

District Sponsored Events –Chorus

Policies for selecting students for District 5 Chorus

District 5 of the Pennsylvania Music Educators Association encompasses all schools in Beaver, Butler, Lawrence, and Mercer Counties.

The Selection Process

Selections for District Festivals are made on a rotating basis. For example, the schools in each County are listed in alphabetical order. In year one of the sequence, the first school in Beaver County selects, then the first school in Butler County, followed by the first school in Lawrence County. The first round is completed after the first school in Mercer County selects. Round two begins with the second school in Beaver County. This procedure continues until all schools have placed one student in the organization. The procedure is then repeated until the ensemble is filled.

In year two, Butler County will begin the selection process followed by Lawrence, Mercer and Beaver Counties. However, the first school in each county will be placed on the bottom and the selections will begin with the 2nd school in alphabetical order. Year three of the cycle begins with Lawrence County and ends with Butler county while the selections within the counties begins with the 3rd school in alphabetical order. Year four begins with Mercer County and ends with Lawrence County, starting with the 4th school in alphabetical order, which begins again while the schools within each county continue their alphabetical cycles.

The secretary-treasurer is responsible to maintain the rotation cycle and notify the schools of the rotation. Any additions to the rotation will be approved by the executive board (i.e. addition of schools).

Paperwork Process

District 5 Chorus

Follow the following procedure:

1. Paperwork must be postmarked by the due date set by the host. This paperwork includes medical forms, contracts, and director information. The host will contact any director with incomplete paperwork.
2. Any school that does not have all the completed paperwork to the host director by the selection meeting will not be allowed to participate in the District Chorus festival that year.

Representation

The number of students representing a given school will be determined by the school enrollment in grades 10 through 12. The number of students allotted to each school is determined by the size of the District Chorus. The Secretary-Treasurer is responsible for determining the quota of each school. School population will be taken from the Department of Education. Once a school has reached its assigned quota of students, that school is removed from the selection order. The process continues in order without the said school.

Automatic Picks From Honors Chorus:

The top four students from each section will be offered an automatic seat in District Chorus. If the student is in 9th grade or otherwise ineligible, the automatic seat will be forfeited.

The membership of the ensemble is determined prior to the beginning of the selection process. Once the assigned number or voices has been reached within a section, that section is closed. The only exception to this is that a school's 1st choice will be guaranteed a place in the ensemble.

Automatic picks will fill quota from last to first pick. For example, if a school gets five picks and has three automatics, those automatics will fill picks three, four, and five. The said school will still have picks one and two in the rotation.

A school may exceed its quota for the following reasons:

- First pick is not an automatic
- More automatic picks than quota
- Additional need to fill an ensemble section (First Tenors, etc.)

Additional Rules for Procedure:

- An automatic pick must be in grades 10-12
- An automatic pick must attend the entire Honors Chorus Festival to be eligible as an automatic to Districts
- Every school is guaranteed their first pick into the chorus even if it means altering the size of the chorus
- The host school will fill up to 10% of the chorus if they choose.

Professional Courtesy Selections for District Events

Children of directors will be automatically placed into a group (chorus) when:

1. The student has an application submitted for the selection process.
2. The student is applying for the District Chorus festival of which his/her parent is the director at a PMEA District 5 High School Chorus.
3. The student is clearly identified as the director's child on the selections list. It is not the selection committee's responsibility to know an applicant is a director's child.
4. All other applicable PMEA and District 5 selection criteria are met by the applicant
5. The selection of the director's child will not affect the school's quota.

Festival Participation Policy

I. PUPIL APPLICATION

A student applicant is required to complete, sign, and follow all requirements mandated by PMEA. It is also required that all paperwork (as deemed necessary by the host) must be signed by the student's parent/guardian, director, and principal.

II. GUIDELINES FOR GRANTING AN EXCEPTION (permission to miss rehearsal time).

1. The conflict must have developed after the date on which the student was selected for the festival.
2. The nature of the conflict must be "unique". (e.g. A "Once-in-a-lifetime opportunity" or an important event that can not be rescheduled.)

