

## LIONS OF MICHIGAN ALL-STATE BAND

# 2019 Tour to Italy

## ORIENTATION INFORMATION and GENERAL RULES

### REHEARSAL SCHEDULE AND ATTENDANCE POLICIES

- JANUARY 12, 2019 - 9:00 AM to 8:00 PM - Full group rehearsal, sectionals, uniforms fitted (Ovid-Elsie HS, Elsie MI)
- MARCH 23, 2019 - 9:00 AM to 8:00 PM – Full group rehearsal, sectionals, uniforms (Ovid-Elsie HS, Elsie, MI)
- MAY 18, 2019 - 9:00 AM-8:00 PM –Full group rehearsal, sectionals (Ovid-Elsie HS, Elsie, MI)
- JULY 1-3, 2019 – Pre-camp, location to be announced
- JULY 4 – 11, 2019 - Tour to Italy

#### A. **Importance of Rehearsal Attendance**

Band rehearsals are kept to a minimum to eliminate conflicts with school band activities; therefore a great deal is covered at each rehearsal session. Students who are absent from rehearsals not only miss personally important preparation time and music handouts, but also create problems for other band members by their absence from formations and drill.

#### B. **Excused Absence Procedure**

Band members may be excused for limited reasons, **but only on request directly to the Music Director**. Requests must be mailed at least one week in advance, giving the reason for the absence, late arrival, or early dismissal. The Music Director will contact you only if the absence is unexcused. Telephone contacts will be honored only in the event of a true emergency. The mailing address, email and telephone number for the Music Director are listed on the back of this brochure. Attendance at the pre-tour band camp is mandatory in order to participate in the Lions Band tour.

#### C. **Conflicts with Home Band or School Events**

The staff of the Lions of Michigan All-State Band recognizes the essential role that a band member's school music program plays in his/her musical development. It is our goal to strengthen local music programs by virtue of the high quality experience that individual band members bring back to their school. We fully expect Lions Band members to return to their local school band ready to contribute in a positive manner.

It is the policy of the LMASB that in the event of a conflict between a scheduled Lions Band activity and an activity in the member's school music program, the

school event will take precedence. (Members must still submit written notice to the Music Director as noted above.) School events outside of music may not necessarily be included in this policy. Applicants for Lions Band who have significant conflicts with other activities should consider this carefully before deciding to seek membership in the organization.

Our rehearsal schedule is very tight, so we ask you to make every effort to participate in as much of the rehearsal as possible in the event of a conflict with a school function (sporting event, prom or theatrical performance). Distance and drive time from the rehearsal site will be taken into consideration.

## **TOUR ELEMENTS AND EXPECTATIONS OF BAND MEMBERS**

The 2019 tour officially begins on July 1, 2019 with check in at pre-camp. It concludes with the band's return to Lansing, MI on July 11, 2019.

- **Meals** - All meals during pre-camp and while on tour from July 1, 2019 through July 11, 2019 are provided as part of the tour fee. Lunch and dinner are provided during rehearsals in January, March and May.
- **Travel Uniforms** - To provide uniformity of appearance for performances, a means of quick identification, and to reduce individual differences based on personal wardrobe, band members will wear the official travel uniform of the Lions of Michigan All-State Band while on tour. This uniform consists of the official travel shirt, blue shorts, name tag, and low-cut white socks. In addition:
  - Each student must provide his/her own **all white**, low-cut, lace-up athletic shoes to wear with the travel uniform. The shoe must **not** have visible labels or other markings that are other than white.
  - One (1) travel shirt, (1) polo shirt, and one (1) pair of navy shorts are provided as a part of the tour cost. Additional travel uniform pieces are available for purchase if participant so desires.
  - Returning band members may wear the previous year's travel uniform as long as articles conform to current styles, fit properly, and are not in faded or worn condition.
  - Band members may order additional travel uniform pieces, jackets and other logo articles for personal purchase. Sales of these items are handled separately by the supplier, who will distribute a catalog of specially created imprinted articles at the January rehearsal.
  - White t-shirts may be worn under the travel or polo shirt, provided that they are v-neck style or have a crew neck that does not show outside the shirt.
- **Parade Uniform** - Band members will wear the parade uniform of the Lions Band in the parade at the Lions Clubs International Convention. This shall consist of navy blue shorts, LMASB polo shirt, low cut white socks, and all white, low-cut athletic shoes. In addition:

In the interest of uniformity, all members of the band are encouraged to wear their hair no longer than the top of their shirt collar. Students with longer hair must be able to braid or otherwise put it up.

