

Covington Regional Ballet Company  
(An Arts Association Young Artists Program)

Handbook: 2009 - 2010

Rehearsal Questions, Billing Questions or Concerns:

Arts Association in Newton County  
1106 Washington Street  
Covington, Georgia 30014  
(770) 786-8188 \* Fax (770) 784-1692  
[www.newtoncountyarts.org](http://www.newtoncountyarts.org)  
[acoggin@newtoncountyarts.org](mailto:acoggin@newtoncountyarts.org)

Rehearsal Location:

Mainstream Dance  
Studio 1 -- 1114 College Street (Next to Amici)  
Studio 2 & 3 -- 1123 Church Street, Suite 201 (Lula Building)  
Covington, Georgia 30014  
(678) 625-0042

Performance Location:

Porter Hall, Newton High School  
140 Ram Drive  
Covington, GA 30014

Young Artists Program Director:

Abigail Morgan Coggin

Young Artists Bookkeeper:

Katie Vaughn

CRB Artistic Director:

Jaime Robtison

### Policies and Guidelines:

It is the policy of this non-profit organization to provide the highest quality dance training and education to the residents of Newton County and the surrounding areas. It is our goal to instill a love and appreciation of the art of dance as well as to foster the growth and awareness of self-esteem and personal confidence through discipline and a nurturing environment in all students.

### Membership:

Dancer agrees to become a member of the Company during its 2009 - 2010 season. The company agrees to provide Dancer with basic ballet instruction as well as opportunities to gain performance experience. Dancer agrees to comply with the Company's instructions regarding the times and places at which Dancer shall rehearse and perform as well as receive instruction. The Company through the Artistic Director agrees to provide Dancer with a periodic schedule outlining Dancer's participation requirements. Dancer agrees to adhere to the instruction and training provided by the Company's Artistic Director and agrees that the Artistic Director shall have sole and exclusive discretion regarding the Dancer's involvement in any Company performances.

### Rights Granted To The Company

Dancers and parents/guardians acknowledge and agree that the company shall have the right to use the name, likeness and voice of dancer, including any film, video or photographic likeness of dancer, in connection with the company's 2009-2010 season as well as at any time in the future, either for advertising, promotional or other commercial purposes. The parties acknowledge and agree that all reproductions of dancer's name, voice and likeness produced by the company shall remain the exclusive property of the company. If dancer desires to perform as a Guest Artist for another company, dancer must first obtain permission from the company's Artistic Director prior to signing any contract. The company requires that dancer be recognized in writing by the other company as a Guest Artist of the Covington Regional Ballet.

### Waiver Of Liability

Dancer and parents/guardians hereby acknowledge and agree that the Company does not own or control its own performance or rehearsal space and therefore cannot be liable for any injuries or damages suffered by Dancer as a member of the Company. Dancer acknowledges and agrees that the performance of ballet dancing activities is a physically strenuous and difficult undertaking, which carries with it a real and genuine risk of injury. Accordingly, Dancer hereby releases and discharges the Company from any and all liability of whatsoever kind and nature of injury rising out of or related to the Dancer's instruction, rehearsal or performance activities.

Program Fee:

Junior, Senior Apprentice and Senior Company members:	\$275
Junior Apprentice (1 <sup>st</sup> & 2 <sup>nd</sup> year) members:	\$225

The following payment plans are available. Regardless of which payment plan you select the *first installment is due on September 1, 2009*. A CRB fee payment form is included at the end of the handbook.

*Annually:*

<u>Payment:</u>	<u>Due Date:</u>	<u>Apprentice:</u>	<u>Jr. and Sr.</u>
Only Payment	September 1, 2009	\$225	\$275

*Tri-Annually:*

<u>Payment Schedule:</u>	<u>Due Date:</u>	<u>Apprentice:</u>	<u>Jr. and Sr.</u>
1 <sup>st</sup> payment	September 1, 2009	\$25	\$27.50
2 <sup>nd</sup> payment	January 1, 2010	\$100	\$125
3 <sup>rd</sup> payment	May 1, 2010	\$100	\$125

