

Greetings, Parents!

We have great news! We're updating our records to use a new (*to us*) system. You may have heard of the *Charms Office Assistant* system. Apex Band Boosters have been using this for some time now and they like it.

We've decided to use it as well, and it looks like it should make things much easier for us in terms of communicating with parents and students. Charms will also allow you to quickly access your child's current account balance at any time from your computer or handheld (*you will need to download the free mobile app first*). This tool has so many great features and we plan to maximize what it can do for us. If you'd like to learn more about how Charms works, please take a look at this [short video](https://youtu.be/PAvoR8CgCwg) (<https://youtu.be/PAvoR8CgCwg>).

We are also now able to accept student payments via PayPal! This should make everyone's lives much easier. The only downside is **there will be a 3.5% fee added to all PayPal transactions. *No exceptions!*** *If a payment is sent without the 3.5% fee added, it will be deducted from your child's account balance.* When a payment is due for things such as completed fundraisers or deposits of any kind, you can now use this link (PayPal.Me/APABchorus) to send it.

****VERY IMPORTANT**** When making any payments via PayPal, you must add your student's name and what the payment is for to the memo line! Without this info, we can't guarantee your student's account will be credited properly!!

Charging a fee is necessary to keep us from having to recoup those fees from students' accounts. Keep in mind, this payment option is offered as an added convenience to parents, but you do not have to use it. You are still welcome to send a check with your child and avoid the 3.5% fee. We are simply trying to avoid large amounts of cash being sent in which is hard to track and easy to lose.

In order to get our records up to speed, we are requesting that each student provide the requested info on the next page. Please do your best to send this in **by this Friday, Sept 15th** (***same day fundraising money is due***). We need to get our files updated asap so we can make sure your kids get the money they've earned.

If you have any questions at all, please send an email to apabchorus@gmail.com. We promise to get back to you asap!

Thanks for your continued support!
Apex Fine Arts Booster Board

Please provide the following information by Friday, Sept 15th!

Student:

First name:

Middle name or initial:

Last name:

Student ID number:

Grade:

DOB:

Class Period:

Student address:

Student phone number:

Student email:

Graduation Year:

Parent #1:

First name:

Last name:

Address (if different from student):

Parent phone number:

Parent email:

Parent #2:

First name:

Last name:

Address (if different from student):

Parent phone number:

Parent email: