

# CENTER GROVE HIGH SCHOOL CHORALMUSIC DEPARTMENT

Members of CPO (Choir Parent Organization),

Let us be the first to welcome you to the Center Grove High School Vocal Music Department. By virtue of your student being selected for one of the eight Center Grove choral ensembles, you are now a member of the Center Grove CPO. Some of the accolades that our choirs have received include consecutive years of National Grand Champion status at both FAME and Showstoppers Show Choir and Concert Choir Competitions, a feature in Choral Director Magazine as well as numerous appearances in local newspapers and news channels, Mixed, Unisex, Concert, and Festival Division Grand Champions at regional competitions, as well as a the standard for excellence in high school choral music in the greater Indianapolis area. Our choral program is recognized throughout the country as one of the finest and we need your help to maintain the tradition.

Throughout this choral handbook you will discover what it takes to be a part of one of the greatest booster programs in the country. This handbook contains expectations for families, explanations of choir jargon (i.e. hair mom, spansks, and BOM), forms, and other resources for you to use throughout the year. All information in this handbook can also be found on the choral website at [www.centergrovechoirs.org](http://www.centergrovechoirs.org).

We are excited for a new year and hope that you will get involved in the choir family experience. This is truly one of the few activities for high school-aged students in which parents, siblings, and grandparents can come right alongside the students in producing the end product of our performances. So don't delay, get involved with the choir program today and help us to make the year a great success!

Sincerely,

Jennifer Dice & Jared Norman

Mrs. Dice & Mr. Norman

CENTER GROVE HIGH SCHOOL  
**CHORALMUSIC**  
DEPARTMENT

**Description of Choirs**  
**Non Competitive Choirs**

***Gents***

This is a non-auditioned ensemble. Gents perform at Fall Fest, Christmas Concert, Showcase of Champions, and Spring Spectacular (possibly by audition). Gents will need a pair of black dress pants, black shoes, black socks, a white dress shirt, and a dark colored tie. This outfit will be used for several shows in which the Gents participate. There are minimal after school rehearsals associated with the Christmas Show and Spring Spectacular.

***Choralaires***

This is a non-competitive, auditioned women's concert choir. Choralaires perform at Fall Fest, Christmas Concert, Showcase of Champions, and Spring Spectacular. Choralaires will need to provide their own shoes, buns, tights, and bustier to be worn with a costume provided by the choral department. There are minimal after school rehearsals associated with the Christmas Show and Spring Spectacular.

***Counterpoints***

This is a non-competitive, auditioned mixed concert choir. Counterpoints perform at the Fall Show, Madrigal Dinner, possibly the MIC Choral Festival, Christmas Concert, Showcase of Champions, and Spring Spectacular. Counterpoint men will need a pair of black dress pants, black shoes, black socks, a white dress shirt, and a dark colored tie. Women will need to provide their own shoes, buns, tights, and bustier. This outfit will be worn underneath of a robe for several concerts. Counterpoints will also be provided with a costume by the choral music department. There are minimal after school rehearsals associated with the Christmas Show and Spring Spectacular.

**Competition Choirs**

***CG Singers***

This is a competitive mixed concert choir. CG Singers perform at Fall Fest, Madrigal Dinner, the MIC Choral Festival, Christmas Concert, Pre-Contest Show, Best of the Midwest, Showcase of Champions, and the Spring Spectacular. They generally compete at 3-4 competitions in the spring as well. This group has a few after school rehearsals and is provided with a costume for the Madrigal Dinner and for competitions by the choral department. There are fees associated with this choir so please check the payment schedule to see the additional costs that will be incurred by members of CG Singers.

### ***The Accents***

This is an auditioned women's junior varsity show choir. The Accents perform at Fall Fest, Christmas Concert, Pre-Contest Show, Best of the Midwest, Showcase of Champions, and the Spring Spectacular. They generally compete at 2 competitions in the spring as well. The ladies in this ensemble will be issued a costume and required to purchase accessories deemed necessary by the director. This ensemble has minimal after school rehearsals associated with the Christmas Show and Spring Spectacular. There are fees associated with this choir so please check the payment schedule to see the additional costs that will be incurred by members of Surround Sound.

