



MEMBER HANDBOOK

**Gloucester County Children's Arts Society, Inc.
a/k/a The Gloucester County Children's Choir**

2016 - 2017

GLOUCESTER COUNTY CHILDREN’S ARTS SOCIETY, INC.
a/k/a THE GLOUCESTER COUNTY CHILDREN’S CHOIR
MEMBER HANDBOOK

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Gloucester County Children's Choir Member Handbook

Congratulations on becoming a member of the Gloucester County Children's Choir. This handbook will tell you about some things you can expect and what is expected of you. *Please read it carefully from beginning to end, and be sure your parents read it too!*

I. STATEMENT OF PURPOSE

The purpose of the Gloucester County Children's Choir, hereinafter referred to as The Choir or GCCC, shall be to provide an opportunity for young performers between the ages of 9 and 18 to participate in a fine and performing arts organization of the highest quality, to provide choral training for the participants regardless of gender, race or creed, and to encourage a deeper appreciation of the arts.

II. GENERAL INFORMATION

A. MEMBERSHIP

The GCCC is comprised of boys and girls ranging from nine to eighteen years of age. Members are from many communities throughout South Jersey. The season runs from September through May. New members are accepted in September and January after participating in a placement audition.

B. COSTS

- \$100 Non-Refundable Registration Fee (\$80 per child for Family members)
- \$40.00 - \$45.00 Formal Concert Attire -- Tuxedo Shirt, Vest, and Bowtie (Boys)
- \$55.00 - \$59.00 Formal Concert Dress (Girls)
- \$25.00 - GCCC Red Golf Shirt (for informal performances)

C. CHOIR MAILING ADDRESS

Gloucester County Children's Choir
P. O. Box 254
Woodbury, NJ 08096-4001

Telephone : 856-589-5149
E-mail: esrich1@hotmail.com
Website: <http://www.gccchoir.com>

III. PERFORMANCE HISTORY

The Gloucester County Children's Choir, formed in 1993, is an outgrowth of the Youth Revolution for Christ Choir.

Since its debut on December 12, 1993, at First Baptist Church, Jericho, the Choir has been in demand. These performances include Black History Month Concerts (Mt. Zion Baptist Church, Glassboro and Gloucester County College), and Holiday and Unity Day performances for Gloucester County Heritage Commission. In March 1995, the Choir was invited to participate in the Children's Choir Festival held at the N.J. Art Museum, Trenton. The Festival was a Birthday Celebration for the 100th Birthday of the museum. The Greater South Jersey Chorus invited the choir to sing in Carl Orff's *Carmina Burana* held at the Haddonfield United Methodist Church in the spring of 1995. On May 5, 1996, the South Jersey Chorus and the Gloucester County Children's Choir debuted in Dean Rishel's *Requiem for the Children* in memory of the Oklahoma City bombing. We hosted our first Choir festival in 1998 and have performed in the Music in the Parks' program yearly since 2000. In the summer of 2002, the choir performed at a special event, "Listening to the Earth" with the Lauda! Chamber Singers at James Atkinson Park, Washington Twp., sponsored by the Gloucester County Freeholders, which was televised on local television stations. In 2003, the Choir was invited to perform at Adelpia's Restaurant for the foster children of Gloucester County. For the past three years, the Choir has received invitations to perform at the Martin Luther King, Jr. annual breakfast at Rowan University. A few of our members performed with American Idol musical artist, Clay Aiken, in 2005.

Choir members have performed in musicals, done solo work in the area and have been selected to sing in the South Jersey Elementary, South Jersey Junior High and South Jersey Senior High School Choruses.

In addition to their many performances, the GCCC presents its own Winter and Spring Concerts. The Choir performs established works by classical composers, contemporary and spiritual arrangements as well as selections from musicals and movie sound tracks. The Gloucester County Children's Choir includes sign language interpretations and foreign languages in its repertoire.

The choir has enjoyed a close relationship with the Afro American Cultural Arts Society, Christ Episcopal Church in Woodbury, Bethlehem Baptist Church Woodbury, Mantua United Methodist Church, Central Baptist Church and the Gloucester County Cultural & Heritage Commission.

In 2006, the choir performed in Wilmington, Delaware for Bibles, Books and Shovels, Inc. in a benefit concert with several professional musicians. Proceeds from this concert were used to support children in a school in Mombassa, Kenya. In May of 2006, they traveled to Hershey Park and competed in Music in the Parks where they received a superior rating.

In May of 2007, they attended Music in the Parks at Great Adventure, where they once again received Superior Ratings.

In the fall of 2007, the Choir was asked to perform in Notable November. They were one of several choruses that performed as a fundraiser for People for People.

In February of 2008, the Choir performed in Vineland at the Disabled Veterans Home. Once again, in June, they attended Music in the Parks at Hershey and received a Superior rating.

In June of 2009, the Choir performed at the Haydn Children's Choral Festival in Vienna, Austria and in several historic venues in Vienna, Eisenstadt, Melk and Salzburg.

