

ACC Handbook

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MISSION STATEMENT

The mission of ACC is to provide artistic excellence, quality music education, and extraordinary opportunities for West Virginia youth.

INTRODUCTION

The Appalachian Children's Chorus(ACC) is a non-profit organization, in residence at the University of Charleston with a current enrollment of approximately 200 auditioned children in seven choirs. Each choir represents a different level of vocal ability. Choristers range in age from five to 18. ACC is a music performance and education program for children and youth, emphasizing the development of musical skills and understanding. Through its curriculum, ACC fosters the personal and social growth of its members and promotes their sense of self-esteem, accomplishment, and pride. ACC welcomes children from all religious, racial, cultural and economic backgrounds and endeavors to enrich their lives as well as the lives of their families and our community.

I. BACKGROUND

ACC, (originally The University of Charleston Children's Chorus), was founded by Selina Midkiff and Renay Conlin in 1990 under the umbrella and support of the University of Charleston's Department of Music. It has grown from one choir of 12 choristers to over 200 choristers in seven choirs. In the spring of 1996, the organization incorporated and became the Appalachian Children's Chorus. ACC continued to build an exceptional music program with a reputation for excellence. In November 2003, then Governor Bob Wise and Secretary of State Joe Manchin proclaimed ACC the **Official State Children's Chorus**. In January 2006, Governor Joe Manchin commissioned ACC as an **Official Ambassador of Music for West Virginia**. ACC travels extensively. Everywhere they go, they represent the best of West Virginia.

II. GOALS

1. To foster the personal and social growth of choristers and promote their sense of self-worth, self-esteem, accomplishment and pride, in a loving, nurturing environment.
2. To offer a superior music education program for children and youth.
3. To attain a high level of excellence in public performances.
4. To maintain choir membership open to children of all racial, cultural, religious and economic backgrounds.
5. To expose children to values and beliefs of other cultures and societies.
6. To contribute to the cultural and economic life of Charleston, the State of West Virginia, and the nation.
7. To increase the quality of singing in area schools and churches.
8. To serve as positive ambassadors for West Virginia.

III. PURPOSE

The purpose of the Appalachian Children's Chorus is to provide children in West Virginia the opportunity to:

- Learn and perform choral music of the highest quality,
- Grow personally in musical knowledge, skill and performance ability,
- Work together with children of various ethnic, cultural and economic backgrounds in a learning environment that develops unity, self-discipline, responsibility, leadership, caring and pride through personal and artistic excellence.

IV. CURRICULUM

ACC is a special learning environment designed to provide a rich and rewarding musical experience for each child. The children study and perform a variety of music from simple unison folk songs to more challenging classical and multi-cultural repertoire.

Masterpieces of music from all styles and periods form the foundation for musical learning and the basis for the curriculum. We believe that *"children should be led to musical masterpieces by means of musical masterpieces"* (Zoltan Kodaly). Since the best musical experiences for children are inherent in great music, the Appalachian Children's Chorus repertoire includes the music of classical composers among others along with folk, popular, secular and sacred music. Through our Appalachian Festival of Young Voices, our children are also immersed in our own Appalachian Culture.

Singing is the major means of musical experience in the Appalachian Children's Chorus. Singing is a powerfully personal means of musical expression. We hope this experience will form the foundation of a lifelong relationship with music for the choristers and their families.

The children are taught the systematic use of their vocal instruments through exercises, posture, breath, and tone production. The essence of musical experience is based on pitch and movement as it is "felt" and heard. Because the body is the instrument in singing, musical relationships are internally experienced and are likely to be "felt" and heard by the young child. We feel that musical re-creation through vocal performance is a way of experiencing and expressing music--unlike any other activity. The ability to hear music, to conceptualize music, to perceive and respond musically develops naturally from the human voice. Singing skill and musical understanding are essential components of the creative process and a fundamental resource basic to music education. The Appalachian Children's Chorus believes that through singing, children can experience the "inner life" of the music in a way that transcends the surface of notation and words. Singing is a way of "touching" music, of being "touched" by the music and touching others with the music.

V. THE PROGRAM

The program consists of seven separate groups: Canzona, Chamber, Camerata, Concert, Cora Voce-High School Girl Choirs and the satellite groups, Cantare-So. West Virginia Choir and Canticle-Putnam County Choir. ACC is currently working on establishing the Cadencia-Huntington Choir and Codetta-Putnam K-2 each dedicated to excellence in musicianship and the development of skills available at different levels of the child's musical learning experience. The choirs rehearse once a week. In addition to the weekly rehearsals, Concert, Camerata, Cantare and Canticle Choirs also rehearse one Saturday per month.

We welcome talented students who exhibit ability and willingness to sing and participate in our program. The program emphasizes music literacy and vocal training skills. It is the intent of this program to represent the diversity of West Virginia's youth. ACC embraces the ideals of artistic excellence and an exemplary music education program while offering our youth outstanding opportunities. ACC prides itself in being much more than notes on a page. We join our choristers' families in offering our youth a safe environment where skills are taught that will carry them through their lives. These skills include: self-confidence, self-discipline, improved memory skills, improved academic success, better emotional expression and better emotional management. These skills contribute to their total learning experience such that it seems to create significantly better grades in school. Such a phenomenon is true of children's choirs in general based upon a study conducted by a national choir organization.

VI. INSTRUCTIONAL GOALS

Canzona & Codetta(Putnam Co.) Preparatory Program

At this level, the children are asked to explore their musicality, artistic interpretation, singing and rhythmic skills, aural and visual perception, language development, motor coordination, ensemble skills and social interaction. This program is an ideal way to prepare a child for later instrumental and vocal study. The program is for children in grades Kindergarten through second grade.

Chamber Choir

At this level, children have demonstrated an ability to sing in tune. They will improve their unison singing skills and begin singing in two parts. Beginning music literacy, vocal technique and the development of the voice begin at this level. This choir will begin to sing in other languages. The choir is for children in second grade through fifth grades.

Camerata Choir

In this level, the children have demonstrated the ability to sing in two and three parts. This is tested by singing rounds and in two parts. Tone development and vocal techniques are stressed and sight singing is introduced. The children will sing in different languages. The choir is for children in fourth through eighth grades.

Cantare-Southern WV & Canticle-Putnam Co. Choir Choir

In this level, children have demonstrated the ability to sing in parts. The initial goal is to secure a good unison sound in the ensemble. They will then sing in rounds and then in two and three parts when ready. Tone development and vocal techniques are stressed and music literacy is introduced. The children will sing in different languages. This choir is for children in third through eighth grade.

Cora Voce-High School Girls Choir

At this level, the choristers will continue to develop good vocal technique and sight singing skills. They will reinforce their part-singing skills by working on two, three, and four part music. They will sing in several different languages. The choir is for girls in 9th to 12th grade.

Concert Choir

At this level, the children have demonstrated the ability to sing in parts. Part-singing skills are reinforced by two, three and four part music. Good vocal technique is stressed and sight singing is expected and taught. The children will sing in several different languages. This is the top choir and is for children in the fifth grade and up. This is the choir with the most demanding schedule and with that offers the chorister the most extraordinary opportunities, like world travel and singing for presidents.

VII. MEMBERSHIP

These choirs are meant to be a positive learning experience for our choristers, one they will carry with them throughout their lifetime. Our choristers will learn the meaning of "commitment" and "responsibility". They will feel a sense of pride at being in this very special choral organization with a high level of personal and artistic expectation. Choristers are taught to take their membership seriously. They are part of a team, with each member playing a vital level of importance.

