

Sam Houston State University  
Summer Music Camps

# Camper Handbook

## All-State Choir Camp

July 21-24, 2024

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## REGISTRATION AND CHECK-IN

Registration occurs from 12:30 - 2:30 PM on July 21st, 2024 in the [SHSU Music Building](#). You should have received an email with your specific registration time. Please make every effort to arrive at your designated registration time.

To Register and Check-In:

- Park in [the parking garage](#) across from the Music Building and *leave your bags in your car*. Pay for parking at the kiosk on the main level directly next to the main exit (there is also some limited street parking that may require payment through the ParkMobile app).
- Go to room 202 (the choir room) in the Music Building. There you will receive your camper's camp shirt, nametag, and will complete any missing forms.
- Return to your car and get your camper's luggage.
- Proceed to the lobby of [San Jacinto Hall](#) (just north of the parking garage). The lobby is located in the center of the main floor.
- Check in with housing staff and receive your room key.
- Parents and students may then go to the student's room and unpack. *If you arrive after 2:40, drop your luggage in your room and proceed directly to the Music Building, and do not unpack.*
- After unpacking (or anytime after 2:40), parents should walk their child back to the Music Building where all students will gather in room 201 (the band room). At this time parents may leave.

## HOUSING

Most dorm rooms consist of a suite of two rooms with two twin beds in each room, joined by a shared bathroom. Generally, boys and girls are housed on separate floors. 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. Campers will be able to mingle in open common areas on the main floor, under the supervision of camp counselors, though there is not much free time in the dorms during the day.

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' money or other assets. Items left behind at the end of the camp will be held for two weeks.

Check-out is after the performance on Wednesday. See *Final Concert and Check Out* for more details.

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.

## MEALS

Three meals are served daily in the dining hall. Service is cafeteria style and all-you-can-eat. All meals are provided for Resident campers. For Commuter campers, dinner is provided on the first day of camp, with lunch and dinner being provided on the other days.

*Students with food allergies or dietary restrictions must contact us before arriving at camp so we can make necessary arrangements.* Please email our Camp Coordinator Maggie McInnis at [maggiemcinnis13@gmail.com](mailto:maggiemcinnis13@gmail.com) and let her know what food allergies you have so that we can best accommodate you.

*Bags, jugs, and personal drinking cups are not allowed in the cafeteria.*

## WHAT TO BRING

### Dorm Room

- Bed sheets (regular twin size)
- Pillows and blankets
- Towels, washcloths, etc.
- Alarm clock or cell phone alarm
- Toiletries
- Hand soap and shampoo
- Cell phone and charger (optional)
- Snacks
- Dirty clothes bag (there is no laundry service available)
- Umbrella/rain jacket

### Clothing

- Casual, hot-weather clothing. T-shirts and shorts must reflect general school dress codes.
- Light jacket or hoodie (the music building is cold)
- Comfortable shoes (we will be doing lots of walking over hills!)
- There are no laundry facilities available during the camp. Campers should bring at least one change of clothing for each day of the camp.
- **Performance Attire:** Jeans, either long pants or shorts, your provided camp t-shirt, and regular shoes.

### For Rehearsal

- All-State Music (Mixed and either Treble or Tenor-Bass music). SHSU does not provide music so you will need to purchase this in advance. Instructions for how to purchase music can be found on the [All-State Choir Camp FAQ page](#).
- Black three-ring binder to hold music.
- Pencils
- Refillable Water Bottle
- Light jacket or hoodie

### Talent Show

SHSU will provide a microphone, piano, and the ability to play a backing track over the PA system. All other instruments, props, or attire must be provided by the student. For more information, see "Talent Show" below. SHSU is not responsible for any objects brought for the talent show.

## **Money**

Campers may want to bring extra cash for incidental expenses, such as vending machines (Some also take cards). It is also common for campers to pool their resources and order pizza via the counselors for after-evening activities. Campers are responsible for managing their own money.

## **TALENT SHOW**

On Tuesday night there is a talent show where campers are encouraged to display their unique and exceptional talents. Talent show participants are selected by the counselors through an audition. Auditions are on Sunday evening after the SHSU Showcase Concert. We encourage anyone interested to audition. Performers in the past have been singers with guitars and backing tracks, musical acts, dancers, jugglers, skits, and everything in between. SHSU can provide a piano, microphone, and the ability to play a backing track over a PA system. Other costumes, props, or instruments must be provided by the students.

## **SUPERVISION**

Our experienced counselors are SHSU undergraduate students or students that have recently graduated. The camp maintains a *minimum* 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.

Campers will be given limited freedom to move across the campus for this high school camp and 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 and will be escorted to and from buildings at all times.

## **PHONE USE**

SHSU has removed the landlines from the dorm rooms. Campers may bring cell phones to communicate with 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.

## **CAMPER BEHAVIOR**

Campers must familiarize themselves with the rules, procedures, and conduct standards of SHSU Summer Music Camps before arrival. Failure to comply may result in disciplinary action, up to and including dismissal without a refund.

