

# LAWRENCE CHILDREN'S CHOIR HANDBOOK

## 2019-2020

The Lawrence Children's Choir, Inc.

Welcome to the Lawrence Children's Choir! Your child's year will be filled with wonderful music, new friendships, growth in his/her musical abilities, and opportunities to perform for enthusiastic and appreciative audiences. This handbook will tell you about the choirs, what you can expect from LCC, and what LCC expects from you and of your child.

### Mission Statement

*The Lawrence Children's Choir provides children and youth the opportunity to experience musical excellence and cultural enrichment through choral music.*

*Choir members experience age-appropriate choral music of the highest quality; musicianship training; vocal technique; the inspiration and joy of shared musical harmony; and the fulfillment that comes from public performance.*

## I. General Information

### A. History

The Lawrence Children's Choir was founded by Janeal Crabb Krehbiel and Marilyn Crabb Epp in the fall of 1991. The first choir consisted of 40 singers from the 4th-8th grades. The Lawrence Arts Center provided administrative support for the first two years of the choir's operation.

In September of 1993, the Lawrence Children's Choir reached two new milestones: 1) the incorporation and designation as a State of Kansas 501 (c) 3 non-profit organization 2) the formation of Choristers Choir, then directed by Pam Bushouse. In 2006, Cadenza, a choir class for singers from the 1st-3rd grades began. In 2009, Capo was introduced to serve preschool students, and Crescendo was created for senior citizens. In 2012, the choir expanded to include 10th graders and added its most select group, the Ambassador Choir.

The choirs are governed by a volunteer Board of Directors who oversees policy development, fundraising, and financial management of the organization. The artistic and administrative staff work to support the attainment of the overall purposes of the organization.

The Ambassador and Tour Choir regular rehearsal season runs from August through March or April, depending on the date of the choir's last public performance, with a break in December. The Tour Choir's annual tour usually occurs in the summer months. Choristers' rehearsal season runs from August through early April, typically, with a break in December. Cadenza and Capo sessions are offered twice each season, in the fall and the spring, and run for eight weeks.

New members for the Ambassador and Tour Choir are selected at annual spring auditions for the following season. Choristers participate in a pitch-matching check and interview prior to the fall semester in order to ascertain if the student is ready for the experience. Cadenza and Capo Choirs have open registration. Members of LCC will graduate at the end of their 10th grade year. Alumni of LCC may choose to return as teen mentors for the younger children. Approximately

200 children from many different backgrounds directly benefit from participation in the choirs' programs each year.

## **B. 501 c 3 Status**

The Lawrence Children's Choir, Inc. is registered with the State of Kansas as a 501 (c) 3 non-profit organization. All contributions to the corporation are tax-deductible as allowed by law.

Individual and corporate monetary contributions, equipment donations, and the donation of services such as printing, graphics, and copying are welcomed. These contributions and donations enable the corporation to continue to offer reasonable tuition rates and provide a large portion of the funds needed for concerts, transportation, and touring.

Donations, contributions, and dedications will be recognized in the fall and spring concert programs.

Contributions to individual travel or tuition accounts will not be recognized by LCC as tax-deductible contributions; however, donations may be made to scholarship funds for the scholarship committee to disperse.

## **C. Organizational Structure**

### **1. Board of Directors**

- Governing and financial authority for the organization.
- Makes policy decisions regarding purposes, functions, goals, and activities.
- Members participate in projects and tasks on an assigned or as-needed basis.
- Selects, employs, and evaluates the Artistic Director, Executive Director, and all other employees. Direct supervision and management of certain employees may be delegated to the Artistic Director, Executive Director, and/or other directors.

### **2. Staff**

- The Artistic Director is responsible for the overall educational, programmatic, and artistic leadership of LCC. Along with the Executive Director, the Artistic Director is responsible for the overall public image of LCC. The Artistic Director serves as the director of the Tour Choir, Ambassador Choir, Chorister Choir, and may choose to direct any of the other choirs. The Artistic Director reports directly to the Board of Directors.
- The Executive Director serves as the primary contact for business and financial affairs of the choirs and oversees the activities of the parent volunteer organization. The Executive Director, along with the Artistic Director, is responsible for the overall public image of LCC. The Executive Director reports directly to the Board of Directors.
- The artistic staff reports directly to the Artistic Director; the administrative staff reports directly to the Executive Director.
- The Directors of Choristers, Cadenza, and Capo Choirs may be delegated the responsibility for the planning, decision-making, and musical leadership for those choirs.
- Accompanists assist rehearsals and performances and may assist in musical selection.
- Artistic Assistants assist the directors with auditions, rehearsals, concerts, music selection, creation of rehearsal materials, trips, and tours.

- The Resource Development Director; the Technology Director; the Capo, Cadenza, and Choristers Administrative Director; and the Administrative Assistant(s) all work to provide administrative support for the choirs.

