



Zionsville Show Choirs, Inc.

Policy Handbook

2017-2018



Mission

The Zionsville Show Choirs (Choralaires & Royalaires) are ensembles dedicated to achieving excellence in the professional, musical, and performance aspects of a "show ensemble." Members will be devoted to learning professionalism (attendance, attitude and cooperation), musicianship (music reading and practice, vocal production, and ensemble participation) and performance practice (showmanship, style, and choreography execution). Each member will demonstrate an attitude of positive cooperation, teamwork and effort.

In addition, Choralaires and Royalaires are to be exceptional public ambassadors and representatives of Zionsville Community High School. The reputation of the Zionsville Show Choirs, Inc. (ZSI) is determined by the behavior of its members. Great expectations of maturity and behavior extend beyond the rehearsal room and beyond the school day.

The following guidelines will outline the detailed expectations for members of the Zionsville Show Choirs to help establish habits and a mutual understanding between performers, directors and parents.

Attendance

Attendance is crucial to the success of the group. Excessive absences from any rehearsals by one individual are damaging for the entire group. Being late to rehearsal is hurtful, too. Therefore, the following policy is necessary:

- Daily attendance status (during the school day) will be based on the ZCHS attendance policy.
- Student absences will be excused at the discretion of the director(s). Absences will be deemed excused if the director(s) are given at least 24 hours notice and there is a sensible reason (ZCHS extracurricular conflict, illness, family conflict, etc.) Each conflict will be considered individually.
- **3 unexcused absences** from extracurricular rehearsals result in dismissal from the ensemble. Attendance will be taken 5 min. after rehearsal begins. Each tardy will count as 1/2 an unexcused absence. Therefore, 6 tardies will result in dismissal.
- **Any unexcused absence from a performance is grounds for dismissal.**
- It is understandable that members are involved in other ZCHS-sponsored extracurricular activities. However, Zionsville Show Choirs must take certain priority. Therefore, numerous conflicts resulting in absence will not be tolerated. Non-ZCHS-sponsored activities will not be excused.

The show choir directors will work diligently to make the rehearsal & performance schedule as consistent and compact as possible while maintaining the high performance expectations. (See "Activities Schedule" on p. 3 for details.) Some activities on the rehearsal & performance schedule will have particular importance to the group's success (as in choreographer and clinician workshops, public performances, etc.) and will be more difficult to excuse. Students are expected to communicate all activity conflicts as soon as possible.

Grading

The Zionsville Show Choirs are co-curricular activities. Participation in daily class *and* extracurricular rehearsals contributes to each member's academic standing in the respective ZCHS course. The following is a brief outline of the grading guidelines for the Zionsville Show Choirs. (For full grading details, please review the "ZCHS Performing Arts Department Policy Book" provided for all student musicians in the fall.)

Show Choir members will be academically evaluated on the following categories:

- **Attendance and participation.** Each student will receive points each day for classroom participation. Each student will receive points for each hour of extracurricular attendance. Students having completed journal assignments, music, pencils, costume, etc. when requested will earn points.
- **Musicianship.** Vocal assessments will be given for points. Improvement is important, not raw ability. Successful musicians are typically those who mark their music with important information, who practice regularly, and are punctual and disciplined.
- **Showmanship.** Choreography and show concepts (facial communication, stage presence, etc.) will be tested for points. Thorough knowledge and execution of the visual aspects of Royalaires and Choralaires is expected and will be tested.

Students will be given the opportunity to receive credit for "excused" absences by completing departmental make up assignments. *Credit lost from unexcused absences cannot be made up.*

Student Supplies

Zionsville Show Choir members will be provided a portfolio with all musical scores and supplies (pencil, paper, etc.) These portfolios are needed at every rehearsal (class sessions and extracurricular). Members will also be provided performance attire and other performance accessories. These items will be expected at most rehearsals - students will be given specific notice of the rehearsal needs. Dance shoes will be required at every extra-curricular rehearsal. It is the responsibility of each member to replace any student supply lost, broken or unable to be returned.

Leadership Positions

The director(s) will assign the following positions to mature individuals to help the daily activities of the Choralaires and Royalaires. (These positions are designed to be year-long assignments. However, if a student is inconsistent or unable to continue in the position, it will be reassigned.)

