



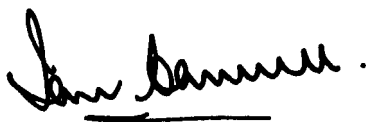
THE ROYAL BRITISH LEGION

BAND POLICY

PREFACE

The aim of The Royal British Legion Band Policy is to provide a structure and guideline, by which Legion bands may become established, and flourish, whilst ensuring that The Royal British Legion and all band members, including children and young people, are protected under The Royal British Legion Duty of Care Policy and the Legion's Youth Policy and Statutory Practices document. The Policy also reflects the requirements of the Charities Act 1993 and The Royal British Legion Royal Charter of Incorporation and Schedule of Rules.

The bands of The Royal British Legion, are valued assets of the Legion. They play an important part in promoting the image and values of the Charity to the public at large, by demonstrating their commitment and pride within their local communities, nationally and abroad. We, in the Legion, covet and nurture our bands, and it is for that reason that I commend this Policy to all those within the Legion who give up their time freely *to make music!*



I P Cannell
National Chairman

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PART 1 - INTRODUCTION.

1.1. Background

1.1.1. The purpose of this Band Policy Document is to provide clear guidance to those members of the Legion, including members of the Women's Section, responsible for the supervision and conduct of The Royal British Legion Bands.

1.1.2. Any band that carries the name of The Royal British Legion or is associated with a Legion County/Branch is a Royal British Legion supported band and is required to conform to this policy in order to protect the name of The Royal British Legion, its trustees and its members.

1.2. Aim.

1.2.1. The aim of The Royal British Legion Band Policy is:

- a. To provide a structure and guidelines, within and by which The Royal British Legion supported bands will be controlled making them an integral part of The Royal British Legion, subject to the Royal Charter and the Charity Commission Statement of Recommended Practices which The Royal British Legion observes.
- b. To encourage and support the development of Legion Bands, including Youth Bands and Majorette Troupes.

1.3. Structure.

1.3.1. The outline structure by which Band activities will be implemented in The Royal British Legion is in diagrammatic format at Annex A. Northern Ireland, Republic of Ireland, Overseas and Districts have the same status as Counties.

- a. The Royal British Legion Director of Music – responsible for ensuring Royal British Legion bands maintain musical and administrative standards in accordance with The Royal British Legion Band Policy.
- b. National Youth Officer – responsible for liaison with The Royal British Legion Director of Music and assist in providing guidance on Child Protection and advice to youth bands and majorette troupes on organisation and administration and Adult Bands with Young people (i.e. under 18 years of age).

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- c. County Committee – responsible for monitoring procedures by bands within their County, including youth bands as laid down in The Royal British Legion Youth Policy and Statutory Practises document.
- d. Branch Committee – responsible for monitoring procedures by bands associated with their branches.
- e. Leader of Band – responsible for band activities, complying with The Royal British Legion Band Policy, The Royal British Legion Youth Policy and Statutory Practices document and liaising with County and Branch representatives.

1.4. Responsibility.

1.4.1. It is the responsibility of County and District Committees to be aware of The Royal British Legion Band Policy and ensure that the provisions of this Band Policy are rigorously applied when and where a band, with the exception of The Central Band of The Royal British Legion, is using the name of The Royal British Legion in its title or it is associated with a County/Branch of The Royal British Legion.

1.4.2. Bands which are associated with a County/Branch of the Legion or use the name of The Royal British Legion are responsible for ensuring they comply with the requirements of The Royal British Legion Band Policy. Failure to do so may result in the cancellation of the association with the County/Branch and the withdrawal of the use of The Royal British Legion name.

PART 2 – THE RULES FOR ROYAL BRITISH LEGION BANDS

2.1. Definition. The definition of a “Royal British Legion Band” is a Band, Corps of Drums, Bugle Section, Marching Band, Majorette Troupe, Pipe Band or Choir that uses the name of The Royal British Legion or is associated with a Royal British Legion County/Branch.

2.2. Formation.

2.2.1. Any band wishing to become associated with The Royal British Legion should apply to their local County/Branch. The County/Branch should forward the Application Form (Annex B) to the County Office, which will in turn forward it to The Royal British Legion Director of Music.

