Greetings from Interlochen! If you are a returning student, we welcome you back, and if you are a new student, we are pleased to count you as part of the Interlochen educational community. Interlochen is a special place where talented young people are free from the distractions of the outside world so they may focus intently on their artistic endeavors, developing friendships and enjoying the beauty of our 1200-acre campus. Our goal at Interlochen is to provide a safe environment with exceptional learning opportunities for our students, many of whom travel great distances to attend.

We ask that students and parents read through this CAMP STUDENT AND PARENT HANDBOOK thoroughly before coming to Interlochen Arts Camp. Each year’s handbook has new and updated information. It is divided into three sections. You can click on the link in the table of contents to advance to that page in the handbook.
The handbook is available for parents online at the Camp Parent Resource Center and via the Camp parent portal in Aspen, Interlochen’s new student information system. Copies for students to reference will be available in each cabin. Within the first few days of programming, students are asked to sign a statement indicating that they are familiar with the Student and Parent Handbook and agree to abide by Interlochen Arts Camp policies. Paper copies can be mailed home upon request.

INTERLOCHEN’S MISSION:
“Interlochen Center for the Arts engages and inspires people worldwide through excellence in educational, artistic and cultural programs, enhancing the quality of life through the universal language of the arts.”
PACKING AND PLANNING

If you have Questions
Interlochen website: http://www.interlochen.org
Interlochen camp link: http://camp.interlochen.org
Interlochen camp parents information: http://camp.interlochen.org/campparents (Parent Resource Center)
Parent Portal/Aspen student information system (NEW): http://aspen.interlochen.org (password required)
Camp Questions: campquestions@interlochen.org or by phone at 231-276-4371 (active beginning in March)

These offices are open year round:

<table>
<thead>
<tr>
<th>Questions about</th>
<th>Office</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications, financial aid, class schedules, private lesson/teacher requests, audition times, class fees, performance information, Enrollment Agreements, day campers</td>
<td>Admissions</td>
<td>231-276-7472 800-681-5912 (toll free)</td>
</tr>
<tr>
<td>Cabin life, laundry, student conduct, off campus requests</td>
<td>Student Affairs</td>
<td>231-276-7378</td>
</tr>
<tr>
<td>Arrivals, departures, changes in travel plans, shuttle from airport or bus station, lost luggage</td>
<td>Student Travel Transportation</td>
<td>231-276-7373 231-276-7303</td>
</tr>
<tr>
<td>Tuition payments, personal spending accounts, allowances (Juniors/Intermediates)</td>
<td>Business Office</td>
<td>231-276-7348</td>
</tr>
<tr>
<td>Health forms, health concerns, accessibility concerns</td>
<td>Health Services</td>
<td>231-276-7220</td>
</tr>
<tr>
<td>Purchasing uniforms and other clothing, supplies, music, CDs of performances, cabin photos</td>
<td>Scholarship</td>
<td>231-276-7386</td>
</tr>
</tbody>
</table>

**Office Hours: The offices above are generally staffed 8:30 AM – 4:30 PM, Eastern Standard Time, Monday through Friday during the school year except for major holidays. For specific hours please contact the office directly. On camp arrival dates falling on Sundays, these offices are open during registration hours.**

These offices are open only during the camp season:

<table>
<thead>
<tr>
<th>Division Headquarters</th>
<th>Direct Line</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Boys</td>
<td>231-276-7275</td>
<td><a href="mailto:hsboys@interlochen.org">hsboys@interlochen.org</a></td>
</tr>
<tr>
<td>High School Girls</td>
<td>231-276-7271</td>
<td><a href="mailto:hsgirls@interlochen.org">hsgirls@interlochen.org</a></td>
</tr>
<tr>
<td>Intermediate Boys</td>
<td>231-276-7265</td>
<td><a href="mailto:intboys@interlochen.org">intboys@interlochen.org</a></td>
</tr>
<tr>
<td>Intermediate Girls Lakeside</td>
<td>231-276-7260</td>
<td><a href="mailto:intgirls@interlochen.org">intgirls@interlochen.org</a></td>
</tr>
<tr>
<td>Intermediate Girls Meadows</td>
<td>231-276-7280</td>
<td><a href="mailto:intgirlsm@interlochen.org">intgirlsm@interlochen.org</a></td>
</tr>
<tr>
<td>Junior Boys</td>
<td>231-276-7255</td>
<td><a href="mailto:jrboys@interlochen.org">jrboys@interlochen.org</a></td>
</tr>
<tr>
<td>Junior Girls</td>
<td>231-276-7250</td>
<td><a href="mailto:jrgirls@interlochen.org">jrgirls@interlochen.org</a></td>
</tr>
<tr>
<td>Institutes</td>
<td>231-276-7285</td>
<td><a href="mailto:instdiv@interlochen.org">instdiv@interlochen.org</a></td>
</tr>
<tr>
<td>Camp Health Centers</td>
<td>Fax: 231-276-7881</td>
<td></td>
</tr>
<tr>
<td>Boys Health Center</td>
<td>231-276-7225</td>
<td><a href="mailto:boysinfirm@interlochen.org">boysinfirm@interlochen.org</a></td>
</tr>
<tr>
<td>Junior/Intermediate Girls Health Center</td>
<td>231-276-7224</td>
<td><a href="mailto:liginfirm@interlochen.org">liginfirm@interlochen.org</a></td>
</tr>
<tr>
<td>High School Girls Health Center</td>
<td>231-276-7220</td>
<td><a href="mailto:health@interlochen.org">health@interlochen.org</a></td>
</tr>
</tbody>
</table>

Mailing Information
If you are shipping luggage/boxes/packages before or during camp, see detailed instructions on page 5.

If you use the United States Post Office for mail or packages, use this address:
Student name
Division (e.g. HSB, HSG, IB, IGL, IGM, JB, JG, Institutes)
Interlochen Center for the Arts
P.O. Box 200
Interlochen, MI 49643-0200

If you are using UPS or FED-EX for mail, packages or luggage, use the following shipping address:
(These carriers do not recognize post office boxes and must have a street address)
Student name
Division (e.g. HSB, HSG, IB, IGL, IGM, JB, JG Institutes)
Interlochen Center for the Arts
9900 Diamond Park Road
Interlochen, MI 49643-0200
Important Travel Information for Camp Parents and Students:
With over 2,500 camp students arriving and departing at various times each summer to take part in a number of different camp programs, it is important to have accurate and up to date information regarding each student’s travel plans. The Travel Plans Form that includes specific arrival and departure information must be completed for all students, regardless of the mode of travel. This includes those planning to arrive by automobile.

The Travel Plans Form can be found online via the Parent Resource Center link on the Interlochen Arts Camp website or via the Camp parent portal in Aspen: http://aspen.interlochen.org. Those without Internet access, or anyone experiencing difficulty in completing the form online, can call the travel coordinator with travel plans at 231-276-7373.

When booking plane or bus tickets, the preferred Interlochen travel agency is Classic Travel. They have extensive experience with scheduling student travel to and from Interlochen. Classic Travel offers special assistance to Interlochen students and parents with travel bookings, and they actively help solve any problems students may experience while traveling. Classic Travel contact information is as follows: www.classictravelusa.com or call 1-800-643-3449, 467 Okemos Road, Okemos, MI 48864. Be sure to reference Interlochen when contacting them. Those using Classic Travel to book plane or bus tickets must still complete a Travel Plans Form.

Completing the Travel Plans Form reserves a seat on an Interlochen shuttle vehicle and ensures that Interlochen staff will meet a student at the Traverse City airport or bus station when he/she arrives, and/or provide transportation to the airport or bus station in time for him/her to depart, according to the information provided on the form. Interlochen transportation service also takes care of transporting student luggage to and from campus. The fees for the Interlochen transportation service are listed below.

PLEASE NOTE: Interlochen provides transportation to and from the airport and bus station in Traverse City, Michigan ONLY. Interlochen is not able to provide transportation to and from other cities in the state.

Parents traveling with their children who desire transportation to and from campus should request transportation by sending an email to Transportation@interlochen.org detailing the travel request.

Travel Plans Due Date:
Travel plan due date is May 1, or within 7 days of acceptance if admitted after May 1. As noted above, all student travel plans, including those traveling by car, must be filed using the online travel form.

Transportation Fees:
$10 – Each one-way trip to or from the Traverse City airport or bus station. The fee is deducted from the student account. There is no need to carry additional cash to pay the transportation fee.

$30 – Additional fee if travel plans are submitted after May 1, or if there is less than 48-hour notice prior to arrival for travel plans changes. Late enrolling students must provide travel plans within 7 days of acceptance to avoid the late fee.

Travel Dates:
Please pay close attention to the travel dates for each camp session. Students arriving prior to the session start date, or departing after the end of his/her session, will be charged a substantial fee for accommodation and supervision. Arrival and departure dates for each session are posted on the Parent Resource Center at http://camp.interlochen.org/campparents and via the Camp Parent Portal http://aspen.interlochen.org

Unaccompanied Minors:
Unaccompanied Minor is a term used by the airlines to designate a young traveler that needs to be escorted by airline personnel. The airlines charge a separate fee for this escort service. Each airline has its own specific requirements for transporting younger persons. We recommend that parents check with the air carrier to determine what requirements apply to a minor child. We also recommend that you schedule flights early in the day to avoid students having to re-book their travel and return to Interlochen for departure on the re-booked flight(s). Airlines will not board an Unaccompanied Minor if it is the last flight of the day or if any of the intermediate flights are the last flight of the day. When making unaccompanied minor arrangements, airlines will ask for the specific name, address and phone of the receiving adult. Please provide the following information:

Adult Name: Tom Ronayne, Interlochen Travel Coordinator
Address: Interlochen Arts Camp, 4000 M-137, Interlochen, MI 49643
Phone Number: 231-276-7373

Packing and Planning
Changes and updates to travel plans
Notify the Interlochen Student Travel Office as soon as possible if there is a change in the students travel plans. The preferred way to make a travel plans change is to submit a new online travel form on the Interlochen Arts Camp Parent Resource page of the ICA website. Or, if the change in travel plans requires immediate action, call the Student Travel Office (231-276-7373) or the Transportation Office (231-276-7303).

There is no additional fee for changing travel plans if resubmitted at least 48 hours before the scheduled travel. A $30 fee will be charged for changes made within 48 hours of scheduled travel.

Delayed or Cancelled Travel:
Occasionally there may be a problem with a student being transported by air or bus. This can be caused by weather delays or mechanical problems.

If a student experiences an airline or bus delay, or a cancellation, he/she should do the following:
1. Call his/her parents first!
2. Rebook flights as needed
3. Notify Interlochen of the changes (two steps):
   a. Monday – Friday, 8:30 a.m. - 4:30 p.m. EDT: Call the Travel Office at 231-276-7373
   OR IF
   b. Saturday, Sunday, or M-F after 4:30 p.m. EDT: Call the Transportation Office 231-276-7303
4. Contact the student’s camp division (high school boys or girls, intermediate boys or girls, junior boys or girls) by calling the Interlochen main switchboard at 231-276-7200 (open 7 days, 24 hours). The switchboard will connect students or parents to the appropriate camp division.

International Students:
Students need to make sure their documentation is accurate and up to date in order to avoid delays or the possibility of being denied travel. Passports and/or Visas that will expire while a student is here at Interlochen must be updated prior to arrival. Students will also need an I-20 and I-94 that are accurate and up to date. The I-20 will usually be issued for the duration of the student’s stay at Interlochen. Make sure the documents are signed by both the student AND his/her parent.

Without current and signed documents student travel will be delayed or denied. While at Interlochen, for the safety and security of these documents, these documents are kept in the travel office where they can be locked and stored until needed. These documents are very difficult, if not impossible, to replace. Further information is available at: http://travel.state.gov/visa/temp/types/types_1268.html

Final Important travel tips:
• It is strongly recommended that copies of receipts for any prepaid airline fees (unaccompanied minor, baggage/luggage, etc.) be sent with the camp student, to be stored with his/her travel documents for proof of payment. The Interlochen Travel office cannot be responsible for reimbursement of additional fees paid to the airlines in the absence of a receipt. If you have questions regarding this, please call the Student Travel Office at 231-276-7373. For safekeeping, airline tickets, passports and other travel related documents are stored in the Travel Office safe as noted above.
• Send as much luggage as possible ahead by USPS, UPS or FED-EX. Also plan to ship back home as much as possible. The airlines have very strict luggage requirements, and will charge substantial fees for oversized and/or excess luggage. See “Packing and Planning” section in the Student and Parent Camp Handbook.
• It is important that the student’s name, address, and phone number are inside, as well as outside, each piece of luggage.
• Use the luggage tags available in Aspen via the Camp parent portal (see page 7 - “Luggage”) so that Interlochen can properly identify baggage as it arrives and deliver it to the correct Camp division. Luggage without the proper tags will delay delivery.
• Students should carry travel money for personal needs and/or any costs that may arise during travel. Departing junior and intermediate students who travel by air or bus will be issued travel money from his/her personal account. Typically, $20 for domestic students and $50 for international flights is allotted. High school students must obtain his/her own travel money at the Business Office.
• Traveling from Cherry Capital Airport is very different than traveling from a big city. The planes are smaller and during the camp season nearly every passenger is a student. Please trust us when we say that there are no exceptions to the policies involving checked and carry-on luggage.
• Luggage may sometimes not travel on the same flight as the student if the planes are full, and therefore will not arrive with the student. If a student’s luggage does not arrive with him/her, Interlochen staff will check
each arriving flight for the delayed luggage. If the luggage is not located within 24 hours, Interlochen staff will file a lost luggage report with the airline.

• Do not pack medications or other items in checked luggage that students will need immediately or can’t go without. These items should be taken in the carry-on bag. Students are expected to turn medications in during the check in process when arriving at their Camp division.

Driving Directions to Interlochen
Directions are available on our website: http://www.interlochen.org/getting-here

From Traverse City Airport
• Exit terminal by turning right on South Airport Road
• Drive approximately 4 miles and turn left onto US-31/M-37 South
• Turn right onto US-31. (M-37 and US-31 split at this point)
• Follow US-31 South to M-137 and turn left
• The main entrance of Interlochen is 2 miles ahead on the right

From the South/Southwest US-131 to M-115 (Cadillac)
From central Michigan - take US-27 North to US 10 West to M-115
From East/Southeast- take I-75 North to US 10 West to M-115

Once on M-115
• Take M-115 North through Cadillac
• Turn Right onto M-37 North
• Turn Left onto US-31 South
• Follow US-31 South to M-137 and turn left (This is Interlochen Corners)
• The main entrance of Interlochen is 2 miles ahead on the right

PACKING - WHAT TO BRING / WHAT TO LEAVE BEHIND

General Information
The cabin is “home” for campers at Interlochen. Campers form friendships at Interlochen with cabin mates, and the staff do their best to ensure that students work together to foster a comfortable, clean, and congenial living environment. Cabins are inspected every morning and each student is responsible for an assigned job during cabin clean-up.

Although the cabins differ slightly from one another, each contains similar furnishings and bath fixtures. Cabins are rustic, wooden and unheated. Campers have a bunk bed, a locker or closet (about 9” wide) to share, two shelves (2’ wide) and a place to hang towels. Storage space is very limited so bring only clothing and other items that are absolutely necessary. Lofts in cabins provide storage space for trunks and suitcases. Musicians store instruments in the cabins, or High School music majors (not Intermediate or Junior) may reserve a locker on main campus for a fee on a first come, first served basis. Students interested in reserving a locker need to visit Instrument Services upon arrival. No advance reservations are accepted.

What to Bring to Interlochen and Class Materials List **
** Please refer to “What to Bring to Interlochen” at the back of this handbook in the Resources section **

Do NOT Bring the Following Items:

- Nice jewelry
- Appliances
- TV’s or DVD players
- Large electric amplifiers
- Food, candy, gum
- Rollerblades
- Scooters
- Skateboards
- Bicycles
- Laptops (see materials lists for exceptions by arts major)
- Keyboards
- Large amounts of non-uniform clothing
- Items of high monetary/ sentimental value
- Large weights or workout equipment
- Heelies (shoes with wheels)

Students may bring small battery-operated radios, MP3/CD players and iPods, provided they are equipped with earphones. NOTE: Due to the cell phone policy outlined later in the handbook, ONLY HIGH SCHOOL STUDENTS are permitted to use smart phones as an MP3 player. Students who bring small electronic devices do so at their own risk. Any inappropriate items brought to Interlochen will be confiscated and stored or shipped home at camper’s expense. Interlochen is not responsible for lost or damaged confiscated or collected items. Recordings
with “Parent Advisory” labels are not permitted for public broadcasting in any location or activity. Please label all electronic devices brought to Camp with student’s name.

