



**Marriotts Ridge High School**  
**Music Handbook**  
**2023-2024**



***Excellence In Performance and People***



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# Welcome!

Dear Parents and Students,

Welcome to the Marriotts Ridge High School music program! We welcome you with great excitement and anticipation to one of the finest music programs in Howard County. We are so excited to have learning and performance opportunities again this year.

Many performing opportunities exist for students at almost any ability level. We will find a place for everyone who has the desire to play or sing in the music program at Marriotts Ridge High School. Getting into the school spirit will be crucial in building your program for now and the future. We encourage you and your friends who play and sing to be a part of the fun and history that will be made this year, and all the years to come.

Musically yours,

Mr. Nick Ellis, Band Director  
[james\\_ellis@hcpss.org](mailto:james_ellis@hcpss.org)

Mr. Ross Rawlings, Choral Director  
[ross\\_rawlings@hcpss.org](mailto:ross_rawlings@hcpss.org)

Mr. James Woomert, Orchestra Director  
[james\\_oomert@hcpss.org](mailto:james_oomert@hcpss.org)

## **Marriotts Ridge Music Mission Statement**

To provide the highest quality learning experiences  
through rehearsal and performance  
To foster leadership and maturity skills for a lifetime  
To continue to grow as a community that strives for  
professionalism and excellence in everything we do.



## About MRHS Music

Marriotts Ridge High School Music is composed of all students and families in the Choral, Band, and Orchestra Performing Ensembles. We believe that every person in the program is valuable and has much to offer. Here at Marriotts Ridge, we strive to provide you with the highest quality program available. In order to fulfill your role as a vital member of the music community, please keep the following information in mind.

**Forms/Calendar:** Please abide by all of the deadlines set forth in the Music Calendar. You will find the music calendar in Charms ([www.charmsoffice.com](http://www.charmsoffice.com)) and the Music Foundation Website ([www.mrhsmusic.net](http://www.mrhsmusic.net)). Please review carefully the calendar of events and resolve conflicts well ahead of time. We will make every effort to update the calendar on a regular basis. You can find all forms on the Music Foundation website ([www.mrhsmusic.net](http://www.mrhsmusic.net)) – click on “Forms & Documents” in the left menu bar. Many volunteer hours go into accounting and data management. Please respect our volunteers by turning in forms and payments on time.

**Fees and Payments:** The preferred method of payment is PayPal/Credit Card through **Charms** for many fees such as Ensemble Fees (a 3% service charge will be added to the cost of the item). You may also make Online Patron Donations via the Music Foundation Website ([www.mrhsmusic.net](http://www.mrhsmusic.net)). Otherwise, please make all checks payable to “MRHS Music Foundation” (except Spring Trip Payments -- these should be written to MRHS).

**Fundraising:** All families will have the opportunity to fundraise to help us improve our equipment and facilities, to help with costs the county does not supplement, and to offset costs of the Spring Trip. Students may also request funds from their student account to assist with Music Foundation Expenses (Ensemble Fees, Marching Band Fees, Concert Attire, Solo & Ensemble Fees, All State Fees). We encourage all families to participate in our fundraisers. Each student in the program will have an individual Student Account where their payments and fundraising efforts will be recorded in the Charms Application. You can view the balance of your Student Account through Charms. **Note: All Fundraising Credits in the Student Account cannot be paid out to the student as cash. Any remaining credits at the end of the school year will be rolled over to the next year for returning students or can be donated to an incoming sibling or another Music Department student.** Seniors who have funds left at the end of the school year may designate these funds to be transferred to another music student or they will revert back to the Music Foundation unassigned funds.

