

**The Chattanooga
Girls Choir
*2009-2010 Chorister
Guidelines***



The Chattanooga Girls Choir

The Chattanooga Girls Choir Directory

Office Hours: September through April- Monday through Thursday 10am to 4pm
May through August varies

Office Mailing Address: P.O. Box 6036, Chattanooga, TN, 37401

Office Location: St. Andrew's Center, 1918 Union Ave., Suite 203, Chattanooga, TN 37404

Telephone/Fax: 423-629-6188 (call before faxing)

E-mail: office@chattanooga-girls-choir.org

Web page: www.chattanooga-girls-choir.org

**Note: Please DO NOT CALL the First Baptist Church office for any reason.
They will not be able to reach anyone associated with the Girls Choir.**

Artistic DirectorLuAnn Holden
Lee University office 423-614-8259; Cell Phone 423-595-7815; e-mail: lholden@leeuniversity.edu

Executive Director Nicole Knauss

Office Administrator Lisa McDonald

Choir Directors:

Jubilate Choir and Grace Moore SingersLuAnn Holden

Bella Voce Choir Joan Tonkinson

Cantilena Choir Delores Beery

Novellina Choir John Wigal

Principle Accompanist: Penny Tullock

Additional Accompanists:David Kammerdiener, Brian Klapman

Board of Directors

Chair	Sara Kuhn	
Vice Chair/Secretary	Amy Campbell	
Emeritus	John Dyer	
Ex-Officio	LuAnn Holden	
	Nicole Knauss	
Members	Marianna Allen	Tarbell Patten
	Beth Cobb	Abby Shipley
	Roxanna Edwards	Janice Toth
	Irv Ginsburg	Cecilia Treece
	David Johnson	

Parent Support Organization

President	David & Donna Johnson
Vice Presidents	Guy & Suzanne Carpenter
Committee Heads:	
Fundraising	Lisa Nelson
Chaperones	Teresa Cozart and Kerri Beene
Communications/Web	Amy Campbell and Ken Whitely
Concert Activities	Janet Byrne
Concert Program & Ads	Lisa McDonald
Marketing	David Johnson
Music Library	Debbie Bittenbender
Riser Crew	Robert Hailie
Scholarship	Beth Cobb, Cecilia Treece, LuAnn Holden, Nicole Knauss
Staging	
Tour	
Wardrobe	

The Chattanooga Girls Choir

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The Chattanooga Girls Choir

The mission of the Chattanooga Girls Choir is to offer talented young ladies supplemental opportunities to experience the joy of singing in a choral setting, to develop musical understanding, and to achieve artistic expression, which promotes personal development and enhances the qualities of their lives.

There are five choirs within the Chattanooga Girls Choir organization. With the exception of the Novellina Choir members, all new and returning members must audition each year.

- 1) **Novellina (John Wigal, Director):** This non-auditioned training choir for third-grade students meets during the spring semester of each season and serves as an introduction to the Girls Choir organization.
- 2) **Cantilena (Delores Beery, Director):** All fourth graders and first-year fifth graders audition to sing in Cantilena.
- 3) **Bella Voce (Joan Tonkinson, Director):** Fifth-grade girls who have sung in Cantilena for one year and all sixth graders comprise the enrollment of Bella Voce.
- 4) **Jubilate (LuAnn Holden, Director):** All seventh and eighth graders sing in Jubilate and combine with The Grace Moore Singers to form the Concert Choir.
- 5) **The Grace Moore Singers (LuAnn Holden, Director):** High school students are eligible by audition to be a part of this choir. Proficient music reading skills and vocal technique, as well as a strong sense of commitment are required for participation in the Concert Choir.
- 6) **Concert Choir:** Composed of the members of the Jubilate and Grace Moore Singers. The Concert Choir is the main performing choir of the CGC.

Within all of the choirs, the following musical concepts will be taught at the developmentally appropriate stage and experience level of each choir:

- Instruction in concepts of music theory and sight-singing
- Instruction in vocal technique
- Instruction in performance skills
- Instruction in choral techniques (blend, balance, etc.)
- Experience in singing a balanced repertoire of quality choral literature representing varied historical periods, genres, and styles, and cultures.

The mission and instructional goals can only be achieved through the commitment of the CGC Board of Directors, the Artistic Staff, the Management Staff, the Parent Support Organization, individual families, and most of all, each Chattanooga Girls Choir singer. Each Girls Choir member should exhibit a spirit of joy in being a part of the organization. This joy is reflected in an attitude of cooperation, a commitment to musical learning, and a dedication to the betterment of the choir through self-discipline and personal achievement. The result will be a tremendous sense of accomplishment and improved self-esteem.

Benefits of Music Education

The National Association for Music Education provides a brief rationale for music education as being:

- Music has always played a major role in society. It exalts the human spirit and enhances the quality of life.
- One fundamental purpose of education is to transmit our cultural heritage, and music is a powerful means for communicating that message.
- Music helps students to develop and mature. Musical potential is one of the basic abilities that exist in every human being.
- Music in education provides both motivation and an opportunity for success for at-risk students. Because it is essential that every student succeed in school, music should be used as a means for enhancing self-esteem, respect for others, and good citizenship.
- Music study can help students understand the nature of mankind. It provides a readily accessible avenue to the study of other cultures.
- Music uses one of the most powerful and complex symbol systems in existence, which can be used for the development of critical thinking skills in all students.
- Music helps students with the aspects of life that cannot be quantified. Since much in education emphasizes true/false tests and other "objective" measures, students need experiences in which there are opportunities for several acceptable interpretations to any given problem. By providing exercises in creative problem solving through composition, performance, and listening, music brings a proper balance to the curriculum.

The Chattanooga Girls Choir

Attendance Policy

Each singer is expected to be present and on time for every rehearsal and every performance. The attendance policy for each semester is as follows:

- Three tardies (5-10 minutes) or early departures will be considered as one absence. Singers are to be in their places ready to sing when the rehearsal is scheduled to begin.
- A maximum of four absences per semester, for whatever reason, is allowed. Any following absence will subject the singer to possible removal from the CGC and/or the pending concerts and performances by the CGC.
- **ATTENDANCE at the two major concerts and their dress rehearsals is mandatory for all singers of all choirs.** If either concert is missed there is a monetary penalty of \$50 per concert. If the penalty is not paid, the participant's membership will be terminated. Exceptions will be reviewed individually by the artistic director.