Excerpt from an August.2009 article in The Gloucester County Times:

In June, eighteen members of the Gloucester County Children's Choir traveled to Austria to perform at the Haydn International Youth Choral Festival, which commemorated the 200th anniversary of the death of composer Franz Joseph Haydn. Accompanied by director Sylvia Richardson, assistant director Robin Wilson, accompanist David Anderson and numerous friends and family members, the choir performed at the magnificent Karlskirche in Vienna. The choir also performed recitals at Haydnshaal in the Esterhazy Palace, at Haydn's church in Eisenstadt, at the monastery in Melk and at the Dom (Cathedral) in Salzburg. They also gave an impromptu performance at the Mayor's reception at Mirabell Palace in Salzburg, where they presented the City of Salzburg with a hand-blown glass seashell made by Wheaton Village artisans as a memento of the State of New Jersey. The choir also had the opportunity to tour many sites in Austria, including Schoenbrunn Palace, St. Stephen's Cathedral, Central Cemetery, where many famous composers are buried, Haydn's house, Mozart's birthplace and the Schloss Helbrunn Palace.

In May 2010, the Choir earned an "Excellent" rating at Music in the Parks in Dorney Park.

In June 2011, the Choir participated in the Festival of the States in Washington, D.C., and performed in a joint concert with the Maryland State Boychoir.

IV. INFORMATION ESPECIALLY FOR CHORISTERS

A. THE CHORISTER'S COMMITMENT

Upon joining GCCC, interested choristers are requested to audition for voice placement only. Choristers are asked to commit to a full year (September through May) of membership. A great deal of music is learned during the year and performed at various times. It is difficult to start new members during the year because they will not have the necessary rehearsal time to learn music that other members have already learned. The Choir "sound" depends on a group with enough voices to cover the parts. If members drop out during the year, the quality of the choir suffers.

Choristers who choose not to continue the following year are requested to share with the Director(s) positive and negative concerns about GCCC and to receive input on their choral development.

B. REHEARSALS

Attendance at Rehearsals

Regular rehearsals for choristers are held at St. James Lutheran Church in Pitman, NJ, on Wednesdays from **7:00 p.m. to 9:00 p.m.** Due to the fact that much needs to be learned in a short period of rehearsal time, it is essential that every minute of the rehearsal be used wisely. Members are expected to arrive in plenty of time to prepare for the rehearsal.

Rehearsal Expectations

All choristers are expected to abide by the following at every rehearsal:

1. Choristers must bring assigned music notebook to rehearsals
2. Be sure to have a sharpened pencil
3. Arrange music in the order requested by directors
4. Use restrooms before rehearsal
5. Choristers must take their seats and be ready to sing at starting time.
6. At rehearsal break time, choristers are to take a calm break and return promptly to their seats when the director calls.
7. Choristers are not permitted to exit the building during breaks.
8. Gum chewing, eating and drinking is not allowed during the rehearsal.
9. Absolutely no texting or cell phone use is allowed during rehearsals.

Discipline

If discipline is needed, it will be handled as follows with a conference with a director and parent:

1. First Offense: Warning
2. Second Offense: Removed to another area of the rehearsal room
3. Third Offense: Two Week Suspension from the choir
4. Fourth Offense: Dismissal from GCCC

Pickups After Rehearsal

For safety reasons, choristers are not permitted to leave the rehearsal building until a parent or other authorized adult has come for them. Parents who leave must return before rehearsal is over to pick up their children.

C. PERFORMANCES

GCCC will present two full concerts each year, one in the Winter and one in the Spring. Other performances may involve singing independently or along with other musical organizations in various locations. GCCC is often invited to sing for community events, churches, etc. Sometimes performances involve vocal and instrumental solo works. Special rehearsals are often held prior to performances. If rehearsals or performances are in distant locations, arrangements are made by GCCC for car pools or bus transportation.

D. ATTENDANCE

Attendance at all rehearsals and performances is **mandatory**. Attendance (roll call) is taken at all rehearsals and performances. The only acceptable excuses for absences are illness, a major conflict with a school or performance event or a family emergency. ***If a member is going to miss a rehearsal, please contact Mrs. Richardson at 856-589-5149 as far in advance as possible.***

Missing one key rehearsal may result in the Director asking the member not to participate in a performance. If a member is absent more than three times during a term

(September to December or January to May), the member may be required to meet individually with the Director(s) in order to maintain their position in the choir.

E. MEMOS

GCCC is an active organization and it is essential that members and parents read carefully all memos that are given out at rehearsals and all e-mails that are sent. Members are responsible for keeping their own up-to-date rehearsal and performance schedules. As the date of each performance or event approaches, a detailed schedule for the events (with rehearsal and performance times and uniform requirements) will be distributed to all members. Any information requested from the members and their families should be returned promptly to the directors.

F. MUSIC

Choristers are expected to assume responsibility for taking care of their music. Each chorister may be given a notebook for the duration of the season.

