



www.pingopr.org

PING! Paperwork Instructions
2017-18

pingopr@gmail.com
708-524-3001 x2995

To sign up or renew with PING!, the attached paperwork must be complete, signed, and received with the \$20 annual fee before the deadline. **Applications received after the deadline cannot be accepted.**

If you do not have a printer at home, you can use a computer at the public library or ask a friend to print it for you. OR ask PING! to mail you copies of the forms - email us at pingopr@gmail.com.

1st Form-Contract *(this form is filled out for EACH student in a family)*

This is the contract that you and your student have with PING!. If you and your student agree with the statements, please write your name, provide a signature, date the form, and initial where needed. **Please initial the box that allows PING! to contact the school for your contact information if we cannot reach you.** PING! will return a copy of this contact to you with your payment receipt.

2nd Form-Eligibility *(this form is filled out once for ALL students in a family)*

This form shows that you understand PING!'s eligibility requirements, that the student is enrolled in band or orchestra at school and that your family is eligible for PING!'s services. **The box in the 1st section and AT LEAST 1 box in 2nd section must be checked to be considered eligible.**

3rd Form-Release Agreement *(this form is filled out once for ALL students in a family)*

This form is a release for PING! to have your students participate in activities such as field trips or workshops, to be provided transportation by PING! and to have your student's photo taken. **Please note at the bottom of the form that if you choose not to sign the portion of the release for photographs, you MUST initial the statement that your child will inform the PING! volunteer that their photo should not be taken.**

4th Form-Contact Sheet *(this form is filled out for EACH student in a family)*

This provides PING! with contact information so we can reach you during the year. **It is VERY important to complete this form with as much information as possible.** Please PRINT as clearly as possible and to give PING! as many contacts as possible (including grandparents, aunts, etc., if appropriate).

Payment *(one \$20 payment per family)*

PING! charges a \$20 program fee PER FAMILY per year. Cash, check or a money order are accepted (no credit or debit cards). A receipt for this payment is returned to you with your copy of the contract.

Mail or drop off the four completed forms and payment before the deadline to:

**PING! c/o Tuny Mokrauer, 615 North Ridgeland, Oak Park, IL 60302,
or mail it to PING!, P.O. Box 1963, Oak Park IL 60304**



Providing Instruments for the Next Generation

P.O. Box 1963, Oak Park, IL 60304 • 708.524.3001 ext. 2995 • pingopr@gmail.com

PING! is an all volunteer, non-profit organization that lends band and orchestra instruments, supplies, and music books to 4th-12th graders who are enrolled in an instrumental music program in the Oak Park and River Forest public schools.

PING!'s inventory is limited; not all instruments are available. Instruments may be reserved **only** at "Instrumental Music Sign-Up Nights" in the fall or by PRIOR arrangement with PING!

To be eligible to receive a PING! instrument for use during the year, the student **MUST**:

- Be enrolled in a District 90, 97, or 200 school and attending 4th through 12th grade.
- Be enrolled in the instrumental music program at school.
- Fulfills **PING!'s Eligibility Requirement**.

The student agrees to the following:

1. **ONLY** use the instrument as instructed by Instrumental Music teachers. No one but the student and teacher should play on or with the instrument. Between uses, the instrument should be stored in its case.
2. 4th and 5th graders will practice at least 5 times a week for 20 minutes each time.
6th - 12th graders will practice at least 5 times a week for 30 minutes each time.
3. Attend ALL lessons at school. If lessons are repeatedly missed, PING! will take back the instrument.
4. Attend all assigned concerts.

Agreed to by: _____ Date _____
Student's printed name

School & Grade (2017-18) _____ Male / Female (circle one)

The parent/guardian agrees to the following:

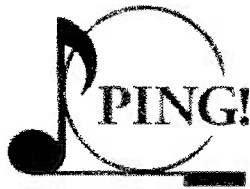
1. Return the instrument to PING! if the student is not practicing consistently, is not going to lessons, or if the student is moving out of the District 90, 97 or 200 schools for any reason.
2. Inform PING! when any family contact information, such as address, phone number or email address changes.
_____ In the event that PING! is not given changes in family contact information, I give consent for PING! to obtain updated contact information from the school district.
3. Pay for any instrument repairs or replacement, if the instrument - or any parts - are broken or lost. Parents / Guardians are to take the instrument to Austin Music Center, 6815 North Avenue, Oak Park (708-383-1961) for all repairs and supplies.
4. Complete and sign any practice logs provided by music teachers and make sure the student turns them in.
5. Remind the student to take his/her instrument to school on lesson or music class days.
6. Attend all concerts that the student is performing in.
7. Pay the annual fee of \$20/year per family for maintenance and supplies.