Labels – Clothing and Equipment
It is IMPORTANT that all articles of clothing and other belongings have a name clearly marked for quick and easy identification. Please mark other personal items with a permanent laundry marker. Experience has proven that iron-on labels do not withstand several weeks at Interlochen. Paste an inventory list of clothing and equipment inside footlocker or suitcase to facilitate packing at the close of the Camp session. Pack in duffel bags, suitcases or footlockers, as storage space is limited. All bags will be stored in the cabin rafters, and are not used during your time at Interlochen.

Luggage
Allow at least two weeks for items to arrive at Interlochen from the continental U.S. and Canadian sites and longer from other locations. Place origin and destination addresses, and phone numbers, inside shipped items in case exterior tags become lost. It is recommended to ship belongings in boxes that can be reused at the end of the session.

All baggage that accompanies students who are flying to Interlochen or luggage sent in advance to Interlochen must have camp division-coded sorting tags attached and must be addressed as follows. You can print your own luggage tags found in Aspen via the Camp parent portal: http://aspen.interlochen.org. Four division specific luggage tags for each camp division listed below are on one printable PDF page. Be sure to indicate arrival date on the tag as this helps with sorting.

Junior Boys          Intermediate Boys          High School Boys
Junior Girls         Intermediate Girls         High School Girls

To ship luggage and boxes in advance use the following address and include the student’s arrival date:
Student’s Name
Full Division Name (i.e. High School Boys, Intermediate Girls, etc)
Interlochen Center for the Arts
9900 Diamond Park Road
Interlochen, MI  49643-0200

THE UNIFORM
Since 1928, Interlochen Center for the Arts has embraced a clearly defined mission to offer students an education found in no other environment. Over 250,000 visitors come to campus each year. They come for student and Summer Arts Festival performances, family visits or just to have a casual look around. Visitors include parents, alumni, trustees, donors, friends and prospective students. Camper and staff actions and appearance create an impression and can affect the Camp’s continued success.

The Camp uniform, worn by all campers, faculty and staff, is one of Interlochen’s oldest traditions. Properly worn, the Interlochen uniform promotes an awareness of the inner self. From the beginning, the Interlochen uniform has meant a spirit of unity – a simplified day – a means of identification – a blurring of class distinctions. The uniform is both simple and flexible. The most important aspect of wearing the uniform is neatness. It is worn every day to the dining room, classes, concerts, performances and all activities on main camp.

Special Uniform Details
• **Concert Attire**: All performers and presenters at concerts, recitals, and religious services must wear corduroy pants (male) or corduroy knickers, including knee-high socks (female), and solid red sweaters or solid nice red sweatshirts. Because concert attire is especially important, performers are expected to adjust to this special request for a more unified appearance (i.e. red sweaters/sweatshirts only).
• **Knickers** (girls only): Knickers are the most distinguishing part of the Interlochen uniform and are obtained from IAC at the beginning of each session at no cost. When worn, they must be buttoned snugly around the calf, and worn only with long, color-coded knee socks.
• **Shorts**: Shorts must be navy blue cotton, tailored and not shorter than fingertip length when arms are relaxed and hanging at sides, and sit at the natural waistline. No short shorts, no denim or jeans fabric, cut-offs or gym shorts. Shorts are available for purchase at the Interlochen Scholarship. Tights, sweat, etc. are never worn beneath shorts. Short shorts will be confiscated and held until the end of camp.
• **Pants**: Cotton pants and corduroy pants must be classic styled, tailored, hemmed and ankle-length and sit at the natural waistline. No denim or jeans fabric, no exercise or sweatpants style or fabric. Pant legs may not drag the ground. Shorts and cotton pants are not supplied by Interlochen. Shorts are available for purchase at the Interlochen Scholarship. Corduroy pants for concert attire may be obtained from IAC at the beginning of each session at no cost.
• **Boys’ Socks:** Boys’ socks must be navy blue or white. Boys must wear navy blue socks, not white, with pants.
• **Accessories:** Small and unobtrusive accessories are preferred. Division directors, conductors, and instructors reserve the right to forbid hats in certain locations and settings.
• **Outerwear:** Red is an important (but not the only) color for sweaters, sweatshirts and jackets. Performers wear only red sweaters or sweatshirts for concerts. They may be pullover or cardigan-style. The Scholarshop has a selection of pullovers available in the store and online at [http://shop.interlochen.org](http://shop.interlochen.org).
• **Footwear:** Students enrolled in visual arts classes or design and production must wear closed-toed shoes at all times when in the studio and shop.
• **Rehearsal Attire:** Refer to arts area class materials lists as applicable, which can be found at the end of this handbook and is available in Aspen via the Camp parent portal: [http://aspen.interlochen.org](http://aspen.interlochen.org)

<table>
<thead>
<tr>
<th>Uniform Basics: Boys</th>
<th>Uniform Basics: Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirts:</strong> Must be short-sleeved with an Interlochen LOGO and long enough to be tucked in. (Tuesday thru Saturday: light blue; Sunday: white; Monday: light blue or white)</td>
<td><strong>Shirts:</strong> Must be short-sleeved with an Interlochen LOGO and long enough to be tucked in. (Tuesday thru Saturday: light blue; Sunday: white; Monday: light blue or white)</td>
</tr>
<tr>
<td><strong>Bottom Choices:</strong></td>
<td><strong>Bottom Choices:</strong></td>
</tr>
<tr>
<td>* Navy blue corduroy slacks (classic styled, tailored, hemmed and ankle length with belt loops, worn with navy socks)</td>
<td>* Navy blue corduroy knickers (must be worn buttoned, worn with long knee socks)</td>
</tr>
<tr>
<td>* Navy blue shorts (not shorter than fingertip length, with belt loops, not denim, not work-out material, worn with navy or white socks)</td>
<td>* Navy blue shorts (not shorter than fingertip length, not denim, not work-out material), worn with color-coded socks</td>
</tr>
<tr>
<td>* Navy blue cotton slacks (classic styled, tailored, hemmed, ankle length with belt loops, worn with navy socks)</td>
<td>* Navy blue slacks (classic styled, tailored, hemmed, ankle length), worn with color-coded</td>
</tr>
<tr>
<td><strong>Plus:</strong></td>
<td><strong>Plus:</strong></td>
</tr>
<tr>
<td>* Navy or White socks</td>
<td>* Color-Coded Socks: (Juniors – Navy Blue), (Intermediates – Red), (High School – Light Blue)</td>
</tr>
<tr>
<td>* Shoes (sturdy, comfortable shoes – athletic, clogs, street shoes)</td>
<td>* Color-Coded short or long socks with shorts and pants</td>
</tr>
<tr>
<td>* Color-Coded Belt: (Juniors – Navy Blue), (Intermediates – Red), (High School – Light Blue)</td>
<td>* Color-Coded knee socks, pulled up, with knickers</td>
</tr>
<tr>
<td>* Camp ID on color-coded safety lanyard around neck</td>
<td>* Shoes (sturdy, comfortable shoes – athletic, clogs, street shoes)</td>
</tr>
<tr>
<td></td>
<td>* Camp ID on color-coded safety lanyard around neck</td>
</tr>
</tbody>
</table>
WHILE YOU ARE AT INTERLOCHEN

ARRIVAL AND YOUR FIRST DAY AT INTERLOCHEN

Arrival and Departure information can be found on the Parent Resource Center at the Interlochen website. Use the link to “Camp 2013 Forms and Information” link to find the schedule for arrivals and departures. It is also available in Aspen via the Camp parent portal. Please note that once a student checks in at registration, he/she must follow all policies for checking off campus. Please see “Off-Campus Checkout” on pages 15-16.

Arriving On Campus by Interlochen Bus via Airport or Bus Station
Students will be dropped off at his/her individual divisions and guided by staff from there.

Arriving On Campus by Car
• At the front gate, campers will be directed to the appropriate camp division
• At division registration campers will be asked about travel, special concerts, any missing paperwork, check in with health services, etc.
• Once all things are in order, campers will receive his/her cabin assignment
• Once a student receives his/her cabin assignment, he/she is officially checked in and must follow all check-in and check-out procedures.

Camp Division Registration
THE REGISTRATION START TIMES ARE STRICTLY OBSERVED. Registration will take place within each division according to the following schedule. Campers arriving after the scheduled registration times below will need to follow a late registration process which begins in the camp division.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, June 22, 2013</td>
<td>9:00 a.m. to 4:00 p.m.</td>
<td>High School and Intermediate</td>
</tr>
<tr>
<td>Sunday, June 23, 2013</td>
<td>9:00 a.m. to 1:00 p.m.</td>
<td>Junior, High School and Intermediate</td>
</tr>
<tr>
<td>Sunday, July 7, 2013**</td>
<td>12 noon to 3:00 p.m.</td>
<td>Junior** and High School**</td>
</tr>
<tr>
<td>Sunday, July 14, 2013**</td>
<td>12 noon to 3:00 p.m.</td>
<td>High School** and Intermediate**</td>
</tr>
<tr>
<td>Sunday, July 21, 2013**</td>
<td>12 noon to 3:00 p.m.</td>
<td>High School** and Junior**</td>
</tr>
</tbody>
</table>

** Students arriving on these days should eat lunch BEFORE arriving at Camp.

Registration Holds
If any of the following items are not settled when you arrive, you will be asked to resolve these obligations prior to proceeding to your camp division

• Admission & Financial Aid must have your signed enrollment agreement on file
• The Business Office must show that your tuition bill is paid
• Health Services must show that all of your health forms are complete. A late fee of $25 will be charged if not received at least two weeks before the start of your child’s Camp session. See Health Services (page 25) for more information.

Other Registration Information
• Intermediate and High School music students that need to audition, will be directed to an audition sign-up location. Camp division staff will bring Junior campers to auditions.
• High School students can rent an instrument locker or rent an instrument from Instrument Services.
• Junior and Intermediate double bass students can rent an instrument locker or rent an instrument from Instrument Services.
• Uniforms and other items ordered from the Scholarshop, will be available on main campus.

A First Gathering
Our opening assembly, “A First Gathering,” takes place in Kresge Auditorium at 7:00 p.m. on the opening Sunday of the season in June. All students, faculty & staff attend. Parents are welcome if they are on campus.

Parent Opportunities
• Feel free to stop by one of the three health centers to meet the nursing staff.
• You may join your child for a meal at one of the three cafeterias. Please purchase a meal ticket from a staff member at the food line.
• Parent Information Meetings – Optional. You will meet key staff and we will answer questions.
  • Saturday, June 22 Morley Tent High School and Intermediate 3:00 p.m.
  • Sunday, June 23 Morley Tent Mostly Juniors, but all are welcome 1:00 p.m.
  • Sunday, July 7 Morley Tent Mostly Juniors, but all are welcome 3:00 p.m.
  • Sunday, July 14 Morley Tent High School and Intermediates 3:00 p.m.
  • Sunday, July 21 Morley Tent Juniors and High School 3:00 p.m.
• At the opening of the Camp season, parents are welcome to meet faculty in a variety of locations on Saturday, June 22 from 4:00 p.m. - 5:00 p.m. Additional information will be available upon arrival to campus.
When should parents leave after dropping off a student?
Interlochen is an open campus with open visitation, so parents are welcome anytime. However, parents looking for an appropriate time to depart during their child’s registration day/weekend, a good time is to say goodbye prior to attending the parent information meetings in the afternoon. This is a natural break for all involved.

AUDITIONS AND PLACEMENT

JUNIOR DIVISION – Music, Theatre and Dance
There are placement auditions for String Orchestra and Piano. Those instrumentalists should be prepared to play some scales, a short piece and do some sight-reading. Once students arrive on campus, additional information about auditions will be provided. Band, Choir, Theatre and Dance placement auditions are held on registration day or the first day of classes.

INTERMEDIATE DIVISION – Orchestra, Wind Symphony (Band) and Vocal Ensembles
Intermediate Symphony Orchestra (ISO)
Intermediate Concert Orchestra (ICO)
Intermediate Wind Symphony (IWS)
Intermediate Choir (IC)
Intermediate Vocal Arts Ensemble (IVAE)

Orchestra and Wind Symphony: Seating for each session will be determined by auditions. Auditions occur on Sunday for Session 1 and Monday for Session 2. Students will audition on a piece they choose. Auditions will last approximately 5 minutes and include sight-reading. Audition results will determine the seating assignments. However, at the discretion of each faculty coach, seating assignments may be altered within an ensemble.

Vocal Arts Majors: Vocal arts majors enrolled in the Vocal Arts Ensemble (IVAE) will have a voice placement audition. Auditions occur on Sunday for Session 1 and Monday for Session 2. Auditions will include vocal exercises to exhibit range and vocal quality, sight-reading, and performance of a prepared song of the students’ choosing. Students should bring a classical/folk selection of their choice, with a copy of the accompaniment, to the placement audition. Following the audition, Vocal Arts majors will take a music theory diagnostic to determine placement.

Intermediate Choir: Students enrolled in the Intermediate Choir (IC) will have a voice placement audition during opening weekends. The non-major audition includes vocal exercises to exhibit range and vocal quality.

HIGH SCHOOL DIVISION – Orchestra, Wind Symphony (Band) and Vocal Ensembles
Interlochen Philharmonic (IP)
Interlochen Singers (IS)
World Youth Wind Symphony (WYWS)
World Youth Honors Choir (WYHC)
World Youth Symphony Orchestra (WYSO)

Orchestra and Wind Symphony: There will be three auditions during the six-week program (Opening weekend, Week 2, Week 4). Each audition will provide the ensemble assignments for the following two weeks as outlined below:

<table>
<thead>
<tr>
<th>Audition Cycle</th>
<th>Ensemble assignment for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening weekend</td>
<td>Weeks 1 and 2</td>
</tr>
<tr>
<td>Week 2</td>
<td>Weeks 3 and 4</td>
</tr>
<tr>
<td>Week 4</td>
<td>Weeks 5 and 6</td>
</tr>
</tbody>
</table>

Auditions allow faculty to make appropriate ensemble assignments within the orchestral program (WYSO and IP) or the wind ensemble program (WYWS). Students, however, may not move between orchestras and wind ensembles. Weekly seating assignments within an ensemble are left to the discretion of the faculty and may also vary depending on instrumentation needs. If a student arrives late for the opening weekend audition and misses the regularly scheduled audition time, or make-up audition time, he/she will sit at the back of the section until the next audition.

Instrumental Audition Repertoire: The faculty will choose repertoire for ALL auditions. Audition repertoire for all auditions will be posted online and students will be able to access the excerpts by May 20, 2013. The web address and password for the audition excerpts will be emailed in late April. The private lesson questionnaire will be available online via the Camp Parent Portal. Auditions will last 5 minutes and will include sight-reading.
**Vocal Artist:** Auditions for placement into voice studios and for voicing and placement into the World Youth Honors Choir (WYHC) or the Interlochen Singers (IS) will be held Sunday of the opening weekend of camp. Auditions will last approximately 5 minutes and will include a brief vocal scale exhibiting range and quality and a short excerpt from a prepared song of the students choosing. Faculty might also ask for sight-reading, melodic memory tests and range-determining exercises. Auditions for placement into the Opera Workshop class and vocal studios will occur within the first two days of camp.

All Vocal Artist majors are also automatically members of the Interlochen Festival Choir, and will be held responsible for all rehearsals and performances of the Opera Workshop, WYHC or IS, and the Interlochen Festival Choir.

**HIGH SCHOOL AND INTERMEDIATE DIVISIONS – Jazz**

Students auditioning for the jazz ensembles should be prepared to perform the following material: a prepared piece in the jazz style (i.e. a transcription, big band excerpt, jazz etude, etc.); a variety of major and minor scales, modes and the chromatic scale; sight-reading (to be selected by the faculty members); improvisation on a blues in Bb or F and a tune of the students’ choosing. All students enrolled in the jazz program, and those choosing jazz as an elective, must audition at the beginning of each session.