### **3. Parent Organization**

The choirs are supported by parent volunteers who accept responsibilities for a wide range of activities. A formal parent organization, with a president and vice-president (if appointed/elected) meets as needed and works directly with the Executive Director and Artistic Director, and is ultimately directed by the Board of Directors. Parent officers coordinate the volunteer committees and maintain the activities that support the choirs.

#### *a. Parent Volunteer Policy*

The success of the Lawrence Children’s Choir depends on the involvement of the choir parents. Parent volunteers regularly contribute thousands of dollars of in-kind services each year; the choir would not be able to function at its current level of productivity without these volunteers, and tuition would increase significantly. To encourage feelings of ownership and full involvement with the choir, LCC expects that at least one parent or guardian of each choir member volunteer for at least one committee during each year. Many parents are involved in several committees. Upon their child’s acceptance to the choir, all choir parents are expected to indicate which volunteer areas they would most enjoy and with which they feel they could be the most helpful—there are volunteer opportunities that are for one or two hours as well as more extensive commitments that have a major impact on choir operations; every bit helps.

#### *b. Appointment/Election and Removal of Officers*

Parent Volunteer Organization Officers are appointed/elected before each season begins and are for a term of one year, with the exception of the Vice President/President Elect (if applicable) who assumes the President role the following year. Officer positions may be held by new or returning members. Committee Chairs are appointed by the Parent President and/or the Executive Director. Removal of Parent Officers and Committee Chairs may be done at any time by a majority vote of the Board of Directors.

#### *c. Parent President*

- Coordinates/oversees the activities of parent volunteer organization officers and committee chairs.
- Attends, or provides a written report at the monthly Board of Directors meetings.
- Finds parents to serve/chair each committee.
- Communicates responsibilities to committee chair-people and ensures duties are filled.
- Schedules and presides over Parent Officer meetings, if scheduled.

#### *d. Parent Vice President (if appointed/elected)*

- Coordinates, along with Hospitality Chair, annual summer/winter retreats, fall potluck, and summer picnic.
- Seeks out volunteers from Choristers’ parents and ensures Choristers volunteer

- positions are filled.
  - Assists president with any communications, recruiting or miscellaneous duties as needed.
- e. Parent Secretary (if appointed/elected)*
- Coordinates the written communications including miscellaneous thank you notes or other miscellaneous parent organization communication as needed.
- f. Parent Committee Chairperson*
- Responsible for calling committee meetings when necessary, keeping notes, and informing the Parent President and Executive Director of plans and decisions. Choir procedures for decision making should be followed and decisions deferred to the Executive Director or the Board of Directors when appropriate.
  - Work with volunteers to execute duties of committee.
  - Responsible for recruiting new members when necessary.
  - Encourage and express appreciation for volunteers' work.
  - At the end of each season, complete a year-end survey and hand-off any relevant materials to incoming chairperson to aid in smooth transition.

#### 4. Committees

The composition and duties of each LCC committee is listed below.

**\*\*All financing of projects must be approved through the Executive Director.\*\***

No financial commitments or contracts may be made by officers or committee chairpersons on behalf of the choir.

##### *a. Auction*

**Chair:** Resource Development Director

**Co-Chair:** Parent

**Committee Volunteers:** Parents

**Volunteer Duties:**

- Solicitation of auction items
- Preparing auction items for display
- Volunteer coordinator for pre- and day-of event duties
- Database entry/catalogue
- Decorations for event
- Set-up/Clean-up at event
- Food/Beverage arrangements
- Check-in/out duties at event

##### *b. Tour/Travel*

**Chair:** Staff or Parent

**Committee Volunteers:** Parents

**Volunteer Duties:**

- Help plan itinerary including activities and performances

- Help arrange transportation, lodging, and meals
- Coordinate tour shirt orders and distribution
- Compile data from traveler surveys including dietary restrictions, menu selections, and other miscellaneous information
- Help with collecting forms, making copies, stuffing lanyards, and purchasing tour/travel supplies
- Coordinate travel uniforms with uniform chairperson
- Work with the Artistic Director and the Executive Director to arrange transportation, chaperones, and other travel details for any miscellaneous travel outside of our annual tour

*c. Attendance*

**Chair:** Parent

**Chair Duties:**

- Take attendance of choir members at each Tour Choir rehearsal and event
- Receive advanced notice of absence or tardies from parents
- Make calls to families when students are absent without notice

*d. Uniform*

**Chair:** Parent

**Co-Chair:** Parent

**Committee Volunteers:** Parents

**Volunteer Duties:**

- Fit vests, oversee alterations, and distribute shirts (early fall)
- Arrange for purchase of new vests and shirts, if necessary
- Maintain inventory of uniform items
- Arrange for collection, cleaning, and storage of vests and shirts (spring).
- Correspond with choir members about uniform information
- Organize and maintain “gently used” uniform lending program

*e. Retreats and Hospitality*

**Chair:** Parent

**Co-Chair:** Parent

**Committee Volunteers:** Parents

**Volunteer Duties:**

- Organize snack and lunch set-up/clean-up for retreats
- Provide treats and prizes for students at retreats when applicable
- Concert reception organization, set-up, and clean-up
- Organize family activities such as potlucks, etc.
- Welcome/outreach to new families and choir members
- Store hospitality supplies (coolers, plasticware, decorations, etc.)

