



ARRIVAL:

Participants arrive for clinic check in at 11:30 on the first day of the clinic (new time and procedure 2019). Check-in is generally held in the dorms. Specific locations for each site will be emailed to clinic participants the Wednesday or Thursday prior to the clinic, as well as posted on our website under the THIS WEEK'S CAMPS photo block. 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 check in. The first full clinic event begins at 1:30 p.m. Our first meal break is at 5:00 pm.

COMMUTERS:

All Commuter Students must check-in during the same time 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 for parking permit requirements and fees.

DEPARTURE:

The FJM closing SHOWCASE, open for visitors to observe, begins at 3:15 pm on the final day of the clinic. We invite family, friends, directors, and advisors to the Showcase. Visitors will see the students and staff demonstrate material learned and developed at the clinic. The Showcase will close with a performance of the clinic material. The Showcase should conclude at approximately 4:45. This is a new format for 2019. Please be prepared to observe students and staff outdoors for the first portion (camping chairs are encouraged!) and move indoors for the performance portion (at most locations, and weather permitting). (new 2019)

Check out (new 2019)– Check out will take place at approximately 5:00 pm on Wednesday of the clinic. Check out will take place for all participants following the Showcase. Due to our new closing format, we are unable to begin check out prior to this time. Please plan on check out taking place at the dorm (not the Showcase facility) at the conclusion of the Showcase. Participants will return keys and clear out their rooms at this time. **Participants not returning their key and/or not signing the key chart during check out will be charged for a lost key.**

LATE ARRIVAL/EARLY DEPARTURE: Check our FORMS AND DOWNLOADS page for a form to complete if you will need to arrive late or check out early from camp. Please inform our office if participants will be arriving after the scheduled check in time and return the form to our office as indicated on the form. Participants needing to check out early may turn the completed form in to the FJM Clinic Administrator at clinic check in or return to our office as indicated on the form.

SCHEDULE:

Classes begin on the first day of the clinic with an opening meeting 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. 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
Hand soap (for bathrooms within the dorm rooms)			

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 a phone or iPod type device with them. Music will be made available at the camp for students to use in their individual practice. **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.

CHANGES TO AN EXISTING REGISTRATION:

If you have a correction or update to your registration information, please email the corrected information to lauren.tucker@fjminc.com or Brenda.milano@fjminc.com (June 1 – July 29). You will receive an email confirmation when that update has been made. Please do not complete a new registration.

If you need to make a payment for an existing registration, there is a link to “make a payment here” at the bottom of your registration confirmation email. You may follow that link to enter your credit card payment. You may also call our office at 1.800.444.3524 to make a credit card payment over the phone for a registration that has already been entered online or mail a check or money order to our office at 8765 Washington Church Rd, Miamisburg, OH 45342.

TRANSPORTATION:

Participants are responsible for transportation to and from the clinic site. Several campuses require parking permits during the week. Contact our office 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.

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 note our policy for issuing and collecting keys to participants:***

Key agreement:

Keys are issued to participants for a deposit of \$10. The deposit is returned to the participant when the key is returned to FJM Clinic Staff at the scheduled check out time. Participants will be charged a replacement fee assessed by the university if the key is not returned during check out. The replacement charge is typically \$35-\$75. **Key deposits CAN NOT be returned after students and staff leave campus following Wednesday check out. Keys must be returned to FJM Clinic Staff in order to receive the deposit. Please do not return keys to campus personnel without FJM Clinic staff present.**

MEDICAL CARE:

The clinic staff has a first aid kit of basic medical supplies available for minor injuries. Participants should contact the FJM staff to communicate their needs. Your family insurance policy will cover medical expenses during the clinic for illnesses and injuries that require doctor or urgent care. Should students need more medical assistance than our first aid kit, our staff will contact the emergency contact name and number supplied at online registration.

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 with the students at camp meetings and are available below, as well as under our FAQ tab. 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.

Dorm rules and regulations:

- **Alcohol, drugs, tobacco, and e-cigarettes are not permitted.**
- **Males may not be in female halls, and females may not be in male halls at any time.**
- **No visitors** until the Showcase on the final day.
- Students will be on their floor/in their hall by **10:45** and lights out by **11:00**.
- Staff members perform a nightly student check in at 11:00.
- Please keep the noise level down at night and in the morning to be respectful of others.
- Be on time to all classes and sessions.
- Keep bathrooms and showers clean. Keep belongings in rooms.
- FJM and the university are not responsible for lost articles. Do not leave equipment or personal belongings outside or anywhere unattended.
- Wear shoes at all times.

- Be careful where you practice. Respect the buildings and properties of the college.
- Keep campus grounds clean.
- Eat well at all meals and drink plenty of liquids.
- Wear sunscreen.
- If you have any minor medical needs, see a staff member in the staff office. We do have basic medical supplies for minor injuries.
- Please keep track of your key. Lost keys and keys not returned do incur the lost key charge by the university.

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, water bottles (while supplies last), equipment supplies, etc will be on sale during check in, evening social time, and at clinic check out.

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. Drum Major/Field Commander students DO NOT need 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.

MUSIC:

Music selections and recording will be made available to participants during the clinic for their use while on campus. Music will not be distributed prior to the clinic (new 2019).