**HIGH SCHOOL AND INTERMEDIATE DIVISIONS – Theatre Arts**

Theatre majors audition for roles on Sunday and Monday of arrival weekend and at scheduled rehearsal times within the first few days of the session. Session 2 students will audition on Monday. Information about audition materials will be posted on our website in May.

**HIGH SCHOOL AND INTERMEDIATE DIVISIONS – Dance**

Dance majors audition for class placement in levels I, II, or III during Opening Weekend. Plan to attend placement auditions on both Sunday and Monday for Session 1. Session 2 students will be placed Monday and Tuesday at the beginning of the session.

**END OF SESSION AND CAMP SEASON**

**Les Préludes**

The following groups perform in the final concert of the six-week season on the last Sunday evening. The following students must remain at Interlochen for *Les Préludes* performance.

- World Youth Symphony Orchestra
- Interlochen Philharmonic
- World Youth Wind Symphony
- Dance Majors attending the second session (both High School and Intermediate campers)

**Check Out Process**

Each division follows a check out process for departure at the end of each session. This process is explained to campers during the last days of each session. Typically, once cleared from the cabin, students are issued a clearance card from the cabin counselor that the student must take to his/her division headquarters where he/she formally signs out. Please be aware that certain high school music students, and high school and dance students have a commitment to perform in the final concert, *Les Préludes*, at the end of the Camp season. Students not involved in *Les Préludes* may depart Interlochen on Sunday or on Monday before 12:00 noon (after his/her final obligation). See *Les Préludes* above.

**Homeward Bound Shipping**

Interlochen Arts Camp has packing and shipping materials that can be purchased from the Scholarshop (Interlochen’s on-campus store). Scholarshop staff will also arrange for shipping packages home at the end of each session via United States Postal Service (USPS) or United Parcel Service (UPS) depending on the size and/or destination of the shipment.

All homeward bound shipping will be charged to the student account unless other payment type has been arranged with the Scholarshop. The fees related to shipping are $25 plus shipping cost dependent on carrier.

**Additional Packing and Shipping Information**

When packing your box, please make sure that each item is wrapped separately. Fragile articles need separation from each other, and from the corners, sides, top, and bottom of the box. Each item should be surrounded by two inches of cushioning and two inches from the walls of the box. Make sure to use enough cushioning material to ensure that the contents do not move when shaking the container. Use bubble wrap or similar materials for
cushioning purposes; improper materials include clothing, blankets, towels, newspaper, and pillows. *Interlochen Center for the Arts nor the Scholarshop are responsible for damaged items during transport or shipment.*

Please fill out the address label completely. Address labels can be picked up at the Scholarshop or division headquarters. *The Scholarshop will not be liable for mislabeled packages.*

Do not pack the following items; liquids, plants, animals, food, medications, currency (including stamps), combustibles, or pressurized containers.

Totes, trunks, and other containers may be shipped via UPS. *Interlochen Center for the Arts, including the Scholarshop, is not liable for any damages incurred during transport or shipment, to either the container or contents.* Oversized bags, duffels, boxes, and containers will incur additional charges congruent with the carrier.

We strongly urge you not to ship instruments or any item over $100 in value. Should you be required to ship an instrument please contact the Scholarshop shipping department directly at (231) 276-2786 to make individual arrangements.

The Scholarshop reserves the right to open and repack boxes as required.

Packages must be in their designated pickup area by 2:00 PM on the following pickup dates: 7/6/2013, 7/13/2013, 7/20/2013, and 8/5/2013. Please refer to session end date to determine the appropriate pickup date.

Pickup locations by division are as follows:
- **High School Boys:** HSB Recreation Hut
- **High School Girls:** Sundecker
- **Intermediate Boys:** C-41
- **Intermediate Girls Lakeside:** Recreation Pavilion
- **Intermediate Girls Meadows:** Sundecker
- **Junior Boys:** C-41
- **Junior Girls:** Penn Hall

**Note:** Students traveling by airplane must be mindful of the high cost of excess and overweight baggage. Students who leave Interlochen early due to unforeseen circumstances will have all packages shipped using funds from his/her personal account. *Parents and students should be aware the on-campus post office will not ship COD.*

Special note for those students taking Visual Arts classes: It is important to remember that students taking visual arts classes will be producing works that need to be transported or shipped home. In some cases, work can be rolled up or carried flat but in other cases (i.e. ceramics or sculpture) packed work may be bulky and possibly fragile. *While faculty will assist students in packing, it is the responsibility of the student to take his/her work with them or make arrangements for shipping.* Interlochen Center for the Arts, including the Scholarshop, will not be responsible for shipping or transportation of student work and cannot be responsible for work left behind.

**CAMP DIVISION LIFE**

**Camp Division Staff**

Cabin Life plays a central role at Interlochen as an extended family setting. Living in a cabin community is an experience of personal growth and requires trained staff dedicated to the success of every student. Interlochen Arts Camp is divided into residential divisions. All activities outside of the structured arts program are the responsibility of the divisions. The divisions are the focal points for students' residential, recreational and social activities, and are located on both sides of Highway M-137. Classrooms, administrative buildings, and performance halls are west of Highway M-137 on main campus. Although each division operates with some independence, divisions work closely with one another and with Interlochen administration.

- **Division Director** - The Division Director is responsible for all operations within the division. He/she supervises all cabin counselors and divisional staff and works to ensure smooth running of all daily activities.
- **Assistant Director(s)** - The Assistant Director(s) serves as second-in-command of the division and assists the Division Director in all areas of divisional operations.
- **Unit Leaders** - Unit Leaders live in the cabins and serve as the “lead counselor” for a unit or group of cabins. They provide support to the Division Director and provide cabin coverage during Counselors' days off.
- **Cabin Counselors** - Cabin Counselors live in the cabins and manage the routines of cabin life and directly assist students with day-to-day activities.
- **Waterfront/Recreation Directors** - Waterfront and Recreation Directors are responsible for overall waterfront or recreation programs within the divisions. These individuals work cooperatively with “brother” or “sister”
divisions to provide co-recreational activities for students. Waterfront and Recreation Directors live in the
cabins and provide cabin coverage during Counselors’ days off.

- **Office Managers** - Office Managers assist with the daily activities in Division Headquarters. Office Managers
live in the cabins and provide cabin coverage during Counselors’ days off.

**Division Headquarters**

*(not all services available in all divisions)*

- Send and pick up mail and messages
- Place and receive telephone calls (Junior and Intermediate divisions only)
- Check out games and supplies
- Sign up for special trips or other activities
- Obtain cabin clean-up supplies and toilet paper
- Purchase stamps (Junior and Intermediates only)
- Get change for vending machines, phones, laundry machines
- Obtain Health Services passes (Intermediates and Juniors only)
- Check out of campus with parents or authorized individuals (High School and Intermediate divisions)
- Check out of division to main camp with parents or authorized individuals (Juniors and Intermediates)

Practice huts are available in all divisions. Because the cabin area is intended as a haven from noise and activity,
you may not practice or rehearse in or around the cabin.

**Cabin Clean-up**

In the interest of maintaining a clean and healthy living space, each morning all students participate in cabin
clean-up, so that the cabin and its surroundings remain presentable. Under the supervision of the cabin
counselor, students will clean the bathroom areas, sink areas, sweep, and tidy personal and public areas within
the cabin, complete a campus chore, and rake around the outside areas. Bathrooms are cleaned 3 days per week
by a professional cleaning crew.

**Campus Clean-up**

As part of the cabin clean-up program, one of the duties students have on a rotating basis is to assist with
keeping various campus areas clean and presentable.

**Rest Period**

For all Junior and Intermediate students, each class day there is usually a rest hour following lunch. During this
time, students receive mail, rest, read, or write letters on his/her bunk. Please note that Intermediate Dance
majors do not participate in rest hour due to the artistic schedule. High School students do not have rest hour.

**Mail**

See mailing information on page two for correct address information. Other information to keep in mind:

- **Cabin numbers will be assigned upon arrival at Interlochen**, so please do not call in advance to request
  this information. Once this is known, please include it on mail and packages.
- The division name is critical on all mail.
- Note that the P.O. Box number for mail sent to students is different from the P.O Box number for other mail
  sent to Interlochen administration offices.
- **Please limit packages**. The number of packages delivered to Interlochen has become extremely excessive
to the point that we ask parents to not overdo. We recommend no more than one per week.
- Please allow for one extra day for packages to reach students. Do not expect overnight packages to reach
  students immediately as packages are delivered to the shipping and receiving department, then distributed to
camp divisions.
- Please avoid the use of Styrofoam pellets as packing materials. This helps us eliminate trash output and
  protects the environment.
- Outgoing e-mail is not available to students. (see One-Way Email Service and Bunk1 for one-way email from
  parents to students)
- Food is not allowed in the cabins. Please do not send food to your child.

**Telephones**

There are limited phones available for student use within each division to place a calling card, third-party or collect
call. Keep in mind that this is a camp setting, telephone access is limited, and students have limited time to place
calls. Students and parents are asked to adhere to the guidelines and hours of phone operations listed below.

- Students will need to utilize calling cards to make long distance calls from an Interlochen telephone. It is
  recommended that calling cards be purchased on campus at the Scholarshop on campus (Camp store).
- Students may not place or accept calls during rest hour.
• Due to busy schedules, students often do not receive phone messages until late evening. It might be the next day before students are able to return a call.

• **Due to limited phone availability in all camp divisions, we strongly encourage students to limit calls home to once per week.** Parents and friends are also asked to limit calls to once per week.

The following numbers are the main lines for each division. These numbers are for the primary purpose of messages only. Extended conversations on these lines are not available.

<table>
<thead>
<tr>
<th>Division</th>
<th>Phone #</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Girls (Cabins 1-16A, 32)</td>
<td>(231) 276-7270</td>
<td>8:00 a.m.</td>
<td>9:15 p.m.</td>
</tr>
<tr>
<td>High School Girls (Cabins 16-33, not 32)</td>
<td>(231) 276-7271</td>
<td>8:00 a.m.</td>
<td>9:15 p.m.</td>
</tr>
<tr>
<td>High School Boys</td>
<td>(231) 276-7275</td>
<td>8:00 a.m.</td>
<td>9:15 p.m.</td>
</tr>
<tr>
<td>Intermediate Girls Meadows</td>
<td>(231) 276-7280</td>
<td>8:00 a.m.</td>
<td>9:00 p.m.</td>
</tr>
<tr>
<td>Intermediate Girls Lakeside</td>
<td>(231) 276-7260</td>
<td>8:00 a.m.</td>
<td>9:00 p.m.</td>
</tr>
<tr>
<td>Intermediate Boys</td>
<td>(231) 276-7265</td>
<td>8:30 a.m.</td>
<td>9:00 p.m.</td>
</tr>
<tr>
<td>Junior Girls</td>
<td>(231) 276-7250</td>
<td>8:00 a.m.</td>
<td>8:45 p.m.</td>
</tr>
<tr>
<td>Junior Boys</td>
<td>(231) 276-7255</td>
<td>8:30 a.m.</td>
<td>8:30 p.m.</td>
</tr>
<tr>
<td>Interlochen’s Main Switchboard:</td>
<td>(231) 276-7200</td>
<td>(Staffed 24 hours a day for emergencies)</td>
<td></td>
</tr>
</tbody>
</table>

**Cell Phones**

Interlochen is a busy and intense program. We strongly recommend leaving cell phones at home if they are not needed while traveling. Cell phone policies are strictly enforced. Students who abuse the cell phone policy will have their cell phone confiscated on the first offense and held until they depart camp. **Interlochen is not responsible for lost or damaged phones that are brought to camp.**

- **Junior and Intermediate** camp students who bring a cell phone to camp must turn it in at registration. The phone will be available to check out and use at designated times and locations that will be explained upon arrival.

- **High School** students ONLY are not required to turn cell phones in at registration. However, high school students are expected to adhere to established parameters for cell phone use that will be explained to them by faculty and camp division staff. Cell phone use is not permitted during performances, in cabins, the dining hall or other venues identified by faculty and staff.

**Gifts, Special Requests**

Students and parents wishing to express appreciation to faculty, staff, or other students are encouraged to send thank-you notes rather than gifts or gratuities. Interlochen Arts Camp is a large operation, with more than 2,500 students and 1,000 faculty and staff each summer. Individual requests for special consideration can disrupt a cabin group, division activities, or the overall function of Interlochen Arts Camp. Please keep this in mind before making a special request.

**Camp Division Boundaries**

Following arrival, campers will be informed about appropriate campus boundaries for his/her camp division.

**Junior and Intermediate Divisions**

Certain areas are in bounds during class time and out of bounds in the evening. If it is necessary to be in one of these areas after class hours, campers must request a pass at Division Headquarters. Some areas of Interlochen’s campus are always out of bounds, such as Scholarship Lodges, Stone Student Center, and the High School Division. Campers must have a special pass to go to the Health Center. It is expected that students will stay in bounds, act responsibly and to be in the right place at the right time, even during those times that they are not directly supervised.

**High School Divisions**

Boundaries for High School students change at different times of the day, and students are responsible for knowing where they are allowed to be at what times. For convenience, boundary maps are posted at each high school division. We expect students to act responsibly. This includes the appropriate use of practice, rehearsal and performance spaces. It should be noted that students may not loiter in residence hall lounge areas at any time.
Evening Activities
With more than 250 arts presentations, performances, art shows, readings, etc. each summer, there is always something to do in the evenings.

High School students most often are free to choose his/her activities from those available on campus. At different times during the Camp session, high school students will be required to attend either an all-go concert or a divisional activity. Some students may have evening rehearsal obligations.

Intermediate students select from several choices, including concerts/presentations and recreation. Students are gathered at a central location and always sit together and counselors chaperone activities.

Junior students typically attend activities as a group. Like Intermediate campers, they gather at a central location and sit as a division with counselors.

Information regarding the student performance calendar via link on the Parent Resource Center (http://camp.interlochen.org/campparents) will be available by the end of April

Social Life
Students have regular opportunities to develop an active social life at Interlochen. In addition to the friendships that evolve among cabin mates and classmates, students can develop friendships through activities like canoe trips, cookouts with boys and girls cabins together, and Monday activities, including division-wide co-recs, Lake Michigan trips and evening dances.

Changeover Weekends
Junior and Intermediate students who remain at Interlochen for more than one session may remain on campus within his/her division during the changeover weekend. Parents must complete the changeover weekend form located in Aspen via the Camp parent portal at http://aspen.interlochen.org. Activities are planned and usually involve Junior and Intermediate campers leaving campus for special adventures at camper expense. Once signed up for these activities, there are no refunds for campers that change plans. During this transition time, we allow students to check off campus overnight for the weekend with parents, guardians, or a designee if known prior to the start of Camp.

Family Visits to Campus
Interlochen encourages parents to visit during the summer, but we ask that parents and other visitors report to Division Headquarters upon arrival. Parents may help their child with his/her belongings on move-in day, but it is preferred that parents not enter cabins in order to respect the privacy of other students and staff. In addition, this helps students feel independent while at Interlochen. Parents may visit rehearsals and classes but should not interfere with a student’s schedule (including rest hour and recreation periods). During free time, parents (or adults with prior written parental authorization on file) may sign Junior and Intermediate students out to main campus (the Scholarshop, Melody Freeze or scheduled events).

On a very limited basis, students may visit his/her parents’ lodging on the Interlochen campus. To do so, students must sign out or secure a daily, dated pass issued by the Division Headquarters. Students may visit his/her parents’ lodging ONLY during free time, when they do not have any scheduled activities, classes or rehearsals. Students and their parents may NOT invite other students into parent lodging.

Off-Campus Checkout
Interlochen Arts Camp administration takes off-campus checkout procedures seriously, and reserves the right to revoke or deny permission for a student to check out when the administration deems it in the best interest of the student or the institution. Interlochen Arts Camp may dismiss a student for violating the off-campus checkout procedures or leaving campus without permission.