**Commitment:** All of the performing groups have many rehearsal and performance commitments outside of the school day. Every Student is expected to know their performance and rehearsal schedule. Please make every effort to be ON TIME for these events. Lateness creates unneeded anxiety for everyone. Please make every effort to communicate when emergency situations arise. Chronic lateness and absence from rehearsals and performances will result in lowering of a grade and could lead to dismissal from the music program. **It is the Music Foundation’s expectation that each family volunteer in one way, shape, or form for at least one event throughout the school year. There are many opportunities to volunteer, and the Music Foundation requires the participation of each family in order to ensure the SUCCESS of the Music Program (see volunteer sheet at the end of this document).**



## Department Expectations For Music Students

- Students will enter the music suite and classrooms in an orderly and professional manner. Students are expected to be in their rehearsal room by the sounding of the late bell.
- Students will retrieve their necessary equipment, find their seats, and begin appropriate warm-up activities.
- It is the student's responsibility to be prepared with all necessary materials. These materials may include instruments and all necessary accessories, music, pencils and a productive positive attitude.
- Students will treat themselves and each other with the utmost care and respect.
- Students will treat Marriotts Ridge High School's property and their own property with the utmost care and respect.
- Students are expected to meet all of their obligations, both financial and otherwise, to each ensemble in which they perform. If at any time there is a financial hardship, please reach out to your director immediately.
- There is to be no eating, drinking, gum chewing or personal grooming during class time. All electronic devices should be silenced and out of sight or follow the school policy for cell phones during class time.
- Students are asked to leave the rehearsal rooms clean and organized. All instruments and materials are to be stored in their appropriate areas.
- Students will uphold and follow all school wide policies and expectations.



## Marriotts Ridge Music Foundation

The Marriotts Ridge Music Foundation is a non-profit organization (501c3) that was created to support the bands, choral groups, and orchestras at Marriotts Ridge High School. As a student or a parent of a student in of one of the performance ensembles, your family is automatically a valued member of the Music Foundation.

**There are no DUES to join! You are already a member!!**

The Music Foundation exists to support and further develop excellence in the performing arts at Marriotts Ridge, financially and administratively. As the music teachers and students plan many exciting events and endeavors this year, it's the responsibility, challenge, and privilege of all our music families to help them reach their goals.

**PLEASE CHOOSE TO BE INVOLVED** in some way to support your student's Mustang Music Experience. Every contribution is valuable—no contribution is too small and there is great camaraderie and fun working together.

Please review the list of volunteer opportunities online at [mrhsmusic.net](http://mrhsmusic.net) and return the *Parent Volunteer Form* at the end of this handbook to indicate your volunteer interest(s) and availability or email us at [MRHSMF@gmail.com](mailto:MRHSMF@gmail.com)!

The expectation is that each family volunteers for at least one event throughout the school year. Thank you in advance and we can't wait to meet you!

This handbook will be electronically provided and each Student and/or Parent/Guardian will need to "Electronically Sign" that they have read the entire handbook in Charms. (Instructions for this will be in the Charms section of this handbook).

Open Board meetings are held generally on the third Tuesday of each month at 7 p.m. in the Student Services Office. Please check MRMF emails and website for location. All Mustang music parents and students are welcome and encouraged to attend!

**The primary sources of funds for the Music Foundation are Patron Donations (Family and Business) and Fundraising Campaigns.** Funds are needed to continue to build and support the music program here and plan for future growth. Several opportunities are offered throughout the year for students to raise money toward their spring trip and other music related expenses. (See Fundraising and Your Student Account page)

**Please help keep MRHS Music moving forward and sign up to help today!**



## Spring Trip

Each year, prior to the pandemic, the Marriotts Ridge Music Department took an annual Spring Trip. Last year we resumed this annual MRHS tradition with a spring trip to Universal Studios in Orlando, Florida!

Recognizing the high cost of the Florida trip and considerable travel time requirements, the Music Department is currently considering scheduling a mix of day trips and longer distance travel in alternating years for the spring trip. This year, the trip is scheduled to be a multi-day trip (April 18-21) to Myrtle Beach.

We highly encourage our students to take advantage of this opportunity. These trips allow our students to participate in high-level competition with students from various locations and advance the reputation of our school, music department and students.

Our students are able to bond with each other and grow as a music community through these experiences. We have found that these bonds last far beyond high school.