2.2.2. As much detail as possible about the band should be given. Guidelines for anyone considering forming or adopting a Royal British Legion Band and for County/Branch Committees are at Annex C.

2.2.3. The Royal British Legion Director of Music will consider the application and notify the County/Branch of the decision.

2.2.4. If approved, the band will be required to confirm their willingness to abide by The Royal British Legion Band Policy and The Royal British Legion Band Constitution and Rules (Annex D). A signed copy of Annex D, once completed, should be forwarded through the County Office to The Royal British Legion Director of Music, who will send a copy to the National Youth Officer at Head Office The Royal British Legion.

2.2.5. Further advice and assistance can be obtained from The Royal British Legion Director of Music or the National Youth Officer, Head Office Royal British Legion, 48 Pall Mall, London SW1Y 5JY (Telephone number 020 7973 7287)

2.3. Registration.

2.3.1. All bands, with the exception of The Central Band of The Royal British Legion, are to be registered with County Office; The Royal British Legion Director of Music; and the National Youth Officer.

2.3.2. County Offices are to maintain a register of bands in their area of responsibility. The register should contain the name of the band and the contact details for the Band Leader and the Administration Secretary.

2.3.3. It should also include the names of any adults in a position of responsibility or whose normal duties may include caring, training, supervising or being in sole charge of children or young people i.e. those under 18 years old (see The Royal British Legion Youth Policy and Statutory Practices document) although their address does not need to be recorded.

2.3.4. This information should be regularly updated and forwarded to The Royal British Legion Director of Music and National Youth Officer on a six monthly basis.

2.4. Child Protection/Screening.

2.4.1. All bands should comply with the Child Protection Policy laid down in Part 4 of the Youth Policy and Statutory Practises document where they have members in the band under the age of 18 years old.

2.4.2. All adult members of a Royal British Legion Youth Band or Majorette Troupe are required to undergo a Screening by the Criminal Records Bureau in accordance with The Royal British Legion Screening Policy.

2.4.3. In addition adults in a Royal British Legion Band who have young persons (i.e. those under 18 years of age) as members of their band, who are in a position of responsibility (e.g. Bandmaster, Music Instructor) or those whose normal duties include caring, training, supervising or being in sole charge of children or young people, are required to undergo a Screening by the Criminal Records Bureau under the terms of The Royal British Legion Screening Policy.

2.5. Data Protection Act (1998). All bands are to be familiar with The Royal British Legion's Data Protection Policies and Procedures and the relevant data protection principles set out in the Data Protection Act. The Royal British Legion will regularly monitor, through counties and branches, the policies and procedures of bands for compliance. Advice on Data Protection Issues can be obtained from RBL County Offices.

2.6. Finance.

2.6.1. The band financial account should be a sub-account to The Royal British Legion Branch Account, although the money may be held in a separate bank account.

2.6.2. Any funds raised for the use of a band must be accounted for specifically in the name of the band and not The Royal British Legion. It must be made clear that any fund-raising is for the band and not The Royal British Legion.

2.6.3. Only funds raised specifically for the band may be expended on the band. No other Royal British Legion funds may be used by, or on behalf of, a band.

2.6.4. Bands using the name of The Royal British Legion must show the Royal British Legion Charity Number (219279) in their letterhead and on the Band Bank Account cheques.

2.6.5. With the exception of The Central Band of The Royal British Legion, bands are required to provide annual accounts (unaudited) and supporting documentation to their associated County/Branch, which will be incorporated into the County/Branch Account. The complete documentation will be subject to audit/examination in accordance with The Royal British Legion requirements.

2.7. Health and Safety.

2.7.1. Band Leaders and Administrators should ensure that all members of their band are adequately protected under the Health and Safety at Work Act.

2.7.2. Any premises used by the band must be checked before use to ensure the following minimum requirements :

- a. The building has a current Fire Certificate.
- b. The building is supplied with adequate fire fighting appliances.
- c. Fire Exits are clearly marked and not obstructed.
- d. Electrical and Gas appliances used are in good order.
- e. An adequate First Aid Kit is available.
- f. A telephone is available for use in the case of an emergency.