No jewelry or sunglasses are to be worn during band performances.

Parade attire for members of the visual ensemble will be determined after auditions. VE members must purchase shoes as prescribed.

- **Recordings** - Each band member will receive a “video yearbook.” DVDs are mailed to band members after the tour.
- **Pre-Tour Concert** – A pre-tour concert will be held during pre-camp. Location and time will be announced closer to performance.
- **Luggage** – Each member of the band is restricted to **one** suitcase, not to exceed a linear distance of 62 inches (height + length + width) and must be under 50 pounds, and one carry-on bag, not to exceed the dimensions of 8”x12”x16”. Individuals whose personal luggage exceeds airline weight restrictions or size restrictions will be responsible for all services fees.
- **Cell Phones**- Cell phones may be carried by students while on tour; however, they must be turned off during performances. They must also be turned off during other times designated by the staff. Failure to comply with the rules set forth by the staff may result in the phone being taken away from the individual and returned at the end of the tour.
- **Chaperones**- The Lions of Michigan All State Band staff will act as chaperones while on tour. They will conduct room checks during band camp and while on tour. The ratio is one chaperone per 10 students. Chaperones include one male paramedic.
- **Room Checks** – While on tour, a chaperone will check band members’ rooms each night. Each room is to be in neat and proper order. At the time of the room check, band members are to be ready to retire for the evening. Room check times will be announced as the band arrives at its housing facility for the evening. After room check, lights are to be out, electronic devices turned off, and silence observed. Unless there is an emergency, students are not to leave their rooms until the designated time in the morning.
- **Instruments and Accessories Provided by the Lions All State Band** – The Lions of Michigan All State Band provides flags, poms, f-horns, sousaphones, baritones, and percussion gear. (However, students must provide their own mouthpieces and sticks). Other performers must provide their own musical instruments and accessories. Students are held responsible for LMASB equipment. Careless handling will cause a band member to be assessed for repair or replacement costs.

- **Items Provided by Band Members** – The following items are to be furnished by band members and are not the responsibility of the LMASB:
  - All white, low-cut, laced athletic shoes (all band members)
  - All white, low-cut socks
  - White, V neck t-shirt for under travel Polo
  - Visual Ensemble shoes and stockings, as prescribed
  - Drum Major’s mace, baton, or whistle
  - Instruments or accessories not listed in previous paragraph

**B. Financial Considerations and Policies:**

- The Lions Clubs of Michigan support the band program in many ways. Some donate to the administrative cost of the program so the LMASB doesn’t have to charge students for expenses other than their personal tour costs. Other clubs give financial support to individual band members or to groups of students from their community or Lions District. Band members will receive a contact list of clubs in their area, along with a sample solicitation letter. Local Lions and Lioness Clubs are **not** obligated to extend financial support to band members.
- Tour Cost - The established cost for the 2019 Italy Tour is \$4,295 per band member. Payment of this amount, in accordance with the payment schedule, is the responsibility of the individual band member. If contributions from other sources are received in the member’s name, they will offset the member’s own tour payments, with any excess returned to band member in accordance to the LMASB Policies. Excess amounts paid for by Lions/Lioness Clubs will be reimbursed up to the amount of personal funds the participant has paid. Typically, band members seek and receive financial support from a great variety of sources, and they should make contact with local clubs and organizations of all kinds to seek help. Contributions may be tax deductible under IRS rules.
- Purchases of photographs, additional travel uniform pieces, jackets or logo-imprinted goods are the responsibility of the individual band member. Vendors for these items are not part of the Lions of Michigan All-State Band organization, and the band realizes no revenues from these sales.

