

Beauregard High School Band
General Instructions for Completing the
Health and Indemnification Form

The Health and Indemnification form becomes a legal and binding document; therefore, it must be filled out correctly in either a black or blue ink pen. As well, the proper procedure for having it notarized must be followed.

You are respectfully asked to follow the following instructions.

1. Complete the form using only a **black or blue ink pen**.
2. All information should be **PRINTED** legibly.
3. **Do not fold the form.** (very important)
4. Complete all sections. If a section of a line is not applicable (example: section asking for information and instructions regarding non-custodial parents, etc.), please mark it "N/A."
5. Please be sure to list an alternate contact completing all information in that section.
6. Health Insurance:
 - a. All information must be complete.
 - b. Some individual policies do not have a group number. If not, please mark with N/A. Group numbers mainly apply to policies through work, etc. All policies have a policy number.
 - c. There is generally a phone number for verification on the card. Please list it.
 - d. **COPY OF INSURANCE CARD:** We must have a copy of the front and back of the health insurance card that covers the student. We need copies of the front and back of the card. (We can make this copy in the band room.)
7. Please be specific with the **PERSONAL HEALTH INFORMATION**. Please do not omit any health conditions. If your child's health information requires additional information, please attach it on a separate sheet of paper.
8. Center two pages: Per state law and Lee County Board of Education Policies, all medications must be administered through a school nurse or a certified medication assistant (Mr. Hillsman is certified.). We can only distribute medications prescribed by a physician or other qualified medical personnel. These included over the counter medications. Any over the counter medications must be administered under the supervision of a physician or other qualified medical personnel. Please complete these forms appropriately. Amber Shae Ford (BHS) or Michelle Knight (SMS), school nurses can assist you with these sections if needed. (However, please complete the form and turn it in. It can be returned to you if you need a nurse's assistance.)
9. Please read and review the conditions of participation.
10. Complete the information requested of you in the **ACCEPTANCE OF THE CONDITIONS OF PARTICIPATION / CONDITIONAL POWER OF ATTORNEY** section, but **DO NOT SIGN THE FORM**.
11. **NOTARIZATION:** The form must be notarized by a notary. **ONLY SIGN THE FORM IN THE PRESENCE OF A NOTARY. A NOTARY MUST WITNESS YOU ACTUALLY SIGNING THE FORM.** We have two band parents who are notaries who will be glad to notarize the form. As well, there is someone in each school office who is a notary. Many places of business have employees who are notaries.
12. Our two notaries will be present after rehearsals and at any booster meeting. These forms should be turned in by no later than August 7.

If you have any questions or concerns regarding the form of these instructions, please contact Mr. Hillsman.