- The Spring Trip is currently planned for April 18th-21st in Myrtle Beach. Please check the music calendar for updates.
- The cost of the trips vary from year to year depending on destination and fuel costs at the time of the trip. Recent trips have ranged from \$140 for a day trip to \$975 for last year's trip to Universal Studios in Orlando, Florida. **Due to the shorter distance to Myrtle Beach, this year's trip is expected to be in the range of \$700-900 per person, although lodging, food, and transportation costs have not been finalized at this time.**
- Students will have many fundraising opportunities to help defray the cost of their trip. Please do not let the cost discourage you. We believe the experience is well worth it.
- Families have the option to pay for the trip in advance or follow the payment schedule indicated on the Music Calendar.
- Additionally, the Music Foundation will offer an opportunity for Financial Aid. Specific requirements must be met and all decisions are final. More information will be available in the fall.
- Families will receive a letter of intent in early October, which should be returned with a **non-refundable** deposit. This letter will include a very basic itinerary and schedule.



# Music Foundation

## Fundraising & Your Student Account

The Music Foundation sponsors several fundraisers throughout the school year which can benefit your Student Account, the Music Foundation or both. Fundraising, family patron donations and business patron donations are the three major sources of income for the Music Foundation. We encourage you to participate in fundraisers to help you offset various expenses, as well as to help the Music Foundation which provides music, instruments, transportation and much more for the MRHS music program.

### What is a Student Account?

**Your Student Account is a record of money you've either paid by check/cash/OSP for the Spring Trip/Day Trips or earned through the Music Foundation fundraisers and is accessible through your students Charms account.** Note: All Fundraising Credits in the Student Account cannot be paid out to the student as cash. Any remaining credits at the end of the school year will be rolled over to the next year for returning students or can be donated to an incoming sibling or another Music Department student. Students may also request funds from their student account to assist with Music Foundation Expenses (Ensemble/Costume Fees, Marching Band Fees, Concert Attire, Solo & Ensemble Fees, All State Fees). Seniors who have funds left at the end of the school year may designate these funds to be transferred to another music student or they will revert back to the Music Foundation unassigned funds.

Here's how fundraisers benefit your Student Account and the Music Foundation:

- **World's Finest Chocolates:** Students earn \$20 per box sold. Students will only be allowed to check out one box at a time unless they prepay. A student may check out another box AFTER submitting the full \$60 payment for the first box checked out. Please submit payment by check, or cash (**NO COINS**), to the black box outside the director's offices. Student earnings are deposited into your student account.
- **Cash Cards:** For every Giant or Weis gift card you purchase, your Student Account will receive a 5% profit posted into the student account (4% for Harris Teeter).

### 2022-23 Fundraisers that Benefit Student Accounts

Fundraiser	Profits Go To...	Start Date (tentative)	End or Delivery Date (tentative)
Cash Cards	Student Account (4 or 5% of card value purchased)	Sales held Sept – May (Bi-weekly)	
World's Finest Chocolates	Student Account (\$20 per box sold) and Music Foundation	NOW	Ongoing
Charleston Wrap	Student Account (30% of Orders) and Music Foundation	NOW	Sale Ends 11/21
Mattress Sale	Student Account (referral fee per mattress) and Music Foundation	Nov 18	Ends: Nov 18





# CHARMS

The Music Foundation uses a web-based application called Charms that houses the student and parent contact information, tracks Student Account activity (fundraising credits), and the Music Calendar, this Handbook, and provides a vehicle for communication between the Music Foundation, Directors, Students, and Parents.

Each student will have a Charms account and will be **REQUIRED** to log into Charms and complete various pieces of information – EMAIL and CELL PHONE numbers are **mandatory**. If you are a returning student, your Charms account from last year is still active! All students are required to log in and update your information.

The student and at least one Parent/Guardian will need to create an **eSignature** in Charms and digitally “sign” that you have read this Handbook and understand Student and Parent/Guardian obligations. **This will be a GRADED assignment for your student.**

Below are the steps to access Charms.