*f. Concert Operations*

**Chair:** Parent

**Co-Chair:** Parent

**Committee Volunteers:** Parents

- Help prepare programs (stuff inserts, etc.)
- Help set and strike stage, load instruments and equipment pre- and post-concert
- Label seats as needed and remove after concert
- Post and take down signage at concert venue
- Serve as ushers at the concert
- Help with tickets sales or other miscellaneous tables at the door

*g. Recruitment/Distribution/Special Events*

**Chair:** Parent

**Co-Chair:** Parent

**Committee Volunteers:** Parents

**Volunteer Duties:**

- Collaborate with Artistic Director and staff to recruit new members
- Distribute flyers and promo materials as needed
- Seek out and organize small fundraising opportunities (e.g., restaurant nights)
- Develop and execute 1-2 social activities during year for current members and potential new members

*h. Floater*

**Committee Volunteers:** Parents

**Volunteer Duties:**

- Provide assistance to all other committees as needed
- Be available to Parent President for miscellaneous duties that may come up throughout year

*i. Scholarship Committee*

**Chair:** Executive Director

**Co-Chair:** Board President

**Committee Volunteers:** Board Members

**Volunteer Duties:**

- Review applications for tuition scholarships from LCC families
- Determine if and how much of a tuition scholarship will be awarded for each applicant
- Determine if and how much of a travel scholarship will be awarded for each applicant

## II. LCC Capo, Cadenza, Choristers, Tour Choir, and Ambassador Choir Curricula

The LCC curriculum teaches proper singing posture, breath management, choral vowel shaping, blend, intonation, musical expressiveness, part independence, and the development of music reading skills. Each of these skills is addressed in weekly rehearsal and becomes more refined as members proceed through their years in the choir. Additional music reading classes and piano lessons are strongly encouraged to advance a member's skills and proficiency.

Capo, meaning the beginning, serves children who are in their preschool and Kindergarten years. Children are introduced to singing in a group setting and incorporating music into daily lives. The developmentally appropriate sessions include songs, nursery rhymes, instrumental sessions, finger-plays, and movement activities to increase tune and lyric memory, concentration, and confidence. The overall goal is to make music fun by emphasizing social and family interaction.

Cadenza serves children in 1<sup>st</sup>-3<sup>rd</sup> grade, as well as some Kindergarteners with appropriate attention spans. Cadenza students are provided a wide variety of opportunities to explore the wonders of singing by introducing folk songs, spirituals, game songs, ethnic music, tongue twisters, and beautiful melodies. Games that interject information on rhythm and note values, musical charts, and an invitation to learn solfege all encourage music reading. Special emphasis is given to learning pitch-matching and singing in unison.

Choristers serves children in 3<sup>rd</sup>-6<sup>th</sup> grade and is considered our preparatory experience for our Tour Choir. Students continue to learn solfege, articulation, vowel unification, vocal registers, ear-training, musical reading, pitch-matching, and tonal memory. Formal performance is introduced through a combined concert with the Tour Choir.

Tour Choir, for students in 5<sup>th</sup>-10<sup>th</sup> grade, is our premier performance choir. Students work on advanced techniques of choral singing and music reading. Through participating in its annual tour, the Tour Choir students learn responsible behavior and appreciation for cultures of the world, while serving as Kansas ambassadors.

Ambassador Choir, for select Tour Choir members in the 8<sup>th</sup>-10<sup>th</sup> grade with at least one year of Tour Choir experience, is an auditioned group of our most seasoned singers and leaders. They perform at community functions and help to promote the Lawrence Children's Choir throughout northeast Kansas.

## III. Membership/Auditions

The LCC Tour Choir is composed of approximately 60-80 children in 5<sup>th</sup>-10<sup>th</sup> grade. The Ambassador Choir consists of a subset of approximately 15-25 Tour Choir members in the 8<sup>th</sup>-10<sup>th</sup> grade with at least one year of Tour Choir experience. Children who can accurately match pitch, have good tonal memory, healthy tone production, a strong work ethic, and have the stamina and focus necessary for rigorous 90-minute rehearsals are eligible for participation. Piano background and basic music literacy are extremely helpful. Invitations for membership are

extended to those children who demonstrate appropriate skills and abilities as well as a proven level of commitment and self-discipline through either evaluation or audition. Parent or guardians of the children must also demonstrate family commitment to the rehearsals, concerts, volunteerism, and financial obligations that are part of LCC. Children auditioning for the Tour Choir in 5<sup>th</sup>-6<sup>th</sup> grade who are not placed in the Tour Choir but able to match pitch will be placed in Choristers.

Placement in the select choirs is not guaranteed from year to year. Each member's attendance, cooperation, musical abilities, behavior while on tour, and hard work during rehearsal determine if an invitation to return will be given. Family commitment to LCC will also be part of the evaluation process.

