



## *General Information*

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### **ARRIVAL:**

Participants arrive and register between 11:00 am and 12:30 p.m on the first day of the clinic. Check-in is generally held in the dorms. Check our website for registration location and look for signs on campus. This information will also be emailed to participants several days prior to the start of the clinic. The clinic fee balance, medical/health form, and site-specific liability release form (not required by all sites, see FORMS and DOWNLOADS for those that are required) must be turned in at check-in. 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 check-in during the same hours designated above. The commuter clinic tuition fee DOES NOT include meals. 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 or see the Clinic Administrator at check-in (cost is \$75). *Some locations do allow commuter students to pay as they go through the line per meal. That option is not known until we arrive on campus.* 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 the final day of the clinic at 4:00 p.m. (at most locations, please check the site information on our website and the emails from our office prior to the start of the clinic for confirmed time). 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, as well as included in email communication from our office prior to the clinic. 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 8:00 a.m. Commuter students should arrive prior to 8:00 a.m. and plan to stay for classes that continue until approximately 9:30 p.m., with lunch and dinner breaks. Students are expected to attend all classes to provide secure student supervision. Please inform our office or the Clinic Administrator at the site of any conflicts, early pick up, and later arrivals. 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	Downloaded clinic music	Equipment
Tennis Shoes	Blanket	Alarm Clock	Fan
Jacket or Sweatshirt	Pillow/Pillowcase	Pen/Pencil	Spending Money

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

**Drum Majors, Students Leaders, and Musicianship participants: 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 final show. Groups and individuals are encouraged to have an MP3 player with speakers or headphones 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 do sell water bottles at our clinic store, while supplies last.

## 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. All students and directors parking on campus (residents and commuters) will be required to purchase the parking permit from the university. Cost varies by site, but is usually \$10 - \$30.

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 or can be paid to the clinic administrator upon arriving at the camp.

## 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.***

## 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 and email communication from our office 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.

## **SUPERVISION & SAFETY:**

The clinic is supervised day and night by our staff, campus staff, and campus security. 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. For the safety and security of your students, 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 clinic check-in. 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.

## **REFUND POLICY:**

We will cheerfully refund your advance deposit/payment, 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.

## **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. It is also necessary to bring an MP3 player to use your music. Drum Major/Field Commander students are not required to bring an instrument for participation in classes.

## **SECTION LEADER AND MUSICIANSHIP STUDENTS:**

Section leader and musicianship students MUST bring their instrument, lyre, and flip folder to the clinic. Students who play percussion instruments should have a **marching percussion instrument**. We are not able to accommodate or provide pit percussion/front ensemble percussion instruments. This program curriculum will require the use of your instrument.

## **CUSTOMIZED CHOREOGRAPHY:**

If your group is enrolled in customized choreography, it is imperative that we have the music in our office two to three weeks prior to the start of the clinic. It is suggested that the director or 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. You can expect 4 – 6 minutes of music choreographed and taught during our clinic. All details must be arranged with our Clinic Coordinator two to three weeks prior to the clinic. Please contact Lauren at [Lauren.tucker@fjminc.com](mailto:Lauren.tucker@fjminc.com).

## **WEB SITE:**

Check the website at [www.fjminc.com/summer-clinics](http://www.fjminc.com/summer-clinics) to find maps and specific details about each clinic location (university name link under Clinic Site Registration).