

# Campbell High School Department of Bands

2019-2020 Concert Ensemble Syllabus

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*Chad Smith, Associate Director of Bands*

It is our pleasure to introduce the Concert Ensemble Handbook and Syllabus for the 2019-2020 school year. We ask each member and their parents to read through the handbook/syllabus paying particular attention to the online calendar and grading rubrics. If you have any questions at any time, please contact us via e-mail or phone. Our doors are always open and we encourage you to come and be involved in your student's career in the Campbell Band, all rehearsals are open for a parent to observe. As always, thank you for supporting your child's interest in music.

## Supporting Your Child's Interest in Music

**The best way to be an involved band parent is at home!** Encouraging your child to practice their instrument is often times the little push they need to make it happen. At home practice is the equivalent of completing their homework for any other course on campus in order to be academically successful. Band rehearsal is an opportunity for us to first teach the skills needed for success and then assemble the individual parts into the greater whole. When students practice outside of rehearsal, their skill-level improves, they are able to learn at a higher level of achievement, and the rehearsal process moves a lot faster.

Another great way to get involved in your child's musical endeavors is to become active in our band booster organization (CBBA). The band boosters will host a regular meeting in conjunction with Band Parent meetings the first Thursday of every month at 6:45pm. All parents are highly encouraged to attend each month to ensure details are not lost in translation and everyone has the correct information.

## Staying Informed

The band directors and parent booster board are committed to keeping students and parents informed of all band-related activities. Students and parents can currently obtain information in one of three ways. First, parents will receive information sent to them via e-mail (based on the email entered into the Cut Time). Second, sign up for our text message and email reminders through the Remind messaging system. To sign up for the Band Family texts, please text the phone number 81010 and send the message @campfam for the most up to date reminders and changes. There will also be a text code for each individual class: Symphonic Band @chssb1920, Concert Band @chscb1920, Spartan Band @sparta1920. Third, we will post an updated calendar of events on our Cut Time account and band website. You may visit the online calendar by going to [www.campbellband.org](http://www.campbellband.org) under the "About Us" tab or [www.cutttime.net](http://www.cutttime.net).

## Fall and Spring Ensembles

During the fall and spring semester there will be three concert ensembles; Freshmen Spartan Band (Concert Band II), the Concert Band I, and the Symphonic Band. Students are placed within an ensemble based upon their performance on a placement audition and daily participation the previous year. Re-auditions between the fall and spring semester will be at the discretion of the band directors. **The Concert Ensemble program is a full-year program divided into two semesters, fall and spring. The spring semester is not a repeat course of the fall. Therefore, students are expected to be enrolled in the band program both the fall and spring semesters. There is a \$50 per semester classroom fee that accompanies this course and can be made payable to CBBA (Campbell Bands Booster Association).**

The Symphonic Band is the top concert ensemble at Campbell High School, and is an audition-based performance ensemble. Students within this ensemble are expected to demonstrate a high level of personal and musical maturity, including independent music preparation and outside auditions such as honor band and all-state. Students in the Symphonic Band will work to develop skills needed to transition from a high school to a collegiate level performance ensemble. There is a course fee per semester of enrollment for this class.

The Concert Band I is meant to be a progressive step from the Spartan Band to the Symphonic Band level of musicianship. Concert Band students will learn expanded technique, develop independent music preparation skills, perform varied repertoire, exposing the students to several composers, styles, and levels of musical expression. There is a course fee per semester of enrollment for this class.

The Spartan Band (Concert Band II) is primarily composed of freshmen students. The Spartan Band is meant to be a progressive step from middle school band. Spartan band students will focus heavily on technique, musical terminology, and developing a practice routine; as well as beginning to perform varied repertoire, exposing the students to several composers, styles, and levels of musical expression. There is a course fee per semester of enrollment for this class.

All band students are required to spend an adequate amount of time outside of class individually and as a section to work on their musical skills and studies appropriate to their specific ensemble. A minimum of five days a week at an amount of 30-45 minutes each session is suggested.

#### **Class Fees**

Every student in a concert ensemble is required to pay a band course fee. Concert ensemble course fees are used to purchase necessary attire, facilitate all concert band related events, and to assist in hiring guest artists and teachers. The fair-share fee for the concert ensembles is \$50 per semester of participation.