*Monthly:*

<u>Payment Schedule:</u>	<u>Due Date:</u>	<u>Apprentice:</u>	<u>Jr. and Sr:</u>
1 <sup>st</sup> payment:	September 1, 2009	\$25	\$27.50
2 <sup>nd</sup> payment:	October 1, 2009	\$25	\$27.50
3 <sup>rd</sup> payment:	November 1, 2009	\$25	\$27.50
4 <sup>th</sup> payment:	December 1, 2009	\$25	\$27.50
5 <sup>th</sup> payment:	January 1, 2010	\$25	\$27.50
6 <sup>th</sup> payment:	February 1, 2010	\$25	\$27.50
7 <sup>th</sup> payment:	March 1, 2009	\$25	\$27.50
8 <sup>th</sup> payment:	April 1, 2010	\$25	\$27.50
9 <sup>th</sup> payment:	May 1, 2010	\$25	\$27.50
10 <sup>th</sup> payment	June 1, 2010		\$27.50

Cash, checks, and credit cards (Visa, Mastercard, Discover and American Express) are accepted. Please make checks payable to the Arts Association.

*Full and partial scholarships based on financial need are available. Each scholarship recipient will be expected to pay the first payment listed above based on their level.* Please contact the Arts Association office at (770) 786-8188 or visit the website, [www.newtoncountyarts.org](http://www.newtoncountyarts.org) to download a copy of the scholarship form. No child will be turned away due to her/his financial situation.

Withdrawing Students:

The Artistic Director and Program Director must be notified in writing when a student withdraws. Refunds or deductions of tuition are not permitted.

### Castings:

All casting decisions are made by the Artistic Director. All castings are subject to change. The Artistic Director takes many things into consideration when casting such as technical ability, attendance at previous rehearsals and classes, attitude during rehearsals and classes, stage presence, ability to portray a character, costume size and availability, maturity and the overall appearance of the “big picture” on stage.

Principal roles will go to Senior Company members in most cases. Also as a dancer you may be cast in a role that you do not want or you may feel you deserve better, but remember no matter what role you are cast in, you must make it your own and do your very best.

### Performances:

Covington Regional Ballet members are currently scheduled to perform in two productions during the 2009-2010 season. Other performances/productions may be added at a later date. You will be notified as soon as possible of any additional dates.

The Nutcracker to be held on Saturday, December 12 and Sunday, December 13, 2009. There will also be three in-school residency performances on Friday, December 11th. (Please see the in-school residency section below for details.)

Dance to the Music is scheduled for Saturday, May 1st at 7:00 pm and Sunday, May 2, 2010 at 3:00 pm. Three in-school residencies will also be presented on Friday, April 30<sup>th</sup>. (Please see the in-school residency section below for details.)

All public performances will be held at Porter Hall, adjacent to Newton High School. Dancers will need to be available approximately 2 hours prior to the performance start time for warm-up.

Technical and Dress rehearsals will also be held during the week of the performances. All dancers will be expected to be present during these times. The staff members will do their best to have the dancers dismissed no later than 9:00 pm during these rehearsals.

Other performances may possibly be added during the season. The dancers and their parents will be notified as soon as these performances are scheduled. Dancers unable to participate in additional performances should notify the Program Director prior to casting.

### In-School Residency Policies:

Dancers attending the Newton County School System will receive field trip status for their absences to perform in the in-school residencies.

The Arts Association will notify the Board of Education of the Newton County school students who should be excused from their classes. However we do ask that you verify your excused absence after you return to school. Should you not receive the proper absence, please notify Abigail Coggin at the Arts Association ([acoggin@newtoncountyarts.org](mailto:acoggin@newtoncountyarts.org)) .

Students from school systems other than Newton may not be allowed excused absences or field trip status. The dancer/parent will need to verify this with the dancer's school upon casting and notify the Program Director in writing immediately if the dancer will not receive an excused absence. Most school systems have a "Prior Arranged Absence" policy; again please check with your school for the regulations. The Arts Association will be happy to work with your school in order to arrange an excused absence.

### Tickets:

All performers' will receive one complimentary ticket for each performance. **No other discounts will be given.** Complimentary tickets will be distributed during the performance week.