- All campers are required to participate in all activities, rehearsals, and the performance.
- Campers should immediately report any accident or illness to their counselor.
- Campers must:

- Avoid noise disturbances in the dorm, property damage, and reckless pranks.
- Be respectful to camp staff, faculty, and counselors.
- Follow all instructions from camp staff, faculty, or counselors.
- Limit cell phone use to free time; misuse during classes or instructions will result in confiscation for a duration determined by a counselor.
- If a camper must leave camp early due to a medical or family emergency, the parent or legal guardian must contact the camp coordinator (Maggie McInnis - [maggiemcinnis13@gmail.com](mailto:maggiemcinnis13@gmail.com)) to sign the camper out.
- The consumption of alcohol or other controlled substances is strictly prohibited and will result in immediate removal from camp with no refund.
- Proper behavior is to be displayed inside buildings:
  - No running or yelling in hallways.
  - No standing on furniture.
  - No writing on desks, walls, furniture, etc. Parents will be charged for this type of damage.
  - No using elevators in the Music Building.
- Campers who do not follow the rules, regulations, and expectations of the camp will be removed without a refund. Campers will be sent home immediately for the following:
  - Fighting with other campers, staff, faculty, or counselors.
  - Hiding from staff, faculty, or counselors.
  - Inappropriate physical or sexual conduct.

#### **TRANSPORTATION RULES**

- Campers bringing a vehicle to camp must register their car for a 2024 Summer Camps Parking Permit. QR Codes will be available to scan at Registration. This permit allows for free parking in the parking garage closest to San Jacinto Hall.
- The use of vehicles, including driving or riding in cars or other vehicles, is strictly prohibited from check-in at the dorm on Sunday until check-out on Wednesday evening. All transportation during the camp must be by foot.
- Any camper in violation of this policy will be ejected from the camp without a refund.
- Campers will turn in their car keys at the camper meeting on Sunday at 3:00 p.m. Car keys will be returned after the performance on Wednesday in the GPAC Lobby.

#### **MEDICINES AND ALLERGIES**

Faculty and staff do not provide camper medication. Parents can choose to leave medication with the camper for self-administration or with a counselor for supervised distribution.

Please notify registration if you want counselors to distribute medication or if there are other medical/behavioral issues. For campers who may forget medication, consider leaving it with counselors at registration.

*Please inform the camp office of any allergies or dietary restrictions before camp check-in. Contact our camp coordinator, Maggie McInnis, at [maggiemcinnis13@gmail.com](mailto:maggiemcinnis13@gmail.com) to arrange special meal needs in advance.*

### **FINAL CONCERT AND CHECK OUT**

The students will perform a final concert at the conclusion of camp at 3:30 PM on Wednesday, July 24 in the [Gaertner Performing Arts Center](#). The concert is free and open to the public. There is limited on-street parking, so we recommend parking in the parking garage across from the Music Building.

#### **Check-Out Procedure**

- At the end of the concert, wait for your child in the lobby of the Gaertner Performing Arts Center.
- Walk with your child to the dorm. You may go up to their room to help them pack and clean their rooms.
- Remove all trash from your room before leaving.
- Return to the lobby of the dorm and turn in your child's key to the housing staff. Once this is done, you are free to leave.
- You may walk your child's bags to your car, or you may leave and go get your car and bring it around to the loading area of San Jacinto Hall. This area does get crowded so walking is generally quicker.
- Parents, please bring water with you as there is some walking and it is quite hot on campus.

### **CONTACTING YOUR CHILD DURING CAMP**

Campers may bring their cell phone to communicate with their parents during camp. The suggested time for parents to call their camper is during meals and designated dorm time. Cell phone use is not allowed during rehearsals and sectionals.

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.

### **MEDICAL ATTENTION**

Campers who 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 guardians of the individual treated. A camp representative will call the parent or guardian from the Student Health Center to arrange payment after 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 Camp pays for a camper's appointment costs, the parents must reimburse the Summer Camp 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 guardians 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.**

### **COMMUTER CAMPER PROCEDURES**

#### **Sunday**

Commuters must participate in the Sunday Night Rehearsal/Sectionals. After the camper has gone through registration, parents should take their assigned counselor. The counselors will supervise the campers until the parents take the child home after the night rehearsal. Commuter campers will be finished Sunday night around 8:45 p.m. unless the camper would like to stay for the Showcase Concert, which will end at approximately 9:30 p.m.

#### **Morning Drop-Off**

Parents may drop off commuters at the Music Building, Monday-Wednesday, from 8:45 - 8:55 a.m. Commuters must be ready to start rehearsal at 9:00 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 commuters if they plan to stay for the night activity.

#### **Pick-Up Time**

Parents may pick up commuters roughly from 9:30 - 10:00 p.m. Monday and Tuesday if they are not staying for the night activity. On Wednesday parents may take their camper home after the concert. The concert starts at 3:30 p.m.

Commuters may elect to stay for the night activities Sunday - Tuesday. Parents may pick up the camper after 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.

### **FINANCIAL POLICIES**

- The \$75.00 deposit is non-refundable.
- No refunds will be issued after the registration deadline, July 5, 2024.
- By university policy, all refunds will require the social security number of the payer. Refunds take 3-4 weeks for processing.
- Parents will be financially responsible for the following additional charges, if necessary:
  - All charges incurred for University Health Services.
  - All damages caused by their camper to Sam Houston State University property, including, but not limited to School of Music facilities and dormitory rooms.

- All charges assessed by SHSU Department of Residence Life for loss of or failure to return room keys.
- 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 21, 2025). 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/>.**

#### **SHSU CAMPUS MAP**

