



CAMPER'S ROOM AND CABIN NUMBER _____

Sending Mail/Packages to Campers

United States Postal Service Mail and Packages * *No mail received on weekends or holidays*

Camper's Name, Room #-Cabin #
Cannon Music Camp
ASU Box 32031
Boone, NC 28608-2031

Example: *Karen Huey, 408-17
Cannon Music Camp
ASU Box 32031
Boone, NC 28608-2031*

Federal Express (FedEx) and United Parcel Service (UPS) Packages *

Camper's Name, Room #-Cabin #
Cannon Music Camp-Housing Desk
Living Learning Center
305 Bodenheimer Drive
Boone, NC 28608

Example: *Karen Huey, 408-17
Cannon Music Camp-Housing Desk
Living Learning Center
305 Bodenheimer Drive
Boone, NC 28608*

Telephone Contact with Campers

With today's advances in technology, many of our campers have established cellular telephone service. If you need to reach a camper who does not have or respond to texts or cell phone voice mail, please try these numbers:

Living Learning Center
(828) 266-5863
Try this number FIRST
HOURS: 8:00AM to Midnight

Cannon Music Camp Office
(828) 262-4091
Use this number SECOND
HOURS: 8:00AM-5:00PM
(Monday through Friday, Not July 4)

E-Mail Address to Contact Camp Administration
with Questions or Concerns
cannonmusiccamp@appstate.edu

Web Address for Updated News, Streaming Concerts,
End-Of-Camp/Final Check-Out Information
www.cannon.appstate.edu

Check Out Camp Social Media/Photos:



Facebook: Cannon Music Camp;



Twitter: @cannonmusiccamp



Instagram: cannon_music_camp_at_app_state



Snapchat: cannonmusiccamp

For Parents: Campers Leaving Camp

Parents/Guardians must complete a Parent Identification/Release of Liability Record; this may have been done during the check-in process. Upon taking your child away from camp you and your child will also need to complete a Check-Out Form (located at the **residence hall desk**). This process allows our staff to locate campers more quickly and efficiently.

Also if a parent/guardian would like to give permission for a grandparent, sister, brother, or family friend to take a child from camp you must have them listed on the Parent Identification/Release of Liability Record.

-PLEASE SEE THE REVERSE SIDE-

Changes or additions may be added via email to cannonmusiccamp@appstate.edu, no phone calls.

1. If a camper is leaving with a parent or someone on the **Parent Identification/Release of Liability Record**, they must complete a small, half-sheet form called a **Check-Out Form (located at the residence hall desk)** in advance of his/her departure. The form **MUST BE** signed by the camper's (1) cabin counselor and (2) a head counselor or dean **in advance of departure**. **At the time of departure**, the parent or driver will sign the form along with the *duty counselor*. Total of 4 signatures required.

2. Parents/Guardians OR other parties given permission by parents/guardians (name(s) must be on the Parent Identification/Release of Liability Record) to take a camper from Cannon Music Camp they **must** come into the residence hall desk and have the camper sign-out in the **camp sign-out book**. Both the parent/guardian or other party and the camper must be present at the time of departure to sign the form. The parent/guardian or other party **MUST** have a **PHOTO ID** with them. Please do not be offended if asked to see a driver's license or other form of identification when taking a camper away from camp. This is for the protection and safety of our student population.

For Campers: How to Sign-Out

If Leaving Campus with a Parent/Guardian or Other Person on the Check-Out Form

ANYTIME a camper is going to be away from the *Music Building*, the *Central Dining Hall*, or the *Residence Hall* (Living Learning Center), for more than **ONE** hour, it is imperative he/she sign-out at the residence hall main desk in the **Sign-Out Book** and sign back in upon return. Failure to sign-in upon return is a common mistake the campers make and is perhaps our single biggest procedure infraction and concern.

BEFORE YOU LEAVE with a Parent/Guardian or someone on the Parent Id/Release form, you must obtain a **Check-Out Form (located at the residence hall desk)** and fill out your name, the date you are leaving, the time you will be leaving, and the time you will return. You should have your cabin counselor and a head counselor or dean sign this form as well ***in advance***.

WHEN YOU LEAVE

1. In the camp **sign-out book** find the next available/empty space and print your name.
2. Beside your name, print your destination. You should be specific. For example, if you are going to shop on "King Street" in downtown Boone, you must spell out an exact location. If you are planning a trip, which will take you to several locations, you must list them with a forward slash. (Example: Macado's/Mountaineer Mania/Mast Store).
3. If you are leaving with your parents or another party who is on your **Parent Identification/Release of Liability Record**, you do not need to list a specific destination. **You may write "ROL" which stands for "Release of Liability" as your destination** since you are now under the responsibility of someone other than Cannon Music Camp.
4. In the third space, please print your cabin number.
5. Finally, print your departure time (the time you are leaving) in the **sign-out book**.

WHEN YOU RETURN

- Open the **sign-out book** and find your name. In the last box that was left open, print the time that you are now returning. **THIS CANNOT BE COMPLETED UNTIL YOU ACTUALLY RETURN!**

THINGS TO REMEMBER

- You may not sign the book for any other person for any reason. You must be physically present at the desk to sign-out. Each camper must do this individually.
- If you leave with your parents/guardian or someone other than your parents, complete a **Check-Out Form** and you must sign-out in the **sign-out book**. This is for our records. Remember **FORM + SIGN OUT BOOK**.
- Call the dormitory office if you are going to be late. The number is **828-266-5863**
- If you are traveling away from camp with someone using a **Check-Out Form** you must have parts of the form filled out ***in advance***. **The form requires four signatures:** Your counselor's signature, a signature from a head counselor or a dean, the signature of the person who is signing you out, and the counselor who is at the dorm desk when you leave. (The last two signatures happen when you are actually leaving.) The person who is taking you with them away from camp must have a **PHOTO ID** at the time they sign you out at the dorm desk.
- We cannot grant permission for you to ride with someone over the phone.