

**2018 – 2019  
SPRING HIGH CHORAL DEPARTMENT  
HANDBOOK**

Your Voice Matters

*Directors*

*Stephanie Hicks*  
*Josh Levine*

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[www.springchoir.com](http://www.springchoir.com)

**ATTENTION PARENTS:**  
**Mandatory parent meeting for all students and parents**  
**at the conclusion of our Fall Preview Concert**  
**Monday, October 1<sup>st</sup> at 7:00 pm**  
**SHS Auditorium**

# Spring High School Choral Department

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Choral Directors  
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August 15, 2018

Dear Spring High Choir Member & Parent:

Welcome to the SHS choir department!! Being a member of the Spring High Choral Department is an honor and a privilege. This year we are excited to build and maintain a culture of excellence in our department and among our students. All students in choir are auditioned and placed in the choir where they will contribute the most and enjoy the most success. A member of any performing organization has a responsibility above and beyond that of a student who is not in an extra-curricular organization.

Successful organizations have excellent support systems. Spring High is so fortunate to have Ms. Diaka Melendez, Principal, and Dr. Joe Clark, Director of Performing and Visual Arts as well as David Landgrebe, Asst Director of Performing and Visual Arts as supporters of all extra-curricular activities. The first opportunity you will have to support your student and the choir will be at the first concert and meeting on **Monday, October 1<sup>st</sup> at 7:00 p.m. in the SHS Auditorium.** This meeting is HIGHLY informative and is one of only two meetings we will have all year. This is an excellent opportunity for you to be informed of the workings of the choral department and the areas in which you may become involved in supporting and volunteering for choir department and booster club. Additionally, we will be selling Spring Choir yard signs and choir t-shirts to parents, as well as checking out available fund-raising materials for those students going on one of the choir trips. Most importantly we would like to MEET you!

Braggs!! We had a *tremendous year* last year and earned the following awards:

1. Five choirs competed at UIL Concert/Sight-reading contest and all five choirs earned Sweepstakes.
2. 34 students received a superior rating of division 1 at solo contest.
3. 24 students placed in the Region choir.
4. SIX STUDENTS advanced to the area audition and TWO students sang in an All-State Choir.
5. The Chamber Choir competed at the prestigious American Classic Madrigal and Chamber Choir Competition in San Antonio and their performance received a superior rating from all judges.

Spring Choir has developed a reputation of choral excellence around the state. Being among the best and striving for outstanding musical experiences requires *tremendous teamwork and discipline*. We feel confident that this year will prove to be another great year as we work to attain our goals.

Our enrollment for this year is approximately 255 students in 6 classes and 8 performing choirs. Every student has been auditioned and placed in their respective choir according to ability. Currently, the classes are as follows: Applied Music, Concert Women, Bell Voce, A Cappella Women, Concert Men, Chamber Choir, Chorale. Chorale rehearses on Monday nights to prepare additional music, and these rehearsals are mandatory.

Private vocal instruction is available to all students for approximately \$90 a month. Please complete the PRIVATE INSTRUCTION sheet and enclose money (cash/check) for the \$60.00 deposit. Your child's lessons can start as soon as we've received your application and deposit. We'd like to start everyone the first week of school. If your student participated in the voice program last year at SHS, they are STILL ENROLLED in the program. You should have received notification if your student is enrolled in the program and eligible to begin voice lessons the first week of school.

The choir handbook provides you and your student with our goals and expectations for the school year. We have gone over all of this information with each student during his/her choir class and the information is available for you to review on our website at [www.springchoir.com](http://www.springchoir.com). If you do not have internet access, please let a director know and we will be happy to send home a hard copy of the handbook. We feel it is important that all parents and their students entering the choir department know what is expected of them. The expectations that we have, as teachers and musicians, are very high and your student will benefit from these high expectations through discipline, hard work, optimum performance opportunities and musical growth.

Please take the time to read through all of the enclosed materials in this packet and **sign and return all of the completed forms and fees** to us on or before your student's due date. This is your student's first MAJOR grade in choir: a "responsibility, meeting deadlines & following directions" grade.

