

Sam Houston State University
Summer Music Camps

Camper Handbook

All-State Choir Camp
July 16-19, 2023

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REGISTRATION

Registration takes place on the first day (07/16/2023) of camp in the Music Building (located at 1751 Avenue I). Registration will be held from 1:00 p.m. until 3:00 p.m. in Room 202. The camp office will notify you of the registration schedule via email. *Long registration lines on the first day can be avoided if you will arrive at your appointed time.*

Registration is a 2-step process consisting of (1) signing into camp and (2) checking into the dorm. Signing into camp is simple, provided your completed registration information is on file in advance with the camp office. The camper will be given a lanyard and a name badge that he/she must wear for the duration of the camp. ***It is suggested that luggage remain in the car until after the completion of the registration process in the music building.*** The camper will be given a name badge with a meal ticket that they must wear for the duration of the camp. The parent or guardian is asked to walk through registration with the camper.

The camper's name badge, meal ticket, camp T-shirt, and a packet of information including dorm information and a campus map (showing dorm, music building, and dining hall) will be given to parents at registration. The campers will receive their own schedule Sunday.

Once registration is finished, retrieve the camper's luggage, and then proceed to their dorm room using the map provided. Parking may not be convenient, so expect to carry luggage some distance. Climbing stairs may be required since there may not be elevators in the dorms. The camper may not have time to unpack until later Sunday evening. At the dorm check-in, each camper will be given a room key. It is important that the camper keep track of this room key. At this point, parents may depart.

There will be a camp meeting for all campers at 3:00 p.m. in the Concert Hall, which is located inside the Gaertner Performing Arts Center (GPAC). This is the building that is connected to the Music Building.

Camp administrative staff and counselors will be on hand at the Music Building to answer questions and provide directions.

SUPERVISION

Our experienced counselors are SHSU undergraduate students or students that have recently graduated. The camp maintains a counselor-to-camper ratio of 1:15. Campers are supervised at all times by counselors or faculty. The Counselors are housed in the dorms alongside the Campers.

For this high school camp, campers will be given some limited freedom to move across the campus. Campers will be allowed to move freely within the Music and Performing Arts buildings. Campers may not visit any other areas of the campus without a counselor present. There will be counselors assigned to escort the campers to their specific locations during the camp. Campers will be escorted to and from buildings at all times.

TELEPHONES

SHSU has removed the landlines from the dorm rooms. Campers may bring cell phones to communicate with their parents. Please note that campers are not to be on their cell phone during class lessons, sectionals, rehearsals, or when any staff member is giving instructions. Students may have their cell phones taken away if they are being used in rehearsals or at inappropriate times.

HOUSING

The Department of Residence Life assigns dormitory buildings to the Music Camps. The SHSU Summer Music Camps office is not able to change building assignments. Each building is different and operational rules will vary. Generally, boys and girls are housed on separate floors, sometimes in separate buildings. Visitation between campers of the same gender housed on different floors is allowed at the discretion of the campers' assigned counselors. Boys are **not** allowed on girls' floors and girls are **not** allowed on boys' floors. In the event a housing shortage occurs, and boys and girls are housed on the same floor, counselor rooms will be placed between the two groups, and special rules will be invoked regarding use of the meeting areas on that floor. If there is a meeting area on the floor, residents of that floor may use it as a gathering and visitation site. If the dorm has a main lobby, both boys and girls may visit in that location. A counselor will be present at this location.

Campers will not spend much time in the dorm during the day. Instruction, rehearsals, and activities take place in and around the Music Building between the hours of 7:00 a.m. - 9:30 p.m. Campers will usually spend no more than two hours in the dorms.

Campers are advised to keep their rooms locked and to leave non-essential and valuable personal items at home. Never leave items of value unattended. The camp is not responsible for campers' personal money or other assets. Items left behind at the end of the camp will be held for two weeks. Further, due to the type of air-conditioning system used in the dorm, campers are NOT to open the windows.

Check-out is after the performance Wednesday. A check-out list, detailing what to do (clean, put out trash, pack personal items, etc) and check-out instructions will be provided to campers prior to check-out.

Each camper will be issued a key tag and a key to their dorm room. The key tag and dorm room key must be returned during check-out. Lost items will be charged to the camper: Key tag = \$1; Dorm room key = \$75.