- ❑ Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click “LOG IN” in the upper right corner and then click on the “PARENT/STUDENT/MEMBERS” option.
- ❑ Login to your student’s program account using the following School Code and click “Enter Parent Area”: **MRHSMUSIC**
- ❑ This will bring up the main “PUBLIC” page. This will allow you to look at the calendar for the Music Department, event list, forms and handouts and other “publicly shared” files, as well as a few other options. If you are a returning student, enter your password (from last year) in the **Student Area Password** box.
- ❑ **If you are a new student**, the first time you enter Charms, enter your student ID as the password. This will bring up another screen asking you to reset your password. Enter your First and Last Name and **enter one of the emails from your Family File account in Synergy** – the email used will be one of your Parents/Guardians emails on file with the school and click Reset My Password. You will receive a link to reset/set your password. **There is ONLY ONE account logon and password used for both STUDENTS and PARENTS.** Please share this information with each other.

- ❑ Whenever you enter Charms using the password that was created, another more detailed screen appears, with various button options for you to access areas in the Charms account.
- ❑ **The Student and Adult Information areas REQUIRE REVIEW AND UPDATES:**
  - Scroll down and Click on the “**Update Info**” icon at the bottom of the screen
  - **Review and/or Update fields on the Student Detail Screen:** It is VERY important that you input a VALID email address and a CELL PHONE NUMBER.
  - **Click on the button “Create eSignature”.** Create your signature and click Submit Signature.
  - Be sure to *click the green update button* at the top right of the screen or your changes will NOT be saved!



At the bottom of the Student Detail Page are links to “Adults” that have been added to your account. **Please review and/or update ALL Required fields on this screen:** It is VERY important that you input a VALID email address and a CELL PHONE NUMBER. At least one Adult is required to **Click on the button “Create eSignature”**.



# Family Patron Information - 2023-2024

Dear Marriotts Ridge Music Families,

You know firsthand how important music can be in the lives of our students. The MRHS Music Foundation is committed to providing the best facilities, training and equipment for these students who proudly wear the school's colors. High standards of excellence require a huge investment of time, energy and money, and the award-winning performances you enjoy each year require substantial volunteer hours and financial assistance from supporters throughout the community.

**We invite you to become a Marriotts Ridge Music Patron for the current school year by making a donation of any amount in support of our programs. Remember to check whether your employer will match your donation! If you own a business, we encourage you to become a Business Patron. (Please refer to the Business Patron information and donation forms.)**

Your gift to the Music Foundation will help support the Marriotts Ridge band, orchestra, and choral programs in numerous ways, such as assisting with transportation, providing quality instruction, and by buying and maintaining instruments, equipment, and uniforms.

Families may contribute at several levels. All patrons will receive acknowledgement in the winter and spring digital concert program for the current school year, plus the satisfaction of helping to maintain a high-quality music program that builds student leaders.

Additionally, patrons who donate \$100 or more will receive, in appreciation, the number of complimentary tickets to our Winter and Spring Ensemble Concerts specified below. They can be picked up at the box office before each concert. **\*\*\*NEW FOR 2023-2024 Reserved Seating for \$150+ patrons**

## Contribution Level

## Bonus

Maestro Level.....	\$500	6 Complimentary Tickets with Reserved Seating + 2 Tickets to Jazz Events
Concertmaster Level.....	\$300	4 Complimentary Tickets with Reserved Seating
Whole Note Level.....	\$100	2 Complimentary Tickets/Reserved Seating for \$150+ patrons
Half Note Level.....	\$50	
Quarter Note Level.....	\$25	
Other.....	We appreciate any amount!	

