



WINSTON-SALEM
Youth Chorus
Handbook

This handbook belongs to:

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Winston-Salem Youth Chorus
P.O. Box 15342
Winston-Salem, NC 27113

Office Address:

Winston-Salem Youth Chorus
502 N. Broad St.
Winston-Salem, NC 27101

Voice/Fax: **336-703-0001**

wsyouthchorus.org

The mission of the Winston-Salem Youth Chorus is to train children from diverse backgrounds and enrich their lives by inspiring excellence in choral music techniques, theory, and performance.

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Please read this handbook carefully, then sign and return the Acceptance of Guidelines and Behavior Pledge form (page 20) by your first rehearsal.

1. Introduction

Congratulations on being accepted into the Winston-Salem Youth Chorus! We hope that all singers will find being a part of this remarkable group an enjoyable experience and that you will develop a love of great choral music which will last forever.

This handbook is for singers and families. It is meant to present the customs of the Winston-Salem Youth Chorus, to provide information and answers to questions you may have throughout the year, and to be used as a reference. It is not strictly a book of policies. The handbook is revised periodically to reflect the better wishes of the WSYC administration and the WSYC Parent Association as articulated throughout the year.

The members of WSYC, in grades 3-12, come from Winston-Salem and the surrounding areas to learn to be musicians and performers. There is opportunity to learn great secular and sacred choral literature, to develop musical skills, discipline and teamwork, and to become responsible ambassadors.

To maintain our high standards of excellence and to ensure that the organization of the chorus runs smoothly and effectively, it is essential for all singers and parents to study the WSYC Handbook and follow the rules and regulations accordingly. Parents and singers need to sign the Acceptance of Guidelines on page 2 and return it to the Operations Manager by the singer's second rehearsal.

History

Founded in 1993 by current Artistic and Executive Director, Barbara C. Beattie, the Winston-Salem Youth Chorus has impacted the lives of hundreds of children and youth through music education and performance experiences for many years. The WSYC began as the Stevens Center Children's Chorus, with children age 8 to 13 making up the membership. The group continued to evolve, growing in size and stature, and they became the Winston-Salem Children's Chorus in 1997 with Bud Beattie as administrator. Thanks to strong community support and interest, along with the passion and efforts of Barbara and Bud Beattie, the WSCC eventually added on high school youth in the Young Women's and Young Men's Ensembles, and was also able to hire a full-time operations manager in 2004. It was only natural for the WSCC to progress forward with the new name and image as the Winston-Salem Youth Chorus in 2009, to reflect the diversity in membership and age ranges, not to mention the mature sound and professional quality of the group. The WSYC now has over seventy members in four ensembles, ranging from grades 3-12 and representing over forty schools in Forsyth and surrounding counties. The chorus also recently added on two new, short-term music programs (JumpStart and the Fall Forward and Spring Forward programs) and a summer music camp (Connections Camp).

Affiliations

The WSYC is a funded partner of the Arts Council of Winston-Salem and Forsyth County. The chorus also holds membership with Chorus America, the North Carolina Center for Nonprofits, and Hands On of Northwest North Carolina.

Mission

The mission of the Winston-Salem Youth Chorus is to train children from diverse backgrounds and enrich their lives by inspiring excellence in choral music techniques, theory, and performance.

Non-Discriminatory Clause

The Winston-Salem Youth Chorus admits girls and boys from grades 3 through 12 without regard to race, color, or creed.

Board of Directors

In 1997, the chorus organized formally into a 501(c)3 non-profit organization. The WSYC is governed by a Board of Directors. Check the WSYC website for a current list of board members.

Contact Information

Mailing Address

WSYC
P.O. Box 15342
Winston-Salem, NC 27113-0342

Phone

336-703-0001

Fax

336-703-0001

E-mail

General Email:	mail@wsyouthchorus.org
Barbara Beattie:	bcb@wsyouthchorus.org ; bcbeattie@earthlink.net
Karen McNeely:	karen@wsyouthchorus.org

Office location

502 N. Broad St.
Winston-Salem, NC 27101

The WSYC Office is located in the Augsburg Community Center (ACC), at the intersections of Pilot View Street, Broad Street and Sixth Street. The parking lot and entrance to the ACC are located on the Pilot View side. Our office is on the ground floor. Please call in advance if you will be visiting the office.

2. The Program

Four choral ensembles make up the Winston-Salem Youth Chorus: the Residential Chorus, the Touring Chorus, the Young Women's Ensemble and the Young Men's Ensemble. Girls and boys, grades 3 through 12, from Winston-Salem and the surrounding communities, are selected by audition.

Singers receive training in music theory, vocal production, and choral style and there is a place for beginners as well as more experienced singers. For all the singers, high standards of excellence, discipline, and responsibility are maintained within a positive environment for learning.

The WSYC is made up of nearly 100 singers representing over 40 public elementary, middle and high schools, the area's charter schools and private schools, as well as many children who are home-schooled.

There are often opportunities for a small group of singers to perform. In these instances, the Director will choose the individuals who are to participate.

