

Mountain View High School

Spartan Marching Band

3535 Truman Avenue Mountain View, CA 94040

May 26, 2017



Dear Parents and Students:

Welcome to the 2017 Spartan Marching Band! We'd like to tell you about several exciting events coming up before school starts:

Band & New Parent Orientation: Friday, August 4th at 9:00am

Student Orientation: Since Band Camp conflicts with Orientation, all Marching Band students (instrumentalists and color guard) will have a special MVHS Orientation Day. Students will get their schedules, books, ID cards, PE clothes and prepare for the start of school.

New Parent Orientation: Please join us in Packard Hall (the Band Room) on the MVHS Campus for an overview of the MVHS music program, information on 2017-18 plans, and get your questions answered. *NOTE* If you cannot attend this session, please feel free to email Marilyn Stanley, our New Parent Liaison, marilyn@stanford.edu - *This will not be the only opportunity to meet other parents and get information.*

Marching Clinics: Wednesday, August 2nd and Thursday, August 3rd, from 1-4 pm

We will hold two marching clinics for new Marching Band members at Mountain View High School outside Packard Hall. These clinics are a great opportunity for new members to meet other new students, members of adult staff and our student staff. You'll also get a head start on learning basic marching skills. While not required, we encourage you to attend one or both of these clinics.

Band Camp 2017: Monday, August 7th through Saturday, August 12th

We encourage all Marching Band students to attend the annual kick-off to each new Marching Band season—an opportunity for new Marching Band members to make friends and become part of our “band family”. Everyone learns or reviews skills required for success in Marching Band, and we begin learning the music and the show. We will spend August 7th through the 10th at the Jones Gulch YMCA Camp in La Honda. Activities include marching, music and color guard rehearsals, games, hiking, and campfires. On Thursday, August 10th we will return home and on August 11-12, Band Camp will continue at MVHS. This is a fun way to begin the school year, and guarantees you'll know students in all your classes when school starts! On Saturday the 12th, parents, neighbors, families and friends are invited to join us at MVHS for a special performance! (*Details TBA*)

Make sure your Charms Information is up-to-date

This is the web-based program we use to maintain the important records required to run our Instrumental Music department. Information on how to use Charms appears on the next few pages.

Please complete these forms by Friday, June 9th, 2017 and submit them to Dana McDonnell or Jason Kneebone by hand or at the address above

We have a large enrollment for Marching Band this year, and a lot of paperwork to complete to get ready for the season. To help things run smoothly and to reserve your spot at camp, please respect this deadline.

Step 1: To Download the REGISTRATION PACKET: Go to <http://goo.gl/86K4EK> -or- Navigate to MVHS Performing Arts => Instrumental Music on mvla.net and click on 'Marching Band'

Step 2: Please fill out the following forms through Adobe Acrobat (not through a browser) then print & sign where appropriate

*Form 1 - Marching Band Registration - To be completed by all MB students *even those not attending camp*

*Form 2 - MVHS Emergency/Health - To be completed by all Marching Band students *even those not attending camp*

*Form 3 - YMCA Release Form + Volunteer Driving Permission - *Only for students attending Band Camp*

*Permission Slips (x3) - *To be completed by all Marching Band students*

Step 3: If you can drive students TO or FROM Band Camp on 8/7 or 8/10, please fill out "Parent Driving Form 1 and 2"

Step 4: Email is our primary way of communicating - Please sign up for the appropriate eLists at mvhs.elists.mvla.net

Make your payments: All interested students may participate in Marching Band, regardless of their family's ability to contribute financially. However, without generous contributions from most of our families, we wouldn't be able to continue this program with the success we now enjoy. Please review the requested contributions to cover expenses of your student's participation in Band Camp and marching band, and your family's "Fair Share" contribution to Music Council to help cover the instrumental music program's operating expenses. You can make these contributions by check or online via the "Charms" tool. For Charms instructions, please familiarize yourself with the next few pages.

Making Payments to your student Charms account (Checks or Charms)

Note: These instructions apply to payments made to your student Charms account, ONLY. Contributions made to the Instrumental Music Parents Direct Appeal have completely separate and differing instructions, outlined in the communications and instructions sent by the Instrumental Music Parents.