Parents and authorized individuals must appear at Division Headquarters to check students out and must show photo identification to a staff member. Students must remain with the adult who signed them out at all times, and they are obligated to follow the Interlochen pledge while off campus. Students may not checkout off campus during scheduled classes, and they may not miss obligations such as concert performances, cabin clean-up, or other activities as determined by Interlochen or division administrators. Students may leave campus on special trips that are sponsored by Interlochen or for medical appointments arranged through the Health Center.
High School Division Checkout

When High School Division students are not in arts classes, recreation classes, or otherwise occupied with scheduled activities, they may request to checkout off campus with his/her parents, step-parents, grandparents, aunts, uncles or siblings who are at least 21 years old and whose names are listed on the permission form, which must be received PRIOR to the opening of the session.

• Parents may designate ONE non-relative per summer who is NOT an Interlochen employee, 21 years old or older who may check their child off campus.
• Visitors will be required to present a photo ID to division staff.
• There is no limit to the number of times a listed individual may check a student off campus during the day.
• Students must return by the established curfew hour.
• Students may be checked out overnight by parents and grandparents ONLY.
• Students are permitted TWO overnights off-campus per six-week session with 48 hours advanced notice to the division headquarters. Overnight off-campus permissions are granted for Saturday and Sunday nights only, and NOT during opening or closing weekends.

Due to safety reasons, there will be absolutely no exceptions to this policy. High School students must check back in at division headquarters by 9:30 p.m. Sunday through Friday, and 10:00 p.m. on Saturday.

Intermediate Division Checkout

Intermediate students may leave Interlochen’s campus for a brief day trip. Guidelines include:
• Parents may designate ONE non-relative per summer who is NOT an Interlochen employee, 21 years old or older who may check their child off campus.
• One time per three-week session is granted.
• Times are limited to Tuesday through Saturday between 5:00 p.m. and the time posted at Division Headquarters and Sunday between 9:00 a.m. and 7:00 p.m.
• No off-campus visits may take place on Mondays.
• Students may not miss performances
• Overnights are not permitted.

Junior Division Checkout

Experience tells us that junior campers often find it too difficult to re-acclimate after time away from campus. Therefore junior campers are not permitted to leave Interlochen’s campus. Students enrolled in more than one session may leave campus with parents or guardian between sessions only.

Leisure Arts / Recreation Programming

Leisure Arts programming includes both small and large motor skills. Programming takes place in several ways: individually, as a scheduled recreation class, as a cabin group, as a division, as a brother/sister event, or as an all-campus event. Students are encouraged to take advantage of the many recreation activities Interlochen Arts Camp has to offer. Leisure Arts programming is divided into four categories:

1. Adventure-Based – Interlochen Center for the Arts has an adventure-based outdoor challenge course available to students. The adventure-based activities consist of: ground-based initiatives; outdoor low-rope activities, both permanent and portable; 30 foot high ropes course, including climbing wall. A student may participate in these activities as a recreation class, cabin activity or special event. Each student choosing to participate must have a signed release on file. ICA subscribes to and teaches the “choose your challenge” philosophy, which states that participants are entitled to choose the level of participation that is right for them. No participant is coerced or forced to participate against his/her will. The primary purpose of the challenge course is to allow individuals to grow and learn new things about themselves and others. In addition, adventure-based learning environments can improve group cohesion, better communication skills, develop or strengthen interpersonal trust, and create a willingness to confront and take on calculated risks.

2. Crafts - Crafts are a relaxing small motor component of the Leisure Arts program. Crafts may be selected at the Junior and Intermediate level as a recreation class. There is a fee for crafts which is deducted from the student’s personal account. Crafts may also be selected as a cabin night activity for all age groups. Such activities are “pay per project.” High School students may drop in during open hours at the Craft Cabana. Payment is due when the project is started.

3. Recreation - Recreation offerings vary from season to season, and are contingent upon staff qualifications, student interest, weather, logistical limitations and a host of other factors. Therefore not all activities are guaranteed to take place each summer. These activities may be either large or small motor skills. Examples of past recreational offerings include: basketball, tennis, volleyball, soccer, softball, archery, field games, ping pong, running and fitness, badminton, and tetherball. Cabin nights are a popular time for recreational
programming. These include such activities as tie-dye, swimming, campouts, cookouts, themed activities, and walking off-campus to local stores, eateries and/or recreational sites.

4. Waterfront/Boating - Interlochen Arts Camp is located on two lakes. Each camp division has access to a waterfront that features a sandy bottom, dock, badge board, and shallow and deep water areas defined by buoy lines. Safety is the primary concern at the waterfronts; students are allowed to wade, swim, or boat in the designated waterfront areas only when the area is open and waterfront staff is on duty. Wading is strictly forbidden along the shores of Green and Duck lakes except with permission at an open waterfront area. On some trips, remote waterfronts are set up at Lake Michigan. Students who wish to swim in deep water or participate in boating must pass a 20-minute swim test. This test allows the swimmer to demonstrate proficiency in two strokes, endurance while treading water, and the ability to put on a life jacket in deep water. A short skills test, specific to the craft, is required of persons wishing to use canoes, rowboats, kayaks, fun yaks or sunfish sailboats. Watercraft availability is dependent upon weather conditions, staff qualifications and divisional needs.

High School Divisions
Recreation and waterfront activities are optional and organized according to student interest and instructor qualifications in the high school divisions. Participation in recreation is highly encouraged as a break from the rigors of the arts programs and as a means for campers to strengthen friendships through team-building, common interest, and activities.

Intermediate Divisions
Intermediate students may request one recreation or waterfront class during the class day if his/her arts schedule permits. Specific classes are available if enough students are interested and if there are qualified staff members to instruct and supervise. Archery, arts and crafts, running and fitness, ping-pong, tennis, volleyball, sailing, boating, and swimming have been available in past summers. Intermediate divisions also provide Leisure Arts programming during evenings; options and availability are always dependent on concert schedules.

Junior Divisions
All junior camp students participate in at least one recreation or waterfront class, which takes place at the end of the day (4:00 p.m.). Junior students may request one additional recreation or waterfront class if his/her arts schedule permits. Specific classes such as archery, arts and crafts, running and fitness, ping-pong, tennis, volleyball, sailing, boating, and swimming classes are available if enough students are interested and if there are qualified staff members to instruct and supervise. Junior divisions also provide recreational programming during evenings; often, these are divisional activities in which every camper participates.

Swimmer's Itch
Not unlike many inland lakes, Green Lake and Duck Lake sometimes cause a condition known as Swimmer’s Itch. This is not unlike a mosquito bite and does not affect all individuals all of the time.

What is swimmer’s itch?
• A rash caused by a parasite that exists in Green and Duck Lakes, and many other inland lakes in the U.S.
• The parasite dies on the skin and can cause an allergic reaction.
• About 1/3 of the people who come in contact with the parasite develop swimmer’s itch.
• Children are most often affected because they swim in shallow water and “air dry” while playing in the sand.
• The itch is most severe during the first four hours.
• The bumps can last up to two weeks.

How do you get swimmer’s itch?
• By allowing water to evaporate off the skin
• Swimming in shallow water (it is more concentrated at the shoreline)
• Person to person spread does not occur.

What can you do to prevent swimmer’s itch?
• Apply waterproof sunscreen prior to swimming each time you go in the water.
• Lotions with bug repellent seem to work the best.
• Swim away from shoreline, which is where the highest concentrations of snails/parasites are located.
• Avoid swimming after a strong on-shore wind has occurred, or if the water is choppy.
• Do not “air dry.” Towel off immediately and vigorously after swimming or wading (including under bathing suit lines).
• Rinse off with a cold shower or at the freshwater hose at the waterfront.
• Do not feed the birds (they can make swimmer’s itch worse).
• Health Services can provide campers with cream to help with itching.

For more information on swimmer’s itch: www.cdc.gov/parasites/swimmersitch/faqs.html
Off-Campus Trips
As part of the recreation program, Interlochen arranges trips and transports students to the Sleeping Bear Dunes National Lakeshore. The trips offer students the opportunity to observe the natural and national treasures of the Great Lakes and the Sleeping Bear Dunes National Lakeshore. Authorized by the United States Congress on October 21, 1970, Sleeping Bear Dunes National Lakeshore encompasses a 31-mile stretch of Lake Michigan’s eastern shoreline, as well as North and South Manitou Islands. It is a readily visible landmark on any world map, globe or satellite photo of North America. Specific locations visited may include the Dune Climb, North Bar Lake, Platte Point, and Otter Creek. While at the lakeshore, students have the opportunity to observe one of the largest bodies of fresh water in the world, Lake Michigan, as well as the uniqueness of the shoreline dunes. Oftentimes, designated waterfront areas are established on these trips by Interlochen waterfront staff to provide an opportunity for students to swim in Lake Michigan.

For more information about Sleeping Bear Dunes National Lakeshore: [www.nps.gov/slbe](http://www.nps.gov/slbe)

ARTISTIC SERVICES AND GUIDELINES

Attendance
Class attendance is mandatory for all classes unless the student is ill and excused by a health center. Students may be placed on probation and assigned to community service if unexcused absences become excessive. Students also risk being sent home for failure to attend classes. Due to busy schedules, missed private lessons can usually not be made up, but every effort will be made to reschedule them depending on instructor availability. Note: While high school campers have a much more flexible day than juniors and intermediates, they are expected to maintain regular attendance in all classes, which at a minimum is five class hours/periods per day. Students needing to be absent from class for something other than illness must work through camp life division staff to arrange permission from the Student Affairs (Deans Offices) and/or Education Office in the Maddy Building.

Academic and Music Libraries
The Seabury Academic Library is located in the upper level of the Bonisteel Library. The library is dedicated to serving the ICA community by providing excellent resources; it maintains a large, dynamic collection supporting the Arts and Academic disciplines. The library has 28,000 items and subscriptions to many high quality databases such as Theatre in Video, ARTstor, Oxford Art, Academic OneFile, American Film Scripts, etc.

The Frederick and Elizabeth Ludwig Fennell Music Library is located on the lower level of the Bonisteel Library. The Music Library has over 100,000 items in its collection of scores, performance materials and sound recordings. Current musical periodicals such as the International Musician and Flute Talk can be perused in the lobby. Resources also include Naxos, a comprehensive collection of streamed music, and Oxford Music Online. A listening center for individuals and three group listening rooms are available.

The libraries are considered laptop friendly areas for students, staff and visitors. There are computers available for use for those who do not have their own.

<table>
<thead>
<tr>
<th>Library Hours</th>
<th>Checkout Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday: 8:00 a.m. – 4:30 p.m.</td>
<td>Books/Music/Scores/Magazines: 7 Days</td>
</tr>
<tr>
<td>Tuesday - Friday: 8:00 a.m. – 9:00 p.m.</td>
<td>Audio Recordings: Until library closes on day of checkout.</td>
</tr>
<tr>
<td>Saturday: 8:00 a.m. – 4:30 p.m.</td>
<td><strong>Audio Recordings do not leave library</strong></td>
</tr>
<tr>
<td>Sunday: Closed</td>
<td>Limits: Music, 7 items; Academic, 3 items</td>
</tr>
<tr>
<td></td>
<td>Fines: All items, 25 cents/day</td>
</tr>
</tbody>
</table>

Fees for lost or damaged materials (books, music or folders) will be assessed. Large ensemble folders of music and individual parts (wind ensemble/band, choir, orchestra, jazz band, etc.) that are damaged or lost will be billed for replacement. In addition, a $25 processing fee will be added.

College Admission Contacts - (High School Divisions)
While at Interlochen, students will have opportunities to meet admission officers from many of the United States most prestigious conservatories and colleges/universities. College admission staff members make themselves available to provide material, answer questions, and to discuss artistic programming as well as the application process for his/her program. Students should watch for the “college tables” in the cafeteria during meals. A limited number of the representatives may hold auditions while on campus. A “Summer Performing and Visual Arts College Fair” also takes place each summer on the Interlochen campus. Detailed information is available through the Academic and College Counseling Office in the Maddy Building.
Concerto and Honors Recital Competition
Interlochen offers a separate concerto competition for the High School and Intermediate Divisions, as well as an Honors Recital competition for the Junior Division. These competitions are competitive and only advanced students should enter. Winners in the high school and intermediate divisions will perform with one of the division’s orchestras or wind ensembles. Junior competition winners will perform on a special Honors Recital scheduled at the end of each two-week Junior session. Information about the Concerto Competition and Honors Recital can be found at: http://camp.interlochen.org/concerto-competition-and-honors-recital

Concert Etiquette
Interlochen strives to uphold the highest artistic standards. Students are expected to maintain appropriate behavior during performances and presentations. As members of the audience and performing ensembles, a few reminders to follow:

• Please do not clap for stage crew personnel
• Please keep feet off the seats
• Please remain silent and seated and do not clap or “shhhh” after the playing of The Interlochen Theme
• Students in the audience may not call out to those on stage
• No backpacks or instruments are permitted in the audience area of the performance venues
• No signs or banners should be taken into a venue or presented at a concert
• Enter and exit performances at the designated beginning and end. If one MUST leave due to an urgent situation, please do so during applause between acts/pieces.
• Talking during performance is not acceptable
• No gum, candy, drink or food in the performance spaces
• The high note at the end of The National Anthem is not in the music. Please do not sing it.

Image/Performance Waiver
Interlochen Center for the Arts reserves the right to have full and unrestricted use of student’s image, performance, and/or voice reproduction, without compensation, in any and all media, now known or hereafter devised, throughout the world, in perpetuity. Examples of this type of use may be photographs, videotape, digital video and sound recordings created for authorized Interlochen Center for the Arts promotions, videotape and film projects, broadcasts and printed materials such as newspapers, magazines, books, brochures, catalogs, Interlochen websites, other online promotion, electronic and recorded media (e.g., audio tapes, CDs, DVDs, CD-ROMs) and other authorized educational activities by the Center.

Instrument Services
See Policy and Procedures document in Resources section.

Interlochen Arts Academy
Interlochen Arts Academy, the nation’s first and foremost fine arts boarding high school, unites students with others who value their highest aspirations, creating a close-knit artist community. Five hundred of the world’s most talented and motivated young artists study music, theatre, dance, visual arts, creative writing, motion picture arts and comparative arts in a college-like setting. They find in the Academy a fast-paced, creative environment that challenges, inspires and focuses their talents. While producing more than 250 artistic presentations in the school year, Academy students also master a challenging and comprehensive college-preparatory academic curriculum that prepares them to take prominent roles in a whole universe of professional endeavors. Representatives from the Admission office meet with eligible students who express interest in learning more about the Academy. For more information, contact the Office of Admission & Financial Aid at 231-276-7472 or 800-681-5912, or learn more about the Academy at http://academy.interlochen.org.

Interlochen Arts Festival – Special Concerts
Access to student ticket order forms for Interlochen Arts Festival events are available in the spring (mid to late April) on the Parent Resource Center via the Interlochen website at: http://camp.interlochen.org/campparents.

At the Parent Resource Center you will find links to the Student Priority Ticket Order website for camp students that are customized for each camp division. Please, only purchase student tickets utilizing one of the Priority Student Ticket Order websites. Do not use the web link on Interlochen’s website for the box office, which is intended for the general public. The reason student tickets must be purchased using the Student Priority Ticket Order website is because each Camp division arranges for students to sit together with division staff chaperones. The student order websites only include the concerts are available for each division to avoid conflicts with other student events. Popular shows sell quickly. Some events may not be appropriate for younger students and can run very late. Interlochen staff reserve the right to limit concert selections or have campers leave a performance early. Parents may order their own tickets at: http://tickets.interlochen.org as soon as tickets are available to the public (mid to late April).
Recordings
Interlochen Public Radio Recording Services records major Interlochen Arts Camp concerts. CDs are available for sale through the Scholarship. Faculty Concerts, Concerto Finals, and Composers Forums are recorded and made available to the performers only. Order forms and listings of the contents of the discs are available only on the Interlochen website (http://shop.interlochen.org). Private recordings of individual students are not available. Due to copyright and licensing restrictions, no recordings are permitted or available for dance and theatre presentations.

CAMPUS SERVICES AND GUIDELINES

One-Way Email Service
Interlochen Arts Camp has arrangements with Bunk1.com to offer a service that allows friends and family to send one-way e-mail to campers at during their stay at Interlochen. Following is important information regarding these services.

