



Berkeley Youth Orchestra 2011-2012 REGISTRATION

Congratulations! You have been accepted into the Berkeley Youth Orchestra for its 2011-2012 season. In order for your acceptance to be confirmed, you must complete the following forms, found on our web site at www.byoweb.org, and turn them in before or at our first rehearsal and mandatory Parents' Meeting on September 10, 2011, at the Laney College Theater in Oakland, held from 9 AM to 12 Noon. Do not mail the forms in unless you are able to put the forms in the mail by September 1. If you miss the mail deadline, you **MUST** bring your completed forms to the first Parents' Meeting.

IMPORTANT NOTE: *To qualify for BYO's Early Registration Discount, you must be a returning member and complete and submit all registration forms and payments as described in the Tuition Contract by August 14, 2011.*

REGISTRATION FORMS Due no later than Parents' Meeting on 9/10/11:

Submit the following **electronically**:

- Part One – Student Information
- Part Two – Parent/Guardian Information
- Part Three – Tuition Contract
 - Mail in payment or pay electronically on our website
(http://byoweb.org/BYO_online_payment.html#tuition)
- Part Four – Volunteer Preferences
- Part Five – Code of Conduct

Print the following forms and mail to BYO by Sept. 1

- Part Six – Signature Page
- Part Seven – Health Information and Consent for Emergency Medical Treatment
- Concurrent Enrollment Form-Peralta Community College. Your school must sign this form. It may be downloaded from the BYO website at:
http://www.byoweb.org/pdf/Reg_Concurrent_Enrollment.pdf
- Peralta District Field Trip Permission Form:
http://www.byoweb.org/pdf/Reg_Retreat.pdf

Submit **online**

- Laney Admission form. BYO members ages 12 or younger do not need to complete the Laney Admission form. All members 13 and older must complete this form. It can take 15-20 minutes to complete.
https://secure.cccapply.org/Applications/CCCApply/custom_logons/logon.asp?nextpage=/Applications/CCCApply/CCCApply1.asp?application_id=3539



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Part One - Student Information

New Applicant **Returning Member**

Name _____

Age _____ Grade _____ Birthdate (mm/dd/yy) _____

Address _____ City _____ Zip _____

What is the best phone to reach you: _____ Member E-mail _____

BYO Instrument(s) _____ Years Studied _____

Other Instruments _____

Private Teacher Name _____

Address _____

Phone _____ Email: _____

School Music Instructor _____

School Name _____

School Address _____

Teacher's Phone _____ E-mail _____

Would you like to be put in touch with other BYO members that might like to carpool to rehearsals? YES NO



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Part Two - Parent Information

Parent/Guardian #1 (Name) _____

Address (if different from member) _____ City _____ Zip _____

Employer _____ Occupation: _____

Email _____

Home Phone _____ Cell Phone _____

BYO owes its success in large part to our talented parent volunteers. We often need organizational, database, computer, outreach, translation, musical, and leadership help. Please specify any individual talents, strengths, or skills that you have which you would like to share:

- | | | |
|---|--|---------------------------------------|
| <input type="radio"/> Development | <input type="radio"/> Human Resources | <input type="radio"/> Graphic design |
| <input type="radio"/> Lawyer | <input type="radio"/> Fundraising | <input type="radio"/> Fine Arts |
| <input type="radio"/> Administration | <input type="radio"/> Grant Writer | <input type="radio"/> Computer skills |
| <input type="radio"/> Photographer | <input type="radio"/> Merchandise/ Marketing | |
| <input type="radio"/> Other (specify):
_____ | <input type="radio"/> Instrument(s) played:
_____ | |

Do you speak a language other than English (specify)? _____

If so, would you be willing to assist BYO by translating for other parents if needed?