**\*\*Students who have not returned all of their forms and fees, or whose parents have not communicated & discussed a fee payment plan with a director by August 27th will be removed from the program as per the school's deadline for dropping classes.\*\***

We are looking forward to working with all of you and your students. As always, the lines of communication are always open. Should you have additional or specific questions, never hesitate to call or email us.

Communication: We pride ourselves on excellent communication between both parents and students. We ask that you visit our website and CHARMS regularly for choir news. Both websites also provide you with links to all of the directors and booster board members.

We are anticipating another fantastic year. Thank you for your continued support!!

Sincerely,

Stephanie Hicks & Josh Levine  
Spring HS Choral Directors

## Spring High Choral Department Expectations, Attendance & Grading Policies

### **WE ARE A TEAM!!!**

The rest of your choir is depending on you for the following:

- To come to each rehearsal with a positive attitude about working hard.
- To attend all rehearsals and performances required of your choir.
- To come to class each day on time, wanting to sing and eager to tackle the task at hand: MAKING MUSIC!!

### **Choir Classroom Rules:**

1. Be in your assigned seat with folder and pencil when the bell rings.
2. Do not talk without permission.
3. Keep your hands, feet, books, and objects to yourself.
4. No gum, food, candy or drinks are allowed. (This includes before and after school.)
5. No grooming in the choir room.

If a student fails to follow one or more classroom rules, the director is assuming they have temporarily forgotten what the rules are. The director is more than willing to remind students of what they have forgotten.

Reminders will result in temporary removal from the choir room, parent conferences, detention, disciplinary referrals, and/or permanent removal from the choir program at the discretion of the director.

### **General Choir Room Expectations for All Students:**

1. Please come and visit us in the choir offices, but always knock or wait to be acknowledged before you enter. **No student should ever be in any choir office without a director present.** The Choir Conference Period is from 12:55 – 1:40 pm. This is when we will be available to receive money, check messages, and return phone calls and e-mails. If you call later in the day, chances are we might not be able to return the call until the next day.
2. Before school, you must be in either the choir room or in the cafeteria. The choir hallway is not an option – it must be kept clear. Furthermore, your friends who are not in choir are not allowed in the fine arts wing.
3. The choir room will be **OFF LIMITS** during lunches and 7<sup>th</sup> and 8<sup>th</sup> period. **NO STUDENTS WILL BE ALLOWED IN THE CHOIR ROOM DURING LUNCH. The only students permitted during 7<sup>th</sup> & 8<sup>th</sup> periods will be choir student aides.** If you have a voice lesson scheduled during these times, you will wait in a hall practice room.
4. ALL choir students are provided with a calendar at the beginning of each semester with concerts, events and dates that you will be required to attend. Resolve conflicts before they arise. Feel free to come to a director for help in resolving a conflict. Many times, we, as teachers, can approach or help with another teacher or coach if we are informed in plenty of time. Waiting until the day of the conflict or later is too late.

5. The best time to communicate with your director regarding conflicts, setting up times for extra help, finding out about make-up work, etc., is before or after school, or during the choir conference. Immediately before a rehearsal is not a good time as we are focused on the rehearsal about to happen and you should be focused on getting your folder and materials and getting to your seat so you are ready for warm-up. If there is an **emergency**, you may speak with a director who is not warming up the choir after warm-up and sight-reading.
6. You are to go to the restroom, get water, and take care of personal matters between classes. There is a water fountain in the music library. You may use it before and after rehearsals. Bottled water is also for sale before and after class for \$1. Please do not ask to go to the restroom or get a drink of water during class.
7. You are only allowed to have bottled water at your seat. You may not have sodas or drinks from fast food restaurants inside the choir room during class or at before/after school rehearsals. (This includes morning classes and Starbucks drinks.) There should never be a soda/water bottle on any piano in the music facility.
8. Food, drinks, and/or gum are not allowed in rehearsals, inside the choir room, choral library, practice rooms, or in the ensemble rooms. Meals/snacks before/after rehearsals need be consumed in the hallway outside the choir room like last year.
9. Do not brush hair, spray perfume or hairspray, apply scented lotions/hand sanitizer, apply nail polish, or put on make-up in the choir room. Use the restroom for personal grooming.
10. All backpacks and books are to go on the green shelves in the choir room, not on the floor next to the risers. These items are not to be at your seats. The only item at your seat on a daily basis is your choir folder which **MUST** contain a sharpened pencil **AT ALL TIMES**. There are sharpened pencils in various places around the room. You pay a supply fee and are expected to make sure you have a pencil **prior to rehearsal beginning**. There are pencil sharpeners in the choral library available for use prior to the beginning of class.
11. The choir room is not a storage area for your personal belongings. Any items left in the choir room are left at their own risk and we are not responsible if something comes up missing. Personal items may not be stored anywhere in the music wing without permission from a director.
12. Cell Phones: as per district policy which forbids cell phone usage, cell phones should not be visible or audible in any choral rehearsal during or after school. If a phone is visible or audible in a rehearsal, per SHS policy, it will be collected by the director and turned into the appropriate assistant principal's office. District policy requires those phones be sent to the main office and a processing fee be paid to retrieve it. **Additionally, if it comes to a director's attention that a choir student has texted during a rehearsal and/or performance, either as a performer or a member of the audience, the student will have a consequence and repeated issues will result in demotion or removal from the program.** We view texting like talking – it is rude to do so while someone is talking and it is impossible to do so while one is singing if one intends on singing well.