**Please visit the Music Foundation Website to complete and submit the Family Patron Donation Form using PayPal/Credit Card (preferred method).** Otherwise, checks can be made payable to **MRHS Music Foundation** and placed in the Black Drop Box outside of the Director's Office or can be mailed to the school at the following address (be sure to clearly mark the envelope for Music Foundation):

MRHS Music Foundation Patron Program  
12100 Woodford Drive  
Marriottsville, MD 21104

Please email questions or comments to Marriotts Ridge Music Foundation at [MRHSMF@gmail.com](mailto:MRHSMF@gmail.com)



# Family Patron Donation Form 2023-2024

**Yes, I would like to support the music programs at Marriotts Ridge High School.**

*Whole Note Patrons will receive two complimentary tickets, Concertmaster Patrons will receive four complimentary tickets, and Maestro Patrons will receive six complimentary tickets. Tickets can be picked up at the box office before each concert, complementary admissions are good for the winter and spring music concerts.*

- ☐ **Maestro Level.....\$500+**
- ☐ **Concertmaster Level.....\$300-\$499**
- ☐ **Whole Note Level.....\$100-\$299**
- ☐ **Half Note Level.....\$50-\$99**
- ☐ **Quarter Note Level.....\$25-\$49**
- ☐ **Other Donation.....\$\_\_\_\_\_**

**Name:**

**Student(s) Name(s):**

**Address:**

**City, State, Zip:**

**Email address:**

\_\_\_\_\_

**Name as you would like it to appear in the digital concert program (e.g., *Mr. & Mrs. Smith, the Smith Family*):**

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**Please make your tax deductible contribution payable to *MRHS Music Foundation*. Students may deposit donations in the black box near the music directors' office at MRHS or mail them to the school:**

**MRHS Music Foundation Patron Program**

**12100 Woodford Drive**

**Marriottsville, MD 21104**

Please email questions or comments to Marriotts Ridge Music Foundation at [MRHSMF@gmail.com](mailto:MRHSMF@gmail.com)



# Marriotts Ridge High School Music Foundation

## Business Patron Benefits 2023-2024

### WHAT IS THE MUSIC FOUNDATION?

The Marriotts Ridge High School (MRHS) Music Foundation raises funds and provides volunteer support for all aspects of the school's music programs, which serve more than 300 students. Our income comes from family donations, business donations, concert ticket sales and fundraising.

The Music Foundation uses these funds to purchase instruments and musical scores, pay clinician fees for experts to work with the students, pay registration and transportation costs for competitions and other events, purchase and maintain uniforms and costumes, and provide other music-related equipment, as needed.

### WHO ARE THE MRHS BUSINESS PATRONS?

MRHS Business Patrons are **local businesses** that partner with the Music Foundation to support Marriotts Ridge High School's band, choral and orchestral music programs. Your support ensures that MRHS remains a leader in the arts in the State of Maryland.

### WHAT ARE THE BUSINESS PATRON BENEFITS?

Business Patrons may choose from three tiers of support, with benefits dependent upon the level of financial commitment. These benefits apply only during the current school year.

Tier	Financial Commitment	Benefit Package
Bronze Contributor	\$1 - \$149	Business name listed in digital concert program (Any amount is greatly appreciated!)
Silver Contributor	\$150 - \$499	<b>Business Logo posted on our Website!</b> Certificate provided for place of business Business name listed in digital concert program Business name read prior to each music concert Four complimentary tickets good for admissions to the winter and spring music concerts, with reserved seating!
Gold Contributor	\$500+	<b>All Silver level benefits</b> <b>PLUS</b> business name projected on main screen of 850-seat auditorium prior to all music concerts PLUS two more complimentary tickets (total of six) PLUS two complimentary tickets for jazz events PLUS business name announced at home football games during half-time (donation must be received during football season)



# Business Patron Donation Form 2023-2024

## ***Business Patron Contact Information***

Company Name \_\_\_\_\_

Company Representative (full name) \_\_\_\_\_

Business Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Business Name as you would like it to appear in the digital concert program \_\_\_\_\_

## ***Contributor Level***

My business would like to support the MRHS Music Foundation at the following level:

- |                          |                    |               |
|--------------------------|--------------------|---------------|
| <input type="checkbox"/> | Gold Contributor   | \$500+        |
| <input type="checkbox"/> | Silver Contributor | \$150 - \$499 |
| <input type="checkbox"/> | Bronze Contributor | \$1 - \$149   |

