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The Rapid City Children's Chorus, Ltd.

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Phone: 390-8820

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2017-2018

“...An Experience in Excellence.”

Congratulations on being accepted into the Rapid City Children's Chorus. It is hoped that all chorus members will find singing in this remarkable choir an enjoyable experience and that each will develop a love of great choral music that will last forever.

In order that the high standards of excellence be maintained and that the organization of a choir of this proportion continues to run smoothly and effectively, it is essential for all chorus members and parents to study the Chorus Members Handbook and follow the guidelines accordingly.

At orientation night at the Performing Arts Center, parents and chorus members must sign the agreement that states that you will abide by and support the material included in this handbook.

Please keep this handbook in a convenient place.

We Are a Musical Team, And Each Member's Participation Is Vital!

Performer's Rights:

"I expect..."

- *To be informed of each scheduled rehearsal and performance.
- *To make my own decision regarding sign-up for select parts.
- *To enjoy making music during each rehearsal and performance.
- *To be treated as a vital member of our chorus team.

Performer's Responsibilities:

"I Choose..."

- *To make sure that I attend each scheduled rehearsal and performance.
- *To make sure that I attend each extra rehearsal required for select parts.
- *To give my very best musical effort during each rehearsal and performance.
- *To show dignity and respect for myself and others throughout chorus activities.

The **philosophy** of the Rapid City Children's Chorus, Ltd., is based on the premise that all children are capable of producing beautiful choral music. With commitment from child, parents and directors, the chorus is dedicated to exposing the singers to many styles of choral music and performing that music with sensitivity and musicality. The chorus membership is open to all young people in grades three through eight with treble voices who subscribe to this philosophy. (The ninth grade continue one more year if they so choose.)

The **goals** of the Rapid City Children's Chorus, Ltd., are to provide opportunities for each member to develop good choral techniques and behavior, stage presence and confidence, by positive response to direction at rehearsals and performances, practicing between rehearsals and performing in a variety of situations.

The **aim** of the Rapid City Children's Chorus, Ltd., is to be recognized as an outstanding example of a quality educational, choral performing group.

The Rapid City Children's Chorus Membership

After the annual spring auditions, those choristers selected are members of the **Rapid City Children's Chorus**. Each member will be given a number for the entire year. This number will appear on all of the chorister's music, folder, memos and returned ticket envelopes.

After the audition, the directors will place a chorister in one of the choirs. This decision rests solely with the directors. The children will be informed by letter in June as to the outcome of their audition. If a chorister is unable to fulfill the requirements of the choir in which they have been placed, the Artistic Director may choose to make an adjustment in the choir placement.

Concert Choir: This group is the senior part of the chorus. These members have shown the ability to fulfill the performance requirements and responsibility expected in a professional chorus. This group takes the major tours, and it is their tapes that are submitted for audition. The music staff will determine which performances are appropriate for this group. They will perform at all Winter and Spring Concerts. The Concert Choir will rehearse on Monday and Thursday from 4:15 PM-5:30 PM. Additional rehearsals will be scheduled, if needed, prior to a performance.

Camerata Choir: The members of this chorus are in grades four through seven, and have the maturity to develop the "skills" and "sound" necessary to become a member of the Concert Choir. This group will travel on a limited basis. The music staff will determine which performances are appropriate for them. They will perform at the Winter and Spring Concerts. The Camerata Choir will rehearse on Monday and Thursday from 4:15 PM-5:15 PM. Additional rehearsals will be scheduled, if needed, prior to a performance.

Cadet Choir: This choir is open to third and fourth grade choristers and second grade singers who have auditioned after completing Choraliers. They will be developing their young singing voice and learn the "skills" and "sound" needed to become a member of the Camerata Choir, and eventually a member of the Concert Choir. This group may travel out of town, and will perform at the Winter and Spring Concerts. The Cadet Choir will rehearse on Monday and Thursday from 4:15 PM-5:15. Additional rehearsals will be scheduled, if needed, prior to a performance.

Choraliers: The members of this group are non-auditioned. This level is open to any second or third grade singer. The Choraliers will meet on Mondays from 4:15-5:15 PM for 12 weeks during the fall term. A second 12 week session of Choraliers will be offered in the spring term. The goal of the Choralier program is to provide musical enrichment for the participants to build upon their music education through vocal exploration, pitch matching, singing, and movement.

Rehearsal Etiquette Procedures

The following procedures help us achieve the discipline and professionalism for which the Rapid City Children's Chorus is known. These procedures are enforced for the singers' safety, to ensure orderly rehearsals, and out of respect and courtesy for each other.