Attendance is not only a matter of being present, but also of being properly prepared and involved. Each singer should have the proper materials on a weekly basis (music and pencil) and should have an appropriate attitude of cooperation and enthusiasm (see ***Behavior***).

Performance Attendance

One of the main purposes of any musical ensemble is to offer to others its talents in live performance. It should therefore be understood that the performance schedule should not be viewed lightly and that being **part of a performance should be understood as a privilege**. Attendance at performances will be taken and will be considered as part of the singer's record when auditions, scholarships, and tour applications are evaluated. Those who must miss a performance should **bring a written excuse to the chaperone IN ADVANCE**.

Each choir has its own performance schedule. The Jubilate Choir and the Grace Moore Singers perform more frequently, as their age and experience would dictate. The Bella Voce and Cantilena Choirs perform at less formal venues. ALL CHOIRS perform together in two major performances each season the Winter Concert (typically in December) and the Spring Concert (typically in May). Any dress rehearsal will take place on the preceding evening.

Behavior

The rehearsal of each choir is important and time is valuable. Appropriate and respectful behavior is always required. Singers should remember that their behavior is their responsibility and should be respectful of the rights and feelings of others. The following should be observed at all times:

- Singers should follow directions, musical and otherwise, including being seated at the scheduled rehearsal time.
- Music folder should be properly maintained (see below).
- There will be NO FOOD, DRINK, or GUM in rehearsal. (Bottled water is permissible.)
- Restroom time should be taken prior to rehearsal and not during, unless absolutely necessary.
- Toys, make-up, purses and other items should not be brought to rehearsal or should be left under the chair.
- Beepers and cell phones should be turned off before entering the rehearsal room. They must be out of sight. They are not to be answered during rehearsal. They are not to be used for texting during rehearsal.
- Adult leadership (directors, accompanists and chaperones) should be respected and followed.

Repeated inappropriate behavior will result in discussion with the parent(s), followed by additional sanction and eventual dismissal should a problem continue without resolution.

Music Folders

Music that is provided by the CGC is valuable. Folders will be collected and maintained at the church after each rehearsal. However, if a choir member has a need to check the music out, it will be available on an as-needed basis. Each singer is responsible for the return of her folder with all music in good order at the conclusion of each semester. Music that has been lost, destroyed or defaced with excessive writing not related to the music will be replaced by the CGC, and the account of the singer will be assessed the replacement charge. This will include the full cost of replacement at current prices plus shipping and handling charges. Singers are expected to make the required markings and directions given by the instructor in pencil. At no time should a pen be used in rehearsal! Please bring a notepad or scrap paper on which to record announcements. Performance times and locations, etc., should not be recorded on the music.

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Lost and Missing Items

In addition to the black concert dress that each girl is issued (see **Wardrobe**), several other items are issued that must be returned/replaced each year. If these items are lost and not returned to the CGC, the girl/her family will be billed for the missing item. First Baptist Church requires that we issue each Choir member a key card for entrance to the building. This policy is included in the CGC's contract with First Baptist. As the Choir is a non-profit organization, it cannot afford to replace missing items every year. The following is a price listing used to determine charges for items added to a member's account if lost or missing after the final concert in May of each year:

key card	\$5.00	music and folder	\$15.00
red Bella Voce T-shirt	\$10.00	polo shirt	\$20.00
black concert dress	\$100.00		

Rehearsals

Rehearsals for the CGC are held at the First Baptist Church of Chattanooga at 401 Gateway Ave., Chattanooga, TN 37402. ALL SINGERS should enter the building through the lower Fellowship Hall entrance unless instructed to do otherwise. Information and office support for the CGC will be on the rehearsal site in the lobby of the Fellowship Hall for parents who need to take care of financial or informational matters. We ask singers to remain respectful of the building and use only parts of the building necessary to the CGC for rehearsal or travel.

Listed below are rehearsal times.

The Cantilena Choir:	<u>new choir members</u> in grades 4 and 5
Rehearsal time:	Mondays, 4:45 - 6:00 pm
Conductor:	Mrs. Delores Beery
Accompanist:	Mr. Brian Klapman
The Bella Voce Choir:	<u>5th graders who have completed a year with the Girls Choir</u> and <u>all 6th graders</u>
Rehearsal time:	Mondays, 5:15 - 6:30 pm
Conductor:	Mrs. Joan Tonkinson
Accompanist:	Mr. David Kammerdiener
The Jubilate Choir:	grades 7 and 8
Rehearsal time:	Mondays 4:45 - 5:15 pm (followed by Concert Choir rehearsal)
Conductor:	Mrs. LuAnn Holden
Accompanist:	Ms. Penny Tullock
The Concert Choir:	combined Jubilate Choir and Grace Moore Singers
Rehearsal time:	Mondays, 5:15 - 6:30 pm First Saturday of each month, 10:00 am - noon
Conductor:	Mrs. LuAnn Holden
Accompanist:	Ms. Penny Tullock
The Grace Moore Singers:	grades 9 through 12
Rehearsal time:	Mondays 6:30 - 7:00 pm (after finishing Concert Choir rehearsal)
Conductor:	Mrs. LuAnn Holden
Accompanist:	Ms. Penny Tullock
(Spring Semester ONLY)	
The Novellina Choir:	grade 3 (non-auditioned introductory choir)
Rehearsal time:	Mondays 4:45 - 5:30 pm
Conductor:	Mr. John Wigal

For your child's safety, we ask that your child arrive no earlier than 15 minutes prior to the start of rehearsal. Also, at the completion of rehearsal parents must enter the building to pick-up their daughter(s). Singers will not be allowed in the parking lot unattended.

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Wardrobe Formal Performance Attire

Cantilena, Bella Voce, and Jubilate Choir

Uniform: Black dress provided by CGC. Black sheer hose or sheer knee highs.