MEAL SERVICE

Three meals are served daily in the dining hall. Traditional breakfast items are included in the mornings. Lunch and dinners consist of fresh dough pizza and sandwiches, as well as 2-3 alternate hot selections. There is a variety of vegetables, delicious desserts, beverages and an assortment of breads and hot rolls. Service is cafeteria style and all-you-can-eat. **Meals are only provided for the campers.**

All meals are provided for Resident Campers. For Day Campers, Dinner is provided on the first day of camp and on Sunday, with Lunch & Dinner being provided on the other days.

Students with food allergies **MUST** contact us before arriving at camp so we can make necessary arrangements. Please email our Camp Coordinator Emily Kneisler at musiccampfamily@gmail.com and let her know what food allergies you have so that we can best accommodate you.

The cafeteria does not allow bags, jugs, and personal drinking cups in the cafeteria.

WHAT TO BRING

Dormitory Items:

- | | |
|-----------------------------------|---|
| a. Bed sheets (regular twin size) | f. Washcloths |
| b. Pillows | g. Hand soaps |
| c. Blankets | h. Hangers |
| d. Alarm clock | i. Cell Phone (optional) |
| e. Towels | j. Toiletries (shampoo, soap, toothbrush, etc.) |

Clothing:

- a. Bring neat, casual hot-weather clothing. T-shirts and shorts must reflect general school dress codes and be in good taste.
- b. While the weather is hot, the music building is cold, so bring a light jacket or hoodie.
- c. Bring comfortable shoes (we will be doing lots of walking over hills!)
- d. There are no laundry facilities available during the camp. Campers should bring at least one change of clothing for each day of the camp.

For the Performance: bring blue jean shorts for the Wednesday performance. The camp t-shirt that is provided will be worn during the final concert.

For rehearsals:

- a. Campers should have a copy of the All-State Music
- b. A binder or folder to hold music
- c. A pencil

All-State music must be purchased prior to arriving at camp. Instructions for how to purchase your music can be found on the [All-State Choir Camp FAQ page](#). If your camper already has music from a previous camp, they can use their own copies.

For Talent Show Auditions:

Talent Show Auditions will be held on Sunday night. If you would like to audition, please bring something prepared for the audition. This includes any background music that you may use, any instrument you may be playing with (guitar, amps, etc.). The Talent Show will be held on Tuesday Night.

Other items:

- a. **Pack an umbrella/poncho.**
- b. Snacks (optional - *Cooking in the dorms is not allowed*).
- c. Cell phones are allowed - but must be turned off and put away during classes, rehearsals, when campers are being moved between buildings and when counselors are giving instructions.

Money:

Campers may want to bring extra cash for incidental expenses, such as vending machines. For these items, bring change or one dollar bills. It is also common for campers to pool their resources and order pizza following evening activities (amount would depend on how many nights, the number of campers the student is sharing with, etc.). The parent or guardian should decide the appropriate amount to send with the camper. The camper will be responsible for managing their own cash.

CAMPER REGULATIONS

1. Be on time to all events. Bring all materials you need for each session.
2. Follow instructions given by the Camp Faculty and the Camp Counselors.
3. Campers that do not follow the rules, regulations, and expectations of the camp will be ejected from the camp without refund.

CAMPER BEHAVIOR

Campers are expected to acquaint themselves with the rules, procedures, and standards of conduct established by the Summer Music Camps prior to arrival. A camper who does not fulfill the responsibilities set out by such rules, procedures, and standards of conduct may be subject to disciplinary action, including dismissal from the Summer Music Camps without refund.

- 1) All campers are required to participate in all activities, rehearsals, and the performance.
- 2) Campers should immediately report any accident or illness to their counselor.
- 3) Campers are expected to show consideration for others:
 - (a) Noise disturbances, destruction of property, and mischievous pranks are inappropriate behaviors.
 - (b) Proper courtesy is to be shown to camp staff, camp faculty, and camp counselors.
 - (c) All instructions given by camp staff, camp faculty, and/or camp counselors are to be followed.
 - (d) Cell phone use will be limited to when campers are on free time in the dorms. Campers that are on their phone during classes or when a staff member is giving instructions, will have their phone taken up for the remainder of the camp. The phone would be returned at the conclusion of the camp.
- 3) Medical or family emergencies are the only acceptable reason a camper may take early departure from the camp. If a camper must leave camp early due to a medical or family emergency, the parent or legal guardian must contact the camp administrator or coordinator to sign the camper out.
- 4) The consumption of alcohol or other controlled substances is strictly prohibited.