Payment by Check

While our preference is for electronic payments, we know that everyone has different financial situations and levels of comfort with electronic payments. If you prefer to pay by check, please do so!

Checks should be made payable to: **MVHS Music**, noting the first and last name of the student, and what the payment is for.

Checks can be handed to Jason Kneebone or Dana McDonnell in Packard Hall, or mailed to:

**Jason Kneebone
MVHS Music
3535 Truman Avenue
Mountain View CA 94040**

Benefits of Paying Electronically

- **Check your account 24/7**

Within a few minutes of making your payment, you'll see it recorded on your student statement in Charms. (When you pay by check, you have to wait for someone at school to enter this information by hand. Considering how crazy busy life can get, that might take several weeks.)

- **No lost checks**

While checks have worked fine for years, we're all familiar with the way they can slip off desks, hide under computers, or get lost in the mail or the mail room. Jason & Dana typically collect payments from more than 300 students for several different programs at a time, upping the odds that one or two checks might go astray.

- **Saves teacher/volunteer time.**

With payments recorded automatically, Jason & Dana will have more time to spend on students and on music.

For Electronic Payments, please see next page.

Charms Step 1: Go to www.charmsoffice.com

Click on the green “ENTER” menu item at the top left of the page.

In the drop down menu, select “Parents/Students/Members”.

When you reach the screen that says “Please Enter Your School Code,” enter “**mountainviewmusic**” (all lower case, no spaces, no quotes).

On the page that asks for “Student Area Password” enter your student’s five-digit MVHS student number.

More on Student Passwords

If your student has a four-digit student number (9XXX), enter a zero before the number (09XXX).

Your child’s student number can be found in the MVHS Student Information System, in the upper left corner, between his/her picture and name. It should also be listed on any class schedule or report card you’ve received.

If you can’t find the student number, or are having any trouble logging in, contact Jason Kneebone at jason.kneebone@mvla.net, and he will help you.

Charms Step 2: Reaching the Financial Contributions area in Charms



If you’re entering Charms, look for the red icon at the top of the home page, or the wallet in the icon list. Click on one of them to reach the finance section. (You can click on the Red \$ icon from anywhere else in Charms.)

Student Financial Statement

This is the page that records all payments you make to your student’s account. Your payments will be recorded here within minutes if you pay online. You can check it as often as you like, from home, work, or your smart phone.

To Pay Online using Charms and PayPal

After each item listed on your statement, in the “Paid By” section, you’ll see either a notation stating how you paid (check or credit) OR, a grey toggle switch. Click the toggle switch to turn it blue for every item you are paying.

Pay Fixed Payments

When you're ready to pay, Click the blue button

This button will take you to the Fixed Payments page. You can check to verify what payments you're making and then click the green button

\$ Pay

Clicking the green button will take you to a Pay Pal web page that allows you to pay via a PayPal account or a number of different credit cards. Follow the directions on that page to make your payment.

Congratulations! You're done! Thank you for using Charms!

Frequently Asked Questions

What if I have more than one student?

Each student's account, account information, and payment information is recorded independently of any other student. That means that after working in one of your children's accounts, you'll need to **EXIT CHARMS**, and re-enter using your other student's id number. This assures the privacy of individual student accounts, and prevents mistakes that might be made when several families have the same last name.

Can I make a partial payment?

Yes. On your child's financial statement page, scroll down to the "Student Miscellaneous Ledger Detail" section at the bottom for making partial payments. Any partial payments you make will be collected here. When you've accumulated enough in this account, and wish to transfer payment to the "fixed payment" section at the top, contact Jason Kneebone (jason.kneebone@mvla.net) and he will transfer the money for you.

Can I transfer fundraising monies to pay Fixed Payments?

Can I transfer money from one student to another?

Can I carry a balance from one year to the next?

Yes. Yes. and Yes. However, all of these transactions require a Charms "administrator" to make the transfers. Just contact Jason or Dana and they'll take care of it for you.

Other questions?

Contact Jason Kneebone at jason.kneebone@mvla.net or Dana McDonnell at dana.mcdonnell@mvla.net