Music is very costly and difficult to replace. Music should be kept neatly in a notebook. It is never to be folded up or creased. If a chorister has a problem with music, or if music is missing from a notebook, he or she should speak to the assistant in the rehearsal room or see a music librarian before rehearsal. **If your music is not returned in good condition at the end of each season, you may be held responsible for the cost of replacing it.**

Marking music is a tradition among good choral singers; it is a way of recalling the director's instructions or reminding oneself of how to perform a particular part of a piece. Markings in music should be *in pencil only* (never in pen), and must be neat and legible for future choristers' use. **Doodling on music is not acceptable!** Choristers should understand the following music markings and be able to use them in their musical scores during rehearsal to help remember the Director's instructions.

<u>Marking</u>	<u>Meaning</u>
<i>ppp</i>	pianississimo - sing as softly as possible
<i>pp</i>	pianissimo - sing very softly
<i>p</i>	piano - sing softly
<i>mp</i>	mezzo-piano - sing medium softly
<i>mf</i>	mezzo-forte - sing medium loudly
<i>f</i>	forte - sing loudly
<i>ff</i>	fortissimo - sing very loudly
<	crescendo - sing gradually louder
>	decrescendo - sing gradually softer
<i>rit.</i>	ritardando - sing gradually slower
<i>rall.</i>	rallentando - sing gradually slower
<i>accel.</i>	accelerando - sing gradually faster
•	staccato - sing very detached
—	legato - sing very smoothly with each note connected to the next
,	breath mark; breathe at this place
//	two parallel lines separate one system from another if music has been written too close together



accent/sing strongly/firmly
fermata- hold/pause/wait/watch

Music remains the property of GCCC. Choristers are responsible to return music when requested by the Director.

G. UNIFORMS

The concert uniform for GCCC members is established by the Directors and approved by the Board of Trustees.

Concert Uniform

- **Females** – Black concert dress, dark hose (no white), black shoes.
- **Males** - Long black pants, black socks, black shoes, white long-sleeved Tuxedo collar shirt, black vest, black bowtie.

Informal/Traveling Uniform

Red GCCC Golf Shirt, Khaki Pants and Sneakers. Members are responsible for purchasing the informal uniform.

Parents are responsible for maintaining the choir uniforms in good condition. They must be returned after the Spring Concert. There may be occasions when the uniform will be modified.

H. CODE OF CONDUCT FOR TRAVELING

1. Choristers shall be prompt and prepared for all scheduled activities.
2. Proper conduct of the choristers is a personal responsibility as well as a responsibility of the chaperones to ensure said conduct.
3. Choristers shall not deface hotel property nor remove property such as keys or towels from the premises.
4. Choristers must keep designated chaperones advised at all times of activities and whereabouts.
5. No one is to leave the premises without a chaperone. Do not take a taxi or other public transportation to restaurants or areas for sightseeing.
6. No one is to visit the hotel room with members of the opposite sex without supervision.
7. After curfew, members are not to be in each other's rooms for any reason. (Curfew is 10:00PM unless a **scheduled** activity goes beyond that time.)
8. Choristers must be in their rooms by curfew.
9. Choristers are not permitted in the bars and lounges of the hotels.
10. Proper attire or appropriate dress is required at all times.
11. All phone calls, room service, etc. will be the responsibility of the person placing the call.
12. Hotel rooms are assigned and recorded for emergency purposes. Do not change rooms with anyone.
13. Choristers may be sent home (at their expense) for violation of any of the rules.
14. If there are any questions regarding the procedures, check with a chaperone or the

Director.

V. INFORMATION ESPECIALLY FOR PARENTS

A. MEMBER RULES

Please read all information under “Information Especially for Choristers” because it describes all of the expectations that have been explained to the children.

Parents assist individual choristers by

- Providing assurance that each chorister is critically important – reinforcing the special role each one plays in the choir
- Having a designated, visible place at home for the music folder, uniform, or any other assigned supplies
- Arranging for chorister transportation to, and being punctual for, all rehearsals and performances. (Directions, Dates and Attire will be provided for each performance)
- Encouraging (and assisting) in choir assignments and private study. The study of the text (practicing saying and memorizing the words between rehearsals) is **STRONGLY** recommended. This will enhance the development of the choir and eliminate tedious hours in rehearsal. This is essential for the younger choristers.

Parents assist the choir by

- Reading all written communication.
- Responding to e-mail communications from Parent Guild officers and the Board of Trustees and checking the website for updates on scheduled events.
- Completing and submitting forms on the date requested.
- Attending all parent meetings.
- Participating in fundraising programs.
- Distributing concert promotion.
- Serving as a parent volunteer at events and on committee.
- Asking questions. When in doubt, contact a Parent Guild Officer

Should a problem arise (frustration, conflicts, etc.) parents are **STRONGLY URGED** to bring this to the attention of the Business Administrator or by submitting a short written note, either outlining the problem or identifying the need for a consultation and mailing it to GCCC at P.O. Box 254, Woodbury, NJ, 08096. This way we can help assure that we are operating in the most efficient means possible and that all concerns are addressed.