**Silver Level and higher: Please email a jpeg file of your business logo (if applicable) to the email address below.**

Please make your tax deductible contribution payable to the

### ***MRHS Music Foundation***

Mail or deliver to

MRHS Music Foundation – Business Patrons Program  
12100 Woodford Drive, Marriottsville, MD, 21104

Please email questions or comments to Marriotts Ridge Music Foundation at [MRHSMF@gmail.com](mailto:MRHSMF@gmail.com)

*A tax receipt will be provided by mail for donations over \$250.*

**MRHSMUSIC.NET**



## Music Foundation Cash Cards

### 4 or 5% PROFIT FOR STUDENT ACCOUNTS:

For every Giant or Weis gift card you purchase, your student's account will receive a 5% profit. (e.g.: every \$100 purchased = \$5.00 profit to your student account! \$50 purchased = \$2.50 profit to your student account).

For every Harris Teeter gift card you purchase, your student's account will receive a 4% profit (e.g.: every \$100 purchased = \$4.00 profit to your student account! \$50 purchased = \$2.00 profit to your student account).

You can find the order form online at [mrhsmusic.net](http://mrhsmusic.net) and next to the black drop box by the school's music office.

Please fill out the form and instruct your student to place it in the black drop box with your payment by check by each Tuesday. Orders are collected every other Tuesday by 2:40pm. The orders are filled and given to the Directors by that Friday morning. On those Fridays, students should let their director know they have a cash card order to pick up unless the parent has made other arrangements.

### *How Does The Cash Cards Fundraiser Work?*

We purchase Giant, Weis and Harris Teeter Gift Cards at a discount and sell them to you for face value. The 4% or 5% difference is profit for your student if the Cash Card order form is used. Your neighbors, relatives, and family friends will be able to support your child by purchasing the cards via the order form!

There is no limit to the number of cards you can purchase from us – you just shop as you normally would, pay with the gift card, and the profits go into your student's account.

There is no fee for using Giant, Weis and Harris Teeter gift cards. Giant Gift Cards can be redeemed at any of the Giant Food and Pharmacy stores operating in Maryland, Delaware, DC and Virginia. **It may be possible to redeem at Martin's, Peapod, and Stop&Shop but not guaranteed.** Weis gift cards can be redeemed anywhere in the continental U.S.

All cards are non-refundable and are not redeemable for cash, but may be redeemed for any prescription purchases. The cards never expire and no fees are assessed.

If there are any questions or concerns please contact the Music Foundation at [mrhsmf@gmail.com](mailto:mrhsmf@gmail.com)



# MARRIOTTS RIDGE MUSIC FOUNDATION CASH CARDS ORDER FORM

Full Name of Student \_\_\_\_\_

Last Name(s) on Check \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Student Ensemble (check): \_\_\_\_\_ Band \_\_\_\_\_ Choral Group \_\_\_\_\_ Orchestra

Class period of ensemble (circle): 1 2 3 4A 4B 5 6

Indicate the number and value of cards requested:

WEIS: \$50 \_\_\_\_\_ \$100 \_\_\_\_\_

GIANT: \$50 \_\_\_\_\_ \$100 \_\_\_\_\_

Harris Teeter: \$50 \_\_\_\_\_ \$100 \_\_\_\_\_

Total Amount Submitted for all cards: \$\_\_\_\_\_

**Please make checks payable to: Marriotts Ridge Music Foundation**

**Do Not Staple Checks!**

## WAIVER

☐ I give my permission for my son/daughter to receive and carry "Cash Cards" home. I understand that Marriotts Ridge High School Music Foundation is not responsible for any lost/stolen cards once they have been collected by my student.