- *Arrive in plenty of time to pick up new music, sign in, and note any special directions or memos.
- *Always bring your RCCC bag, music folder, and two sharpened pencils to rehearsal, unless told otherwise.
- *Use the washrooms before rehearsals since no breaks will be given during rehearsals.
- *Have your water bottle filled with water so that no one needs to go to the water fountain.
- *Be in your seat or on the risers five minutes before the rehearsal begins. Warm-ups are an integral part of rehearsal.
- *Do not roam about the building at any time. Singers are to remain in their rehearsal room after checking in at the attendance table.
- *Check the board for music being rehearsed and have it in order as soon as the rehearsal begins.
- *At all times show respect for each other, parent volunteers, directors, staff, and the facilities. Pay attention to the director at all times. Do not behave in a manner which is disruptive to the rehearsal or distracting to fellow singers, directors, or accompanists, or which prohibits a positive and successful rehearsal.
- *Do not chew gum during rehearsal, performance, during recordings, or on tour.
- *No food, snacks or beverages other than water will be permitted in the rehearsal room or performance hall. Please eat before or after rehearsal and deposit your garbage in the trash receptacle outside the rehearsal or performance area.
- *Help return the rehearsal area to its proper order.

Cell phone use: It is our expectation that cell phones be turned off and not with the student during rehearsal, so they do not create a disruption. At the same time we recognize that texting has become the way the parents communicate with children. ("waiting outside" etc.) For that reason we understand that there may be isolated times a child may need to have their cell phone in their pocket on vibrate. However, when cell phone use has disrupted rehearsal or the child is texting during rehearsal we will use the following matrix.

- | | |
|-----------------------------------|---|
| 1st infraction: | Removal of cell phone until the end of rehearsal time |
| 2nd infraction: | Cell phone will be held until parent retrieves from the staff |
| Subsequent infraction: | Conference with staff, singer and parent |

Care of Music

Music is very costly and difficult to replace. Chorus members must assume the responsibility of looking after it very carefully. Markings in the music must be made in pencil, and be neat and legible so that chorus members who use it afterward have no difficulty reading it.

Music is given out and collected several times each year at rehearsals and designated areas. If you are absent from a rehearsal when music is collected, it is your responsibility to return it to the chorus within 7 days after the collecting date (unless it can be done at a scheduled rehearsal), when it will be filed.

Chorus members must tape damaged music before it is returned. It is wise to have your own transparent tape. Chorus members will be billed for damaged or lost music and/or folders, and unreturned music and/or folders. The replacement cost will be determined by the price of the music and folder. Checks should be made out to RCCC.

If you are missing music, or if you have any problems concerning your music, please contact one of the Directors.

Repertoire

The repertoire of the chorus is chosen at the sole discretion of the Directors and may include music of diverse religious and non-religious cultures and traditions, in some cases, of those other than your own. All chorus members will sing the entire repertoire of the chorus.

Attendance

RCCC is a Season-Long Commitment.

The Rapid City Children's Chorus is a performing arts organization. Music and events are scheduled for the entire season. Choristers must agree to participate for a complete season so RCCC may fulfill its musical obligations. Therefore, enrollment in RCCC is for the entire season, which begins in September and concludes with the final concert in May. Each member is expected to remain active and committed to the program for the entire season.

Absences slow the rate of musical preparation. Learning takes place in a rehearsal that cannot be recreated or realistically made-up. The rehearsal schedule is carefully planned. Having to re-teach material for absent choristers interferes with that schedule. Furthermore, a choir functions like a team. Members learn to depend on each other, and each "player" must attend practice if the "team" is to perform well. Choristers are assigned to vocal parts, which are carefully balanced. When a chorister is not present at rehearsal, the ensemble is unbalanced, and the other singers must "hold back" or overcompensate to correct this situation.

Nevertheless, absences from the chorus are necessary from time to time. Children become ill, need time to prepare for an exam or a heavy homework assignment, have an appointment that cannot be rescheduled, etc. Therefore, RCCC has a policy in place that allows for these anticipated needs.

RCCC Attendance Policy

In establishing the RCCC attendance policy, two considerations were paramount. Recognizing that the commitment required for participation in RCCC is significant; we want to make every reasonable accommodation for our active, involved students and families. At the same time, it is essential that RCCC's tradition of excellence in both education and performance not be compromised by excessive absenteeism. To this end, a team of experienced RCCC parents, teachers and directors have established a policy that is reasonable and flexible, and at the same time reflects and sustains our commitment to excellence.