B. PAYMENT OF FEES

The yearly registration fee is payable by the first rehearsal in September or the first rehearsal in January (if joining in January). All fees must be paid on time. All fundraising monies must be paid according to the schedule given for the event. All checks should be made payable to **GLOUCESTER COUNTY CHILDREN'S ARTS SOCIETY or GLOUCESTER COUNTY CHILDREN'S CHOIR. All returned checks must be repaid by cash or money order including bank fees charged to GCCC. No further checks will be accepted.**

C. REHEARSAL PROCEDURES

Parents are encouraged to get members to rehearsal **regularly** and **on time**. Parents are **required** to come into the building to pick up children after rehearsals. The safety of the children is a primary concern.

It is important that parents maintain order and quietness once rehearsals have begun so as not to disturb the members while they are working. **Please do not drop off children who are not members of the GCCC.** The members are guests at the rehearsal venue and parents will be responsible for any damages.

D. THE CHOIR ORGANIZATIONAL STRUCTURE

The Choir has an independent **Board of Trustees**, which oversees policy development, fundraising and financial management and works with the artistic and administrative staff to support the attainment of the overall purposes of the organization. GCCC has 501(c)3 status.

The GCCC **Artistic Staff** consists of a director, assistant director and an accompanist who are responsible for the overall educational, programmatic and artistic leadership of the organization. They share in planning, decision-making and leadership for the choir. The directors hold non-voting positions on the Board of Trustees and Parent Guild. The accompanist assists in rehearsals and performances.

The choir is also supported by an active Parent Guild. All parents/guardians of choristers are automatically considered members of the GCCC Parent Guild. Parent Guild leadership is provided by a President, Vice President, Secretary and Financial Secretary. The Parent Guild provides support through standing and special committees.

The choir relies on a commitment by each parent to contribute time and talents, and welcomes parents' ideas and input. The Parent Guild meets on a monthly basis during one of the Wednesday rehearsals, usually on the third Wednesday of the month. A meeting calendar will be distributed to all parents. **Choir member parents/guardians are required to attend the monthly Parent Guild meetings.**

E. PARENT GUILD

Purpose

The purpose of the Parent Guild is to bring together Gloucester County Children's Choir Parents (hereinafter referred to as the GCCC) and other interested persons.

Duties

- To instill and maintain an enthusiastic interest in the various needs of the GCCC.
- To lend all possible support, both moral and financial.
- To cooperate with those in charge of the GCCC and with the Board of Directors to the end that the GCCC be a quality performing organization.
- To encourage the growth and development of a quality choir that complements and extends the musical options for young people. To develop and implement creative avenues to encourage the choristers to excel through the choir program both collectively and individually.
- To disseminate information on programs and projects that will attract choristers and audiences.

Meetings and Membership

Beginning in September and ending in May of the concert season, the Guild usually meets on the third Wednesday of the month at 7:15 p.m. in the building where the GCCC rehearses. A separate area is provided for this purpose.

All parents/guardians of GCCC members are *automatically* members of the Parent Guild. The President and/or Board of Directors may call special meetings.

A quorum at any meeting shall consist of those present.

Officers and Committees

The officers of the GCCC Parent Guild shall be President, Vice President, Secretary, and Financial Secretary. Standing Committees are: Fund raising, Membership/Publicity, and Activity/Program Committee. The term of office for each elected office shall be one (1) year. Term of office shall begin at the September Parent Guild meeting.

Duties of Officers

President

- Serves as liaison to Board of Trustees
- Submits a quarterly report to the Board of Trustees at Board meetings
- Appoints/approves all committee chairpersons
- Serves as ex-officio member of all committees

Vice President

- Assumes all the duties of the President in his/her absence
- Oversees committees as assigned
- Assumes the office of President the following term

Secretary

- Keeps all official records
- Records and distributes minutes
- Maintains choristers enrollment and attendance
- Maintains current GCCC directory
- Communicates programs and events
- Assists directors in organizational needs

Financial Secretary

- Receives all receipts and keeps an accurate record of all financial activities
- Collects payments for fund raisers, trips, uniforms and other financial obligations of the choristers/parents
- Turns all monies over to the Board of Trustees' Treasurer as collected.

If the Vice President, Secretary, or Financial Secretary cannot complete their terms, the remaining executive board will solicit a new officer from the membership. The officer candidate will be presented to the membership at the next monthly meeting, where a general vote will confirm or not confirm the candidate. The newly elected officer will immediately assume his/her responsibilities.

All officers shall serve without bond.

Authority

The rules contained in Robert's Rules of Order, *Revised*, shall govern the GCCC Parent Guild.

Committees

- Fundraising – Collects ideas for fundraisers and presents them to the Board of Trustees for approval, organizes fundraising efforts and solicits participants from among the choristers, Parent Guild members, Board of Trustees, and friends of the choir to carry out approved fundraising activities.
- Membership/Publicity – Prepares promotional materials, press releases, quarterly newsletter, website content, and other materials for dissemination to members, potential members, and the public.
- Activity/Program – researches and makes recommendations for choir activities, trips, competitions, and other activities.