The Choristers choir is for children in 3<sup>rd</sup>-6<sup>th</sup> grade. Participation is open to all children who love to sing and who possess the ability to sing in tune. A simple audition consisting of a pitch-matching check and interview will be conducted in the fall to determine readiness for the Choristers preparatory choir experience.

Cadenza is open to all 1<sup>st</sup>-3<sup>rd</sup> grade students, and some Kindergarteners with an appropriate attention span. While there are no auditions or readiness checks, students must be able to participate fully in the 45-minute rehearsals without significant distraction to other students. Cadenza is based on the belief that anyone can learn to sing, given the opportunity early in life.

Capo is open to all preschool and Kindergarten students and an accompanying care-giver. There are no readiness checks. A parent, grand-parent, or guardian is asked to participate in the lesson with the child so that music becomes a social, enjoyable experience for the child.

## **IV. Membership**

### **A. Assessment of Members During the Year**

During the year, evaluations of individual members will be conducted if a member is not demonstrating a confident command of skills or repertoire. Parents will be notified concerning the results of the assessment of the member's strengths and weaknesses, as well as recommendations such as a private voice or music lessons. A reevaluation of the member may occur prior to a performance. If it is determined that the member does not have a confident command of the repertoire he/she will be placed on probation and will not participate in future performances, including tours, until the deficits are corrected. If a child is kept from participating in a concert or tour because he or she is not prepared, no money will be refunded to the family.

### **B. Membership Responsibilities**

Upon joining the Tour Choir and/or Ambassador Choir, members are asked to commit to a full season (refer to schedule) of active membership. Mastery and refinement of the music comes only through regular practice by all members. Further, the choir "sound" depends on a group with enough voices to cover the parts. If members were permitted to drop out or join during the year, the quality of the choir would suffer.

### **C. Behavior Agreement**

The Lawrence Children's Choir is noted for its members' excellent behavior. The choir believes that self-discipline is more valuable than imposed discipline. It is the responsibility of each member of the choir to follow established rules, not only so that the choir can achieve its

goals, but also so individual needs can be respected. Upon enrollment, each member assumes responsibility for following the prescribed rules. Additionally, the choir expects that parents will support their child in this effort and will also support the choir by respecting the rules. A member of the choir must take responsibility for his/her actions at all choir functions and singing opportunities made available through the choir. The behavior of each member impacts the effectiveness of the choir as a whole. Any member whose actions demonstrate a failure to meet his/her responsibility will be asked to leave the choir. The Artistic Director, the LCC Board of Directors, and the Executive Director make all final decisions regarding a member's place in the choir.

Additionally, members whose parents' actions fail to meet the code of conduct standards, who fail to meet financial obligations, or who demonstrate behavior that negatively impacts the choir, members, volunteers, and/or staff, will be asked to leave the choir until standards and obligations are met.

#### **D. Code of Conduct**

LCC Members, staff, parents, and volunteers are expected to treat each other and themselves with respect and dignity.

LCC will not tolerate or condone any form of harassment or discriminatory treatment. Harassment or discrimination can take many forms, including unwelcome remarks (verbal or written), gestures, or physical contact, the display of derogatory pictures or other materials, derogatory jokes or comments, intentional exclusion, online bullying, verbal abuse, taunting or leering. If you believe that you or another LCC member has been treated unfairly or harassed, whether by an LCC member, staff, parent, chaperone, or volunteer, immediately notify an LCC staff member or a board member. Your concerns will be investigated as promptly and confidentially as possible. If warranted, appropriate corrective action against the offending party will be taken, up to and including dismissal from the choir.

Additionally, LCC will not tolerate behavior that is detrimental to self or others. Any concerns should be reported, and will be investigated immediately. If warranted, corrective action will be taken, up to and including dismissal from the choir.

Possession or use of any drugs, alcohol, or tobacco products is illegal for minors and constitutes grounds for dismissal. Use of drugs or alcohol while participating in LCC events will result in dismissal from the choir; tuition and/or tour payments will not be refunded.

Cell phones are not allowed to be in a choir member's immediate possession during rehearsal or concerts. Staff will provide a location for cell phones to be deposited upon entering rehearsals. If a choir member is found to be in immediate possession of a cell phone during a rehearsal or concert, it is grounds for disciplinary action.

In general, choir members are expected to:

- Treat others and themselves respectfully.
- Always be alert and practice active listening.
- Use good self-control.
- Take care of the music, folder, CD, and choir uniform.
- Help clean up after rehearsals and events.
- Have fun sharing their best quality effort with the choir (i.e., maintain a positive attitude).
- Listen to the rehearsal CD or tracks in member's area of the website often, allowing

- choir rehearsals to focus on detail rather than learning the music.
- Know and respect the boundaries of where they are allowed at a rehearsal or performance location.
- Always remember that they are “Music Ambassadors” for our state and choir. They should conduct themselves in a professional and courteous manner.
- Follow rules as announced during rehearsals, in Weekly Notes, and prior to or during tours.

