

H M D P A

Hillsdale Music Department  
Parent Association

A 501(c)(3) non-profit  
2019-20

## Welcome to the Hillsdale Music Department Parent Association

This organization was formed in 1997 out of the need to help the Rancho San Diego community music students. In addition to supporting Hillsdale Middle School, the association also supports the surrounding area feeder schools.

In 2005, the Hillsdale Music Department Parent Association (HMDPA) became a non-profit, public benefit 501(c)(3) corporation; **Tax ID number 86-1169465**. HMDPA has taken on the task of supporting 500+ students each year with their musical endeavors. The size and magnitude of this department and the enriching curriculum developed means it can't happen without funding, volunteers, chaperones, and the organization process through our monthly meetings. The parents and community are a vital part of the success of the Hillsdale Music Department.

This is not a school-sponsored or CVUSD-endorsed group. HMDPA is community-based and independent from CVUSD and Hillsdale Middle School.

We need you! Your child needs you. Everyone has something to offer, so don't hold back. You will notice that there are still some positions open. If interested, please email the HMDPA President, Dan Lai (danlai@cox.net).

### **“New to Music/Refresher” Parent Informational Meeting**

**August 29th, 6:30 PM, Music Room 101**

### **General HMDPA Meeting**

**September 12th, 7:30 PM, Music Room 101**

**We look forward to seeing you there!**

**Reminder: please fill out the Music Department survey to acknowledge that you have read the packet at**

**<https://forms.gle/MWVj2iGHnuU2VfzQ9> by August 30th, 2019. (This is the same form found in the Music Department packet.)**

## What Does HMDPA do?

- ♪ Provide and manage fundraisers to support music in the school.
- ♪ Help support the educational program financially.
- ♪ Provide and organize chaperones for concerts, assemblies, Disneyland trips, music festivals, etc.
- ♪ Create an atmosphere of positive enrichment - We include everybody!
- ♪ Purchase instruments for the music department. This is especially important for students who can't afford an instrument of their own.
- ♪ Purchase music for the classes and ensembles to perform. This is our "textbook".
- ♪ Fund transportation costs that typically amount to \$30,000 a year.
- ♪ Pay for specialized staff and extra classes to enhance musical achievement of all students.
- ♪ Produce and provide practice CDs and concert DVDs.
- ♪ Provide a line of communication from Mr. Caldwell or Mrs. Disselkoen to the parents.
- ♪ Pay for Music Festival entrance fees.
- ♪ Meet monthly to discuss and organize all of the above.

## What can YOU do to stay informed?

- ♪ Come to the HMDPA General Meetings, get involved, and volunteer! The general meetings (sometimes called "parent meetings") are held the 2<sup>nd</sup> Tuesday of each month, from 7:30 – 8:30 PM in Room 101.
- ♪ Bookmark [www.HMDPA.org](http://www.HMDPA.org) (parent website).
- ♪ Like our Facebook ([www.fb.com/hmdpa](http://www.fb.com/hmdpa)) and Twitter (@HillsdaleRocks) accounts.

## HMDPA fundraising

*All fundraising is optional. If you would rather write a check to cover all fundraising, then you can "Opt-Out" with a \$100 contribution or more. \$200 comes with VIP seating as well.* HMDPA will not only provide numerous fundraisers throughout the year, they will also track students who wish to pay for supplies, polo shirt, Smart Music, and the big trips. Profit from fundraisers can also be "contributed" back to HMDPA to receive incentives like front of the theater seating for concerts. (See below for incentives.)

There are essentially two types of fundraisers:

**1. Fund student accounts:** The amount of profit for these fundraisers will be told to students in advance (30-40 percent), and after the fundraiser, the amount will go directly into the students account at **Charmsoffice.com**. Last year students earned \$38,000 of profits into their accounts. Once deposited, students can then decide what to do with the money: make a "contribution" (for incentives), purchase music supplies from student store, pay for polo shirt, and/or save up for one of our amazing field trips. These fundraisers are pretty much any that the student collects money for: brochure types, including Popcornopolis, ButterBraid, entertainment books, and our premier "#upbeats Website".

**2. To the General Fund:** HMDPA has set a goal of \$4,000. These fundraisers go directly into the general fund and are usually too hard to track for student accounts. They include: Box Tops, cellphones, ink, restaurant nights, concert tickets, Amazon Prime, etc. These do not count for incentives.