F. FUNDRAISING

Performing at the level of excellence achieved by GCCC involves certain predictable expenses, including purchasing music, costs for printing and postage, costs of buses or other transportation, supplies and equipment, etc. Every attempt is made to keep incidental expenses as

reasonable as possible. Parent and outside contributions are essential to GCCC 's organizational viability, particularly as the choir anticipates tours and increased visibility as an outstanding arts organization for children.

Funds raised during the year will be used to pay for music, insurance, transportation, maintenance of the GCCC website, honorariums for staff and guest artists, and other expenses. Individual accounts will be maintained for the Music in the Parks Tour and other tours. Funds will be recorded from ads received from the Winter and Spring Concerts and other fund raisers. *All choristers are expected to help raise money because all choristers benefit from monies that are raised.*

Some of the organizations that invite the choir to perform for them or with them make a monetary contribution to the choir. Each year a portion of GCCC operating budget is derived from these contributions. In this context, it is important for parents to understand that the children are considered members of the choir, not *employees* of the organization -- that is to say; members are not paid for performing.

Each year, the organization conducts at least two fund-raising campaigns when the donors or "patrons" are contacted and specifically invited to support the GCCC. Parents are urged to support these efforts by soliciting people or organizations that might want to contribute.

G. PARENTS AND GCCC PERFORMANCES

At the beginning of each season, a mandatory interview with parents and members to discuss commitment of child and parent will be conducted by a member of the Parent Guild. Parents are requested to commit to volunteering in their area of expertise. Please complete and return the **PARENT VOLUNTEER FORM**. Parents play a variety of roles when the Gloucester County Children's Choir performs. For each event, a stipulated number of parent volunteers are needed to serve as "chaperones" to assist the choristers backstage. Parents are encouraged to serve as car-pool drivers where distance or financial arrangements do not justify renting a bus. For our own concerts, parents collect tickets, usher and assist with set-ups, hospitality and clean up. And, of course, parents are often the most enthusiastic members of the audience.

H. RECORDINGS AND PHOTOGRAPHY

The organization requests that parents exercise the same courtesy towards the performers as they would toward any other performing group with regard to cameras and recording equipment. If a parent wishes to make special arrangements to do recording or photography, they must consult with Choir Directors and /or the Board of Directors. The organization welcomes the assistance of parents with special skills in these areas. Those interested in taking candid photos of the choir at work are urged to arrange this with the Directors. Photographs of the members are needed on an ongoing basis for publicity and outreach programs. By signing that you have read and understood the contents of this Handbook, the parent/guardian acknowledges that his/her signature will serve as a release statement to use their chorister's picture for web and other advertisement purposes with the understanding that you will not receive any compensation. As a growing organization, we are committed to educating our members and our constituency both in concert decorum and in the importance of complying with provisions of law, which protect rights of composers and publishers. GCCC will periodically prepare and duplicate recordings of the performances.

I. PERMISSION SLIPS AND EMERGENCY CONTACT INFORMATION

Members are required to have completed Permission Slips on file. Permission Slips are distributed in the beginning of the season. Please complete the form(s) and return promptly to the Parent Guild secretary.

VI. ARTISTIC STAFF

Sylvia Richardson, Director, one of the original founders of the choir, is a graduate of Howard University and received her Master of Arts Degree from Rowan College. She has completed Post Graduate work at the Peabody Institute, John Hopkins University; Kodaly studies in Budapest, Hungary and the Mozarteum, Salzburg, Austria. Mrs. Richardson has three sons and six grandchildren. She retired from teaching music in the public school system after 34 years of service.

Mrs. Richardson was Choir Director and Soloist at the Church of the Good Shepherd in Pitman for 29 years. She currently sings with the Mary Green Singers both in the United States and abroad. The choir was the chorus for the opera, *Lucia Di Lammemoor*, in Israel under the direction of Zubin Mater. She toured in Kingston, Ontario with the Kingston Symphony Orchestra. She also performs with the Delaware Valley Festival Chorus and with the St. Augustine Episcopal Church Choir where she directs and is the lead soloist.

Mrs. Richardson is a world traveler and has been a Travel Consultant for over 20 years. She has served on the Minority Arts Council Board, The County Arts Council, The South Jersey Performing Arts Council and presently the MainStage Center for the Arts. She also does consulting and judging for the Camden County Cultural and Heritage Commission.

Mrs. Richardson continues to serve as a community businesswoman, gives private voice lessons and is a vocal mentor for the NAACP ACT-SO program.

David Anderson, Accompanist, received his Bachelor of Music degree in applied piano from Houghton College, where he studied piano with Nancy Bachus and David Ott, and his Master of Music degree in applied piano from West Virginia University, where he studied with Herman Godes. In 1977, he was awarded a Rotary Foundation Graduate Fellowship, allowing him to further his studies with Frieda Richter-Valenzi at the Hochschule für Musik und darstellende Kunst in Vienna, Austria. He has been inducted into Pi Kappa Lambda, the national music honor society, and was named one of the Outstanding Young Men of America.

Mr. Anderson began his performance career as a sacred concert pianist, presenting programs of his own hymn arrangements along with classical selections, in churches throughout the eastern United States. In addition, he has served as staff pianist at Sandy Cove Bible Conference in Maryland and Gull Lake Bible Conference in Michigan.

Currently, Mr. Anderson is an adjunct professor of music at Cumberland County College and the accompanist for both the Gloucester County College and Community Chorus and the Singing Ambassadors of Vineland, New Jersey. He serves as church pianist at the First Baptist Church of

Elmer, New Jersey, sings tenor in St. Stephen's Lutheran Church Choir, Woodbury, New Jersey, and teaches private piano lessons at his home in Willow Grove, New Jersey.

VII. APPENDICES

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SECTION LEADER RESPONSIBILITIES

(Open to members with tenure of at least one (1) year in the GCCC)

Thank you for your interest in serving as section leader. This is an important role within the organization and requires commitment to the full season, if selected.

The following list identifies the general expectations of section leaders.

1. Welcome new members in your section.

- a. Greet new members. Introduce yourself before the new member attends the first rehearsal.
- b. Introduce the new member to other choir members.
- c. Seat the member near you during the first rehearsal.

2. Assist director as required to support the section.

- a. Provide a positive role model in all areas; i.e., etiquette, behavior, attendance, performance, etc.
- b. Teach/demonstrate songs for new members and section members as required.
- c. Distribute and collect music for your section.
- d. Communicate information to section members, directors, and/ or parent guild as required.

3. Other duties as assigned

If you are interested in assuming this role, please complete the following section and return it to the GCCC Director.

Gloucester County Children's Choir Section Leader Form

Name: _____

Length of time with the Choir: _____ Choir Section: _____

What does leadership mean to you?

What skills or characteristics do you possess that will help you be an effective section leader?

**Gloucester County Children's Choir
Handbook Acknowledgement Form 2016 - 2017**

A strong, successful and enjoyable choir involves a cooperative effort from the Board of Trustees, Choir Directors, Parents and Choristers. We need your help in order to make this a very prosperous year.

This handbook has been distributed to you in order to acquaint you with the responsibilities and opportunities of the Parent Guild. After you and your chorister have read through the Member Handbook, please sign the acknowledgement below.

My chorister and I have read the GCCC Member Handbook. We understand and agree with the information contained therein.

Parent Signature: _____ Date: _____

Parent Name (Print) _____

**Gloucester County Children's Choir
Commitment Agreement for 2016 - 2017**

1. I will be faithful in attending rehearsals for the entire season. I realize that the primary purpose of rehearsals is to learn new material, perfect learned material and improve my musical ability.
2. I will do my best to notify one of the leaders at least 24 hours before a rehearsal if I cannot attend a rehearsal.
3. I will show respect at all times to the directors, audience, and at rehearsal and performance facilities.
4. I understand that music and other equipment are expensive investments of the choir and must be handled and stored with care. Failure to do this will result in my being financially responsible for replacement of damaged materials.
5. I will carry out my assigned duties at rehearsals and performances promptly and cheerfully.
6. I understand that electronic games, food, drink, chewing gum, or visitors or any other distractions are not allowed at rehearsals or performances.
7. I understand that I am not allowed to leave the rehearsal or performance building without adult supervision.
8. I realize that my participation in fund raising endeavors is important and necessary. I promise to do my part and work cooperatively in all fundraising activities of the choir. The two major fundraisers are patron donations for the Winter and Spring Concerts' Program Booklets.

I hereby declare that I am personally committed to the stated purposes and expectations of The Gloucester County Children's Choir.

Chorister Signature: _____ Date: _____

Chorister Name (Print) _____

As the parent/guardian, I am personally committed to the stated purposes and expectations of the Gloucester County Children's Choir. I realize that I am a member of the Parent Guild, which is vital to the support of the choir.

Parent Signature: _____ Date: _____

Parent Name (Print) _____

Please be prepared to pay the registration fees as described in the Member Handbook at the time of audition, or for returning members, on the first day of rehearsal. Cash, Check or Money Orders are accepted. Checks or Money Orders should be made payable to The Gloucester County Children's Arts Society, Inc. or The Gloucester County Children's Choir.

Gloucester County Children's Choir
Parent Volunteer Form 2016 - 2017
Page 1 of 2

As you know, successful non-profit organizations serving children value the commitment of parents. Your individual involvement in the Gloucester County Children's Choir is very much needed and appreciated. Please complete and return this form!

Parents' Name(s): _____

Member's Name: _____

Phone#: _____ E-mail: _____

Please print your name beside the areas in which YOU are willing to assist. You will be notified about the times and activities for which your assistance is needed.