### ***Surround Sound***

This is an auditioned mixed junior varsity show choir. Surround Sound performs at Fall Fest, Christmas Concert, Pre-Contest Show, Best of the Midwest, Showcase of Champions, and the Spring Spectacular. They generally compete at 2 competitions in the spring. The students in this group will be issued a costume by the choral department and required to purchase accessories deemed necessary by the director. This group has minimal after school rehearsals associated with the Christmas Show and Spring Spectacular. There are fees associated with this choir so please check the payment schedule to see the additional costs that will be incurred by members of Surround Sound.

### ***The Debtone***

This is an auditioned women's varsity show choir. The Debtone performs at Fall Fest, Christmas Concert, Pre-Contest Show, Best of the Midwest, Showcase of Champions, and the Spring Spectacular. They generally compete in 5-7 competitions along with a competition/educational trip. Participation in this ensemble requires a large time commitment; please visit [www.centergrovechoirs.org](http://www.centergrovechoirs.org) to see the schedule for the 2015-2016 school year. The students in this group will be issued a costume by the choral department and required to purchase accessories deemed necessary by the director. There are fees associated with this choir so please check the payment schedule to see the additional costs that will be incurred by members of Debtone.

### ***Sound System***

This is an auditioned mixed varsity show choir. Sound System performs at the Fall Show, Christmas Concert, Pre-Contest Show, Best of the Midwest, Showcase of Champions, and the Spring Spectacular. They generally compete in 5-7 competitions along with a competition/educational trip. Participation in this ensemble requires a large time commitment; please visit [www.centergrovechoirs.org](http://www.centergrovechoirs.org) to see the schedule for the 2015-2016 school year. The students in this group will be issued a costume by the choral department and required to purchase accessories deemed necessary by the director. There are fees associated with this choir so please check the payment schedule to see the additional costs that will be incurred by members of Sound System.

CENTER GROVE HIGH SCHOOL  
**CHORALMUSIC**  
DEPARTMENT

## Executive Committee

The executive committee of the CGCPO consists of the following members:

- **President:** **Renee Boswell**, Presides at all meetings (monthly Board meetings and 4 General Parent meetings), signing of all disbursements made by the treasurer, oversee the chaperone and the hospitality coordinator.
- **Vice-President:** **Carla & Carey Slauter**, Perform the duties of the president in his/her absence, special assignments, oversees Best of the Midwest and Madrigal chairpersons.
- **Secretary:** **Stacey Siemons**, Records the proceedings of each Executive Board meeting and general meeting and furnishes the Executive Board with minutes of each meeting. All correspondence necessary for conducting business of the organization shall be handled by the Secretary. The secretary is also the board representative involved in trip planning.
- **Treasurer:** **Suellen Swaney**, Keeps an accurate record of receipts and disbursements of all moneys and completes financial reports at each general meeting. Treasurer shall deposit all receipts and pay all disbursements through a CPO bank account as well as oversees the grocery certificate coordinator.
- **Ways & Means Fundraising:** **Tammy Rose & Kristi Leiter**, Oversees all existing CPO fundraising projects and makes recommendations for new and innovative ways of making additional income. Oversees the cookie coordinator and assists the special events coordinator.
- **Ways & Means Events:** **Heidi Wright & LuAnn Wright**, Oversees all existing CPO special events and makes recommendations of new and innovative ways of making additional income. Oversees the Breakfast, Christmas, Pre-Contest, Showcase of Champions, and Spring Spectacular shows, Awards Banquet and publicity coordinator.
- **Financial Chair:** **Dana Alexander**, Keeps an accurate record of students' costumes, trip and/or other payments to CPO.

# CENTER GROVE HIGH SCHOOL

# CHORALMUSIC

## DEPARTMENT

### Auditions

Auditions are held yearly for all choir students and are as follows:

- Auditions for current high school students in choir will take place during their classes the week prior to spring break.
- Auditions for current high school students not in choir will audition by appointment or after school on the Wednesday prior to spring break.
- Auditions for current middle school students will happen in their middle school choir rooms the week prior to spring break. Monday will be MSN and Tuesday will be MSC. If you have a conflict, you should contact the directors for an appointment.

The collection of information will happen online. Directions will be handed out at the beginning of second semester and must be collected by Renee Skipper before the week prior to spring break in order for your student to audition. All questions should be directed to Mrs. Dice or Mr. Norman.

### Choir Fees and Payment Schedule

Choir fees are collected on a monthly basis beginning in April for the upcoming choir season. The fees are used to help pay contest entry fees, costumes, props, choreography, band, transportation. Each student will also pay for items such as makeup, shoes, jewelry, group polos, these items will be billed as received by the students.