13. Represent Spring High in a positive, mature manner and you will further develop pride in your choral department. You are your biggest advocate for choral music by your attitude about music, your directors, and your performances. **Your attitudes are a direct reflection of your choir directors and our program.** We expect students in the choir department to be drug free and good examples outside of the school. Both you, as students, and we, as teachers, have a responsibility to fulfill if we are to be successful.
14. Any student member of an extracurricular organization (e.g. choir/dance team/cheerleader/student council/athlete, etc.) representing themselves or their organization (leaders and/or members) in an unfavorable, questionable or illegal manner through electric media (i.e. Facebook, Twitter, websites, personal home pages, blogs, text messages, chat rooms or similar websites/files accessible through a server or internet) or using electronic communication devices in such a way as to bring discredit, dishonor or disgrace on their organization and/or its leaders or members, or any other school organization, including themselves (i.e. camera phones, digital photos, electronic descriptions) will be subject to the disciplinary actions determined by appropriate school officials and/or organization/directors, including probation, suspension, and/or dismissal from the organization.

## **Rehearsal Etiquette**

The single most important factor in the overall success of any choir is the work it accomplishes during its rehearsals. A positive attitude towards director and fellow choir members is vital. Good concentration on the present has to take precedence over past classes or experiences as well as future classes or experiences. A pencil in hand is required. Please mark your music diligently. This allows you to be a responsible choir member by keeping up with the progress of the music.

## **Concert Etiquette**

1. Arrive on time.
2. Stay seated except for intermission and the end of the concert.
3. If you must, exit your seat only between selections.
4. Remove restless or crying children.
5. Turn cell phones and pagers off.
6. Don't talk or whisper during a performance.
7. Don't clap until you're certain that a piece is finished.
8. Whistling, whooping or shouting is not appropriate.
9. Do not eat or drink anything in the concert space.
10. Stay until the end of the performance.

## Attendance and Grading Policies for All Students:

Unlike individual activities such as an academic class, it is impossible to makeup activities that occur in a choir rehearsal. Absences will have a negative impact on the student's grade.

1. Tardies: You are to be **in the room, diligently moving to your seat** with your folder and pencil when the tardy bell rings. You must be to your seat ready to start class 30 seconds after the bell rings. If you are not at your seat when the teacher begins you are subject to SHS tardy policy and will be sent to a house office to get a tardy slip. **Your participation grade will also be cut by five points per tardy, starting with your second tardy in a six-weeks grading period.** Excessive tardies **will** result in demotion or removal from the program
2. Grading guidelines: Test grades (Major) are 50% of the six weeks average; Daily grades (Minor) are 50% of the six weeks average.
3. Tardiness to an extra rehearsal or performance will result in a grade cut. **For each minute late past the designated time 10 points will be deducted from the event grade.** For example if concert call is in your seat at 6:50 PM and you arrive in your seat at 6:53 PM you will receive a 70 for your concert grade. Concert grades typically count as multiple test grades.
4. Poor daily attendance affects the participation and performance grade in choir. Point deductions for absences will be the same as point deductions for tardies. Starting with your second absence per six-weeks, five points per absence will be removed from your participation grade. Excessive absences from daily rehearsals **will** result in demotion or removal from the program. Therefore, it is imperative that students stay healthy and come to school every day. Serious illness, bereavement absences, etc. will be considered at the discretion of the director.
5. Students will be given adequate notice of all additional rehearsals and activities outside of the regular class period. These rehearsals and activities are course requirements and are vital to the success of the choral program. Every effort will be made to minimize the amount of out-of-class time required. Therefore, absences from these activities will be treated in the same manner as an absence from class, and will affect the student's grade.  
  