## **E. Rehearsals Times (subject to change time or location as needed)**

### **Tour Choir**

Liberty Memorial Central Middle School, Choral Room

Mondays: 5:45 (Check-In Time)

Rehearsals: 6:00-7:30 p.m.

Saturdays: On occasion, time and place T. B. A.

### **Ambassador Choir**

Liberty Memorial Central Middle School, Choral Room

Mondays: 5:45 (Check-In Time)

Rehearsals: 6:00-8:00 p.m.

Saturdays: On occasion, time and place T. B. A.

### **Choristers**

Liberty Memorial Central Middle School, Choral Room

Mondays: 4:30 (Check-In Time)

Rehearsals: 4:45 -5:30 p.m.

### **Cadenza and Capo A & B**

Billy Mills Middle School

Tuesdays, 4:45 – 5:30 p.m./Capo B 5:35 – 6:20 p.m.

Fall and Spring (8-week sessions)

### **Preparation for rehearsals:**

Punctuality is of utmost importance. Every minute of rehearsal counts. Choir members are expected to arrive at least 15 minutes early to take care of the following:

- Check in with the person taking attendance
- Use the restroom
- Arrange music in order listed
- Prepare a sharpened pencil

**\*\*Habitual tardiness at rehearsals may exclude a singer from participation in a performance or may result in dismissal from the choir.\*\***

### **End of rehearsals:**

Pick-up of choir members must be made within 10 minutes after the end of the rehearsal. All rehearsal end times will be clearly announced in the season calendar. After 10 minutes, the family may be charged \$30 for late pick-up. This policy includes pick-up from dress rehearsals, retreats, and trip returns.

**\*\*Habitual tardiness for pick-up indicates disrespect for the staff, and may be cause for membership review.\*\***

## **F. Health**

If children are to learn about and share their vocal instruments, they must be well-rested, alert, and healthy. Singing is a very physical activity and demands respect for the body every bit as much as athletic activities. Your body is your instrument.

### **DO:**

- Get a good night's sleep the night prior to a performance or lengthy rehearsal.
- Eat a healthy snack or meal and drink plenty of water

### **PLEASE REFRAIN FROM:**

- Attending overnights and slumber parties before concerts or retreats.
- Consuming any form of caffeine.
- Straining the voice by yelling during extracurricular/school activities.

## **G. Attendance Policy**

Attendance at all rehearsals, local concerts, and recording sessions are necessary to maintain the objectives of the choir. Absences do immense harm to the choir as a performing group. An unexcused absence during the last week prior to a concert will preclude participation in the concert. In the case of an unexcused absence from a concert, the Artistic Director, LCC Executive Director, and LCC Board will review the choir member's membership status and eligibility for tour participation. If membership is revoked and/or if tour participation is not allowed, the singer will not be eligible for tuition or tour fund reimbursement.

**\*\*ATTEND REHEARSAL if choir member feels well enough to participate in the aural and visual instruction, even if the student is unable to sing.\*\***

**\*\*DO NOT ATTEND if evidence of a fever or contagious condition exists.\*\***

### **1. What to do if a member is absent**

- If fever or contagious condition exists or extreme family emergency arises, please call/text Victoria Campbell Osborne at 718-857-9444, or email her at [vcampbellosborne@aol.com](mailto:vcampbellosborne@aol.com)
- In the event of absence from a regular rehearsal, regardless of the reason, the singer will be expected to make-up the absence by attending a scheduled Saturday rehearsal. These rehearsals are also open to any LCC member who would like extra help with their music, free of charge.
- A singer is not able to make-up his/her rehearsal during the Saturday times provided, he or she will be expected to arrange for a paid make-up lesson with Mrs. Welch, or one of the artistic assistants. Absence from a retreat or special lesson will require a paid make-up lesson(s).

## 2. Evaluations and suspensions resulting from absences

- Cumulative time missed also results in the required scheduling of a make-up session.
- If it is determined that the member does not have a confident command of the repertoire he/she will be placed on probation and will not participate in future performances, including tours, until the deficits are corrected. If a child is kept from participating in a concert or tour because he or she is not prepared, no money will be refunded to the family.
- Singers must have a confident command of the concert repertoire. Failure to demonstrate this at the final rehearsal will result in release from that concert and/or the tour, and/or membership review, with no tuition or tour money will be refunded.

In the event of inclement weather, the LCC follows the decisions of the Lawrence School District. If school is canceled, rehearsals are canceled.

## H. Weekly Note, Communication, and Member's Area on Website

LCC is an active organization and it is essential that members of LCC and their parents carefully read all information provided by the directors and staff. Weekly Notes sent by email and posted on the website will give updates about rehearsals, performances, tours, and upcoming events. Paper copies of the Weekly Note will be provided at rehearsal upon request if the member's family does not have email.

