

Eudora High School

Choir Department Handbook



2010-2011

Introduction to Eudora Choir Families

Welcome to a new and exciting school year in the Eudora High School Choral Program! If you are looking for the ultimate challenge, you will find it everyday as a member of one of our 3 choirs.

Choir is more than just a class; it is part of our lives. We are here because we love to make music and want to learn more. Working outside of class is just as important as working in class. The way we perform depends on the way we work in class and on the way we think. If we think positively, we can do anything. If we think we can, we will.

I realize that this is an incredible commitment for all of us, but I believe we will not only become better musicians, but better, more disciplined people. We will develop skills in the following areas: performance, vocal technique, critical listening, reading, notation, cultural awareness, responsibility and teamwork.

If you have any questions or concerns, please contact me. I am available from 8:50-9:30 at 542-4960 and from 11:25-12:20 at 542-4980x1678 or anytime at angelazysk@eudoraschools.org. Or, visit our website for helpful information:

www.eudoraschools.org/ehschoir

Philosophy

It is the goal of the Eudora Choral Department to provide a complete music education for any student who is interested in participating in the choral program. The director, accompanist, students and parents all have responsibilities in the process of reaching that goal. The director has a responsibility to provide quality and engaging instruction in a variety of musical styles, techniques, and settings. It is recognized that each student is unique and has individual needs and abilities; therefore, every effort will be made to teach students both on a group and an individual level. The director will provide a positive environment for learning and set high standards for students to reach.

The students have a responsibility to come to class prepared and ready to learn, to show dedication to their personal development as a musician, and show dedication to their ensemble and classmates. Parents can provide great support by being actively involved in their child's education, including encouraging daily practice and attending performances.

Music is vital to all students' social, emotional, and intellectual growth. In the Eudora Choral Department, we emphasize the importance of music as an academic discipline, a mode of expression, and a source of enjoyment. We consider music an essential part of a person's total education and expect students to approach their studies in ALL disciplines with energy and enthusiasm.

Importance of Self-Discipline

The single greatest factor determining success for any individual is attitude. Attaining worthwhile goals requires intense dedication. Music study nurtures positive attitudes and increases levels of concentration.

Music is an academic discipline. It is not something in which only the few especially gifted may receive pleasure and achieve success. It is a demanding science, but with effort and study, it can enrich the life of any student.

Because of the nature and size of most choral ensembles, discipline must, of necessity, be strict. Choral students and parents must be willing to accept the ideals, principles, and rules of the classes and choir in which they participate.

Choir members are frequently on public display, so you must constantly be aware of the importance of good behavior. You must remember that you represent your choir, school, community, and most importantly, yourselves. Misconduct could overshadow the hard work of many.

IT TAKES COURAGE...

To LIVE according to your convictions...

To be what you are and not pretend to be what you are not.

To say “no” squarely and firmly when those around you say, “yes”...

To live honestly within your means and not dishonestly upon the means of others.

To refuse to do a thing which is wrong because others do it.

Conduct

All of the EHS choirs were formed to give our students the opportunity to create beautiful music in an energizing, invigorating, and loving atmosphere. When you joined choir, you became part of our choir family. We treat each other with respect. Failing to do so will result in your expulsion from the choir.

1. It is the singer's responsibility to exercise self-discipline and act appropriately at all times.
2. It is also the singer's responsibility to understand and follow all policies in the Handbook and the Singer and Parent Contract.
3. As a choir member at EHS, you will treat others as you wish to be treated. You will be honest and prompt.
4. Please refrain from asking for “special” permission or “special” treatment. In order to ensure fairness to other choir members, special permission or treatment will not be given! Every choir member and family is truly special.
5. We are strictly opposed to any actions or remarks that offend the dignity of other members.

All Eudora District and Eudora High School rules and policies are to be followed whenever we meet as a group: in class, in performance, or any other choral situation. Use common sense, good judgement, and conduct yourself properly when with the choir.

Remember who you are, where you are from, and what you represent!

Prior to dismissal, the following steps MAY be taken:

1. Choir member will have a conference with the director and principal.
2. Parents will be notified by phone or e-mail.
3. Parents will be invited to a joint conference with the student, director, and principal.
4. If the above mentioned methods do not correct the problem, the choir member will be dismissed from the choir.

What the Choir Expects of You at All Times:

1. That's simple: Only the best! Be the best that you can be!
2. Be in your spot, with all materials before the bell begins.
3. Respect all choir members, directors, and other adults involved in addition to the materials, music, room and other resources so graciously provided for our use.
4. Recognize rehearsals as Gum-Free and Chatter-Free Zones.
5. Become responsible for and expect to assume responsibility for your actions.
6. Be in regular attendance and account for all absences.
7. Make genuine effort to learn and improve daily.
8. Improve your knowledge and understanding of theory, harmony, history, singing and listening skills.
9. Complete all assignments on time to receive credit.

Practice Expectations

You are expected to spend 2 hours each week practicing outside of class on sight-reading and literature. Each student will receive a music folder with music that belongs to EHS and is to be treated as a textbook.

Prepare for your next rehearsal by:

- a. Working on foreign language(s).
- b. Memorizing all songs.
- c. Practicing breathing and vocal exercises.
- d. Practicing spots in the music that are giving you trouble-vowels, notes, entrances, words, cut-offs, etc.
- e. Listening to yourself sing the songs to evaluate if you truly do have a piece learned and memorized. Are you a strong, independent choir member? Or, do you need others to pull you along?

Classroom Disruptions

Classroom disruptions will not be tolerated and will result in immediate teacher detention (minor) and phone call to parent. Continued disruption will result in an office detention or office referral (major) and meeting with parent/guardian.

**We are not limited by our abilities-
Only by our attitudes.**

How Parents Can Help Choir Students:

1. Maintain faithful and consecutive attendance to all choir rehearsals and events.
2. Check the attendance and grading record on PowerSchool regularly to ensure compliance with policies. Notify director immediately of any concerns or mistakes.
3. Keep current on quarterly updates, schedules and turn forms in promptly.
4. Arrive to concerts at the call time and be prompt so that we may all be ready for the concert to begin.

Choir Member's Responsibilities in class:

Before the bell:

1. Get your folder and sharpened pencil.
2. Throw away gum.
3. Leave any materials not used for our rehearsals in the "backpack zone" or in your locker (including hoodies, jackets, iPods, and PHONES!)
4. Refill your water bottle.
5. Ask to use the restroom or see the nurse **only in an emergency!** Please be responsible and take care of this during your time, not during our class time. If you must go, you must signal Mrs. Zysk, get her approval, and sign out and in at the back of the room. You may not leave more than two times per quarter.

At the bell:

1. End all conversation and take your place on the risers.
2. Focus your attention on the warm-up, which will begin immediately.
3. Listen throughout your rehearsal, especially to the other sections when you are not singing. You can learn even more by observing others while they rehearse.

At the conclusion of class:

1. Complete the rubric for each day and return to your folder. Hand in all rubrics on Fridays.
2. Practice logs are due on each Wednesday.
3. Return all materials to your folder slot and leave the room as you found it.

National and Kansas Standards for Music Education

- 1. Singing alone and with others, a varied repertoire of music.*
- 2. Performing on instruments, alone and with others, a varied repertoire of music.*
- 3. Improvise melodies, variations, and accompaniments.*
- 4. Composing and arranging music within specific guidelines.*
- 5. Reading and notating music.*
- 6. Listening to, analyzing, and describing music.*
- 7. Evaluating music and music performances.*
- 8. Understanding relationships between the music, the other arts, and disciplines outside the arts.*
- 9. Understanding music in relationship to history and culture.*

Grading Policy

Choir is more than a performing class; it is also academic. It is an opportunity to learn the fundamentals of music through the literature we will sing. Your grade will not be based on innate musical ability, but rather on performances, written/oral quizzes and tests, and daily participation.

