

# 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 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.

## 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**. ACC travels extensively; and, everywhere they go they represent the best of WV.

## 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 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 Bach, Handel, Schubert, Britten, Copland and Mozart, 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 and of being "touched" by the music.

#### **V. THE PROGRAM**

The program consists of nine separate groups (Canzona Program, Chamber, Camerata, Concert, Cora Voce-High School Girl Choirs and our satellite groups, Cantare-So. West Virginia Choir, Canticle-Putnam County Choir, 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 and Cantare 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 musical excellence and a fine 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. Skills like: self-confidence, self-discipline, improved memory skills, improved academic success, better emotional expression and better emotional management, all while getting significantly better grades in school.

#### **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. At this level, 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 and up.

### **Camerata Choir**

In this level, the children have demonstrated the ability to sing in parts. This is tested by singing rounds and in two parts. Part-singing skills are continued. Tone development and vocal techniques are stressed and sight singing is introduced. The children will sing in several different languages. The choir is for children in third grade and up.

### **Cantare-Southern WV, Canticle -Putnam Co. Choir & Cadencia-Huntington 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 sight singing 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 10<sup>th</sup> to 12<sup>th</sup> 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 taught. The children will sing in several different languages. This is the top choir and is for children in the fifth grade and up.

## **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, Cadencia-Huntington Choir and Canticle - Putnam County 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:

<b><u>Respect</u></b>	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.
<b><u>Cooperation</u></b>	with choir staff and other designated supervisors with the specific instructions that pertain to his/her choir and to special situations.
<b><u>Persistent Effort</u></b>	toward the goals of the choir.
<b><u>Reliability</u></b>	including preparedness, punctuality and team spirit.
<b><u>Polish and Pride</u></b>	in appearance and performance
<b><u>Courtesy</u></b>	in all environments
<b><u>Voice Care</u></b>	by avoiding shouting, screaming or excessive use
<b><u>Safe Practices</u></b>	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 that the welfare of each chorister is now, and always will be, our deepest and foremost concern.

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

We have expanded the age of the Camerata Choir to eighth grade, allowing children who are not yet ready for either 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 be placed in the Concert Choir from the general public.

**Advancement into Chamber Choir** will be based upon the recommendation of Noel Hardman, Chamber Choir Director.

**Advancement into Camerata Choir** from Chamber Choir will be based upon recommendation of Noel Hardman and Brian Vannoy 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 & Cadencia)** will be 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 call 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 will retain the yellow copy and forward the pink copy to the Curriculum Specialist-Fine Arts.
3. The student will retain the green copy and submit the white copy to their ACC director record.
4. The director of record will assign either pass or fail and submit 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 needs to 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* that 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) & Cadencia (Huntington):  
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 - <b>deadline</b>	\$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 - <b>deadline</b>	\$50	None	400	\$50
Financial Assistance Needed	\$50	None	Varies	Varies

**Canzona & Codetta Preparatory Choirs (K-2<sup>nd</sup> 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 - <b>deadline</b>	\$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.

All payments must be mailed to: **(DO NOT SEND PAYMENTS TO REHEARSAL)**

Appalachian Children's Chorus  
PO Box 11342  
Charleston, WV 25339-1342

##### Financial Aid

Financial aid is available to qualified students. If a child needs financial assistance, their parent must complete a Financial Aid Application Form, which is available from the Business Office. **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](http://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 fill out 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. Have 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

## Ticket Sales

**The actual cost for each student participating in ACC is \$2,250.** However, thanks to fund raising efforts of Staff, Board of Directors and ACC families, the tuition for the children is between \$450 and \$400, depending upon the choir in which they participate.

In the continued effort of this board of directors to keep the tuition at its current low rate, we are asking families assist in many ways to help raise money for ACC. One easy way is by selling tickets to the concerts. ACC asks each family to **sell 10 tickets** for both the Holiday Concert and the Spring Concert. Tickets for the 2011-12 season, for pre-sale, will cost \$12.00 for the both concerts. After pre-sale, the tickets will cost \$15.00.

