



ALLEN ORCHESTRA 6TH GRADE T-SHIRT - ORDER FORM

NAME OF STUDENT

SCHOOL

PARENT EMAIL

All Orchestra T-Shirts are light grey with the Allen Eagle Orchestra Logo in Navy Blue and White. Youth and Adult Sizes are offered. The sizes correspond to typical T-Shirt Sizes at Penny's or Walmart. Please choose sizes carefully – shirts cannot be exchanged. Orders will not be processed until full payment is received. Please indicate the size clearly on this form. Family and friends are welcome to purchase shirts as Spirit Wear. Students in Orchestra will wear the shirts for performances and other activities.

Indicate number of shirts:

_____ YOUTH LARGE _____ ADULT SMALL

_____ ADULT MEDIUM _____ ADULT LARGE _____ ADULT EXTRA LARGE

**6th Grade Orchestra Fee - \$20.00 (Fee includes T-Shirt, binder, pencil bag, tote bag)
Please make checks payable to AISD.**

PLEASE WRITE YOUR DRIVERS LICENSE NUMBER ON THE CHECK.
CHECKS and this FORM MUST BE MAILED TO THE ADDRESS BELOW.

Do not return payment to the elementary.

OR, PAY ONLINE at www.allenorchestra.org/store (*preferred method of payment*)

If not paying online, please mail payment to:

Allen HS c/o Kelly Kendlehart, Fine Arts Specialist, 300 Rivercrest Blvd., Allen, TX 75002

T-SHIRT MONEY IS DUE BY - AUGUST 24, 2018

Please select one of the following. If paying online, include the transaction number.

Circle payment option: **Mail-in Payment**
(Enclose this order form
in envelope.)

online payment is preferred
Online Payment - www.allenorchestra.org/store
(Return this order form to your orchestra director.)

Transaction #: _____

Care of the Instrument and Bow

String instruments and bows are fragile and can easily be broken or damaged if dropped, bumped or struck against other objects. Remember to put a name tag on your instrument case. Below are the steps students should follow in order to keep their instrument and bow in proper working condition.

- 1) Hands should be clean before handling the instrument and bow.
- 2) A clean cloth should be kept in the instrument case to wipe fingerprints off the instrument and rosin from the strings, instrument and bow stick after playing the instrument.
- 3) **DO NOT TURN THE PEGS ON THE INSTRUMENT!** The strings and other parts of the instrument can be easily broken
- 4) Never let others play or handle your instrument.
- 5) The instrument and bow should be stored in the case in a safe place in the house when not in use.
- 6) The instrument should be stored in a place of moderate temperature. Never leave the instrument in an extreme hot or cold environment like a car.
- 7) Do not attempt to repair the instrument or bow yourself. Consult with your teacher.
- 8) Violin/Viola Students:
 - Always remove the shoulder rest from the instrument before placing the instrument back in the case.
 - Never hang the instrument from your music stand.
- 9) Cello/Bass Student:
 - The bow should be taken out of the case before unpacking the instrument.
 - The endpin must be pushed back into the instrument when placing the instrument on the floor before casing up.
 - Never lean your instrument against a chair or wall in an upright position. We have seen major instrument damage done because of this. Always lay your instrument on its side on the floor regardless of whether it is in the case or not

NEVER store your instrument like this



or this .



This is the correct way to store your cello or bass when not playing.



- 10) The Bow:
 - Never touch the bow hair or place the bow hair against other surfaces other than your instrument's strings or rosin.
 - Before playing tighten the bow hair with the adjusting screw.
 - After playing, loosen the bow hair with the adjusting screw (do not remove adjusting screw from the bow).
- 11) Never leave your instrument unattended for long periods when uncased



ALLEN ISD 6TH GRADE ORCHESTRA 2018-19 INFORMATION FORM

*Please fill out and return to your Orchestra Director. Please print carefully
with a black or blue ink pen.*

Student information

School _____

Student ID Number _____

Student first and last name _____

Street address _____

City and zip _____

Home phone _____

Cell phone _____

Email _____

Parent Information

Mother - first and last name _____

Home phone _____ Work phone _____

Cell phone _____ email _____

Father - first and last name _____

Home phone _____ Work phone _____

Cell phone _____ email _____

Please also update your information online – visit: www.allenorchestra.org/charms
Please return to your orchestra director by August 24, 2018



ALLEN ISD 6TH GRADE ORCHESTRA 2018-2019 PARENT & STUDENT ACKNOWLEDGEMENT FORM

Student Name _____ School _____

Student Home Room Teacher _____

- I understand that I have joined the orchestra at my elementary school campus for the entire school year 2018-2019. I understand that I **cannot change my schedule** during the school year due to scheduling and class size constraints at my elementary school.
- I understand that **instruments cannot be left overnight at school** in a classroom, hallway, portable, storage room or cafeteria. I will be responsible for bringing my instrument to school and taking it back home on orchestra days. Bass overnight storage will be dealt with on a per campus basis.
- I understand that **I must have an O or S for all conduct grades** during the 3rd nine-weeks and be passing all classes during the 3rd nine-weeks in order to attend the spring trip.
- I understand that **I must perform at all 6th grade orchestra concerts** in order to attend the spring trip or make-up an excused absence with an assignment. Examples of excused absences are death in the family, medical emergency or illness, or religious holidays. In the event of a conflict, the student has the responsibility of submitting a signed note, email, or phone call from a parent to the appropriate teacher stating the reason for the conflict. Notes that have not been submitted two weeks prior to the orchestra event may not be considered. This note does not automatically excuse an absence. Each case is considered individually and privately according to its circumstances.

Student Signature _____ Instrument _____

I have read the orchestra acknowledgement form. I understand the expectations and grading requirements for my child in the 6th grade orchestra, which includes a weekly practice card with parent signature.

Parent Signature _____

Parent Email address (1) _____

Parent Email address (2) _____

Please make a copy for your records and return a signed copy to us by August 24, 2018
<http://allenorchestra.org/schools/elementary/>