Grades will be updated each Friday afternoon and will be determined as follows:

40% Concerts and Dress Rehearsals. Performances are a necessary and required part of the Choral Curriculum in the Eudora School District. Performance is the benchmark by which a student's choral ensemble achievement is evaluated. Students are graded on their participation in, and effort demonstrated, at concerts. Choir is a performance-based pursuit. Performances are not optional.

30% Daily Participation. Members must demonstrate positive and consistent participation in all rehearsals! This area of your grade includes daily work habits, cooperation, and attitude. Rubrics and practice logs are included in this category.

PRIDE= Professional Results in Daily Efforts

10% Written and/or singing quizzes. Short written or singing quizzes may be given at random or may be announced in advance.

20% Written and/or Performance Examinations. Written or singing examinations will be announced in advance to allow the student to prepare. They may evaluate listening skills, knowledge of the fundamentals of music and vocal production, and other

pertinent material covered in class. Singing quizzes and tests may evaluate knowledge of the singing part and individual progress in vocal production.

Extra Credit Opportunities: Check the choir website www.eudoraschools.org/ehschoir for current opportunities. Extra Credit may not be used to offset any unexcused absences from performances.

Tardies and Absences: Promptness and consistent attendance by everyone is crucial to our success! Daily credit is not awarded when you are absent or tardy from class. This includes illness, medical and dental appointments, or absences caused by school events such as field trips and athletic contests. Credit lost as a result of excused absences such as these may be made up as explained below. However, credit lost as a result of a tardy or absence declared unexcused by the EHS Attendance Office may not be made up.

Make-up Work

Daily (Level Three)

Credit lost due to an excused absence may be made up by the student rehearsing with other choir members or individually with the director after school. Allowance of one day's time for each day missed is the school policy (See the EHS Student Handbook). A teacher must be present at the time of rehearsal. Other necessary work will be assigned by the director. **This year, before school times are not available because the director will be at the middle school at that time.**

Quizzes & Tests (Level Two)

Any quiz or test missed as a result of an excused absence will be made up by appointment with the director after school. Missed quizzes or tests must be made up on the earliest possible day after the absence, in accordance with school policy. Quizzes and tests may not be made up during class.

Concerts & Required Performances (Level One)

Students absent from a required performance will be allowed to make up the missed credit if the absence is excused. Excused absences are rare, but may include an emergency or illness. **WORK IS NOT AN EXCUSE; NOT HAVING A RIDE IS NOT AN EXCUSE; PLAN AHEAD!** Parents should email the director angelazysk@eudoraschools.org or call 785-542-4980x1678 and leave a voice mail as soon as you realize the student will miss. Any student who misses more than four hours of school the day of a concert is not allowed to participate and is automatically eligible for make-up work if the school absence is excused.

Make-up work for this level can be picked up from the bins in the back of the choir room or downloaded from the EHS choir website: www.eudoraschools.org/ehschoir. Pick a make-up assignment from the appropriate level (1-3).

Performing Ensembles

Men's Ensemble I/Women's Choir I: These choirs will now meet simultaneously and perform under the name of Eudora Concert Choir. This class is open without audition and all singers who are interested in performing fun and challenging music in a large choir setting should enroll in this ensemble. In addition to learning basic vocal technique, improving skills in ear training and music reading, and developing musicianship, this choir will explore the unique choral literature for mixed voices. They will perform at our four home choral concerts, Platinum, State Large Group Choral Festival, and a limited number of outside-of-school performances. Members are encouraged to audition for Northeast District Honor Choirs and State Honor Choirs in the fall and Solo and Ensemble Festival in the spring.

Primo Voci (Advanced Mixed Choir): This advanced choir is in its second year. The ensemble is open by competitive audition in the spring for the fall semester. Additionally, all students must meet the minimum 2.5 cumulative GPA requirement. Because this ensemble has numerous performances, any student who aspires to belong must demonstrate effective time management skills and be in good academic standing for the entire grading period. A wide variety of challenging mixed choir music will be studied. This choir performs alone and with other choirs on occasion. This choir will perform at our four home concerts, Platinum, State Large Group Choral Festival, Regional and State Solo and Ensemble Festivals, and many school and community performances. Members are required to participate in our preparatory auditions for District/State Honor Choirs in the fall and prepare a vocal solo or small ensemble for possible selection to Regional Solo and Ensemble Festival in the spring. Female members are encouraged to audition for the KCDA State Women's Choir.

Cantorei (Women's Choir II): In the eight years of its existence, Cantorei has consistently set the standard for excellence in the Eudora Choral Department. This advanced women's choir is open by competitive audition in the spring for the fall semester. Additionally, all students must meet the minimum cumulative 2.5 GPA requirement. Because this ensemble has numerous performances, any student who aspires to belong must demonstrate effective time management skills and be in good academic standing for the entire grading period. The goals of this ensemble are to strive for advanced musicianship by preparing students to audition for Northeast District Honor Choirs and State Honor Choirs in the fall, Regional and State Solo and Ensemble Festivals in the spring, and to represent Eudora at school and community events. A wide variety of challenging women's choir music will be studied. This choir performs alone and with other choirs on occasion. This choir will perform at our four home concerts, Platinum, State Large Group Choral Festival, Regional and State Solo and Ensemble Festivals, and many school and community performances. Members are required to participate in our preparatory auditions for District/State Honor Choirs in the fall and prepare a vocal solo for possible selection to Regional Solo and Ensemble Festival in the spring. Members are encouraged to audition for the KCDA State Women's Choir.

Additional Performance Opportunities

Kansas Music Educators Association (KMEA) Northeast District and State Festival Choirs

Any 10th-12th grade choir student who meets the KSHSAA eligibility requirements may audition for the opportunity to represent EHS at the District/State Honor Choir Auditions in November. Music and information will be presented in class in August. Students from all northeast Kansas high schools audition for District Choir, with the top voices being selected to the District and State Honor Choirs. Students who audition and are accepted must attend the District Choir rehearsals and concerts on the first Saturday in December to be eligible for selection to the State Honor Choir. Students selected to the State Choir will perform at the Kansas Music Educators Association's Convention in February in Wichita. Several students have represented EHS at both levels in recent years.

KMEA Middle Level State Honor Choir

Female and male changed voices from grades 7-9 who meet the KSHSAA eligibility requirements are invited to submit a recorded audition in the fall to be considered for the State Choir in February at KMEA in Wichita. Auditions are recorded at EHS in the fall and submitted by the director by the deadline in October.

Kansas Choral Directors Association (KCDA) State Treble Honor Choir

Any 5-9th grade unchanged (treble) voices are invited to submit a recorded audition in the fall to be considered for the State Choir in February at KMEA in Wichita. Auditions are recorded at EHS in the fall and submitted by the director by the deadline in October.

KSHSAA Regional and State Solo and Small Ensemble Festivals

Students may prepare to audition for the opportunity to represent EHS at Regional Solo and Ensemble Festival in the spring. Students with a serious interest in singing a solo at this event are encouraged to seek private voice instruction. Information regarding literature requirements and eligibility is available from the director. EHS auditions will be prior to spring break to select the limited number of students we may enter. Participating students will sing at a recital at EHS prior to festival. Those students who receive a Superior (I) rating will perform at the state level in Andover in late April.

KCDA Women's State Honor Choir

Any 9-11 grade female may audition in early February for this honor choir. This choir rehearses and performs at the KCDA Summer Convention in July in Topeka. Music and information is available on the EHS choir website. Auditions are recorded at EHS and submitted by the director. Several students have represented EHS as members of this choir in recent years.

Private Voice Lessons

Those students desiring regular individual help with voice production, musical skills, or with preparation for Regional Solo and Ensemble Festival are urged to pursue private voice lessons.

Musical Theatre

The main state musical is a combined effort of the entire fine arts department at EHS. This major production requires a significant commitment to rehearsals outside of school hours, usually Monday, Tuesday, and Thursday evenings as well as some Sunday afternoons. Auditions for the musical in September with performances in November. This year's musical production is: Into the Woods.