Home Practice and Music Studies

Singers are expected to take their music home for practicing each week in their WSYC tote. It is recommended that a singer spend 15 minutes each day on his/her WSYC music. Singers may also be given worksheets or other small assignments to complete between rehearsals. The worksheets must be turned in by the next rehearsal. These assignments should not be time-consuming so as to interfere with regular studies; however, they are designed to help the singer improve his/her music-reading skills.

Residential Chorus

The Residential Chorus is for boys and girls in grades 3-5, beginning and experienced singers. The RC rehearses once per week (Mondays, 4:00 pm – 5:00 pm). The RC does not tour, but will perform at major concerts throughout the year and possibly at other events to be determined by the director.

Touring Chorus

The Touring Chorus is for boys with unchanged voices and girls in grades 4-8 who demonstrate prior musical experience and/or skill. The Touring Chorus rehearses twice weekly (Mondays, 5-6pm; Fridays, 4-5pm), tours regionally, nationally, and internationally, and performs independently as well as with the other three ensembles.

It is not mandatory for TC members to tour, but they are strongly encouraged to do so since the entire group could not take a trip without enough members participating. Fundraising activities take place each year to help cover travel and tour expenses.

Young Women's Ensemble

The Young Women's Ensemble rehearses once weekly (Mondays, 7-8:30 pm). They perform alone and in combination with our other ensembles. Members of the Young Women's Ensemble will occasionally travel, but touring is not a requirement for membership.

Young Men's Ensemble

The Young Men's Ensemble is for boys with changed voices and rehearses once weekly (Mondays, 7:45-9pm). They will perform mostly with the Young Women's Ensemble, as well as on their own. The Young Men's Ensemble is expected to travel on occasion, but touring is not a requirement for membership.

3. Staff

The Board of Directors, in close consultation with the Executive and Artistic Director, is responsible for hiring the personnel required to run the program. The Board of Directors will decide on compensation for the Staff. The Executive and Artistic Director will be responsible for the professional development of the staff. Some funding for professional development will be allocated by WSYC.

Barbara C. Beattie, Executive and Artistic Director

Founder, Artistic & Executive Director Barbara Beattie, a longtime resident of Winston-Salem, North Carolina, always knew she wanted to direct choruses. By age 16, she was the student director of The A Cappella Choir at her high school. At Virginia Commonwealth University she earned the Bachelor of Music degree in piano, and continued her music studies, at the post-graduate level, in voice and vocal pedagogy with Joan Jacobowsky at Salem College and in education at UNCG.

Throughout her career she has continued to study in the VoiceCare Network's Impact and Conducting courses; the Master Schola on Cape Cod; chant study with Dr. Mary Berry, which included directing *Gloriae Dei Cantores* (praised for their "expert renditions of Gregorian chant"-NY Times); American Boychoir School with clinician Doreen Rao; Alexander Technique with Alice Pryor and Babette Lightner; work with and directing for Dr. George Guest, Dr. Gerre Hancock, Dr. Jim Litton, and David Hill; and in the conductors' section, under Robert Shaw, at The Robert Shaw Festival. Mrs. Beattie has participated in workshops with outstanding choral directors and composers, including Dr. John Cooksey, Pat Feit, Liz Grefsheim, Margaret Hillis, Ben Hutto, Simon Lole, Bruce Neswick, Dr. Donald Neuen, John Rutter, Paul Solomonovich, André Thomas, and Dr. Bingham Vick.

Barbara Beattie is known for her acuity in hearing, analyzing, and interpreting choral voices and repertoire, and for her complementary strengths as a director, vocalist and coach, pianist, teacher, and mentor. She has taught grades K - 12, as well as Advanced Placement courses in music theory and history, and singing in the Drama Department of the University of North Carolina School of the Arts.

A highly regarded builder of choirs, Barbara Beattie expanded the choral program of St. Paul's Episcopal Church, where she was Director of Music for 23 years, from two choirs to eight and inaugurated the Royal School of Church Music program there. She also founded and directed the Spectrum Singers, an ensemble of 12-16 adult singers performing a wide spectrum of memorized repertoire. Her most recent building project is the Winston-Salem Youth Chorus.

Karen McNeely, Operations Manager

Karen McNeely brings a variety of arts and administrative experience to the chorus. She has worked with organizations such as the Buffalo Philharmonic Orchestra, the Knoxville Symphony Orchestra, WUOT 91.9 FM, a top-ten nationally-ranked public radio station, the University of Tennessee School of Music as an undergraduate theory instructor, and as a sound technician for touring jazz ensembles.

Karen enjoys getting involved in Winston-Salem's non-profit community and helping to "grow the arts." As a French horn and trumpet performer, she has formed and performed with many professional chamber and orchestral groups, and continues to receive composing and arranging commissions.

Karen received the Master and Bachelor of Music in Theory & Composition and a Spanish Minor from the University of Tennessee in Knoxville as a primary student of Dr. Kenneth A. Jacobs. She also studied composition, song-writing and counterpoint with Dr. Walter Hawthorne, Dr. James Carlson, and Wendel Werner.