Number of Absences Allowed

Students will be allowed a maximum of four (4) absences during the Fall Semester and six (6) absences during the longer Spring Semester. All absences must be excused either in writing (form found in appendix B), via email or phone call. We ask that students minimize absences as a student's quota of absences is likely to be needed for illness and family events. The number of allowable absences will not be carried over from semester to semester. RCCC offers periodic make-up sessions for its choristers. At the discretion of the Artistic/Education Director, a student may be required to attend a makeup session or sessions, to compensate for excessive absences.

A Note about Absences near Concert Dates

One of the difficulties in formulating an absence policy is that not all rehearsals are of equal importance. As concert time approaches, rehearsals become more critical, and the opportunity to catch up on missed material diminishes. While it is not currently the RCCC policy to assign greater weight to some absences than others (except in the case of Grand Rehearsals), we ask that you be mindful of the fact that as the concert nears your child's presence becomes increasingly important. Your efforts to avoid schedule conflicts in the latter part of each semester will be greatly appreciated.

Lateness and Early dismissal

Rehearsals and classes begin punctually. Choristers who arrive after classes or warm-ups begin will be considered late. Every three- (3) late arrivals/early dismissals will be counted as one (1) absence. **In the event that regular punctuality is not possible due to work or other schedule conflicts, please call the Artistic Director to discuss your situation. We will make every effort to work with you.**

Excessive Absences

Absences in excess of the number allowed, even if procedures have been followed correctly, will preclude participation in the performance. This is not intended to be punitive, but is necessary in order to produce a quality concert. RCCC classes do more than simply teach the students the music. During each practice, nuances are refined, precision entrances and cut-offs are perfected, intonation is mastered, the balance of the ensemble is adjusted, voice parts and seating are optimally arranged, etc. Beyond a certain point, it is impossible for even the most conscientious student to be adequately prepared unless they have been present for these adjustments. In addition, it becomes impossible for the Artistic/Education Director to make the best choices for the ensemble, unless all voices are present.

Grand Rehearsal Attendance

Grand Rehearsals are **NOT** included in a student's absences. **Absence from a Grand Rehearsal is never acceptable for any reason, and will preclude participation in the performance, regardless of the reason.** Again, this is not intended to be punitive. The

purpose of a Grand Rehearsal is, in part, to make the final adjustments and refinements before performance. For this to be successful, ALL performers must be present, **without exception**. No late arrivals or early dismissals will be granted. **This policy is strictly enforced.**

Concert Absences

At the beginning of each season, RCCC distributes a list of tentative concert dates and students and their families sign a Commitment Form agreeing to their availability. Except in the event of extreme illness or family emergency, absences will subject the chorister to dismissal from future RCCC performances. As additional performance opportunities arise throughout the year, students will again be surveyed for their availability and asked to make a commitment. Once a student has committed to a performance, it is ESSENTIAL that he/she be present for that performance and its dress rehearsal(s). Last minute changes to the ensemble create a burden on the Artistic/Education Director and the attending choristers and adversely impact the quality of the performance. In a finely tuned, well-trained ensemble like RCCC, every voice is important. Please be conscious of this as you make your plans for the year.

Notification Procedure

At least one (1) week before a scheduled absence (and earlier if at all possible), students are asked to submit an Absence Notification Form to the Attendance Committee via the RCCC office.

The purpose of this form is not to approve or disapprove particular reasons for absences, but to allow the teachers and the Artistic/Education Director to plan accordingly and to help us maintain records. Absence Notifications must be mailed or delivered directly to the RCCC office or given to the attendance monitor. In the event of an unforeseeable illness or other emergency, students are asked to notify the RCCC office prior to the absence, if at all possible, and to follow up with a note of explanation.

For extended absences, please use the Pre-arranged absence form (appendix B) and include dates of absences.

Consequences

Absences that do not conform to these guidelines are not acceptable. A pattern of non-conforming absences may adversely impact student evaluations, advancement and, in some circumstances, future participation in RCCC. When a student approaches their absence limit, you will receive a Concert Probation Notice. Should this become necessary, please help your child understand that this is not intended as a reprimand, but merely to alert you that their concert participation will be jeopardized by additional absences, and to encourage their attendance at a make-up class. If a student exceeds the maximum allowable absences, you will receive a Concert Suspension Notice, and the chorister will forfeit participation in the upcoming concert.