Basketball/Volleyball/Wrestling/Track Meets & similar functions

Our National Anthem will be sung at all home basketball games and many other home sporting events by choir members, either as soloists or in small groups. Occasionally, choirs may perform this service. All performers must have the director's approval and wear EHS choir shirts or formal choir concert attire when performing.

Officers

Officers will be chosen for the choral department as a whole unless noted:

- ***President:***
 - Responsible for attending and leading all officer meetings
 - Will work in connection with parent volunteers
 - Will lead members toward the attainment of choir dept. goals
 - Will be the STUCO Rep for choir
 - Responsible for motivating peers to always do their best!
- ***Vice President:***
 - Will preside at all meetings in the absence of the President
 - Will serve as project chairperson for any special activities
 - Responsible for motivating peers to always do their best!
- ***Secretary:***
 - Will keep an accurate record of meeting attendance and discussion
 - Will post meeting minutes on the board and send an electronic copy to the director within two days of each meeting
 - Will generate and post advertisements for all choir activities (with director approval)
 - Responsible for attending all officer meetings
- ***Historian (one per class):***
 - Take or arrange for pictures to be taken of choirs during all types of choir activities: social, rehearsal, and performance (no flashes).

- Submit information for in-school announcements and press releases.
- Create photo collages on bulletin boards and for year-end frames
- Responsible for attending all officer meetings
- ***Section Leaders/Class Representatives (number per class varies):***
 - Need to be capable of running sectional rehearsals (keyboard skills necessary)
 - Positively encourage section members to be at their best at all times
 - Assist president with robes before and after concerts
 - Responsible for attending all officer meetings

Concert Attire

All choir members will show pride by either wearing their current year choir shirt or dress clothes to school on concert days.

Men's Ensemble/Women's Choir I (Concert Choir): You will be assigned a robe and stoll. Underneath the choir robe gentlemen should wear black dress pants (no denim), black patent leather dress shoes (shiny), and black socks with a pressed white dress shirt and tie (of your choice). Underneath the choir robe ladies will wear a dress or blouse and skirt with medium length hem (knee length) which allows the robe to cover the skirt entirely. Avoid high neck styles. Black character shoes and neutral hose are required.

Primo Voci: Everyone will be assigned a robe and stoll for certain occasions. At those times, dress underneath the robe as detailed above. For most occasions, we will wear tuxes and dresses. Men will purchase a tux jacket, mandarin collar white shirt, button cover, pleated tux pants, and black patent leather dress shoes (with black socks). If you have any of these items already, please bring them in to verify that they will match the ensemble. All men will be assigned a vest that they will check in at the end of the year. Ladies will purchase a dress and character shoes (with neutral hose).

Cantorei: Everyone will be assigned a robe and stoll for certain occasions. At those times, dress underneath the robe as detailed above. For most occasions, we will wear dresses. Ladies will purchase a dress and character shoes (with neutral hose).

All Choirs: Casual Attire: For special performances and tour dates, such as Crown Center and school performances, casual performance attire may be preferable. On these occasions, we will wear current year choir shirts, tucked into khaki (light tan) pants, with a black belt. Black socks and black closed toe shoes, please. These do not have to be

dress shoes. Ladies who would rather wear a khaki skirt must wear one that reaches the ankles. The director will announce in advance which uniform will be worn.

Performance Appearance

In your capacity for our city and school, you are required to present a polished, professional appearance before, during, and after every event.

1. **UNIFORM MUST BE CLEAN AND PRESSED. THOSE WITH WRINKLED OR DIRTY CLOTHES WILL NOT BE ALLOWED TO ENTER THE STAGE.**
2. Gentlemen's shirts and everyone's t-shirts will be tucked in and worn with a belt at all times.
3. Personal hygiene is a must – brush teeth and shower!
4. Please wear deodorant for performances. It can be very warm when singing.
5. Hair needs to be pulled off the face in either a black headband, ponytail with a black band, bobby pins, or black barrette. Absolutely no bangs or hair hanging in or around the face!
6. No perfume.
7. No jewelry unless purchased from the choir dept. – yes, this includes earrings (except studs), rings, and watches.
8. Freshly scrubbed face.
9. Ladies: tasteful make-up including a bit of mascara, blush, and lip gloss is fine. Please avoid overly heavy eye shadow, bright colors, heavy eye liner and dark blush!