YES NO

Are you interested in being a BYO Board member? YES NO

Parent/Guardian #2 (Name) _____

Address (if different from member) _____ City _____ Zip _____

Employer _____ Occupation: _____

Email _____

Home Phone _____ Cell Phone _____

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- | | | |
|---|--|---------------------------------------|
| <input type="radio"/> Development | <input type="radio"/> Human Resources | <input type="radio"/> Graphic design |
| <input type="radio"/> Lawyer | <input type="radio"/> Fundraising | <input type="radio"/> Fine Arts |
| <input type="radio"/> Administration | <input type="radio"/> Grant Writer | <input type="radio"/> Computer skills |
| <input type="radio"/> Photographer | <input type="radio"/> Merchandise/ Marketing | |
| <input type="radio"/> Other (specify):
_____ | <input type="radio"/> Instrument(s) played:
_____ | |

Do you speak a language other than English (specify)? _____

If so, would you be willing to assist BYO by translating for other parents if needed?

YES NO

Are you interested in being a BYO Board member? YES NO



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Part Three – Tuition Contract

ACTUAL TUITION COST	Although tuition charged is \$750, the actual yearly cost per student to BYO is \$1,250. If you are able and would like to pay the actual cost of tuition, it will help BYO meet its budget.	\$1,250
EARLY REGISTRATION (FOR RETURNING MEMBERS ONLY)	\$50 discount if: <ul style="list-style-type: none"> • All registration materials plus \$250 tuition deposit submitted by 8/14/11. Tuition balance of \$500 must then be paid by 9/1/11. • For financial aid applicants: all registration materials, a completed financial aid application, plus a \$50 tuition deposit submitted by 8/14/11. Tuition balance of \$50 must then be paid by 9/1/11. 	\$700 \$50
STANDARD TUITION	Standard tuition due by September 10, 2011.	\$750*
FINANCIAL AID	The first page of your 1040 Federal Tax Return and any other supporting materials due by September 10, 2011 for full season members or January 22 nd for Winter and Spring members. It is recommended that you also attach a brief letter detailing financial need.	\$100**

*For first member of each family. Tuition rate for each additional family member is \$550.

**Dependent upon financial aid award. Each financial aid applicant must pay a minimum of \$100 towards tuition for full year-members, or \$75 for members beginning in January.

Tuition for members joining at the start of the Winter (January) session is \$500 per member, \$350 for additional members of the same family.

Payment Plans

BYO will establish payment plans for tuition balances due by members receiving a partial financial aid award if necessary. Should your family need it, BYO will consider payment plan contracts for other members as well.



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Refund

BYO makes a season-long commitment to provide a rich musical program to each member. Therefore, tuition is non-refundable even if a member does not participate in any part of the program, voluntarily discontinues attendance, or is dismissed at the discretion of the Artistic Director due to infractions of BYO's Code of Conduct.

Tuition covers:

- Musical parts for both full orchestra and chamber ensemble programs
- Orchestral and individual coaching by BYO music faculty during rehearsals, sectionals, and ensembles as published in the BYO calendar
- Special programs and music faculty support during annual retreat
- Two free tickets per family for each BYO concert; additional tickets can be purchased for \$5 each
- Optional Concerto Competition participation

VIOLIN RAFFLE

The Violin Raffle will take place March 25, 2012 at the chamber concert. Each family must purchase one violin raffle ticket, but you're encouraged to reach out to family and friends to sell additional tickets. You may re-sell the ticket that you are required to purchase.

LANEY HEALTH FEE

Each member must pay \$17 per semester. This is a fee charged by Laney.

CONCERT RECORDINGS

As a service to our members, all BYO concert recordings will be available for download on BYO's website. All members must contribute \$20 to make this possible.

I'm paying by: CHECK _____ ELECTRONICALLY AT THE BYO WEBSITE _____

- Make checks payable to BYO and **include the member's name in the memo line of your check**
- To pay online visit: http://byoweb.org/BYO_online_payment.html#tuition

Part Four – Volunteer Obligations

As members of BYO, every family must volunteer and support BYO during the season by participating in all of the following:

- Stage duty
- Snack duty
- Donate item(s) to the Silent Auction
- Concert Support
- Provide food/drinks (as assigned) for the concert bake sale
- Serve on one fundraising committee (Silent Auction, Violin Raffle, Practice-A-Thon, Merchandise, Development)

STAGE & SNACK DUTY

You will be asked to bring a snack and help with stage set-up and break-down once each season. At the beginning of the year and again approximately half way through the year, families will be assigned to stage and snack duty. The list will be circulated by the Orchestra Manager. If you are unable to work on your assigned date, it is up to you to switch with another family and inform the Orchestra Manager of changes.