- *President* will be the intermediary between students and director. He / she will be the spokesperson for the ensemble. He / she will be assigned to help maintain ensemble records: attendance, supply and music needs.
- *Section Leader(s)* will be assigned to help lead ensemble sections learn music, organize sectional rehearsals and activities, and communicate students' needs to the directors.
- *Dance Captain(s)* will be assigned to help lead ensemble sections learn choreography and clean visual elements of the group's performance. They will lead some rehearsals, answer questions, and help individuals with problems.
- *Properties Manager* will be assigned to help directors and the ZSI costume committee manage music folders, costumes and property needs of ensemble members.

Activities Schedule

As a general rule, Zionsville Show Choirs will rehearse on Monday evenings, Chorales after school and Royalaires beginning at 6:30 or 7:00, throughout the school year. Additional Thursday rehearsals will be added to the schedule the week prior to a ZCHS concert event and during the show choir competition season, January through March, and as we prepare for Finale. Regularly scheduled sectional rehearsals, choreography review and test prep rehearsals may be expected. Specific rehearsal calendars will be provided each 9-week period in which special workshops, alterations to the usually rehearsal days, and performances will be noted. In addition to the regular rehearsal schedule, special workshops will be added to the calendar throughout the year to accommodate choreographers, vocal clinicians, and show judges. These activities will be very important to the ensemble(s) and must be prioritized.

Schedule of Events

| | | | |
|----------------------------------|------------|-------------------|-------------|
| Show Choir Camp | M-Th | July 24 – July 27 | 9:00 – 5:00 |
| Zionsville Fall Festival | S | September 9 | TBD |
| Fall Choral Concert RH | M | October 2 | 5:00 – 9:00 |
| Fall Choral Concert | T | October 3 | 7:00 |
| Show Choirs Holiday Home Tour | S | December 2 | 9:00 – 4:00 |
| Holiday Concert RH | T-W | December 5 & 6 | TBD |
| Holiday Concert | R-F | December 7 & 8 | 7:00 |
| Show Choir Competition option #1 | S | February 10 | TBD |
| Show Choir Competition option #2 | S | February 17 | TBD |
| Show Choir Competition option #3 | S | February 24 | TBD |
| Show Choir Competition option #4 | S | March 3 | TBD |
| Winter Choral Concert RH | M | March 5 | 5:00 – 9:00 |
| Winter Choral Concert | T | March 6 | 7:00 |
| Show Choir Competition option #5 | S | March 10 | TBD |
| Choral Auditions | M-R | March 12 – 16 | 3:00 – 9:00 |
| Show Choir Finale RH | T-R | May 8 - 10 | 4:00 – 9:00 |
| Show Choir Finale | F-S | May 11 & 12 | 7:00 |
| <i>Show Choir Banquet*</i> | <i>TBD</i> | | |

These events should not be missed due to conflict of any kind. Please schedule around these dates.

**The Show Choir Banquet is not required.*

Summer Camp

All Chorales and Royalaires are expected to participate in a 5-day activity camp, labeled “Show Choir Camp” above. The format of summer camp will involve a combination of full-day session with both choirs (Monday, July 25th) and full-day or half-day sessions for each choir (to be determined after choreographer / clinician assignments have been made.) The schedule of events will be defined and sent via email after July 1, 2017. We do expect some conflicts with family vacations and other summer camps. Each family summer vacation situation will be accommodated. We ask that communication be maintained. We will not excuse absences for student jobs.

Personal Appearance

A certain level of uniformity is expected for all members of the Zionsville Show Choirs. Therefore, the following appearance guidelines are in effect.

- Body piercing and tattoos must not be visible during performances
- Unnatural hair colors will not be permitted
- Drastic changes in hairstyle should be discussed with directors *prior* to a change
- Cosmetic (make-up) guidelines will be given prior to the first performance(s) and maintained throughout the year
- Non-show choir jewelry will not be worn during performances
- Ladies will be expected to maintain a uniform hairstyle for performance – detailed guidelines will be given
- Men will be expected to be clean-shaven and well-groomed for performance
- All Show Choir members are expected to maintain a high level of personal hygiene and cleanliness

Personal Performance Responsibilities

Performers must take *personal responsibility* to know all music, all choreography, and blocking. Performers may be tested at any time on singing their voice parts and their dance assignments. Inability to properly execute a number will have academic repercussions and may result in the performer being blocked out of the number.

Any missed choreography workshops may result in the performer being blocked out of the number(s) being rehearsed.