Shoes: Black, plain ballet shoes (with or without strap) are required for all girls in 4th grade through 8th grade. These may be purchased at a variety of retailers, or they may be purchased from the vendor that will be brought in by the choir. Black slippers of any kind other than ballet shoes may not be worn.

Hair Color: Hair must be a color that is found naturally on a person's head (Ex: brown, black, natural blond or natural red). Colors such as pink, blue, green, bright red, etc. are not permitted. Inability to follow the rule will result in the member not participating in a performance.

Hair Style: Hair must be pulled back away from the face. This can be done with black pony-tail holders (blondes should also use black). If the sides of the hair need something to hold them back, bobby pins or clips in black should be used. Choir members cannot wear scrunchies or bows of any color. If your hair is short and will remain neat and out of your face, do not try to clip it back.

Jewelry/Make-up: Novellina, Cantilena, and Bella Voce Choir members may not wear any kind of make-up or jewelry. Jubilate may wear very light make-up when performing in Concert Choir with the Grace Moore Singers. **PLEASE NOTE:** Ear piercing should not be done within six weeks of any concert. We will require you to take the earrings out for the concert.

Fingernails: If nail polish is worn, it must be clear. French Manicures are permissible. If you choose to have artificial nails, they must also be a natural nail color. If you come to a dress rehearsal or performance wearing nail polish other than clear, you will be required to remove it prior to being permitted to perform.

General: Undergarments should be carefully selected. Straps should not be visible at any time and the use of T-back style sports bras is discouraged. No visible tattoos. Any tattoo must be covered by clothing or a bandage.

Grace Moore Singers only

Uniform: Black dress provided by CGC. Black sheer hose or sheer knee highs.

Shoes: Black dress flats or pumps no higher than 2" - matte leather or leather-type (NO large bows, patent leather, thick soles or platforms.)

Hair Color: Hair must be a color that is found naturally on a person's head (Ex: brown, black, natural blond or natural red). Colors such as pink, blue, green, bright red, etc. are not permitted. Inability to follow the rule will result in the member not participating in a performance.

Hair Style: Hair must be pulled back away from the face. This can be done with black pony-tail holders (blondes should also use black). If the sides of the hair need something to hold them back, bobby pins or clips in black should be used. Choir members cannot wear scrunchies or bows of any color. If your hair is short enough to remain neat and out of your face, do not try to clip it back.

Jewelry/Make-up: Light make-up and one pair of small pearl earrings (no dangles or hoops) can be worn. A pearl necklace will be loaned to you by CGC. All other jewelry should be left at home.

Fingernails: If nail polish is worn, it must be clear. French Manicures are permissible. If you choose to have artificial nails, they must also be a natural nail color. If you come to a dress rehearsal or performance wearing nail polish other than clear, you will be required to remove it prior to being permitted to perform.

General: Undergarments should be carefully selected. Straps should not be visible at any time and the use of T-back style sports bras is discouraged. No visible tattoos. Any tattoo must be covered by clothing or a bandage.

All members are required to attend dress rehearsal in full concert attire. A wardrobe check before dress rehearsals and concerts will be conducted. If the wardrobe coordinator must provide a girl with a wardrobe item such as a pony-tail holder or black hose, the girl will be charged for these items.

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Informal Performance Attire

Please note: If a girl is dressed inappropriately, she may not be allowed to perform.

Shirt: A Girls Choir polo or T-shirt will be designated as the shirt for the concert of the day or night. The shirt must be tucked in and neatly bloused all the way around just over the waistband.

Novellina, Cantilena and Bella Voce Pants: Khaki slacks or blue jeans that fit neatly.

Jubilate and Grace Moore Singers Pants: Black slacks or blue jeans that fit neatly. The slacks or blue jeans cannot drag the floor and must not be baggy. Jeans must be conservatively styled and free of any holes or distracting decoration.

Shoes: Clean/neat (no rips) tennis shoes. Canvas or leather "Keds" are the best choice.

Jewelry/Make-up: During informal concerts one pair of small earrings can be worn -- no dangles or hoops. No other jewelry should be worn. Nail polish should be clear. Concert Choir makeup must be light. Other choirs should not wear make-up.

Hair: Hair must be styled to remain out of your face at all times. No bows or scrunchies should be worn.

Tour Choir Attire

Shirts: All members going on tour must purchase the tour T-shirts. All other polos and T-shirts will be issued to choir members. If there are enough CGC shirts left over, they will be issued to the chaperones. When there are not enough CGC shirts for the chaperones, we ask that the same color be worn for identification purposes.

Pants: Our usual attire is blue jean shorts and black slacks. Khaki shorts and slacks have also been used in the past. Capris can be substituted for the shorts or pants, but must be the color of the day. No short shorts or low-low hipsters are allowed.

Jacket: A red CGC windbreaker must be purchased if you do not already have one from previous tours. If warmth is needed, the windbreaker must be the outer piece of clothing. A sweatshirt may be worn under the red jacket if necessary.

Shoes: As specified above.

Uniforms: Concert attire is required as stated in the previous listing for designated concerts.

Everyone will dress in a like manner for identification purposes while we are on tour. There will be informal times when you can wear other appropriate clothing, such as on our night out.

Wardrobe Rental of Concert Dress, Skirt and CGC t-shirt or polo

The rental fee for each girl's wardrobe is included in tuition. No uniform will be issued until tuition fees have been paid or an understanding with the CGC Office has decided upon, and your account is in good standing.

Uniforms are to be returned after the spring concert unless the member is going on tour. A change of clothes should be brought the night of this concert. If you do not return the uniform or polos that have been issued to you, an additional charge will be added to your account.

The wardrobe committee, chaperones, and directors have the authority to correct any singer with regard to the wardrobe specifications. Remember that the uniform code serves to keep the audience's focus on your beautiful music! Thank you for your cooperation!

