



Rolla Community Children's Choir  
RCCC Young Singers

2016-17

**HANDBOOK**

# Rolla Community Children’s Choir Handbook

## Table of Contents

<b>Fact Sheet.....</b>	<b>2</b>
<b>At a Glance.....</b>	<b>3</b>
Mission, Vision, Membership, Rehearsals, Funding, Tax-Status, Scholarships, Board of Directors	
<b>Parent Volunteers.....</b>	<b>4</b>
<b>Auditions and Rehearsals.....</b>	<b>4</b>
Auditions and Re-Auditions, Guidelines, Commitment, Rehearsals	
<b>Auditions and Rehearsals.....</b>	<b>5</b>
Parking/Dropping off for Rehearsals, Rehearsal Absences, Attending Rehearsal if ill, Extra Rehearsals, Snow Days, Performances	
<b>Rehearsal, Performance, and Concert Etiquette.....</b>	<b>6</b>
Rehearsal etiquette, Discipline, Snacks, Electronic Devices, Performance Etiquette, Concert Tickets	
<b>Rehearsal, Performance, and Concert Etiquette.....</b>	<b>7</b>
Prior to concert, During Concert, Concert Etiquette	
<b>Uniforms/Music.....</b>	<b>8</b>
Appearance for Performances, Formal Uniforms, Casual Uniforms, Choir Members, Music and Folders At the End of the Year	
<b>Parent Responsibilities.....</b>	<b>9</b>
Parental Responsibilities, Communications, Singer Contributions/Tuition, Scholarships, Parent Volunteers, Fundraising.	
<b>Tours – Day / School Tours and Music Festivals.....</b>	<b>10</b>
<b>State, Division, and National Honor Choirs.....</b>	<b>10</b>
<b>RCCC Membership Agreement.....</b>	<b>11</b>

*The Rolla Choral Arts Society receives partial funding for the RCCC and Young Singers through a grant from the Missouri Arts Council, a state agency.*

# Fact Sheet

## MAILING ADDRESS

Rolla Choral Arts Society  
PO Box 278  
Rolla, Mo 65402

## WEB SITE:

<http://www.rollachoirs.org>

## Rolla Choral Arts Society Board Members:

Dottie Cook (publicity)	Mary Kwantes (librarian)
George Hoemann (publicity, fundraising)	Debbie Priesmeyer
Cindy Beger (publicity, fundraising)	Steve Skelton (webmaster)
Janice Hartinger (treasurer)	Bruce Wade (graphic design)

## ARTISTIC STAFF:

Jeff Sandquist, Founder/Executive and Artistic Director: [jsndqst@gmail.com](mailto:jsndqst@gmail.com) 573.368.8535  
Kathy Mazzeo, accompanist coord., director Jazz Choirs [fbcrkathy@gmail.com](mailto:fbcrkathy@gmail.com)  
Annie Neavill, director, Young Singers Email: [aneavill@rolla.k12.mo.us](mailto:aneavill@rolla.k12.mo.us) 314.795.4935

## WEEKLY REHEARSAL SCHEDULE:

**Rolla Community Children's Choir:** Rehearsals at Rolla Middle School Band Room  
WEDNESDAY 3:30 – 5:30 p.m. (healthy snack served at 3:15 p.m.)

**RCCC Young Singers:** Rehearsals at Rolla Middle School Rm. 125  
WEDNESDAY 3:30 – 5:30 p.m. (healthy snack served at 3:15 p.m.)

**Rolla Community Choir:** Rehearsals at Rolla High School Choir Room (211)  
MONDAY 7:15 - 8:45 p.m. (Singers age 16 and above)

**Rolla Men of Song:** Rehearsals at Rolla Jr. High Music Room  
FRIDAY 7:00 - 7:45 a.m.

## MAJOR PERFORMANCES CURRENTLY SCHEDULED 2016-17

Oct. 18 (Tues) Choral Showcase with RPS 7:00 p.m. @ First Baptist  
Nov. 17 (Thurs) Fall Tour for RCCC – all day  
Dec. 3 (Sat) Christkindlmarkt 11 – 6 p.m. TBA  
Dec. 17 Christmas Concert “Magnificat” 7:00 p.m. @ First Presbyterian  
Dec. 18 Christmas Concert “Magnificat” 2:00 p.m. @ First Presbyterian  
Feb or March TBA Benefit Dinner  
April 20 (Thurs) Spring Tour RCCC all-day  
April 29 Spring Concert 7:00 p.m. @ First Presbyterian  
April 30 Spring Concert 3:00 p.m. @ First Presbyterian  
May 13 (Sat) Choir Games TBA

# At a Glance

## **MISSION:**

To achieve excellence in children's choral music through education and performance.

## **VISION:**

1. To create an energetic atmosphere and camaraderie as a family of musicians dedicated to choral artistry, expressive singing, music literacy, and extraordinary performance opportunities.
2. To serve our community with culture and entertainment.
3. To develop leadership, commitment, and discipline.
4. To strengthen the existing music programs in our area schools.

## **MEMBERSHIP:**

### **Rolla Community Children's Choir**

Children are at least nine years old through sixteen years old. Children from all economic, racial, ethnic, and religious backgrounds are encouraged to join. Prospective members may audition at any time. Auditions are regularly scheduled in August, January, and May.

### **RCCC Young Singers**

Children are at least seven years old through fourteen years old. Children from all economic, racial, ethnic, and religious backgrounds are encouraged to join. Prospective members may audition at any time. Auditions are regularly scheduled in August and January.

## **REHEARSALS:**

**RCCC** will rehearse once a week in the Rolla Middle School Band Room

**RCCC Young Singers** will rehearse once a week at Rolla Middle School Rm 125.

## **FUNDING:**

Rolla Community Children's Choir is funded by member-paid singer contributions/tuition, and contributions from individuals. Additional funding comes from: corporate/foundation sponsorship (individual singers, or ensembles), concert ticket sales, etc. The Rolla Choral Arts Society receives partial funding through a grant from the Missouri Arts Council, a state agency.

## **TAX-STATUS:**

The Rolla Choral Arts Society is filed as a non-profit corporation in the State of Missouri and has 501c3 tax-exempt status. Tuitions are not tax-deductible. Contributions ARE tax-deductible.

## **SCHOLARSHIPS:**

Families who prove financial need or hardship may apply for tuition scholarships, which cover up to 85% of tuition.

## **BOARD OF DIRECTORS:**

Rolla Choral Arts Society is 501c3 non-profit corporation, and is governed by a Board of Directors of community volunteers, who take responsibility for the fiscal, legal, and ethical affairs of the organization.

## **PARENT VOLUNTEERS:**

Parent Volunteers can make a huge difference in our organization. We welcome you to join the fun and camaraderie of our choir family by volunteering on a committee or helping in another way. Parents provide many services to our organization in the following areas: fundraising, uniforms, publicity, rehearsals, concert production, ushering, music library, clerical/office assistance, etc. We need you! Please mark areas of interest on the Singer Registration form.

# Auditions and Rehearsals

## **AUDITIONS AND RE-AUDITIONS:**

Auditions for children who are at least seven years old are scheduled in the fall and in the spring. Members will also be accepted in January for the spring semester. Returning members will re-audition each year for placement. Families will be notified of the singers' placement prior to the beginning of rehearsals.

## **GUIDELINES FOR CHOIR PLACEMENT**

### **RCCC Young Singers (age 7 and above)**

- match pitch
- find and use head voice
- echo-sing a simple melody
- follow a series of instructions
- focus attention for a 75 minute rehearsal

### **Rolla Community Children's Choir (age 9-16)**

All of the items required of Young Singers plus:

- focus attention for a two hour rehearsal
- remain focused during performances, on and off stage
- sing sequential exercises unaided
- sing in tune in head voice to top line treble clef "f"
- sing one voice of a canon or round alone
- follow a printed score
- be a good team member

**COMMITMENT:** Singers selected for RCCC and the RCCC Young Singers are expected to participate in these ensembles for the entire year. All tuition for the year should be paid between September and December. As a general rule tuitions are non-refundable. Tuitions are not tax-deductible, however donations above and beyond tuition are tax-deductible.

## **REHEARSALS:**

Rehearsals are kept at a minimum for your convenience, making each rehearsal of utmost importance. In order to progress as a group we must make every rehearsal minute count. Therefore regular attendance and total cooperation are required. Excessive absences and behavior problems are grounds for dismissal from the choir. (Please see rehearsal etiquette, on page 5)

All choir members are required to bring rehearsal materials, music, folders, and 2 sharpened pencils to every rehearsal. Extra rehearsals may be scheduled, (well in advance) prior to concerts.

## **PARKING, DROP OFF, DISMISSAL:**

**Rolla Middle School:** Singers not attending RMS arriving by car should be dropped off in the CAR LANE (closest to the track) at RMS. Singers should enter through main front doors by the OFFICE and proceed straight through the hallways to the music room (125) or the Band room (off the cafeteria).

## **REHEARSAL ABSENCES:**

Illness and school conflicts occasionally make rehearsal attendance impossible, so each child is granted three (3) absences in a 15-week semester. Please send an “I Need To Miss Choir” email to your director at least one week ahead of any school conflicts or other planned absences. Please call or e-mail your director either before or immediately after a rehearsal absence in case of illness to inform him/her and to ask for any rehearsal notes or assignments. Conflicts with performances need to be avoided, reported as soon as they are realized.

## **ATTENDING REHEARSAL IF ILL:**

While we do not want to spread communicable diseases, we recognize that many children experience hoarseness while they are otherwise healthy. It is permissible (and encouraged) for these children to attend rehearsal, to actively listen, follow the music score, and participate in ways other than singing. This is especially important just before a major concert.

## **EXTRA REHEARSALS:**

We usually schedule an additional rehearsal before each performance. All special rehearsals will be announced as far in advance as possible, verbally at choir rehearsal and through rehearsal notes and the [www.rollachoirs.org](http://www.rollachoirs.org) website. Please check the choir calendar and add these special rehearsals to your family’s calendar.

## **SNOW DAYS:**

Weather cancellations in Missouri are very difficult to call. Whenever the weather is threatening on a rehearsal day, we will decide by 2:00 p.m. whether a rehearsal should be cancelled or not. At that time, we will post the decision to the [www.rollachoirs.org](http://www.rollachoirs.org) website. You can sign up to receive email, texts, or tweets, automatically from the website. As a general rule, if the Rolla Public Schools are dismissed early for inclement weather, or not in session due to inclement weather, there will NOT be a rehearsal. Please call or text 573.368.8535 or check your e-mail after noon on any questionable “snow day” for the announcement.

## **PERFORMANCES:**

Performances with our “team” are absolutely vital. Fall and Spring tours and special performance events are as important as major concerts and mandatory for all choir members. If any child is considered to be less than fully prepared for a major concert, he/she will be asked to sit out. This can be due to excessive absences, tardiness, lack of focus in rehearsal, or lack of knowledge of the music, choreography, stage presence or other details. Every child MUST attend the dress rehearsal in order to be staged for the performance.

# Rehearsal & Performance Etiquette

## **REHEARSAL ETIQUETTE:**

To perform at its best, a choir must have energy, concentration, and cooperation from all of its members. An outstanding choir must have members who:

- Sign in and sit down ON TIME
- Enter and leave the building in an orderly manner
- Bring music, materials, pencils, and water bottle
- Go to the bathroom BEFORE rehearsal begins
- Leave running, yelling, horseplay, outside
- Listen carefully to the director
- Mark choir music with a pencil
- Do not talk during rehearsals
- Concentrate on the music when another section is singing
- Treat others with respect, courtesy, and kindness
- Have a positive attitude

## **Discipline:**

Choir is a group experience, and everyone needs to cooperate. We will not allow the actions of one child to adversely affect the entire organization. Singers who do not follow these rules may be asked to sit out for the duration of a rehearsal. A second incident will result in a parent/child/director meeting. A third incident may lead to suspension for the season.

## **Snacks:**

Except for water, NO FOOD OR BEVERAGES are allowed in the choir room after snack time 3:15- 3:45 p.m. for RCCC and 3:15 – 3:45 p.m. for Young Singers. All snacks, must be eaten in a designated area, and trash disposed of at the end of snack time.

## **Electronic Devices:**

Please do not have cell phones, ipads or other electronics out during a rehearsal. If seen, they will be taken and held until a parent comes to retrieve them.

## **PERFORMANCE/CONCERT ETIQUETTE:**

During a performance, a choir is judged as much on its professional behavior as it is on the music. This is just as important when a group is performing as it is when the group is part of the audience listening to the performance of another ensemble. Any time you are wearing your concert uniform or an RCCC polo shirt, singing on stage, or simply walking to the parking lot after a concert, you are representing the choir. Inappropriate behavior before, during, or after a performance may place an offending member on probation or even cause dismissal from the choir.

**CONCERT TICKET POLICY** Concert ticket sales are an important part of the revenues for the RCAS. The RCAS Board has approved the following Ticket Policy for the 2016-17 season:

**General Public Concert Tickets:** \$5 ea. **RCAS Donors** (\$100 and above) up to 4 (complimentary)  
**RCAS Families** (parents/guardians, siblings, spouse):\$25 max (BOTH performances if more than one)  
*The annual RCAS Benefit Dinner is not covered by this policy.*

**RCAS Benefit Dinner:** This annual event is a major fundraiser for the RCAS. Tickets include the dinner and performance. Complimentary tickets and the RCAS Family Plan do not apply for this event. Parents and families will have the opportunity to see the choirs perform at other concert and “free” events during the year. Singers will need to be in attendance for their choirs performance, but not for the entire event (unless their families have purchased Benefit Dinner tickets for the event).

**Prior to the PERFORMANCES, each child is expected to:**

- Know exactly what to wear
- Inspect all uniform pieces to make sure they are clean and wrinkle-free
- Arrive early, entering the building quickly and quietly
- Go to the bathroom BEFORE lining up with the choir
- Listen carefully to all pre-performance instructions

Back stage, each child is expected to:

- Mentally prepare for performance
- Listen for instructions
- Be quiet
- When appropriate, play quiet games or read a book

**During the performance, each child is expected to:**

- Maintain a proper stance with a quiet body
- Keep arms still at sides
- Watch the director
- Remain focused

After the performance, each child is expected to:

- Maintain choir behavior standards
- Remain fully dressed in choir uniform until in the car

**CONCERT ETTIQUETTE Singers AND Audience**

- Please be on time
- Remain seated until the end of the concert
- Please do not talk while a choir is performing
- Take pictures ONLY when asked...or during applause
- Please use the nursery or cry room for babies and small children (if one is provided)
- If no nursery is available at the concert, please make arrangements for a sitter for babies and small children at home



# Uniforms/Music

## **APPEARANCE FOR PERFORMANCES:**

Choral singing is based on unity of sound and appearance, therefore:

- Uniforms must be clean and wrinkle-free
- Hair must be clean, natural, simply done, and held back out of the eyes
- Hair accessories (if necessary to hold hair out of eyes) must be small and the same color as the singer's hair or uniform polo shirt.
- Necklaces must not show
- Earrings must be tiny and inconspicuous, without dangles
- If used, makeup must be light and tastefully applied

## **FORMAL UNIFORMS:**

RCCC/Young Singers Polo Shirt and Black pants or skirt (knee length). Black shoes (closed toe, no tennis shoes, or heels), socks and belt.

## **CASUAL UNIFORMS:**

Our casual uniform is:

- RCCC/Young Singers polo shirt
- Blue jeans (not oversized, sloppy, ripped, or cut-off)—clean and in good condition
- Clean tennis shoes

## **CHOIR MEMBERS ARE EXPECTED TO HAVE:**

- RCCC/YS Polo Shirt (provided)
- water bottle
- Three ring notebook (provided)
- Pencils

## **OPTIONAL PURCHASES:**

- Polo shirts for siblings, parents, grandparents, and friends, \$15 ea.