Enrollment in ACC is for the entire season, which begins in late August and continues through May or June. Each member is expected to remain active and committed to the program for the entire season. *Tuition for the entire season is due even if the child does not complete the season.*

VIII. AUDITIONS

Open auditions for ACC are held in May, throughout the summer and in August. Auditions are also conducted in January for children to enter Chamber, Camerata, Cantare-Logan Co. and Canticle-Putnam Co. Choirs mid-year. Special auditions may be arranged by contacting The Appalachian Children's Chorus Business Office at 343-1111. Prior music training is NOT required. ACC welcomes children of all races, creeds and economic backgrounds regardless of physical disabilities. (Children do not audition for the Canzona or Codetta Preparatory Program.)

Children who demonstrate the following characteristics in the audition are chosen for membership:

- A clear, pleasant singing voice
- Ability to hear and reproduce musical pitch and rhythm
- Interest in singing and a desire to be in the choir
- Ability to read words (in English)

IX. BEHAVIOR GUIDELINES

We are not just developing good singers in the choir program. We are building, within the children, skills of LEADERSHIP, RESPONSIBILITY, DISCIPLINE and CARING.

The following behavior is expected of the Appalachian Children's Chorus members:

Respect

for other persons whom he/she encounters in his/her role as a member of one of the ACC Choirs, and for the property of the choir, other persons, and for any facilities or equipment owned or used by the choir.

Cooperation

with choir staff and other designated supervisors with the specific instructions that pertain to his/her choir and to special situations.

<u>Persistent Effort</u>	toward the goals of the choir.
<u>Reliability</u>	including preparedness, punctuality and team spirit.
<u>Polish and Pride</u>	in appearance and performance
<u>Courtesy</u>	in all environments
<u>Voice Care</u>	by avoiding shouting, screaming or excessive use
<u>Safe Practices</u>	for one's self as well as others, and also through caution in interaction with strangers.

X. GRADUATION

Singers will be considered a graduate of ACC when they have completed ninth grade and have been a member of the program for three years; or, have been in the choir program for six or more years. Some young men may graduate at the end of seventh or eighth grade, depending upon their voice development.

XI. ACC CHOIR ADVANCEMENT GUIDELINES

Year after year, the bar of excellence continues to rise for the Appalachian Children's Chorus (ACC) Program. It is important to us for our families to understand the welfare of each chorister is now, and always will be, our deepest and foremost concern.

With this in mind, we developed guidelines for choosing the best choir in which each child will continue to bloom and blossom. It allows each child to reach his/her own highest, personal level of excellence and success while continuing to be musically challenged.

We expanded the age of Camerata Choir to eighth grade. It allows children, not ready for the advanced commitment or musical challenge of Concert Choir, to continue singing, learning and developing.

ADVANCEMENT/PLACEMENT GUIDELINES:

The following are guidelines for singers who wish to advance through the ACC program or to be placed in the Concert Choir from the public.

Advancement into Chamber Choir: based on the recommendation of Noel Hardman, Chamber/Canzona Director.

Advancement into Camerata Choir from Chamber Choir is based upon the recommendation of Noel Hardman and Brian Vannoy as well as an end of the season vocal evaluation and upon the following:

- Vocal Ability
- Chorister maturity
- Music readiness
- **Commitment** and **attendance** to the current choir
- The ability to sing a part in harmony when singing with another singer.

Advancement into Concert Choir (from Camerata, Cantare, & Canticle) is based upon the Camerata Choir guidelines above plus the maturity and commitment needed to be successful in the group.

Admittance into the Concert Choir from the General Public requires demonstration of:

- Vocal ability
- Maturity
- Music readiness
- Teacher reference
- Successful presentation of a solo vocal piece in an audition setting

It is a privilege to have each and every child as a part of the ACC Choir Program. If you have questions or need clarification, please contact Mrs. Midkiff at 343-1111.

XII. KANAWHA COUNTY SCHOOLS FINE ARTS PARTNERSHIP

Through the Kanawha County Schools, ACC choristers in seventh through 12th grades may receive high school credit for participation in ACC. It is the singer's responsibility to keep a portfolio of programs for the entire season and present summaries of concerts to his/her school counselor and choir assistant.

Registration Process

1. The student should complete the information on the **Course Request Form** obtained from his/her school counselor and submit the form for their signature.
2. The counselor keeps the yellow copy and forwards the pink copy to the Curriculum Specialist-Fine Arts.
3. The student keeps the green copy and submit the white copy to their ACC director record.
4. The director of record assigns either pass or fail and submits the white copy to the school Counselor by the date listed.
5. A log of time in rehearsal and performances, as well as a portfolio of programs performed and a summary of concerts should be **kept by the student**.

XIII. COMMITMENT TO SCHOOL AND CHURCH MUSIC PROGRAMS

ACC is founded on the concept of striving for musical excellence, and it is our desire to share this attitude toward singing and music education with the public schools and local churches. ACC choristers should be leaders in their school and church music ensembles. It is **strongly suggested** every ACC chorister be an active participant in his or her school and church choirs if one is available.

XIV. FINANCIAL INFORMATION

Tuition

The actual cost for each student participating in ACC is approximately \$2,500. However, thanks to fund raising efforts of Staff, Board of Directors and ACC families, we are able to keep tuition as low as possible. Please see below for tuition and payment arrangements.

Payment of Tuition

Concert, Camerata, Cantare (Southern WV), Canticle Choir (Putnam Co):

Tuition is \$450 for 2011-2012.

PAYMENT PLAN	Deposit with registration	Discount Amount	Total due	Each Payment
1 payment by September 1	\$0	\$45	\$405	\$405
3 payments by December 1	\$50	\$30	\$420	\$140
8 payments by April 1 - deadline	\$50	None	\$450	\$50
Financial Assistance	\$50	None	Varies	varies

Cora Voce (High School Girls Choir) and Chamber Choir:

Tuition is \$400 for 2011-2012.

PAYMENT PLAN	Deposit with registration	Discount percent	Total due	Each Payment
1 payment by September 1	\$0	10%	\$360	\$360
3 payments by December 1	\$50	5%	\$380	\$110
7 payments by March 1 - deadline	\$50	None	400	\$50
Financial Assistance Needed	\$50	None	Varies	Varies

Canzona & Codetta Preparatory Choirs (K-2nd grade children):

\$150.00 per semester

PAYMENT PLAN	Deposit With registration	Total due	Each Payment
2 payments by November 1 and 3 payments by April 1 - deadline	\$50	\$150 \$150	\$50
Financial Assistance Needed	\$50	Varies	Varies

For those with more than one child in ACC: First child pays full tuition. The second child receives a \$100.00 discount. This applies to all the choirs except Canzona and Codetta.

Making payments: DO NOT SEND PAYMENTS TO REHEARSAL.

All payments must be mailed to: Appalachian Children's Chorus
PO Box 11342
Charleston, WV 25339-1342

Financial Aid

Financial aid is available to qualifying students. For a child to qualify for financial assistance, their parent must complete a Financial Aid Application Form, which is available from the Business Office. **Reapplication is required annually. All applications for Financial Aid must be received in the ACC office by August 31.** Forms are available by phoning the business office at 304-343-1111 or online at www.wvacc.org. **No full financial aid is granted. Families must commit some money as well as invest volunteer time in fund-raising activities to assist the choir.** When you receive your letter approving you for assistance, you MUST sign the letter and return it to the office for the aid to be applied.

Special note: If you have problems filling out your form, please contact the office. We would be happy to assist with the paperwork.

Travel Financial Aid Information

All Financial Aid granted by ACC is first and foremost needs-based.

Due to limited funds available the ACC Board of Directors will grant financial aid requests based on seniority in the ACC program.