III. GUIDELINES FOR REQUESTING AN EXCEPTION AND APPEALING AN EXCEPTION DENIAL.

<u>PROCEDURE</u>	<u>POSSIBLE ACTION</u>
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Student's Director confers with the District President

None

District President confers with the Host Director

2 Yes votes = Exception Granted

2 No votes = Exception Denied

Split vote = Confer with next
highest ranking officer in District
for deciding vote.

District Officers confer with other
District President in Region
and the State President

2 Yes votes = Denial Over-ruled

2 No votes = Denial Approved

Split vote = Denial Approved

PMEA President reviews completed action/Final Decision.

Miscellaneous District Policies

1. Upon notification of district selections, the *participating* director may make any substitutions or deletions in their school's chorus personnel. Substitutions may only be made within the same voice part. If appropriate changes cannot be made by the participating director, the open spot will be filled in the following order:
 - a. Substitute will be made from the pool of alternates established at the selections committee meeting.
 - b. From the host director's school program.
 - c. From other schools programs if alternates have been used.
 - d. Leave vacant.

2. The problem of directors having delinquent dues at the commencement of a festival has brought the Executive Council to the following policy:
 - a. One week prior to the festival, the **Secretary** will call PMEA to determine if a director's dues are current.
 - b. If a director's dues cannot be verified using the above procedure, the director will be asked to produce proof of dues having been paid.
 - c. That day if dues have not been paid, the director and students will be denied participation.

1. In the event of an "Act of God" causing the postponement or cancellation of a district festival, PMEA District 5 will assist as much as is possible with the payment of non-reimbursable expenses. The host will declare the expenses and the Executive Council will decide payment.

2. The Executive Council insists that all directors adhere to deadlines for all PMEA festivals. Negligent directors may forfeit the opportunity for their students to participate.

3. One additional copy of all District Chorus music is to be sent to the director of each school.

4. Audition selections for District events are to be selected the day of the auditions by a selection committee.

5. All District Chorus auditions will be held the beginning of the festival.

6. Registration fees for students who drop out of PMEA festivals after the beginning of the second week prior to the festival must still be paid, unless a replacement from another school is chosen.

7. Students of schools who owe fees will be ineligible to participate in subsequent events until delinquent fees are paid in full.

8. Payment for Chorus Festivals is expected before students can participate. A signed purchase order from the business office will be acceptable.

9. **Procedure for changing the Chorus Festival Manual:**
Proposed changes to the chorus festival manual must be given to the current District 5 President in written form for consideration by the executive committee. The proposal must be submitted at least 90 days before the District Chorus festival.

DISTRICT 5 HIGH SCHOOLS

Aliquippa High School
Ambridge High School
Beaver Area High School
Beaver County Christian School
Big Beaver Falls High School
Blackhawk High School
Butler Area High School
Butler Intermediate High School
Center High School
Commodore Perry High School
Lincoln High School
Lincoln Performing Arts
Farrell High School
Freedom High School
Greenville High School
Grove City High School
Hickory High School
Hopewell High School
Jamestown Area High School
Karns City High School
Kennedy Catholic High School
Knoch High School
Lakeview High School
Laurel High School
Mars Area High School
Mercer High School
Mohawk High School
Monaca High School
Moniteau High School
Neshannock High School
New Brighton High School
New Castle High School
Portersville Christian School
Quigley High School
Reynolds High School
Riverside High School
Rochester High School
Seneca Valley High School
Seneca Valley Intermediate High School
Sharon High School
Sharpsville High School
Shenango Area High School
Slippery Rock Area High School
South Side Area High School
Union Area High School
West Middlesex High School
Western Beaver High School
Wilmington Area High School

Host Director Responsibilities

1. Provide adequate facilities for the audition and the festival days.
2. Provide a guest conductor and be responsible for all fees and accommodations.
3. Must be a member of PMEA and pay all PMEA fees.
4. Collect all approved forms and fees.
5. Be responsible for any mailing, correspondence, etc. to directors and students.
6. Provide facilities for auditions including sergeant of arms, computer use (if necessary), and a meeting room for directors. All forms should be supplied.
7. Provide hospitality for directors.
8. Be responsible for student meals.
9. See that any music purchased with registration fees will become the property of the District 5 library. The host is free to borrow any music from the library.
10. Issue music to the student.
11. Provide the following for the concert: tickets, programs, and publicity and ushers. Recordings and pictures are strongly encouraged.
12. Provide medals as awards to be presented at the banquet.

