

Prom 2023 | FAQs

1. **What do I need to know about the Prom travel form?**
 - a. EVERY student who attends Prom must have a form on file.
 - b. You can find the form at: <https://academy.bsu.edu/prom/>
 - c. **Forms CAN be faxed or scanned.** Our fax number is: 765-285-2778. Scanned forms should be e-mailed to ryleigh.brown@bsu.edu and maclaine.leaird@bsu.edu.
 - d. You may also mail the form or turn it in at the Academy front desk. If you are mailing the form, here is how you should address your envelope:

The Indiana Academy, Wagoner Hall
Attn. Ryleigh Brown or Maclaine Leaird
301 N. Talley Ave.
Muncie, IN 47306
 - e. An Academy staff member will call you to verify your student's travel form before Prom.

2. **How do I know which option to choose on the travel form?**
 - a. **Academy Transportation:** Your student is only walking or taking Academy-provided transportation for the entire evening. Your student will return from Prom and/or After Prom to spend the night in the residence hall.
 - b. **Day Travel:** Your student will be riding in a non-Academy vehicle at some point during the evening. Your student will return from Prom and/or After Prom to spend the night in the residence hall.
 - c. **Overnight:** Your student will be going out overnight and will not be returning to the Academy residential floors for any reason during the evening.
 - d. **NECP or Homestay International:** Your student is in the Non-resident Early College Program or is a Homestay International student.

3. **When is the travel form due?**
 - a. **The travel form is due no later than Monday, May 1st.** All forms received after **May 1st** that cannot be verified/confirmed, will NOT be enacted and will revert to previous permission. If no previous permission has been received and verified, the student's Prom plans will revert to Academy Transportation only.

4. **Useful info about the travel form options:**
 - a. **Academy Transportation:**
 1. Student may return to the residence hall to get ready for After Prom.
 - b. **Day Travel:**
 1. Academy students may drive other Academy students as long as they all have an approved travel form on file.
 2. If your student is in possession of a vehicle, they must turn in their keys to the Academy front desk immediately following Prom (**NO LATER THAN 11:30 PM.**) **Student cannot have keys in their possession while in the residence hall.**
 3. You must pick up your student's keys **NO LATER THAN SUNDAY, MAY 14th AT 10:30 PM.**
 4. **Your student CANNOT drive themselves to After Prom.** They must turn in their keys to the front desk and take Academy-provided transportation to After Prom.
 5. Student may return to the residence hall following Prom in order to get ready for After Prom.
 - c. **Overnight:**
 1. Academy students may drive other Academy students as long as they all have an approved travel form on file.
 2. Your student may NOT return to the Academy at any point during the evening after they have signed out. **They cannot return to the Academy to get ready for After Prom.**
 3. If your student is in possession of a vehicle, they must return their vehicle to you BEFORE returning to the residence hall. **No student on Overnight Travel may have a vehicle in their possession while in the residence hall.**
 4. Student does have the option to drive themselves or to take Academy-provided transportation to After Prom.

5. **What if my student wants to bring a non-Academy guest to Prom?**
 - a. Print the Guest Dance Permission Form from the website: <https://academy.bsu.edu/prom/>
 - b. Complete it and turn it in (can be faxed, mailed, or turned in at the Academy front desk.)
 - c. If non-Academy guest is in college, their academic advisor must fill out the bottom portion.
 - d. Guest must be under 21 years of age.
 - e. Guest must bring a photo ID to show upon entering the dance.
 - f. Guest must follow all Academy regulations- including dress code.
 - g. **Non-Academy guests CANNOT ride in Academy vans to dinner.**
 - h. **Non-Academy guests CAN ride the buses to After Prom.**
 - i. Non-Academy guests cannot stay the night in the residence hall.

6. **Is there a dress code at Prom?**
 - a. Yes- all students and guests must follow Academy dress code.
 - b. Refer to the student handbook at <https://academy.bsu.edu/handbook/> under “Dress Code.”
 - c. The following are adjustments to our regular dress code (which can be found in our handbook) that we make for our semi/formal dances.
 - Formal attire may expose the back down to the student’s elbows, including any back or side cutouts.
 - Regarding two-piece outfits: The top piece must extend at least to the student’s natural waist line and the bottom piece may not be lower than what would usually be covered by undergarments. Within those parameters, the amount of midriff exposed cannot exceed the width of three fingers. These guidelines also apply to any see-through paneling or front cutouts. If a student’s back is exposed or not covered with opaque paneling all the way to their elbows, this adjustment will not apply.
 - Any length of attire must be as long as and/or slit(s) in attire must not continue up past the student’s mid-thigh

If a student arrives at the dance and they are not dressed in accordance with our aforementioned semi/formal dress code, they will be asked to leave and will not be allowed to return to the dance until they are dressed appropriately for the occasion.

If students are concerned about the dress code they can have their outfits pre-approved by res-life staff.

7. **Once my student has left Prom, may they re-enter the event?**
 - a. No- once a student has exited the building, they may not return to the dance.

8. **How can I volunteer and help out with Prom?**
 - a. Complete the Prom Volunteer Sheet from the website: <https://academy.bsu.edu/prom/>
 - b. Email, fax, or mail this form to Ryleigh Brown at ryleigh.brown@bsu.edu and Maclaine Leaird at maclaine.leaird@bsu.edu.

9. **If my student is taking a non-Academy guest to Prom, will this guest be permitted in my student’s room?**
 - a. No- the guest is permitted to be in the downstairs lounges, but not on the residential floors.

10. **If I am spending the night in Muncie, what are some lodging options?**
 - a. Parents are not permitted to spend the night in the residence hall. However, here are some local lodging options:

Ball State Hotel: (765) 285-1555
Super 8 Motel: (765) 286-4333
Holiday Inn: (877) 289-4678
Best Western: (765) 282-0600

Comfort Inn: (765) 587-0294
Courtyard Marriott: (765) 287-8550
Hampton Inn: (765) 288-8500
Days Inn: (765) 288-2311