☐ I have made arrangements to pick up "Cash Cards" myself

Signature of Parent/Guardian \_\_\_\_\_

If you have questions, contact:  
[MRHSMF@gmail.com](mailto:MRHSMF@gmail.com)

For Office Use Only  
Check # \_\_\_\_\_  
Date Filled \_\_\_\_\_





## Concert Attire Information

### ALL ENSEMBLES

Students in all music ensembles must purchase the “concert black” official MRHS Concert Attire for \$60-\$77, depending on style choice. Styles include long black evening gown, black blouse / palazzo pants combo, and black dress shirt / dress slacks / tie combo. Concert Attire fittings will take place September 26-28 in the evenings at MRHS. A signup genius link will be made available to make fitting appointments. Volunteers will measure students and assist in selecting sizes and styles and completing the order form. The order form will be sent home with the student.

**\*\*\* NEW PROCESS THIS YEAR:** Parents/guardians will be responsible for placing the order for the attire directly with our vendor, Cousin’s Concert Attire. Clothes will be distributed in class. There will be a one-week period for all size exchanges to be returned to MRHS for a free size/style exchange. If the student misses the return window, parents will be responsible for exchanging clothing with the vendor directly.

All gowns and pants require hemming, as they come with unfinished hems, so attire must be hemmed in time for performances.

Students must wear dressy black shoes and black socks or hose with the concert attire. Families must provide the shoes and socks/hose.

**Consignment** – Graduating students may donate their used attire to the MRHS Music Foundation for future students to purchase at a discount. Current students may purchase these used garments instead of new garments. Consignment sales will be available at the time of fittings and can be paid using cash, check or credit card that evening.

### ADDITIONAL ATTIRE REQUIREMENTS FOR SPECIFIC ENSEMBLES

#### CHORAL GROUPS:

**MADRIGALS** – Renaissance & Evening attire - \$80 rental fee

- Madrigal Men – will be required to purchase a Tuxedo – fittings will be done at the same time as Concert Attire – you will be contacted by a Madrigal Costume Coordinator for specific dates/times
- Shoes & other accessories as designated by director (provided by student)

**WOMEN’S ENSEMBLE** – Women’s gown - \$35 rental fee

- Silver shoes (provided by student)

#### BAND GROUPS:

**JAZZ ENSEMBLE** - Jazz Vest - \$15 rental fee



## MRHS MUSIC - ENSEMBLE UNIFORM ORDER AND MAINTENANCE FEE AGREEMENT

For students in the Jazz Band/Big Band, Madrigals, and Women's Ensemble, additional garments are required. Please order and pay the maintenance fee(s) for the garment(s) you need for your ensemble below.

- Please attach a check payable to **Marriotts Ridge Music Foundation**. Or you may pay via Charms under your Account (a 3% service fee will be added to amounts at check out).
- Be sure to include Student Name, Ensemble Name(s) & item(s) ordered in check memo line to ensure accurate accounting. Be sure to include all ensembles if ordering attire for more than one group.
- **Place your check and this form in an envelope marked "Ensemble Order Form" and place it in the black box just outside the Music Department office.**

Student's Last Name: \_\_\_\_\_ First name: \_\_\_\_\_

Home Phone #(\_\_\_\_\_) \_\_\_\_\_

Parent/Family Email: \_\_\_\_\_

Cell Phone #(\_\_\_\_\_) \_\_\_\_\_

### **MAINTENANCE FEES FOR ENSEMBLE COSTUMES/UNIFORM** (ENSEMBLE MEMBERS ONLY)

*These ensembles require special attire which remain the property of the MRHS Music Dept. A Uniform Maintenance Fee is required at the time of issue for the following garments.*

	<b><u>COST</u></b>	<b><u>Amount Enclosed</u></b>
<b>Madrigal Costume</b> (Hat, Jacket & Pants or Dress)	\$80.00	\$ _____
<b>Women's Ensemble Dress</b>	\$35.00	\$ _____
<b>Big Band/Jazz Combo Vest</b>	\$15.00	\$ _____
<b><u>TOTAL FOR ALL ATTIRE/ADDT'L EXPENSES</u></b>		\$ _____

**NOTICE TO ALL:** Complete payment of fee or purchase price is due at the time of issue or order. The Music Foundation reserves the right to use any funds in an individual student account to meet unpaid attire charges before monies are applied to Spring Trip payments. **You are responsible for all parts of your attire! Please see your director for replacement costs of lost items.**



# Music Foundation - Parent Volunteer Form

We appreciate any way that parents are willing to volunteer. The expectation is that each family will volunteer for at least one event throughout the school year. Let us know what you have an interest in and we will find a place for you. You can also reference the list of opportunities below.

