

# Important Information: FDC '23-'24

## STAFF CONTACT INFORMATION

Director: Nick McGraw, [nick.mcgraw@k12.sd.us](mailto:nick.mcgraw@k12.sd.us), Office Phone: (605) 995-7778,

Please Avoid: My Cell Phone, Facebook (personal page)

Pit Director: Joel Van Peurse, [Joel.VanPeurse@k12.sd.us](mailto:Joel.VanPeurse@k12.sd.us)

Tech/Costume Director: Lori Nettinga, [lnettinga@mitchelltelecom.net](mailto:lnettinga@mitchelltelecom.net)

Choir Booster President: Angella Buenzow, [mitchellchoirboosters@gmail.com](mailto:mitchellchoirboosters@gmail.com)

## PAYMENT ENVELOPES & DROPBOX

All money turned in for anything (cash or check), needs to be placed in a Music Boosters Payment Envelope and placed inside the black drop box on the wall just inside Mr. McGraw's office (P132).

Two envelopes have been provided in your packet. Additional envelopes can be picked up whenever from the container above the dropbox in Mr. McGraw's office.

NEW! We now have Venmo! If you would prefer to pay the Music Boosters for anything electronically through Venmo, instead of by cash or check, you now can using our Venmo code: @FDC\_MMB

**Regardless of whether you pay by cash/check or Venmo, please be EXPLICITLY clear regarding what you are paying for and for which student(s). We want to make sure you receive the appropriate credit for the things you pay for!**

\*If paying by check, please list the items you are paying for and for which student in the memo line of the check.

\*If utilizing a Mitchell Music Boosters Payment Envelope (cash or check), please also mark which items you are paying for and for which student on the "Purpose" line of the envelope.

\*If paying via Venmo, please list the items you are paying for and for which student in the Description of the payment.

## REIMBURSEMENT & PURCHASES

New this year! We have set up separate Google Forms for both Purchase Requests and Reimbursement Requests. Links to both forms will be posted on the Music Boosters website.



**Purchase Requests:** If something needs to be purchased for your committee/event, and you would rather have it purchased by the Music Boosters, instead of being reimbursed for the purchase, please complete this form 2-weeks before you need the purchase.

<https://forms.gle/hT1qgfra7KGWGESW7>

**Reimbursement Requests:** If you end up purchasing items for your committee/event that you need reimbursed for, please complete this form within 2-weeks of making the purchase. All reimbursement requests must be made no later than 2-weeks following the event they were purchased for.

<https://forms.gle/G3PevDYMNNrbB5bP6>

## COMMUNICATION

Music Booster Website: [www.mitchellmusicboosters.com](http://www.mitchellmusicboosters.com)

Choir Website: [www.kernelchoirs.com](http://www.kernelchoirs.com)

Email: [mitchellchoirboosters@gmail.com](mailto:mitchellchoirboosters@gmail.com)

The Music Boosters primarily communicate by email. Please respond to all email requests, even if your answer is "no"... less follow-up phone calls. Please let us know if your phone number or email address changes. **Also, please do not reply-all to emails to initiate back and forth communication amongst the group. Please utilize the Facebook group for this (see below).**

Music Boosters Mailing Address:

Mitchell Music Boosters

Attn: FDC

PO Box 552

Mitchell, SD 57301

Facebook:

Like our Public Page: @frienddecoup (Mitchell High School “Friend de Coup”)

Join our Private Group: “FDC Parents and Students Only”

We have created this to keep everyone updated who might not have access to their email on a regular basis and to facilitate group conversations/questions. We also can share photos and information that we do not want to share on our public page. Please do not share any pictures or information posted in this group on your page or to nonmembers without permission.

Twitter: @FriendDeCoupSD

Instagram: @mitchellfrienddecoup

Remind:

Parents: text @fdcpa to 81010

Singer-Dancers: text @fdcsd to 81010

Tech: text @fdctech to 81010

Pit: text @tired to 81010

Kernel Choirs: text @kernelc to 81010

Do Not:

Post public comments online that could cast a negative light on our organization (i.e. Facebook, twitter, instagram, etc.).

Post on [www.showchoir.com](http://www.showchoir.com).

Post any videos or pictures of our shows online until given permission by the director. We like to keep our shows, costumes, props, etc. a surprise. Also, sometimes we are waiting to be approved for proper licensing and copyright permissions to be able to post videos online. We legally cannot post any videos until we have received the proper approval.