Make-up Classes

Make-up classes are held periodically throughout the year for your convenience and support in meeting these attendance guidelines. After a student's quota of absences has been surpassed, if the chorister wishes to remain in the program, attendance at a make-up class becomes mandatory. There will be a fee charged for the make-up class of \$10 per session. This fee is payable at the time of the make-up lesson and should be paid directly to the choir director. When arranging absences for other extra-curricular activities, please note that use of the make-up class can ease the attendance requirements of RCCC. Please consult the RCCC calendar to determine the date and time of the make-up classes.

Chorister's Rules of Procedure and Conduct

The following procedures help us achieve the discipline and professionalism for which the Rapid City Children's Choir is known. Out of respect and courtesy for each other, they are enforced for the singers' safety and for ensuring orderly rehearsals and tours.

1. Arrive no later than 10 minutes before the designated rehearsal time; go directly to the assistant at the attendance table to check-in and report to the rehearsal room. Late arrivals must always check-in immediately upon arrival. A written note is necessary for late admittance to or early dismissal from a rehearsal. Singers do not leave the room after signing in unless there is an emergency or special permission has been granted. Please use the restroom and get drinks before you sign in.
2. Give attendance notes to the assistant at the attendance table and payments to the financial director.
3. RCCC members and staff share the space of the Performing Arts Center with several other organizations. Do not roam about the building at any time. Singers should only be in the rehearsal area and not lingering in the hallway or common areas.
4. Do not bring food or drink (except water) into the rehearsal area. Try to eat a nutritious snack before you arrive at the rehearsal facility. Garbage should be placed in garbage cans in the hallway or outside the rehearsal area.
5. At all times show respect for each other, parent volunteers, directors, staff and the facilities. Pay attention to the Director at all times.
6. Do not behave in a manner which is disruptive to the rehearsal or distracting to students, directors or accompanists, or which prohibits a positive and successful rehearsal.

Disruptive & Non-participatory behavior will result in the following:

First offense – verbal warning.

Second offense – a verbal warning, specifying that it is your second warning and removal is imminent.

Third offense – removal from rehearsal. The rehearsal is counted as an unexcused absence. Following the rehearsal, there will be a brief meeting with the director and the singer will receive a discipline infraction form, which must be signed by the parent and returned. This will remain in the singer's permanent record.

Removal from a second rehearsal will result in a meeting with the singer, parents, director and a RCCC staff member.

Removal from a third or subsequent rehearsal will result in removal from the program.

7. Behavior that jeopardizes the integrity of the program or the welfare of others will result in the following:

First offense - removal from all chorus activities until the RCCC board meets to discuss an appropriate consequence.

Appropriate Consequences may include:

- Written apology to be read aloud by chorister to the choir.
- Temporary suspension from the organization.
- Removal from the RCCC organization.
- Other consequences as appropriate.

Second offense - removal from the RCCC organization.

8. Any singer caught with alcohol, tobacco, drugs, drug paraphernalia, or any type of weapon (including pocket-knives) will be immediately removed from the RCCC organization.

9. Running, yelling and rowdy behavior are not permitted at rehearsals or performances at any time.

10. Always bring your choir tote with music folder and two sharpened pencils to rehearsal.

11. If, for any reason, a child cannot actively participate in a rehearsal, he should bring a written note and observe quietly and attentively.

12. Members are responsible for taking home any handouts that are distributed at rehearsals. These notices are important sources of information and should be requested by the parents from the singer.

13. Parents and interested members of the community are always welcome and are encouraged to observe rehearsals as space allows.

14. When dropping off or picking up singers, parents are urged to be aware of pedestrians, traffic and parking patterns. Please do not idle your car directly outside the back entrance during drop off and pick up, as this creates a traffic jam and pedestrian hazard. Please park before dropping off student. It is suggested that vehicles enter the 3rd floor entrance via 5th Street and exit behind the former vocational building onto 7th Street.

Uniforms

The Rapid City Children's Chorus has two uniforms and each choir member is expected to have them in readiness as soon as possible.

Informal Uniform—All members: red polo shirt with chorus logo, black slacks, **Black socks**, and black shoes. (No other colors on them and no decorations. Singers may choose to purchase their own black dress pant. *(See chart at orientation night for acceptable pant style)* If you prefer, RCCC will provide pants.

Formal—**All boys**: The chorus will provide a white long-sleeved formal dress shirt, vests, and (Concert choir only: tux pant and ties). These items will be returned to the organization at the conclusion of the season. It will be the responsibility of the individual member to provide black socks, and black dress shoes.