## **XV. UNIFORMS**

Uniforms are required for performance purposes. Choristers purchase red logo polos and red logo vests through the choir office. Order forms are distributed in September and January. They must be turned in by a deadline (listed on the order form) for group ordering. The other uniform pieces include black “docker style” slacks, a white Oxford shirt, black shoes, black belt and a tie. The cost of all items together may run around \$110-120. The ties are also purchased from ACC through your choir assistant. The red ACC polos are part of the “Informal Uniform” which is described below. ***In formal uniforms must be worn at every Saturday rehearsal and all 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, neat uniformed ensemble is essential for a truly professional and artistic experience. Good personal hygiene is a must 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 always expected of each chorister whenever a specific concert dress is required. Hair (for both boys and girls) should be groomed back away from the face. **DO NOT** wear the following: obvious make-up or cosmetics, jewelry, big or elaborate hair bows, earrings (only stud earrings will be allowed), accessories, watches (unless they are plain and do not have alarms). A chorister who fails to dress in the proper uniform or is not groomed properly for an event **cannot** participate. Choristers are notified, well in advance, of the uniforms required for performances, rehearsals and other special events.

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

ACC Red Polo  
Black Twill Pants\*  
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 cannot 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  
Black Belt  
Black Shoes & Socks

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

**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 (Girls)** *Concert Choir ONLY!*

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

**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-riders; no baggy pants dragging on the floor; no bare midriiffs; no bra straps or underwear showing; no sandal or flip-flops; limited jewelry, light make-up and neutral nail polish.

## **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

Keenan Hall, University of Charleston

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

### **Cantare, Southern West Virginia**

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

Lisa Wilkins-Anderson, Director

Nighbert Memorial United Methodist, Logan, WV

### **Chamber Choir**

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

Noel Hardman, Director & Brian Vannoy, Associate Director

Horace Mann Jr. High School in Kanawha City

No Saturday Rehearsal

### **Concert Choir**

Tuesday - 6:00 – 8:30 p.m.

Selina Midkiff, Director & Brian Vannoy, Associate Director

Keenan Hall, University of Charleston

Designated Saturdays (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 – 4:30 – 6:00 pm

Ilse Long, Director

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

### **Codetta-Putnam Preparatory Choir**

Wednesday – 3:30 – 4:30 p.m.

Ilse Long, Director

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

### **Cadencia -Huntington Choir**

Tuesday – 5:00 – 6:30 p.m.

Ilse Long, Director

ARTS Renaissance Center – 900 8<sup>th</sup> St, Huntington, WV

**If school is canceled due to weather--there WILL BE REHEARSAL!!! Please make every effort to attend if conditions permit safe travel.** 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 **four units per semester, r 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.
- Choir assistants **must be notified** 24 hours prior to the missed event by the chorister or parent, when possible. In the event of illness or emergency please call/email **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 problem.
- **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.*  
**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 when warm-ups occur in preparation of good ensemble and healthy singing. Should a chorister be tardy, the parents must 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 30 minutes or more to the rehearsal it will be considered an absence. If a chorister is habitually tardy--each two 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 that commitment. If, however, an extremely unusual circumstance occurs which would prohibit 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 than 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 space. If you must go to the restroom before rehearsal, take a friend and tell an adult.
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 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. **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.

14. 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.
15. Keenan Hall, Baptist Temple, Christ Church, the Clay Center and all concert venues need to be kept in order at all times. Our motto is: ***Leave things/places better than we found them.***

### **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 our choristers are excused from rehearsal or from the performance.

## 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.***

### Program Advertising

Each year ACC produces a concert program, which is distributed at concerts throughout the performance season. This book contains information about ACC, photographs of choir activities, a list of contributors, advertisements sold by choir members, as well as other tidbits. We strongly urge **each family to sell at least two (2) pages of advertisement.**

### ACC Fund Raising Policy

The Appalachian Children's Chorus' Fund Raising offers chorister's families the opportunity to support the Chorus 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 that each chorister participate in the following way:

Sell 10 tickets for the both the Holiday Concert **AND** the Spring Concert  
Sell \$200 worth of program ads  
Sell \$200 worth of poinsettias.

***Parents remember:***, ad sales, poinsettia sales & spring flower sales earn money for your child's travel fund. (60% chorister travel fund; 40% ACC general fund).

**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 purchased. Five percent of every dollar purchased using the card raises money for the choir. Those monies go into our choir travel fund.

Tuition only covers about 20% of each chorister's education. The success of the Fund Raising efforts will 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

## **XXV. TRAVEL**

The **Concert Choir** may take several short trips during the course of the season and trips are required for all choristers. When we travel for these performances, we are representing ACC and West Virginia as their Ambassadors of Music and it is the expectation of every member of the choir to participate. Every two to three years, we plan a major trip for the Concert Choir.