To receive Financial Aid your family **must** fulfill the following guidelines:

1. Be a Chorister **in good standing** with ACC.
2. Have an **ACC financial aid application on file.**
3. Have submitted the **mandatory deposit and all paper work** in a timely manner.
4. Has shown **active participation in ACC fundraising opportunities** (Ad Sales, Poinsettia Sales, Spring Flower Sales, Ticket Sales) over the length of time the chorister has been involved in the ACC Program

XV. UNIFORMS

Uniforms are required for performance purposes. Choristers purchase red logo polos (\$17-22) and red logo sweater vests (\$30-35) through the choir office. We distribute order forms in September and January. You must turn them in by a deadline (listed on the order form) for group ordering. The other uniform pieces include black "docker style" slacks, a white button down collar Oxford shirt, black shoes, black belt and a tie. Other than the tie which you purchase from your choir assistant, these pieces may be purchased through a store of your choice. We suggest the uniform section of JCPenney's website. The cost of all items together may run around \$110-120. The red ACC polo, black slacks, black belt, shoes and socks are part of the "Informal Uniform" which is described below. ***Informal uniforms must be worn for Saturday rehearsals and events where the choir travels away from UC.***

Concert Attire and Grooming

Just as the ensemble's sound is important, so is the ensemble's appearance. A well-groomed and neatly uniformed ensemble is essential for a truly professional and artistic experience. Good personal hygiene is necessary for all choristers. Shirts are to be tucked in; pants pulled up to the waist and worn with a belt. Clean teeth and clean, combed hair is expected of each chorister whenever a specific concert dress is required. Hair (for both boys and girls) should be groomed away from the face. DO NOT wear the following: obvious make-up or cosmetics, jewelry, big or elaborate hair bows, dangly earrings (only stud earrings will be allowed), accessories, watches (unless they are plain and do not have alarms). A chorister who fails to dress appropriately or is not groomed properly for an event may not participate.

The following uniform pieces are required for ALL of the choirs:

ACC Red Polo
Black Docker style slacks
Black Shoes
Black Socks
Black Belt

The following uniform pieces are required for ALL of the choirs EXCEPT Canzona and Codetta:

ACC Red Sweater Vest
White Oxford Shirt with Button-down Collar
ACC Tie**

For Concert Choir girls only:

Plaid skirt***
Navy or Black tights

* Black pants: They may not be low rise, knit, jeans, skinny legged, extremely baggy or have any decorations on them. They must be straight-legged, zip fly with belt loops.

** ACC Tie: They are purchased from your choir assistant

*** Plaid Skirt: Purchased through Schoolbelles or through Uniform swap

As stated above, there are different uniforms for different purposes. The following describes the different uniforms and the pieces required for each.

Informal Uniform (Girls & Boys-ALL choirs)

ACC Red Polo
Black Twill Pants with shirt tucked in
Black Belt
Black Shoes & Socks

(**Note**: This is the **only** uniform for
Canzona & Codetta)

Formal Uniform (Girls) Concert Choir ONLY!

ACC Red Sweater Vest
White Oxford Shirt w/Button-down Collar
ACC Tie
Opaque Navy tights
lack dress shoes (no more than 1" heels)
ACC Plaid shirt

Semi Formal Uniform (Girls & Boys)

ACC Red Sweater Vest
White Oxford Shirt w/Button-down Collar
ACC Tie
Black Twill Pants
Black Belt
Black shoes & socks

Formal Uniform (Boys)

ACC Red Sweater Vest
White Oxford Shirt w/Button-down Collar
ACC Tie
Black Twill Pants
Black Belt
Black socks & Black Dress shoes

When and What Uniforms to Wear

- **Normal school clothes** may be worn to regular rehearsals. Students are to abide by the Kanawha County School's dress code.
- **Informal Uniforms** are worn to every Saturday rehearsal, whenever the choristers are out in the community for rehearsals, or when we travel to other locations to rehearse or perform.
- **Semi Formal Uniforms** are most often worn as concert attire.
- **Formal Uniforms** are worn by CONCERT CHOIR ONLY when specified by the director.

Please make certain your chorister comes to rehearsals and performances well groomed.

XVI. DRESS CODE FOR REHEARSALS

Rehearsal and Casual Attire: Neat & clean clothing, no low-rise pants or shorts; no baggy pants dragging on the floor; no bare midriffs; no bra straps or underwear showing; no spaghetti straps or tank tops; no sandals or flip-flops.

XVII. REHEARSAL SCHEDULES

Canzona Preparatory Choir

Monday - 5:00 - 6:00 p.m.

Noel Hardman, Director

Location TBA

No Saturday Rehearsal

Camerata Choir

Monday - 5:00 - 7:30 p.m.

Selina Midiff, Director & Brian Vannoy, Associate

Keenan Hall, University of Charleston

Saturday rehearsals once a month

(check schedule)-9:30 a.m.-12:00

Chamber Choir

Thursday - 5:30 - 7:00 p.m.

Noel Hardman, Director & Brian Vannoy, Associate

Horace Mann Jr. High School in Kanawha City

No Saturday Rehearsal

Cantare, Southern West Virginia

Thursday - 6:30 - 8:00 p.m.

Lisa Anderson, Director

Nighbert Memorial United Methodist, Logan, WV

Saturday rehearsals once a month

Codetta-Putnam Preparatory Choir

Day and time - TBA

Ilse Long, Director

Arts in Action Center – 2658 Main St., Hurricane, WV

Concert Choir

Tuesday – 6:00 – 8:30 p.m.

Selina Midkiff, Director

Keenan Hall, University of Charleston

Saturdays once a month

(check schedule) – 10:00 am – 3:30 pm

Cora Voce High School Girls Choir

Every other Sunday – 3:00 – 4:30 pm & every other

Tuesday – 5:30 – 6:45 pm

Emily Capece, Director

Keenan Hall, University of Charleston (Sunday) Christ

Church (CCUM) (Tuesday)

Canticle, Putnam County Choir

Wednesday – 4:15 – 6:15 pm

Ilse Long, Director

Arts in Action Center – 2658 Main St., Hurricane, WV

Saturday rehearsals once a month

If school is canceled due to weather--there WILL BE REHEARSAL!!! Please make every effort to attend if conditions permit safe travel. However, your safety is our utmost concern. In some cases, weather may require cancellation. Make sure we have the best method of contact for you in the instance we call to cancel.

Transportation to and from rehearsals is the individual responsibility of the parents.

XVIII. ATTENDANCE

- Membership in The Appalachian Children's Chorus is a **commitment to faithful, consistent and punctual attendance**. Rehearsals should take a **high priority** in each chorister's life. Each chorister holds a valuable place in his/her choir and each chorister's voice is an important entity to the choir. As a football team is incomplete without the quarterback, so is your chorister's choir incomplete without each member.
- The absence of one chorister from a rehearsal or performance compromises the integrity of the choir. **All rehearsals are required!** All performances are **MANDATORY!** Each rehearsal is one unit. Each performance and Saturday rehearsal is two units. If a chorister misses **three units per semester, for ANY reason**, their membership and participation in the upcoming concert is a risk.
- Unless otherwise notified, **even on days there is no school, there will be rehearsal**. Check your calendars for specific exceptions.
- Absences beyond an allotted number require **the director to assess a student's knowledge of the repertoire** before being allowed to perform in an upcoming program. Excessive absences may cause the chorister to be denied the privilege of performing in the next concert.
- Please notify choir assistant 24 hours prior to the missed event by the chorister or parent, when possible. In the event of illness or emergency please call/email/text **ASAP**.

- We understand there may be unavoidable conflicts with school or church obligations; and, in these situations, notice as far in advance as possible is appreciated. A **Pre-arranged Absence** form, found in the back of this handbook, should be filled out and given to the Choir Assistant as soon as you become aware of a conflict.
- **There are NO excused absences.** An absence, for any reason, from the two final rehearsals immediately preceding a performance, can result in the chorister being excluded from the corresponding concert.
- **The final rehearsals in the concert hall prior to concerts are REQUIRED.** *If missed, participation in the concert will be at the director's discretion.*

Upon missing the final rehearsal before a concert, a choristers should not arrive at the concert expecting to perform.