Concert Choir Girls: The chorus will provide formal black dress and string of pearls. These items will be returned to the organization at the conclusion of the season. It will be the responsibility of the individual member to provide off-black hose. Additionally, it will be the responsibility of each girl to purchase the approved uniform black dress shoe from Dance Sophisticates. The uniform chairperson will place a group order by the end of September. (Approximate cost: \$30 plus shipping to be divided among those that purchase)

Camerata and Cadet Girls: In addition to the black pants of the informal uniform, the chorus will provide a white long-sleeved formal dress shirt, and vests. These items will be returned to the organization at the conclusion of the season. It will be the responsibility of the individual member to provide black socks, and black flat “skimmer” style shoes (**plain, flat slip-ons**) with **NO decoration**. **NO heels** will be allowed.

Uniform Care

Formal and Informal uniforms are to be worn for RCCC performances only, or when instructed to do so for promotional purposes. It is unethical to wear the choir uniforms for any other purpose. It is wise to try on the uniform two weeks before a performance in case an adjustment needs to be made. If a chorister outgrows his/her uniform during the season, contact the appropriate uniform representative.

Return of Uniforms

Vests, ties, black dress slacks, white shirts, black dresses, pearls and any other items which belong to the chorus must be turned in at the end of the performing season. Chorus members will be charged an extra fee for uniforms that are returned in unacceptable condition.

Transportation

Parents are responsible for arranging transportation for their child/children to all rehearsals and concerts. It may be advisable to make carpool arrangements with other choristers from the same school or area with the use of the phone directory.

Tuition/Fees

Tuition for the Rapid City Children's Chorus for the entire season is as follows:

Cadet Choir, \$325; Camerata Choir, \$325; and Concert Choir, \$350.

All tuition/fees are due at the beginning of the season. If necessary, an individualized alternate payment schedule may be set up after consultation with the Financial Director. All tuition fees must be current, since the RCCC organization makes a variety of financial and contractual commitments at the beginning of the year. Uniforms will be issued only to those choristers whose accounts are current.

Early bird Discount

Tuition that is paid in full on August 1 will receive a \$25 Early Bird Discount off the total registration fee. Funds must be postmarked August 1st or submitted to Paypal by that date in order to be eligible.

Sibling Discount

Families with more than one child enrolled in RCCC qualify for a 10% discount (of lesser amount) for the second sibling and a 20% discount (of lesser amount) for additional siblings.

Tuition assistance is available for any member of the chorus who may need assistance. Forms for application may be requested from Mark Schoenborn. Dependant upon number of requests and funds available, up to 50% of the total fee will be available

Tour and Travel

Touring and travel are included in the program of the Rapid City Children's Chorus. The Cadets usually do not travel out of town. The Concert and Camerata Chorus Members do travel out of the area. **All tour costs are in addition to the tuition.** The parents of these Choir Members will be responsible for a significant part of the funding for this effort in order to meet the financial commitment for any tours. **All Concert and Camerata members are expected to participate in the touring program, as scheduled.**

Payment of all touring fees is due prior to tour departure. If you commit to tour, you are committing to pay for the trip. Carefully read the cancellation policy at the time of tour commitment. Choristers whose financial obligations have not been completed prior to the tour departure date will not be permitted to tour.

Parents interested in chaperoning must make application through RCCC. Chaperone application forms are available from Jamie Hower. The chaperone will pay half of the cost of the tour.

For the touring portion of the season, a change in rehearsal time for singers may occur.

Standard RCCC rules of conduct (pages 9-10) apply on tour. However, given our increased visibility and the extended period of the tour, the singers will be expected to maintain an even higher level of discipline. In the most severe discipline cases, the **Board may send the singer home before the completion of the tour at the parents' expense.** No

singer may leave the tour group **without a written approval prior to departure**, even with his or her parent. Items lost while on tour will be the responsibility of the chorister & parent/guardian.

Touring Accounts

Opportunities are available for singers to participate in musical tours. Each child has a "touring" account. If a child chooses to participate in RCCC sponsored fund raising opportunities, such as candy sales, a percentage of the profits from the their individual sales are designated by the RCCC Board of Directors to be held in escrow in the singers' personal "touring" account.

These credits held in escrow are available to help pay for any future tour expenses which the singer might incur; they are not available to pay any other RCCC fees, such as tuition, camp registration, uniforms, etc. The escrowed funds are owned by RCCC and are not eligible for cash withdrawal by the singer.

