

Band Camp: Registration Table

Registration Table in Cafeteria: 1.5 hour commitment
30 minutes prior to beginning of practice to 1 hour after beginning of practice

1) Payments

a) **Booster Treasurer plus one other Board member or former Board member**

i) Receipts for all payments

(1) Student name

(2) Item for which payment is received

(3) Form of payment

(4) Payment amount

(5) Initials of person writing receipt

ii) **Band fee, percussion clinic fee and shoe payments by cash or check made out to RHS Band Boosters**

iii) **Uniform and instrument rental payments by money order or cash only**

2) Forms

a) **Booster Board member or parent volunteer**

i) make sure information is complete and 2 field trip forms are notarized

3) Notaries

a) **Parent volunteer**

i) for field trip form