## HMDPA's Contribution Goal towards General Fund is \$30,000

We can meet this goal if every family did the following:

- ♪ Voluntarily contribute or participate in fundraisers equaling \$100 or more.

We like to say this is the "Opt-out" of fundraising.

(This basic contribution in 1997 was \$90)

- ♪ Turn in: Boxtops and old cell-phones, tablets and computers.
- ♪ Sell concert tickets to friends and family.
- ♪ Link your Ralph's card to HMDPA (tell your friends and family to as well)
- ♪ Link your AmazonSmile shopping account to HMDPA at <https://smile.amazon.com>
- ♪ Use the Amazon link on the www.HMDPA.org website to shop (you can use this shortened URL to shop -- <https://goo.gl/YP1mwc>)

## Contribution Levels with Incentives and Schedule

Every dollar you "donate" will be considered a contribution and will add to the benefits listed below. This can be given in the form of check, purchased on Charmsoffice.com, or with HMDPA-provided fundraising.

**\*\*If you choose to fundraise, you will still have to purchase the "Contribution" to get credit.\*\*** It is your responsibility to monitor this.

<u>Level</u>	<u>Amount Donated or Fundraised</u>	<u>Benefits</u>	<u>Value of Benefit</u>
<i>Husky Dawg</i>	\$100	Opt-out of fundraising	Priceless

♪♪♪ INCENTIVE Deadline for **Silver Contribution (or higher)** . If you contribute or fundraise \$200 by **November 12th**, you will receive an "invitation" to a VIP pre-show of our first concert in December. Finger foods, meet and greet the directors and Music Department swag.

<u>Level</u>	<u>Amount Donated or Fundraised</u>	<u>Benefits</u>	<u>Value of Benefit</u>
<i>Silver</i>	<b>\$200</b>	2 comp tickets for both Winter and Pops Concert series	\$20
		Pre-show reception with Mr. Caldwell, Mrs. D., Mr. H.	Priceless
		Early reserved priority seating	Priceless
		Concert program mention	Priceless
		<i>And everything from Husky Dawg level - TOTAL:</i>	\$20 + priceless
<i>Gold</i>	<b>\$300</b>	2 additional comp tickets for <i>both</i> Winter & Pops Concert Series (4 total)	\$20
		<i>And all above in Silver - TOTAL:</i>	\$40 + priceless
<i>Platinum</i>	<b>\$400</b>	2 additional comp tickets for <i>both</i> Winter and Pops Concert Series (6 total)	\$20
		<i>And all above in Gold - TOTAL:</i>	\$60 + priceless
<i>Diamond</i>	<b>\$500</b>	2 additional comp tickets for <i>both</i> Winter and Pops Concert Series (8 total)	\$20
		Perpetual Plaque for Music Room	Priceless
		<i>And all above in Silver, Gold, and Platinum - TOTAL:</i>	\$80 + priceless

Contributions are tax deductible to the fullest extent allowed by law, so they cannot count towards trips. HMDPA is a nonprofit 501(c)(3) corporation. Tax ID #86-1169465. Many employers will match charitable contributions so please check with your company.

**Once you make a contribution, it cannot be refunded or transferred.**

**For families with multiple children**, all siblings enrolled in the music program can attend all VIP functions. All tickets for concerts can be used for anyone you wish. It is best to make one of the children the one that makes the contributions. If you spread it out equally, you will not get as many concert tickets.

### **Class Contribution Incentives**

In addition to the parent incentives, there are some incentives for the whole class. The amounts listed below are based on class averages, so if the whole class's average is above a certain amount, then they will all receive the incentives. The goal is for each class to fundraise/contribute an average of \$100 per student.