## **MUSIC AND MUSIC FOLDERS:**

Choir music is very important (and expensive)! Most of the choir music belongs to the choir and is loaned to each student for the semester. Singers are responsible for bringing it to EVERY rehearsal and for returning it in good condition at the end of the semester. Families will be billed for lost or damaged music. The value of music distributed varies with each choir and each concert. Singers will be required to replace lost or damaged music at the replacement cost, which may be higher than the price printed on the music.

## **AT THE END OF THE YEAR:**

- Please return all choir music, free of markings
- Re-audition for next year's choirs
- Let us know if you are not returning next year
- Make sure we have your phone number and address (FOREVER!)

# Parent Responsibilities

- Read handbook
- Check the web site frequently for updates and notifications
- Read e-mail memos
- Maintain calendar of choir events and deadlines
- Encourage child to bring choir music and materials to every rehearsal
- Deliver and pick up child on time
- Keep financial account current (Inform office staff if financial crisis causes interruption)
- Maintain uniform
- Volunteer

## **COMMUNICATIONS (staff to you):**

We are more than happy to include both parents, grandparents, and other supporting adults in any of our communication lists:

- E-mail—Make sure we have all of your correct e-mail addresses, and please check your e-mail regularly.
- Snail mail—Make sure we have your correct postal address(es).
- Rehearsal announcements—A Rehearsal Notes page will be distributed at almost every rehearsal. It will contain updates and information on what music needs to be prepared for the next assembly, etc. It should be placed in the front of the folder each week. Parents, please check folders after every rehearsal for these announcements. Parents are encouraged to sign up on the web site to automatically receive notifications whenever a new post is made.

## **COMMUNICATIONS (you to staff):**

E-mails [jsndqst@gmail.com](mailto:jsndqst@gmail.com) Call or text: Cell: 573.368.8535  
[aneavill@rolla.k12.mo.us](mailto:aneavill@rolla.k12.mo.us) Call or text Cell: 314.795.4935

## **SINGER CONTRIBUTIONS /TUITION:**

Tuition/Singer Contributions is a very important part of our annual budget, and we rely on your prompt attention to due dates. Please contact the Executive Director or Treasurer if you need to make special arrangements for your tuition payments. Tuition is currently set at **\$250** per year for RCCC and **\$170** per year for Young Singers. Families with multiple singers in either choir will receive a 10% reduction in fees for the second, third singer etc. Example: One singer at full tuition in RCCC, each additional singer 10% reduction.

## **SCHOLARSHIPS: up to 85% of Tuition amount**

Tuition Scholarships are available for families showing financial need and/or extenuating circumstances. Scholarship money is limited, and application deadlines are strictly enforced. Scholarships may cover up to 85% of tuition. Scholarship recipients must remain in good standing at all times to retain eligibility. Scholarships are not automatically renewable. Recipients seeking subsequent awards are required to reapply each year.

## **PARENT VOLUNTEERS:**

Parent Volunteers can make a huge difference in our organization. We welcome you to join the fun and camaraderie of our choir family by volunteering on a committee or helping in another way. Parents

provide many services to our organization in the following areas: fundraising, uniforms, publicity, rehearsals, concert production, ushering, music library, clerical/office assistance, etc. We need you!

## **FUNDRAISING**

The Rolla Choral Arts Society attempts to avoid “brochure sale” fundraisers whenever possible. Occasionally these types of fundraisers may be used to provide funds for a special tour or event. The Children’s Choirs did have quite a bit of success selling Advent Calendars and plan to do it again this year. RCAS prefers to raise funds through performances, and more music program related activities. Each of the singers in the Rolla Choral Arts Society will be asked to assist in the following fundraising /public relations efforts to support the programs of the RCAS:

- Advent Calendar Sales
- Ticket Sales for performances
- Ticket Sales for the annual RCAS Benefit Dinner
- Fundraising for special tours or events

## **TOURS**

**Fall and Spring Day Tours:** One of the biggest things the choirs can do, both as service to the community and as a recruiting tool, is to schedule school tours. Fall and Spring Tours have already been scheduled to perform for area public and private schools, and nursing homes. This is one of the items included in our grant from the Missouri Arts Council.