***In the event of a conflict with another scheduled school activity, it is the responsibility of the student to notify the sponsors of the activities. The sponsors will then determine the student's obligation.***
6. Extra rehearsals are also a grade. It is impossible to "make-up" a rehearsal. If you miss an extra rehearsal, you will receive a "0" for that rehearsal. Serious illness, bereavement absences, etc. with contingent "make-up grades" will be considered at the discretion of the director. Excessive absences from extra rehearsals **will** result in demotion or removal from the program.
7. As per SISD policy regarding absences, students are responsible for communicating with teachers for make-up work.

8. **Concerts are the ultimate evaluation of many weeks of preparation and class work.** Choir members are expected to be present for the entire time of each required concert. An unexcused absence from a concert will lower the student's grade dramatically. Absences and tardies will be excused for cases of medical emergency or death in the family. Prior notification of any conflict with a required concert or rehearsal is required. Students are held responsible for keeping up with the dates and times of scheduled activities.

***If a student misses class, an additional rehearsal/activity or concert due to an extenuating circumstance, every effort will be made to accommodate the student with a similar make up activity.***

9. More than one unexcused absence from a performance will result in dismissal from the choral department.
10. There are only two excused absences from an after school rehearsal or performance: Personal illness or family emergency.
- a. Personal illness - If personal illness prevents you from attending an extra rehearsal or performance, call the choir room at 281-891-7061 and leave a message with a director or on the voice mail. You may also e-mail us. Please call or e-mail even if you miss school that day! Many times students will miss class for reasons other than illness. **Failure to communicate will result in a grade cut.** Upon returning to school, present a note, signed by a parent, stating the reason for your absence. If a note is not turned in within 3 days of the absence it will result in an unexcused absence and a grade of a zero will be given. Parents may also contact a director regarding the absence via phone or email.
  - b. Family emergency - if possible, please notify a director as soon as possible. As with personal illness, a written note is required upon return to the school.
11. If your performance absence is excused by your director **you will be required to complete an alternate assignment which will replace the concert grade.** There will be no exceptions to this policy. Deadlines will be set accordingly and must be adhered to by the student or a grade of a zero will be earned and the student may be removed from the choir program.
12. **WORK AND/OR TRANSPORTATION ARE NEVER CONSIDERED AN EXCUSED ABSENCE FOR A REHEARSAL OR PERFORMANCE.** Advance notice is given for all rehearsals and concerts in order to give you time to communicate with your place of employment and/or arrange transportation. Students who do not attend required activities will not meet the state required TEKS of the course and will not receive a passing grade for the course.
13. If your choir is going on a trip, you are highly encouraged to go on the trip as we are singing as a team.



14. ALL CHOIR CLASSES HAVE WRITTEN WORK OUTSIDE OF CLASS. In addition to concert and rehearsal grades, choir students will have homework assignments which are counted as daily grades. These assignments will consist of marking music, theory and responsibility grades. Many times responsibility grades are a matter of you taking important papers home to your parents that require a signature. A grade is given to you for returning that paperwork with a valid signature by the due date.
15. Participation grades: As choir is a performance based class, great importance is placed on the efforts and team work necessary to produce a quality choral experience. The participation grade is assigned to each student by the director. The grade is based on the student's individual performance on a daily basis. Students are expected to have materials, be positive contributors, be actively engaged in each aspect of the rehearsal, be at school and be in class on time on a daily basis. Each student will receive multiple participation grades each six weeks which reflect their contribution to the team's effort. Remember: TODAY'S PREPARATION DETERMINES TOMORROWS ACHIEVEMENT!!
16. Failure to participate: If a student chooses not to fully participate in class, he/she will be given an alternate assignment to complete. If the student is removed from the class multiple times for failure to fully participate, that student may be removed from singing on a permanent basis and from choir at semester change. (Like athletics, choir is a team activity. A football player would not sit on the football field and be allowed to continue participating in the practice or game.)
17. Choir students are also graded on singing tests, quizzes, theory and general musical knowledge.
18. LATE WORK: All choir classes are given due dates for each assignment. Work that is turned in late will result in a grade cut determined by that director at the time the assignment is given. Depending on the assignment, late work could result in the student not singing in a performance.