Choir members are responsible for keeping their own up-to-date rehearsal and performance schedules. As the date of each performance or event approaches, detailed schedules for the event with rehearsal and performance times and uniform requirements will be distributed to all members.

We have a password protected *Member's Area* on our website where you can find the yearly calendar of events, access payment links for tuition and travel, find registration links, download required forms, and access music tracks from Mrs. Welch. Weekly Notes will also be archived there for your convenience.

### Instructions for accessing Member's Area:

- Go to [www.lawrencechildrenschoir.org](http://www.lawrencechildrenschoir.org)
- Under "Members" Click on "Welcome to the Choir Members Area"
- Sign in

**Username:** LCCSingers

**Password:** Singers@LCC2018#

## I. BAND, the App for Groups

BAND is a private and secure app which helps groups save time and communicate more effectively. The app features calendars, polls, file sharing, chat, instant phone notifications, reminders, volunteer sign-ups, attendance tracking, and shared to-do lists.

For safety and confidentiality, the LCC Band groups are only open to active choir members and their parents or guardians.

**CHOIR MEMBERS:** <https://band.us/n/a4a519hdFbY7E>

**PARENTS/GUARDIANS:** <https://band.us/n/aba411h4F5Y5L>

## J. Background Checks

It is the policy of Lawrence Children’s Choir, Inc. to conduct reference and background checks on all potential staff members and chaperones. This may include, but is not limited to, an investigation of work and personal history and the contacting of all persons, schools, companies and corporations named in the application/questionnaire. Additionally, Lawrence Children’s Choir, Inc. checks local and state law enforcement agencies such as the Kansas Child Abuse and Neglect Registry, the Kansas Registered Offender List, Kansas Bureau of Investigation, and the Department of Motor Vehicles. Lawrence Children’s Choir, Inc. reserves the right to refuse to employ or deny participation by a chaperone for any reason.

## K. Music / Property

Choir members assume full responsibility for taking care of their music. Music should be kept neatly in folders. It is never to be folded up or creased. If a member has a problem with music, or if music is missing from a folder, he/she should speak to the rehearsal assistant or see a staff member before rehearsal.

Music remains the property of LCC. It is the responsibility of each member to return music when it is called for by the Artistic Director or at the end of the season. LCC reserves the right to charge for lost or damaged music. ***The value of a folder of music is often \$125 or more. Due to shipping and handling, each individual piece of music shall be replaced at a cost of \$8.00.***

Marking music is a tradition among good choral singers; it is a way of recalling the director’s instructions or reminding oneself of how to perform a particular part of a piece. Markings in music should be in pencil only (never in pen) and must be neat and legible for future members’ use. Doodling on music is NOT acceptable.

## L. Uniforms

LCC Ambassador Choir, Tour Choir, and Choristers are responsible for providing parts of their own uniforms. There are two basic uniforms: a dress uniform and a casual uniform (Ambassador and Tour Choir only). There are no uniforms for Cadenza or Capo.

### 1. Dress Uniform for Choristers, Tour Choir, and Ambassador Choir

Clothing Item	Choristers	Tour Choir and Ambassador Choir
<b>Shirt</b>	Red LCC Polo - provided	White tuxedo shirt and red vest - provided
<b>Pants</b>	Black “Docker’s type” boot-cut dress slacks – purchased by family *No low-riding pants, tight-fitting pants, shiny pants, or leggings allowed	Black “Docker’s type” boot-cut dress slacks – purchased by family *No low-riding pants, tight-fitting pants, shiny pants, or leggings allowed
<b>Socks</b>	Black socks – purchased by family	Black socks – purchased by family
<b>Shoes</b>	Dress black flats or loafers – purchased by family *Should be comfortable, non-patent,	Dress black flats or loafers – purchased by family *Should be comfortable, non-patent,

	with minimal decoration	with minimal decoration
<b>Hair Accessories and Jewelry</b>	Hair should be out of face, clipped if necessary (boys too). Hair accessories should be simple, black or match the color of child's hair. Small, simple earrings may be worn.	Hair should be out of face, clipped if necessary (boys too). Hair accessories should be simple, black or match the color of child's hair. Small, simple earrings may be worn.

## 2. Casual Uniform Requirements

Clothing Item	Choristers	Tour Choir and Ambassador Choir
<b>Shirt</b>	NA	LCC polo shirt – provided *Tour t-shirts also provided for tour participants
<b>Pants</b>	NA	Khaki's, jeans, or hemmed shorts (no shorter than 6 inches above the knee)
<b>Shoes</b>	NA	Closed-toe, simple shoes

## 3. What to Wear When

LCC and Chorister dress or casual uniforms are worn whenever the choirs are seen professionally-for performances, for outside rehearsals, whenever the group is traveling, or for other scheduled events attended by a group of singers. Always check event schedules for uniform requirements for that particular rehearsal or performance. Uniforms are not required for regular rehearsals. **All uniform pieces should be purchased by mid-September.**

## 4. Uniform Recycling

If any part of a uniform has become too small (even the shoes), please bring it to the choir rehearsal room so another choir member can use it. Used uniforms are offered for an appropriate donation as they become available.