Tardiness or Early Dismissal

The most important part of the rehearsal occurs in the first 15-20 minutes. Should a chorister be tardy, the parent needs to submit a written excuse for each **tardiness or early dismissal**. A written excuse should include the child's name, name of their choir, reason for tardiness or dismissal and a parent signature. If a chorister is tardy or leaves more that 30 minutes before the end of rehearsal, the rehearsal will be considered an absence. If a chorister is habitually tardy--each three tardies will be considered an absence.

Punctuality Our motto is:

**“To be early is to be on time.
To be on time is to be late.
To be late is unacceptable.”**

Our directors attempt to begin and end on time. Choristers should be **in their seats 5 minutes** before rehearsal is scheduled to begin in order to get their music organized and be prepared to begin at the appointed time.

Resignation

We expect each chorister, who has made a commitment to sing for the entire season, to live up to the commitment. However, if an extremely unusual circumstance occurs that prohibits a chorister from fulfilling his/her commitment, a personal conference with the choir director and parents is required before submitting a letter of resignation.

Mandatory Rehearsals

All rehearsals are **required** unless otherwise indicated on the choir calendar. The final rehearsal before a performance on the choir calendar **is mandatory**, and an absence from rehearsal may result in the chorister not performing at the concert. Membership in ACC will be reviewed if more than three scheduled rehearsals or a total of four units are missed during the season. (Exceptions may be made with permission from the Choir Director).

XIX. REHEARSAL PROCEDURES

The following procedures help us achieve the discipline and professionalism which The Appalachian Children's Chorus is striving toward. They are enforced for the choristers' safety, for ensuring orderly rehearsals, and out of respect and courtesy for each other.

1. Arrive not more that 15 minutes before the designated rehearsal time. Go directly to the choir assistant to check-in and proceed to assigned seat. Late arrivals must always check-in immediately upon arrival. Any child arriving more than 30 minutes late for a rehearsal will be counted absent from that rehearsal. A written note is necessary for late admittance to or early dismissal from a rehearsal.
2. Turn in all paperwork, attendance notes, permission slips, homework etc., to the choir assistant.
3. Take bathroom break **before** rehearsal begins.
4. **Do not roam about the building at any time.** Choristers should only be in the rehearsal area or right outside the rehearsal area. If a bathroom visit is necessary before rehearsal, take a friend and inform an adult where you will be.
5. Always bring your folder, music, and a sharpened pencil to rehearsal.
6. Choristers should **bring a water bottle** to long rehearsals.

7. Choristers should be in their seats **5 minutes prior to the beginning of rehearsal.**
8. Do not bring food or drink (except water) to the rehearsal area. Try to eat dinner or a nutritious snack before you arrive at rehearsal.
9. At all times **show respect** for each other, parent volunteers, and the facilities.
10. **Pay attention** to the director at all times, and do not talk or in any way distract other choristers during rehearsals.
11. Running, loud voices and/or rowdy behavior are not permitted in the building or on the grounds.
12. If, for any reason, a child cannot actively participate in a rehearsal, he should bring a written note and observe quietly and attentively. Even if he/she cannot sing due to a cold or laryngitis, a great deal can be learned at rehearsal, and attendance is suggested.
13. Parents and interested members of the community are always welcome and encouraged to observe rehearsals in the back of the hall; however, we ask you respect the rehearsal time and **not talk in the rehearsal area.** If you need to talk to someone, please do so in the hall or outside.
14. Keenan Hall, Christ Church, the Clay Center, Horace Mann Middle School and all concert venues are to be kept in order at all times. Our motto is: ***We leave things/places better than we found them.***
15. Choristers are **NOT** permitted to use cell phones in rehearsals or at performances. They are permitted to have them as long as they do not use them until after ACC's event.
16. **Choristers are responsible for giving their parents any handouts that are distributed at rehearsals.** Parents should check with their chorister following each rehearsal to make sure they get all information.

Visitor Policy

Parents are always welcome to attend rehearsals. However, we ask that you respect the work being done and refrain from bringing preschool siblings/children to rehearsals. If it should become necessary to bring preschool siblings/children to rehearsal, we respectfully ask they remain outside the rehearsal space. School age siblings/children who accompany a parent to rehearsals are expected to quietly occupy themselves and refrain from creating a disturbance in the rehearsal space. If requested by ACC staff, they must leave.

XX. PERFORMANCES

Attendance is **MANDATORY** at all performances. If a school or church performance conflict occurs, the absence **must** be discussed in advance with the director. **The choir's director MUST be notified if the chorister is going to be absent from performances.**

Performance Schedule Conflicts

Every effort will be made to accommodate unavoidable conflicts. A written acknowledgment of any unavoidable conflict **must be** submitted as far in advance as possible and a conference with the Director should be scheduled. Decisions are based on the degree to which such absences would compromise the integrity of The ACC program and the chorister's participation in it. If the Director does not receive notice of such conflict in advance, the absence may jeopardize the chorister's membership in ACC.

XXI. PERFORMANCE PROCEDURES

Performances require the very best in conduct, appearance, and musicianship.

1. Choristers should always eat a nutritious meal and get plenty of rest before a concert. Be sure the chorister has used the restroom prior to his/her arrival at the concert site.
2. Choristers should arrive 10 minutes before the performance call and immediately check in with the Choir Assistant.
3. Tardiness at a performance may exclude a chorister from participation at that performance.

4. All choristers must arrive in proper concert dress. Failure to wear proper uniform will result in non-participation in the concert.
5. Conduct yourself, at all times, in a calm, polite and professional manner. Give your undivided attention to your Choir Director and Choir Assistant at all times.
6. Know the music. Each chorister must have a confident command of the concert repertoire. Failure to demonstrate this at the final rehearsal may result in the chorister not being allowed to participate in the concert.
7. Always let the Choir Assistant or a chaperone know if you are feeling ill. If you feel ill during a performance, quietly sit down and rest for the remainder of the program. The Choir Assistants and Chaperones are always watching and will help if necessary.
8. **Remember! At all times you represent your families and The Appalachian Children's Chorus.**
9. Choristers are NOT permitted to use cell phones in rehearsals or at performances. They are permitted to have them as long as they do not use them until excused from ACC's event.

XXII. HOME STUDY

Practice at home is expected of each singer every day for a minimum of twenty minutes. Practice includes breathing, vocalization exercises as well as work on specific literature. From time to time, specific learning assignments are given involving memorization of text and/or music, which may or may not require a parent's signature. Completion of these assignments will be tested on an individual basis or in small groups at the discretion of your Choir Director. Parents are asked to "sign off" on the memory sheet after they have tested their child for that memory lesson.

XXIII. MUSIC

ACC issues folders and music to each Chorister. It is the chorister's responsibility to take good care of them and not to lose them. All folders and music must be turned in by the last performance in the spring. If music or folders are lost, irreparably damaged, or not returned, an additional fee will be charged to cover replacement costs. The fee will be \$1.50 per octavo or \$40 for a folder and music. Please remember music and folders are to be used, not abused.

Handling and Care of Music

1. Music must be brought to all rehearsals unless you are notified otherwise.
2. Never fold or roll music.
3. All markings should be done lightly, in pencil, and only at the discretion of the Music Director. A sharpened pencil should be brought to each rehearsal.
4. If for any reason a piece of music is in need of repair, please do so properly with clear tape.
5. Students are responsible for lost music or folders.

XXIV. FUNDRAISING AND PUBLIC RELATIONS

Tuition for ACC is between \$300 and \$450. The actual cost for each student is about \$2,500.

