Dear parents and String Scholars Camp students,

Welcome to Butler String Scholars Camp! Please read the information in this letter carefully, as some procedures have changed from last year.

RESIDENTIAL CAMPERS ONLY: We look forward to meeting you on Sunday, June 21. Please arrive between 4:30 and 6:00 p.m. to complete your registration and to check into the dorm. We are on Eastern DST. Please report directly to the lobby of Rescoe dorm (“Residential College,” #44 on the campus map, http://www.butler.edu/campus-map/). You may temporarily park in front of the dorm on Hampton Avenue to unload belongings. NEW THIS YEAR: Camp parking is located in the lot behind the Sigma Chi house (#48 on the map).

COMMUTER CAMPERS: We look forward to meeting you on Sunday, June 21 also. Please arrive between 5:00 and 6:00 p.m. to complete your registration. We are on Eastern DST. Please report directly to the lobby of Lilly Hall (#36 on the campus map, http://www.butler.edu/campus-map/). There is parking in front and side of Lilly Hall. You may park in areas marked “A” permit while dropping off or picking up your child.

CAMPUS CONSTRUCTION: There are several new construction projects on campus that may affect road access and parking. Please allow extra time to find your way into campus and parking areas.

RESIDENTIAL AND COMMUTER CAMPERS: Full payment of camp tuition is necessary to complete your registration. Please plan to pay any outstanding balance PRIOR to the first day of camp. We now have convenient online payment at www.butler.edu/bcas. If you are unsure of your balance, please email BCAS@butler.edu or call 317/940-5500. If you prefer to pay by check, cash, or money order, you may do so at camp check-in on June 21. There are no refunds after June 21.

ONE ADDITIONAL ITEM REQUIRES PARENT ATTENTION. A Final Registration/Permission Form needs to be completed online (click here) or printed and brought to check-in on June 21. You may also scan and email it back to us (BCAS@butler.edu). If camper is age 18 or older, he/she can complete these forms.

On Sunday, June 21, there will be structured activities (including pizza) from 6:00-9:00 p.m. for all campers, including commuters. Commuters may be picked up at 9:00 p.m. in front of Lilly Hall. PLEASE BRING YOUR INSTRUMENT and a short selection to play for a placement audition.

Tuition for residential campers includes three meals/day; meals are served in the cafeteria located in Atherton Union. Tuition for commuter campers includes LUNCH only. Your lanyard/nametag (which we’ll provide at check-in) identifies you as a Butler camper and campus guest. Each day, a meal ticket will be provided to each camper for meal(s) included in his/her tuition. There is a $10 fee for each lost meal ticket. Campers are responsible for purchasing their own snacks and souvenirs.

EACH DAY, campers should report to LILLY HALL room 112 by 9:00 a.m. and SIGN IN. Commuters may arrive as early as 8:30 a.m. and report to room 112 to practice. Classes will begin promptly at 9:00 a.m. Classes end at 5:30 p.m. Commuters may be picked up between 5:30 and 6:00 p.m. Commuters should be dropped off and picked up front of Lilly Hall. EXCEPTION: On Wednesday, commuters may stay
for dinner (no charge) and evening rehearsal, with pick-up at 9:00 p.m. On Thursday, commuters should plan to stay for dinner (no charge) and evening concert at 7:00 p.m. (which families and friends are invited to attend too!).

Campers should bring their instrument with them each day, plus any music that is given to them during camp. Campus buildings are air-conditioned (most of the time!). Please wear comfortable, casual clothes and comfortable shoes.

Campers (commuter or residential) should not leave campus during camp hours for any reason. If there is an extenuating circumstance, such as a previously scheduled doctor’s appointment, the camper should provide a written note to a designated counselor or the Camp Director. Upon return to campus, the camper must check in with a designated counselor.

Residential campers will stay in Resco dorm. It is possible that two music camps will be sharing the same dorm wing and staff. If there is an odd number of campers, it may be necessary for campers from two different music camps to share a room or suite. Camp counselors, the BCAS Director, and the dorm’s residential advisor will be supervising the students in the dorm at night. NOTE: there is a $75 fee for lost dorm keys, $25 fee for lost key cards, and a $75 damage fee if the room is left in a messy or damaged condition. You are welcome to inspect the dorm room prior to check-out. Additional information about the dorm is attached.

PLEASE NOTE: you will need to bring your own sheets, pillowcase, pillow, towels, and blankets.

Other things we recommend you bring for the dorm:

- An alarm clock
- An extra blanket or warm sleeping clothing (the air conditioning cannot be adjusted, nor can the windows be opened; the rooms can get very cool!)
- Nightlight or small lamp
- Soap
- Clothes hangers
- Playing cards or games
- Non-perishable snacks (as an alternative to the vending machines)

Items that EVERYONE should bring:

- Paper and pencil
- Your instrument!
- Music (something you already know, for placement audition)
- Wristwatch
- Umbrella or raincoat
- Snack money
- Refillable water bottle or bottled water
- Comfortable, casual clothes and comfortable walking shoes
- Appropriate recital attire for Thursday evening concert = blue jean pants (without holes), closed toe shoes; camp t-shirt will be provided.
Campers are permitted to carry a cell phone for emergency use only. Cell phones, including texting, may not be used during camp hours.

DAILY SCHEDULE FOR 2015:
Sunday, June 21, 6:00-9:00 p.m. (orientation/placement for ALL campers)
Monday and Tuesday, 9:00-5:30 p.m. (plus evening activity/practice for DORM campers)
Wednesday, 9:00-9:00 p.m. (includes dinner and evening rehearsal for ALL campers)
Thursday, 9:00-8:00 p.m. (includes dinner and evening concert for ALL campers)

On Thursday, June 25 (our final camp day), the final camp recital will start at 7:00 p.m. in our recently opened state-of-the-art Schrott Center for the Arts. Friends and families are invited to attend. Group photos will be taken on the Schrott stage at 6:45 p.m. At the conclusion of the recital, camp is officially over and each camper is the responsibility of his/her parent. We do not provide supervision after the recital. Dorm check-out is immediately after the recital.