The Chattanooga Girls Choir

Tuition Policies and Payment Schedule

Tuition Policy

- The singer and her family are responsible for tuition charges dependent upon attendance.
- ALL CHOIRS- an \$80.00 nonrefundable deposit is due by July 1.
- If the deposit is paid after July 1st, a \$20 late fee will be charged.
- If a singer is applying for scholarship, the scholarship application and a \$50.00 non-refundable deposit is due by July 1st. The \$50 is the minimum contribution to tuition for scholarship students.
- If a family has 2 or more girls in the choir they are eligible for a \$25 tuition discount for the additional choir members. (Ex: daughter 1 full price, daughter 2, 3 and so on receives \$25 discount)
- If tuition is paid in full by September 30, you will receive a \$25 discount to the overall tuition. Payments must be received by September 30th to receive this discount.
- Choir members will not be allowed to audition for the new season if the current season's tuition is not up-to-date.
- Tuition payment schedules are identified clearly and the payments must be made on time. (It is acceptable to pay at the first rehearsal after the due date.) Accounts that are more than two weeks past due will result in the singer being removed from rehearsal to contact her parents. The choir member will not be allowed to perform during the Christmas or Spring Concerts if any accounts are past due.
- If a member withdraws from the choir *prior to October 1st*, the singer and family may receive up to 50% of the tuition paid less the \$20 audition fee and the \$80 deposit fee, both of which are non-refundable.
- If a member withdraws from the choir *after October 1st*, no refunds will be made.
- Please make checks payable to **Chattanooga Girls Choir**, deliver at rehearsal, or mail to the following address:

**Chattanooga Girls Choir
P.O. Box 6036, Chattanooga, TN 37401.**

In the check's subject line, please put the choir member's first and last name and the type of payment.
(Example: Subject: Jane Doe-tuition)

Full Season (August – May) Tuition and Fees

Cantilena and Bella Voce Choirs (4th - 6th grade)

Audition Fee:	Due at the audition	\$20
Deposit:	Due July 1	\$80
Payments:	Due September 1	\$100
	Due October 1	\$100
	Due November 1	<u>\$95</u>
Total		\$395

Jubilate Choir and Grace Moore Singers (7th - 12th grade)

Audition Fee:	Due at the audition	\$20
Deposit:	Due July 1	\$80
Payments:	Due September 1	\$140
	Due October 1	\$140
	Due November 1	<u>\$115</u>
Total		\$495

Value of Volunteer Hours- All Choirs

Six (6) Volunteer Hours @ \$25 per hour for a total of \$150 per year

Value of Fundraising- All Choirs

Without fundraising tuition would be an additional \$100+

Mid-Year Entrance Tuition and Fees

\$50.00 deposit due within 30 days of acceptance and will be subtracted from the first installment.

Tuition:	<u>Cantilena and Bella Voce</u>	<u>Jubilate and Grace Moore</u>
January 16	\$100.00	\$150.00
February 20	\$ 100.00	\$100.00

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Volunteer Hours

Each family is responsible for contributing at least **6 hours** to the choir over the course of the year. There are many duties/activities that the choir must fill with either a volunteer or paid staff member. These volunteer hours are valuable to the choir because, if volunteers don't do these duties, someone must be paid to do them. Therefore, if a family chooses not to volunteer, they will be charged **\$25 per hour not volunteered** for a maximum total of \$150 by April 30th of each year a member is in the choir. The money will be used to cover these chores that were not completed by volunteers. For girls entering the CGC in January, the volunteer hours are adjusted to **3 hours** with a maximum fee of \$75 by April 30th. Scholarship recipients have volunteer obligations listed in the Scholarship section, the next category in the Handbook.

Below is a list of general activities to expect and the value of hours associated with that activity. There will be additional opportunities that arise through the year. **No one volunteer can earn all 6 volunteer hours participating in one event.** The exception is to serve as a committee head which will complete all of that person's volunteer hours. Also, the more intensive committee head positions will earn tuition compensation. A maximum number of hours eligible to earn per activity is also listed.

Volunteer Hours are recorded in a teal binder labeled "volunteer hours". Each choir member will have a record page for volunteer hours that their parents are asked to update. A staff member will sign off on hours recorded and half way through the season will post a list on the rehearsal message board with choir member names, hours earned and hours remaining.

Committee Head Positions (Maximum Hours 6+)

CGC Fundraising Tea/Luncheon	Marketing
CGC Fundraising Dinner	Music Library
CGC Volunteer Committee for Cornbread Festival	Riser Crew
Choir Chaperone	Spring Auction
Communications/Web	Winter Concert Stage Decorating
Concert Activities	Spring Concert Stage Decorating
Concert Program & Ads	Tour
Fun Pasta Fundraiser	Wardrobe

Other Volunteer Opportunities	Hours Earned Per Activity	Maximum Hours Eligible Per Activity
Attending Parent Meetings (sign in for credit)	½ hr	1 hr
Winter/Spring Concert stage decorating	1 hr	5 hrs
Winter/Spring Concert Ticket Taker	1 hr	2 hr
Winter/Spring Concert Usher	1 hr	2 hr
Winter/Spring Concert Program Distributor	1 hr	2 hr
Winter/Spring Concert Donation Basket	½ hr	1 hr
Winter/Spring Concert Chaperone	3 hrs	6 hrs
Spring Concert Ticket Sales	1 hr	2 hr
AD/Program Sales	1hr per \$75 of ads sold	4 hrs
CGC Tea/Dinner Kitchen/Serving	2 hrs	3 hrs
CGC Tea/Dinner Greeter	1 hr	1 hr
Fun Pasta Fund raiser	1 hr per \$50 of product	2 hrs
Chocolate Fund raiser	1 hr per box of chocolate sold	3 hrs
Applebee's Fundraiser- dish washer	1 hr	2 hrs
Shane's Rib Shack – Greeter	2 hrs	2 hrs
Spring Auction – obtaining donations	1 hr per item	4 hrs
Spring Auction – donating/making an item	1 hr per \$25 of value for item	4 hrs
Choir Desk Help (Mondays 4:30 to 6pm)	1 ½ hr per Monday	3 hrs
General Office Help (schedule w/ choir office)	1 hr	4 hrs
Wardrobe – Hemming	1 hr per 2 dresses hemmed	5 hrs
Wardrobe – recording t-shirt sizes	1 hr per choir	2 hrs
Donating Water for events	½ per case of 24	2 hrs
Donating Food for events	½ per side, bags of buns, or snack	2 hrs
Donating Paper Products for events	½ hr per package of 50 or more	2 hrs

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Scholarships

The Board of Directors and the staff of the Chattanooga Girls Choir are committed to providing opportunities for all girls, whatever their financial situation, who wish to be members. Therefore, the officers of the CGC solicit separate funds to provide tuition scholarships for girls who would otherwise be unable to afford to participate. Scholarships are based primarily on need, with talent being a secondary consideration. Scholarship funds are limited.