### **Eligibility and EC Rules for All Students:**

1. Choir concerts are designed as an extension of the classroom and are therefore considered CO-CURRICULAR. However, grades still play a *crucial* role in the student's ability to participate in "extracurricular" activities every three weeks. Extra-Curricular includes: district/region try-outs, UIL concert / sight-reading contest, the pop show and all trips. As long as you are sure that your class work in every course is passing, you will not have to worry about "no pass - no perform". We have found it to be true that students who have NO ZEROS – i.e., TURN-IN every assignment and have GOOD attendance, i.e., COME TO SCHOOL, pass their classes.
2. Pass your classes. Students who pass their classes benefit from the many rewarding opportunities choir presents. Those who fail bring down the group and lose out on these experiences. Repeated ineligibility may result in removal from the program.
3. EC (Extension Center) - A student who is sent to EC more than one time and / or is suspended may be removed from the choral department.

## **Letter Jacket Rules for All Students:**

1. Letter jackets are EARNED by students who meet the criteria set forth by SISD:
  - a. Students must complete two full years of choir.
  - b. Students must have participated in UIL concert / sight-reading contest both of those two years or director-approved equivalent competition.
  - c. Students may not have lost eligibility more than once in a school year.
  - d. Students must order their jackets on designated days announced by their directors at the end of the school year.
  - e. Students may only order their letter jacket in the year that they are eligible. If a student does not request their letter jacket at the designated time in the Spring semester; he/she must requalify the next year.

## **2018-2019 Expectations:** **A Cappella Women, Concert Men, Bella Voce & Concert Women Choirs**

We are VERY excited about this school year in the Spring High choir department!! We have outstanding leadership in our upperclassmen singers and our incoming freshmen are very talented. All students in all choirs have been auditioned and placed because of the GOOD qualities they possess. EVERY singer is an IMPORTANT part of the "team". Some are stronger singers and leaders than others, but EVERY PERSON is VALUABLE.

With an enrollment of approximately 255 students, our standards are VERY high in all of the choir classes. Our choir department prides itself and is known throughout the state for the following:

1. Students who receive a MUSIC EDUCATION.
2. Choirs that sing with a healthy, appropriately mature SOUND.
3. Choirs that perform interesting, challenging and entertaining music.
4. Choirs that can SIGHT-READ at a high level of excellence.

That being said, to remain in a performing choir will require that YOU, the SINGER:

1. Have excellent attendance
2. PASS ALL of your classes EVERY SIX WEEKS
3. Be at every performance
4. Receive NO DISCIPLINARY CONSEQUENCES from the school. That would involve going to EC or being suspended for any reason.
5. Be at EVERY extra rehearsal. There will be VERY FEW of these, but YOU MUST BE IN ATTENDANCE. (A Cappella Women will likely have a few more extra rehearsals, clinics, and/or performance opportunities. These are mandatory, not optional. If you are not willing to be flexible in your life schedule, please see a director now for a schedule change.)

If you feel that these expectations are too high, see a director NOW. We can get you scheduled out of choir and into another elective.

### **How eligibility can affect your choir placement:**

If you fail a class for a 6 weeks grading period, you MUST be re-instated at the next 3 week progress report. IF YOU ARE NOT RE-INSTATED, you will be put on PROBATION. If you are not passing EVERY CLASS THE NEXT 6 WEEKS, the following consequences may occur at the end of the 1<sup>st</sup> semester.