How to register with Bunk1
To use the Bunk1 service, you must first register or reactivate your account. Go to the Camp Parent Resource Center webpage http://camp.interlochen.org/campparents and find the link under “Other Useful Links,” or simply click here: InterlochenBunk1 to get started. If you are a new user, click on “Register Now.” If you are returning user, enter your username and password to reactivate your account from last year. Your pre-approval registration code is: Allegro.

About the Bunk1 one-way e-mails
Bunk1.com offers a one-way e-mail service called Bunk Notes, available for purchase (1 to 3 credits per Bunk Note depending on extras added). Please allow 24 hours for delivery of your Bunk Notes to your student. Bunk Notes are not folded or put in envelopes. All messages are printed in black and white but may include borders and photographs. We will accept Bunk Notes up to three days before the end of each session.

Note: In previous years, parents could purchase photos through Bunk1. Photos are now available for purchase through a different service. See below for more information.

Camp Photos (NEW!) - Viewing and buying photos from Interlochen Arts Camp
The Interlochen Arts Camp photo gallery is now located at http://ica.smugmug.com. This is a free viewing site where downloads and prints may be purchased by family and friends. No registration is necessary. This site also holds archival photos.

• This is a free photo gallery service. You may view at no charge. Prints and other items may be purchased.
• Interlochen staff members take the photos available on the http://ica.smugmug.com photo gallery.
• Smugmug only displays the photos; they do not take the pictures or schedule the photographer.
• Photos will not include student names. All parents sign a photo waiver at the start of each summer.
• While we strive to capture photos of as many campers as possible, we cannot accept photo requests or guarantee that every student will appear in the gallery.
• Photos will be uploaded as soon as possible throughout each week. Photos will remain on the site indefinitely.
• Cabin photos will not be posted on ica.smugmug.com. They will be available for purchase through the Scholarship. Visit the website: http://shop.interlochen.org and select the “Arts Camp, Apparel and Accessories” link to order a cabin photo.
• For logistical reasons, high school camp students participating in two week programs may not have the opportunity to be involved in cabin photos.

Religious Services
The availability of religious services on campus varies from summer to summer depending on clergy availability. Services that have been available in past summers include:

- Catholic Mass (Sunday morning)
- Episcopal service (Sunday morning)
- Evangelical Christian service (Sunday morning)
- Jewish service (Friday evening)
- Mormon service (Sunday morning)

Laundry
Laundry for junior and intermediate camp students is sent each week to a professional laundry service. The laundry service charge is $18 per week which is non-refundable. All sheets, towels and dirty clothes must be in a color-coded Interlochen logo laundry bag. Students are permitted to send one bag of laundry per week. Additional bags, or if emergency services are required, will result in a $20 fee per incident. High school students who wish to enroll in this service must complete the Laundry Service form on Aspen. Junior and Intermediate students will be
charged for laundry automatically on his/her tuition bill. ICA is not responsible for lost items including those left in pockets of clothing. All students who utilize the laundry service must purchase a color-coded Interlochen logo laundry bag from the Interlochen Scholarshop. NOTE: The purchase of a laundry bag from the Scholarshop does not automatically enroll a camper in the laundry service program. High School students wishing to use the camp laundry service must sign up by completing the form on Aspen.

**High school students** have the option of using the laundry service described above or doing their own laundry in machines located in each high school camp division. Cancellations are not allowed after signing up for the service. Coin-operated laundry facilities are available in the High School camp divisions. Washing machines and dryers cost approximately $1.25 each per load. Campers should bring laundry soap or it can be purchased at the Scholarshop (campus store).

**Dining Services**

Junior and Intermediate Division students usually eat in cabin groups. High School students eat according to individual schedules. Interlochen has three dining halls to serve students, faculty, staff and guests. Each dining hall has its own ambiance and caters to the needs of its clientele. Camp students are expected to be in appropriate uniform/attire for all meals and exhibit proper behavior.

- **Lochaven** - Junior Boys, Intermediate Boys, parents
- **Pinecrest** - Junior Girls, Intermediate Girls, parents
- **Stone Center** - High School Girls, High School Boys, faculty, staff, parents and guests

**Menus**

The Dining Service team at Interlochen Center for the Arts, strives to provide the highest quality food service and hospitality to our students and guests. Menus are created to ensure fresh, local, and seasonal products are used. Entrees and soup are made from scratch, with a vegetarian entree and vegetarian or vegan soup offered at both lunch and dinner. The basic menus for all three dining halls are similar and evaluated by an experienced nutritionist. Menus are scheduled on a two or three-week rotation to provide both variety and repetition of popular offerings. Suggestions and comments are always welcome. During the summer camp season the dining services team provides 6,500 meals per day. With this many meals being provided, the dining services staff is not able to provide meals for individualized or specialized diets. note that Interlochen cannot accommodate special food needs by preparing special meals. However, dining services staff will work with students as much as possible regarding any food allergies. See Food Allergy Guidelines below.

**Breakfast Menu**
- Hot and cold cereal
- Hot entrees
- Continental breakfast
- Toast and Baked goods
- Fresh fruit
- Assorted juices/beverages

**Lunch Menu**
- Soup and Salad bar
- 1 vegetable
- 2 entrees
- Deli bar
- Cookies and/or pudding
- Assorted juices/beverages

**Dinner Menu**
- Soup, Salad and Deli bar
- 2 vegetables
- 2-3 entrees
- Specialty bar (pasta, chili, etc)
- Rolls/bread
- Assorted juices/beverages

**Snacks**

Evening snacks are provided to Junior students. A $15 fee is deducted from the student’s account for each two-week session.

**Additional Services**

Birthday cakes can be ordered directly from Interlochen Dining Services. Order forms are available on the website and should be completed online before the opening of the session.

**Meal Times** (subject to change)

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m. – 8:15 a.m. (Mon-Sat)</td>
<td>11:15 a.m. – 1:15p.m. (Stone)</td>
<td>4:45 p.m. – 6:45 p.m. (Stone)</td>
</tr>
<tr>
<td>8:00 a.m. – 9:00 a.m. (Sun)</td>
<td>11:30 a.m. – 1:00 p.m. (Lochaven/Pinecrest)</td>
<td>5:15 p.m. – 6:30 p.m. (Lochaven/Pinecrest)</td>
</tr>
</tbody>
</table>

**Food Allergy Guidelines**

The dining service staff keeps track of all menu ingredients, and assists in checking ingredients for students with specific allergies: i.e. gluten, nuts, dairy, shellfish, etc. All managers and full-time employees are Serve Safe certified. Dining Services will provide storage for students who would like to bring food to help address their specific allergies. Separate microwaves are also provided. During the summer camp season the dining services team provides 6,500 meals per day. With this many meals being provided, the dining services staff is not able to provide meals for individualized or specialized diets.

**Dining Services Responsibility**
• Meet with student (and parents when appropriate) and be sure that his/her food allergies are understood. Introduce student to key dining services staff members to make him/her feel comfortable in seeking ingredients information, and accommodate any special needs regarding his/her specific allergy that is possible.
• Work with each student to develop a plan to accommodate his/her allergies. Set up a system of communication to inform him/her in advance of any menu items containing allergens.
• Have allergen information available for every food item offered. Assist the student in finding reasonable substitutes. Remind the student about and explain how to guard against cross contamination.
• Store any items the student chooses to provide to supplement cafeteria offerings. Refrigerator, freezer and non-perishable storage is available. Microwaves and toasters are also available that are safe from cross contamination.

Family Responsibility
• Notify Interlochen of student’s food related allergies and their severity
• Contact both Dining Services and Health Services so that together a plan can be developed to accommodate the student’s needs. Please remember that the dining services responsibility lies in providing allergen free options, not lifestyle or food preference options.
• Educate your student in the self-management of his/her food allergy and in the investigation of ingredients prior to their consumption.
• Prior to your student’s arrival, set up an appointment with a Dining Services manager at the appropriate dining hall on his/her arrival day. This appointment will enable staff to meet the student, store any food he/she brings, and familiarize him/her with staff and facilities.
• We have found it very helpful for families to provide dining services staff with a flyer containing your student’s picture, name and specific allergies. This will enable staff to identify and help assist your child.

Student/Camper Responsibility
• Introduce him/herself to Dining Services shortly after checking-in to explain allergies so staff can develop a plan for informing the student of the contents of food offerings
• Be proactive in the management of a food allergy. Ask a Dining Services employee about the ingredients in anything the student plans to consume
• Introduce yourself to Health Services staff to explain food allergies and their severity. Inform them if you carry an EpiPen.

The dining services goal is to ensure that any student with food allergies will enjoy his/her Interlochen experience. By following these proven guidelines, we are confident that goal can be achieved.

Campus Stores
The stores are located on main campus and include:
• The "Melody Freeze" snack bar
• The "Scholarshop", which sells sweatshirts, uniform clothing, gifts, film, toiletries, stamps, various other supplies, etc.
• The Music Store is located within the Scholarshop and sells sheet music, manuscript paper, instrument supplies including reeds, rosin, strings, metronomes, and drum sticks
• The Instrument Repair Shop, where skilled workers can repair virtually any instrument, is located in the basement of the Stone Center

Banking Services
Outstanding tuition balance and fees should be paid by May 1. No student will be assigned cabin space or permitted to attend classes without payment IN FULL of all fees prior to May 1. Any additional private lesson or class fees that occur as a result of a schedule change after May 1 must be paid in full at the time of the change.

Nearly all students maintain a personal account with the Business Office. Recommended amounts are $50 per week. Depending on the Camp division, this money is accessed in a variety of ways. We strongly discourage students from keeping large amounts of money in their wallets or in cabins. Parents can deposit money by sending a check to the Business Office or contact them by phone with credit card information. An ATM (cash dispensing only) machine is also located in Stone Student Center. Funds remaining in a student’s personal account are mailed home at the end of the summer.

High School Division
The Business Office is located in the Maddy Building on main campus. Students have a personal account from which money can be withdrawn as needed for supplies, music, refreshments or other items. The maximum amount allowed to withdraw on a daily basis is $50. Anything over this amount needs approval from a parent or
guardian. A Camp ID and a picture ID are required in order to withdraw money. Please bring a photo ID with you from home. Interlochen does not provide this. High school students are solely responsible for managing funds in their account and parents are responsible for any overdrafts on the student account.

Intermediate Division
Intermediate students receive a $10 weekly allowance from his/her personal account. The student is responsible for managing this money. This money is used for small treats at the Melody Freeze. Intermediate students are permitted in the Scholarshop between classes and on certain days in the afternoon or evening. You must obtain a “voucher” from your divisional staff in order to charge at the Scholarshop. At the Scholarshop, students may purchase necessary items and charge them to his/her personal account. Students may not charge food or candy. Parents are responsible for any overdrafts on the student account.

Junior Division
Junior students receive a $10 weekly allowance from his/her personal account. The student is responsible for managing this money. Junior students are not permitted in the Scholarshop between classes. They may visit the Scholarshop only when escorted by the cabin counselor. Camp Life staff members provide on-site permission at the Scholarshop to charge. At the Scholarshop, students may purchase necessary items and charge them to his/ her personal account. Students may not charge food or candy. Parents are responsible for any overdrafts on the student account.

The Business Office policy is to send refund checks after the completion of the six-week session for any remaining balance left in student accounts. At the end of the session, it is recommended that withdrawals are limited to only what is necessary for travel purposes. There are often miscellaneous charges processed after the session.

Campus Safety and Security
Campus safety and security are top priorities at Interlochen Center for the Arts. The campus is patrolled by trained campus safety professionals, providing response and assistance 24 hours a day, 7 days a week, year-round. The camp life division staff is also trained in camp emergency procedures and they play a supervisory role across the campus. It is important to note that Interlochen has an open campus. Campus access roads are gated during certain times of the day and night, restricting vehicle access onto campus. However, the campus grounds are not fenced. Each summer Interlochen enrolls hundreds of young people in multiple camp divisions and thousands of guests visit the campus.

The Campus Safety Office is located on Ormandy Drive. In case of any emergency which may require the attention of safety personnel, students may contact a member of the camp division staff or adult employee, call Campus Safety directly (x7575) from any campus telephone / 231-276-7575 from a non-campus phone, or in the case of a life-threatening emergency, call 911 from any telephone. An emergency telephone, identifiable by a blue light, is located in front of the Campus Safety building.

Interlochen has a sophisticated communications network and multiple emergency alert systems throughout the campus. These systems are part of an extensive emergency plan that has been developed in cooperation and consultation with local law enforcement and homeland security personnel. Emergency procedures are routinely evaluated and updated in cooperation with law enforcement and homeland security. Emergency procedures are posted in each cabin and building for evacuation and emergencies.

Crosswalk Responsibility
When students need to cross the highway to reach another division, they must do so at the established crosswalk. A crossing guard is on duty daily from 7:00 a.m. until 10:00 p.m. to assist students and ensure that they safely cross the highway. All headphones, earplugs, etc. from personal listening devices must be removed and turned off before crossing. Students must obey the direction of the crossing guard.

Lost And Found
Lost and found items are turned in to one of three places: The Stone Hotel front desk, individual Camp Division Headquarters and the Campus Safety Office. Missing articles should be reported right away to Campus Safety. Students are required to complete a Lost/Stolen Items Report. If an item is discovered missing after the camper returns home, items may be reported to the Campus Safety Office using the online lost and found report on the Camp Parent Resource Center page at http://camp.interlochen.org/campparents

Due to the volume of items left behind at the end of the Camp season, Interlochen Center for the Arts will only maintain a record of, store, and ship home the following items of value:
• Electronic items (to include music CDs, DVDs, computer storage devices, musical timing equipment, watches)
• Musical Instruments
• Medications with the owner’s name clearly marked on the container
• Personal documents (passport, I-20, State ID, etc.)
• Personal medical devices (hearing aids, glasses)
• Key sets (home, car, etc.)
• Wallets, cash, financial transaction devices
• Any single item with a fair estimated value of $100 or more
• Any item not listed above deemed to have “extreme sentimental value,” will be dealt with case-by-case

While every reasonable effort will be made to assist in locating the lost items listed above, Interlochen Center for the Arts cannot assume financial or other responsibility for lost, stolen or broken personal property of students. It is strongly recommended that parents insure any items of high value brought to camp, on an individual basis.

Any found items not claimed within 90 days after the end of the camp season will be donated to local charities or otherwise recycled. Interlochen Center for the Arts will not be responsible for maintaining, locating or returning various clothing items, laundry, bed linens, personal toiletries water bottles etc. These items will be disposed of or donated to local charities.

Transportation
There is a fee for transporting students to and from the Traverse City airport and bus station at the beginning and end of each session. Interlochen’s Transportation Service is not able to act as a personal taxi service for students, faculty, staff, parents or families. Transportation Services will not take students off campus without prior approval from the appropriate personnel: health services, division directors, or other administrators. All students must follow the sign-out procedure in the Division before leaving campus. Exceptions to the Parent Permission Form require a phone call to/from parents. Students needing transportation to town for additional trips, appointments, etc will be charged for this service. SEE: TRAVEL INFORMATION.

Health Services
There are three Health Centers on campus; one serving all of the boys divisions, one serving Junior and Intermediate Girls, and one serving High School Girls. Interlochen nurses and health services assistants are on duty 24 hours each day to meet routine health care needs of students. In addition, Interlochen providers (physicians or nurse practitioners) hold office hours Monday through Saturday, and are also available on call.

While there is no per visit fee for a student to meet with a health professional on campus, a Health Services fee of $7 per week is charged for each student. Interlochen is not responsible for the costs associated with medical services provided outside of Interlochen Center for the Arts by non-Interlochen personnel (emergency room visits, area medical clinics, etc.).

A Camp Health Form is required annually, and needs to be received in Health Services at least two weeks prior to the start of your child’s camp session (a late fee of $25 will be charged for late Health Forms). Medical information is kept confidential and shared with others on campus only on a “need to know” basis. State and local child protection laws require Interlochen personnel to report to authorities any suspected cases of abuse (physical, mental, or sexual) or neglect. The Camp Health Form can be accessed in Aspen via the Camp Parent Portal at http://aspen.interlochen.org.