Agreed to by: _____
Parent/Guardian's printed name Best Contact Info (phone or email)

Parent/Guardian's signature Date

Instrument requested: _____ Size (violin, viola, or cello) _____

Fee paid: _____ Assigned instrument & case _____



Eligibility Requirements for Families Receiving PING! Support

PING!'s mission is to provide the opportunity for students in need to participate in music at school. PING! is a volunteer-run organization with limited resources.

Visit our website at pingopr.org

All families receiving PING! support must fulfill the requirements listed below.

1. Enrollment in band or orchestra class at school

The student **MUST** be enrolled in - and attending - band or orchestra class for the entire school year. If your student is not enrolled in band or orchestra or fails to attend class or lessons, the instrument will be retrieved.

_____ My child is enrolled in the band or orchestra program at school.

2. Family eligibility – at least one of the following must be met:

_____ Family qualifies for Free or Reduced Lunch or Fee Waiver status.

_____ Student is a foster child.

_____ Student is being raised by a guardian or family member other than a parent.

_____ Exceptional family circumstances at this time (single parent, temporary job loss/transition, family health issues, housing issues, special needs).

_____ Current family income makes renting an instrument a significant financial burden that would prohibit student(s) from participating in band or orchestra at school.

I have read and understand PING!'s **Eligibility Requirements** and the **Release Agreement**.

Parent / Guardian signature _____ Date _____

PING! Release Agreement

I, _____ the parent/legal guardian
please PRINT YOUR name here

of _____

please PRINT your child's/children's name(s)

in consideration of the opportunity provided my child to participate in PING! field trips, events or activities, including but not limited to any concerts, music camps, and program activities that my child attends with funds provided by PING!, release PING! and its board members, chaperones, and volunteers from all claims and liabilities resulting from any illness, injury, loss, or property damage that occurs during the PING! activities or related to the PING! activities.

I understand that transportation to field trips, events or activities may include hired bus; school bus; private cars driven by PING! volunteers; public transit; walking; or prearranged carpooling.

I understand that this release covers future events and claims that I am not aware of currently, and that I may not be able to anticipate.

I am executing this release on behalf of myself and the student named above.

Parent or Lawful Guardian

Date

I also grant PING! the right to use pictures of the student named above, whether still photographs or in video/film format, for any purpose related to PING!'s mission, and I waive and release any claims relating to such uses, including but not limited to claims arising under rights of privacy or publicity.

Parent or Lawful Guardian

Date

_____ *If the above photo release IS NOT AGREED TO, I understand and agree that my child is responsible for informing the photographer/videographer. If my child does not inform the photographer/videographer, then I agree that the photo release will apply to any photos or videos in which my child appears.*

FILL OUT THIS FORM ONLY IF YOU ARE NEW TO PING!

PING! Student Registration Information Sheet

(must be completed with Contract)

Student Name _____ Male or Female
First Last

School (2017-18) _____ Grade (2017-18) _____

Home address _____
Street address Zip

• If student has siblings in PING!...please list their names/grades here:

Parent/Guardian Name _____
First Last

At least 2 phone/contact numbers must be provided.

#1 () _____
Area Phone home/cell/work relation to student

#2 () _____
Area Phone home/cell/work relation to student

#1 _____
Email (please print clearly) relation to student

#2 _____
Email (please print clearly) relation to student

What is the best way to contact you? Email or Home Phone or Cell Phone or Text Msg

Do you receive text messages on your cell phone? Yes No

Student Contact Information (optional)

Cell Phone () _____
Area Phone

Email _____

Please check here if there are any additional notes on the back of this sheet _____

INSTRUMENT _____