Please keep in mind that CGCPO is made of a group of caring **volunteers** who contribute countless hours toward the success of **your** student. Be respectful of this time by paying your bills in a timely manner. If you have a financial hardship or a change in your financial situation (i.e. job loss), communicate with our financial chair so that our volunteers do not have to spend even more of their time tracking down individuals who have not paid their bills. We are not a collections agency and we appreciate you doing your part to be in communication with the CGCPO when you have a specific need.

We have a Help Fund that students and families can apply for if need exists. The Help Fund will pay a percentage of the fees based on need and the amount of applicants. This form can be found at our website and is due at the Competitive Choir Parent Meeting each year.

In addition, the CGCPO owns all costumes that are issued to the students. If you are not up-to-date on your balance, the CGCPO reserves the right to hold a costume. The student will still be able to earn their credit academically, but will not be allowed to perform. There is no reason for this ever to happen with proper communication and timely payments!

**CENTER GROVE HIGH SCHOOL**  
**CHORALMUSIC**  
**DEPARTMENT**

**Payment Schedule**

2015-2016

**Debtone and Sound System:**

|          |          |      |             |               |
|----------|----------|------|-------------|---------------|
| April 15 | \$250.00 | GF   | September 1 | \$240.00 Trip |
| June 1   | \$250.00 | GF   | October 1   | \$240.00 Trip |
| July 1   | \$250.00 | FF   | November 1  | \$240.00 Trip |
| August 1 | \$240.00 | Trip | December 1  | \$240.00 Trip |
|          |          |      | January 1   | \$135.00 TF,P |

**CG Singers:**

|             |          |      |            |                |
|-------------|----------|------|------------|----------------|
| April 15    | \$250.00 | GF   | October 1  | \$240.00 Trip  |
| June 1      | \$250.00 | FF   | November 1 | \$240.00 Trip  |
| July 1      | \$240.00 | Trip | December 1 | \$135.00 TF, P |
| August 1    | \$240.00 | Trip | January 1  | misc.          |
| September 1 | \$240.00 | Trip |            |                |

**Surround Sound:**

|          |          |       |
|----------|----------|-------|
| April 15 | \$250.00 | FF    |
| August 1 | \$75     | TF, P |

**Accents:**

|          |       |       |
|----------|-------|-------|
| April 15 | \$250 | FF    |
| August 1 | \$75  | TF, P |

GF = Group Fee      FF = Fundraising Fee      TF = Travel Fee  
P = Polo              CF = Costume Fee

1. **Students Doubling in a choir will be assessed \$100 for the additional group fee.**
2. **All Choirs: Accessory Fee varies from year to year and will be around \$150. Accessories will be billed or cash/carry throughout the year as items are received.**
3. **Please Note: Additional fees/charges may apply above and beyond what is listed in the payment schedule. Every attempt will be made by the directors and CGCPO to keep these additional expenses at a minimum.**

# CENTER GROVE HIGH SCHOOL CHORALMUSIC DEPARTMENT

## Competition Choir Fundraising

Each year we need each student to fundraise \$250 during the school year to support the efforts of our program. Instead of requiring everyone to participate in each fundraiser, we assess this \$250 fee up front and then allow you to use the fundraisers to your discretion. The majority of our fundraisers allow the students to earn money toward their personal escrow accounts. In the past some of these opportunities have included...

Steak and Trash Bag Sale    Mat Sale    Patron Program  
Flower Sale                      Grocery Cards                      Script    Mike's Carwash Certificates

We will be also offering a referral program to our summer camp, **Center Stage**. If your student refers a child to register for our camp, they will earn a \$100 credit toward their account. Limit one per family.

There are also several fundraisers that profit the general fund. These are fundraisers that are generally not door-to-door, but a group effort put on by the CPO. In the past some of these opportunities have included...

Car Washes                      Apple Sales                      Best of the Midwest

Our biggest event of the year is **The Best of the Midwest (BOM)**. This is the show choir competition that we host annually. Every competition choir family is required to help with this event the third weekend in February.