2.7.3. Each band should have at least one qualified First Aid Trained member, whose qualification should be kept up to date.

2.7.4. If the band has its own vehicle, it must be in good working order, have a current MOT and insurance certificate and be suitable for its purpose. The person responsible for driving Royal British Legion band members should be familiar with safety regulations and have a current driving licence for the type of vehicle being used.

2.8. Insurance.

2.8.1. All bands are covered by the central insurance policy maintained at Head Office Royal British Legion whilst engaged on activities organised or sponsored by a formation of The Royal British Legion.

2.8.2. Leaders of Bands should ensure that they have adequate insurance cover to meet all other likely eventualities.

2.9. Parental Consent and Next of Kin.

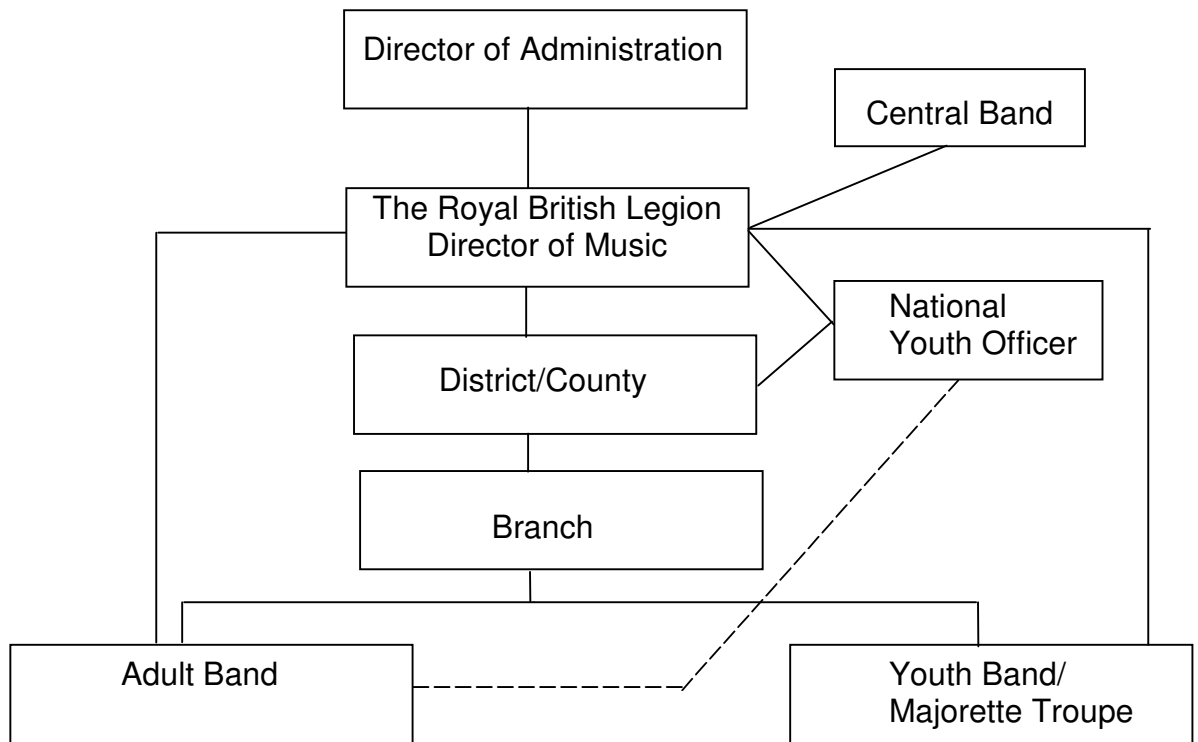
2.9.1. Where bands have youth members (i.e. under 18 years old), they should ensure that before any young person is accepted into the band a letter is sent to their parents/guardian informing them of the application to join, and requesting their consent. In addition when events are planned that require members to be away from home, a letter of parental consent is required. Suggested examples of both letters are shown at Annex E.