- _____ **Uniform Coordinator** – Fit, order (along with the Treasurer of the Board of Trustees), distribute, collect, and catalogue uniforms and accessories.
- _____ **Music Librarian** – Distribute, collect, and catalogue sheet music to be used during the season.
- _____ **Newsletter Coordinator** – Obtain information and articles to publish a quarterly newsletter for distribution to choir families and the public.
- _____ **Public Relations Coordinator** – Prepare and coordinate newspaper advertisements, press releases, photographs, and the concert display table.
- _____ **Website Coordinator** – Work with the Board of Trustees, Parent Guild Officers, and Webmaster to manage and update the content of the choir's website.
- _____ **Fundraising Coordinator** – Coordinate volunteers and venues for fundraising events and activities.
- _____ **Event Chaperone** -- Check attendance; check for uniform neatness and consistency; assist directors in assembling choir members for warm-up, performance, after intermission, etc.; after warm-up, ensure that choir members take care of all their needs before the concert begins; assist choir members with line ups and during intermission; remind choir members of good stage presence and behavior.
- _____ **Winter/Spring Concert Reception Coordinator** (specify one concert or both) – Coordinate refreshments and set-up/clean-up crews.
- _____ **Winter/Spring Concert Usher** (specify one concert or both) – Distribute program books and assist concert-goers with special needs.
- _____ **Winter/Spring Concert Set-Up/Clean-Up Crew** (specify one concert or both) – Set up refreshments and beverages for reception following the concert and/or assist in clean-up after the reception.
- _____ **Winter/Spring Concert Program Book Coordinator** (specify one concert or both) – Responsible for layout, scanning, typesetting and coordinating all information and ads to assemble the program book; work closely with the Business Manager and Treasurer of the Board of Trustees and submit complete the program book for publication and printing.

Gloucester County Children's Choir
Parent Volunteer Form 2016 - 2017

Page 2 of 2

The Board of Trustees is particularly looking for people who have experience and are willing to assist in the following areas:

_____ **Fund Raising:**

- I have fundraising experience and would like to be an active member of a development committee.
- Individual: I am willing to assist with a campaign directed to individuals.
- Corporate: I am willing to assist with corporate fund raising.
- Foundations: I am willing to assist with foundation fundraising and grant writing.
- Special fund raising events

_____ **Photocopying:** I can donate photocopying and/or printing services.

_____ **Publicity:**

- | | |
|--|--|
| <input type="checkbox"/> I have experience in the following: | <input type="checkbox"/> I have media connections (specify): |
| ____ Press Releases | ____ Radio ____ Newspaper |
| ____ Brochures | ____ TV ____ Magazine |
| ____ Advertising | |

_____ **Photographer:** I am willing to photograph specific chorus rehearsals and performances for publicity purposes.

_____ **Event Recording:**

- I have experience with audio recording equipment and techniques.
- I have experience with video recording equipment and techniques.
- I have equipment.
- I am willing to schedule professionals to record concerts.

_____ **Language:**

- Speak
- Write
- Translate

fluently in the following language(s): _____

_____ I am willing to serve on the GCCC Board of Trustees.

_____ Other:

Gloucester County Children's Choir
Permission and Release Form 2016 - 2017

I (We) the undersigned parent (s) and/or guardian (s) of _____ do state and affirm that I am (we are) the legally authorized guardian (s) of the above named child, and I (we) also give permission for him/her to travel with the Gloucester County Children's Choir to all events scheduled by GCCC including concert tours to various locations. (I (We) also understand that concerts are usually video-taped.

(I) (We) also hereby give the adult staff and chaperones of GCCC permission to authorize medical treatment for my (our) child named above, as they deem necessary without additional permission from me. I (We) agree to assume responsibility for all expenses incurred by GCCC in order to obtain medical care for my (our) child.

In the event that the adult representatives of GCCC decide that my (our) child must leave an event for medical, behavior, or other unforeseen reasons, I (we) agree to assume responsibility for all cost related to his/her return trip home separate from the event. In case of hospitalization, I (we) agree to report to the location to tend to my (our) child.

In return for GCCC allowing my child to participate in concert tours and other events sponsored by GCCC, I (we) agree to release GCCC, its directors, agents, chaperones, and Designated Rehearsal Establishment, from all actions, causes, damages, claims or demands which the undersigned or said child or any successor may have against GCCC or such other parties, for all personal injuries, property damage or other type of loss or damage of any kind, whether or not presently known or contemplated, which may be incurred during a tour, including transportation. Each person signing below acknowledges that he/she has read this release, understands all of its terms and their significance, and has executed this release voluntarily.

This permission and release form will remain in effect until the above named child no longer participates in GCCC or I (we) notify GCCC in writing of the withdrawal of my (our) permission and release.

Parent or Guardian Signature

Date

Parent or Guardian Name (Print)

Parent or Guardian Signature

Date

Parent or Guardian Name (Print)

* Both parents or guardians must execute this release. If custody of the child has been awarded to one parent by a court of law, only the custodial parent needs to sign. In cases where joint custody has been established by court, both parents must sign.