Ticket Prices are:

Nutcracker -- \$20 adult, \$15 sr. citizen (65 & over), \$5 student/child (18 & under)

Spring Ballet – \$15 adult, \$10 sr. citizen (65 & over), \$5 student/child (18 & under)

### Attendance and Behavior:

Discipline is an integral part of dance training. The staff works hard to make sure rehearsals begin and end as scheduled. Since the first 15 minutes of class are crucial to properly warm the muscles, all students are required to be on time. Anyone arriving 15 minutes after class begins without proper advance notification will not be allowed to participate but may observe the class. All students should attend all scheduled classes to achieve maximum progress in their dance training. In the event of an absence due to illness or family emergency, please notify the Arts Association office at (770) 786-8188 or [acoggin@newtoncountyarts.org](mailto:acoggin@newtoncountyarts.org) so the instructor may be informed.

Dancers will only be allowed two (2) unexcused absences for each role. For example, if your child has the part of Clara and Snow, she could miss 2 rehearsals for Clara and 2 rehearsals for Snow. If a dancer has more than 2 unexcused absences the dancer will lose his/her part in the production and the part will be given to the understudy.

Should a dancer have a commitment involving school that calls for the dancer to be absent from a rehearsal and/or performance, please let the Director know as soon as

possible in writing. If the Director is not notified in a timely manner prior to the absence, the absence will be counted as unexcused.

If an illness is deemed not contagious or an injury occurs, the dancer will be expected to attend class/rehearsal in order to observe the instruction. Dancers unable to participate in rehearsals due to an injury may be replaced if deemed necessary for the stability of the production. This will be left up to the discretion of the Artistic Director.

It is essential that all students conduct themselves in an appropriate and respectful manner during class/rehearsal. Disruptive or disrespectful behavior will result in the student being required to sit out or be dismissed from class/rehearsal resulting in parental notification.

#### Appearance and Attire:

A neat appearance is an essential part of a dancer's discipline. Ballet slippers should be worn only in the studio. While performing at a theatre, socks should be worn covering the ballet slippers unless on the marley floor. Girls hair should be secured off the face and neck, preferably in a classic bun. Girls should wear pink tights and pink ballet shoes. Appropriate leotards must be worn for company class. Boys should wear a white t-shirt, black sweat pants and black ballet shoes. Girls and boys should not wear additional garments during class unless requested by the instructor.

#### Schedules:

Rehearsal schedules will be given out in a timely manner. We will attempt to notify dancers of their rehearsal schedules at least two weeks in advance. A blanket schedule will be given out at the beginning of the season with "possible" dates for rehearsals. Please review the blanket schedule to see if you have a conflict. If so, please notify the Arts Association staff as soon as possible. All schedules and changes will be posted on the Arts Association website located at [www.newtoncountyarts.org](http://www.newtoncountyarts.org). Information will also be distributed to parents. In order to cut back on the cost of postage we will only distribute information via email unless you specifically request to have information mailed to you. Please make sure to fill out the appropriate information found at the end of this handbook if you wish to receive information by mail.

#### Theatre Rules and Etiquette:

With two sold-out shows for the Nutcracker and very popular spring musicals and spring ballets, the Arts Association must protect all of our patrons, both parents as well as ticket holders who have no children in the shows. To establish a sense of fairness and decorum, the Arts Association asks that as a participant and/or parent (and any invited guest of the family) in an Arts Association production, you be aware of the following rules concerning behavior in the theatre during productions:

1. No one is allowed in the theatre before the doors open 30 minutes prior to the show. All parents will be asked to leave before the doors are opened.

2. Arts Association Donors will be seated prior to the General Admission audience.
3. Only seniors who are physically challenged will be pre-seated in the seating above the railing in the center left and right sections of the theatre.
4. Each individual waiting in line can only save four seats. This will be strictly enforced. You will be asked to leave the show if you do not abide by this policy.
5. This is an arts production. A certain form of decorum should be exhibited. Respect for all ticket holders and Arts Association staff is mandatory. No running to save seats, and no screaming or verbal attacks will be permitted. Removing people from seats or any other behavior deemed inappropriate will not be tolerated. Again, you will be asked to leave the theatre if this behavior is exhibited.