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2.9.2. Records of Parental Consent when first joining a band and for events where members are away from home, must be maintained and kept for scrutiny if required.

2.9.3. A record of the person who should be notified (i.e. Next of Kin) in the event of an emergency, accident, incident or who should be sent requests for permission for the member to attend an event, should be kept and maintained for each youth member of the band

ORGANISATIONAL DIAGRAM – THE ROYAL BRITISH LEGION BANDS



----- Where Adult Band has Young people (i.e. under 18 years old)

APPLICATION FOR THE FORMATION OR ADOPTION OF A BAND WITH THE ROYAL BRITISH LEGION

Current Name (if applicable)

Proposed Name.....

Number of Adult Members..... Number of Youth Members.....
(I.e. under 18 years of age)

Type of Band
(e.g. Youth Band, Brass Band, Choir etc.)

Applicants: Name: Address
.....
.....

Telephone Numbers: Daytime..... Evening.....

Brief Reason for application: _____

If authorised we (the band) agree to abide by The Royal British Legion Band Policy and The Royal British Legion Band Constitution and Rules.

Signed Appointment.....

.....
Name & Initials in BLOCK CAPITALS Membership No.

.../TO BE COMPLETED BY COUNTY/BRANCH

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TO BE COMPLETED BY COUNTY/BRANCH

The County/Branch, support this application.
(name of County/Branch)

Signed Appointment
(Within Royal British Legion County/Branch)

.....
Name & Initials in BLOCK CAPITALS

TO BE ENDORSED BY THE COUNTY OFFICE

Comments _____

Signed Appointment
(Chairman, Secretary etc.)

.....
Name & Initials in BLOCK CAPITALS

**ROYAL BRITISH LEGION
BAND GUIDANCE DOCUMENT**

GENERAL

1. This document provides guidance to Legion County/Branches/individuals who are considering the formation or adoption of Bands.
2. It is not an authoritative document but is for guidance only and should be read in conjunction with The Royal British Legion Band Policy document which covers aspects of some subjects in greater detail.

DRESS

3. The purchase and upkeep of Service style uniforms is too expensive for many Bands. The Royal British Legion cannot supply uniforms; therefore these should be purchased from a local supplier.
4. If uniforms are purchased they should be of a style and quality in keeping with the dignity and bearing expected of the Legion.
5. The minimum standard of dress for a Royal British Legion Band should be blazer and grey trousers, or equivalent, with Royal British Legion buttons and tie or scarf and Royal British Legion Membership Badge. Shoes should be polished and clothes smartly pressed.
6. Badges, buttons, ties, pullovers and some other small uniform items can be purchased from The Supplies Department, The Royal British Legion Village, Aylesford, Kent ME20 7NL, telephone 01622 717202.

STANDARD OF PLAYING

7. Steps should be taken to ensure that the playing standard of the Band is of sufficient quality to represent The Royal British Legion. Advice should be obtained from the Legion's The Royal British Legion Director of Music, who can be contacted through Head Office The Royal British Legion, 48 Pall Mall, London SW1Y 5JY, or office telephone 01243 379594.
8. It is recommended that a suitably qualified and experienced Bandmaster be appointed to achieve the best possible musical standard.

ROYAL BRITISH LEGION MEMBERSHIP

9. It is essential that **all** Members of the Band are Royal British Legion Members. Those under 14 years of age may be honorary members of the Band until they reach 14 years of age when they should become a Youth Associate Member of The Royal British Legion.

ROYAL BRITISH LEGION CHARITY NUMBER

10. Any Band wishing to use The Royal British Legion name must also use The Royal British Legion Charity Number and submit their financial accounts for audit annually through County/Branch accounts.

LEADERSHIP

11. In addition to the Bandmaster there should be a Band Management Committee which, as a minimum, should consist of:

- a. *Secretary* - to negotiate engagements and keep the Band Diary
- b. *Engagement Manager* - to organise the details of each engagement.
- c. *Treasurer* - to keep the financial accounts.
- d. *Librarian* - to purchase and maintain the music library.
- e. *Quartermaster* - to be responsible for the purchase, care and upkeep of uniform and other Band stores.
- f. *A Branch Officer* should be appointed the *Band President*.