**Concert Ensemble Fee Due Date:** All concert band fees are due no later than the required parent and student meeting on Thursday, August 15, 2019. Parents are encouraged to pay for the full year's participation by the August deadline, totaling \$110.

All members of the Concert Ensemble program will participate in a symphonic band camp that will be held on January 31 and February 1, 2020 where they will work with guest clinicians and instructors. As part of this concert band camp, all students will be required to pay a \$10 symphonic band camp fee. This will help to cover the costs of hiring the guest instructors and the purchasing of materials needed for camp. The due date for this fee and the second semester class fee is January 13, 2020.

#### **Grades**

Categories for determining band grades are divided into the following four (4) areas:

- a. Summative Assessments (Concerts, Unit Exams, Finals) (30%)
- b. Formative Assessments (larger playing assessments, written assessments, etc.) (30%)
- c. Instructional Performance (Classroom Preparation and Participation) (30%)
- d. Student Growth Measure (SGM) Assessment (10%)

All assessments are based on the Georgia Performance Standards for high school band. These assessments are assigned within an individual, small group, and large group format.

#### **Georgia Performance Standards:**

Georgia's performance standards provide clear expectations for instruction, assessment, and student work. They define the level of work that demonstrates achievement of the standards, enabling a teacher to know "how good is good enough." Performance standards isolate and identify the skills needed to use the knowledge and skills to problem- solve, reason, communicate, and make connections with other information. They also tell the teacher how to assess the extent to which the student understands the standard and can manipulate and apply the information. Performance standards incorporate the content standard, which simply tells the teacher what a student is expected to know (i.e., what concepts he or she is expected to master) and be able to do. Supporting elements are established and further define and support each content standard. Content standards and elements provide the foundation for developing three additional items: suggested student tasks, sample student work, and teacher commentary on student work.

Assessment: Education in the arts places a high value on personal insight, individual achievement, and group performance and a broad range of assessment measures are used to assess whether a standard is being met. Because the standards are consensus statements about what an education in the arts should contain, they provide a basis for student assessment and program evaluation. The standards support the arts in the "academic" standing in that mere participation is not the same as education. The standards affirm that discipline and rigor are critical to high academic achievement. Academic achievement, knowledge, and skills can be measured in the arts— if not always on a numerical scale, then by informed critical judgment. Performance-based assessment has long been used in the arts that include the practice of portfolio review in the visual arts and the assessment of performance skills through auditions used in dance, music, and theatre. The content of the standards for the arts attends to creating, performing, and responding which is consistent with and informs the perspective of the National Assessment of Educational Progress (NAEP).

#### **GRADE: 9 - 12 MUSIC –BAND**

##### **Creating HSIB.CR.1 Improvise, compose, and arrange music within specified guidelines.**

- a. Improvise or compose rhythmic patterns (e.g. clapping, singing, playing an instrument).
- b. Improvise or compose a melody and/or variation of a melody (e.g. using a five-note diatonic, pentatonic, or blues scale).
- c. Compose rhythmic exercises and short melodies using traditional notations which incorporate use of dynamics.
- d. Refine improvised or composed pieces using student or teacher-created criteria.

**Performing HSIB.PR.1 Sing alone or with others.**

- a. Sing to recognize fundamentals of tone production.
- b. Sing to match pitch.
- c. Sing to reinforce breathing and use of the air stream.

**HSIB.PR.2 Perform on instruments through a varied repertoire of music, alone and with others.**

- a. Demonstrate characteristic tone quality utilizing playing technique (e.g. proper embouchure, playing position, posture, breathing techniques, articulation, appropriate percussion technique).
- b. Demonstrate proper warm-up techniques (e.g. long tones, lip slurs, chorales, major and chromatic scales, technical exercises).
- c. Use ensemble skills through performance of musical literature (e.g. rehearsal etiquette, dynamic expression, style, blend and balance, steady tempo, rhythmic accuracy, intonation).
- d. Respond to the cues of the conductor with appropriate dynamics, phrasing, and interpretation.
- e. Demonstrate all ensemble skills through sight-reading performance of music literature at level 1 and 2.

**HSIB.PR.3 Read and identify elements of notated music.**

- a. Identify and define standard notation symbols for pitch, rhythm, dynamics, tempo, articulation, expression, key signatures.
- b. Interpret the musical terms incorporated in the literature.
- c. Demonstrate an understanding of simple and compound meter rhythmic patterns through a systematic counting procedure.