## 5. Uniform Replacement

The vest and shirts distributed to members in the fall remain the property of LCC. It is the responsibility of each member to return the vest and/or shirt in good condition when it is called for by the staff or Uniform Committee Chair, or at the end of each season. LCC reserves the right to charge for lost or damaged uniform items. Please treat your uniform with care. If a uniform item is lost or damaged beyond repair by a member, that member may be assessed a replacement charge.

## M. Concert Preparation

1. A natural, healthy appearance is strongly encouraged and may be enforced:

- No heavy makeup, excessive jewelry, facial piercings or non-standard hair color for

- performances.
  - Hair should be back from the face, bangs trimmed or pinned.
  - Clear or neutral color nail polish is acceptable; brightly colored nail polish is not permitted.
  - Small earrings are permitted.
  - Uniforms must be clean, neat and ironed .
  - Be mindful of physical hygiene in regard to deodorant.
  - Do not use perfume or cologne.
  - The choir directors are the final authority as to what constitutes proper appearance.
2. Singers must come to all major rehearsals/performances well-rested.
  3. Eat a light, nutritious meal and have consumed 16 ounces of water 2-3 hours prior to rehearsal warm-up.
  4. Abstain from caffeine the day of a performance.
  5. When traveling by bus with the group, singers may be required to talk with soft voices to ensure healthy voices for performing.
  6. Families should avoid over-scheduling a child on major rehearsal or performance days.
  7. Attendance at concert-week rehearsals is mandatory in order to participate in the concert.

## **N. Recordings and Photography**

The Choir requests that parents exercise the same courtesy toward LCC as they would toward any other performing group with regard to cameras and recording equipment. As we professionally audio tape each concert, we ask that you leave your personal recording devices at home. As a growing organization, we are committed to educating our singers and our constituency both in concert decorum and in the importance of complying with provisions of the law, which protect rights of composers and publishers. The Lawrence Children’s Choir, Inc. will periodically produce professional recordings of the choirs’ performances, but only after securing required licenses and paying royalties to the publishers of the material recorded.

## **O. Financial Information**

### **1. Costs**

Tuition is one source of income to fund the organization. The Board of Directors establishes tuition rates prior to the start of the performing year. Annual tuition is \$778 for the Tour Choir and \$878 for the Ambassador Choir. The annual tuition for Choristers is \$398. If a Chorister is allowed to enroll for the spring semester only, tuition will be \$200. Tuition for Cadenza and Capo is \$140 per semester. Tuition or a scholarship application is due by the assigned deadlines. Costs of uniforms, tours, choir social activities, photographs, and performance CD’s are additional and are not included in scholarship awards.

### **2. Payment of Tuition**

**LCC Tour Choir and Ambassador Choir:** Tuition is non-refundable and due in full prior to the beginning of the semester. Alternatively, families may pay in installment, with the understanding that if a student does not complete the season, any remaining tuition will be due immediately. Alternatively, a scholarship application may be submitted in lieu of the initial payment. Payments received after these dates are subject to a \$30 late fee, to

be taken from the fee deposit. Additional late fees may accrue for each month the payment is late.

No charges will be made for the monthly Saturday make-up rehearsals. If additional make-up lessons are necessary, please make arrangements directly with Mrs. Welch for a private session (\$25/half-hour).

Fees due to tardy pick-up (\$30 for pick-up more than 10 minutes after dismissal) will be deducted from the fee deposit due at enrollment.

Please note that nonpayment of fees will jeopardize a member's place in the choir for subsequent seasons, as well as eligibility to participate in performances or tours that the choir may be undertaking. LCC will transfer money from tour accounts and deposits if fees are not paid for tuition, private lessons, and late-pickup. Forfeited tour payments for early withdrawal from the tour are not reimbursable and therefore cannot be used for tuition.

If late fees exceed the \$100 fee deposit, it may be grounds for removal from the choir.

Financial obligations must be met in order to maintain active status in the choirs.

**Choristers:** Payments made after due dates are subject to a \$30 late fee, accruing each month payment is late.

**Check or Credit Card Payments:** Payments may be made by check or credit card. We prefer to not handle cash payments. Payments made with a credit card can be made online through PayPal. The payment link is in the Member's Area on our website. Payments by check can be given to the Executive Director, or administrative assistant at rehearsals, or may be mailed directly to the choir's mailbox:

Lawrence Children's Choir  
PO Box 4173  
Lawrence, KS 66046

**There will be a \$10.00 fee for returned checks.**

### **3. Payment Deadlines for Tuition and Tour Fees**

Payments for tuition and trips are to be made by the dates as outlined at the beginning of each season. However, you may arrange an individual payment plan, in writing, with the Executive Director. Unless prior arrangements are agreed upon by the Executive Director, payments delivered or postmarked after that date will be subject to a \$30.00 late fee. Additional late fees will be assessed for each month payment is delayed. Tuition takes precedence over tour payments. If tuition has not been paid, LCC reserves the right to transfer money from trip funds into tuition, even if this results in the child not being able to participate in the tour.