Theatre rules should also be followed during rehearsals. Those rules include:

1. All dancers should remain inside the theatre at all times, unless you must go to the restroom. However you should tell an adult in charge and then go and come straight back.
2. No dancer should be roaming the halls of Newton High, or any venue performances/rehearsals are being held without an adult being present.
3. Dancers **MUST** remain seated until it is their time to be on the stage. There should be no running throughout the auditorium at any time.
4. No food or drink (including water) will be allowed inside of the theatre.
5. A parent must come inside to pick dancers up at the conclusion of the rehearsals. Dancers will not be allowed to wait outside. All dancers will have to check out with the monitors.
6. No climbing on the seats.
7. Conversations should be held to a minimum. We have a limited time to rehearse in the theatre and therefore do not need to stop and start because of the noise level in the auditorium.

#### Costumes:

Costumes are very expensive. Each dancer is expected to take care of her/his designated costume and be responsible for keeping up with each accessory. A fee will be charged if the costume is torn, dirtied or lost. Fees will be based on the degree of the damage.

### Costume Donations:

Several parents have asked about how costumes have been donated/loaned for soloist roles in the past and the availability of doing this for future years. Generally this has been done to provide a higher quality fabric and design than our budget would allow. Please contact Jaime Robtison if you would like additional information about donating your child's costume this year. All donations are handled independently and discreetly.

*New costumes Donation:* Parent pays for a particular costume and for construction of a particular costume. The costume is donated to CRB after the child wears it for this year's production. The actual costume is designed by Jaime or a designated person and the parent pays for the fabric and for a seamstress to construct the costume or may make the costume themselves. This is done for soloist roles only. If a parent would like to donate a costume for an ensemble part, they must donate the entire ensemble. Donated costumes cannot be reimbursed. Parents making a donation will receive a tax-deductible letter from the Arts Association verifying the donation and amount.

*New Costume Loan:* Parent pays for a particular costume and for construction of a particular costume. The costume becomes the property of the dancer after the production is completed. The actual costume is designed by Jaime or a designated costume person and the parent pays for the fabric and for a seamstress to construct the costume or may make the costume themselves. This is done for soloist roles only. If a parent would like to donate a costume for an ensemble part, they must donate for the entire ensemble. Donated costumes cannot be reimbursed.

### Committees:

Since CRB and the Arts Association are a non-profit and they choose to keep the fees to a minimum, funds are not available to hire a complete production staff. Therefore parents/guardians are expected to volunteer and work on a committee.

Below you will find a list of committees. Please complete the committee form found at the end of the handbook and return it to the Arts Association no later than September 1<sup>st</sup>.

*Costumes:* Requires working backstage as a sewing mom for one show or rehearsal as well as attendance at an occasional rehearsal to fit costumes. If you can sew even a little we need you. On many occasions Moms are needed to safety pin costumes in place and help the dancers into their costumes.

*Transportation and Re-stocking:* Responsible for transporting costumes to and from the performance site for each show and returning the costumes to stock after the performance.

*Performing:* Includes participation through volunteering to be cast for productions in parts available for non-dancers or adult actors. Examples would be: Party Parents, Nutcracker, Rat King, etc.

*Backstage Worker:* Includes but not limited to hanging backdrops, moving scenery, running lights, running curtain, laying marley floor, and striking set. Would need to be available for technical and dress rehearsals as well as productions.

*Transporting Props and Scenery:* Includes but not limited to transporting props and scenery to performance as well as removing them from the stage to storage area.

*Monitors:* Adult monitors are needed during theatre rehearsals and performances. Responsibilities include but are not limited to checking performers in and out; watching over the performers and making sure they are where they are supposed to be located.

#### Summer Requirements:

In order to continue the growth and quality of the ballet company, dancers are expected to continue their training over the summer breaks. It has been proven that few injuries will occur if continuous training is observed. In addition dancers also improve their technical strength much more quickly as they are not spending the first few weeks of the season trying to get back into shape.

Jr. and Sr. Company Members are responsible for a total of 18 additional hours of dance during each summer. These hours can be accumulated at any approved dance school. Approval must be given by the Artistic Director prior to summer. Dancers who do not adhere to the additional summer requirements are subject to being placed in the level below their current position or being removed from the company altogether.