- \$25: Wi-Fi on the bus for all trips (if available)
- \$50: Rock Band Wii party or movie day—determined by class vote (popcorn and refreshments provided)
- \$75: Ice cream party (during class)
- \$100: Before school breakfast served by the staff
- \$150: Walking field trip to the movies! (Tickets and food not included, but scholarships are available for those unable to pay. This is also dependent on the availability of an appropriate movie for viewing.)
- \$200: ALL DAY Field Trip to Belmont Park! (food, arcade money, and sunscreen not included)
- \$250: FREE Trip to Knott's Berry Farm (requires successful musical audition for acceptance to Knott's; does not include food)

### **Student Store Supplies**

H.M.D.P.A. has stocked music supplies (reeds, strings, polo shirts, method books etc) in the Student Store in each classroom. A great function of [charmsoffice.com](http://charmsoffice.com) is the ability to order supplies in advance. Students can also get supplies in person with the "Sales" student but it needs to be before class begins, but only if time permits. There will be no guarantee of supplies in stock if you wait until the day of. You can see how much supplies cost in [Charmsoffice.com](http://Charmsoffice.com) as well. See Music Department Packet for items students will need.

### **Account Tracking through Charms**

HMDPA will track students' fundraised profits, cash "contributions", etc. You will be responsible for making sure it is accurate. When you purchase or fundraise towards a "contribution," once a "contribution is made" it is non-refundable and non-transferable. You cannot get a refund. At the end of the year, all accounts will reset to zero, and all unused money gets absorbed into the general fund.

#### **Approximate trip costs:**

The following trips are optional, and they do cost money. HMDPA will try to help anyone who wishes to go and can't afford it. Fundraisers will be provided as well.

- Disneyland Music Workshop (Beginning Groups), Recording Session (Intermediate), or Stage performances (Advanced Ensembles): \$150
- Disneyland Recording Session (Intermediate ensembles): \$150
- Overnight Theme Park (Forum or Music in the Parks; all ensembles except Beginning and Intermediate ensembles): \$250 ea.

# Monetary Procedures

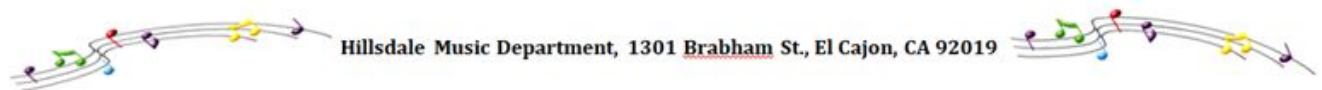
All monetary transactions are made through Charmsoffice.com, the deposit box located in the Music Rooms 101 and 505. We prefer Charmsoffice.com, but will take checks and cash if necessary. **DO NOT GIVE MUSIC DIRECTORS/TEACHERS MONEY OR ENVELOPES.** They will not accept it. The money must go into an HMDPA envelope and then into the deposit box (also called the "black box") in either room 101 or 505.

Please make checks payable to:

**HMDPA or Hillsdale Music Department Parent Association**

## Procedure to deposit money into account via check and the "Black Box"

- ♪ Place cash, checks, or Paypal receipts into envelope.
- ♪ Make sure envelope is **completely** filled out. (See below)
- ♪ Deposit your envelope into the "deposit box," a BIG black box in the back of the music room (Room 101 or 505).
  
- ♪ Do NOT give money to Mr. Caldwell, Mrs. Disselkoen, Mr. Hernandez or anyone else.



Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_  Cash  Check #(s) \_\_\_\_\_  Money Order  Pay Pal Receipt

Money for:  General Donation  Private Lessons  Polo Shirt  Dress  Instrument Rental  Classroom Supplies  
 Trip (Specify): \_\_\_\_\_  Other (Specify): \_\_\_\_\_

Tax Receipt Requested (Check if you want a tax receipt mailed to you.)

### HMDPA USE ONLY (Do Not Write In This Section)

Envelope # \_\_\_\_\_ Deposit # \_\_\_\_\_ Verified By: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Qty. Enclosed: 1 - \_\_\_\_\_ 5 - \_\_\_\_\_ 10 - \_\_\_\_\_ 20 - \_\_\_\_\_ 50 - \_\_\_\_\_ 100 - \_\_\_\_\_ Coins - \_\_\_\_\_ Checks (#/\$): \_\_\_\_\_



Charms software helps track money and manage communication with you. You will be able to see how much fundraiser profit has been added to your child's account, and even pay directly. You can also order supplies and have it the next day (if in stock). And, we will be selling our concert tickets through Charms as well this year.