- 5) Proper behavior is to be displayed inside buildings:
 - (a) No running or yelling in hallways.
 - (b) Do not open windows.
 - (c) No standing on furniture.
 - (d) Do not write on desks, walls, furniture, etc. Parents will be charged for this type of damage.
 - (e) Do not use elevators in the Music Building.
- 6) Campers will be sent home immediately for the following:
 - (a) Fighting with other campers, staff, faculty, or counselors.
 - (b) Hiding from staff, faculty, or counselors.
 - (c) Inappropriate sexual conduct.

TRANSPORTATION RULES

- 1) Campers bringing a vehicle to camp are required to register their vehicle with SHSU Parking and Transportation and are responsible for all parking related expenses. Use this link to purchase long-term visitor parking: <https://shsu.nupark.com/v2/Portal/Login>
- 2) Use of vehicles is **not allowed** during the camp. Once the Camper has checked-in to the dorm, all transportation is to be by foot.
- 2) No Campers are permitted to drive or ride in a car, or other vehicle, from the time the Camper checks-in on Sunday until the Camper checks-out Wednesday evening.
- 3) Any camper in violation of this policy will be ejected from the camp without refund.
- 4) Campers will turn in their car keys at the camper meeting on Sunday at 3:00 p.m. Car keys will be returned at the conclusion of the performance on Wednesday.

MEDICINES AND ALLERGIES

Faculty and staff do not supply campers with medicine. If a Camper has medicine that needs to be taken on a regular basis, the parents may elect to:

- (a) leave the medicine with the Camper to take, or
- (b) leave the medicine with a Counselor to distribute to the Camper at the appropriate time.

Please inform the staff at Registration if you wish for a Counselor to distribute medication and if there are other medical/behavior issues that need to be addressed. ***If your camper has a hard time remembering to take their medication, please consider leaving it with our Counselors at Registration.***

If your child has any major allergies or dietary restrictions, the camp office must have this information prior to camp check-in. This is very important if your child has a food allergy (gluten, peanut, etc.) so that preparations can be made for meals. The University cafeteria plans meals for upcoming camps weeks in advance. Please email our camp coordinator, Emily Kneisler, at musiccampfamily@gmail.com prior to arriving at camp to make arrangements for special meal needs.

WEDNESDAY PERFORMANCE

The performance will be held on the last day of the camp (Wednesday, July 19). The performance begins at 3:00 pm. The performance will be in the Concert Hall in the Gaertner Performing Arts Center. All campers must participate in the Wednesday performance. The camp officially ends at the conclusion of the performance. Following the performance, parents must take their camper to the dorms for check-out.

CAMP SOUVENIRS

Official 2023 Summer Music Camp T-Shirt: Camp T-shirts are included in the cost of this camp. Each camper will receive a camp T-shirt during Sunday registration. T-Shirts will be used for the performance on Wednesday.

CONTACTING YOUR CHILD DURING CAMP

SHSU has removed the landlines from the dorms. Campers may bring their cell phone to communicate with their parents. The camp office will not accept calls and messages, via telephone, for *non-emergency* situations.

The suggested time for parents to call their camper at the dorm is between 9:30 p.m. and 10:30 p.m. Parents may also wish to set up a time/date for their camper to call home. As a rule, campers should not be on cellular devices after lights out.

Campers will not be pulled out of rehearsals and instruction time for phone calls unless it is a true emergency.

A message board will be set-up in the Music Building for non-emergency messages. Parents may send messages via email (MusCamp@shsu.edu). To send via email, put the camper's name in the subject line.

Your camp e-mail address header:

To: muscamp@shsu.edu

From: <parent's e-mail address>

Subject: Message for (camper's first & last name)

Messages will either be delivered to the camper, or posted on the board, dependent upon current camp activity. Messages received after noon on the last day of camp will not be delivered. Please do not send attachments of photos with email messages. Please note that messages will not be posted if it appears that the camper is competing with other campers for a higher number of messages.