**Responding HSIB.RE.1 Listen to, analyze, and describe music.**

- a. Relate and describe the use of compositional devices (e.g. techniques, meter, tempo, tonality, intervals, chords) to the interpretation of music for listening and for performance.
- b. Distinguish characteristics of a specific work based on genre and/or culture.
- c. Demonstrate ability to adjust and match individual instrument to a prescribed pitch-source (e.g. tuner, electronic drone, individual performer).

**HSIB.RE.2 Respond to music and music performances.**

- a. Identify music literature and band performance of both superior and poor quality and distinguish the factors which are used to classify them as such.
- b. Compile a list of strengths and weaknesses in performances and suggest strategies for improvement.
- c. Identify and discuss the interpretations in a band performance in relation to the expressive intent of the composer.
- d. Describe and demonstrate appropriate ensemble and audience etiquette for a performance.

**Connecting HSIB.CN.1 Understand relationships between music, other arts, other disciplines, varied contexts, and daily life.**

- a. Describe and discuss similarities and differences in the terminology of the subject matter between music and other areas (e.g. color, movement, expression, style, symmetry, form, interpretation, texture, harmony, patterns and sequence, repetition, texts and lyrics, meter, wave and sound production, timbre, frequency of pitch, volume, acoustics, physiology and anatomy, technology, history, culture).
- b. Develop knowledge through performance of repertoire representing diverse cultures, historical periods, and styles.

**Daily Class Grade: The student will receive the following grades for their preparation and participation:**

10=	Present, on time, prepared, on task, superior instructional performance
9=	Present, on time, on task, missing a minor rehearsal item, excellent instructional performance
8=	Present, tardy, slightly off task, missing a minor rehearsal item, lack of organization, good instructional performance
7=	Present, tardy, moderately off task, missing a major rehearsal item, phone is out, gum/food/drink other than water, fair instructional performance
6=	Present, tardy, off task, missing major rehearsal items, multiple instances of phone being out, gum/food/drink other than water, distracting self, not putting items away properly, poor instructional performance
5=	Present, severely tardy, severely off task, missing multiple rehearsal items, moderately distracting self and others, minor insubordination, not putting items away properly, limited instructional performance
4 =	Present, severely tardy, severely off task, missing multiple rehearsal items, severely distracting self and others on multiple occasions, moderate insubordination, not putting items away properly, inadequate instructional performance

3 =	Present, severely tardy, unable to stay on task, missing multiple rehearsal items, missing instrument, distracting self and others on multiple occasions, severe insubordination, not putting items away properly, finite instructional performance
2 =	Present, severely tardy, unable to stay on task, missing multiple rehearsal items, missing instrument, distracting self and others on multiple occasions, severe insubordination, not putting items away properly, unable to demonstrate instructional performance
1=	Refusal to participate in a positive manner
X =	excused and the grade is not affected

*Students absent from class will receive no class points for that day until make-up work is completed. It is the student's responsibility to obtain make-up work from Mr. DeWinter/Mr. Smith.*

The Campbell High School Grading Scale is as follows:

90-100	=	A
80-89	=	B
74-79	=	C
70-73	=	D
Below 70	=	F

### Assessment

Student learning will be assessed through:

- written samples to verbally demonstrate mastery of music reading, music understanding, and music comprehension
- individual performance on their band instrument to aurally demonstrate comprehension of musical concepts and physical mastery to perform skills required of those concepts
- small and large group performance to demonstrate understanding, mastery, and comprehension of ensemble skills such as balance, blend, intonation, and timbre

### **Final Exams/Assessments**

Comprehensive final assessments (final exams) may be given at the end of some courses and are calculated as 10-20% of the final course grade. Students are not permitted to take final assessments early.

If a student misses a final exam, they will receive a 0 on the exam. Approved missed exams must be made up within the first 10 days of the next semester. During exam administration, students must remain in class and will not be allowed to leave early. In case of illness, students may be tested after the scheduled assessment period with administrative approval. It is the responsibility of the student to make arrangements with the administrator in charge to make up final assessments.

### EXAM EXEMPTION POLICY

Juniors and Seniors only may exempt an exam if they meet the following criteria:

Have an A or B and 3 or fewer unexcused absences in the class.