To be considered for a scholarship, families must complete an application form and turn it in with associated financial information by July 1st of each season. The exception to this rule is if a member's family has a change in financial situation (ex: loss of job, suddenly ill member of the family, etc.); the CGC office can then accept a late scholarship application to be reviewed by the Board of Directors.

Families with members receiving need-based scholarships are required to volunteer an additional number of hours based on the scholarship that was awarded. If a member receives a scholarship worth \$249 or less, their parents are required to volunteer a total of 8 hours for the season. If a member receives a scholarship worth \$250 or more, their parents have to volunteer a total of 10 hours for the season.

The number of scholarships available depends on the number of qualified applications and the amount of money in the scholarship fund. All the materials and deliberations of the Scholarship Committee are confidential; every effort is made to assure the privacy of the girls awarded scholarships and their families.

For information on scholarships at any time during the year, should your family's financial situation change, please contact the choir office.

Yearly Auditions

Auditions are held yearly in the spring for all singers. These yearly auditions play an important role in the life of the choir and in maintaining an excellent ensemble.

Current singers should understand that automatic re-admittance to the choir should not be assumed. Yearly auditions are a time at which each singer's *effort, attitude and attendance* are evaluated and considered. The CGC is committed to assisting girls in the growth of their musical skills and anticipates that each singer will assist herself in this growth process through her *effort, attitude and attendance*. Auditions are also a time for admitting new singers to the choir.

Each choir has a cap on the number of members that can be accepted for that choir. A waiting list is available if there are more applicants than space available. This is one of many reasons why the choir needs to know your intentions as soon as possible once you have been accepted to join the choir for the fall season. Letting the choir know of your commitment will secure your membership with the choir.

Late auditions for the fall semester may be held in August and for the spring semester in November by appointment with the Artistic Director.

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Summer Tour

Each summer the CGC sends approximately 25-45 Concert Choir members and up to 10 chaperones on tour, usually for seven to ten days. An announcement of the tour location will be made at either the spring Parent Meeting of the preceding tour year or at the tour meeting that is scheduled during the first weekly rehearsal. In the past, the tour location has been domestic in even years and international in odd years.

Due to the current economy, the CGC is trying its best to select tours that consider family finances as well as the opportunity to learn and demonstrate choral excellence. The cost of tour varies from about \$600 per girl for some domestic tours to over \$3000 per girl for some international tours. Fundraising activities will be held to help bring the cost down for all participants.

All Concert Choir members (7th through 12th grade girls) are eligible to participate in tour and are expected to apply, though not all will be chosen to go. Individual circumstances that would preclude a girl from going on tour should be discussed with Mrs. LuAnn Holden, Ms. Knauss or the tour director. Starting with the 2009-2010 Choir season, Choir members will be required to go on a domestic tour before going on an international tour, so that the travel choir for a foreign trip has had experience.

Singers are accepted into the Tour Choir based primarily on consideration of the following:

- The singer's contribution to the balance of choral sound from the four vocal sections,
- The singer's contribution to creation of a mature, seasoned traveling ensemble able to meet the demands of performing well under occasionally difficult circumstances,
- An excellent record of behavior and attitude by each singer, and
- The existence of an appropriate amount of space for travel and housing.

The Tour Choir often sings in international festivals and competitions. They perform at least once a day, unless en route, and occasionally twice a day. The schedule is rigorous but allows time for rest and some sightseeing.

Tour Payment Policy

- The cost of each tour is divided up into periodic tour payments. A tour payment schedule will be passed out to each interested choir member.
- Tour deposits are non-refundable after 20 days.
- Tour payments can be accepted prior to a due date.
- A payment that is more than two weeks overdue may result in the cancellation of the member's tour spot.
- As per most tour company policy, there will be no reimbursement of tour payments if a member is delinquent on tour funds. If a member decides to drop from tour the choir MUST know by January 1st. Prior to that time, if a member withdraws she may be able to receive a some money back, depending on the policy of the tour company. After that time, the girl is responsible for all of the payments, whether or not she goes. In most cases only a portion of tour payments can be refunded and only IF a replacement is found to take the spot. The Choir is not obligated to find a replacement, though we will certainly be as helpful as possible.
- Some tour scholarships are also available to help with the cost, but families should begin planning and saving as early as possible. If you wish to apply for a tour scholarship, please contact the choir office for an application and an explanation of the requirements of a tour scholarship. Families must complete an application form for each member who wishes to go and turn the form(s) in with associated financial information and the FULL deposit amount by tour deposit due date of each season.

Cancelation of Tour

- The CGC MUST receive a minimum of 24 applications and deposits by the deposit due date of a particular season. If this minimum requirement is not met, then the chosen tour for that season will be re-evaluated. Canceling a tour for that season may be inevitable if there are not enough interested choir members.
- If for some reason a tour is canceled, the choir will do its best to receive reimbursement from the tour company for all tour choir members/chaperones.
- Also, if in the opinion of the Board of Directors the tour chosen for a particular year becomes unsafe due to political or natural events, the tour destination will be changed, if possible. If that is not possible, the tour will be canceled.

The Chattanooga Girls Choir

2009-2010 Fundraising Goals

As a non-profit organization, the Chattanooga Girls Choir relies on fundraising to make up 10% its income. This breaks down to a net profit of \$10,000 for choir fundraisers and \$2,000 for Board fundraiser for the 2009-2010 season. The fundraising goals for this season are broken into three categories: All Choir, Choir Specific and Board Based. Every fundraiser is developed to raise funds for the general operating support of the choir which is meant to keep tuition costs from increasing.

All Choir fundraisers means all choir members are asked to participate to spread the word about the fundraiser and participate as best they can

Choir specific fundraisers as those choirs will be performing at specific venues that will help raise funds for the choir.