Gloucester County Children's Choir
Medical Release Form 2016 - 2017
Page 1 of 2

Chorister's Name: _____

List all known medical conditions, including food allergies and/or drug allergies:

List any and all prescription and over-the-counter drugs taken regularly:

In an emergency, please contact: _____

Relationship to chorister: _____

Phone #'s: () _____ - _____ () _____ - _____
 () _____ - _____ () _____ - _____

Or contact: _____

Relationship to chorister: _____

Phone #'s: () _____ - _____ () _____ - _____
 () _____ - _____ () _____ - _____

Physician's Name: _____

Address: _____

Phone #'s: () _____ - _____ () _____ - _____

Dentist's Name: _____

Address: _____

Phone #'s: () _____ - _____ () _____ - _____

**Gloucester County Children's Choir
Medical Release Form 2016 - 2017
Page 2 of 2**

Primary Insurance Company: _____

Phone #'s: () _____ - _____ () _____ - _____

Billing Address: _____

Policy Holder's Name: _____

Address: _____

Relationship to Chorister: _____

ID #: _____ Group/Policy #: _____

Secondary Insurance Company: _____

Phone #'s: () _____ - _____ () _____ - _____

Billing Address: _____

Policy Holder's Name: _____

Address: _____

Relationship to Chorister: _____

ID #: _____ Group/Policy #: _____

Statement of Consent: (to be signed in the presence of a legalized notary public)

In the event of an emergency or a non-emergency situation requiring medical treatment, I, _____, hereby grant permission for any and all medical and/or dental attention to be administered to _____, in the event of an accidental injury or illness, until such time as I can be contacted. This permission includes, but is not limited to, the administration of first aid, the use of an ambulance, and the administration of anesthesia and/or surgery, under the recommendation of qualified medical personnel.

Signature: _____ Date: _____

Notarization: On this _____ day of _____, 20____, _____ personally appeared before me in _____ County in the State of _____ and, in my presence, signed this medical release form.

Name of Notary Official: _____

Signature: _____

Commission Expires: _____

Gloucester County Children's Choir 2016 Winter Concert

Program Advertisement Form
To be seen by 300+ audience on December 20, 2016

- All ads must be camera-ready and must be submitted with this form
- To obtain adequate resolution, **black and white copy is required**
- Personal messages will be set up by the printer
- Please attach only one ad per form
- Make checks out to **Gloucester County Children's Choir**
- *Submission Deadline: Wednesday, November 16, 2016*

Ad Size:

- | | | | |
|---|----------|---|----------|
| <input type="checkbox"/> Patron's name and/or brief message (\$5.00 per line) | \$ 5.00 | <input type="checkbox"/> Full Page | \$ 75.00 |
| <input type="checkbox"/> ¼ page or business card | \$ 25.00 | <input type="checkbox"/> Inside Front Cover | \$100.00 |
| <input type="checkbox"/> ½ page | \$ 50.00 | <input type="checkbox"/> Inside Back Cover | \$100.00 |
| | | <input type="checkbox"/> Back Cover | \$100.00 |

*Write or type desired copy or attach **black and white camera-ready copy** to this box:*

Special Instructions:

Advertiser's Name & Phone # or e-mail address (in case there are questions about your ad):

Payment Amount \$ _____

Cash
 Check (# _____)

Selling Chorister's Name/Phone Number:

Please detach at the dotted line above and retain this section for your records
 THANK YOU FOR YOUR DONATION TO THE GLOUCESTER COUNTY CHILDREN'S CHOIR

Date: _____ Amount: \$ _____ Check # _____

Gloucester County Children's Choir
Calendar of Events 2016 – 2017
Page 1 of 2

2016

September 7

7:00 p.m. to 9:00 p.m.
First rehearsal of the Season
St. James Lutheran Church, Pitman

September 7, 14, 21

Voice placement auditions
St. James Lutheran Church, Pitman

September

Trampoline Park (TBA)

October 1

Fall Festival Parade
Woodbury

October 18

Fundraiser -- "Friends Helping Friends"
Boscov's, Deptford Mall

November 26

Christmas Parade
Pitman

December 7

6:00 p.m.
Performance -- Tree Lighting Ceremony
West Deptford Library
420 Crown Point Road, West Deptford, NJ.

December

Performance – Senior Center
TBA

December 16

7:00 p.m.
Dress Rehearsal (if needed)
Pitman United Methodist Church
758 N. Broadway, Pitman, NJ

December 18

4:00 p.m.
Winter Concert
Pitman United Methodist Church
758 N. Broadway, Pitman, NJ

**Gloucester County Children's Choir
Calendar of Events 2016 - 2017
Page 2 of 2**

2017

January 4, 11, 18

Voice placement auditions
St. James Lutheran Church, Pitman

January (date TBD)

6:00 p.m.
Martin Luther King Celebration
Deptford Recreation Center
52 Montague Lane, Deptford

Spring Fundraiser -- TBA

May 21

4:00 p.m.
Spring Concert
Time and Place TBA

**Gloucester County Children's Choir
Parent Guild Meeting Schedule 2016 - 2017**

Parent meetings are held the third Wednesday of each month at St. James Lutheran Church in Pitman. We ask that one parent/guardian of each chorister be present on that night. The meetings begin shortly after 7:00 p.m. Please make every effort to attend.

09/21/16 (Meet the Board and Welcome Party)

10/12/16

11/16/16

12/14/16 (if needed)

01/18/17

02/15/17

03/15/17

04/19/17

05/17/17 (if needed)