SILENT AUCTION

The Silent Auction will take place at our final concert in May. Each family is expected to donate at least one item. This can be done in three ways:

1. Donate an item you made, a service you can provide, or an item you purchased
2. Solicit donations from businesses
3. Provide a cash donation to BYO, and BYO staff will purchase needed auction items

CONCERT SUPPORT & FUNDRAISING COMMITTEE PREFERENCES

Each family contributes to BYO by working at the concerts and contributing food to the concert bake sale. Additionally, each family must sign up to work on a fundraising committee.

All concert duties are performed in the theater lobby; duties include selling concert tickets, setting up and selling baked goods, acting as an usher to hand out programs and seat audience members, or selling BYO merchandise.

Fundraising committee duties include preparing for and running fundraisers. Your support efforts can occur during BYO rehearsals, concerts and/or at home.

Please mark your volunteer preferences below. If no choices are marked, you will be assigned to an open slot. We can't promise you'll be assigned your first choice, but we will make every effort to accommodate you.



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PREFERRED CONCERT SUPPORT DATE

Please number the concerts below from 1-4 in the order in which you would prefer to volunteer, with 1 being your first choice:

- October 30 – Full Orchestra Concert _____
- January 22 – Full Orchestra Concert _____
- March 25 - Chamber Concert _____
- May 13 – Full Orchestra Concert _____

The following are concert support jobs. Please number the jobs below from 1-4 in the order you prefer, with 1 being your first choice.

- Ticket Sales _____
- Bake Sale Service _____
- Usher _____
- Merchandise Sales _____

Please number the committees below from 1-6 in the order in which you would prefer to participate, with 1 being your first choice.

- Violin Raffle (August-March) _____
- Practice-A-Thon (September – November) _____
- Silent Auction (February – June) _____
- Merchandise (August – December) _____
- Development (year round) _____
- Concert Coordination (year round) _____

Additionally, the following positions are available. **If you serve in one of the positions listed below, you do not need to also serve on a committee above.** If you are interested in a position please check the box.

- Volunteer Coordinator – find appropriate volunteers and coordinate volunteers
- Ad Sales – seek concert program ads from local businesses
- Committee Recruitment - recruit members for the committees listed above
- Photographer – take photos of BYO members during selected rehearsals and concerts, put photos on CDs for display at concerts / other events
- Videographer – take video of BYO concerts, put on DVDs or appropriate equivalent

Part Five - Code of Conduct

BYO supports an environment that promotes self-control and empathy towards and respect for others. Disruptive behavior is not tolerated. The following guidelines must be read and signed **by both a parent and the orchestra member**. If an orchestra member fails to abide by the following rules of conduct, he or she may be dismissed from the orchestra.

Attendance

- Members are expected to follow the BYO attendance rules described in the Parent Handbook, make rehearsals a priority and attend them except in extraordinary circumstances, arrive no later than 15 minutes prior to rehearsal start, return from breaks promptly, stay for the full rehearsal, and report planned absences to the Orchestra Manager in advance.

Professional Behavior

Members:

- Bring all sheet music issued to you to every rehearsal (both orchestra and chamber parts), even when sharing a stand with a partner.
- Have a sharpened pencil with you during every rehearsal, and mark your own copies of the music with conductor notes.
- Pay attention at all times!
- No chewing gum or eating during rehearsal.
- Turn off all electronic devices during rehearsal. No text messaging!