Board based fundraisers mean that the board of directors is dedicated organizing and promoting these fundraisers. The choir may ask for volunteer help with the last details of each event, to pass flyers around town or to help with contact names for local companies in order to sell tickets.

Volunteer hours may be earned helping with some of these fundraisers. Please see the volunteer section of the handbook to see how many hours per fundraiser you can earn.

ALL CHOIR FUNDRAISERS

Bi-Lo Boosters Program- Listed below is a bar code that can be taken to Bi-lo in order to enroll your Bi-Lo Perks Card with the Chattanooga Girls Choir (the non-profit of your choice). Once enrolled, 1% of every dollar spent at Bi-Lo is then donated back to the choir. Every little bit helps!

Program Advertisement Sales-

Net Profit goal of \$2,000

An Ad sales sheet with prices for this current season can be found in the form section on page 17.

Due date for Winter program is November 9th

Due date for Spring Program is April 12th

Fun Pasta Fundraiser-

Net Profit goal of \$2,500

August through September. Due date for forms and money is September 21st

Goal- \$35 worth of product sold per family

- If each family sells \$35 worth of the product, the choir can have a 50% profit. A possibility to make \$2,500+ from the fundraiser

Chocolate Fundraiser-

Net Profit goal of \$400

August through when all boxes are checked out

This season there will only be chocolate available to check out to sell. The Choir desk will sign out a box of chocolate to you with a small deposit fee (half the value of the box). Once you sell of the chocolate all you need to do is turn in the other half of the cost of the box of chocolate.

Applebee's Pancake Breakfast-

Net Profit goal of \$2,000

Saturday in October (TBA)

Each choir will be assigned a time that they will perform at the Applebee's breakfast event. Members of the Concert Choir (Jubilate & Grace Moore singers) will act as servers at this event. Tickets are \$5 per person to receive Pancakes, sausages, juice, milk and/or coffee. The CGC receives 50% profit on every sale. Each member will be asked to sell 5 tickets to the event. The ticket price is \$5.00.

The fundraiser will take place in October. Tickets will be sent home the middle of September with an instruction sheet. One week before the event the choir must turn in sales numbers so Applebee's can order enough food to serve guests.

South Pittsburg Cornbread Festival- Fundraiser-

Net Profit goal of \$1,000

In March the CGC will find out what volunteer duty has been assigned to the choir. For every choir member/parent team signed up to volunteer (and who shows up) the festival will make a donation to the choir. In exchange for you time volunteering you will receive a t-shirt and free admittance into the festival.

The Chattanooga Girls Choir

ALL CHOIR FUNDRAISERS CONTINUED

Spring Auction-

Net Profit goal of \$2,000

Auction will take place in May; however we need YOUR help starting in January to:

- Talk with local businesses/attractions to donate items
- If you have a talent creating arts & crafts in your spare time, please consider making a donation. We are certainly open to your ideas and creativity!!!

Bella Voce & Cantilena

Shane's Rib Shack-

Net Profit goal of \$300

November performance (TBA)

This is a Cantilena & Bella Voce choir has been invited to perform at Shane's Rib Shack in November. The choir will receive 10% of the profits made at the CGC labeled cash register for that evening. Choir members will receive free drinks at the event and will have a chance to socialize with other choir members as each choir will sign 10 to 15 minute sets before they break and give the other choir a chance to perform.

Board Based Fundraisers

Chattanooga's Ladies of Opera afternoon tea-

Net profit goal of \$500

Performance on a Saturday in late September (noon to 2pm)

A southern ladies tea (sweet and non-sweet ice tea) with finger sandwiches and tea cookies/cakes.

Theme- Chattanooga Girls Choir presents an Afternoon with local Ladies of Opera.

Performance showcasing local opera singers and our own Grace Moore singers.

Performance place: Heritage House

Tickets Price: \$30

Chattanooga Girls Choir presents Singing their Blues Away

Net Profit Goal of \$1,500

Operated in late February/March

Friday evening

Instead of a traditional dinner it will be a dessert theatre/coffee house style with a jazz/blues theme. Coffee and desserts will be set up so guests can serve themselves.

Time: 7:30 to 9pm or 8pm to 9:30pm.

Tickets- charge a flat rate of \$25 per.

Goodsearch

How do I raise money for my favorite charity or school through GoodSearch?

It's easy ... every time you search the Internet at GoodSearch.com, your charity or school earns money and the more you search, the more they make. Add up the money generated from all your searches and those done by the millions of other people who we hope will use GoodSearch, and it can make a real difference.

How does it work?

On the GoodSearch homepage, choose from thousands of organizations or add your favorite cause to our list.

Search the Internet just like you normally would — the site is powered by Yahoo!, so you'll get high-quality search results.

Bi-Lo Boosters

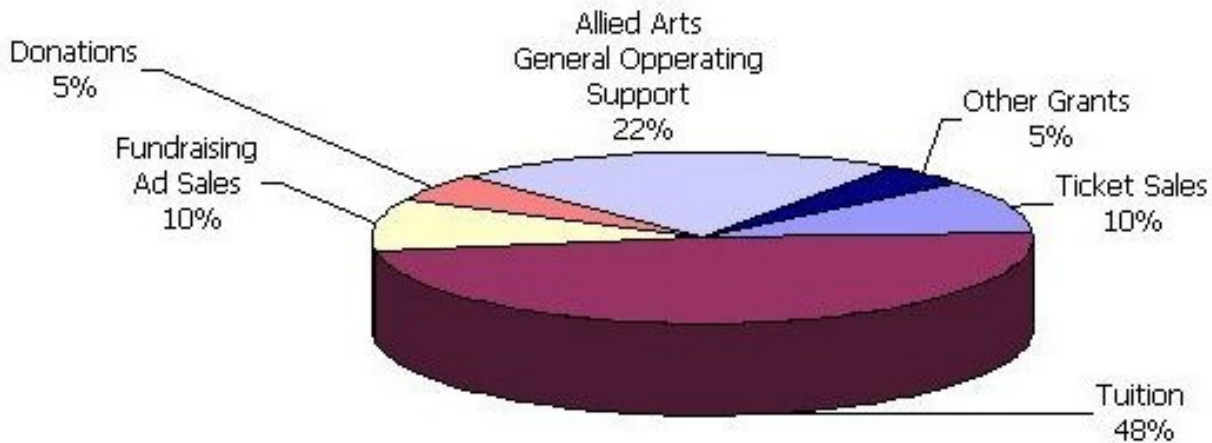
You can send funds to the Chattanooga Girls Choir every time you shop at Bi-Lo by enrolling in their Boosters Program. Simply take this bar code into your Bi-Lo and give it the cashier with your BonusCard. You will be enrolled in the program under CGC for one year. During that time, one percent of all your purchases will be donated back to us! It costs you nothing and helps the choir. So become a Booster!