To best ensure student medication safety and security, all prescription and nonprescription medications that need to be taken daily must be filled through CampMeds. These medications will be filled, packaged, and mailed to campus ahead of your student’s arrival by an outside pharmacy, and dispensed by authorized Interlochen personnel. Interlochen will share the cost of the CampMeds enrollment fees, at an additional cost of only $5 per week to parents. Students are responsible for picking up medications from Health Services as scheduled, and for picking up any unused medications at the end of each session.

State camp regulations prohibit students from keeping any medications in their cabin or with them (with the exception of Lactaid, EpiPens, insulin, and asthma inhalers). Please do not send over the counter medications to camp with your child to be taken as needed (e.g. Tylenol, Advil, etc.). Commonly used medications are readily available in the Health Centers if needed.

Counseling and Psychological Services
A licensed professional counselor and a psychologist are on staff to provide support to students if needed, and to help guide cabin counselors in their interactions with students. Discussions of personal matters are confidential and are shared only on a “need to know” basis. Just as with medical personnel (noted above), State and local child protection laws require Interlochen personnel to report to authorities any suspected cases of abuse
(physical, mental, or sexual) or neglect. The offices for the LPC and psychologist are located in the high school girls health center on the southeast corner of the first floor of Thor Johnson House.
COMMUNITY STANDARDS

Interlochen takes its policies very seriously. Students should always follow the motto, “Be in the right place, at the right time and do the right thing.” Students who violate the most important policies will be sent home at parents’ expense without benefit of a second chance. Additionally, all students must be able to perform the essential functions of a student. Each student must be able to:

- Manage his/her personal care
- Move independently from place to place
- Live cooperatively in a cabin setting

The Pledge

At the time of enrollment, each student’s parents sign an Enrollment Agreement indicating that they have read and understand the Agreement and jointly and individually accept the offer of admission to and standards of Interlochen, agree to be bound by the policies and rules in the Camp Student and Parent Handbook, as amended from time to time, and by any other rules or official policies of Interlochen. This includes the pledge. Interlochen will dismiss students who break the pledge or violate local, state or federal laws. Interlochen will not refund tuition to dismissed students nor offer compensation for loss of unused private lesson fees or non-refundable airline tickets.

Camp Pledge

I understand and affirm the Camp’s commitment to excellence in artistic studies and personal living. I understand that I am expected to attend classes, lessons, rehearsals, performances, to complete assignments and honor appointments as arranged, and to respect Interlochen property. I pledge to maintain artistic and personal integrity by not cheating, plagiarizing, stealing, vandalizing, harassing or lying. I further pledge to not use or have in my possession or be under the influence of tobacco products, alcohol, marijuana, other illegal drugs or associated paraphernalia, and not to misuse legal substances, while enrolled at Camp. If I violate this agreement, I understand that immediate dismissal, without refund of any part of the tuition and fees, may result, as well as other procedures, as outlined in the Camp Student and Parent Handbook.

Property Searches

Interlochen respects the individual privacy of each student. However, if there is reason to suspect that illegal and/or dangerous activity is taking place, Interlochen reserves the right to search a student’s belongings, including his/her cabin, locker, other areas assigned to or occupied by that student, and his/her possessions. Two Interlochen personnel in the presence of the student will normally conduct such a search.

Substance Use/Abuse Policy

Interlochen Center for the Arts reserves the right to require and administer saliva, breath, urine and blood tests when there is reasonable suspicion suggesting this course of action is appropriate. Positive test results, regardless of when or where the use occurred, and/or the discovery of illegal materials will be grounds for disciplinary consequences including dismissal. Interlochen cooperates fully with all law enforcement agencies.

Disciplinary Infractions and Consequences

Interlochen does not tolerate the following behaviors, each of which will be grounds for immediate dismissal from Interlochen without benefit of a “second chance” or refund of any fees or tuition:

- Purchase, possession, transfer, use, evidence of use, transfer or sale of drugs, or any drug related paraphernalia, including but not limited to anabolic steroids, marijuana, synthetic cannabis or other mood altering substances (such as K2, Spice, “herbal incense,” or “herbal smoking blends”), cocaine, narcotics, LSD, amphetamines or other illegal, un-prescribed drugs or controlled substances, or associating with others while they are involved with these activities
- Purchase, possession, transfer, use or evidence of use of tobacco (all forms) and/or smoking of any substance
- Misuse, and abuse of prescription medications, over-the-counter drugs, aerosol products or inhalants (“huffing”), other substances used as an hallucinogenic or for the purpose of getting high, including the transfer or sale of such materials, or associating with others while they are involved with these activities
- Positive result in saliva, breath, urine or blood screen for alcohol or illegal drugs
- Unauthorized use of the waterfront (on-campus or remote)
- Theft (including from the Interlochen stores)
- Vandalism
- Possession or use of weapons
- Inappropriate intimacy
- Physical aggression and/or threats
- Violation of boundary areas including:
  - Leaving your cabin at night
  - Leaving campus without permission
- Ignoring boundary guidelines on off-campus trips
- Violation of State and/or Federal laws
- Use or evidence of use of an open flame

WHILE YOU ARE AT INTERLOCHEN
Other behavior that will not be tolerated and will be cause for disciplinary action up to and including dismissal:

- Failure to follow guidelines as outlined in the Student Handbook
- Harassment or bullying
- Disobedience/Disrespect including excessive foul language/inappropriate music
- Endangering others or oneself *
- Excessive unexcused absences
- Possession/use of inappropriate/forbidden items
- Out of bounds or off limits within Interlochen property

* Interlochen Arts Camp treats with utmost seriousness any student’s verbal or written threat to harm him / herself or others. Because of the negative and debilitating effect such threats can have on a cabin group and on the division, students who express an intent to cause harm to themselves or others will be placed in the Health Center pending assessment, or sent home. Interlochen will automatically send home for the remainder of the summer any student who makes a physical gesture such as ingesting an inappropriate dose of medication, drugs or alcohol, or inflicts bodily injury upon him/herself or another.

Harassment Policy
Interlochen fosters a living, learning and working environment that is free from harassment in a community which strives to treat every individual with sensitivity and respect. This means that Interlochen will not tolerate harassment of individuals for any reason, including but not limited to, race, disability, sex, ideology, sexual orientation, socioeconomic level, age, national origin, or religion. Harassment can also be destructive to a healthy community. Harassment includes easily identified acts of verbal, written or physical abuse, and more subtle, but equally damaging, forms of harassment, such as graffiti, epithets and stereotypical remarks, insults or “humor.”

Voluntary Withdrawal
With parent permission, a student may withdraw from Interlochen Arts Camp at any time. As outlined in the Enrollment Agreement, all tuition and fees for the entire session are due regardless of the date or reason for withdrawal, including homesickness. When all financial obligations are in order, Interlochen will assist the student with this process. When a student leaves early due to unforeseen circumstances, all belongings will be transported by parents or shipped home at student expense. Interlochen is not responsible for lost or damaged items if a student leaves Camp prior to the end of his/her session and has not secured or taken care of his/her belongings.

Student Support
Interlochen strives to create an atmosphere of care and trust among adults and students in our community. Our goal is to provide counseling or other means of support for students who may be in need of specific help. To this end, we encourage students to talk with an adult in the community before an action or problem becomes harmful to themselves or others. Concerns which are shared regarding one’s own welfare or that of another student will be handled with care and understanding. However, it is important to distinguish between students who are caught or confronted in violation of policies and students who seek help voluntarily. Students caught violating Camp policies face the disciplinary consequences as outlined above. Counseling or medical intervention is only possible when information becomes known to Camp personnel voluntarily and before there is a disciplinary incident. Even in those situations, leaving Camp to receive help and to be with family is often the most appropriate course of action because of the short time students are in attendance. Those decisions rest solely with Interlochen personnel.

Body Piercing / Tattoos
Any type of body piercing and/or tattooing performed on or by students while at Interlochen, is strictly prohibited. Interlochen does not condone this type of activity because of the health risks involved.

Filming / recording / photos in cabins
Due to the group-living environment in cabins and the need to protect the privacy of students and cabin counselors, the use of video cameras or other mobile devices to record conversations or activities, and the taking of photos in cabins is strictly prohibited.

Graffiti
The student cabins in the camp divisions are in the process of undergoing extensive renovation which includes painting the inside of most of the cabins and the replacement of furniture as needed. The past practice of writing one’s name or other messages on cabin walls is now prohibited. Walls in renovated cabins are now expected to remain free from graffiti. Campers will continue to have an opportunity to leave their name on cabin plaques that will hang in the cabins from year to year. Graffiti is also not acceptable on other structures or areas of the Interlochen campus.
RESOURCES

ADDRESS AND TELEPHONE DIRECTORY

Your address while at Interlochen:
Student Name
Student Camp Division
Interlochen Arts Camp
P.O. Box 200 (use street address 9900 Diamond Park Road if using UPS or Fed Ex)
Interlochen, MI 49643-0200

Department Numbers
Phone extensions should be preceded by (231) 276-____ when calling from off campus.

<table>
<thead>
<tr>
<th>Department</th>
<th>Number</th>
<th>Phone Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>7472</td>
<td>Interlochen Public Radio</td>
</tr>
<tr>
<td>Admissions FAX</td>
<td>7464</td>
<td>Intermediate Boys HQ</td>
</tr>
<tr>
<td>Alumni</td>
<td>7632</td>
<td>Intermediate Girls Lakeside HQ</td>
</tr>
<tr>
<td>Art Department</td>
<td>7408</td>
<td>Intermediate Girls Meadows HQ</td>
</tr>
<tr>
<td>Box Office</td>
<td>7800</td>
<td>Junior Boys HQ</td>
</tr>
<tr>
<td>Box Office FAX</td>
<td>7444</td>
<td>Junior Girls HQ</td>
</tr>
<tr>
<td>Business Office</td>
<td>7348</td>
<td>Linens</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>7575</td>
<td>Motion Picture Arts</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>7422</td>
<td>Music Library</td>
</tr>
<tr>
<td>Dance Department</td>
<td>7499</td>
<td>Music Office</td>
</tr>
<tr>
<td>Development</td>
<td>7610</td>
<td>Music Store</td>
</tr>
<tr>
<td>Education Office</td>
<td>7374/7492</td>
<td>Post Office</td>
</tr>
<tr>
<td>Education Office FAX</td>
<td>7885</td>
<td>President’s Office</td>
</tr>
<tr>
<td>Dining Services</td>
<td>7560</td>
<td>Recreation</td>
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<td>Health Services</td>
<td>7220</td>
<td>Scholarship</td>
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<tr>
<td>Health Services FAX</td>
<td>7881</td>
<td>Shipping/Receiving</td>
</tr>
<tr>
<td>High School Boys HQ</td>
<td>7275</td>
<td>Stone Hotel</td>
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<tr>
<td>High School Girls HQ</td>
<td>7270/7271</td>
<td>Stone Hotel FAX</td>
</tr>
<tr>
<td>Human Resources</td>
<td>7342</td>
<td>Student Affairs / Deans</td>
</tr>
<tr>
<td>Health Center - Boys</td>
<td>7225</td>
<td>Theatre Division</td>
</tr>
<tr>
<td>Health Center - Jr./Int. Girls</td>
<td>7224</td>
<td>Transportation/Travel</td>
</tr>
<tr>
<td>Health Center - HS Girls</td>
<td>7220</td>
<td>Travel FAX</td>
</tr>
<tr>
<td>Instrument Services</td>
<td>7821</td>
<td>Uniform Hot Line</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visual Arts Division</td>
</tr>
</tbody>
</table>

E-mail Addresses
Arts Camp                    camp@interlochen.org
Arts Academy                academy@interlochen.org
Admissions                  admission@interlochen.org
Camp Questions              Questionscampquestions@interlochen.org
Scholarship                 scholarship@interlochen.org
Financial Aid               finaid@interlochen.org
Development                 development@interlochen.org
Alumni                      alumni@interlochen.org

Division Statistics
Typical Distribution (Can vary from one season to the next)

<table>
<thead>
<tr>
<th>Division</th>
<th>Grades</th>
<th>Capacity</th>
<th>Staff</th>
<th>Cabins</th>
<th>Avg. Students per cabin</th>
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<tbody>
<tr>
<td>High School Girls</td>
<td>9-12+</td>
<td>485</td>
<td>51</td>
<td>33</td>
<td>12-18</td>
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<tr>
<td>High School Boys</td>
<td>9-12+</td>
<td>315</td>
<td>40</td>
<td>25</td>
<td>10-16</td>
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<tr>
<td>Int. Girls Lakeside</td>
<td>6-7</td>
<td>150</td>
<td>25</td>
<td>22</td>
<td>12-16</td>
</tr>
<tr>
<td>Int. Girls Meadows</td>
<td>8-9</td>
<td>150</td>
<td>25</td>
<td>12</td>
<td>12-16</td>
</tr>
<tr>
<td>Intermediate Boys</td>
<td>6-9</td>
<td>150</td>
<td>24</td>
<td>12</td>
<td>10-16</td>
</tr>
<tr>
<td>Junior Girls</td>
<td>3-6</td>
<td>130</td>
<td>24</td>
<td>11</td>
<td>10-14</td>
</tr>
<tr>
<td>Junior Boys</td>
<td>3-6</td>
<td>65</td>
<td>12</td>
<td>6</td>
<td>10-14</td>
</tr>
</tbody>
</table>

Performance Calendar Web Site: http://presents.interlochen.org/events
Health Notifications

Pesticide/Herbicide Application Notification
At times it is necessary to apply pesticides and/or herbicides in areas of campus. In accordance with the Integrated Pest Management Program, notification is given to the ICA Community at application times by means that include 1) vendor signage at the Main Entrance, 2) vendor signage at the application site, 3) Campus Enews Notification, 4) Blanket notice of potential application in Student Handbook.

Asbestos Notification
In compliance with the parent/guardian and staff notification requirements specified in the Environmental Protection Agency's (EPA) Asbestos Containing Materials in School: Final Rule and Notice, as directed by the Asbestos Hazard Emergency Response Act (AHERA) of 1986, the following information regarding asbestos can be found in the AHERA Management Plan Book located in the Maintenance Director’s Office.

For more information contact Daniel Besselsen, ICA Controller, 231-276-7345
This notice describes how medical information about you/your child may be used and disclosed and how you can get access to this information. Please review it carefully. **If you have any questions about this notice, please contact Health Services.** For purposes of clarity, the term “you” is used for those students over 18 years of age. “Your child” is used to inform parents of those students under the age of 18.

Your/your child’s medical information is personal. We are committed to protecting your/your child’s medical information. We create a record of the care and services you/your child receive at Health Services. We need this record to provide you/your child with quality care and to comply with certain legal requirements. This Notice applies to all of the records of your/your child’s care generated by Health Services whether made by your/your child’s personal physician or one of Interlochen’s employees. This Notice will tell you about the ways in which we may use and disclose your/your child’s medical information. This Notice will also describe your rights and certain obligations we have regarding the use and disclosure of your/your child’s medical information.

Health Services is required by law to:

1. Make sure that medical information that identifies you/your child is kept private
2. Give you/your child this Notice of our legal duties and privacy practices with respect to medical information about you/your child
3. Follow the terms of the Notice that is currently in effect

**How Health Services May Use and Disclose Your/Your Child’s Medical Information**

The following describes the different ways that you/your child’s medical information may be used or disclosed by Health Services. For clarification we have included some examples. Not every possible use or disclosure is specifically mentioned. However, all of the ways we are permitted to use and disclose your/your child’s medical information will fit within one of these general categories:

**For Treatment:** We will use medical information about you/your child to provide you/your child with medical care and services. We may disclose medical information about you/your child to doctors, nurses, technicians and other Interlochen personnel who are involved in providing you/your child with medical care.

**For Payment:** We may use and disclose medical information about you/your child so that the care and services you/your child receive at Health Services may be billed to and payment may be collected from you, an insurance company or a third party. For example, we may need to give your/your child’s health plan information about care you/your child received here so your/your child’s health plan will pay us or reimburse you for the care. We may also tell your/your child’s health plan about care you/your child would receive to obtain prior approval or to determine whether your/your child’s plan will cover the care.