ACC Fund Raising Policy

The Appalachian Children's Chorus' Fund Raising efforts offers chorister's families the opportunity to support the choir by helping to raise funds required to run the organization and to provide our children with a rich and rewarding musical experience. In our multiple fund raising efforts, ACC appreciates each chorister participate in the following ways:

1. Program Advertising

Each year ACC produces a concert program, distributed at concerts throughout the performance season. Besides listing the program of songs for the performance, it also contains information about ACC, photographs of choir activities, a list of contributors, advertisements sold by choir members, and chorister bios. We strongly urge **each family to sell two (2) pages of advertisement or at least \$200 worth of program ads.**

2. Ticket Sales

ACC asks each family to **sell at least 10 tickets** for both the Holiday Concert and the Spring Concert. Tickets for the 2011-12 Season, at pre-sale prices, will cost \$13. They will be \$15 once the tickets go on sale at the Clay Center. We have had to raise the cost of tickets as The Clay Center has raised their prices for ticketing and rental of the theater.

3. Poinsettia and Spring Flower Sales

Poinsettias and Spring Flowers are sold not only to raise money for the choir, but also to raise money for the choristers' travel accounts. Poinsettias are sold in the fall while the Spring flowers are sold in the second half of the season. Sixty percent of the profit made will be placed in the account of the chorister who sold the plants. **We ask choristers to sell at least 10 poinsettias and 10 spring flowers (flats or baskets).** (For more information on Travel Accounts, see Section XXV-Travel.)

4. Applebee's Pancake Breakfast

This event usually occurs every October from 8 am to 10 am on a Saturday. It helps raise money for ACC while guests enjoy pancakes served by the Concert and Camerata choristers. **The choristers of these choirs will be asked to sell at least five tickets at \$5.00 a person.** Concert choir choristers serve the first hour and Camerata choristers serve the second hour.

5. Kroger Cares Cards

Support the choir by the purchase and use of this card. **The card costs only \$5.00.** There is \$5.00 purchasing power on each card you buy. Five percent of every dollar placed on the card raises money for the choir. Those monies go into our choir travel fund.

6. ACC's Got Talent, Too

Choristers showcase their many talents in this event. This can include dancing, playing musical instruments, artwork, jewelry-making as well as singing. Dinner is provided and tickets to the event will be sold to raise money for the choir and to cover the costs of the event. Our Parent Guild plays a big part in this event. If you would like to serve on this committee, please contact our office.

7. ACC's Spring Gala

This is ACC's big fundraising event. Through the gala, we try to raise money to build up our financial aid fund as well as contribute to the expense of keeping the amazing directors and accompanists we have for each choir. Each year, the gala has a theme of "Travel the World" and we select a City, Country or State to celebrate. The event includes dinner and an auction. **We will ask families to help out in one of these ways:**

- a. Selling tickets to the Gala
- b. Securing corporate table sponsors
- c. Collecting items to auction at the event
- d. Contributing items to your choir's basket to be auctioned at the event (e.g. Concert Choir's basket assembled for auction is WVU)

8. Corporate Sponsors

If you have contacts who might be willing to support ACC (sponsoring a concert, providing support for choristers, donating auction items, etc.) please contact the ACC office. Employers sometimes wish to support the communities where they are located. Often times, a children's choir is just the type of organization they may support. Please help us by checking your employer's policies. If you are a business owner, please consider the choir for your support.

Tuition only covers about 20% of each chorister's education. The success of the our fund raising efforts enable ACC to continue to keep tuition as low as possible. **It is the responsibility of all of us to work together to raise the funds to meet the additional 80%.**

While the main purpose of fund raising is certainly to raise needed funds, it is also an important opportunity to:

- Raise the profile of the ACC in Charleston and surrounding areas
- Promote our concerts
- Let people know about the musical excellence that has been achieved by the ACC

Again, we feel it is an opportunity to help ACC out if you believe in the work of the choir. We never wish to obligate a family to these efforts. As a non-profit, we must search out ways to keep the choir running.

XXV. TRAVEL

Concert Choir may take several short trips during the course of the season and trips are required for all choristers. When traveling for these performances, we represent ACC and West Virginia as their Ambassadors of Music. It is the expectation of every member of the choir to participate. Every two to three years, we plan a major trip for Concert Choir. Concert Choir "**Big Trips**" (generally international) are scheduled every two to three years. These trips cost between \$2000 and \$4000.

Camerata Choir uses our own Appalachian Festival as their overnight travel experience. The cost of our festival is between \$75 and \$95 with the overnight hotel cost at \$40 per person. Participating in this trip is mandatory for all choristers hoping to graduate to Concert Choir.

The **Cantare, Canticle & Chamber Choir** may take an overnight trip at the discretion of the director. The cost of this trip will be between \$200 and \$250.

Travel Accounts: Each chorister has an opportunity to raise money for their travel expenses through ACC sanctioned fund raising events (ad sales, poinsettia sales, spring flower sales, Kroger Cares Cards – See the fundraising section of this handbook or your Fundraising brochure). ACC maintains individual travel accounts for each chorister based on their fund raising participation. Please have your chorister take full advantage of these opportunities. The money built up in the travel accounts may be used toward trips fees for the chorister. Travel funds cannot be used for deposits on trip expenses. Some choristers work hard enough at these fundraisers they have almost paid for their trips, in full. ***Should a chorister leave ACC for any reason, the balance in their travel fund transfers to the ACC Travel Financial Aid Fund.***

Travel Financial Aid: There is limited **Financial Aid** available for trips which may be applied for **AFTER** making an initial payment. Financial Aid is given based on need, ability to pay and other specific guidelines. Travel Financial Aid will be granted due to seniority. There will always be nominal fee we request from the families before we can apply financial aid.

To apply for Travel Financial Aid you must fulfill the following guidelines.

1. Be a member in good standing with ACC.
2. Have an ACC Financial Aid application and supporting documentation on file in the ACC office.
3. Have submitted the initial deposit and required paperwork for the trip in a timely fashion.
4. Have shown **active participation** throughout your membership and raised as much support as possible through ACC-sanctioned fund raising opportunities.

Chaperone Policy: To serve as a chaperone on an ACC event/trip you must fill out and have on file a Chaperone Application and a signed copy of the Chaperone Guidelines found on page 25. You must also pay for and have passed a background check. After submitting to a background check, this report is good for three years.

When serving as a chaperone, no other siblings/children (other than performing choir members) may accompany you. Chaperones have a group of choristers for which they are responsible and it is our experience that additional children divide the chaperone's attention and could create a security issue or unnecessary inconvenience for the group. A chaperone is **not** permitted to chaperone his/her own child's group.

In order to be considered for major trips, you must have served as a chaperone on other shorter ACC trips/events and have experience working with ACC.

There may be occasions when ACC allows parents to bring additional **school-age siblings/children**, with the **approval of the director**, to attend an event. These parents may **NOT serve as chaperones**, but will be considered companion travelers only. The additional siblings/children will be the sole responsibility of the companion adult. **ACC will assume NO responsibility for the companion adult or additional siblings/children.**

The Appalachian Festival of Young Voices

This event is a national children's choir festival hosted by ACC. Since 2007, this festival has been held over Memorial Day weekend, from Thursday evening through Sunday evening culminating with a special concert held at The Clay Center. The purpose of the event is to embrace, celebrate and educate the children around the country as well as from West Virginia about the music and culture of Appalachia.

Children's choirs from around the country attend this event and join voices with some of ACC's choirs. Concert and Camerata always participate in this event. And, as stated above, this will qualify as an overnight trip for Camerata. Cantare and Canticle participate by invitation. If children have the opportunity to attend our festival, it truly is a *not to miss event*. This is a rewarding and educational experience for them. ACC choristers always look forward to the festival. A world-renowned children's conductor, Dr. Rollo Dilworth, joins us for the event. He is sought after and conducts festivals around the world but says the Appalachian Festival of Young Voices is his favorite festival.