#### Codes of Conduct:

The Arts Association is thrilled to be working with your child this year. Though it is our privilege to work with your child, it is also your child's privilege to participate in a program of this calibre. Your child's program is highly subsidized by corporations and individuals in this community who believe in the importance of the Young Artists Programs and the Arts Association. The fees you pay are a small fraction of the cost per child to produce and run the programs. To that end, certain behavior of students and parents is expected, as well as certain parental involvement commitments.

It should be remembered that theatre etiquette and rules are in place for the safety of your students and for the smooth production of a performance.

Dancer's Responsibilities:

- 1) I realize that if I am involved in any other activity other than school related, my obligations to the ballet company must be a priority.
- 2) I will ensure my technique is kept to the right standards required for ballet dancers via consistent attendance at classes/rehearsals.
- 3) I will maintain a moderate weight required for a dancer in the Company. If I allow myself to become either underweight or overweight, I accept the fact that I may not be cast in any company performances.
- 4) I will be on time for all classes, workshops and rehearsals and be in appropriate attire.
- 5) I will attend scheduled costume fittings as posted and dressed in leotard and tights or camisole liner. If I am not able to attend, I will notify the appropriate person in advance and will re-schedule at his/her convenience.
- 6) Basic costume maintenance to include sewing on of straps and elastics, adding/moving of hooks and eyes, simple alterations will be the responsibility of the dancer and/or parent. Costumes must be checked out with the director.
- 7) I will apply myself diligently in the classes required and I will obey the following rules for attendance.
  - A) During the months of August through May, a minimum of two ballet classes plus Company class per week are required for the 2<sup>nd</sup> Year Junior Apprentices, Junior, Senior Apprentice and Senior Companies. 1<sup>st</sup> year Junior Apprentice are required to take one class plus the company class each week.
  - B) If required classes are not being taken consistently, I realize that I will not be cast in performances. If I have already been cast, I will be replaced.
  - C) Rehearsal schedules will be posted in a timely manner giving as much notice as possible to dancers. Any planned activities scheduled prior to the posting of the rehearsal schedule must be given to the Artistic Director in writing as soon as possible after posting.
  - D) No one may be excused at any time one month before a public appearance without a consultation with the Artistic Director and

the Program Director. Breaking this rule means automatic dismissal from the performance.

- E) In case of illness or other emergency, every absence must be reported before class to the Arts Association office at (770) 786-8188 or [acoggin@newtoncountyarts.org](mailto:acoggin@newtoncountyarts.org). Failure to do so may mean dismissal. A doctor's excuse may be required for extended illnesses and injuries which prevent a member from dancing. In case of illness that is not contagious in nature or injury, Dancer is required to still attend class/rehearsal and observe.

Dancer Code of Conduct:

- 1) I am here by choice.
- 2) I am here to learn; to achieve; and to acquire an appreciation for the art of dance, and the discipline imparted by the study of the dance.
- 3) I will arrive at least 10 minutes prior to the start time of my class so that I will be ready to begin class at the scheduled time.
- 4) I will conduct myself in an appropriate and respectful manner during class.
- 5) I will not touch the mirrors at anytime during class/rehearsal.
- 6) I will not hang on the barres or sit during class/rehearsal unless otherwise instructed.
- 7) I will not chew gum in class. I will not bring food or drink, other than water, into the rehearsal rooms.
- 8) Girls only: Before entering the classroom, my hair will be up, tightly secured, and off of my neck.
- 9) I will wear the appropriate attire in class as determined by the policies and guidelines set forth by the Policies and Guidelines and I understand that t-shirts and other unnecessary additional garments are not in keeping with the purpose for which I am here.
- 10) I will check the classroom door weekly for important information to be taken home to my parents and/or guardians.
- 11) I will show respect to all staff, volunteers, parents and dancers.
- 12) I will support and abide by these rules of conduct at all times, and expect all others to do so in my interest.

Parent Code of Conduct:

- 1) Parents will always maintain a respectful attitude toward all staff, directors, volunteers, parents and dancers.
  
- 2) Parents will respect Arts Association rules for proper behavior for their children and for their own behavior in the theatre or any other facility used by the Arts Association. Should a staff member speak to a student about his/her behavior, parents will enforce the Arts Association's rules with the student. (see Theatre Etiquette section of handbook.)