Zionsville Showchoirs, Inc. (ZSI) – the parent organization

The Zionsville Show Choirs (Chorales & Royales) are ensembles dedicated to achieving excellence in the professional, musical, and performance aspects of a "show ensemble." This student experience requires the expertise of trusted educators, the nurturing support of family, and the financial contribution of those who choose to invest in the values of our youth through this performing arts activity. The parents of Zionsville Show Choirs students help coordinate these efforts by being contributing members of ZSI. It is the goal of the parent members of Zionsville Show Choirs, Inc. to:

- Support the Zionsville Community High School Show Choir educational program as established by the Vocal Music staff and administration of Zionsville Community School Corporation.
- Assist with adult supervision for the Zionsville Community High School Show Choirs when needed.
- Publicize the endeavors and information regarding the Zionsville Community High School Show Choirs.
- Assist in fundraising efforts to meet the financial needs of the Zionsville Community High School Show Choirs.

Every Zionsville Show Choir parent is automatically a part of ZSI until his/her child's membership in show choir has come to an end.

Parent involvement

The success of the Zionsville Show Choirs is greatly aided by a tremendously active and positive parent involvement. Be willing to share your time, ideas, and help to administer the needed volunteer tasks. Parent meetings will be held to distribute needed information once per term. We request that all parents be in attendance for these meetings. Committee meetings and other meetings may be held for parents to voluntarily meet for planning, openly discuss ideas, and share concerns. Please feel free to call or meet with a show choir director or a specific chairperson to communicate needs. [See the annual ZSI organization chart for a quick reference to committee chairs.]

Show Choir Participation Fee

Students enrolled in Zionsville Show Choirs are responsible for paying a fee for participation in the year-long activity. This fee covers many expenses including the following:

- all costume rentals (all costume items are officially rented from ZSI)
- shoes
- tights & trunks
- jewelry and other performance accessories
- music folios of repertoire
- a share of the group's competition expenses:
 - choreography fees
 - arranging fees
 - guest clinicians
 - guest instrumentalists
 - travel expenses (for equipment hauling)
 - set design and construction expenses
 - props

The Zionsville Show Choir participation fee is \$900.00 for the year. These amounts must be paid in full on or before Thursday, January 18, 2018. Make checks payable to *Zionsville Show Choirs, Inc.* or ZSI. (If the student has not paid this fee on time, the directors reserve the right to exclude the student from competition season activities.)

Zionsville Show Choirs, Inc. is a 501 (C) (3) not-for-profit organization.

What the ZSI fee does not cover

There are several expenses that members of the Zionsville Show Choirs may incur throughout the course of the year that will not be included in the participation fee.

- Show choir items missing, lost or stolen after distribution
 - Students will be required to replace any items before being allowed to perform
- Class fee (this is paid at school registration with normal book fees)
- Cosmetic supplies and hairpieces. All show choir members will need stage make-up
- Food
- Year-end Banquet (optional)
- Overnight travel costs (if applicable)
- Optional show choir spirit items such as spirit wear, spirit signs, pictures, photo buttons, car decals, yard signs, etc.

Expenses to be decided by parents:

For expenses beyond what is discussed above, any decision that requires all members of a show choir to spend more than \$75.00 will be proposed to the parents at least one month in advance and will then be voted upon in a general meeting of all show choir parents. A parent must be present at the meeting to vote. A “yes” vote will require 75% of the votes of those present at the meeting to pass. An example of this would be taking a trip or another outing.

Refunds

There will be no refunds of participation fees. Once money is deposited into the ZSI account, it will not be refunded. This includes fees, sponsorship funds, ad sales, profits from fundraisers, and any form of donations to the program. Should a student leave the group before the school year ends, no refunds will be provided. If the director terminates a student’s membership, no refunds will be distributed. We do not transfer funds between ZSI and any other organization.

In the event that ZSI undertakes a capital campaign for specific funding (equipment, staffing, etc.), funds donated and ear-marked for such a campaign could be refunded to the contributor if the expense goal is not reached or the fund is not expended due to change of priority.

Student Accounts

The ZSI treasurer will keep an accounting book detailing balances owed and dates of payments. We encourage you to use the payment schedule to pay for the participation fees. Prepaying your account could result in an over payment that will be put toward the general fund as over payments are not refunded. Students may raise funds via ad sales and sponsorships, and Scrip card sales to help offset the participation fee. Any extra payments or extra fundraising will be added to the Show Choir account. Each year the students start with a zero balance. At the end of the school year, there will be no transfer of funds for students. Students must pay all debts to ZSI prior to May 7, 2018, in order to continue in the organization. All questions and concerns regarding student payments, balances, and special circumstances must be communicated to the directors.