XXVI. ADMINISTRATIVE STAFF INFORMATION

The Appalachian Children's Chorus phone number is 343-1111. Please feel free to call at any time, leave a message if we are not in, and we will return your call ASAP.

Artistic Director: Selina Midkiff, oversees all aspects of the organization.
Mrs. Midkiff directs the Concert, and co-director of Camerata Choir.
Selina@wvacc.org

Admin & Dev Director: Holly Portillo, oversees all fund raising, financial support, development and board of directors management of the organization. Holly@wvacc.org

Office Manager: Lynne Stauffer, oversees all business and accounting aspects of the organization.
Please refer any account questions to her at 343-1111 or Lynne@wvacc.org.

Choir Assistants: Better known as "choir moms or dads", are parents of one of our choristers. They are a vital part of the ACC staff and family. If, for any reason, the director is not present with the children, the ACC Choir Assistant is to be considered "in charge" and respected as such.

The choir assistant is considered second in command and his/her primary focus is the safety and well being of all our choristers. Please follow his/her requests just as if it was from the director.

They are responsible for communication and assignment of chaperones (with director's approval), inspecting uniforms of choristers, maintaining order and discipline and providing support for the Director. ***If your child must miss a rehearsal, contact your choir assistant.***

The Choir Assistants

Concert Choir:

Cari Gregor
cell: 304-543-4361
email: accrocks.cari@gmail.com

Chamber Choir:

Steffanie Peterson
cell: 304-610-7754
email: steffpeterson@gmail.com

Camerata Choir:

Susan & Joe Crumley
cell: 304-989-2333
email: sgrijb@aol.com

Canzona Choir:

Steffanie Peterson
cell: 304-610-7754
email: steffpeterson@gmail.com

Cantare Choir:

Bridgett Gore
home-304-855-3730
email: rbjlgore@yahoo.com
Or contact Lisa Anderson-Director
Cell: 304-784-8421

Canticle Choir:

Charlotte Dorsey
cell-304-654-1364
email: charldorsey@msn.com

Codetta-Putnam K-2:

TBA

XXVII. ARTISTIC STAFF BIOGRAPHICAL INFORMATION**Selina Cosby Midkiff, Artistic Director**

A native of the Charleston area, Mrs. Midkiff attended West Virginia University where she received a Bachelor and Masters of Music Education. She taught in public schools for 20 years. She has served as adjunct faculty member of The University of Charleston and WV Tech where she taught music education to music majors and non-majors. Mrs. Midkiff is the wife of Gary Midkiff and the mother of four sons.

Mrs. Midkiff has studied Children's Choir Techniques and conducting with Christine Jordanoff, Joan Gregoryk, Lee Kesselman, Henry Leck, Barbara Tagg, Doreen Rao, Janet Galvan', Sandra Murphy, Ruth Dwyer, and Ann Howard Jones. She is a member of the American Choral Director's Association (ACDA) and the Music Education National Conference (MENC). She has served on the state board of the West Virginia All-State Children's Chorus Committee and served on the 1996 program committee for the state WVMENC Convention. In 1999 and 2000 she served as the Chair of the Kanawha County All County Junior High/Middle School Chorus. Having completed three levels of the Doreen Rao's Choral Music Experience Institute, Ms. Midkiff holds the Associate/Artist Teacher Certification with that organization. Mrs. Midkiff has served as guest clinician for choral festivals in Putnam and Wood Counties as well as for the American Baptist Summer Music Camp. In 2006, Mrs. Midkiff was appointed to serve on Governor's Commission on the Arts.

Mrs. Midkiff is a classically trained singer and has performed major operatic roles in La Traviata, Madama Butterfly, Die Fledermaus, Hansel and Gretel, Così Fan Tutti, along with solo performances in various oratorios such as The Messiah, Elijah and The Creation.

Noel Hardman, Associate Director

Mrs. Hardman holds a Bachelor of Arts Degree in music education from Alderson-Broaddus College. She taught in Kanawha County Schools as an Itinerant Elementary Music Teacher for eight years, and is presently the Music Assistant at Christ Church United Methodist. Her duties at CCUM include the children's music ministry called Jubilate!

Mrs. Hardman is a member of MENC, WVMEA, AOSA and FUMMWA. She is currently treasurer of WVOSA and is past president of The Society for General Music. She is presently on the Executive Board for WVMEA and WVASCC.

Brian Vannoy, Associate Director/Accompanist-Chamber Choir & Associate Director-Camerata Choir

Mr. Vannoy graduated from WVU with a Bachelors of Music degree in Music Education in the spring of 2000. He also holds certification in Orff-Schulwerk from the University of Kentucky. As a tenor, Mr. Vannoy has been a soloist with the Greenbrier Valley Choral, Cantabile, Cantori Mantoni, the Charleston Civic Chorus and the Three Rivers Choral Society of Pittsburg, PA. Mr. Vannoy also is a Kindergarten through Fifth grade music specialist with Kanawha Co. Schools.

Emily Capece, Associate Director-Cora Voce Girl Choir

Emily Capece has recently completed her master's degree in music education and choral conducting from the Westminster Choir College in Princeton, NJ and holds bachelor's degrees in vocal performance and music education from Otterbein College in Ohio. While in Princeton, Emily conducted the training choir of the Princeton Girl Choir and sang in the world-renowned Westminster Choir, Westminster Symphonic Choir, Kantorei and Fuma Sacra. Ms. Capece has taught choral music in Okinawa, Japan; Fairfax County, Virginia and New York City. She was awarded the National Endowment for the Humanities Teacher Grant to study Mozart Operas in Vienna, Austria in the summer of 2005. Emily is currently the director of the womanSong Chorale, teaches voice lessons and is mother to her son Rudy and daughter Clara.

Ilse Long, Associate Director-Putnam County Choir

Ms. Long is a former ACC chorister who has a master's degree in music education from Boston University and an undergraduate degree in music performance from the University of Charleston. While at Boston University, she was the musical director for Amahl and the Night Visitors, director for United Parrish of Aubergale's Children's Choir and taught Music in Winchester Public Schools. Ms. Long is pursuing a doctor of musical arts.

Lisa Anderson, Associate Director-Cantare Choir

Ms. Anderson is new to ACC for 2011-12. She has a bachelor of arts in music with concentration in vocal instruction. She discovered her love of music when in grade school and it carried on through college. She decided she wished to pass on this love to others and now is an instructor in her own right. She leads the children's choir in her church in Logan and is also a substitute teacher for the Logan Co. Schools.

Olga Young, Accompanist

Born in 1963 in Ekateringurg, Russia, she attended a special children's music school. She attended Music College in Ekaterinburg for four years where in her last year she accompanied the student music theater. She received her four-year music degree upon graduation. Continuing her education she attended the Leningrad Institute of Culture in St. Petersburg studying piano, choral technique and conducting. In 1990 she returned to her college in Ekaterinburg to teach choral technique. She has performed, as has her choirs in the National Festival of Children's Music in Moscow for several springs. Olga is the accompanist for Concert Choir, Camerata Choir and ACC's Appalachian Festival.