1. Concert Men & Women – may have their schedule changed out of choir
2. Bella Voce – may be moved to Concert Women or moved out of choir
3. A Cappella Women – may be moved to Bella Voce, Concert Women or moved out of choir.

### **Students that have consistent grade issues for an entire school year will be removed from the program as per school and UIL policy.**

Students who do not pass their classes must be assigned alternate assignments to earn credit for choir while those who pass are allowed to sing. Such assignments are not punishment and must be completed. Failure to complete the assignments will earn you a zero and likely cause you to fail choir on the next report card, resulting in another six-weeks of ineligibility (and alternate assignments in choir.) You, a member of one of the most successful organizations at SHS, need to know up-front that your directors will EXPECT and INSIST upon the very BEST that you have to give. You also need to know the consequences, should you choose NOT to meet our expectations.

## **2018-2019 CHORALE EXPECTATIONS**

### **Extra Rehearsals (Monday PM and Various Other Rehearsals as Needed)**

We had a great year this year and are excited about the upcoming school year. We believe our success is a result of our high expectations. Those expectations have not changed.

Everyone in this class was auditioned and placed here because of the GOOD qualities, musical and otherwise, that we feel you possess. Every person in this choir room is an important part of the team. Some are stronger singers and leaders than others. Nonetheless, EVERY PERSON IS VALUABLE. This choir prides itself on the following:

1. TONE - a homogenized, rich, freely-produced, mature SOUND
2. REPERTOIRE - music that is challenging, interesting, varied and age-appropriate.
3. MUSIC READING SKILLS - the ability to learn systematically through time-efficient rehearsal techniques.
4. SCORE PREPARATION - Should be able to follow simple written instructions in marking your music.

As a requirement of this class, Chorale, as the varsity mixed choir, has **mandatory Monday night rehearsals** and some **extra rehearsals/clinics/workshops**. This will be an extension of the daily choral rehearsal and will give us an opportunity to polish selections, take singing tests, work on ensemble singing within each section, and basically "catch up" on any additional note chasing that might be needed. You are expected to be present at every extra rehearsal, be **ACTIVELY ENGAGED** at every extra rehearsal and have a **POSITIVE** attitude at every extra rehearsal. Failure to be actively engaged and/or have a positive attitude is the same as being absent and your grade will be cut.

Please mark your calendar **NOW** and plan accordingly. If you have a job or are involved in another extra-curricular activity, keep Monday nights **FREE**. **These rehearsals are worth a significant number of points and transportation is not an excusable reason.** Failure to meet attendance expectations at these rehearsals will result in being dismissed from this choir. However, most of you know **WE WILL WORK** with you in situations, when it is warranted. There may be some **FULL** rehearsals in addition to section work.

*If you feel we are expecting too much of you, or that you will not be able or willing to meet these expectations, NOW is the time to get your schedule changed to another choir class where so much will not be expected of you.* That said, we believe that you will enjoy the extra work in sections and that this will be the beginning of preparation for our UIL work in the spring where we hope to take both a men's and women's choir to UIL concert / sight reading competition.

You will be provided a detailed rehearsal calendar. Please make this available to your **PARENTS** and keep it in a visually accessible location for **YOURSELF**. Your section leaders and I will remind you, but the responsibility for attendance lies with you, the singer.

***Let's continue the reputation of excellence in the Spring Chorale!***

## **UNIFORM INFORMATION**

Students in the Spring High choirs will be provided a clean formal uniform for formal performances with the choir department.

WOMEN: Formal Dress

MEN: Tuxedo - pants, coat, and shirt

Chorale Women: Pearl necklace and earrings

Chorale Men: Vest

Male students should also have appropriate black dress shoes and black dress socks to wear with their tuxedo. For ALL performances each male student must have his hair out of his face with both eyes visible and be neatly groomed.

Female Students should have appropriate, comfortable **closed toe black shoes** for performing. Flip-Flops and sandals are not appropriate or allowed on stage. All ladies must have their hair completely out of their face - pulled back - during all performances. Jewelry is limited to small tasteful earrings (studs or tiny hoops), one tasteful ring per hand, one tasteful bracelet or watch. Necklaces and excessively big or colorful jewelry are not appropriate or allowed. Female students may NOT wear jeans under their dresses.