If there is an emergency and you must contact your child, call the School of Music office between 8 a.m. - 5 p.m. (936-294-1360). For all other times, you will be given a list of emergency contact numbers during registration.

HEALTH CARE

Campers that require medical attention will be accompanied to the Student Health Center by a camp counselor, faculty, or staff member. Medical costs incurred for treatment at the Student Health Center will be the responsibility of the parents or guardian of the individual treated. A Camp representative will call the parent from the Student Health Center to arrange payment at the conclusion of treatment. Due to the payment system at the SHSU Health Center, parents will no longer be able to pay for an office visit over the phone. The Health Center can only accept cash or checks. If the Summer Camps pays for a camper's appointment costs, the parents must reimburse the Summer Camps when picking up their student from camp. The cost is approximately \$35.00, before prescriptions or other treatments.

If the camper is seriously ill or injured, it is the policy of the Camp to send the camper for treatment while the parents are being contacted. The doctor at either the Student Health Center or hospital will call concerning treatment. The Student Health Center may send the camper directly to a hospital or emergency room at their discretion. Please be aware that, with the Medical Release in hand, camp and medical staff will get immediate medical attention for the camper, even if unable to contact the parents or guardian. The camp will continue to try to reach the parents or guardian about the situation.

Parental notification of minor injuries (scratches, small cuts, etc.) and illnesses is left to the discretion of the camper. Please discuss with your child your expectations regarding communication of such information.

A completed Medical Release form is mandatory for attendance and participation in the camp.

DAY CAMPER PROCEDURES

Sunday: Day Campers must participate in the Sunday Night Rehearsal/Sectionals. After the Camper has gone through registration, parents should take their child to a Camp Counselor. The Counselors will supervise the Day Camper until the Parents take the child home after the night rehearsal. The Day Camper will be finished Sunday night around 8:45 p.m. unless the camper would like to stay for the Best of Sam Concert. The Best of Sam Concert will end at approximately 9:30 p.m. *Pizza dinner will be provided.*

Morning Drop-Off: Parents may drop-off Day Campers at the Music Building, Monday-Wednesday, between 8:15 a.m. - 8:25 a.m. Day Campers must be ready to start rehearsal at 8:30 a.m. Lunch and Dinner are provided Monday & Tuesday, as well as Lunch on Wednesday. At the time of drop-off the parent should inform the Counselor in charge of Day Campers if they will be participating in the night activity.

Pick-Up Times:

* Parents may pick-up Day Campers between 9:30 - 10:00 p.m. Monday & Tuesday if they are not staying for the night activity.

* On Wednesday parents may take their camper home at the conclusion of the Concert. The Concert starts at 3:00 p.m.

Day Campers may elect to stay for the night activities Sunday - Tuesday. Parents may pick-up the Camper at the conclusion of the Night Activity, roughly at 10:30 p.m. in the Music Building. We will notify parents of any changes in pick up times in the morning at drop-off.

REFUND POLICY

The \$75.00 deposit is non-refundable. **No refunds will be issued after the registration deadline, July 9, 2023.**

In accordance with university policy, all refunds will require the social security number of the payer. Refunds take 3-4 weeks for processing.

OTHER FINANCIAL OBLIGATIONS

Parents will be financially responsible for the following charges:

1. Any and all charges incurred for University Health Services.
2. Any and all damages caused by their camper to Sam Houston State University property, including, but not limited to School of Music facilities and dormitory rooms.
3. Any and all charges assessed by SHSU Department of Residence Life for loss of or failure to return room keys.
4. Any charges assessed by the SHSU Department of Residence Life for extra cleaning charges to the dorm room. This will generally involve cleaning charges to the carpet (such as ground-in food particles) or the removal of trash and personal items from the dorm room (campers should follow the "Check-Out Procedures" list to avoid these types of charges).

Your balance must be paid in full the Friday before camp check- in (July 14, 2023). Checks, cash and money orders will no longer be accepted. To pay your balance, please visit our website:

<https://www.shsu.edu/academics/music/camps/>.



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