The **Camerata Choir** takes one overnight trip. It is required and usually costs about \$175. 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.

Each chorister is given opportunities to raise money for their travel expenses through ACC sanctioned fund raising events (ad sales, poinsettia sales, spring flower sales, Kroger Cares Cards). ACC maintains individual travel accounts for each chorister based on their fund raising participation. Please have your chorister take full advantage of these opportunities so that no chorister will be left at home due to lack of funds. ***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 26. When serving as a chaperone, no other siblings/children, other than performing choir members, may accompany you. Chaperones have a group of young people they are responsible for 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 would allow parents to bring additional **school-age siblings/children**, with the **approval of the director**, to attend an event. These parents will **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.**

## 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 Camerata Choirs. 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

**Business 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 know as our "choir moms or dads", these 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 scheduling and assignment of chaperones, inspecting uniforms of choristers, maintaining order and discipline and providing support for the Director. ***If your child must miss a rehearsal, please contact your choir assistant.***

### **Choir Assistants:**

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

Camerata Choir: cell: 304- email:

Chamber Choir: Steffanie Peterson – cell: 304-610-7754 email: steffmpeterson@hotmail.com

Canzona Choir: Steffanie Peterson – cell: 304-610-7754 email: steffmpeterson@hotmail.com

Cantare, So. WV Choir: Bridgett Gore-cell-304-\_\_\_\_\_ email: rbjlgore@yahoo.com

Canticle, Putnam Co Choir: Beth Osborne-cell-549-5437 email: bearosborne@yahoo.com

Cadencia-HuntingtonChoir: TBA

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 Roa'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-Broadus 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 is currently a Kindergarten through Fifth grade music specialist with Kanawha County 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 stays at home with her son Rudy and new baby girl, 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 Auberngale's Children's Choir and taught Music in Winchester Public Schools. Ms. Long is also pursuing a doctor of musical arts. She teaches at Hurricane High School and directs the show choir.

### **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.

## **XXVIII. VOLUNTEERS**

As a not-for-profit corporation, ACC 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 Volunteer**

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 ACC Staff in securing auction items for ACC's Spring Gala
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 one of the ACC Board Committees	___Spring Gala ___HR ___Finance ___Marketing ___Development

### **Individual Choir Volunteer**

Choir Assistant's Assistant	Assists your child's choir mom in their many jobs.
Choir Photographer/Paparazzi	Photographs performances and all "Kodak moments" and supplies ACC office with prints or cd's for use in brochures, programs, and advertising pieces.
Applebee's Breakfast Assistant	Works with Chairperson to assist with the Applebee's Breakfast
Poinsettia Assistant	Work with Chairperson to assist with the Poinsettia pickup
Spring Flowers Assistant	Help with spring flower pickup
Hostess/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 Guild	Serve as liaison between your child's choir and Parent Guild Coordinator
Chaperone or Driver	All chaperones and drivers must submit an application form and agreement. A \$20 fee is required for a background check which 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 –calhounbc@earthlink.net  
Kacie Harless, Vice President – kacieharless@yahoo.com  
Eric Smith, Secretary – ericallen.smith@huntington.com  
Greg Ullman, Treasurer - greg.ullman@huntington.com

**XXX. ACC PARENT GUILD**

The mission of 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 Guild wishes to encourage and support the atmosphere of accepting each child as an individual. It is the responsibility of the ACC-Parent Guild to organize 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	TBA	Clay Center
Appalachian Festival of Young Voices Concert	Sunday, May 29, 2010	7:30 p.m.	Clay Center

## **Appalachian Children's Chorus GUIDELINES FOR TOURING WITH ACC**

As members of ACC, choristers are expected to demonstrate the highest level of personal discipline as well as the 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:**

- Choristers will cooperate with chaperone instructions especially in regard to security and safety in public places.
- Chaperones reserve the right to check personal belonging and confiscate any item in the possession of a chorister that is deemed a potential risk to the safety of that chorister or any other in the group.
- Chorister will avoid physical abuse, kicking, punching, and fighting.
- Choristers are expected to 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.
- Relatives and friends are welcome to attend our performances.
- Choristers are encouraged to be friendly to other choristers in the choir environment, but are expected **NOT** to talk with strangers outside of the choir situations/rehearsal/concert.