Respect and Courtesy to Others and Property

- BYO does not tolerate teasing, fighting or engaging in aggressive or provocative behavior.
- Speak to and listen respectfully to peers and adults.
- Use appropriate language at all times when representing BYO. Inappropriate comments or sounds during concerts or rehearsals are cause for dismissal.
- Respect others' property, including their instruments. Do not touch or play with others' instruments, BYO percussion instruments or accessories.
- Clean up after yourself; throw away snack trash, pick up food you drop, throw away drink containers. **NO FOOD/DRINK IS ALLOWED IN THE LANEY THEATER.**
- Vandalism is grounds for immediate dismissal.

Safety

- At all times, remain within the specified rehearsal and break areas. Members must always be visible to music faculty or parent volunteers.
- No playing in or on elevators, stairs, or bathrooms, running in the building, or other similar disruptive behavior.
- **Parents must pick up members immediately after rehearsals and performances.**
- Listen to, be respectful of, and follow the directions of adults in charge.



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Resolution of Code of Conduct Issues

- Behavior is brought to the attention of the orchestra member.
- If appropriate, resolution is encouraged between orchestra members facilitated by an adult in charge.
- If necessary, the behavior will be brought to the attention of the orchestra member's parents.
- If there is continued problematic behavior, the orchestra member will be asked to leave the orchestra.



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Part Six – Signature Page

Print this form and mail to BYO by September 1, or bring to the mandatory Parents' Meeting on September 10.

Member Name: _____

Please initial next to each statement, and sign at the bottom.

_____ I (We), the parent(s)/guardian(s) of the member named above have read and understood the BYO Tuition Contract Terms described in the Tuition Contract and agree to be accountable for full payment as described in the document.

_____ **Both member and parent** have read and understood the BYO Code of Conduct and agree to abide by that Code when participating in the BYO program.

_____ I (We), parent(s)/guardian(s) of the member named above, do hereby give permission for Berkeley Youth Orchestra to photograph, videotape, and audiotape my (our) child while he/she attends or participates in Berkeley Youth Orchestra sponsored activities. I understand these reproductions may be used in print or electronic publications providing information about Berkeley Youth Orchestra, or in any print or electronic media created for or as a result of public Berkeley Youth Orchestra performances.

_____ I (We) parents of the member named above, do hereby, for my child, myself, my heirs, executors and administrators, remise, release and forever discharge the Berkeley Youth Orchestra, its officers, directors, employees and agents of each of the foregoing acting officially or otherwise, from any and all claims, demands, actions or causes of action arising from attendance at, participation in, and transportation to or from Berkeley Youth Orchestra sponsored activities.

_____ I accept membership into the Berkeley Youth Orchestra and will abide by the standards and rules for membership as stated in the Handbook.

_____ I (We) the parent(s) of the above student, support his/her membership in Berkeley Youth Orchestra and will help him/her to meet all obligations and responsibilities therein. I/we will complete my/our assigned volunteer tasks, including stage, snack, and concert support duties on the scheduled days.

PARENT NAME

SIGNATURE

DATE

MEMBER NAME

SIGNATURE

DATE



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Part Seven – Medical Emergency Consent for Treatment

We, the undersigned parents/guardians of _____, a minor, do hereby authorize a representative of the Berkeley Youth Orchestra to consent to any medical or surgical diagnosis and hospital care, x-ray examination, and/or anesthetic that is deemed advisable by, and is to be rendered under the general or special supervision of, any physician and/or surgeon licensed under the provisions of the California Medical Practice Act, or the medical staff of an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care that may be required but is given to provide authority on the part of a representative of the Berkeley Youth Orchestra to give specific consent to any and all such diagnosis, treatment or hospital care that the above mentioned physician in the exercise of his or her best judgment may deem advisable.

PLEASE PRINT CLEARLY

Member date of birth: _____

Parent/Guardian #1 _____ Cell Phone _____

Home Phone _____ Work Phone _____

Parent/Guardian #2 _____ Cell Phone _____

Home Phone _____ Work Phone _____

Family Physician _____ Phone _____

Health Insurance _____ Policy # _____

Medical Alerts (Allergies, prescription medications, or existing health conditions which should be known in an emergency?)

Signature of Parent: _____ Date: _____