Throughout the year we will ask for students to bring in water or soda to be sold at events. They need to place these in the choir room closet with your child's name on it and let their company managers know that they have done so. Here is a list for the year, please mark yours down and bring them in on the Monday before the event. **All water must be Aquafina** due to the school's contract with Pepsi.

|                        |       |                          |
|------------------------|-------|--------------------------|
| Fall Fest:             | Water | SUSO & ACCENTS           |
| Holiday Show:          | Water | Debtone                  |
| Pre-Contest Show:      | Water | Sound System & CGS       |
| BOM -                  |       | Mt. Dew    SS            |
|                        |       | Diet Mt. Dew    Debtone  |
|                        |       | Sierra Mist    CGS       |
|                        |       | Pepsi            Accents |
|                        |       | Diet Pepsi    SuSo       |
| Showcase of Champions: | Water | Debs & SS                |

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**CHORALMUSIC**  
DEPARTMENT

## **A Day of Competition Day...**

A Day at a Choir Competition' normally begins very early...like 3:00 am early! The Director's will provide an arrival time for each participating choir which is 15 minutes before the buses will depart. **The directors will not wait on your student.** The call times are carefully back-timed to allow the proper amount of preparation and travel time. So please help your student to be on time! If the competition is 2 to 3 hours away, the choir will usually reserve a charter bus. The students will be given a snack bag with breakfast items for the trip to the competition. They will need money for lunch and snacks during the day (\$20) and then will be provided an evening snack bag for the ride home.

Your child should wear their choir's spiritwear and or comfortable clothing for the ride to the competition, a pillow and blanket for the ride might also be good. A packing list is included in this handbook for your convenience in helping your student to prepare. Do not let your student bring expensive electronics or large amounts of cash as there is no way to secure their belongings 100% of the time while we are at a competition.

A typical competition will last from 5 am on Saturday morning until 2 am on Sunday morning. All groups will perform during the preliminaries during the day and then potentially in the finals. Not all competitions have unisex finals, but all will likely have mixed finals. Some competitions also have an exhibition performance or finals for concert choirs and unisex groups. In addition, some competitions have a soloist division. Students will audition to be a representative of Center Grove in the soloist division throughout the choir competitive season. All of the information regarding a particular competition will be available at [www.centergrovechoirs.org](http://www.centergrovechoirs.org) the week of the event.

### **Call Times**

The directors will give the students call times, but are expected to be in the room (or at the venue) 15 minutes before that call time. Each set of company managers will have a different penalty for being late, but the expectation is that students learn to be punctual and prepared for their rehearsal or performance.

### **Chaperone Responsibilities**

The group you are assigned to on the bus, will be the homeroom you are also assigned to while at the competition. If there are multiple chaperones for a single group, talk in the morning and decide who is going to be in the room when. You have to be in the room if the students are there unless the directors are meeting with them. You are to ride the bus both there and back. The school requires us to split up chaperones on the bus and make sure there are adults in the front, middle, and back of the bus. You will pass out snack bags on the bus. Students are NOT allowed to take food in the school.

### **Cheering at Competitions**

The kids really feed off of your/the audiences reactions while they are onstage. We really need you to cheer during dance breaks and between songs. Do not cheer so loudly that you cover vocals, but definitely live out or relive your high school days as a cheerleader each and every Saturday!

The rules for cheering for concert choir are a little different than show choir. Please applaud after the song is over, but not during the performance. Do not scream or yell while the choir enters the room.

### **Company Managers**

Each group will have a company manager (or 2). This student is the liaison between the group and the directors/CPO. If you have information that needs to be expressed to a particular ensemble, the company managers are the ones to disperse the information to the students. They handle spirit wear, the management of the group, and disperse information. Our company managers have a very large leadership role in their group and have been carefully selected by the students and directors. The company managers are trust worthy individuals who you can go to for explanations of simple questions about which you do not want to contact the director.

### **Costume Parents**

Costume Parents are just as vital to the entire show as the tech parents. Costume fitting and preparation is a lengthy process considering the sheer number of students and the quality of show that our students prepare. Your child will be required at some point to complete rhinestoning or simple sewing on their individual costume, but we need help with all sewing projects and it would be great to get as many mom's and dad's involved as possible. You don't have to be a seamstress or even know how to sew, just show up and we will find a way to use your ability and talents.

During the competitions we will need help repairing and sorting costumes. Please plan to come back to the homeroom after each performance to help with these aspects of the performance.