### **4. Financial Assistance/Scholarships**

A limited amount of financial aid is available for tuition. Any parent who desires a scholarship shall apply to the Scholarship Committee, which consists of Board members and the Executive Director. This is an anonymous application process, in which applicants are assigned a number and then anonymously presented to the Scholarship Committee. Only the Executive Director knows which families have applied. Applications must be

submitted by mail, email, or in person to the Executive Director by August 31st. Scholarships shall be for a percent of the tuition to be determined by the Scholarship Committee, up to 100%. All other fees such as uniform and tour costs remain the responsibility of the member's family. When LCC is able and has funding, a travel scholarship may be awarded after an application and selection process based on need, vocal part, and contribution to choir, volunteerism and commitment, and years in the choir.

The guidelines for tuition scholarship eligibility are the same as those used for the free and reduced fee lunch program for Lawrence Public Schools. Applicants shall fill out a form certifying their eligibility, and they may include a copy of their previous year's tax return to verify eligibility. Applicants are also asked to write a brief statement indicating their commitment to LCC and to explain how a scholarship will benefit the family. Situations of extreme financial hardship due to unusual circumstances may be presented to the scholarship committee for their review. Additional supporting information beyond a tax return may be requested.

### **5. Fee Deposit**

A deposit of \$100 is due at the time of registration for Tour Choir and Ambassador Choir and is due regardless of scholarship application. This deposit will be used to cover late payment fees, as applicable; make-up lesson fees, as applicable; and late pick-up fees, as applicable. The fee deposit may not be applied toward tuition. Funds remaining from the deposit after all financial obligations are fulfilled will be carried over each year until the student leaves the choir. Upon exiting LCC, any remaining funds will be refunded to the family or may be used toward the final tour payment upon request. Requests for reimbursement must be made by May 31 of each season.

## **V. Refund Policies for Tuition and Tour**

- Tuition and travel payments are not refundable. If a child or family chooses to withdraw from the choir or from a tour, payments made will not be refunded. Travel insurance is highly encouraged.
- The remaining amount of fee deposit of a non-returning LCC member may be used toward the final payment of a tour if the final payment is due after the end of the choir season.
- Non-returning choir members may request a refund of unused deposit money. Requests for deposit refunds must be made in writing by May 31 of each year. After that date, funds of non-returning members who have not requested a refund will be transferred into the choir's general account.
- LCC may purchase travel insurance for certain trips. If LCC has purchased travel insurance and a child must withdraw from a trip, refunds may be requested through the policy provider according to what is allowed by that policy. Families may also choose to purchase their own trip insurance.
- The Tour Committee and the Executive Director make every attempt for accuracy in determining the final tour costs. If the final costs for a trip are less than the predetermined amount, there will be no refunds; nor if the final costs are higher will additional payments

- be due unless approved by the families.
- The choir staff and officers are not responsible for informing families of account totals after the final payment due date for each season's tour.

## **VI. Fundraising Policy**

Fundraising participation is not required, but highly encouraged. Fundraising may go toward the choir's general funds, lowering tuition amounts for the choirs, or to offset tour costs. The Board of Directors must approve all fundraising events sponsored by the choir and will designate the fundraising purpose of the event.

## **VII. Tour Supervision and Participation Policy**

- The goal for our LCC annual tour supervision is a 1:4 adult to child ratio. Parents of children who need more individualized attention or specialized care are encouraged to apply to be a chaperone to provide that supervision.
- LCC reserves the right to deny participation in the tour to any child who violates our code of conduct or tour behavior contract.

## **VIII. Family Travel Policy: LCC Tour Choir**

- Parents who wish to travel with the choir while on tour should apply to be chaperones and be willing to accept the responsibilities of such position. The choir cannot allow family members who are not chaperones or do not have a designated purpose associated with the tour to travel with the choir. The tour committee cannot make travel arrangements for any persons other than choir members, chaperones, and LCC staff.
- Parents and other family members are welcome to attend public concerts while the choir is on tour. However, "hanging out" with the choir is discouraged unless an invitation has been issued for a specific event. The tour committee will make every effort to identify those opportunities to join the choir during leisure activities in advance of the departure date.
- Families wishing to vacation in or around the tour location may request that their child be released into their custody at the end of the tour schedule. Such requests must be made in writing and be approved prior to departure from Lawrence. Information required in the written request must include: location, date and time of release, name of parent(s) picking up the child, and local contact numbers to be used in case of delays or emergency. If only one parent will be picking up his/her child prior to returning to Lawrence, a notarized written consent signed by the non-accompanying parent must be submitted with the release request. Costs associated with altered travel arrangements for released choir members, as well as the altered travel arrangements, will be the responsibility of the family. Additionally, families will not be reimbursed travel funds for meals, activities, or transportations not used due to altered travel arrangements.