Performance Day Diet:

Please avoid all milk products, fried foods, or beverages containing caffeine 3 hours prior to a performance. Choir Members must eat a healthy meal and drink one large glass of water prior to every performance.

Choir Folders, Textbooks, and Music:

Choir members are issued folders and are responsible for all music and materials assigned to that folder. The choir member will pay for lost or badly damaged music or folders. Periodically, folder checks will occur. Each folder should contain all materials and a PENCIL! INK should never be used to mark music!

Rehearsal Reminder: Folder checks (for points) will make sure that you are marking your part as you receive instruction. You should write in breath marks, vowel sounds, dynamic markings and phrasing.

All marks must be erased before turning in music. Write lightly so you can erase it easily. Also, when numbering measures, be sure to write small enough to leave room for other markings.

Awards:

All awards are distributed at the Choir Awards Banquet in May each year. If you do not show up, you cannot receive your awards (the only exception would be an excused absence).

Regional Solo and Ensemble Festival: Every soloist and ensemble member who participated in this activity will receive a certificate. Those who earn a Superior rating will advance to State and receive a medal.

State Solo and Ensemble Festival: Every soloist and ensemble member who participates in State will receive a certificate. Those who earn a Superior rating will receive a medal.

District & State Honor Choir Awards: Every student who is selected to a district or state honor choir will receive an award and have his/her name engraved on the appropriate plaque.

Choir Officers: Choir officers will receive recognition for their dedicated service.

Most Improved: Each choir will nominate and vote for the most improved member of their ensemble. Those selected will receive an award and have their names engraved on the appropriate plaque.

Outstanding Member Award: Each choir will nominate and vote for the most outstanding member of their ensemble. These students should demonstrate a high level of musicianship and dedication to the choral program. Those selected will receive an award and have their names engraved on the appropriate plaque.

Cardinal Award: The director will select a junior or senior who demonstrates a high level of achievement in vocal ability, leadership, citizenship, and academics. Other faculty may be consulted. The student selected will receive an award and have his/her name engraved on the Cardinal Award plaque.

Lettering

It is primarily the student's responsibility to keep track of points earned towards a letter. Students will be provided with detailed sheets at the end of the year, on which they may tally their points. The Choir Dept lettering policy is detailed in the EHS student and activities handbooks.

Audience Etiquette

Jan Biles. "Audience Etiquette". The Lawrence Journal World. Sunday, August 23, 1998.

No-no's: beeping watches, cell phones, pagers, flash photography, talking to neighbors, texting, and littering.

Limit perfume and aftershave: when it mixes and gets hot under the lights, it doesn't smell so great anymore.

Bring cough drops if your throat is dry. Coughing can be distracting for the performers.

In a several movement work, wait to applaud until all the movements have been performed.

If you come late, wait until there is a break in the music before being seated.

Stay for the entire performance and enjoy watching all groups perform, not just those in which your child(ren) is a member.

Contract:

Parents and choir members are required to sign the Singer and Parent Contract at the beginning of the year. **The contract will be strictly enforced. It is suggested that you carefully read this handbook and the contract.** In order to be fair and consistent with all choir members, we cannot deviate from these policies.

Paperwork:

Students will receive points for turning completed paperwork on time. Extra copies of most paperwork may be downloaded and printed from the website:

www.eudoraschools.org/ehschoir.

Inclement Weather:

If the Eudora School District cancels classes or activities, any scheduled outside rehearsals or performances will be cancelled as well. By providing your phone numbers on the contract, you will be assured that you will receive a SchoolReach phone call with choir dept information in time to avoid unnecessary trips on the roads.