### **GENERAL: RESPECTFULNESS, COOPERATION, ATTENTION, PARTICIPATION and PUNCTUALITY**

- Be respectful, caring and courteous at all times to all people in every circumstance, including but not limited to 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" is a very important tradition of ACC. Once it is heard, everyone joins in. **ALL TALKING IS TO STOP AND EYES ARE ON THE DIRECTOR. THERE SHOULD BE ABSOLUTE QUIET TO LISTEN TO THE INFORMATION BEING COMMUNICATED.** On tour, there is limited rehearsal time and every minute is critical. There may be times on tour when we need to change plans or have times when we may suddenly need the attention of the choristers. During these times, 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 are expected to **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, you will not have them.
- 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. No boys and girls allowed in each other's hotel/dorm room without chaperone.
- **Choristers are NOT permitted to use cell phones in choir or on trips. Should they be discovered using the phone, it will be confiscated and returned at the end of rehearsal or trip.**

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

**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. 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. 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. Therefore, you must take the necessary precautions to stay healthy the week before.
- 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.
- You must check in with you chaperone and board the bus in chaperone groups. **EVERYTIME!**
- **KEEP NOISE LEVELS AT A MINIMUM-QUIET CONVERSATION, USE HEADSET WITH RADIO/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--act like one. Be grateful, courteous, helpful and polite at all times.
- Please 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 you belonging packed and together.
- Keep your area tidy. Make your bed. Pick up towels.
- Bedtime will be 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.
- Please keep talking to a low level; Be polite.

- Do not order dairy products, or caffeinated beverages before a performance.
- No throwing anything or playing with food.
- Leave area clean and picked-up. Remember: we always leave things **BETTER** than we found them.
- Check for belongings before leaving the restaurant.

#### LEGAL SUBSTANCES:

- Drugs, alcohol and tobacco will not be permitted. **Disregard of this rule will necessitate a phone call home and will cause the chorister to be pulled from all programs and activities.** They will be placed with a chaperone for the remainder of the trip, or depending upon the severity of the offence, ***may be sent home at the parent's expense. The said child will 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

Violation of the above guidelines will not be tolerated and will result in a conference with the chaperone and/or Director. Depending upon the severity of the infraction, the following actions may be taken: missing fun activities, "time out", clean up duty or something comparable, pulled from all activities, or 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.***

## The ACC Chaperone Guidelines

Parents are responsible for the same financial cost as the choristers.

The primary purpose of the chaperones for ACC tours is to insure that the children have a safe, memorable, and successful trip. While we want everyone to have a great time and lots of fun, chaperoning is a job. You are responsible for the children assigned to your group and seeing that the rules and guidelines are followed by all.

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 they are responsible for 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.

Chaperones are to be familiar with and enforce all Chorister Guidelines and set the example by following all guidelines. Chaperones are responsible for making sure their group is accounted for and on time.

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.

There are several personal expectations of the chaperones:

### Chaperones are to:

- Be at least 24 years of age.
- Not use any tobacco products, alcoholic beverages, or inappropriate language during the tour.
- 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.
- Be calm when correcting children. Use **ONLY WORDS** when correcting children. Even a firm hand on the shoulder can be misunderstood.
- Keep all conversations focused on the positive side of things. If a child is particularly unhappy, please share this with the Choir Mom.

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 the choristers feel organized about their time, money, and belongings. This means getting into and out of bed with the guidelines of the daily schedule. This means getting to buses and meals on time, as well as supervising "free time" of unstructured activities. Keeping track of what they spend, exchanging currency, or using pre-paid travel cards.

- Some choristers may have never been completely responsible for packing their own suitcase and keeping their belongings together. They will 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 smaller 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 not become a problem.
- Encourage choristers to send cards and letters home.
- Notify the choir assistant if any room assignments need to be changed.
- Don’t 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 will be expected to be with the children **at all times** except for rehearsals; 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 has 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.

\_\_\_\_\_

Chaperone Signature

\_\_\_\_\_

Date

**This form MUST be returned before you leave on tour.**

**PRE-ARRANGED ABSENCE FORMS**

**Pre-Arranged Absence Form**

Name \_\_\_\_\_

Choir \_\_\_\_\_

Today's Date \_\_\_\_\_

Date of Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Rehearsal Assistant's Signature

\_\_\_\_\_  
Director's Signature

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**Pre-Arranged Absence Form**

Name \_\_\_\_\_

Choir \_\_\_\_\_

Today's Date \_\_\_\_\_

Date of Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Rehearsal Assistant's Signature

\_\_\_\_\_  
Director's Signature