David Pulliam, Accompanist

H. David Pulliam received the Master and Bachelor of Music in Organ Performance from the University of North Carolina School of the Arts where he was a Kenan Organ Scholar and student of Dr. John Mitchener. His performances, described as "...remarkably fine" by *Classical Voice of North Carolina*, have been at the Episcopal Cathedrals of Vermont and Alabama; St.

James In The City, Los Angeles; the National Basilica; Foundry UMC, St. Mark's Capitol Hill, and the Episcopal Church of the Epiphany, Washington, DC; Bruton Parish Church, Williamsburg, VA; Jack Singer Concert Hall, Calgary, Canada; and various other venues. Heard on National Public Radio's *Pipe Dreams* and on various affiliate stations in Virginia and North Carolina, he has been a featured performer at the national conventions of the Organ Historical Society, the Hymn Society of the United States, and the Music Teachers National Association. As a collaborative artist, Mr. Pulliam has been heard at the National Cathedral, Trinity Parish on England's Isle of Wight, and the Kennedy Center for the Performing Arts. With the WSYC, he performed in Venice, Rome, and Florence, at the Piccolo Spoleto festival in Charleston, SC, and at the National Black Theater Festival.

David has served on the faculty of the North Carolina Governor's School, as Housemaster for the Royal School of Church Music Summer Training Courses, and has presented workshops regarding the mission of the RSCM in America. He is Organist and Choirmaster at Christ Episcopal Church in Martinsville, VA, and also serves as the Collaborative Vocal Pianist and Vocal Coach at Salem College. He is a member of the Association of Anglican Musicians, the American Guild of Organists, and the Royal School of Church Music.

4. Communication

The Winston-Salem Youth Chorus is an active organization and it is essential that singers and parents read all communications carefully. Singers and parents are responsible for maintaining a file for written messages that are sent home from rehearsals and updating their own rehearsal/performance schedules.

Memos

Singers will receive written communication regarding concerts, rehearsals, and general information at most rehearsals. It is imperative that all families read these memos when singers bring them home. Please check your child's tote bag often, as all written communication is handed out and placed in tote bags. It is recommended that all chorus memos be kept by each family, in order of the date received, for future reference.

E-mail

E-mail is an important form of communication for the WSYC. It is our primary means of informing singers and parents of last-minute changes or updates, or any information that needs to be communicated quickly. It is essential that singers and parents check their e-mail regularly. We recommend printing out important messages and keeping them handy for reminders or reference. We realize, however, that not everyone has access to e-mail and we will communicate these messages and updates by phone to those who do not have e-mail access. It is the responsibility of each family to inform us if you cannot check your email, do not have email, or have changed your email address.

WSYC general E-mail address: mail@wsyouthchorus.org

Website

The WSYC website contains important information for everyone, including a rehearsal and performance schedule which is updated regularly. Up-to-date calendar pages can be viewed and printed from the website.

WSYC website address: www.wsyouthchorus.org

Weather-Related Schedule Changes

The WSYC does not follow the weather-related public school cancellation policy. In the event of inclement weather, the Director may either cancel or delay a rehearsal, performance or other event. A decision will be made as early as possible, at least two hours prior to the required arrival time for singers.

When it is necessary to cancel or delay a rehearsal, performance or other event due to inclement weather, it will be announced on WXII 12 as soon as possible, and emails will be sent.

Please note that it can take up to an hour for the station to broadcast closing information. Please also be aware that most of these stations do not post or announce a message stating that there is not a cancellation or delay.

If possible, a message will be left on the WSYC office phone and the WSYC website stating a delay or cancellation, or staff will attempt to reach chorus families by phone in advance.

5. Attendance Policy

Plan your child's absences carefully! The WSYC maintains a rigorous rehearsal and performance schedule. Attendance at all performances is required, with exceptions being the allowed amount of absences (see below). Each singer's voice is crucial to the artistic quality of the performance as well as the rehearsals, and is vitally important in achieving the high level of musicianship expected of members of the Chorus.

The last two rehearsals preceding a major performance are of paramount importance and cannot be missed under any circumstance. The director reserves the right to pull any singer from a performance due to their rehearsal absence(s).

It is required that prior notice for absences and late attendance be given to a Door Parent in writing (to include a reason for absence or tardiness and signed by a parent). If an absence is an emergency situation or sudden circumstance in which you cannot give prior notice, please inform us as soon as possible by either calling and leaving a message on the WSYC office phone (336-703-0001), or sending an email to Mrs. Beattie (bcb@wsyouthchorus.org). Please include a reason for the absence with your message.

Remember that the WSYC may not cancel rehearsals for fall or spring breaks of any school, so please plan your allowed absences carefully if you will be out of town.