Have not received ISS or OSS for current semester.

Have 9 or fewer unexcused combined tardies from classes.

If a student exempts an exam, they should not be on campus. If students are on campus, they will report to the designated area.

The following exams MAY NOT be exempted: IB, AP, SGM, and EOC exams

### **EXAM EXEMPTION APPEAL PROCESS**

An appeal process for absences will be in place and students must have professional documentation submitted (legal, medical, etc.) with their appeal form. Students will not be penalized for absences/tardies due to a field trip, late buses, and/or testing.

### Attendance Policies

Band class is a unique course offering in that attendance is necessary of every student in order to properly develop the ensemble skills required of any ensemble. If a band member is absent, it negatively effects the other members of the ensemble and ultimately the overall performance.

Throughout the semester, we will be holding 1) concerts/pep-band performances and 2) after-school rehearsals to prepare for concerts. Concerts/pep band events are a critical aspect of band since they 1) assess the students' ability



to perform a part individually as part of an ensemble and 2) provide the students with a practical application of concepts and skills learned in class. Please assist in maintaining 100% attendance at each of the events listed above.

**Attendance is expected at all after-school rehearsals, concerts, pep-band performances, festivals, LGPE, and performances unless excused in advance by Mr. DeWinter and Mr. Smith. Emergency situations are the only exception to this rule and will be discussed on a case by case basis**

Students receive an assessment grade for their performance of music studied in class. After-school rehearsals and concerts count for these assessment grades. If a student is not present for the after-school rehearsal or concert assessment, he or she will be assessed privately by one of the band directors during the student's class period within one week of the student's absence.

**Students absent from an after-school rehearsal or dress rehearsal will still be permitted to perform in the following concert if the absence is due only to:**

- 1) irresolveable school conflict**
- 2) personal illness (must be accompanied by doctor's note), or**
- 3) death in the family.**

*Students with an irresolveable school conflict must notify Mr. DeWinter or Mr. Smith at least two weeks prior to the date in conflict. Using the "Irresolveable School Conflict Form." Students will still be required to make up their absence by playing their music privately for the directors within one week after the absence.*

**Students who miss an AFTER-SCHOOL REHEARSAL will be required to play their music privately for the directors within one week after the after-school rehearsal as part of their make-up grade.**

**Students who miss a DRESS REHEARSAL will NOT be permitted to participate in the concert unless the absence was excused as stated above. These students will be required to make up their concert grade by performing their music privately for the directors within one week after the dress rehearsal as part of their make-up grade.**

**Students who miss a CONCERT/PEP BAND PERFORMANCE will be required to make up their concert grade by performing their music privately for the directors within one week after the concert as part of their make-up grade.**

#### **Tardy Policy**

Students must be in their seats and ready for the beginning of rehearsal by the time the directors give the downbeat. There are six-minute transition periods between blocks at Campbell. The Band Hall door will be closed when the tardy bell rings. If you are not in the band hall by that point you will be marked tardy. The downbeat will always be given to begin rehearsals five minutes after the tardy bell rings, with students being expected to begin their "First Five" minute routine during this allotted time. If you are not in your seat with all materials ready for rehearsal you lose participation points for that day.

Tardy consequences:

- Not in the Band Hall when tardy bell rings: Report to the tardy station in the Attendance Office to obtain a pass.
- Not in seat for the downbeat: You will lose participation points for the day and may be assigned detention by the band director.

#### **Transportation Concerns**

Students will not be excused from a required event due to transportation issues. It is the responsibility of the student to acquire adequate transportation to all events, not the parent or guardian's responsibility. If a student is in need of transportation, he/she should take the following action at least one-day prior to the event:

1. Notify their section head in person, and/or via telephone and e-mail.
2. The section head will then assist the member in finding transportation that is suitable for all parties.
3. If the section head is unable to find transportation, he/she will contact Mr. DeWinter or Mr. Smith for assistance.
4. If Mr. DeWinter or Mr. Smith is unable to find transportation, then the member will be excused from rehearsal.

#### **Performance Attire**

Due to uniformity being so important within a band, each member must adhere to a specific dress code for all performances. If for any reason, a student cannot meet any one or more of the following requirements, he/she is to notify Mr. DeWinter or Mr. Smith well in advance of the performance. Mr. DeWinter or Mr. Smith will then assist the student in obtaining all necessary items.

