONAL FORM*

This form can be returned in advance, turned in at camp check-in, or mailed back at any time **BEFORE July 15, 2015**.
Orders received after July 15 are subject to delayed processing and availability.

Camper's Name: _____

Shipping Address: *You only need to fill this part in if the items are being mailed to an address that is different from the campers regular mailing address.*

Ship To Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Camp Name	CD Description <i>(cd's are mailed out in OCTOBER)</i>	CD Price <i>(inc. tax)</i>	CD Quantity	PHOTO Price <i>(inc. tax)</i>	PHOTO Quantity	Subtotal
Band Camp for SENIOR HIGH	Double-cd. Contains most pieces from the All-Band concert (first Saturday) and most pieces from the final concert (second Saturday).	\$24.00		\$11.00		\$
Band Camp for MIDDLE SCHOOL	Single-cd. Contains the final concert.	\$18.00		\$11.00		\$
Choral Ensemble Camp	Double-cd contains the small ensembles concert (Friday PM) and final concert (Saturday AM).	\$24.00		\$11.00		\$
Elementary Music Day Camp	DVD recording of the final performance	\$15.00		n/a		\$
Guitar Workshop	Single-cd. Contains the final concert.	\$18.00		n/a		\$
Honors Chamber Winds	Single-cd. Contains only the Chamber Winds Thursday night performance. <i>(You must purchase the String Orchestra CD if you want the recording of the Saturday Symphony performance).</i>	\$18.00		\$11.00		\$
Jazz Ensemble for SENIOR HIGH	OPTION #1 - SMALL COMBOS CD Double-cd contains the Friday evening SMALL COMBOS concert.	\$24.00		n/a		
	OPTION #2 - BIG BAND CD AND/OR PHOTO Double-cd contains the final BIG BANDS concert (Sat AM). Photo is of the Big Band	\$24.00		\$11.00		\$
Jazz Ensemble for MIDDLE SCHOOL	Single-cd. Contains the final concert.	\$18.00		\$11.00		\$
Marching Band Leadership	No cd available. Only group photo.	n/a		\$11.00		\$
Piano Camp	Double-Cd. Contains final recital.	\$24.00		\$11.00		\$
Piano and Organ Institute	Double-Cd. Contains final recitals.	\$24.00		\$11.00		\$
String Orchestra	Double-cd. Contains most pieces from the chamber ensembles concert (Fri. PM) and final concert (Sat. AM).	\$24.00		\$11.00		\$
Total Due:						
Please make check payable to Florida State University**						

ABOUT ORDERING CD's:

CD's are mailed out to campers **in OCTOBER**.

If your address changes after camp ends, be sure to contact us so that your CD is sent to the correct place in the fall.

ABOUT ORDERING PHOTO's:

Photos are mailed out to campers **in July**.

The group photos are 8x10 glossy pictures with the camp name and ensemble printed on the bottom.

**Payment for these items can NOT be combined with your balance payment of tuition and housing - it must be a separate check.
Mail with check made payable to Florida State University to: FSU Summer Music Camps, PO Box 3061180, Tallahassee, FL 32306

For Office Use Only : Cash or Check # _____ Amount: Date Received: