



London
NEW YEAR'S DAY
PARADE 2025



TRIP PAYMENT INFORMATION

To make a payment by check, complete this form and turn it in with the check at either high school band office. Checks should be made payable to *U5MP* or the *Unit 5 Music Parents*. If sending a check by mail, address it to *Normal Marching Band - LNYDP, 501 N. Parkside Road, Normal, IL 61761*. Please write the student's first and last name in the check memo field.

STUDENT PERFORMERS: _____

ADDITIONAL TRAVELERS: _____

CHECK AMOUNT: _____

CHECK NO.: _____



To make a payment with fundraiser proceeds or a credit or debit card:

- You will need a Charms account with the NCHS or NCWHS Bands. If you do not already have one, email the band director to have one created. Future NCHS students should email Mr. Carter (carterp@unit5.org), and future NCWHS students should email Mr. Budzinski (budzinsr@unit5.org). Special note: If your current junior high uses Charms, your high school account will be different and separate from your junior high account.
- Visit charmsoffice.com or click on the **C** icon on the normalmb.org homepage.
- Click *login* at the top of the page and enter your school code in the yellow Parent/Student/Member field. The school code for NCHS is *NorCommBands*, and the code for NCWHS is *nwband*.
- Your student area password is your Unit 5 SIS number (the nine digit number before @myunit5.org).

Note: The London trip has not yet been billed in Charms. Once it has, payments can be applied directly to the trip. In the meantime, payments can be made to the student's Miscellaneous Ledger. (The Miscellaneous Ledger also accounts for individual student fundraiser proceeds.)

Once the trip has been added to the Trip Ledger by a band director, follow these steps to transfer Miscellaneous Ledger funds to the trip.

- Select the "Finances" icon on the home screen or click the red \$ icon on the website header.
- Select "Transfer Request" and choose the London trip from the dropdown menu.
- Complete and submit the on-screen transfer form.

Once the trip has been added to the Trip Ledger, you may also make payments directly toward the trip by selecting it from the Trip Ledger Detail pulldown menu.