CHATTANOOGA GIRLS CHOIR



The Chattanooga Girls Choir

2009-2010 Income
\$114,900*, **



- * The income of the choir in previous years has been 10% larger. Due to funding cutbacks the choir has had to make adjustments.
- ** Tour Income is not reflected in this total

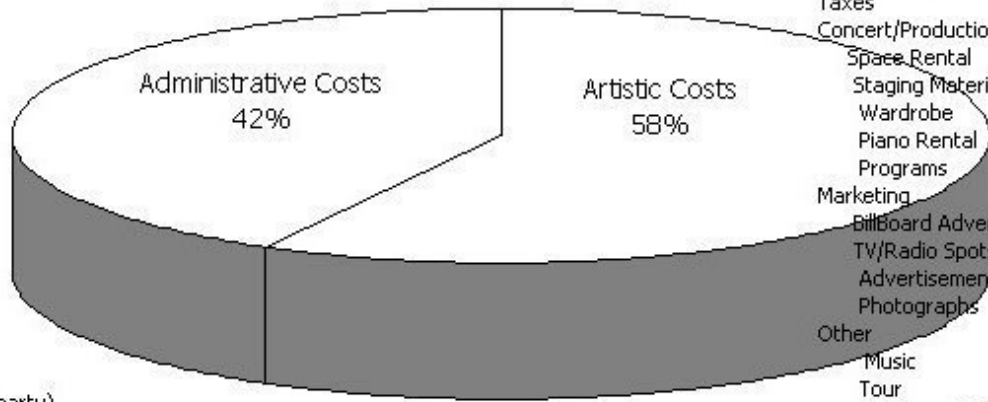
2009-2010 Expenses
\$114,900*, **

Administrative Expenses (42%):

- Personnel
 - Executive Director
 - Part Time Office Administrator
- Taxes
- Office Supplies
 - Supplies
 - In Office Printing Costs
 - Outside Printing Costs
 - Flyers
 - Brochures
- Insurance
- Telephone
- Postage
- Organization Dues
- Bookkeeper
- Audit
- Membership Expenses
 - Alumni Program
 - Social Events (ex: pool party)

Artistic Expenses (58%):

- Personnel
 - Artistic Director
 - 4 Program Directors
 - 2 Accompanists
- Taxes
- Concert/Production Costs
 - Space Rental
 - Staging Materials
 - Wardrobe
 - Piano Rental
 - Programs
- Marketing
 - Billboard Advertisement
 - TV/Radio Spots
 - Advertisements
 - Photographs
- Other
 - Music
 - Tour
 - Equipment Rental
 - Equipment Maintenance



- * To compensate for the 10% decrease in income the CGC Office will be open on a limited basis
- ** Tour Expenses are not reflected in this total

The Chattanooga Girls Choir

CHATTANOOGA GIRLS CHOIR

2009-2010

CONTRACT FOR MEMBERS & FAMILIES

As members of the Chattanooga Girls Choir, we, the undersigned parents and chorister have read the following, understand and agree to fulfill the following commitments required of us:

1. We understand that the purpose of the CGC is to offer talented young ladies a supplemental choral music education in order to develop musical understanding, and to achieve artistic expression.
2. We understand and agree to the requirements of the Tuition Payment Schedule and Policies.
3. We understand that as a non profit the CGC relies on each member's family reaching the goals set for each CGC fund raiser. The minimum requirement for the Pasta Fundraiser is \$35 of goods sold. Each family is encouraged to sell one ad for the choir program booklets or to help sell tickets for one of the fundraising events of the season.
4. We have read and understand the attendance and performance policy as well as what is acceptable attire (uniforms) for the choir and compliance with the rules of the rehearsal space as set by the First Baptist Church.
5. We understand that excessive tardiness/absences may result in the choir member not being able to sing in an upcoming performance as the quality of music produced is handicapped by tardiness and absences.
6. If an absence is unavoidable, the choir office must be notified ahead of time so arrangements can be made.
7. We understand that one of the main purposes of any choir is to participate in live performances. That attendance to for the two main concerts and associated dress rehearsals are mandatory for all singers.
8. We understand that as a choir parent it is our duty to aid our daughter in the proper drop off/pick up etiquette that needs to be followed (ex: ensuring my daughter gets to and is picked up from rehearsal and performances on time).
9. We understand that each choir member and her family is responsible for the cost of any items issued that are either not returned or returned in poor condition such as uniforms, music & key card(s).
10. We will actively market the organization whenever possible (such as distribute posters/flyers in the community).
11. We will actively help sell advanced tickets for performances to friends, family, or co-workers.
12. We understand that the CGC relies on each family a minimum of 6 hours over the course of the year or pay \$25 per hour not volunteered for a possible total of \$150 by April 30th of each year that my daughter is accepted into the choir.
13. We understand that being a part of the Tour Choir (grades 7- 12) is a privilege and that each Concert Choir member able to attend should apply. If our daughter applies for tour and is accepted it is our responsibility to meet the financial requirements of tour. (There are very limited funds for scholarships).

I, _____, the parent or legal guardian of _____,
(Parent's Name-Please Print) (Please Print Choir Member's Name)

have read the above agreement and duties as listed in the CGC Chorister Guidelines Handbook. I understand my daughter's as well as my own responsibilities and commitments to The Chattanooga Girls Choir.