Water:

It is important enough to receive its own category. Water is needed to hydrate the vocal chords. Please bring a plastic bottle of water with a push-top lid labeled with Choir Member's name to every dress rehearsal and performance. Water bottles (with water only) are encouraged in class as well.

COMMUNICATION

General Information:

To save paper, money and time, we will be doing 99% of our communicating with you via email and the website. Occasionally, information may be sent home in class. If in doubt, go by the Master Calendar on the website, www.eudoraschools.org/ehschoir, as it contains all information regarding rehearsals, times, locations, etc. A copy of the Master Calendar is attached to the handbook. Please check calendar on the website to make sure you have the most recent copy. The calendar will have the last revision date at the top of each page.

We try very hard to stick to our original schedule. However, we do occasionally have to adjust dates and locations. Thank you for your understanding.

1. Please check your e-mail and the website regularly! .
2. It is the Choir Member and Parent's responsibility to update us when Choir Member's

email address changes. Email changes to angelazysk@eudoraschools.org.

3. Copies of most forms, information, handouts and the Master Calendar will also be available on the website, www.eudoraschools.org/ehschoir , --24 HOURS A DAY!

4. Before contacting EHS Choir Dept Staff; please check the website, www.eudoraschools.org/ehschoir , as many of your questions may be easily answered! Also, please be aware that EHS Choir Dept Staff have limited non-rehearsal hours. Ms. Zysk and Mrs. Renfro are available from 8:50-9:30 at 542-4960 and from 11:25-12:20 at 542-4980x1678. Please utilize this time to get your choir questions answered. You are ALL very important to us. Your calls and e-mails will be returned during Staff non-rehearsal hours.

Choir Member's "Escrow " Account:

Each Choir Member Family has an "escrow account" for fundraising. Due to IRS regulations, we cannot issue refund checks for any fundraising or donations Choir Members receive, nor can we transfer money from one Choir Member/Family account to another Choir Member/Family account. Please do not ask us to bend or manipulate these rules. If you would like to know your choir account balance, please email angelazysk@eudoraschools.org.

If a Choir Member has money left in his/her "escrow account" at the end of the school year, it will remain in the account for Choir Member's use the next concert season. If Choir Member or a member of his/her family does not return, the money will be used in the EHS Choir Dept. General Budget. Money in the escrow account can be applied to payments or invoices for tour, uniform, and misc. expenses such as concert tickets and concert CD's.

* If the Choir Member has past due invoices, any available credit in Choir Member's account may automatically be applied to the past due invoices.

Fundraising:

In order to make choir activities and uniforms financially attainable for all Choir Members, we offer a variety of selective funding opportunities. These include our August cookie dough sales, concession stands, and holiday singing candy grams. This year, students will be able to earn \$5.00 for every tub sold in our cookie dough sale. That money will automatically go into each student's choir account and will be applied to any uniform balances first.

Other Finance Policies:

1. A service fee will be charged in the EHS Office for all returned checks. Parents will also be charged for any additional fees that EHS incurs for returned checks or stop payment on checks. You will receive a letter from Bonnie Neis detailing your responsibilities at that point.
2. The Choir Member may not go on tour if his/her account has a negative account balance or if he/she has outstanding trip paperwork.

3. Cash Policy: EHS Choir Dept. assumes no responsibility for a cash payment unless a written receipt is obtained and recorded by an EHS Choir Dept. staff member. Because of the policy, it is suggested that you pay by check or the student "walks" the payment into the rehearsal. Please do not leave cash payments in the rehearsal basket or Mrs. Zysk's inbox. If needed, cash payments may be delivered to Ms. Bonnie Neis in the EHS Office and she will inform Mrs. Zysk of the deposit and write you a receipt.
4. If the Choir Member has past due invoices, any available credit in the Choir Member's "escrow" account will automatically be applied to the past due invoice.
5. **ALL CHECKS AND/OR CASH MUST BE HANDED DIRECTLY TO MRS. ZYSK OR MRS. RENFRO AT THE APPROPRIATE TIME IN REHEARSAL AND BE IN A CLEARLY LABELED AND SEALED ENVELOPE. MARK THE ENVELOPE WITH THE STUDENT'S FULL NAME, CHOIR, AND REASON FOR THE PAYMENT.**