**For Health Care Operations:** We may use and disclose medical information about you/your child for Health Services operations. These uses and disclosures are necessary to run our Health Services and make sure that all of our students receive quality care. For example, we may use medical information to review our care and services and to evaluate the performance of our staff in caring for you/your child. We may also combine medical information about many of our students to decide what additional services the Health Services should offer, what services are not needed, and whether certain new treatments are effective. We may also disclose information to doctors, nurses, technicians, and other Health Services personnel for review and learning purposes. We may remove information that identifies you/your child from this set of medical information so others may use it to study health care and health care delivery without learning the identify of the specific students.

**Appointment Reminders:** We may use and disclose medical information to contact you/your child as a reminder that you/your child have an appointment for medical care at Health Services.

**Care Alternatives:** We may use and disclose medical information to tell you/your child about or recommend possible care options or alternatives that may be of interest to you/your child.

**Health-Related Benefits and Services:** We may use and disclose medical information to tell you/your child about health-related benefits or services that may be of interest to you/your child.

**Research:** Under certain circumstances, we may use and disclose medical information about you/your child for research purposes. For example, a research project may involve comparing the health and recovery of all students who received one medication to those who received another for the same condition.

**As Required By Law:** We will disclose medical information about you/your child when required to do so by federal, state or local law. For example, disclosure may be required by Workers’ Compensation statutes and various public health statutes in connection with required reporting of certain diseases, child abuse and neglect, domestic violence, adverse drug reactions, etc.

**To Avert a Serious Threat to Health or Safety:** We may use and disclose medical information about you/your child when necessary to prevent a serious threat to your/your child’s health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

**Health Oversight Activities:** We may disclose medical information to a governmental or other oversight agency for activities authorized by law. For example, disclosures of your/your child’s medical information may be made in connection with audits, investigations, inspections, and licensure renewals, etc.

**Lawsuits and Disputes:** If you/your child are involved in a lawsuit or a dispute, we may use your/your child’s medical information to defend the Health Services or to respond to a court order.
Law Enforcement: We may release medical information about you/your child if required by law when asked to do so by a law enforcement official.

Coroners and Medical Examiners: We may release medical information to a coroner or medical examiner to identify a deceased person or determine the cause of death.

Your Rights Regarding Your/Your Child's Medical Information:
You/your child have the following rights regarding the medical information Health Services maintains about you/your child:

Right to Inspect and Copy: You have the right to inspect and copy your/your child's medical information with the exception of any psychotherapy notes. To inspect and copy your/your child's medical information, you must submit your request in writing to Health Services. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to your/your child's medical information, you may request that the denial be reviewed. For information regarding such a review contact the Dean of Student Services.

Right to Amend: If you feel that medical information we have about you/your child is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by Health Services. To request an amendment, your request must be made in writing and submitted to HIPAA Officer at Health Services. In addition, you must provide a reason that supports your request. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:
(a) Was not created by us;
(b) Is not part of the medical information kept by Health Services;
(c) Is not part of the information which you would be permitted to inspect and copy; or
(d) Is accurate and complete.

Right to an Accounting of Disclosures: You have the right to request an “accounting of disclosures.” This is a list of the disclosures Health Services has made of your/your child’s medical information. To request this accounting of disclosures, you must submit your request in writing to the HIPAA Officer at Health Services. Your request must state a time period, which may not be longer than six years and may not include dates before February 26, 2003.

Right to Request Restrictions: You have the right to request a restriction or limitation on the use or disclosure we make of your/your child’s medical information. We are not required to agree to your request for a restriction. If we do agree, we will comply with your request unless the information is needed to provide you/your child emergency care. To request restrictions, you must make your request in writing to the HIPAA Officer at Health Services.

Right to Request Confidential Communications: You have the right to request that we communicate with you only in a certain manner. For example, you can ask that we only contact you at work or by mail. To request confidential communications, you must make your request in writing to the HIPAA Officer at Health Services. We will accommodate all reasonable requests.

Right to a Paper Copy of This Notice: You have the right to a paper copy of this Notice. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice. To obtain a paper copy of this Notice, contact Health Services. You may also print a copy of these pages from the handbook.

Revisions to This Notice
We reserve the right to revise this Notice. Any revised Notice will be effective for medical information we already have about you/your child as well as any information we receive in the future. We will post a copy of any revised Notice in Health Services. Any revised Notice will contain on the first page, in the top right-hand corner, the effective date. In addition, we will send you a copy of the current Notice at the beginning of each Academy and Camp session.

Complaints
If you believe your/your child’s privacy rights have been violated, you may file a complaint with Health Services or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. INTERLOCHEN WILL NOT PENALIZE YOU/ YOUR CHILD IN ANY WAY FOR FILING A COMPLAINT.

Other Uses of Medical Information
Other uses and disclosures of your/your child’s medical information not covered by this Notice of Privacy Practices will be made only with your written authorization. If you provide us such an authorization in writing to use or disclose medical information about you/your child, you may revoke that authorization, in writing, at any time. If you revoke your authorization, we will no longer use or disclose medical information about you/your child for the reasons covered by your written authorization.

Contact Information
HIPAA Officer - Health Services
Interlochen Center for the Arts
PO Box 199
Interlochen, MI 49643-0199
health@interlochen.org
Phone: 231-276-7220
FAX: 231-276-7881
What to Bring to Interlochen 2013 - Label All Items!

Clothing Supplied by Interlochen

**High School, Intermediate, Junior Divisions**
1 pair of corduroy knickers (girls)
1 pair of corduroy pants (boys)

Clothing Required to Purchase at Interlochen

**High School, Intermediate, Junior Divisions**
6 light blue polo-style shirts with Interlochen logo
2 white polo-style shirt with Interlochen logo

Clothing to Purchased and Bring to Interlochen
(Shorts, belts and socks also available for purchase at [http://shop.interlochen.org](http://shop.interlochen.org))

**High School Division**
- **3-4 pairs** navy blue walking shorts (no shorter than fingertip length, with arms at side)
  - Belt loops (required for boys and all day students, optional for girls).
  - No denim or “workout” material.
- Navy blue tailored pants (ankle length) or Capri pants - not required but strongly recommended for cooler days.
  - Belt loops (required for boys and all day students, optional for girls).
  - No denim or “workout” material.
- *4 red web belt (boys)*
- *Red knee socks and/or red ankle socks (girls)*
- Navy blue or white socks (boys)
- Combined sock total of 8-10 pairs

**Intermediate Division**
- **3-4 pairs** navy blue walking shorts (no shorter than fingertip length, with arms at side)
  - Belt loops (required for boys and all day students, optional for girls).
  - No denim or “workout” material.
- Navy blue tailored pants (ankle length) or Capri pants (not required but strongly recommended for cooler days)
  - Belt loops (required for boys and all day students, optional for girls).
  - No denim or “workout” material.
- *Red web belt (boys)*
- *Red knee socks and/or red ankle socks (girls)*
- Navy blue or white socks (boys)
- Combined sock total of 8-10 pairs

**Junior Division**
- **4-5 pairs** navy blue walking shorts (no shorter than fingertip length, with arms at side)
  - Belt loops (required for boys and all day students, optional for girls).
  - No denim or “workout” material.
- Navy blue tailored pants (ankle length) or Capri pants (not required but strongly recommended for cooler days)
  - Belt loops (required for boys and all day students, optional for girls).
  - No denim or “workout” material.
- *Navy blue web belt (boys)*
- *Navy blue knee socks and/or navy blue ankle socks (girls)*
- Navy blue or white socks (boys)
- Combined sock total of 8-10 pairs

**All Students/All Divisions**
- *1 red sweater/sweatshirt for ensemble performances*
- *1-2 sweatshirts (any color)*
- *1 raincoat/poncho/lightweight jacket (any color)*
- *1 color-coded web belt (boys) to be purchased at Scholarshop*
- 12 pairs underwear (suitable for washing by commercial laundry)
- 2-3 pairs pajamas (1 pair flannel/heavy or sweat suit)
- 1 pair sandals or beach shoes (beach/water shoes are recommended)
- 1-2 pairs of sturdy, comfortable shoes (tennis, clogs, street shoes, etc)
- *Phone card - optional (We strongly suggest you buy this on campus due to the wide variety of plans. Not all plans work on campus.)*

**Recreational Clothing**
- 1 pair blue jeans
- 1-2 casual tops to wear at mixers
- 1 pair of athletic shoes
- 2 bathing suits
- 2 pairs gym shorts
- 4 pairs sweat or sports socks
- *1 pair sweatpants*
- *3-4 tee shirts (any color)*
- Juniors need 3-5 recreation outfits

**Flying to Interlochen?**
Any camper flying to Interlochen should place in his/her **carry-on** luggage:
- 1-2 pair of underwear
- 1-2 uniform items
- Medication
- Contact lenses/solution/glasses
- Toothbrush
- Audition materials
- Anything you can’t live without while your luggage finds its way to you!

**Resources**
What to Bring to Interlochen 2013 - *Label All Items!*

**Bedding/Linens**
- *Two sets inexpensive sheets for regular twin size bed (not extra long)*
  - *1 pillow*
  - *2 pillow cases*
  - 3-4 washcloths
  - *2 warm blankets (not electric). We suggest one blanket and a sleeping bag. Students must sleep in linens.*
  - 2-3 bath towels
  - 1 beach towel

**Bedroll sets, including (2) blankets, (1) pillow, (1) bed sheet set, (2) wash cloths, and (2) bath towels are available through the Scholarshop, and can be purchased online at [http://shop.interlochen.org](http://shop.interlochen.org).**

**Miscellaneous Items**
- *1 Laundry Service Bag Package (must be purchased if using Camp laundry service – contains 1 color-coded bag and 1 mesh bag)*
- *Laundry detergent (if not using laundry service)*
- *Laundry marker*
- Spare prescription glasses and/or contacts (strongly recommended)
- *Padlock for cabin lockers (Lockable lockers are not available in all cabins) Note: Students using instrument lockers in Stone Center or Shed must use lock provided by ICA*

**To Share Within the Cabin**
- Last name A-H - *Small bottle liquid hand soap*
- Last name I-S – *One box of Kleenex*
- Last name T-Z – *Pump or lotion bug repellent*

**Toilet articles and small tote for toilet articles**
- *Soap and soap dish/container*
- *Lotion*
- *Plastic drinking cup and/or Plastic water bottle – required of all students. We suggest 20oz or larger.*
- Belt (not white–white belts are only for day students)
- *Pens, pencils, stationery, postage stamps*
- *Flashlight and/or book light and extra batteries*
- *Luggage cart for medium/large instruments (especially important for intermediate boys)*

**Do NOT Bring the Following Items**
- Ø DVD players
- Ø Nice jewelry
- Ø Items of high monetary or sentimental value
- Ø Large stereo sets/TV’s
- Ø Appliances
- Ø Large electric amplifiers
- Ø Keyboards
- Ø Food, candy, gum
- Ø Bicycles

You may bring small battery-operated radios, MP3/CD players and iPods, provided they are equipped with earphones. Students who bring small electronic devices do so at their own risk. Any inappropriate items brought to Interlochen will be confiscated and stored or shipped home at camper’s expense. *Interlochen is not responsible for lost or damaged confiscated items.* “Parent Advisory” recordings are not permitted for public broadcasting in any location or activity.

**Cell Phones** – Interlochen is a busy and intense program. We strongly recommend leaving cell phones at home if they are not needed while traveling. Cell phone policies are strictly enforced. Students who abuse the cell phone policy will have their cell phone confiscated on the first offense and held until they depart camp. *Interlochen is not responsible for lost or damaged phones that are brought to camp. Junior and Intermediate* camp students who bring a cell phone to camp must turn it in at registration. The phone will be available to check out and use at designated times and locations that will be explained upon arrival. *High School* students ONLY are not required to turn cell phones in at registration. However, high school students are expected to adhere to established parameters for cell phone use that will be explained to them by faculty and camp division staff. Cell phone use is not permitted during performances, in cabins, the dining hall or other venues identified by faculty and staff.

*Please note: *Indicates items available for purchase at the Scholarshop, but this is not mandatory. The clothing order form can be obtained by calling (231) 276-7386 or online at [http://shop.interlochen.org](http://shop.interlochen.org)*
Class Materials List 2013

Creative Writing Majors Materials List

High School students are required to bring a laptop computer, which supports Windows XP, Windows 7, Windows 8 or Mac OSX (version 10.6 or newer) only and a USB Flash Drive. Other operating systems are not guaranteed to be compatible with campus systems. It is not necessary to bring a printer. Computer use is strictly limited to class work and Internet access is not allowed. iPads are not recommended since wireless printing will not be an option.

Intermediate students will be provided with notebooks and pencils. Laptops are optional but not required for the Intermediate program, and Intermediate students have limited time for use of computers outside of class. Computer use is strictly limited to class work and Internet access is not allowed. iPads are not recommended since wireless printing will not be an option.

Students who bring laptops are responsible for their storage and security, and should be aware that laptops are to be used for creative writing purposes only.

Junior students should not bring computers. They will be provided with the necessary materials.

Dance Materials List

Dance Class Clothing
No clothing other than listed dance attire will be permitted in class. All dancers are expected to be well groomed. Long hair must be worn up and off the neck.

Junior Division Ballet and Modern Electives
Ballet Elective:
- Female: 2-3 black leotards (any sleeve type); 3 pairs pink tights; 1 pair pink ballet shoes
- Male: 2-3 white fitted T-shirts; 1-2 dance belts; 1-2 pairs black tights; 1 pair white ballet shoes; white socks

Modern Elective:
- Female: 2-3 black leotards (any sleeve type); 3 pairs black footless tights
- Male: 2-3 white or colored fitted T-shirts; 1-2 dance belts; 1-2 pairs black footless tights

Intermediate and High School General Dance Elective
- Females: 2-3 black leotards (any sleeve type); 3 pairs pink tights; 3 pairs black footless tights; 1 pair pink ballet shoes
- Males: 2-3 white fitted T-shirts; 1-2 dance belts; 1-2 pairs black tights; 1-2 pairs black footless tights; 1 pair white ballet shoes; white socks

Intermediate and High School Ballet and Modern Dance Majors – All high school and intermediate dance majors
- 1 exercise mat
- Foot-care needs

Female Dance Majors:
- 5 black leotards (any sleeve type)
- 5 pairs pink tights (able to make footless or black footless tights)
- 1 pair pink ballet shoes
- 1 pair black split sole jazz shoes
- Ballet majors only – 2-3 pairs Pointe shoes
- Hair-care needs: hair net for buns
- 2nd session only: extra pair of pink ballet shoes for Les Preludes rehearsal
- Performance make-up: brown eye-shadow, black eyeliner, mascara, blush, red lipstick

Males Dance Majors:
- 5 white short sleeve close fitting T-shirts
- 5 pairs black footless tights (men’s thickness)
- 5 pairs ankle length white socks
- 1 pair white ballet shoes
- 2-3 dance belts
- 1 pair black split sole jazz shoes
- 2nd session only: extra pair of pink ballet shoes for Les Preludes rehearsal
- Performance make-up: light brown pencil, gloss for lips
Design and Production Materials List

- **Clothing:** In addition to the camp uniform, students need to bring loose fitting work clothing and closed toed shoes to wear while working in the scene shop. All of these items will be stored in a provided locker.
- **11” X 17” sketchbook**
- **Technology:** Design and Production students are encouraged, but not required, to bring a laptop computer which supports Windows XP, Windows 7, or Mac OS X (version 10.5 or newer) only. Other operating systems are not guaranteed to be compatible with campus systems. It is not necessary to bring a printer. Computer use is strictly limited to class work and design projects while in class or lab sessions. Students who bring laptops are responsible for their storage and security.

Motion Picture Arts Materials List

- Two lined notebooks, black Sharpie Marker
- Small sketchbook
- 2 Gig or larger jump drive
- Small outboard USB drive - 100 gigs
- Five mini DV Video Tapes
- Spindle of DVD-R Stock
- Optional: Camera and/or laptop. The MPA division is an Apple based program.
- Mechanix safety gloves – available for purchase at the Interlochen Scholarship (gloves may also be purchased before arrival to Camp)
- Closed toed shoes
- Flashlight

Music Majors Materials List

**INSTRUMENT RENTAL**
Camp students will be charged a rental fee for the use of string, brass or woodwind instruments. Specialty instruments, such as English horn, bass clarinet, etc., will be excluded from any rental fee, as will instruments for all beginning classes and Instrument Exploration. If the instrument is lost or damaged, replacement and/or repair costs will be charged to the student’s account.