Touring Chorus attendance policy:

Singers in the Touring Chorus are allowed four absences per semester (semesters coincide with the school calendar: Aug-Dec, Jan-June). These absences include illness, family emergencies, family trips/events, and school events in which the singer is required to participate. **Please give a written notice for a planned absence to the Door Parent, even if it is one of the four allowed absences.**

Residential Chorus, Young Women's Ensemble and Young Men's Ensemble policy:

Singers in the Residential Chorus, Young Women's Ensemble and Young Men's Ensemble are allowed 2 absences per semester (semesters coincide with the school calendar: Aug-Dec, Jan-June). These absences include illness, family emergencies, family trips/events, and school events in which the singer is required to participate. **Please give a written notice for a planned absence to the Door Parent, even if it is one of the four allowed absences.**

Illness

If a singer is well enough to go to school, he/she is well enough to attend rehearsal. If a singer has a sore throat, it is important that he/she still attend rehearsal if possible, but inform the director that he/she will be listening and following the music, marking the music appropriately, and singing inside his/her head. Even though a singer is not actively singing, he/she is actively learning.

School Event

School events which are considered excused absences are those in which the singer is required to participate.

Absence Follow-Up

When a singer is absent, it is his/her responsibility to:

- ▶ check with a fellow singer about the work that was covered during the missed rehearsal
- ▶ add necessary markings to his/her music
- ▶ determine what information, memos, handouts were distributed or collected
- ▶ accomplish his/her home practice

6. Behavior and Appearance

Code of Behavior

The Winston-Salem Youth Chorus has very high standards that the singers must follow regarding their personal behavior and discipline. Rather than enumerating each expectation, the following general code covers any situation:

At all times a WSYC singer is to exhibit respect for self, respect for others, respect for property, and respect for the program. A certain amount of assistance and guidance will be given to help develop acceptable behavior, but it must be remembered by all that the organization is not equipped to deal with chronic behavioral problems. All singers and parents must read, sign and return the Acceptance of Guidelines and Behavior Pledge on the last page of this handbook.

Appearance

Parents should make sure that singers take responsibility for keeping themselves well-groomed at all times. Hair should be neat and away from the face during rehearsals and performances. Examples of prohibited dress or appearance include:

- Clothing that contains advertisements for tobacco, alcohol or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent
- Halter or bare midriff tops
- Tops with spaghetti straps
- Strapless shirts or tube tops
- Bare feet
- Short shorts or skirts (must fall below finger tips)
- Pants, slacks or jeans that sag below waist

- Hats, caps, or bandanas, unless the headwear is worn based on a sincerely held religious belief or practice
- Underpants or bras showing or worn as outerwear
- Provocative, revealing attire that exposes cleavage
- Any symbols, styles or attire associated with gangs, intimidation, violence or violent groups about which students at a particular school have been notified

7. Concert Attire

Please note that all concert attire must be purchased in accordance with the WSYC policy and guidelines. This is necessary to give the group a uniform look. We purchase all the items from the same catalogue or company and try to keep costs as low as possible without sacrificing quality and appearance. Fittings for casual and formal concert attire takes place at the beginning of the season (usually by the second or third rehearsal), and are implemented by the Concert Attire Committee.

All clothing should be labeled with the singer's name.

Jewelry & Accessories

Singers are not allowed to wear jewelry at a performance, except for the approved items below. The appearance of each individual member will be evaluated before every concert and if a singer is wearing inappropriate items, he or she will be asked to remove them.

Earrings

Singers are not allowed to wear earrings during performances other than small studs. No dangles or hoops.

Other Jewelry

Singers are not allowed to wear necklaces, bracelets, anklets, watches, or any other jewelry other than the WSYC-approved pearls for Young Women Ensembles.

Hair Accessories

Only a small ribbon or bow on the back of a pony tail is allowed. No headbands or other large hair accessories are acceptable.

Casual Attire for All Singers

Polo Shirts

All singers must purchase a WSYC royal blue polo shirt. New shirts are \$15 and gently used shirts are \$10.

Shoes & Socks

All singers must have neutral, light-colored sneakers and white socks.

Blue Jeans

All singers must have a nice pair of well-fitting, plain regular blue jeans. Jeans should not be very faded and may not have:

- rips or tears
- decorative zippers
- embroidery
- low crotches
- hems that drag the ground

Formal Attire

Residential Chorus

Residential Chorus wears their chorus polo shirt, khaki pants, and plain, white sneakers for their formal attire. The pants must be purchased through the WSYC Concert Attire Committee.

Touring Chorus

Girls: The girls wear a long blue dress which must be purchased through our Concert Attire Committee. Girls must also wear black dress shoes. Shoes should not be patent leather, may not flip-flop, must have flat heels, closed toes, and must have soft soles that will not be noisy on hard floors. Tights or hose are not necessary; however, if you wish to wear them, they must be flesh/nude colored.

Boys: The boys wear black tux trousers, a white tux shirt which must be purchased through our Concert Attire Committee, and a cummerbund and tie (see below) Each singer must also wear black socks and black shoes. Shoes should not be patent leather, may not flip-flop, must have flat heels, closed toes, and must have soft soles that will not be noisy on hard floors.

Bow Ties and Cummerbunds: A cummerbund and tie (the property of WSYC) will be checked out to each singer at the beginning of the year. These are included in the \$25 music deposit (to be received by the beginning of the singer's second rehearsal – see page 13). The cummerbunds and bow ties must be kept with the singer's other concert attire and worn at all formal concerts.