**c. Payment Schedule:**

|                           |                          |
|---------------------------|--------------------------|
| First Payment of \$400    | Due by December 15, 2018 |
| · Second Payment of \$900 | Due by January 15, 2019  |
| · Third Payment of \$900  | Due by February 15, 2019 |
| · Fourth Payment of \$900 | Due by March 15, 2019    |
| · Fifth Payment of \$800  | Due by April 15, 2019    |
| · Final Payment of \$395  | Due by May 15, 2019      |

- D. **Late Fees:** Participants who do not make pay trip installments within 7 days of due date will be assessed a \$25 late fee per each occurrence.

Make checks payable to: “**LMASB Charities, Inc.**”

Mail checks to: **Lions of Michigan All State Band**  
**5730 Executive Drive**  
**Lansing, MI 48911**

When sending checks for a student’s account, make certain that his/her name is written on the memo line to assure that it is credited properly. Only cashier’s checks, money orders or credit card payments will be accepted for payments made after May 15<sup>th</sup>.

Due to cancellation penalties imposed by the travel agency, students who have not paid at least \$3100 by March 15, 2019 are subject to dismissal from the band.

***The full tour cost must be paid by May 15, 2019.*** If payment in full has not been received by this date, the Lions of Michigan All-State Band reserves the right to cancel participation in the tour and withhold from any refund the applicable administrative and cancellation charges as described below. Participant will be responsible for any money due to organization that was paid on the participant’s behalf that is not recoverable by the LMASB.

**Cancellation Penalties:** The band makes periodic payments to a travel agency on behalf of all student participants. Some of these charges are not refundable and may result in a cancellation penalty if a student drops prior to the tour departure date. If unpredictable circumstances necessitate cancellation by a band member, full refund of monies paid will be given if **written cancellation** is received and if the money paid to the travel agency can be recovered. The following cancellation penalties apply:

**Prior to January 15, 2019 - No Penalty**

**Between January 16 and March 15, 2019 - \$500**

**Between March 16 and May 15, 2019 - \$2000**

**After May 15, 2019 - No refunds will be made and full tour cost is due**

If a student drops after a deadline date and his/her account does not contain sufficient monies to cover payments already made to the travel agency by the LMASB on his/her behalf, the student remains financially liable for the difference.

The Lions of Michigan All-State Band reserves the right to remove any participant from the program. If a participant is removed prior to departure, the sole liability shall be to refund any monies paid to the program. If the participant is removed from the program after departure, his/her return to Michigan will be on the first available flight. A refund will be granted for the recoverable portion of unused

arrangements; however, any additional transportation costs incurred are to be borne by the participant.

Tour payments from sources other than band members should be sent directly to the Lions of Michigan All State Band as indicated above. Listings of payments received (including sources and amounts) will be mailed to students along with invoices for trip installments. Band members are encouraged to send thank-you notes to donors and to offer to present programs at Lions Clubs after the tour.

### **PERSONAL INSTRUMENT/EQUIPMENT INSURANCE**

- Instruments or equipment personally owned by students or their schools must be insured by the student or school. The band insures only instruments and equipment owned by the LMASB and assumes no responsibility for theft or damage to instruments or accessories not owned by them.

### **MEDICAL FORM:**

- Authorization for the paramedic to act on behalf of the parent must be given. If parents do not wish to give permission for treatment, they must indicate their wishes on the Medical Form by deleting and initialing the pertinent section(s).
- Each student must provide written proof of hospitalization and medical insurance coverage.
- Each student must return the completed, signed Medical Form to the address indicated below **by March 23, 2019**. Completed forms can also be brought to the January or March rehearsals.

Lions of Michigan All State Band  
5730 Executive Drive,  
Lansing, MI 48911

### **GENERAL RULES**

**AUTHORITY:** The CEO of the LMASB, under the direction of the board of directors, is vested with full power and authority over the organization, including appointments and discipline of the Lions of Michigan All-State Band.

**EQUIPMENT:** Band members are responsible for the proper care and use of LMASB property issued to them. Members will be held personally liable for any damage to or loss of LMASB issued equipment.