PARENT ASSOCIATION

General Information:

In a perfect world, all of the choir trips, special guests, and retreats would be fully funded by endowments, grants, and gifts. This is, of course, far from reality. Parents play a VITAL role in the choir! Thanks to the volunteer work from our parents, we can offer many opportunities to our Choir Members. The Parent Association, for all parents in all choirs, provides an opportunity for parents to meet and discuss productive ways to provide volunteer services for the EHS Choirs. We have a variety of committees available on which to serve.

Volunteer Opportunities:

We ask each family to help with various short-term or long-term activities equaling approximately 5 hours per year of volunteer service. Parents will select their committee preferences on the back of the contract at the beginning of the year. The sign-up for various committees and/or projects will be through e-mail throughout the year.

Car Pooling:

To help make your lives easier, we encourage parent-led car pooling to dress rehearsals and other events. If you need a ride for your student or your family to any choir event, please email Mrs. Zysk the week prior to the event and we will find one for you. Hopefully, you will have an opportunity to share rides and the stress of being a chauffeur. We never want choir to be a burden to you and your family, and we definitely don't want anyone to miss a concert because they didn't have a ride! Choir is like extended family; we are here to help each other.

Tour Guidelines:

1. Any choir member is eligible to tour if:
 - Tour balance is paid in full by deadline. Please note that all tour payments are non-refundable.
 - Choir Member is in compliance with eligibility policy.
 - Choir Member has completed and returned all forms by deadline.
 - Choir Member and Parent attend all Tour Meetings. If Choir Member and Parent cannot attend any Tour Meeting, Choir Member and Parent will make arrangements to get information from Staff.
 - Choir Member can start and finish the entire tour with the EHS Choirs. If you cannot, you cannot participate in the tour.
 - Choir Member has demonstrated exemplary behavior at all choir functions throughout the year.
2. The cost of tour is divided by the number of participants thus creating the Tour Fee. Tour Fees for choir members will cover the following:
 - Transportation
 - Hotel (if needed)
 - Three meals with one bottle of water and one healthy snack per day per singer if tour budget allows
 - Tickets or Admission to all activities
 - Liability Insurance
 - Travel Insurance if tour budget allows
 - Hotel for bus drivers
 - Gratuity for bus driver and/or tour guide
 - T-shirts (if applicable.)
3. Deadlines for Tour Fees and paperwork will be absolutely firm. LATE PAPERWORK and TOUR FEES may not be accepted, no matter the circumstance. EHS Choir Dept has to pay for the accommodations, transportation, and activities often times several months in advance. Therefore, Tour Fees are NON-REFUNDABLE --NO EXCEPTIONS!

Unlimited Cell phone usage is not allowed on tour or bus trips!

It is the EHS Choir Dept. policy that cell phone usage discourages interaction with choir friends and is an overall distraction from the purpose and benefits of Tour. Cell phones may be used to contact parents to let them know we have arrived and at the end of the trip to let them know we are on our way home. Choir Members will be allowed to call only on certain days and at certain times. Otherwise, the phones will remain in the off position and put away during tour. If Choir Member is not in compliance with this policy, Chaperones and Staff will have the authority to hold Choir Member's cell phone for the remainder of the Tour.

Be on time! Be on time or you'll miss the bus—NO JOKE! Every single minute of tour is crammed packed. There is not one minute of unproductive time! If you miss the bus, you will NOT receive any credit for required performances and the absence will count as unexused.

Remember who you are, where you are from, and what you represent!

Best behavior and manners are expected at all times. Any behavior that is not exemplary will result in a phone call to Choir Member's parents and/or immediate expulsion from tour. Parents will assume responsibility and the entire financial cost for picking Choir Member up from our current tour location if expulsion from tour is necessary.

EHS is not responsible for personal items that are lost, damaged, or stolen. Pack with this in mind!