Signature (choir member)

Date

Signature (parent or guardian)

Date

The Chattanooga Girls Choir

CHATTANOOGA GIRLS CHOIR

P.O. BOX 6036

Chattanooga, TN 37401

Email: office@chattanoogagirlschoir.com

423-629-6188

Advertisement Order Form

2009-2010 Winter and Spring Concerts

Name of Choir Member you/your company is supporting: _____

Name of Advertiser: _____

Street Address: _____

City, State, Zip: _____

Email: _____

The program booklet(s) for the 2009-2010 season is 8 ½” by 11”. The size of a page in one of these programs is 5 ½” by 8 ½”. If you have any further questions please contact the choir office.

Advertisement Space:	<u>Winter Concert</u>	<u>Spring Concert</u>	<u>Both</u>
___ *Personal Ad (25 words or less) * <i>choir member only</i>	\$ 10	\$10	\$15
___ 1/4 page (roughly business card size)	\$ 75	\$75	\$125
___ 1/2 page	\$ 125	\$125	\$185
___ Full page	\$ 175	\$175	\$250

___ Use my advertisement from the last concert program booklet.

___ New camera-ready copy enclosed

Authorization: _____ Date: _____

If you wish your ad to be included in the program for the Winter Concert or both concerts please attach a check payable to the Chattanooga Girls Choir and return this form along with your business card, ad copy, or slick to the address above by Monday, November 9, 2009.

THANK YOU FOR SUPPORTING THE CHATTANOOGA GIRLS CHOIR!

The Chattanooga Girls Choir

The Chattanooga Girls Choir

2009-2010 CGC Calendar of Events

August

- 17th First Rehearsal**
(Cantilena, Bella Voce, Jubilate & Grace Moore)
Cantilena Choir (4th & 5th graders) - 4:45 to 6pm
Bella Voce (returning 5th and 6th graders)
5:15 to 6:30 pm
Jubilate (7th & 8th graders) - 4:45 to 6:30pm
Grace Moore (9th - 12th graders) – 5:15 to 7pm
Parents Meeting- 5pm to 6pm
Parents Tour Meeting- 6pm to 6:30pm
22nd Concert Choir Saturday Rehearsal 10am to noon
24th Regular Rehearsal (see detailed schedule)
31st Regular Rehearsal (see detailed schedule)

September

- 7th No Rehearsal- Labor Day
12th ALL CHOIR
Saturday Rehearsal 10am to 1:30pm
13th Concert Choir Performance for 1st Radio
Squadron reunion
at the Chattanooga Choo-Choo
more information TBA
14th Regular Rehearsal (see detailed schedule)
21st Regular Rehearsal (see detailed schedule)
Fun Pasta Fundraiser forms and money due
28th Regular Rehearsal (see detailed schedule)
Fun Pasta Orders should be in to be passed out

October

- ALL CHOIR** Applebee's Fundraiser Date/Time TBA
Fall Tea – Grace Moore Singers
Date & Event information TBA
3rd Concert Choir Saturday Rehearsal 10am to noon
5th Regular Rehearsal (see detailed schedule)
12th Regular Rehearsal (see detailed schedule)
19th NO REHEARSAL- Fall Break
26th Regular Rehearsal (see detailed schedule)

November

- Cantilena & Bella Voce- Shane's Rib Shack Date/Time TBA
2nd Regular Rehearsal (see detailed schedule)
7th ALL Choir Sat. Rehearsal 10am to noon
9th Regular Rehearsal (see detailed schedule)
Program Advertisements Order Forms
16th Regular Rehearsal (see detailed schedule)
Winter Concert T-shirt pre-orders Taken
23rd Regular Rehearsal (see detailed schedule)
Winter Concert T-shirt pre-orders Taken
30th Regular Rehearsal (see detailed schedule)

December

- 3rd Winter Concert Dress Rehearsal-**
First Cumberland Presbyterian Church
4:30pm to 7:30pm
4th Winter Concert Performance,
First Cumberland Presbyterian Church,
6:30pm call time, 7:30pm start time

- 7th Optional Rehearsal
(decision to be made by choir director)
14th Optional Rehearsal
(decision to be made by choir director)
21st No Rehearsal
28th No Rehearsal

January

- 4th No Rehearsal
11th Regular Rehearsal (see detailed schedule)
Novellina Choir (3rd grade choir) 4:45 to 5:30pm
Novelina Choir Parent meeting
Will begin collecting items for the Silent Auction
18th No Rehearsal- MLK Day
25th Regular Rehearsal (see detailed schedule)
30th Cantilena, Bella Voce & Concert Choir
Saturday Rehearsal 10am to 12:30pm

February

- 1st Regular Rehearsal** (see detailed schedule)
8th Regular Rehearsal (see detailed schedule)
Audition Sign Ups posted for the 2010-2011 Season
15th No Rehearsal- Presidents Day
22nd Regular Rehearsal (see detailed schedule)

March

- Concert Choir Fundraising Performance (Event Info TBA)
1st Regular Rehearsal (see detailed schedule)
6th Concert Choir Rehearsal 10am to noon
possible audition day
8th **Regular Rehearsal** (see detailed schedule)
14th Concert Choir Hymnfestival Performance. Info TBA
15th **Regular Rehearsal** (see detailed schedule)
22nd **Regular Rehearsal** (see detailed schedule)
29th **Regular Rehearsal** (see detailed schedule)

April

- 5th No Rehearsal – Spring Break
12th **Regular Rehearsal** (see detailed schedule)
17th Concert Choir Rehearsal 10am to noon
Possible audition day
19th **Regular Rehearsal** (see detailed schedule)
26th **Regular Rehearsal** (see detailed schedule)

May

- 1st Cantilena, Bella Voce & Concert Choir**
Rehearsal 10am to noon
Possible day for auditions
3rd Regular Rehearsal (see detailed schedule)
10th Last Rehearsal
Regular Rehearsal (see detailed schedule)
13th Dress Rehearsal (All Choirs)
First Baptist Church- time TBA
Open Bidding for the Silent Auction
14th Spring Concert (All Choirs)
First Baptist Church- time TBA
Bidding for the Silent Auction closed at
intermission/winners announced at end of concert