12. The Band Management Committee, with the exception of the Band President, should be elected from within the Band and hold periodic meetings to ensure the smooth running of the Band' s affairs.

SPONSORSHIP

13. Great care should be taken over the matter of any monies granted from the Branch to the Band. Any funds made available to the Band must be raised specifically for this purpose and not The Royal British Legion and held in the Band Account, which should be shown as a separate sub-account on the County or Branch Account.

FUND-RAISING

14. One of the main means of fund-raising for a Band should be from the engagements undertaken. A fee should be charged to sponsors of each engagement, which should take into account the cost of uniform upkeep, any traveling and out of pocket expenses and equipment/instrument repair and maintenance.

15. Other suggested fund-raising activities are:

- a. Raffles
- b. Jumble sales
- c. Car boot sales,
- d. Sale of recordings
- e. Fund-raising concerts.

BENEFIT TO THE BRANCH

16. The main benefits to the County/Branch of a Band should be musical support for important events such as Remembrance Parades and Standard Dedications. In addition, having the Branch title in a good local musical organisation generates good public relations within the local community.

BENEFIT TO THE BAND

17. The Band should benefit from the goodwill associated with the name of The Royal British Legion and from local association with the Branch. Ideally there will be a rehearsal room and storage facilities available at a Branch or Club premises for the use of the Band.

CONCLUSION

18. A Band should not carry the name of The Royal British Legion lightly and should be encouraged, at all times, to represent the ideals of The Royal British Legion to the general public and to endeavor to stimulate membership. All queries or requests for necessary advice should be obtained from The Royal British Legion Director of Music, Head Office The Royal British Legion, 48 Pall Mall, London SW1Y 5JY.

**THE ROYAL BRITISH LEGION BAND
CONSTITUTION AND RULES**

**THE (.....) BAND
OF THE ROYAL BRITISH LEGION**

CONSTITUTION AND RULES

1. Title. As authorized by letter dated from The Royal British Legion Director of Music, the Band shall be known as:

**THE (.....)BAND
OF THE ROYAL BRITISH LEGION**

2. Objectives. The objectives of the (.....) Band shall be to:

(a) At all times maintain the highest possible standard of musical and visual presentation in order to promote and enhance the public image of The Royal British Legion.

(b) Develop the musical and other relevant skills of all members by encouraging individuals to reach their full potential within the Band.

(c) Conduct the finances of the band on a non-profit making basis, generating sufficient income from our performances and sale of associated items so as to meet all operating costs, travel expenses for members, and make provision for future purchase, repair and replacement of essential band equipment. Any surplus over and above such income shall be donated to The Royal British Legion Poppy Appeal.

(d) To comply with The Royal British Legion Band Policy.

3. Membership.

3.1. Membership of the (.....) Band shall be open to persons who possess the necessary musical skills and other qualities consistent with the aims and objectives of the Band as set out in clause 2 above. Such persons will be required to become Members of The Royal British Legion, and to comply with the requirements of this Constitution and Rules.

3.2. Any person under 14 years of age may become an Honorary Member of the band, until they reach 14 years of age, when they should become a Youth Associate Member of The Royal British Legion.

3.3. The normal retirement age for members shall be 65, but this may be extend for individuals if in the opinion of the Band Management Committee

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they continue to meet the Band's standards of musical ability, personal appearance and conduct or have other skills required by the band.

4. Equal Opportunities Policy.

4.1. It is in the charitable tradition of the band that we pledge ourselves to strive towards equal opportunities. No member, potential member or guest shall receive unfair or less favorable treatment on the grounds of sex, race, colour, creed, nationality, ethnic origin, age, disability or religious belief and activity, criminal conviction or appearance.

4.2. The band recognizes that from time to time in today' s world some groups of people suffer discrimination, prejudice and intimidation. By working together with the representatives of these groups at all levels, the band aims to provide an enjoyable and rewarding environment for all. To ensure the provision of such an environment, it is the Management Committee' s policy that sexist, racist or otherwise discriminatory behaviour will not be tolerated. Members and guests who engage in such behaviour will be subject to the disciplinary procedure of the band as outlined in the Constitution and may lose their membership.