Young Women's Ensemble

The Young Women wear long, black dresses, and pearls which must be purchased through our Concert Attire Committee. Each singer must also wear black dress shoes. Shoes should not be patent leather, may not flip-flop, must have flat heels, closed toes, and must have soft soles that will not be noisy on hard floors.

Young Men's Ensemble

The Young Men wear a white tux shirt, black tux trousers, vest and bow tie which must be purchased through our coordinator. Each singer must also wear black dress socks, and black dress shoes. Shoes should not be patent leather, may not flip-flop, must have flat heels, closed toes, and must have soft soles that will not be noisy on hard floors.

8. Tuition, Fees and Other Costs

After reviewing the costs of many other children's choruses in our region and throughout the country, it is clear that the WSYC offers a superior musical and social/cultural experience to its members at a modest cost.

Concert Tickets

Each chorus family receives ONE complimentary ticket per singer to our own concerts when an admission fee is charged (will usually be handed out at a rehearsal preceding the concert). If we are not the sponsors of the concert and there is an admission fee, complimentary tickets are up to the organization sponsoring the event.

Concert Attire

Each family is responsible for purchasing casual concert attire as well as formal concert attire that is especially designed for the WSYC. Polo shirts cost \$15. The cost of the formal attire is approximately \$50 for Touring Chorus, and \$80 for Young Women's Ensemble and Young Men's Ensemble. These costs do not include the cost of footwear.

Tuition Deposit

A non-refundable tuition deposit of \$25 is due within two weeks of a singer's audition. This deposit counts toward full tuition payment. Tuition deposits are not covered by scholarship.

Music Deposit/Cummerbund & Tie Deposit

A \$25 deposit is required for the music and cummerbunds and ties (for boys in TC only) for new members. This deposit must be given to the Operations Manager by the first rehearsal. The \$25 deposit is fully-refundable at the end of the year if everything is returned in proper condition. Returning members' deposits will be kept and will roll over into the new season. Music is due no later than June 1 each year, unless a singer is participating in a summer chorus trip. In this case, the music should be returned at the end of the trip.

Tote Bags

RC & TC members must purchase a WSYC tote bag, which is to be brought to every rehearsal and used to store music, keep music in good condition, place notes, music assignments, pencils, and memos. Each tote bag is \$8, and payment should be given to the Operations Manager by the singer's first rehearsal.

Scholarships

It has been the policy of WSYC not to exclude anyone from the program because of an inability to pay tuition costs. Full and partial scholarships are available for families on a need basis. However, all scholarship applicants are expected to pay the non-refundable \$25 tuition deposit, \$25 refundable music deposit, and return the completed scholarship application at least a week before they begin rehearsals.

If scholarship recipient families do not fulfill their volunteer duties (all WSYC families have volunteer responsibilities) or a singer does not abide by WSYC behavior or attendance policies, then that family will not be eligible for a scholarship the next year.

Tuition

Tuition is due in full by the beginning of the second rehearsal. Families may pay tuition in advance (such as during the summer), but the full amount is due by the second rehearsal

(regardless of when a singer joins the chorus). Annual tuition fees are listed below (amounts are half this price if new members join mid-year or later):

<u>Ensemble</u>	<u>Annual Tuition for the 2010-2011 Season</u>
▶ Residential Chorus:	\$290
▶ Touring Chorus:	\$420
▶ Young Women's Ensemble:	\$350
▶ Young Men's Ensemble:	\$350

Payment Options

Multiple Family Members

For families with two or more children in the chorus, they may pay for the first child by the second rehearsal, the second child by the sixth rehearsal, the third child by the tenth rehearsal, and so on if needed.

Methods of Payment

The WSYC accepts cash, checks, and money orders for all financial transactions. Credit cards are accepted (Visa and MasterCard only) with a 3% service charge.

Returned Checks

In the event that a check is returned to the chorus, the payee will be charged \$10 to cover the cost of the returned check fee, in addition to paying the amount of the check as soon as possible.

Refunds

Tuition is payable for the entire year, even if the singer decides to leave the organization. No refunds are given for tuition payments. Refunds are given for music deposits if music is returned after a singer leaves the chorus (or it rolls over into the next year if the singer remains in the chorus).

9. Performance Preparation

Rehearsals

All regular rehearsals are held at St. Timothy's Episcopal Church (2575 Parkway Drive, Winston-Salem, NC). However, there will be an extra rehearsal prior to a major concert (such as the Winter Concert and Mother's Day Concert), depending on the availability of the site. We will inform you as soon as possible as to which part of the rehearsal each ensemble will attend, with each ensemble rehearsing about an hour.

Rehearsal Schedule

Ensemble	Day	Time
<i>Residential Chorus</i>	Fridays	4:00-5:00 pm
<i>Touring Chorus</i>	Mondays Fridays	5:00 – 6:00 pm 4:00 – 5:00 pm
<i>Young Women's Ensemble</i>	Mondays	7:00 – 8:30 pm
<i>Young Men's Ensemble</i>	Mondays	7:45 – 9:00 pm

There will be time off from rehearsals occasionally, just to have a break. However, the above times should always be reserved for the WSYC. There may be additional dress rehearsals for our concerts and you will be notified of these as soon as they are scheduled.