Part of the choir department fees pay for uniform hemming and dry-cleaning. **Please note that all choir fees are non-refundable in the event that a student is no longer in choir at Spring HS.**

## **CHOIR SHIRT INFORMATION:**

The choir department, like other performing organizations, has many Choir Shirts that are worn throughout the year to show department unity/spirit, on trips, and for informal performances. Any choir student or parent can purchase any shirt below.

Spring Choir Pride T-shirt - White -T: S-XXXL \$10      Black-T: S - XXL \$10

Black Spring Choir Pride Sweatshirt - S - XXXL \$20

Students may try-on sample shirts to choose their size, if available. We have many shirts in stock and will distribute them during class. Additional shirts will be ordered as needed. Money for shirts may be attached to the Membership Registration form located in your FORMS PACKET. Parents are also encouraged to purchase T-shirts and may include their order on the membership / registration form as well.

\*\* Students attending the Spring Choir trip will be required to wear several of these shirts on the trip. As the trip date nears, specifics will be given as to what shirts must be purchased.

# **SPRING HIGH CHOIR FUNDRAISING INFORMATION**

All students are invited to go on our trip to Austin and San Antonio if they qualify. The choir department and booster club offer fundraising opportunities in order to help offset the total cost of the trip. Fundraising is not mandatory but strongly encouraged as every dollar earned takes away from the total trip cost, therefore less out of pocket expense for everyone on the last bank day.

**Fundraising** is an "All for one, one for All" endeavor. Everyone going on the trip benefits when ALL students and parents participate. All profits from student fundraising will be applied to the overall amount of the trip for EACH student.

Due dates for fundraiser monies and forms are set on the fundraising calendar and students are reminded daily through announcement and reminders in the classroom. Students on the delinquent list will not be allowed to begin another fundraiser until they have cleared. We accept cash and money orders only for fundraising materials. We will not accept credit cards or personal checks.

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**PAYMENT DEADLINES** are due dates for maintaining a determined amount of money in a students' account. These dates also coincide with the due dates for trip payments to the travel agency. If students fail to meet the required amount due on bank days, there is an EXCELLENT CHANCE THAT THE TRIP WILL BE CANCELLED. We strongly encourage all members of choirs singing to go on the trip. Our "team" is NOT complete without all of the team members.

Money deposited to student accounts for bank day is considered personal money. This money can be refunded should the organization raise enough funds to cover more of the cost of the trip and the student is up to date and clear on all fundraisers. This money will be used to cover any delinquent monies owed from a fundraiser once the due date has passed.

**We accept cash, credit cards, and money orders for bank days!!!** Due to the inordinate number of insufficient check fees the booster club incurred in the past we cannot accept personal checks. Thank you for your support and understanding.

Parents are welcome to turn in cash deposits for their students before school, from 6:50 am to 7:10 am, after school from, 2:30 pm to 3:00 pm, and on MOST Monday evenings. However, it is imperative that deposit envelopes are filled out correctly. Both the fundraising calendar and the due date schedule will be posted on the website and given to the students.

*Account summaries will be available in your student's Charms account. (See Charms info page in forms packet.*

**NO MONEY FOR FUNDRAISING OR FOR A BANK DAY IS TO BE GIVEN TO A DIRECTOR OR LEFT ON OUR DESK!!!!!!**

## PROCEDURE FOR TURNING IN PAYMENTS

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### IF PAYING BY CASH OR MONEY ORDER:

Fill out an envelope next to the safe in the choral library COMPLETELY: Name, Period, Amount & Purpose (i.e. fruitsnacks, bank day, etc.) ATTACH personal Charms barcode label. (This is NEW!)

☺ Once your envelope is filled out accurately and your barcode label is attached, you will put that in the safe. Remember: NO CHECKS OR LOOSE CHANGE MAY BE DEPOSITED!

### IF PAYING ONLINE:

See online payment instructions on Charms info sheet in forms packet. ☺

### RECEIPTS:

Your envelope is kept on file in the choir room for two years. Should you require a receipt of your deposit, inform a director before dropping it in the safe and we will make a Xerox copy of your envelope and initial it for your parent. All deposits are also posted in charms and your parent can print out a receipt in charms through your student login.