ACC's Accompanists by Choir

Concert & Camerata: Olga Young
Chamber: Brian Vannoy

Canticle: Gayle Rittenhouse
Cora Voce: Anita Stonestreet

Cantare: TBA

XXVIII. VOLUNTEERS

As a not-for-profit organization, ACC greatly depends on volunteers. Volunteer opportunities run the gamut, from rehearsal assistance to concert management. All volunteer efforts are coordinated by parent volunteers. If you are interested in helping, please fill out the volunteer form. Following are brief descriptions of some of the volunteer opportunities:

ACC Program Volunteers

- Poinsettia Chair** Finds a location for delivery and distribution of the poinsettias
Organizes volunteers to assist with delivery and distribution
Works with choir volunteers in promoting sales among the choirs
Works with Office Manager to collect orders, reconcile money and orders
- Spring Flower Chair** Finds a location for delivery and distribution of the spring flowers
Organizes volunteers to assist with delivery and distribution
Works with choir volunteers in promoting sales among the choirs
Works with Office Manager to collect orders, reconcile money and orders
- Applebee's Chair** Coordinates the volunteers from each choir
Oversees ticket sales for each choir
Oversees event
- Audition Assistant** Assist the choir/director with public auditions that occur 3 to 4 times a year
- Grant Writing** Assists the ACC Staff in researching and writing grants.
- ACC's Got Talent** Coordinates the new and exciting "ACC's Got Talent" dinner theater.
- Serve on an ACC Board Committee** ___ Spring Gala ___ HR ___ Finance ___ Marketing ___ Development

Individual Choir Volunteer

Choir Parent's Assistant	Assists your child's choir parent in their many jobs.
Choir Photographer	Photographs performances and other events. Supplies ACC office with cd's for use in brochures, programs, and advertising pieces.
Applebee's Assistant	Works with Chairperson to assist with the Applebee's Breakfast
Poinsettia Assistant	Work with Chairperson to assist with the Poinsettia pickup
Spring Flower Assistant	Help with spring flower pickup
Host/Social	Plans and implements social events for your child's choir
R & P Assistant	Assist Choir Moms in their many duties during Rehearsals and Performances
Auction Assistant	Assist ACC Board in securing items for the ACC Spring Gala and Auction
ACC's Got Talent	Assist with "ACC's Got Talent Too" Fund Raiser.
Parent Booster Club (formerly Parent Guild)	Serve as liaison between your child's choir and Parent Booster Coordinator
Chaperone or Driver	All chaperones and drivers must submit an application form and agreement. A \$20 fee is required for a background check that is good for three years.
Librarian	Assist your Choir Assistant with collecting, collating and filing choir music

XXIX. BOARD OF DIRECTORS

The Appalachian Children's Chorus Board of Directors exists to establish policies, maintain fiscal integrity and oversee the business of the corporation.

2011-12 Officers:

Dr. Byron Calhoun, President	email: calhounbc@earthlink.net
Kacie Harless, Vice President	email: kacieharless@yahoo.com
Eric Smith, Secretary	email: ericallen.smith@huntington.com
Greg Ullman, Treasurer	email: gregoryullman@yahoo.com

Current Board Members

Bridgette Borst	Kitty Dooley	Gary Midkiff	Harry Stewart
Melea Brotherton	Kacie Harless	Selina Midkiff	Greg Ullman
Dr. Byron Calhoun	Jean Hawks	Shawn Moran	Debrina Williams
Betty Carver	Kathy Johnson	Eric Smith	Martin Wright

XXX. ACC PARENT BOOSTER CLUB

The mission of the Parent Booster Club (formerly the Parent Guild) of the Appalachian Children's Chorus is to support the children and artistic staff of ACC by involving all families in the activities of ACC. The Parent Booster Club wishes to encourage and support the atmosphere of accepting each child as an individual and support ACC's stand that we are a "Safe Place" for children. It is the purpose of the ACC-Parent Booster Club to assist the ACC Staff in organizing activities associated with choristers.

XXXI. CONCERT DATES

ACC Major Concert Dates: The concerts will be on one or the other of the dates listed. As of printing, we have not received confirmation from the venues as to which it will be.

Holiday Concert	Sunday, Dec. 4, 2011	3:00 pm	Clay Center
Spring Concert	Sunday, April 30, 2012	3:00 pm	Clay Center
Festival of Young Voices Concert	Sunday, May 27, 2012	7:30 p.m.	Clay Center

CHORISTER GUIDELINES FOR TOURING WITH ACC

As members of ACC, choristers will demonstrate the highest level of personal discipline as well as artistic discipline for which ACC is well known. Wherever ACC goes, each member must be aware that his/her individual behavior reflects directly upon their families as well as ACC.

CONCERN FOR SAFETY, RESPECT FOR THE LAW AND CHAPERONE AUTHORITY

1. Choristers must do the following:
 - Cooperate with chaperone instructions especially regarding security and safety in public places.
 - Avoid physical abuse, kicking, punching, and fighting.
 - Follow chaperone's instructions within their chaperone group. Since chaperones are responsible for the safety of choristers and for adherence to tour schedules and plans, each chorister must stay with his/her assigned chaperone group at all times when not in rehearsal or performance or with home stay families.
 - Be friendly to other choristers in the choir environment
 - **NOT** talk to strangers outside of the choir situations/rehearsal/concert unless a chaperone is with them.
2. Chaperones reserve the right to check chorister's personal belongings and confiscate any item in the possession of a chorister deemed a potential risk to the safety of that chorister or any other in the group.

GENERAL: RESPECTFULNESS, COOPERATION, ATTENTION, PARTICIPATION and PUNCTUALITY

- Be respectful, caring and courteous, at all times, to all people in every circumstance. This includes other ACC members, chaperones, people in the host organizations, tour managers, other touring musicians, home stay hosts and their families, hotel, restaurant staff and bus drivers.
- Recognize and respect the authority of the directors, choir assistants (choir moms) chaperones, tour guides, staff members and host families.
- The "Ooo" sound is a very important tradition of ACC. Once heard, everyone joins in.
 - a. ALL TALKING IS TO STOP AND EYES ARE ON THE DIRECTOR. THERE SHOULD BE ABSOLUTE QUIET.
 - b. It ensures everyone has his or her attention on the director and listening to all the information given by the director or other ACC staff member in charge.
 - c. On tour, there is limited rehearsal time. Every minute is critical. There are times when we need to change plans or when we suddenly need the attention of the choristers. Pay full attention, listen and cooperate.
- Cooperation is important throughout the tour. This includes respecting each other's need for sleep, whether at quiet times on the bus or in sleeping quarters.
- Choristers must **be on time** for scheduled events, gatherings, bus departures, and any call issued by chaperones or staff so as not to delay others.
- Personal items are YOUR responsibility—if you leave them behind, they will be lost.
- Use appropriate language. Foul language and talking back will not be tolerated!!
- When asked to do something. DO IT! Leave your "bad attitudes" at home.
- No girlfriend/boyfriend behavior is acceptable. Boys and girls are not allowed to in each other's hotel/dorm room without chaperone.
- Cell phones can only be used to emergency purposes. During rehearsals, when traveling, hotel rooms or when in chaperone groups, cell phones should not be used. They can prohibit proper interaction with others. They may be used at night, when going to sleep, if used for music.

UNIFORM & APPEARANCE

- **Formal Uniform:** Flat black shoes, navy tights, uniform blue pants or plaid skirts (appropriate length, please), white long-sleeve blouse or shirt, red vest, & tie. Hair **must** be pulled back from face with a neutral clip or rubber band. No big flowers or bows allowed! Light make-up and neutral nail polish only. Choristers may wear small rings, earrings and a watch (non alarm variety) only.
- **Semi-Formal Uniform:** Black flat shoes, black slacks, shirt long-sleeved blouse or shirt, red vest, tie. Hair must be pulled back from face with a neutral clip or rubber band. No big flowers or bows allowed! Light make-up and neutral nail polish only. Choristers may wear small rings, earrings and a watch (non alarm variety) only.
- **Informal uniform:** Black slacks; ACC red polo, black socks, and black shoes.
- **Casual & Free Dress:** Neat & clean clothing, no baggy pants dragging on the floor, no bare midriffs, no bra straps or underwear showing, limited jewelry, light make-up and neutral nail polish.

HEALTH

- Touring is not fun if you are sick, nor can you perform. Take necessary precautions to stay healthy the week before a trip.
- Get plenty of rest before you leave.
- Vocal health is an important concern. Drink lots of water and do not yell.
- Eat at mealtimes so you will not get sick.
- See your chaperone, medical personnel, or director if anything is bothering you.