**Music Festivals:** There is a great deal to be learned from performing at evaluative music festivals. These events can be musically rewarding and a great deal of fun for the singers in the ensembles. We plan to attend at least one festival each spring. The directors will work very hard to select events which will be musically rewarding and appropriate for each ensemble. If the music festival is a “theme park based festival” (Six Flags) organized fundraising events may be scheduled to help offset the cost for these events. Admission cost for singers to attend the theme park for this type of festival are not included in the regular tuition for the ensemble.

## **STATE, DIVISIONAL, AND NATIONAL HONOR CHOIRS**

Many of our RCCC Singers in the past have benefitted from the experience provided by singing in Honor Choirs at the state, division, and national levels. These experiences vary in time commitment and cost (audition fees, participation fees, travel, and hotel) Singers in the Rolla Community Children’s Choir are strongly encouraged to audition for:

**Missouri Youth Honor Choirs:** Honor Choirs for Grades 4-5-6, 7-8, 9-10. Open to singers in Missouri. One-day event held in July in Jefferson City in conjunction with the MCDA Summer Conference in July. Recorded audition usually due in mid-March or early April.

**SWACDA Divisional Honor Choirs:** Honor Choirs levels 5<sup>th</sup> grade and up. Held in even number years in conjunction with SWACDA Conference. .

**ACDA National Honor Choirs:** Honor Choirs levels 5<sup>th</sup> grade and up. March 8 – 11, 2017 in Minneapolis, Minn. Open to singers from all 50 states. Requires adult chaperone, travel and a 4 night hotel stay. Details can be found at the ACDA web site [www.acda.org](http://www.acda.org)

# Rolla Community Children’s Choir MEMBERSHIP AGREEMENT

**As a member of Rolla Community Children’s Choir OR Young Singers I promise to:**

- Read the Choir Handbook and abide by its rules.
- Attend all rehearsals, sign-in promptly and be in my assigned place ready to sing before rehearsal start time.
- Attend all performances, dressed in proper uniform, sign-in promptly and be in my assigned place ready to sing on time.
- Use the RCAS web site to practice music between normal rehearsals
- Have my parent send written notice to my director **two weeks** in advance if I must miss a scheduled performance.
- Obey choir rules and conduct myself in a manner that adds to the success of the group.
- Display the proper behavior of a guest when arriving or leaving a rehearsal or performance.
- Take care of my music and folder, **always** bringing it with a sharpened pencil and a water bottle to rehearsal.
- Work hard in rehearsal and memorize my music at home when assigned.
- Deliver all choir notices to my parent(s).
- Turn in my music in good condition at the end of the semester, with all markings erased.
- \*Participate in my school choir or music program if one exists.

---

**Printed Name of Choir Member** *Signature of choir member*

**As a parent of a Rolla Community Children’s Choir OR Young Singer member, I promise to:**

- Read the Choir Handbook and abide by the procedures of the choir.
- Deliver my child promptly to all rehearsals and performances.
- Arrange to have my child picked up promptly at the end of rehearsals and performances.
- Notify the director in writing at least two weeks in advance of a performance absence.
- Pay all tuition and fees on time or make special arrangements with the RCAS Treasurer.
- Check with my child about notices from the choir and be aware of the information available.
- Attend parent meetings.
- Make sure that my child’s uniform fits properly and is clean, and complete for all performances.
- Arrange for child care for younger siblings for concerts where a nursery is not provided.

In addition to the above: I give permission for images of my child (photographs and video) to be used for promotional and informational purposes by the Rolla Choral Arts Society.

---

*Signature of parent/guardian date*

**PARENT VOLUNTEERS** We would like to help in the following areas: (check all that apply)

- Clerical/Data entry   
  Publicity   
  Ushering   
  Fundraising  
 Music Library   
  Concert Set-up   
  Rehearsals   
  Tour Chaperone