Direct deposits may be made by a family toward a singer's tour costs. Statements showing the activity in this account are upon request. Parents are encouraged to do so on occasion to review the account activity and accuracy of the information. Any balance remaining in the "touring" account at the time of graduation, upon non re-audition, or withdrawal/removal from RCCC reverts to the RCCC general touring fund. This fund is used to provide touring scholarships and pay general touring costs not covered by touring fees charged to participants. The only exception to this rule is the transfer of funds to a sibling member of the RCCC organization.

Graduation Policy

Graduation is granted to a singer who is completing ninth (9th) grade and completing the season in good standing, attending no less than 80% of rehearsals, and attending all performances. Graduates of RCCC are recognized at the final RCCC spring concert. RCCC graduates are admitted free to all RCCC concerts.

Withdrawal Policy

Should an unforeseeable or irreconcilable conflict make it necessary to withdraw from the RCCC organization, the singer and their parent should bring a letter of withdrawal to the choir director and immediately return the RCCC issued uniform, music, folders, rehearsal CDs, music tote and any other items belonging to the organization. Upon withdrawal, any unused travel account funds revert to the RCCC general touring fund.

Tickets and Fund Raising

All chorus members and families are responsible for participation in two (2) fund raising activities and in program advertisements. The Fund Raising Committee will inform parents of all fund raising plans. **All fund raising activities must be approved by the RCCC Executive Board.** See *appendix A* for annual fund-raising schedule.

Public Relations

The RCCC Board of Directors and staff work to promote the Rapid City Children's Chorus locally, regionally and nationally in order to build awareness of and participation in RCCC. A list of media contacts is continually being updated. If you would like us to make sure a particular resource is on the list, please call with the appropriate information.

Program Advertising

Each year RCCC produces a program book which is distributed at concerts throughout the performance season. This book contains information about RCCC, photographs of Choir activities, a list of contributors, advertisements sold by choir members and other interesting items. A portion of the proceeds for each advertisement sold is applied toward the tour fund of the singer who sold the ad. All choir members are asked to participate in program ad sales.

Commitment to School Music Programs

The success of RCCC has been dependent in a large part on the support of music teachers in the Rapid City region. RCCC singers should be leaders in their school music ensembles. It is mandatory for every RCCC singer to be an active participant in their school choir if one is available. The only exception would be where the student must choose between instrumental and vocal music or an irreconcilable schedule conflict exists.

Memos/Letters

The Rapid City Children's Chorus is a very active organization and it is essential that singers and parents read carefully any and all memos given out at rehearsals or letters mailed or e-mailed. Chorus members are responsible for updating their own rehearsal/performance schedules and for giving their parent(s) or guardian(s) any handouts that are distributed at rehearsals. In addition, a memo containing reminders and upcoming events will be e-mailed on a regular basis. If you do not receive the memo and wish to be added to the mailing list, please notify us at: rapidcitycc@gmail.com.

Performing

Department/Concert Preparation

The image which the Rapid City Children's Chorus projects at rehearsals, performances, recording sessions and on tours is extremely important. We strongly encourage a natural, healthy appearance. In order to sing one's best, one must be rested and fully able to concentrate. Performances require the very best in conduct, appearance and musicianship.

*Singers should always eat a nutritious meal and rest for at least one hour on the day of a concert.

*Be sure the singer has used the restroom prior to arrival at the concert site.

Make-up and jewelry will be limited, and "trendy" hairdos will not be accepted. A well-groomed, neatly uniformed ensemble is essential for a truly professional and artistic

experience. Good personal hygiene is a must for all singers. Clean teeth and clean, combed hair are always expected of each singer whenever a specific concert dress is required. **Hair should be groomed away from the face** and may be fastened with natural (matching hair color) barrettes (no bows, ribbons, colored barrettes). Some performances may require that long hair be braided for a neat and uniform appearance. No unusual colored hair dye, obvious make-up or cosmetics, including facial glitter are permitted. Jewelry, earrings (only stud earrings will be allowed), accessories, watches, etc. are not permitted. Shirts are to be tucked in. **A singer who fails to dress or groom properly for an event will NOT be allowed to participate.**

Singers should arrive ten minutes before the performance call, which is one (1) hour before concert start (unless otherwise indicated), and immediately check in with the attendance personnel.

Any medication given to a singer less than 3 hours before a performance should be reported to the Choir Director.

Tardiness at a performance may exclude a singer from participation at that performance.