4.3. The Management Committee of the band is charged with upholding the principles outlined above and actively welcoming members from groups currently under-represented within the band structure.

5. President and Vice Presidents.

5.1. The band may, by the assent of its members at a General meeting, invite a suitable person of high standing within The Royal British Legion to be Band President. The office holder shall be expected to promote the interests of the (.....) band at the highest levels and to be associated with all major policy decisions of the band in an advisory capacity.

5.2. The members may invite one or more persons having a special interest in the well being of the (.....) Band to be a Vice -President. Whilst this position carries no specific responsibility, a Vice-President shall be expected to support the President and deputise for him/her as occasion demands. The term of office for these positions shall be mutually agreed between the holders and the Band Management Committee.

6. Bandmaster/Leader. The Band Management Committee shall appoint a person of suitable qualification and experience to discharge the responsibilities of Bandmaster/Leader. The duties and responsibilities of the Bandmaster/ Leader shall be set out in a Job Specification and agreed from time to time between the Bandmaster/Leader and Band Management Committee.

7. Band Management Committee.

7.1. The ultimate authority and responsibility for the management of the (.....)Band shall reside with the Bandmaster/ Leader.

7.2. At a General meeting (see paragraph 10) members shall elect a Band Secretary, a Band Treasurer and four other members who together will constitute the Band Management Committee of 6 persons.

7.3. The members of the Band Management Committee shall be elected for a period of 3 years. However during the first 2 years from the date of this constitution, one third of the Band Management Committee will retire each year. Such members may offer themselves for re-election.

7.4. The Band Management Committee in conjunction with the Bandmaster/Leader shall be responsible for the policy and general management of the band and shall meet on a regular basis, but not less than once each quarter.

7.5. On a rotational basis, each member of the Band Management Committee will act as Chairman for a meeting, in which capacity he shall have a casting (second) vote when required. Four members shall form a quorum.

7.6. When time does not permit the holding of a full Band Management Committee meeting the Band Secretary shall act in conjunction with the Bandmaster/Leader or one or more Management Committee members as appropriate. Any action so taken shall be reported to the next Band Management Committee meeting.

7.7. The Secretary and the Treasurer are authorized to enter into, and sign contracts on behalf of the Band. They, together with one other member of the Band Management Committee, may also be designated as signatories for cheques from the Band Bank Account, on the authorisation of The Royal British Legion County/Branch Committee, to which the Band is associated.

8. Ancillary Appointments. The Band Management Committee may appoint persons to carry out specific functions necessary for the efficient running of the Band. These may include the posts of Librarian; Equipment Officer, Public Relations Officer and such other posts as may from time to time be considered appropriate. In addition, honorary' NCO rank may be awarded by the Band Management Committee to members in recognition of the acceptance of special responsibilities within the Band. None of the foregoing positions, per se, shall entitle the holder to membership of the Band Management Committee.

9. Finance.

9.1. The financial year of the (.....) Band shall comply with The Royal British Legion Financial Year (1 October - 30 September). Financial records and statements shall be maintained as required by law or The Royal British Legion. An Annual Income and Expenditure Account shall be submitted to the Band Management Committee Annual General Meeting.

THE ROYAL BRITISH LEGION BAND POLICY

9.2. The Band will provide annual accounts (unaudited) and supporting documentation to their associated County/Branch (before the County/Branch AGM) and the Band's financial transactions will be incorporated in the County/Branch Account and the complete documentation will then be subject to audit/examination in accordance with Legion requirements.

9.3. All money due and owing to the Band shall be recoverable by law in the name of the (.....) Band of The Royal British Legion.