**CONDUCT:** Band members are expected to maintain a professional manner in thought, word and deed. Likewise, they are expected to be personally responsible for their actions and completion of tasks and duties assigned. They represent themselves, their families, their school, state, nation, and the Lions Clubs of Michigan. The following

behaviors, whether specific or in intent, shall be considered violations of this Performance Contract and can result in severe levels of discipline, including dismissal.

- Willfully leaving the group without permission.
- Band members of the opposite sex occupying the same hotel room or dorm room at the same time.
- Use of tobacco products.
- Use and/or possession of intoxicating beverages or controlled substances (drugs).
- Engaging in sexual misconduct.
- Violating laws, including shoplifting or stealing from other band members or staff.
- Flagrant disruption, disrespect or fighting.
- Flagrant disregard for authority.

**DISCIPLINARY ACTION:** In the event that any of the above rules are violated, the band member will be subject to disciplinary action. These include (in order of application):

- c. The Music Director and Band CEO will investigate, confer with witnesses and make decisions regarding the rule violation.  
Parent or guardian of the band member will be contacted.  
Band member will be dismissed from the band immediately (or as soon as physically possible).  
Band member will be returned home at the expense of the parents or guardian.  
All tour fees will be forfeited.

**TOUR COST:** Individual band members are responsible for making tour payments when due. If contributions from other sources are made in the member's name, they will offset the member's own payments. When all accountings are complete, excess payments made by the member will be refunded to the member.

### **INCLUDED IN THE PROGRAM**

The tour cost is based on agreements, tariffs and taxes in effect. The total cost varies according to the destination and length of the tour. The following services are included in the tour cost:

**TRANSPORTATION:** Includes round trip transportation from the Michigan departure city and all scheduled program activities during the tour using air, rail, ship, chartered bus or motor coach transportation.

**ACCOMMODATIONS:** Carefully selected hotel or university accommodations will be used. Whenever possible, rooms with private baths or showers and toilets will be furnished.

**MEALS:** Three meals per day will be provided while on tour, including the pre-tour band camp. Lunch and dinner will be provided on Saturday of rehearsal weekends.

TRANSFERS: By chartered bus or motor coach from airports, piers, stations, or other terminals to accommodations, meetings and scheduled events.

TIPS AND TAXES: All tips and taxes (including airport taxes) levied by hotels, restaurants, and local governments are included. Additionally, tips to guides and drivers are included.

OTHER: Band members are provided one (1) travel Uniforms (shirt and shorts), one polo, a DVD with tour highlights, a souvenir pin, a Lions parade patch, and a certificate of participation.

VISA FEES: Where applicable, visa fees and charges are included. Following acceptance to the band, participants will receive information regarding necessary visas.

BAGGAGE: Participants are responsible for their own carry-on luggage. In certain situations, it may be necessary for participants to handle all of their own luggage.

INSURANCE: Health insurance coverage is required for each participant, but is not included in the cost of the program. Trip cancellation and baggage loss insurance coverage are recommended but not included. Your local insurance agent or the band's travel agent can furnish details upon request.

### **NOT INCLUDED IN THE PROGRAM**

PASSPORT: A valid US passport is required for participation in international tours. The cost of the passport is not included in the tour cost. **A copy of the student's passport must be provided at the January rehearsal.**

TRANSPORTATION WITHIN MICHIGAN: The cost of round trip transportation from the participant's home to the departure city is not included in the program cost.

In addition to the items mentioned above, the tour cost does not include portage or handling charges for carry-on luggage, assessments for overweight luggage or any baggage charged as excess (exceeding one suitcase and one piece of hand luggage per participant), cost of beverages and snacks not on regular meal menus, telephone and/or cable charges, laundry expenses, personal tips, or items of a purely personal nature.

### **TERMS AND RESPONSIBILITY**



**DEPOSITS AND PAYMENTS:** Students are responsible for payment of their own tour fees. After acceptance into the band, payments are due on December 15, 2018; January 15, 2019; February 15, 2019; March 15, 2019; April 15, 2019; and May 15, 2019. If Lions Clubs, businesses, individuals, or other organizations contribute funds directly to a student's account, those amounts can be deducted from the payment amount.