### Ladies

Shoes: All Black shoes (High heels discouraged.) Students may not wear marching band shoes.

Dress: Assigned concert uniform.

Hair: Hair must look neat.

Earrings: Earrings are to be classy and not distracting.

Perfume/Deodorant: Students may not wear perfume to avoid allergies but should wear deodorant

### Gentleman

Shoes: All Black dress shoes only. Students may not wear sneakers or marching band shoes of any kind.

Bottom: All Black Dress Pants

Top: All Black long sleeve dress shirt

Bow Tie: This will be provided.

Hair: Students are to be clean-shaven with neat hair. Hair color must be a natural hair color.

Earrings: Earrings are to be classy and not distracting.

Cologne/Deodorant: Students may not wear cologne to avoid allergies but should wear deodorant

*Students who do not dress according to the specifications stated above may not be permitted to perform with the band at concert time at the discretion of the band director. Students who do not perform in the concert are required to complete the make-up assignment as discussed under "Attendance."*

### Classroom Behavior

Appropriate classroom behavior is expected at all times in accordance with the guidelines set forth in the Campbell High School Student Handbook. These expectations include the banned use of cell phones during rehearsals and performances, with the exception being the use of a tuner or metronome found on their phone. Students who are asked to leave the rehearsal area will be provided a behavior notification letter. This letter will be mailed home to notify parents/guardians. Any student who receives three or more behavior notification letters will not be permitted to elect band in future semesters. In addition, a student in this situation may be suspended from future performance with the band in the same semester.

### ***Please note the following:***

#### Offensive Language

Student to Teacher 4 days OSS (minimum)

In Classroom 2 days ISS

Other Instances Administrative discretion

### Rehearsal Technique

*Please refer to the Campbell Band Handbook Rehearsal Technique Procedures:*

Thank you for reading and cooperating with these procedures. The learning environment is elevated when rehearsals run smoothly and everyone is working together for the same common goal.

### Band Room Usage

Students are expected to assist in maintaining a safe, clean, and organized facility. Please pay particular attention to the following:

- 1. Students may not have gum, candy, food, or beverages in the band room.** These items must be packed away in school bags and lockers at all times.
2. Students must only be in the main band room at all times. Students may enter the instrument storage room to obtain and put away classroom materials before and after class. Students are not permitted to enter any other room (including bathrooms) without teacher permission.
3. Only band students currently enrolled in band class are permitted in the band room at any time.
4. Students are required to keep book bags and personal belongings along the back wall at all times.
5. Students may not wear their book bags during class time.
6. Students may not have their instrument case in the ensemble area at any time.

### School and Personal Instruments and Equipment

Each student is required to have an instrument that is in clean, good working condition that is stored in a secure case. All band facility property, music, and instruments belonging to the school and those personally owned must be well maintained, respected, and stored properly. Any damages, whether school owned or personally own, will be the responsibility of the students/parents to repair. A repair technician can be scheduled to come to the school with a parent credit card on file to cover the cost of the repairs. We have a limited number of school-owned instruments available for student use. It is highly recommended that a student rent an instrument from a reputable music store

before borrowing a school owned instrument. While the band department does not charge a rental fee, it will most likely end up costing the family more to borrow from the school than to rent from a store. If a student borrows an instrument from the school, he/she is responsible for all costs associated with repairs, damages, and cleaning. The cleaning alone can sometimes be more expensive than an entire semester of rental fees at a music store (which covers repairs, damages, and cleaning!). For additional help with obtaining a musical instrument, please contact the band office. Students borrowing a school owned instrument must submit an [Instrument Check-Out Form](#). Students borrowing school instruments must adhere to the following:

- 1. School owned instruments are NOT to be loaned to or played by others.**
2. Students renting school owned instruments are required to properly clean instruments regularly.
3. The student renting the school owned instrument is responsible for all repairs and damage to school equipment whether it be accidental or standard wear and tear.
4. Students are required to notify the band directors of any damage to an instrument as soon as possible.

### **Instrument Storage**

All band instruments, regardless of their owner, must be stored as follows:

- a) instruments must be stored in the assigned locker at all times when not in use.
- b) students may not store their instrument in a locker not assigned to them.
- c) students must keep their locker locked at all times using the same lock provided to them.
- d) instruments must be stored in a closed and latched case.
- e) lockers must be clean and organized at all times. Absolutely no food or drink is to be stored in the lockers.