All performers must arrive attired in proper concert dress as noted in the Concert Detail Sheet. **Failure to wear proper concert dress will result in non-participation in the concert.**

Singers should conduct themselves at all times in a calm, polite and professional manner. They must give their undivided attention to the Director at all times.

All singers must know the music. Each musician must have a confident command of the concert repertoire. Failure to demonstrate this at the final rehearsal may result in release from the corresponding concert commitment.

During a performance if a singer feels ill, he/she should quietly sit down on the riser and rest for the remainder of the song. Then, if feeling better, the child may get up and sing again, or if not, quietly leave the stage. Chaperones are always watching and will help if necessary. Once a singer leaves the stage they may not return.

Remember that at all times the singers represent the Rapid City Children's Chorus.

NOTE: Final dress rehearsals and pre-performance rehearsals are always closed to the audience, including families unless permission has been given by the directors. Only designated chaperones will be allowed in the rehearsal area prior to a performance. This allows the singer to concentrate on the music, the Director and the final instructions being given by those in charge.

Chorus Day Camps

All members of the Rapid City Children's Chorus are expected to attend the day camps. These camps give members of the chorus the opportunity to form new friendships and develop their choral skills. Please consult the calendar for day camp dates.

Annual Re-Auditions

All members of the Concert Choir that wish to stay in the RCCC choral program will be asked to participate in auditions in the spring. Criteria for the auditions will be shared with the chorus members beforehand. Chorus members are invited back for the following year if their audition is successful and they have lived up to the expectations of the chorus the previous year.

Appendix A

Fund-Raising Schedule

(subject to change)

Mandatory participation

(in support of RCCC operational budget)

Optional participation

(in support of individual travel accounts)

September:

Advertising

Contact Person:

Gloria Harrison

255-5642

January:

Spaghetti Dinner Ticket Sales

Contact Person:

TBD

February:

Cookie Dough

Contact Person:

TBD

April:

Pancake Breakfast

Contact Person:

TBD

June/July:

Pop Up Party Fundraiser

Contact Person:

Dara Baum

394-2285

Appendix B

Cadet Choir: Non Auditioned/3rd grade—sign up and sing

Tuition** September, 2017 through May, 2018	\$325 (see registration letter for \$25 Early Bird discount info) Includes approx. 50 music lessons, red polo, and use of tuxedo shirt, black slacks, and formal vest.
Fall Day Camp Oct. 21, 2017 Mid Winter Day Camp TBD	All choristers will be required to participate as it provides a strong beginning to the season's programming. Includes lunch and activities.
Formal/Informal Attire Red RCCC Polo Tuxedo Shirt Black Slacks Formal Vest Black Dress Shoes and Black Socks	Included in Tuition Use included in Tuition- <i>To be returned on final day</i> Use included in Tuition- <i>To be returned on final day</i> Use included in Tuition- <i>To be returned on final day</i> Provided by the chorister
Music, Music Folder, and Music Bag	Use Included in Tuition To be returned on the final day. Failure to do so will result in an additional \$50 fee.
Choir Tours— 1. Pierre Trip: December 2017 2. Black Hills: April 2018	1. Approximately \$50 2. Approximately \$100

****Cadet Tuition: \$325** for the year (receive a \$25 early bird discount if paid by Aug. 1)

Tuition Payment Options:

August 1 - \$300 paid in full to receive Early Bird Discount

September 1 - \$325 All fees must be paid by this date. If you need an individualized payment plan, please reach out to us via email and our Financial Director will set up a payment plan.

Camerata Choir: Non-auditioned/4th-6th grade—sign up and sing

Tuition** September, 2017 through May, 2018	\$325 (see registration letter for \$25 Early Bird discount info) Includes approx. 50 music lessons, red polo, and use of tuxedo shirt, black slacks, and formal vest.
Fall Day Camp Oct. 21, 2017 Mid Winter Day Camp TBD	All choristers will be required to participate as it provides a strong beginning to the season's programming. Includes lunch and activities.
Formal/Informal Attire Red RCCC Polo Black Slacks Tuxedo Shirt Formal Vest Black Dress Shoes and Black Socks	Included in Tuition Use included in Tuition- <i>To be returned on final day</i> Use included in Tuition- <i>To be returned on final day</i> Use included in Tuition- <i>To be returned on final day</i> Provided by the chorister
Music, Music Folder, and Music Bag	Included in Tuition To be returned on the final day. Failure to do so will result in an additional \$50 fee.
Choir Tours— 1. Pierre Trip: December 2017 2. Black Hills: April 2018	1. Approximately \$50 2. Approximately \$100

****Camerata Tuition: \$325** for the year (receive a \$25 early bird discount if paid by Aug. 1)

Tuition Payment Options:

August 1 - \$300 paid in full to receive Early Bird Discount

September 1 - \$325 All fees must be paid by this date. If you need an individualized payment plan, please reach out to us via email and our Financial Director will set up a payment plan.