**PLEASE COMPLETE:**

Student Name \_\_\_\_\_ Circle – Band Choir Orchestra

Parent Name(s) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Fundraiser or position interested in \_\_\_\_\_

Skills/Interests: (e.g., photography, web design, newsletter, event planning, support, public speaking, organizing)

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Please email questions or comments to Marriotts Ridge Music Foundation at [MRHSMF@gmail.com](mailto:MRHSMF@gmail.com)

**Retiring/Graduating from program in May 2024 – learn from us now!**

**Concert Attire**  
**Madrigals Attire Coordinator**  
**Cash Cards**  
**Family Patron - Family & Business**  
**Concert Coordinator**  
**Spring Trip Coordinators**  
**Concert Box Office**  
**Back to School Staff Meal**  
**Jazz at the Ridge**  
**World's Finest Chocolates**



**Charleston Wrap, Baugher's and Flower Sale coordinators**  
**BINGO committee chair**  
**Fruit Website Fundraiser Manager**

**Immediate Volunteer Opportunities:**

**Concert Attire:** The bulk of the work in this area happens in the fall: measuring incoming freshmen and new students for their concert attire, ordering and then distributing concert attire in time for our first performances. The concert attire supplier is established and a veteran parent is coordinating this year.

**Madrigals Attire:** Maintain attire inventory with student attire assignments, arrange order of men's tuxes or other attire as needed, distribute attire to Madrigals early in school year, ensure attire is maintained and available for all Madrigal performances, collect attire after last performance, updating inventory list, contact families who haven't returned attire & bill them if not returned, arrange for returned attire to be dry-cleaned (using Music Fdn approved company)

**Cash cards:** Year Round position, fill cash card orders received in the black box, purchase cards from Harris Teeter, Weis & Giant, distribute cards to directors via the black box, maintain spreadsheet for orders and forward to CHARMS manager & bookkeeper

**Family & Business Patron Coordinators:** Record keeping is an important part of this job. Although most Family Patron donations are received in the fall, responsibility to record and acknowledge contributions is ongoing throughout the school year. On the Business Sponsor side, it is a wonderful way to get involved with the community. Patron coordinators contact past patrons and identify potential new contributors and encourage them to support the MRHS Music Foundation. ***If you want to help but prefer to work independently or if you have lots of local business contacts and like to network, our Patron Program welcomes your involvement***

**Spring Trip Co-Coordinator:** Planning begins in September, trip is usually April, work closely with the directors, the trip company, various vendors and the Student Accounts manager to coordinate all aspects of the trip.

**Concert Box Office:** Needed for Winter Concerts, Jazz at the Ridge, and Spring Concerts, ensure there are enough tickets in stock, organize volunteers to run box office, mind the doors, hand out programs, count money and deliver to Treasurer

**Back to School Staff Meal:** Organize Back to School breakfast for MRHS staff (before school year starts), arrange Sign-up Genius for donations & volunteers, take stock / purchase paper products, order & pick up food, set up & clean up

**Jazz at the Ridge:** Held in April, promote & organize event by coordinating with jazz band director, purchase dinner for visiting jazz performers

**World's Finest Chocolates:** Typically Sep – Jan, order from WFC, track boxes checked out by students in CHARMS, collect funds from black box and enter into CHARMS, send reminder emails from Charms for collection of outstanding funds



## **Other Volunteers:**

**Baughers & Flower Sale Coordinators**

**Mattress Fundraiser Coordinator**

**Bingo Committee Chair**