10. General Meeting.

10.1. The Annual General Meeting of the Band shall be held by no later than the end of November each year. The Bandmaster/Leader shall act as Chairman of the meeting, but in the event of his absence, he shall appoint a member of the Band Management Committee to deputise. The following business will be transacted:

- (a) To read and approve the minutes of the previous AGM.
- (b) To receive reports of the years activities from the Bandmaster/Leader and Secretary and any other as may be deemed necessary.
- (c) To receive and approve the statement of the accounts for the financial year.
- (d) To decide upon any resolution which may have been submitted to the meeting as hereinafter provided.
- (e) To deal with any matters which the Band Management Committee wishes to bring before the members, and to receive suggestions or proposals from members for consideration by the Band Management Committee.
- (f) To elect members to fill any vacancies on the Band Management Committee.

10.2. Extraordinary General Meetings shall be convened at the instance of not less than (.....) Band members or at the request of the Band Management Committee. Such meetings will only transact business specified and will be held within 21 days of such a request.

10.3. No member shall move any resolution at an AGM without the consent of the Chairman unless notice thereof shall have been given in writing to the Band Secretary not less than ten days before such meeting.

10.4. Not less than 14 days notice of any General Meeting shall be given to members.

THE ROYAL BRITISH LEGION BAND POLICY

10.5. Resolutions at General Meetings shall be decided by a simple majority, the Chairman having a casting (second) vote.

10.6. No business shall be conducted at any General Meeting unless a quorum of (.....) members are present.

10.7. Members intending to stand for election to the Band Management Committee must be willing to share in the workload of running the Band and be willing to devote such time as this may reasonably require.

10.8. Nominations for election to the Band Management Committee must be submitted in writing, confirming that the nominee is willing to stand, and giving the names of Proposer and Secunder, to the Secretary at least 7 days before the AGM.

11. Rules Relating To Membership.

11.1. Whilst recognizing the voluntary status of the (.....) Band and that members have other demands upon their time due to responsibilities of their work and family, members should realise the high level of commitment that is required to its activities.

11.2. Members are expected to sustain a high level of availability for engagements and to give the Band priority after the above mentioned responsibilities. Any members whose attendance record suggests that they are using the Band as a "Rehearsal Band" will not be welcome. If members are going to be absent from rehearsals or engagements due to unavoidable circumstances they are expected to give as much notice as possible to the Secretary.

11.3. Members are expected to maintain a high standard of personal appearance and conduct at all times when representing The Royal British Legion.

11.4. The Band Management Committee shall have the right to accept, withhold or terminate the membership of any person. In the case of a termination within the context of this section, reasons therefore will be given and the member shall have the right of appeal to The Band Management Committee and thereafter to the Band President

11.5. Members shall be personally responsible for the proper maintenance and safe keeping of all items of equipment issued to them. Any item lost, damaged, or allowed to deteriorate through lack of care will be charged to the individual at the current repair or replacement cost.

12. General. Any matters arising not provided for in this Constitution or Rules and any interpretation thereof shall be decided by the Band Management Committee.

Date

Signed.....

Name in BLOCK CAPITALS.....

Appointment

PARENTAL CONSENT

1. When a Young Person (i.e. under 18 years of age) wishes to join a youth band, majorette troupe or an adult band it is important that Parental Consent is obtained.
2. Additionally when an event is planned away from your normal location, you should get Parental Consent for the Young Person to attend.
3. Below are suggested letters you could use to communicate with parents and ask their permission. Copies of all letters of Parental Consent are to be kept in a file.
4. CAUTION: Such agreements do not diminish the responsibility of arranging events carefully and safely.

Dear Parent,
 Your son/daughter/guardian* has applied to join [name of Youth Band/Majorette Troupe/Adult Band*]

Before we can accept your son/daughter/guardian* as a member we wish to advise you of the application, and request that you confirm in writing your agreement to the application.

If you have any questions or do not wish your son/daughter/guardian* to become a member, please contact [Name of Person] at the above address or telephone number.

Yours sincerely *Delete as appropriate

Dear Parent,

The [name of Youth Band/Majorette Troupe/Adult Band*] is running the following event:

 to take place on at

Before we accept your son/daughter/guardian* to take part, we wish to advise you about the event, and request that you confirm in writing your agreement to him/her* taking part in the event.

If you have any questions or do not wish your son/daughter/guardian* to take part, please contact [Name of Person] at the above address or telephone number.

Yours sincerely *Delete as appropriate