Personal Preparation

WSYC ensembles learn an enormous amount of music each year making it essential that every minute be used wisely. In professional choruses one must acquire the following habits.

Singers are to:

- Bring their WSYC tote bag with music binder and a pencil to all rehearsals
- Prior to beginning of each rehearsal turn in all notes or information sheets to the Door Parent.
- There are no restroom breaks during rehearsal, please use restrooms before rehearsal
- Be in your seat five minutes before the rehearsal begins, removing gum before rehearsal (gum chewing is not allowed at rehearsals, performances, or on tours)
- If desired, drinking water should be brought in a bottle or sports container with a top

General Conduct

Singers are expected to remain focused during rehearsals and treat others with the same respect and courtesy with which you expect to be treated.

Conduct While Singing

When singing, singers are to:

- Watch the conductor at all times
- Actively participate
- Use good singing posture whether sitting or standing
- Breathe fully, using your breathing system to its fullest potential
- As a personal safety precaution, and to facilitate the proper use of the tongue and jaw muscles during singing, the chewing of gum is not allowed
- Always pay close attention to:
 - directions
 - tone quality produced
 - phrasing
- Be quiet and attentive when your section is not singing and always listen to what the other singers are doing, in order to allow others to concentrate and do their very best
- Always sing when your part or section is requested to sing
- Follow the music closely, making an honest attempt at further learning the music

- Wipe your feet at building entrances–please do not track mud or snow into the building
- Wash dirty hands before rehearsal–please do not handle your music with dirty hands that will smudge or leave prints
- Place all coats, jackets, backpacks, etc., in the hall to avoid any clutter in the rehearsal area
- No food or beverages other than a container of water with a top
- Finish snacks and dispose of chewing gum outside
- Deposit all trash in a trash container
- Clean up any spills or messes, even if they are not your own doing
- Demonstrate respect for the building and its staff–it is a privilege for us to use the facility
- Restore order to the furniture in the rehearsal room before leaving
- No hats are allowed–this shows respect for the facility as well as the music

Care of Music

Printed music is very expensive and often difficult to replace. Singers and parents must assume the responsibility of looking after it carefully. Damaged music will be deducted from the deposit refund. Please observe the following practices in caring for your music:

- Make all markings in your music neatly, allowing the next person who uses the music the opportunity to read and benefit from your markings
- All markings are to be made in pencil only – **no ink**
- Handle the music with care: avoid folding, rolling, crunching, or tearing the music
- Do not doodle on printed music
- Keep all of your music in your binder
- Carefully tape torn music with invisible tape as soon as the tear occurs, certainly before the music is handed in
- Notify the Operations Manager immediately if any of your music is badly damaged, has missing pages, or is lost altogether

Concert Days

Singers must be sharp during the concert, and their appearance must be neat. Concert attire must be worn properly from the time singers leave home until they return home: shirts must remain tucked in, ties and cummerbunds must be worn, the proper shoes worn, etc. Cummerbunds must be worn at the natural waist line.

Before a performance

- Follow a proper diet (stay away from chocolate, nuts, milk products, caffeinated drinks) and drink lots of water!
- Be well-rested: try to rest for one hour and restrict activities prior to a performance
- Concert attire should be clean and properly pressed
- Leave early so there is no panic to arrive on time
- Have a clear understanding of where singers and parents will meet following a performance

10. Touring

Touring is an important element in the WSYC program as it contributes both to the musical proficiency of the ensembles and to the personal growth of the singers. All of the WSYC ensembles may tour except the Residential Chorus. Tours may be taken regionally, nationally, and internationally.

Examples of past tours include:

- ▶ Chicago, IL, 2010 – Windy City Youth Choral Festival
- ▶ Charleston, SC, 2008 & 2002 - Piccolo Spoleto Festival
- ▶ Italy Concert Tour, 2007 (Venice, Figline, Florence, Montecatini, Rome)
- ▶ Winchester, VA, 2006 – Massed choir & orchestra performances
- ▶ Washington, DC/ Williamsburg, VA, 2005 - National Cathedral/ Bruton Parish Church
- ▶ Austria, 2004 - International Music Festival in Salzburg
- ▶ Orlando, FL, 2004 - Walt Disney World Magic Music Days
- ▶ New York City, 2003 - Mid-Winter Children’s Choir Festival, Carnegie Hall

Trip Cycle & Payments

In normal years, when the economy was not an issue, WSYC trips were planned on a three year cycle. On year one of the cycle, no trips were planned. On year two, an international trip was planned. On year three, there was a “small” trip (within the United States). This cycle gave choristers and their families the opportunity to raise money to pay for the large trips by having a year without travel before the year of the major trip.

Because of the economy, the Windy City Youth Choral Festival was chosen instead of an international trip. Next year, 2011, is the small trip year.

Trip deposits will be due in July or September of the year before the trip. This deposit is in addition to annual tuition.

Additional payments are due at the discretion of the tour planning company, and whether and how refunds are available is up to the touring company, not the WSYC.

Choristers taking the trip must make a commitment to pay or raise funds for the specified amount to be eligible to go on the trips when they make their deposit in July or September. If they are unable to commit to the trip, they may save money through fundraising toward the next trip.