### **Hair/Make-Up/Accessory Parents**

At each competition we utilize ‘Hair Moms’ to assist with fixing the guys/girls hair. The ‘Hair Mom’ coordinator will have a meeting with each choir to show them how to wear their hair and will host separate sessions to help teach the Mom’s how to fix the hair for the respective choirs. The “Hair Mom Coordinator” is the only volunteer who receives specific directions from the directors regarding their vision for the girl’s hair. Do not take it upon yourself to make a change to hair or the process unless specifically told to do so by the directors. Again, we are here to support the choral program and the vision of the directors and their choreographer.

Hair supplies:

1. Big Sexy Hair-best hairspray for choir hair on the market.
2. Black rattail comb-all hard plastic no metal end.
3. Smoothing brush-thin brush that smoothed out teased hair.
4. Large roller pins-long bobby pins-these are what is used to put the show choir hair up.
5. Short bobby pins-won't use many just for hiding problem areas.

### **Packing List**

#### Girls in Debs, CGS, SS, Accents:

|                         |                                    |                |
|-------------------------|------------------------------------|----------------|
| 3 Shades of eye shadow  | Blush                              | Foundation     |
| Mascara                 | Eyelashes                          | Eyelash Glue   |
| Eyeliners               | Lipstick                           | Powder         |
| Teasing/Smoothing Comb  | Hair Clip                          | Ear Rings      |
| Butterfly Clip for Poof | Brush                              | Hair Piece     |
| Buns/tights             | Bobby Pins (that match hair color) |                |
| Shoes                   | Bustier                            | Polo           |
| Jeans                   | Straightener                       | Hair Spray     |
| Toothbrush              | Deodorant                          | Blanket/Pillow |
| \$                      |                                    |                |

#### Guys in SS, SuSo, CGS:

|                     |            |                       |
|---------------------|------------|-----------------------|
| Performance Shoes   | Reg. Shoes | black socks (2 pairs) |
| Jeans/Polo          | toothbrush |                       |
| Extra undergarments | Deodorant  | Belt                  |
| Blanket/Pillow      | \$         |                       |

## **Rules to keep in mind**

School appropriate behavior is expected. The students are representing our school and our expectations are high! \*If a parent has any trouble with a student, please contact Mrs. Dice or Mr. Norman, immediately, as opposed to trying to handle the situation on your own.

1. No food or drinks in the homeroom.
2. If we have 2 rooms for SS/SuSo/CGS (etc.), the guys will be in one room and the girls will be in the other.
3. **If they have to share a room, as much as possible, please have women and men change at different times.**
4. No chaperones should be in the homeroom or warm-up room once the directors begin their meetings.
5. No loud music played in the homerooms.
6. The seniors of each group should clean the homeroom before we leave for the evening.
7. Please make sure you are the last person out of the room and that you lock the room when everyone leaves.

## **Tech Parents**

Tech Parents are needed for each group to build props, sets, and transport them at each competition. A part of the adjudication process includes a time limit and we need as much help as possible getting all equipment to and on stage. Please make this a family activity by getting involved. Please don't assume that someone else will help with this area, the more dad's we have the lighter the work will be.

# CENTER GROVE HIGH SCHOOL

# CHORALMUSIC

## DEPARTMENT

### **Attendance Policy**

Attendance at all competitions and performances is mandatory. When a performance is missed due to a voluntary absence (concert, tiredness, to complete homework work, etc) the student performer will be suspended from the following two performances. Preliminary and finals events occurring on the same day will count as one performance. Failure to attend a rehearsal immediately prior to a performance for any reason other than illness or extenuating circumstance will result in the student being suspended from the performance. All students are needed for the team's success. Please plan around the performance/competition schedule if at all possible. If there are extenuating circumstances, please communicate those conflicts well in advance.

In addition, please be sure to schedule dates to take the SAT or the ACT that do not conflict with a choir obligation. There are several dates and it only adds to the stress of the day if the student is missing or will be rushing to an event after the test. Please give your child the best circumstances for taking these stressful tests by choosing a date in the fall or late spring.

### **Eligibility**

As per the Center Grove Handbook, students who are participating in a Co-Curricular Choir must be passing at least 5 classes in order to be eligible for participation. Students who are not passing 5 classes at the end of any particular nine weeks grading term will not be allowed to compete during the following 9 weeks of performance opportunity. Semester grades will override 2<sup>nd</sup> and 4<sup>th</sup> nine weeks grades. Incoming Freshman are exempt for the first 9 weeks of school, however grades from the 3<sup>rd</sup> nine weeks of their 8<sup>th</sup> grade year will be taken into consideration for ensemble placement. Students in a competing group who are academically ineligible during the nine weeks of a national competition or curricular trip will not be allowed to travel with their ensemble.