If you have discovered that you are unable to attend camp, please let us know ASAP, so that we can admit someone on the waiting list. Campers who do not notify us at least 48 hours in advance and who do not arrive on June 21 will be charged for the first night’s dorm expense.

We are all looking forward to meeting you and spending an enjoyable week making music with you. Please let us know if you have any questions.

Richard Auldon Clark, artistic director, String Scholars Camp
Karen Thickstun, director
Butler Community Arts School
Butler University
4600 Sunset Avenue
Indianapolis, IN 46208
317/940-5500
BCAS@butler.edu

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<tr>
<th>IMPORTANT PHONE NUMBERS:</th>
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<tr>
<td>Butler Community Arts School (BCAS) main office &amp; camp headquarters: <strong>317/940-5500</strong></td>
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<tr>
<td>Karen Thickstun, BCAS director: cell 812/350-0021 (during camp only)</td>
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<tr>
<td>Resco Dorm: 317/940-9851 (will take messages and post on message board)</td>
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<td>Lilly Hall main office: 317/940-9231 (will take messages)</td>
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<td>Butler University Police Department: 317/940-9396 or 911 (emergencies only, please)</td>
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(enclosed: Camper Code of Conduct, Final Registration/Permission Form, additional dorm information)
Camper Code of Conduct

The staff and faculty of Butler music camps are committed to providing a safe and enjoyable experience for your child; however, campers are also responsible to assist in these efforts. Parents are responsible to make sure their child understands the guidelines below.

Our Code of Conduct is based on the principle of respect.

- Campers will show respect to other participants, and treat others as they would like to be treated.
- Campers will show respect to staff and faculty, and cooperate fully with their instructions.
- Campers will respect the rights and beliefs of others, treating others with courtesy and consideration.
- Campers will respect the unique differences and abilities of each camper.
- Campers will respect the property of others, including campus equipment, classrooms, and the environment.
- Campers will conduct themselves responsibly and respectfully. Horseplay, unwelcome teasing, unkind behavior, foul language or gestures, harsh words, pushing/kicking/hitting, and other inappropriate behaviors or words are not acceptable and will not be tolerated.

All campers are expected to:
--pay attention to their surroundings and use care in all activities.
--adhere to all safety rules and regulations given for each activity.
--wear appropriate clothing and shoes.
--inform staff if they are experiencing a problem with another camper or other issues. If we are not informed about a problem, we cannot assist the camper.
--remain on campus and attend all activities, classes, rehearsals, and recitals.
--participate in all activities to the best of their ability.
--use only buildings and routes that are designated for the camp.
--sign in daily, following procedures given by camp staff.
--have FUN, but not at the expense of others.
--abide by all rules and procedures of the camp, as well as the university.

Dorm campers are expected to:
--be in the dorm at 9:00pm and not leave the dorm until breakfast.
--be in their rooms at 11:00pm and not leave their room until breakfast.
--socialize only in common areas, as designated by dorm counselors. NO socializing in dorm rooms. Please respect your roommate’s desire for privacy and quiet.
--be respectful of others in the dorm and keep noise to a minimum.
--keep rooms and common areas clean and neat.

If the Code of Conduct is not followed, a verbal warning will be given. After one warning, the Camp Director will be notified, as well as parents as appropriate. Serious infractions that impact camper safety and well-being may result in immediate dismissal from camp.
Please complete and bring to camp check-in. This form should be completed by the parent or legal guardian of the camper unless the camper is over 18 years of age. If you have any questions, please contact the Butler Community Arts School office at BCAS@butler.edu

1. MEDICAL INFORMATION: The camp staff is prepared to administer basic first aid only; we do not administer medications. Please list all medications that your child will be bringing to camp (IF DIFFERENT than the information submitted with camp registration)

2. EMERGENCY CONTACT: Contact name and best phone number to reach him/her during camp (IF DIFFERENT than the information submitted with camp registration)

3. FOR DORM CAMPERS: This form serves as your agreement to be responsible for any dorm room damages, excessive trash or lost keys ($100 replacement fee). You are welcome to inspect the dorm room when you move in and to make us aware of any problems. You may also inspect the room prior to checkout. Usage of the dorm by Butler Camps is a privilege; serious infractions of camp or dorm rule may result in the revocation of dorm privileges.

4. CODE OF CONDUCT: All campers are expected to follow a Camper Code of Conduct that emphasizes respect for one’s self, other campers, the environment and the University. This Code will be discussed with campers during orientation. Attending a Butler Camp is a privilege; infractions of the Code of Conduct and/or other university policies may result in revocation of camp enrollment. A copy of the Code of Conduct is attached; please read through and sign.

5. END OF CAMP: At the conclusion of the camp recital, camp is officially over and each camper is the responsibility of his/her parent.

6. INSTRUMENTS: Campers may bring their own instruments/equipment to camp. We are not responsible for lost or damaged instruments.

7. LOST AND FOUND: We will maintain a Lost and Found box, but are not responsible for items left behind or lost during camp.

☐ I understand and agree to abide by the above, as well as all rules, policies and procedures of the Butler Community Arts School and its CAMPS, and Butler University. I recognize and have instructed my child in the importance of knowing and abiding by the Camper Code of Conduct.

Parent or guardian signature: ________________________________ Date: ______________________