Membership in the Touring Chorus is at the discretion of the Artistic Director, including adding new chorus members to the Touring Chorus mid-year. Members of the Residential Chorus may not move into the Touring Chorus mid-year.

Prior to touring, singers will receive the WSYC Trip Guidelines which provide complete information on the upcoming tour. As many trip details as possible will be shared with chorus families at the beginning of the season

Chaperones & Policies

Chorus parents are encouraged to volunteer as chaperones on any chorus trip. However, final decisions regarding chaperone placement and chaperone groups are at the discretion of the Director and the Parent Leaders. Chaperones are required to pay the same amount for a trip as singers and must attend all chaperone meetings before the trip.

11. Fund-Raising

Tour Fundraising

The Tour Fundraising Committee organizes fundraising that takes place all year to help raise funds for chorus travel (e.g., selling flower bulbs, coffee, candy, etc). All WSYC families are encouraged to take part in tour fundraising, even if they are not taking the trip in that year – the funds they earn may be used in a future year.

The Mad Hatter's Party

“The Mad Hatter’s Party” is the major annual fundraiser for the WSYC. It is an “Alice in Wonderland”-themed adult event that features a silent auction, live music, food and cocktails. The party is held in the spring at a select location in Winston-Salem. A committee (determined by WSYC board members) oversees the planning of this event, but effort by board members, community supporters, and WSYC parents, is required in order to make the event a success. **Each chorus family is asked to acquire at least one auction item for the event** (preferably an item or group of items valued at \$50 or more) **and/or to volunteer to help with the event** (planning/day-of).

Playbill

The Playbill serves as our program at concerts as well as a valuable public relations tool for the WSCC. In addition, it raises funds through the selling of advertisements.

We ask that WSYC families help sell ad space in the Playbill and/or purchase their own “special wishes” ads for their children.

Professional photos are taken of each child at the beginning of the season to be included in the Playbill. Parents may be able to purchase the photo of their child from the photographer.

12. Parents' Association

The Parents' Association is made up of all the parents/guardians of our WSYC members. **At least one parent from each chorus family is required to participate in the Parents' Association.** Parent obligations include:

- participation on at least one WSYC committee
- assistance in planning/implementing The Mad Hatter's Party fundraiser
- at least one parent per family in attendance at each meeting

In matters of voting, each family has one vote.

Officers

The Parents' Association has these leadership positions:

President
Vice President
Treasurer

Coordinator of Residential Chorus
Coordinator of Touring Chorus
Coordinator of Young Women and Men's Ensembles
Fundraising Coordinator

President

The duties of the President include:

- Preside over joint meetings of the Parents' Association
- Act as primary spokesperson and contact for the Parents' Association
- Serve as Parent Representative on the WSYC Board of Directors - must be able to attend monthly meetings of the WSYC Board of Directors
- Attend individual ensemble parent meetings

Vice President

The duties of the Vice President include:

- All the duties of the President in his/her absence
- Assist the President in those duties
- Assist the Operations Manager in follow-up of payments and receipt of required forms which are overdue from WSYC families
- General parent correspondence (includes notices to parents as well as thank-you's to other organizations, etc.)

Treasurer

The Parents' Association does not have its own bank account; instead, Parents' Association funds are included as a line item in the WSYC budget. However, it is important to track expenditures and income resulting from Parents' Association activities and make sure these are recorded accurately for the Board of Directors, the Operations Manager, and the parents at large.

The duties of the Treasurer include keeping a record of all Parents' Association finances, including:

- Trip fund-raising activities (expenses & income)
- Certify bills associated with the Parents' Association activities for payment by the Operations Manager
- Oversee financial procedures for all Parents' Association activities (PA fundraising, Hospitality Committee, etc.)
- Oversee finances at WSYC ticketed concerts & events (to be assisted by Concert Assistance Committee)

Election of Officers

The officers of the Parents' Association will be elected annually by the parents at large before the Mother's Day Concert every year. The procedure and time-line for nominations and elections are as follows:

Early March: A nominating committee made up of two parents from each ensemble and the Director is put together by the current officers of the Parents' Association.

Early April: The Nominating Committee presents its slate of officers in writing to the parents at large. Parents will have two weeks to submit their own nominations; additional nominations must be supported by 3 WSYC families (signatures required) as well as the agreement of the nominee (signature required).

Mid-April: Complete list of nominees is presented in writing to the parents at large.

End-April/Early May: Parent meeting is held during this period to elect officers.

The new officers will be announced at Mother's Day Concert if possible, at which time they will

assume their duties.

Parent Meetings

Parents' Association meetings are scheduled when needed to keep parents updated on all WSYC activities and developments, as well as to plan activities together and vote on specific topics. If you cannot attend a meeting, please be sure to read the meeting minutes (emailed to all chorus families) in order to be informed of chorus activities. The Coordinators will distribute meeting minutes via email. Parent meetings will be called by the coordinator of each group.

Committees

The Parents' Association has several committees which are vital to effective and smooth operation of the WSYC. **It is mandatory that at least one parent from each family be active on at least one committee.** The WSYC could not function without parent volunteers and it is important that everyone does their part to help the chorus be a success.