Honors Chorus Policies

1. Current membership in PMEA is required of each participating director.
2. The judges for the auditions will be qualified music directors, active or retired. All judges must be current members of PMEA. Each choral director who has students participating must be present on that day to assist in judging, or a qualified judge must substitute for that director. Students who arrive without their choral director or qualified substitute will not be allowed to participate.
3. Students auditioning will be required to sing the specific pieces designated for the Honors Chorus audition.
4. Eligibility is 9th through 12th grades.
5. It is the duty of the Honors Chorus Chairperson to attend all rehearsals and concerts to represent PMEA in case of problems.
6. All students that audition for Honors Chorus must be currently participating in their school's performing choral ensemble.
7. All auditions shall be blind auditions. There will be one monitor who may communicate with the auditioning students and who does not judge and a minimum of three judges who will not communicate with the student.
7. Student participation in all rehearsals and concerts is the same as other district events. *Students must sing ALL music listed on the program.*
8. Auditions will use excerpts (no less than two, no more than 3) from two selections preferably from the upcoming year's concert program. If not available, two audition pieces will be selected at the discretion of the host.
9. Audition music for Honors Chorus will be decided upon by the end of May. All directors will be notified but must not distribute the music or notify the students of the selections until the next school year begins.

District 5 Chorus Library

The District 5 library *is currently housed at Commodore Perry High School. Music may be borrowed by any PMEA District 5 Choral Director.*

Motion to accept:

Millie Fowler/ Dane Skrupa
Unanimous

Festival Financial Policy (1/2010)

- 1) All festival finances will operate through the PMEA District 5 treasury. This includes all bills, payments, participation fees/incoming checks and ticket money. All hosts will work with the Treasurer and appointed members of the Executive Council to plan a budget for their respective festival. The host will submit bills/receipts to be paid as the festival progresses.
- 2) All festival participation checks will be sent directly to the PMEA District 5 Treasurer. The treasurer will be bonded. All festival participation checks will be made payable to PMEA District 5.
- 3) The treasurer will use Quicken or Microsoft money to maintain accurate records. Codes will be established for clarity and transparency of District 5's financial operations.
- 4) The treasurer and a designated assistant(s) will be required to be present at each PMEA concert in District 5. At least one other officer must also be present at the concert to assist and verify concert receipts.
- 5) The Host school will receive \$750 for their school program, and \$250 as a festival host honorarium. It is the host's discretion whether they keep the money or donate that honorarium back to their program. *In the event there is not a concert, all honorariums will be determined by the Executive Council.*
- 6) The budget will be approved by the Executive Council after the Host and Treasurer submits proposed bills. Each Host must complete their festival budget by the executive board meeting in September. Any unexpected proceeds will go to the District 5 treasury.
- 7) ALL concerts will be the same price. Honors, Districts (including Junior High District Choral Fest), Regions (within District 5) and Elementary Chorus Fest. The following ticket prices are suggested: \$4 adults, \$2 students, 10 and under free.
- 8) Student fees can only be used for those necessary items to ensure adequate festival participation. This includes all aspects and expenses dealing with the running of the student part of the festival. The State (\$5) and District (\$7) fees will still be a part of each festival budget. Directors' breakfasts, luncheons, etc cannot be paid by student fees, and it is suggested they are paid for from donations.
- 9) Additional monies made available through this format will be channeled into increases in scholarship, C/I Projects/Sessions for District 5 Members, and special projects to enhance the professional standing of PMEA District 5.
- 10) This change will protect PMEA District 5 as well as each host against potential financial questions from school districts paying fees. All money will be run through the PMEA state office for additional protection and auditing..