Welcome to the Carolina Forest High School
Marching Panthers 2019-20 Season!

**Please note that this is one of the few actual paper handouts you will receive – future notifications will mostly be done via Charms notifications, email, and/or text message. It’s important that you log into Charms (see next page) and make sure your profile/contact information is accurate! Once logged in you will find most of the resources you need. We continually update Charms so log in frequently to stay informed!**

**IMPORTANT:** EACH STUDENT MUST HAVE A COMPLETED/SIGNED MEDICAL FORM ON FILE BEFORE PARTICIPATION. A link will be emailed to you – please complete promptly.

**CONTACT INFO:**

- Band Director: Mark Roddy
  - markleeroddy@gmail.com
  - 843.236.7997 ext. 63801
- Band Boosters Board
  - CHFSband14@gmail.com
  - 843-631-7459
- President: Susan Jones
- Vice President: Kim Jordan
- Secretary: Leann Hill
- Treasurer: Lisa Newman
- Charms Financial Officer: Tony Chowning
- TO Liaison: Eileen Creel
- OB Liaison: Allyson Hirsch
- BW Liaison: Donna Currie

**COMMUNICATION:**

- **REMIN**D: Remind is a phone texting service we use to communicate to members and their families in real time. Please be aware that data charges may apply to your phone plan.
  - To join, simply text @cfhsbands to 81010.
- EMAIL: To join, email markleeroddy@gmail.com.
- CHARMS: (see next page)
- FACEBOOK: Carolina Forest Bands and Ensembles
- TWITTER: @cfhsBands
- INSTAGRAM: Cfhsbands

**PAYMENTS:** The 2019-20 payment schedule is as follows:

<table>
<thead>
<tr>
<th>Amount Due</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$175</td>
<td>Due by start of band camp</td>
</tr>
<tr>
<td>$125</td>
<td>Can be paid through Fundraising efforts</td>
</tr>
<tr>
<td>Subtotal=$300</td>
<td>Due by Labor Day</td>
</tr>
<tr>
<td>$200</td>
<td>Due in cash or 20 hours of volunteer time at eligible fundraising activities (includes parents/guardians AND kids) such as concessions, helping with uniforms, chaperoning, etc. More information available later.</td>
</tr>
<tr>
<td>Grand Total=$500</td>
<td>Due by end of Marching Season: 11/15/19</td>
</tr>
</tbody>
</table>

If you need to make a payment, there are several ways to do so:

1. Place a check in box in the band room. There are envelopes available on top of the box.
2. Mail a check to:
   Carolina Forest Band Boosters
   PO Box 50010
   Myrtle Beach, SC 29579
3. Pay with a credit card via Charms.
4. Give cash to Booster Board member only and get a receipt! (Leaving cash in the box in the band room is highly discouraged – do so at your own risk!)
How to access parent/student information in Charms
Charms is a web-based database that we use to manage student information, volunteer sign-ups, accounting, and events.

- Log on to www.charmsoffice.com, and click "ENTER / LOG IN" in the upper right corner.
- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
- Login to our band program account by using our School Code: carolinaforest (no space)
- This will bring up the main "Public" page. This will allow you to look at the "public" calendar for CFHS Marching Band, our event list, handouts and other "publicly shared" files, as well as a few other options.
- The first time you go here, enter your child’s ID NUMBER into the "Student Area Password" field (Your child’s ID number will be emailed to you). You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password when you create your new password, create a "hint" as well. Email CFHSband14@gmail.com if you're having trouble logging in.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account.
- Two areas in which you can help the director/administrator maintain his/her records:
  - Update Personal Information - You should enter your child’s student information (such as phone numbers / cell carriers and email addresses - please update if they change) to help us communicate with you more effectively. You will also be able to indicate which parent volunteer/resource groups you would like to participate in. Be sure to click Update Info to save changes.
  - You can make credit card payments for fees, trips and deposits to your student’s account. Click Finances -- if credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments. (Please note: There is a small fee to offset our credit card handling costs.)
- The Calendar lists events, rehearsals, and volunteer/RSVP opportunities.
- You can also download the Charms App to your smartphone - search your App Store for Charms Parent/Student Portal (or Charms Blue). It's the way to stay in touch on the go!

WE ARE LOOKING FORWARD TO A GREAT SEASON!

CHECK CHARMS REGULARLY FOR IMPORTANT INFORMATION