Participation Fee schedule

| | | |
|-----------------------------|----------|------------------------|
| Payment #1 (Commitment Fee) | \$100.00 | Due May 18, 2017 |
| Payment #2 | \$250.00 | Due September 14, 2017 |
| Payment #3 | \$250.00 | Due November 9, 2017 |
| Payment #4 | \$300.00 | Due January 18, 2018 |

Please make all checks payable to *Zionsville Show Choirs, Inc.*

Please indicate the student's name and reason for the payment in the memo line of the check.

Mail to the ZSI treasurer: Ann van de Sandt
7805 Sea Eagle Circle
Zionsville, Indiana 46077

Please email payment questions to Molly Griffin at: mgriffin3@indy.rr.com

Fundraising

The annual participation fee (\$900.00) is 60% of the actual per student expense. Therefore, there is a perpetual need for fundraising to help ZSI bridge the expense gap. The Zionsville Show Choirs are always seeking ideas for fundraisers. Parental input and suggestions are welcome. Communicate ideas to the director and/or the members of the Fundraising Committee. In 2017-18, the Zionsville Show Choirs will include the following efforts in our annual fundraising plan:

May 2017 - August 2017

Program Series Ad Sales and Patron Sponsorships

- Ads sales are dedicated to local businesses interested in advertising in our concert series program. 50% of ad sale proceeds can be discounted back to the student accounts.
- Patrons may sponsor individuals at various levels to support students. 100% of patron sponsorships will be discounted back to student account balances.
- Student participation is not required for this fund-raiser.

June 2017 – May 2018

Scrip Card Sales

- A percentage of Scrip Sales goes to student accounts. (It varies by card.)
- Student participation is not required for this fund-raiser.

July 2017 - August 2017

Crew Car Wash coupon sales

- Proceeds will go to the ZSI general fund.
- Student participation is required for this fund-raiser (for a minimum of 10 coupons)

November 2017 - December 2017

Holiday Home Tour

- Proceeds will go to the ZSI general fund.
- Student participation is required for this fund-raiser (for organization, hosting and/or performance duties and a minimum of 3 tickets sold)

May 2018

Finale Ticket Sales

- Funds raised benefit the organization at-large.
- Student ticket sale participation is not required.

Expenditures and Reimbursements:

It is often convenient for parent volunteers to make ZSI purchases for the organization that can be reimbursed at a later date. However, every show choir purchase must be pre-approved by the director. No reimbursements will be made unless the expense was pre-approved by the director in writing. No one may sign for any "accounts receivable" purchase except for the directors and treasurer.

Anyone who signs for any purchase will be charged the amount for which he/she signed. Some local businesses and hardware stores do permit non-approved signatures. However, this is strictly forbidden within Zionsville Show Choirs, Inc.

Sales tax cannot be reimbursed by the organization.

Sample below:

*******Approval to Purchase*******

Date: _____

As director of the Zionsville Community High School Showchoir Organization, I grant

_____ permission to purchase the following items:

at a cost not to exceed \$_____.

Upon receiving goods (and/or services) and proof of purchase receipt, I will submit the amount to the Zionsville Community High School treasurer for reimbursement.

Signed:

Aaron Coates / Deana Broge, director(s)



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Student Agreement Form

Student performer:

I have read the contents of the Zionsville Show Choirs, Inc. Policy Handbook for 2017-2018. I agree to the terms of this handbook. I understand that failure to adhere to the Show Choir guidelines as communicated by the director can result in termination of my membership in the Zionsville Show Choirs. Please return this signed document to Mrs. Broge by July 27, 2017.

I am a member of Choralaires Royalaires

Printed name: _____

Signature: _____

Date: _____



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Parent Agreement and Permission Form

Student name:

Relation to Student:

Parent/Guardian:

I have read the contents of the Zionsville Show Choirs, Inc. Policy Handbook for 2017-2018. I agree to the terms of this handbook. I grant permission for my child to participate in all facets of the Zionsville Show Choirs. I grant permission for my child to be photographed, audio recorded, and videotaped for showchoir activities. I further grant my child permission to participate in the field trip activities as designated by the Zionsville Community High School Show Choir organization. I authorize the director, teacher or administrator who is accompanying my child on show choir field trips to consent to any necessary examination, anesthetic, medical diagnosis, surgery, or treatment and or/hospital care to be rendered to the above named minor under the general or special supervision and on the advice of a licensed physician or surgeon. (Before any major medical decisions are made relative to your child, every reasonable effort will be made to contact you, the parent or guardian.) Please return this signed document to Mrs. Broge by July 27, 2017.

Printed name: _____

Signature: _____

Date: _____