If the participant is removed from the program after departure, his/her return to Michigan will be on the first available flight. Refunds will be granted for the recoverable portion of unused arrangements; however, any additional transportation costs incurred are to be borne by the participant.

**RESPONSIBILITY:** The LMASB acts as "agent" for the participants for the rendering of services and accommodations offered as constituting the tour, provided that in the absence of negligence on the part of LMASB, LMASB is not responsible for personal injury or property damage arising out of the act, omission, or negligence of any direct air carrier, hotel, restaurant, or other persons rendering any of the services or accommodations being offered. LMASB reserves the right to change the itinerary of the tour without prior notice to the extent that such accommodations and services offered cannot be supplied due to delay or other causes beyond the control of LMASB and that no refunds will be granted when LMASB's best efforts cannot supply such services and accommodations. In the event the tour is canceled by LMASB for any reason, including insufficient number of participants, LMASB shall have no liability beyond the refund of all deposits made and money paid to LMASB by participants. LMASB shall not be or become liable or responsible for any loss, injury, or damage to person or property otherwise resulting, directly or indirectly, from acts of God; dangers incident to the sea; fire; breakdown in machinery or equipment; acts of governments or other authorities, de jure or de facto; wars, whether declared or not; hostilities; civil disturbances; strikes; riots; theft; pilferage; epidemics; quarantines; medical or custom regulations; or from any loss or damage resulting from improper or insufficient passports, visa, or other documents, and that LMASB shall not be or become liable or responsible for any additional expense or liabilities sustained or incurred by participants as a result of any of the foregoing causes. Unless the participant files a claim with LMASB within thirty (30) days of termination of the tour, LMASB shall be relieved of all liability to such participants.

LMASB shall not be responsible in any way for loss of or damage to participants' baggage. The liability of the air carrier for loss of or damage to participants' baggage shall be limited to actual value of such baggage, not to exceed their posted maximum, unless higher value has been declared with respect thereto and additional payment made.

## **CONTACTS FOR ADDITIONAL QUESTIONS**

Most questions that arise in the course of preparation for the Lions Band are addressed during rehearsals with additional written materials. Questions occasionally arise, however, for which there appear to be no answers readily available. If this happens, please direct your question to the staff member listed below who would seem most likely to have an answer.

*(Lions Contact, Funding and,  
Band Policies)*

Becky Dahlke, CEO  
Lions of Michigan All-State Band  
204 N. West Ct.  
Ovid, MI 48866  
Cell: 989-277-9598  
Email: [nickandwyattsmom@hotmail.com](mailto:nickandwyattsmom@hotmail.com)

*(Music, Attendance)*

Jason Russell, Music Director  
Lions of Michigan All-State Band  
205 Henry Ct. Apt. 205  
Flushing, MI 48433  
Cell: 810-342-9118  
Email: [trumpet\\_fan01@yahoo.com](mailto:trumpet_fan01@yahoo.com)

*(Trip Payments, Student Accounts)*

Wendy Burns, Secretary  
Lions Clubs of Michigan  
5730 Executive Drive  
Lansing, MI 48911  
Phone: 517-887-6640 Extension 11  
Email: [wburns@lionsofmi.com](mailto:wburns@lionsofmi.com)

For additional information about the band, a copy of this form, or the medical form, check the Lions of Michigan website at [www.lionsofmi.com](http://www.lionsofmi.com). Follow the links to the All State Band.

We acknowledge receipt of the Orientation Information and General Rules for the 2019 Lions of Michigan All State Band and we have reviewed and understand the requirements outlined therein.

Signature of Parent or Guardian:

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Signature of Participant:

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Print Participant's name:

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Date: \_\_\_\_\_

Return completed form by January 7, 2019

**Form may be brought to the January rehearsal or mailed to the address below:**

Lions of Michigan All State Band  
5730 Executive Drive  
Lansing, MI 48911