

**Please read carefully... We have made some changes for this year and want to make sure your “organ lady” day goes smoothly and the required follow-up is easy for teachers and fun for students!**

## CHOICE & CONSEQUENCE™ (CC) POLICY FOR SERVICES

**PAYMENT POLICY:** All accounts are due and payments must be received in our office within 30 days of the date service was provided and must be paid prior to the end of the school year. Your presentation date will not be confirmed until the contract is completed, signed, and is returned electronically or printed and mailed, or faxed to 360-422-5862. You can download all the necessary documents from the web site. If payment is not received within 30 days of the completion of service, a late notice with a \$25 late fee may be sent with a request to remit payment and again at 60 days. After 90 days, the account may be turned over for collection. **Please fill out the school/event location carefully on the contract. We want to be able to find you on your organ lady day!**

**CANCELLATION POLICY:** Fees will be assessed as follows: Cancellation within two weeks of the event, an administrative fee of \$25.00 may be charged. Cancellation the day before, or on the day of the event, payment of your invoice in full may be charged. Exceptions to this policy may be made at director’s discretion and may depend on whether or not the day could be rescheduled with another customer.

**PHOTOGRAPHS, RECORDING, AND FILMING:** Filming of the organ presentation or any of the classes taught by staff of the corporation is expressly forbidden without prior permission from the board of directors. Photographs may be taken of any of the presentations. CC may take photographs or film audiences participating in TRIS. An authorization form, located on the web site, may be required for anyone wishing their photo to be used by CC or by the media. Tape recording of any of the classes or presentations given by staff of the corporation is expressly forbidden. All cell phones and other electronic devices are to be shut off during the presentation. However, we hope you will allow students to turn their **cell phones** back on to take photographs after the presentation so they can show their friends and family the organs, opening the opportunity for a dialogue and extending the presentation far beyond the school walls. We encourage you to invite the media to cover your event.

**PARENTAL CONSENT/NOTIFICATION:** A choice of parental consent/notification letters is located on the web site. One is the passive notification letter that is now required to be sent home to middle and high school student parents and does not need to be returned to school. The second is for elementary schools and must be signed by a parent or guardian and returned to the teacher before presentation day.

### **ASSIGNMENT / REQUIRED FOLLOW-UP:**

A PowerPoint presentation is available for teachers to download and use in the classroom to make it meaningful and easy for you to provide follow-up to TRIS. You will be able to find it at <http://www.choiceandconsequence.org> under the teacher link. The follow up is designed to help teachers assess student learning and assist students with applying the information they learned from TRIS in their homes, classrooms, school, and /or community. We want to encourage students to be creative, have fun, and learn on a deeper level. We have used over 15,000 letters from students to refine the TRIS program based on what they say works with kids and what doesn’t! They are our most valuable resource and we encourage you to have your students write a letter so they can share their experience.

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**PRESENTATION REQUIREMENTS:** We require at least two teachers to attend students at the organ table during the hands-on component to ensure the rules are followed. We provide between one and five TRIS presentations a day and need a lunch break of ½ hour. The time required for a complete presentation is between 60-90 minutes for middle and high schools and is dependent on class size. An age appropriate presentation for K-3 elementary school students can usually be fit in to a normal 50 minute class period. We discourage whole school assemblies. Please call Colleen for special scheduling requests at 360-422-5704. **Somebody must meet us one hour prior to start time** to allow us to set up, and tables prepared in advance of that. If that person is a custodian, please provide a phone number because as you know, we are there before school opens!

**PLEASE FORWARD A COPY OF THIS POLICY TO EACH TEACHER HAVING STUDENTS ATTEND TRIS**  
(Only one contract per school is necessary but all teachers must review this policy!)