Tour Fundraising Committee

This committee organizes the ongoing fundraisers held throughout the year to raise funds for chorus travel. They may have singers sell items individually or even organize group fundraising events. This committee is responsible for all parts of the fundraising process (ordering items, communicating with chorus members about dates and instructions, collecting money and distributing items at rehearsals or other designated times, keeping up with fundraising records, etc.).

The Mad Hatter's Party Committee

The Mad Hatter's Party is the main WSYC fundraising event, held in the spring, and it raises at least 15% of the chorus operating budget every year. It is an *Alice in Wonderland*-themed cocktail party and auction, featuring live music, WSYC performances, food and fun. The event is carried out by the Mad Hatter Committee which is made up of WSYC Board members, community volunteers, and parents. **It is important that all WSYC families assist in this event, either by acquiring auction items, volunteering the day of the event (such as setup, teardown, food, bar, singers, auction), or helping in planning and promoting the event.** All volunteers receive free admission to this event.

Hospitality Committee

This committee provides snacks and water for singers at special performances and rehearsals if needed (check with Director), organizes and works at the reception after the Winter Concert, organizes the end-of-year party and the season kick-off party (works with parent officers for both), organizes other social activities for singers and parents as needed, and acts as a welcoming committee for new parents. This committee is also responsible for calling new chorus families to welcome them and answer any questions they may have.

Door Parents

Door parents are needed for RC & TC. They assist at every rehearsal by:

- Arriving 10 minutes before each rehearsal to oversee chorus members who arrive early.
- Staying throughout a rehearsal to help Operations Manager with money collection and other tasks as needed.
- Waiting with children outside after rehearsal to make sure every child is picked up safely.
- Ensuring that every child signs in before rehearsal.
- Keeping track of singers who arrive late or who are absent and noting this information on the role sheets.
- Making sure that each chorister has a pencil.
- Distributing tardy reminders to singers to take home if they are late.
- Making sure that each singer goes into the rehearsal room once they arrive.

WSYC Dads

WSYC Dads are in charge of stage management at all concerts as needed (moving risers, some heavy lifting, etc), all concert assistance duties at the annual Mother's Day concert, picking up flowers for the Mother's Day concert and having them ready to hand out, and the reception following the Mother's Day concert.

Concert Assistance Committee

Many volunteers are needed to supervise the singers before, during, and after concerts, assist the Director in on and offstage logistics, distribute programs and collect tickets at performances, and sell tickets and merchandise at the door. It is imperative that members of this committee arrive at the time given by the Group Coordinator to assist in these tasks (note: mothers on this committee are not required to assist during the Mother's Day Concert). Specific concert sign-ups will take place as we go throughout the season. Your Group Coordinator will be in touch with you via email if you join this committee.

Performance Attire Committee

This committee measures and fits singers for concert attire, orders new attire as needed, organizes the pre-owned uniform sale at the beginning of the year, addresses all questions regarding performance attire, and acts as the "Attire Police" at performances to make sure that every singer is up to WSYC attire standards.

Chorus Promotions Committee (Publicity & Marketing)

This committee is responsible for putting up fliers and posters in select public spaces to publicize concerts, auditions, and special events, finding new and creative ways to get the word out about WSYC, and assisting the Operations Manager with various marketing and publicity activities as needed.

Acceptance of Guidelines

We have read the WSYC Handbook and we agree to follow these guidelines, *including fulfilling parent volunteer obligations and paying all tuition and fees by the applicable deadlines.* We realize that it is a privilege to be a member of the Winston-Salem Youth Chorus, and we agree to meet these expectations and thus ensure the continued success of this chorus and an enjoyable music experience for all WSYC members.

Parent/Guardian Signature: _____

Chorus Member Signature: _____

Date: _____

Behavior Pledge

All singers sign the Behavior Pledge when entering the WSYC. It is each member's duty to uphold the pledge to the best of his/her ability. Each singer must have this completed and turned in to the Operations Manager by your second rehearsal.

1. I will accept responsibility for my actions and accept their consequences while a member of the Winston-Salem Youth Chorus and in the community. This means that I will obey the rules of the WSYC.
2. I will respect others and their property.
3. If I witness a violation of WSYC rules, it is my responsibility to report the violator to a WSYC staff member.
4. I will be honest and considerate in all of my actions, and I will have an exemplary attitude.

Chorus Member Signature

Signature

Date

I have read and concur with the Behavior Pledge that my child signed as a member of the Winston-Salem Youth Chorus. I understand that any violation of the Behavior Pledge will result in appropriate disciplinary actions.

Parent's Signature

Signature

Date

Please print and sign this page and give to the Operations Manager by your second rehearsal.

By signing above, you agree to the following: the WSYC is permitted to use photos or videos of my child taken throughout the year for publicity purposes (WSYC website, newsletters, flyers, etc., as needed). In consideration of the benefits to be derived and having confidence that reasonable precautions will be taken to ensure the safety and well being of my child, I hereby agree to his/her participation, and waive all claims against the staff and volunteers.