Students who neglect any one of the above rules may lose their locker privilege at the discretion of the directors. ***It is highly recommended that students do NOT store anything in lockers other than items needed for band class. Personal items such as money, jewelry, i-pods, MP3 players should not be stored in the lockers.***

In addition to an instrument, students are required to have additional items needed for class. The following is a list of items needed for particular instruments:

Flute:	A cleaning rod and cleaning swab
Oboe:	Four working reeds at all times, reed case, and cork grease.
Clarinet:	Mouthpiece, ligature, four working reeds, reed case, and cork grease.
Bass Clarinet:	Mouthpiece, ligature, four working reeds, reed case, and cork grease.
Bassoon:	Four working reeds at all times, reed case, cork grease, & seat strap.
Alto Sax:	Mouthpiece, ligature, four working reeds, reed case, cork grease, & neck strap.
Tenor Sax:	Mouthpiece, ligature, four working reeds, reed case, cork grease, & neck strap.
Bari Sax:	Mouthpiece, ligature, four working reeds, reed case, cork grease, & neck strap.
Trumpet:	Mouthpiece, valve oil and slide grease (straight mute is recommended).
Horn:	Mouthpiece, key oil and slide grease.
Trombone:	Mouthpiece, spray bottle, slide cream, and tuning slide grease.
Baritone:	Mouthpiece, valve oil and slide grease.
Tuba:	Mouthpiece, valve/Key oil and slide grease.
Percussion:	Stick bag, concert snare sticks, medium yarn mallets, medium unwound/hard mallets, medium timpani mallets, and practice pad.

**ALL STUDENTS: Must have a 3-ring 1" NEW black binder to build their portfolio, as well as a tuner and a metronome (students may use free apps on their phone).**

Students will have until Monday, August 5 to acquire required items before losing assessment points. All items listed above can be found at any local music or supply store.

### **Important Dates**

The online calendar will provide all members and their parents with known planned events between now and May. Please make sure that you review the calendar now and plan ahead for any conflicts. All performances are required attendance. In the case of any conflicts, notification must be made to the band director at least two weeks in advance to come up with a solution to the conflict. The calendar is subject to change, so please check the online calendar for the most current event calendar.

### **Honor Band**

Any student who is selected to join the Symphonic Band will be highly encouraged to participate in the District 12 Honor Band Auditions held on December 14, 2019. The student is expected to prepare fully for the audition (sight-reading,

scales, etudes). If the student is selected to participate in the honor band program, he or she will be required to attend Honor Band Weekend in early February. More information will be forthcoming regarding honor band and the specific requirements for each instrument and dates for auditions and honor band weekend.

#### **Pep-Band Information**

All students in the Department of Bands, regardless of ensemble, are encouraged to participate in ALL home football game pep-band events. The start time for each event is 6:00p.m. (after school) and the end time is determined by the flow of events each evening. Students enrolled in the concert ensemble programs will be required to participate in all events for the day with the half time performance being only for those students in the marching band. **It is important for all students and parents to understand that Friday night HOME football games are presented by the “Campbell High School Department of Bands,” not just the Marching Band.** The only portion of the event in which only the Marching Band participates is the half-time show.

#### **Contact Information**

Mr. Jeremy DeWinter, Director of Bands

Jeremy.dewinter@cobbk12.org

678-842-6850 x 247 (office)

432-296-9466 (cell)

Mr. Chad Smith, Associate Band Director

Chad.Smith@cobbk12.org





# Campbell High School Department of Bands

Student's Name (please print):

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## TO BE SIGNED BY BOTH STUDENT AND PARENT/GUARDIAN

By signing this document, you acknowledge that you have read each section of the Band Handbook and am aware there is a \$50 per semester class fee that accompanies this course. You confirm that you understand each section of the handbook and that the student will be accountable to each section of the handbook for the duration of the course.

**NOT READING THE HANDBOOK AND SIGNING THIS DOUMENT DOES NOT EXCLUDE A STUDENT FROM ANY EXPECTATION OR POLICY!**

Student's Signature:

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

Parent Name Printed:

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Parent's Signature:

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

**This form is due no later than Monday, August 5, 2019**