Concert Choir: Placement through audition—4th grade through 9th grade students

Tuition** September, 2017 through May, 2018	\$350 (see registration letter for \$25 Early Bird discount info) Includes approx. 50 music lessons, red polo, and use of tuxedo shirt, black slacks, and formal vest and tie rental/ or dress and pearl rental
Fall Day Camp Oct. 21, 2017 Mid Winter Day Camp TBD	All choristers will be required to participate as it provides a strong beginning to the season's programming. Includes lunch and activities.
Formal/Informal Attire Red RCCC Polo Tuxedo Shirt Black Slacks Formal Vest and Bow Tie Formal Dress and Pearls Black Dress Shoes and Black Socks White RCCC Polo White RCCC Sweatshirt	Included in Tuition Use included in Tuition- <i>To be returned on final day</i> Use included in Tuition- <i>To be returned on final day</i> Use included in Tuition- <i>To be returned on final day</i> Use included in Tuition- <i>To be returned on final day</i> Provided by the chorister \$15 – for tour \$25 (When needed for tour)
Music, Music Folder, and Music Bag	Use Included in Tuition To be returned on the final day. Failure to do so will result in an additional \$100 fee.
Choir Tours— 1.Pierre Trip: December 2017 2.Black Hills: April 2018	1.Approximately \$50 2.Approximately \$100
Tour Clothing Provided by Chorister: Three pair walking shorts/capris/slacks Any other clothing for tour A dress code will be given at a later date.	Chorister provides Chorister provides

***Concert Choir Tuition: \$350** for the year (receive a \$25 early bird discount if paid by Aug. 1)

Tuition Payment Options:

August 1 - \$325 paid in full to receive Early Bird Discount

September 1 - \$350 All fees must be paid by this date. If you need an individualized payment plan, please reach out to us via email and our Financial Director will set up a payment plan.

Appendix C

Chaperone Duties

Chaperones accompany singers on all trips. It is an exhausting job, but very fulfilling to support these singers. To chaperone is not to be on a vacation. A potential chaperone should be aware that while on tour, the well-being of the singers comes before the needs of the chaperone. If interested in being considered for the position of chaperone, please either the tour coordinator or email RCCC at rapidcitycc@gmail.com. The trip expense for the chaperone is half that of the singers'. In return, the chaperone is expected to fulfill the responsibilities of the chaperone.

The responsibilities of the chaperones include:

- Provide counsel and TLC to our young singers when needed.
- Conduct evening bed check. (No one will be allowed out of their rooms after lights out unless it is an emergency.)
- Be available at all rehearsals.
- Be at the swimming pool during swimming time.
- Be present with students during any recreational time.
- Accompany the students to all performances.
- Give out room keys, and collect room keys. Chaperones should always have one key to each room.
- Assist in room inspections and monitor hallways at night.
- Make sure singers are awakened at the appropriate time in the morning.
- Make sure all singers are at the appointed place on time.
- Make sure the singers exhibit appropriate behavior at all times. Any serious infraction will result in the student being sent home immediately at the expense of his/her parents. Report serious, inappropriate behavior to the choir director.
- Lend constant support for their musical endeavors.
- Monitor phone usage.
- Other duties as needed.

Chaperones may be asked to do the following:

- Pass out programs.
- Monitor children that are ill.
- Load and unload equipment

Appendix D

Contact Information:

Attendance Messages:

Please email: rapidcitycc@gmail.com

Financial Director:

Jamie Hower, Jamie.Hower@yahoo.com
(605) 484-3966

Touring Accounts:

Jamie Hower, Jamie.Hower@yahoo.com
(605) 484-3966

Uniform Chairperson: TBD

RCCC Music Staff:

Ann Deckert—Artistic Director/Concert Choir director
(605) 718-7668

Jaime Kessler—Assistant Director
(701) 269-4222

Tammie McCraw— Assistant Director
(605)390-1528

Ellen Shirley—Choralier Program
(605) 791-1272

Pamela Baum—Principal Accompanist
(605) 431-0778

Gloria Harrison--Director of Curriculum & Development
(605) 545-1948