Camp students are strongly encouraged to bring their own instruments and accessories whenever possible, as Interlochen’s selection is limited. Availability of instruments is on a first-come, first-served basis. If an instrument rental is needed, please complete an Instrument Request Form available on the website (or print and mail) as soon as possible to reserve an instrument. Availability cannot be guaranteed, and it is in the student’s best interest to arrive at camp with his/her own instrument, or with an instrument reserved for rental while at Camp. If there are questions, please contact Instrument Services at (231) 276-7821.

**ALL MUSIC MAJORS**
**Items 3-7 available for purchase at the Scholarship**
1. Music currently studying, and piano accompaniment for music to be performed.
3. Instrument accessories (mutes, extra strings, reeds, rosin, valve oil, etc.)
4. Folding music stand
5. Metronome
6. Folder to carry music
7. Headphones: for all students enrolled in Group Piano Class, Jr. Piano majors, Composition, Theory Class, and Jazz Piano.
   - Any type of headphones with a ¼” or 1/8” jack will be appropriate. If using headphones with 1/8” jack (small, iPod-style), ¼” stereo adapters will be available for sale in the Scholarship for minimal cost. (Composition Majors: please bring headphones with 1/8” jack.)

Music continued next page…
PRASS PLAYERS: Please plan to bring (or purchase at the Scholarshop) the following mutes:

- **Trumpet**: straight, cup, plunger (jazz majors), harmon/wah-wah (jazz majors)
- **Horn**: straight
- **Trombone**: straight, cup, plunger (jazz majors), harmon/wah-wah (jazz majors)

**Recommended brands:**

<table>
<thead>
<tr>
<th>Brand</th>
<th>Economy</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Straight (tpt/tbn)</strong></td>
<td>Stonelined (red/white)</td>
<td>Tom Crown</td>
</tr>
<tr>
<td><strong>Straight (horn)</strong></td>
<td>Stonelined (red/white)</td>
<td>Balu or TrumCor</td>
</tr>
<tr>
<td><strong>Cup</strong></td>
<td>Stonelined (red/white)</td>
<td>Denis Wick (adjustable)</td>
</tr>
<tr>
<td><strong>Wah-Wah/Harmon (jazz)</strong></td>
<td>Harmon (aluminum)</td>
<td>Jo-Ral (copper or aluminum)</td>
</tr>
</tbody>
</table>

**Plunger (jazz)** Any hardware store plunger with removable handle (toilet for trombone, sink or toilet for trumpet)

**These are recommended, but all brands are acceptable**

**BASSISTS:** Lockers are very limited for High School, Intermediate, and Junior bassists. Please plan to bring a bass wheel or cart for transporting your bass.

**CELLISTS:** For safe shipment of your cello, it must be secured at the top and bottom within its hard case to prevent movement allowing the bridge to strike the top of the case, possibly breaking the body of the cello. This means that the neck should be secured in place and the end pin should be secured into a socket installed on the bottom of the interior of the case.

**MUSIC COMPOSITION MAJORS:** Laptop Computer as needed. Computer use is strictly limited to class work.

**GUITAR MAJORS:** Beginning Classical guitar students should bring a classical guitar with nylon strings and wide fingerboard. The 12th fret should meet the contour of the body. Electric Guitar students should bring a small practice amplifier if possible.

**HARP MAJORS:** Harp tuning key and electric tuner. Harp is provided.

**ORGAN MAJORS:** Organ shoes with leather soles and heels (for those taking organ class or private lessons) Shoes may be purchased through [www.organmastershoes.com](http://www.organmastershoes.com)

**PERCUSSIONISTS IN BAND/ORCHESTRA/JAZZ:**

- **Junior** Percussionists should bring a practice pad, snare drum sticks, marimba mallets, timpani mallets, and bell mallets.

**High School and Intermediate Percussionists** - Minimum Required Percussion Equipment

**MALLETS AND STICKS**

- Two pair yarn Marimba Mallets (Birch handles). Recommended: Innovative, Soloist Series, IP240
- One pair Xylophone/Orchestra Bell Mallets (Rattan handles). Recommended: Innovative Percussion, IP905
- One pair of Concert Snare Drum Sticks. Recommended: Innovative Percussion, CL-1
- One pair of Snare Drum Sticks. Recommended: Vic Firth SD1
- One pair of Brushes. Vic Firth Jazz Brushes, wire, WB
- One pair of Timpani Mallets. Recommended: Grover/John Tafoya TMB -
  - Suggested - Three pairs of timpani mallets in soft, medium, hard handles.

**ACCESSORIES**

- 10” Tambourine with a calf skin head. Recommended: Black Swamp, TC1
- Chromium25/Phosphor Bronze. (High School).
- Weiss Brand Double Row Tambourine (Intermediate)
- Tambourine bees Wax. Black Swamp
- Triangle, Alan Abel Symphonic 6”
- Triangle Clip. Recommended: Grover PTC
- Set of Triangle beaters
- High School: Grover Deluxe Tubular Triangle Beater Set w/ Case (TBTD), Model: GRO-TBTD

Continued next page...
Class Materials List 2013

PERCUSSIONS ACCESSORIES (continued)

- Practice Pad.
- "A" 440 Tuning Fork
- Metronome with subdivisions. Recommended: Boss DB-90 Dr. Beat Metronome, Model: ROL-DB-90
- Two Medium-sized Black Towels to cover music stand (stick tray)
- Stick Case, Stick Bag or Briefcase.

Resources:
The Percussion Source
1212 5th Street
PO Box 5521
Coralville, IA 52241
Phone: 866-849-4387
Fax: 888-470-3942
www.percussionsource.com

Steve Weiss Music
2324 Wyandotte Road
Willow Grove, PA 19090
Phone: 215-659-0100
Fax: 215-659-1170
www.steveweissmusic.com

ROCK MAJORS: Small practice amp for guitar/bass players if desired

VOICE MAJORS:

VOCAAL ARTIST PROGRAM: Opera Workshop Performance Attire - HIGH SCHOOL ONLY
- Ladies - Black blouse (Long or short sleeve), back pants or black skirt (knee to 3/4 length), black hose and shoes
- Men - Black shirt (Long or short sleeve), back pants, black socks and shoes
- All dress should exhibit modesty and good taste
- Small recording device – High School only. An iTouch or smart phone may be used for this purpose only.

WELLNESS ELECTIVE COURSES (Eurhythmics, Yoga, Pilates, Alexander Technique): Yoga mats

Theatre Majors Materials List

(SELECTION TO CHANGE PENDING SELECTION OF PRODUCTIONS)

SEE WELCOME LETTER FROM THEATRE DEPARTMENT THAT WAS EMAILED TO ALL THEATRE MAJORS FOR PROGRAMS LISTED BELOW AND IS ALSO POSTED ON ASPEN

JUNIOR MUSICAL THEATRE PRODUCTION (Six week program)
- Comfortable dance clothes (sweat pants and shorts are acceptable)
- Sneakers/tennis shoes

INTERMEDIATE MUSICAL THEATRE PRODUCTION (Six week program)
- Boys: One pair of khaki pants and one pair of jeans, two white T-shirts (with no logos) which can be dyed, jazz shoes
- Girls: black character shoes, two white T-shirts (with no logos) which can be dyed, jazz shoes
- Boys and Girls: Comfortable but modest dance clothes to move in (more than one set)
- A small recorder to bring to rehearsals (this will help you learn the music quickly). An iTouch may be used for this purpose only.

INTERMEDIATE REPERTORY THEATRE PRODUCTION (Six week program)
- 1 black outfit - black pants, black t-shirt
- 1 brightly colored skirt/dress of any length or pattern - girls only
- 1 pair of blue jeans - (not baggy, no rips and NOT too tight)
- Sneakers - brightly colored any style
- 1 brightly colored crew neck short sleeve t-shirt - no writing, logos or images

INTERMEDIATE THEATRE ENSEMBLE (Three week program) - Same for girls and boys
- Pants and shirt that allow for a wide range of movement. (suggestions: leotards, sweats)
- Soft, comfortable, close toed shoes (sandals not allowed during class time)
- Basic set of black sweats for performance only
- Black jeans and a solid colored t-shirt with no graphics (that allow for a wide range of movement) for performance only
- Warm clothing that can be worn in layers (this is for class time as we work in a tent and Michigan weather varies greatly)

RESOURCES
Theatre Majors Materials List (continued)

INTERMEDIATE MUSICAL THEATRE WORKSHOP (Three week program)
A small recorder to bring to rehearsals (this will help you learn the music quickly). An iTouch may be used for this purpose only.

Girls:
• Black ballet slippers, or flats (no sandals, flip-flops, clogs, heels)
• Solid color, plain short sleeve T-shirt that tucks in (no writing or logos)
• Beige colored leotard
• Blue jeans (for performance)

Boys:
• Black street shoes – NO sport shoes
• White dress shirt (short or long sleeve)
• Blue jeans (for performance)

HIGH SCHOOL MUSICAL THEATRE PRODUCTION (Six week program) **
Girls: Tan character shoes, 2” Heel (T-Strap or Regular).
Boys: Black, hard-soled men’s character shoes or oxfords (not jazz shoes or jazz sneakers)

Girls AND Boys:
• A small recorder to bring to rehearsals (this is optional but will help you learn the music quickly). An iTouch or smart phone may be used for this purpose only.
• It is recommended that you bring jazz shoes and dance or workout wear for rehearsals. (No cut up or torn items, no mid-rift tops)
• For your hygienic safety, you must supply your own make-up kit. Recommended: Mehron “All Pro”, Bob Kelly “Mirage” or Ben Nye Theatrical Makeup Kit

HIGH SCHOOL MUSICAL THEATRE WORKSHOP (Three week program)
Girls:
• Black dance shoes (flats)
• Black leotard
• Black knee length skirt that you can dance in
• Black dance trunks
• Black dance pants
• Rehearsal clothing (your modesty is appreciated)
• Brightly colored scarf for your hair or neck
• IF YOU HAVE THEM: Black character shoes, 2” heel (T strap or regular); tap shoes
• You may want street makeup BUT NOT theatrical makeup

Boys:
• Black, hard-soled oxfords (or black dance shoes)
• Black pants fitted at the waist and crotch and/or black dance pants
• Dance belt or compression shorts (enough to be worn daily)
• Rehearsal clothing (enough to be worn daily and that fit at waist and crotch)
• You may bring tap shoes, if you have them

Girls AND Boys:
• Solid brightly colored shirt (any style, but no printing, accents, etc.)
• A small recorder to bring to rehearsals. An iTouch or smart phone may be used for this purpose only.
• Optional: music for theatre songs you are working on or would like to work on

HIGH SCHOOL REPERTORY THEATRE PRODUCTION (Six week program)
• Black character shoes (hard-soled oxfords for boys, medium heel for girls).
• For your hygienic safety, you must supply your own make-up kit. Recommended: Mehron “All Pro”, Bob Kelly “Mirage” or Ben Nye Theatrical Makeup Kit
Visual Art Majors Materials List

High School AND Intermediate Photography Classes

• **CAMERA:** A 35 mm Rangefinder or single lens reflex camera in good working order. The camera MUST have adjustable aperture and shutter speeds for full manual control of exposure. A Nikon, Canon or Vivitar SLR is acceptable.

• **LIGHT METER/LENS:** Cameras with automatic exposure systems are acceptable as long as they have full manual override capabilities. In addition, the camera must be fitted with a standard 50-mm lens.

• **BATTERIES:** Bring extra batteries for your camera type.

Intermediate Students:

• **FILM:** 3 rolls of 35mm B&W film (Ilford/Tri-X hp5 (400 ISO) 24 exposure recommended)
• **PAPER:** 25 sheets of B&W paper (Ilford multigrade resin coated pearl/luster surface recommended)

High School Students:

• **FILM:** 10 rolls of 35mm B&W film (Ilford/Tri-X hp5 (400 ISO) 24 exposure recommended)
• **PAPER:** 100 sheets of B&W paper (Ilford multigrade resin coated pearl/luster surface recommended)

*FILM AND PAPER starter packs will be available in the Scholarshop.*

High School and Intermediate Digital Arts Classes

• **FLASH DRIVE OR THUMB DRIVE:** For storage and transfer of artwork and projects. Drives should contain at least 4 GB of memory.

• **MACINTOSH LAPTOP:** It is recommended that HIGH SCHOOL students taking a digital arts or photography class bring a laptop. The computer would need to have a recent version of Adobe Photoshop to be used in class. There are iMac desktop available in the Visual Arts building for those that cannot bring a laptop.

High School Sculpture: Welding and Construction Techniques Class

• **PROTECTIVE CLOTHING:** For welding, it is recommended that students wear work boots, long pants (preferably jeans) and a cotton shirt with long sleeves. It should be noted that students will wear their uniforms to class and change into these protective clothes (or wear them over their uniforms) while working with the welding equipment.

All Visual Arts Classes

• **SHOES:** The Visual Arts Studios are workspaces filled with a variety of equipment and materials, which requires that all students attending classes wear proper footwear. Shoes should provide some protection to the foot with a sturdy sole and cover the foot up to the base of the ankle. Acceptable: sneakers, boots, etc. Not acceptable: slippers, flats, flip-flops, sandals, and clogs.

• **SMOCKS/APRONS:** Although not a requirement, students may want to bring a smock, apron or over-shirt in order to protect their uniforms from paint, ink, etc.

• **SKETCHBOOKS:** Will be provided for High School and Intermediate Visual Arts majors. Students will want to bring pencils or pens for working in their sketchbooks. Non-majors taking art classes may want to provide their own sketchbooks for out-of-class work.

• **LOCKERS:** Will be available for High School Visual Arts majors. Students will need to provide their own locks.
Instrument Services Policies and Procedures

The Repair Shop (SC-11): Staffed by technicians during the following hours (subject to change, but will be posted on the door to SC-11):

- Monday: 8:00 a.m. - 12:00 noon (emergencies only)
- Tuesday - Saturday: 8:00 a.m. - 4:00 p.m.
- Sunday: CLOSED

Instrument Services (SC-16): Staffed by the Instrument Services Assistant during these hours (subject to change, but will be posted on the door to SC-16):

- Monday: 8:00 a.m. - 12:00 noon
- Tuesday - Saturday: 8:00 a.m. - 11:00 a.m., 1:00 p.m. - 4:00 p.m.
- Sunday: 5:00 p.m. - 9:00 p.m.

Lockers: Go to Instrument Services (SC-16) to rent a locker. Lockers will only be issued to High School instrumentalists (all instruments), and Intermediate and Junior bass players. Lockers are issued on a first-come, first-served basis. No food or drinks are permitted in the locker rooms. Students renting a locker must use a lock provided by ICA. No personal locks are permitted.

Other: Reeds, mutes and strings are not provided and may be purchased at the Scholarshop. Harps and pianos are provided.

Staff: Instruments are in limited supply, and will be loaned to staff/faculty only after student instrument needs have been met. Lockers will not be issued to staff/faculty members. Loaned instruments may NOT leave campus under any circumstances.

What to do if...

Your instrument is broken:
- Take instrument to the Repair Shop in SC 11 during posted hours.
- A loaner instrument may be borrowed if one is available.
- Repairs need to be paid by cash, check, credit card or student voucher.

You need to rent an instrument or check out a locker:
- Please visit the summer Instrument Services Assistant in SC 16 during posted hours
- Instrument/locker rental may be paid by cash, check or student account voucher

What to do if...

Your instructor asks you to borrow an auxiliary instrument (contrabassoon, etc.):
- No payment is required for a borrowed instrument, but the borrower must buy his/her own reeds.
- Borrowers are expected to return the instrument ONLY to Instrument Services--not to his/her instructor, not to the Camp Division, and not to another student who wants to use it. The borrow should return it as soon as he/she is finished with it. As long as the instrument is checked out to the borrowed, he/she is responsible for it. If another student needs to use it, both parties need to come to Instrument Services to check out the instrument to the appropriate person.
- Borrowed instruments may NOT leave campus for any reason.

If you lose your instrument:
- Please contact Security at 7575 and Lyndsay Hunter (Instrument Services Coordinator) at 7821.

If you have any other Instrument Services questions, please contact Lyndsay Hunter or the Instrument Services Assistant.
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