TRANSPORTATION

- Bring a healthy snack and bottled water along for the bus or plane.
- Check in with your chaperone and board the bus in chaperone groups. **Must be done every time!**
- KEEP NOISE LEVELS AT A MINIMUM: quiet conversation, use earphones with your music players.
- Pick up your trash and keep your area tidy.
- Remain in seat unless getting up to your restroom. Do not stand on seats or climb over them.
- Do not stand around in the aisles.

HOMESTAY GUIDELINES

- You are a guest. Be grateful, courteous, helpful and polite at all times.
- DO NOT ask to use your host's telephone to call home. If there is a problem, your host can contact your chaperone. If necessary, your chaperone will facilitate the use of a phone outside the home to make a call.
- **Choristers are NOT permitted to use cell phones.**
- Keep all your belongings packed and together.
- Keep your area tidy. Make your bed. Pick up towels.
- Bedtime is determined by your chaperone or host family. The general guideline is that each chorister should get eight hours of sleep.

RESTAURANT ETIQUETTE

- In travel, stay in your seat unless going to or from the restroom.
- Keep your voice at a low level when talking; Be polite.
- Do not order dairy products, or caffeinated beverages before a performance.

- No throwing anything or playing with food.
- Leave area clean and neat. Remember: we always leave things **BETTER** than we found them.
- Check for belongings before leaving the restaurant.

LEGAL SUBSTANCES

Drugs, alcohol and tobacco ARE NOT permitted. **If this rule is broken, we will call home and remove the chorister all programs and activities.** He or she will be placed with a chaperone for the remainder of the trip.

Depending upon the severity of the offence, the chorister **may be sent home at the parent's expense. The child will be also be removed from the ACC Program.**

RESPECT FOR PROPERTY

Property of other choristers, transport companies (bus), hotels, restaurants, and all event sites will be treated with respect and will not be abused, damaged or vandalized in any way. Choristers are expected to dispose of trash properly, leaving any area used as clean as they found them. Remember, we always leave things **BETTER** than we found them.

You must obtain the owner's permission before any personal property is used or borrowed, including that of a roommate.

CONSEQUENCES

We will NOT tolerate any violation of the guidelines listed above. Violations will result in a conference with the chaperone and/or Director. Depending upon the severity of the infraction, the following actions may be taken:

1. missing fun activities,
2. "time out",
3. clean up duty or something comparable,
4. pulled from all activities, or
5. possibly sent home at the family's expense.

**REMEMBER, YOU REPRESENT THE APPALACHIAN CHILDREN'S CHORUS,
WEST VIRGINIA AND YOUR FAMILY AT ALL TIMES.**

A signed copy of these guidelines MUST be submitted to the Choir Assistant before leaving on tour.

I have read this document to my child and we understand that travel guidelines of the Appalachian Children's Chorus.

Child's Name: _____ Choir: _____

Traveling to: _____ Date(s) traveling _____

Child's Signature

Parent's Signature

Date

The Appalachian Children's Chorus Chaperone Guidelines

**The primary purpose of the chaperones for ACC tours:
To insure the children have a safe, memorable, and successful trip.**

1. Parents are responsible for the same financial cost as the choristers.
2. The primary purpose of the chaperones for ACC tours is to insure that the children have a safe, memorable, and successful trip.
3. When serving as a chaperone, no other siblings/children (other than performing choir members) may accompany chaperones on choir events. Chaperones have a group of young people for which they are responsible. It is our experience that additional children divide the chaperone's attention and could create a security issue or unnecessary inconvenience for the group.
4. For reasons established after years of travel and recommendations from other children's choirs, parents will **not** be permitted to have their own child in their daytime chaperone group.
5. There are several personal expectations of the chaperones:
 - Be at least 25 years of age.
 - Refrain from the use of any tobacco products, alcoholic beverages, or inappropriate language in the presence of the children,
 - Avoid being alone with any single child,
 - Refrain from touching the children, except to prevent bodily harm
 - Set an example of respect for others, especially if your patience is being tested,
 - Do not complain or listen to complaining from the children or the other chaperones. When the children complain, try to distract them by speaking of positive things. When the other adults complain, suggest they think of positive things. If the issue is severe, have them discuss the problem with the director.
6. The responsibilities of the tour chaperones:
 - Arrive fifteen minutes prior to "call time" with your group of choristers.
 - Enter buses, airplanes, and buildings with your group of choristers and sit together where possible.
 - When walking with your group, always keep the group at your side or close behind you. Be especially careful of children racing ahead to crosswalks, and of cars making corner turns. Walk no more than two abreast. Keep to the right in lines. Don't fill the whole sidewalk!
 - If the whole group is walking together in concert formation, make sure chaperones are walking at the front, middle, and the end of the lines.
 - Be sure children do not go alone to public restrooms.
 - Be willing to assist in any manner. Anticipate what may happen or be needed in any given situation.
 - Help choristers feel organized about their time, money, and belongings. This means being aware of the daily schedule. Get to buses and meals on time, and supervise "free time" of unstructured activities. Keep track of their spending, exchanging currency, or using pre-paid travel cards.
 - Some choristers have never been completely responsible for packing their own suitcase and keeping their belongings together. They need help getting out of their rooms on schedule, especially the first few times. Plan to check the rooms (under beds, in drawers, and in bathrooms, etc.) **after** they have packed luggage.

- Feel free to speak quietly and calmly to any chorister about small discipline issues, and especially to those in your chaperone group. Refer serious discipline problems to the director and/or choir assistant should this become necessary. Notify the choir assistant and/or director of any area where there would be a need for extra support or intervention.
- Be aware of social interactions and watch for individuals who may be shy or left out of the groups.
- Be available to choristers who may feel stressed from the pace or schedule, or may become “homesick”, feel faint, etc. In other words, be alert to any health problem along the way. Try to be discretely aware so that intestinal irregularities do not become a problem.
- Encourage choristers to send cards and letters home.
- Notify the choir assistant if any room assignments need to be changed.
- Do not be afraid to offer suggestions in a positive manner. This is your tour, too and you are to have a good time, as well! We all want this to work.
- You are to be with the children **at all times** except for rehearsal. You are to escort the children to rehearsals, concerts, excursions, etc. You will have free time when the children are in rehearsals.
- As the tour progresses, there will be various responsibilities for chaperones that arise; keep in mind that you may be called upon at any time for assistance with the children.
- Parents are to assist the Staff in enforcing the rules set up by the staff in the Chorister Guidelines.
- Choristers are not to use cell phones. Please do NOT allow your child or any other child to use your cell phone. Cell phones will be confiscated and returned when we arrive home.

Background checks: The ACC Board of Directors instituted a policy that ALL chaperones undergo a background check. This is for the safety and security of our children. Chaperone applicants are asked to pay a \$20.00 fee to help defray the cost of this safety check. Once a background check is performed, it covers the chaperone for three years.

Chaperone applications: are good for one season. A new form will be required each season (or for a new event) even if your background check has already been performed. This is to ensure we have current contact information, etc.

I have read and understand the guidelines for touring with ACC. As chaperone of the Appalachian Children’s Chorus, I am aware of and agree to abide by the above guidelines while on tour.

Chorister’s Name _____ Choir _____

Chaperone’s Name (please print) _____

Traveling to _____ Dates traveling _____

Chaperone Signature

Date

This form MUST be returned before you leave on tour.

PRE-ARRANGED ABSENCE FORMS

Please complete this document and return to your choir assistant

Pre-Arranged Absence Form

Name _____

Choir _____

Today's Date _____

Date of Absence _____

Reason for Absence _____

Pre-Arranged Absence Form

Name _____

Choir _____

Today's Date _____

Date of Absence _____

Reason for Absence _____