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click the “ENTER/LOG IN” link in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your child's program account using the School Code: **HillsdaleMSMusic**
- This will bring up the main parent page allowing you to look at the “public” calendar, event list, handouts, and other files.
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements, volunteer opportunities, and other event details. Note: if a calendar event is specifically assigned to your child, it may NOT show up on this calendar – check “Student” calendar after entering the student's ID number (see below).
- Enter your child's School Student ID NUMBER as a **Student Area Password**; you will be prompted to create a new password. A more detailed screen appears with options to view your student's information, music assignments, financial records, forms, and inventory.
- Two areas in which you can help us maintain his/her records:
  - **Update Personal Information** – please help make changes to your child's student information page (such as updating phone numbers and email addresses if they change). This will help the teacher communicate with you more effectively. Click the **Personal Info** button. Please include your instrument serial number option as well if you own the instrument.
  - **You will be able to make credit card payments for contributions, trips, music supplies, and concert tickets.** You will also be able to see your student's contribution record. You will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments. You can use HMDPA.org as well.
- Most importantly, the parent page assists us to communicate with each other. Stay up to date with what's going on with classes!



# Hillsdale Music Department Parent Association (HMDPA)

A California Nonprofit 501(c)(3) Corporation

## 2019-20 Board of Directors/Committee Chairs

President	Dan Lai
Vice-President	Kristen Torres
Secretary	Jennifer Freye
Treasurer	Angela Daly

### BOARD MEMBERS-AT-LARGE

Member-at-Large	Tami Eaton - Chair
Member-at-Large	Alison Colls
Member-at-Large	Kim Vinzant
Member-at-Large	Jolinda Grunstad
<b>Member-at-Large</b>	<b>VACANT</b>
<b>Member-at-Large</b>	<b>VACANT</b>

Student Accounts	Teachers
<b>E-mail/Website</b>	<b>VACANT</b>
<b>Attire</b>	<b>VACANT</b>
<b>Donations: Box Tops, eScrip</b>	<b>VACANT</b>
Fundraising Coordinator	Jolinda Grunstad
<b>Fundraising Dine-Ins</b>	<b>VACANT</b>
<b>Event/Travel Coordinator</b>	<b>VACANT</b>
Historian	Rich Freye
<b>Volunteer Coordinator</b>	<b>VACANT</b>
<b>Financial Auditor</b>	<b>VACANT</b>
<b>VIP Reception Coordinator</b>	<b>VACANT</b>

**HELP  
MAKE THE  
MUSIC  
HAPPEN**





# HMDPA Contribution Form

<u>Basic</u>	<u>Amount</u>	<u>Benefits</u>	
Husky Dawg	\$100	Opt-out of fundraising	(Priceless)

**Silver Incentive:** Contribute or fundraise \$200 by **November 12th** to receive a “VIP reception” invite

<b>GOAL: Silver</b>	<b>\$200</b>		
	Two comp tickets for Winter and Pops Concert Series		(Value - \$20)
	Pre-concert reception with the teachers (early incentive by <b>Nov 12th</b> )		(Priceless)
	<b>Early reserved priority seating</b>		(Priceless)
	Concert program mention		(Priceless)
<b>Gold</b>	<b>\$300</b>		
	2 additional comp tickets for <i>both</i> Winter and Pops Concert Series		(Value - \$20)
	<i>And all above in Silver</i>		
<b>Platinum</b>	<b>\$400</b>		
	2 additional comp tickets for <i>both</i> Winter and Pops Concert Series		(Value - \$20)
	<i>And All above in Silver and Gold</i>		
<b>Diamond</b>	<b>\$500</b>		
	2 additional comp tickets for <i>both</i> Winter and Pops Concert Series		(Value - \$20)
	Perpetual plaque for Music Room		(Priceless)
	<i>And All Above in Silver, Gold and Platinum</i>		

Name of Student	
Contribution Amount	
Name for Concert Program (\$200+ contribution)	
Name on Plaque (\$500+ contribution)	
Name of person to receive Tax Letter	
Phone #	
Address you want tax letter sent to: (leave blank if you do not want a tax letter)	

Please make checks out to **HMDPA** or use Charmsoffice.com or HMDPA.org and attach receipt.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

HMDPA is a nonprofit 501(c)(3) corporation. Tax ID 86-1169465. Contributions are tax deductible to the fullest extent allowed by law. Check with your employer; many employers will match charitable contributions.