Please complete the following forms for enrollment in the Covington Regional Ballet company. All forms must be filled out completely and returned to the Arts Association no later than September 1, 2009. Payments and forms for the Arts Association can be left with the receptionist at Mainstream, however all checks, etc. must be made out to the Arts Association.

Should you have questions, please contact Abigail Coggin at [acoggin@newtoncountyarts.org](mailto:acoggin@newtoncountyarts.org) or (770) 786-8188 ext. 11.

Covington Regional Ballet  
Dancer and Parent/Guardian Contract

Rules and Regulations. Dancer agrees to adhere to the rules and regulations of the Company, which are set forth in the handbook.

Entire Agreement. This Agreement constitutes the entire agreement between the parties, and no modification or amendment shall be enforceable unless made in writing by both parties to this Agreement.

Governing Law. The terms and conditions of this Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

Successors and Assigns. This Agreement shall be binding upon the parties, their heirs, successors and assigns.

We (student and parent/guardian) have read and understand the policies and procedures as stated in the Covington Regional Ballet Handbook 2009 – 2010. By signing this page we will abide by all of the policies and procedures as stated in the handbook. Should we fail to comply with the policies and procedures stated in the handbook we understand said dancer will be terminated from the company and any other Young Artists program he/she may be involved in as part of the Arts Association.

Dancer's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

## Parent Committees

All parents **MUST** participate in/on a CRB company committee. Parents should select a minimum of two committees to be a part of, one being your first choice and two being your second choice. Committee assignments will be made on a first come, first serve basis. Please fill out the appropriate information below.

Please list the name of the parent who will be volunteering and all contact information.

Name of Dancer: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Office #: \_\_\_\_\_ Email Address: \_\_\_\_\_

My first choice:

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My second choice:

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I will serve as chair of a committee: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which committee: \_\_\_\_\_

## CRB Fee Payment Schedule

Name of Dancer: \_\_\_\_\_

Person responsible for Payment: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please select one of the following payment plans:

<i>Annually:</i>	<u>Payment:</u> Only Payment	<u>Due Date:</u> September 1, 2009	<u>Apprentice:</u> \$225	<u>Jr. and Sr.</u> \$275
<i>Tri-Annually:</i>	<u>Payment:</u> 1 <sup>st</sup> payment 2 <sup>nd</sup> payment 3 <sup>rd</sup> payment	<u>Due Date:</u> September 1, 2009 January 1, 2010 May 1, 2010	<u>Apprentice:</u> \$25 \$100 \$100	<u>Jr. and Sr.</u> \$27.50 \$125 \$125
<i>Monthly:</i>	<u>Payment:</u> 1 <sup>st</sup> payment: 2 <sup>nd</sup> payment: 3 <sup>rd</sup> payment: 4 <sup>th</sup> payment: 5 <sup>th</sup> payment: 6 <sup>th</sup> payment: 7 <sup>th</sup> payment: 8 <sup>th</sup> payment: 9 <sup>th</sup> payment: 10 <sup>th</sup> payment	<u>Due Date:</u> September 1, 2009 October 1, 2009 November 1, 2009 December 1, 2009 January 1, 2010 February 1, 2010 March 1, 2009 April 1, 2010 May 1, 2010 June 1, 2010	<u>Apprentice:</u> \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25	<u>Jr. and Sr.:</u> \$27.50 \$27.50 \$27.50 \$27.50 \$27.50 \$27.50 \$27.50 \$27.50 \$27.50 \$27.50

Cash, checks, and credit cards (Visa, Mastercard, Discover and American Express) are accepted.  
Please make checks payable to the Arts Association.

*Don't forget that one of the benefits of being an Arts Association donor is being pre-seated before all events. If you would like to become a donor please mark the appropriate amount and we will add it to your payment plan!*

I would like to become an Arts Association Donor. Please add the following donation amount into my payment plan option:

Individual: \$35      Family: \$50      Contributing: \$100  
Supporting: \$250      Sustaining: \$500      Partnering: \$750      Member: \$1000

Enclosed is my fee of \$ \_\_\_\_\_ and donation of \$ \_\_\_\_\_.

Check: \_\_\_\_\_      Credit/Debit Card: \_\_\_\_\_      Cash: \_\_\_\_\_

Amount: \_\_\_\_\_      Number: \_\_\_\_\_      Exp. Date: \_\_\_\_\_