### **Private Instructors**

Center Grove High School has several opportunities for private musical instruction available to students. Students are able to take voice or piano lessons during their study hall or STaR with a highly qualified instructor. Following is the information that you will need in order to get in contact with the instructors.

**Voice Faculty**

|                |  |          |
|----------------|--|----------|
| Amy Johnson    | <a href="mailto:bellamysong@hotmail.com">bellamysong@hotmail.com</a>     | 525-1321 |
| Suellen Swaney | <a href="mailto:suellen_swaney@icloud.com">suellen_swaney@icloud.com</a> | 797-8925 |
| Jena Adriansen | <a href="mailto:jenaka@sbcglobal.net">jenaka@sbcglobal.net</a>           | 506-8206 |

**Piano Faculty**

|           |  |          |
|-----------|--|----------|
| Sue Dykes | <a href="mailto:sedykes07@gmail.com">sedykes07@gmail.com</a> | 445-8531 |
|-----------|--|----------|

**ECCDAT**

The Music Co-Curricular Drug, Alcohol, and Tobacco policy is required for participation in any choral ensemble at Center Grove High School. The expectation for students who participate in choir is that they are not participating in any activities where illegal substances are present nor are they to be partaking in any of these substances. The MCCDAT explains in full detail the result of such poor decisions. All MCCDAT forms should be turned into Renee Skipper before the first day of the new school year.

**Suspension**

A suspension from a musical performance resulting from a violation in academic eligibility, the attendance policy, or the ECCDAT will require students to continue attending regular rehearsals and performances in order to maintain the academic requirements of the course. Students will be required to complete an alternate assignment that will be a direct result of their evaluation of the performance from which they are suspended.

## **CGCPO Volunteer Policy**

Volunteers on the night of a performance are to understand that they are volunteering for the support of the choir program and for their students, **not to obtain special seating or free entrance to the show.**

- I. Volunteers are expected to fulfill the duties to which they have committed.
  - a. Volunteers must stay at their post for the designated time. This includes volunteers with Patron and All Choir Season Passes.
  - b. If you are concerned about missing your child's performance, sign up to volunteer for a position that doesn't interfere with the show. (i.e. clean-up/set-up)
- II. Volunteers will **not** be able to obtain special seating.
  - a. Volunteers will be told upfront that no adults will be allowed in the auditorium prior to a performance for the purpose of saving seats. This applies to CGCPO Board members as well.
    - a. If you volunteer on a performance night, ask a family member, parent, spouse or friend with or without a Patron/All Choir Season Pass to save a seat for you.
    - b. Let your family members know prior to a show that you are unable to save seats for them.
    - c. Becoming a Patron for reserved seating is an easy answer to any of the problems listed above.
- III. Volunteers are expected to pay admission, use All Choir Season Pass, or Patron Pass for entrance to the show.

## **CGCPO Event Ticket Policy**

### Lifetime Members

- Lifetime Members will be admitted to all Choir Performances without charge except in the event of sold out performances (i.e., Christmas Show). Tickets can be purchased in advance for these shows.
- Lifetime Members must purchase a ticket to the Madrigal Dinner in order to attend.

### Administrators, Teachers and High School Employees

- In the event that the Events Committee Chairs decide to provide complimentary tickets to Administrators for sold out performances, they shall reserve those tickets out of the total tickets available for sale.
- CGCSC Board Members shall purchase tickets on their own to attend any performance.
- CGHS Teachers and High School Employees will be allowed entrance to all Choir Performances without charge except in the event of sold out performances (i.e., Christmas Show). Tickets can be purchased in advance for these shows.

Other considerations

- Children 2 years of age or under shall be allowed into any performance without charge, except in the event of sold out performances (i.e., Christmas Show). Children 2 years and under must sit on parents lap if they do not have a ticket.
- Wheelchair ticket holders will be allowed early entrance the auditorium through a special line 10 minutes before the doors to the auditorium are opened to the general public.

## **Center Grove Choir Parent's Financial Assistance Form**

The Center Grove High School Choir Parent's Organization offers financial assistance to a few members in financial need each year. **Each applicant must participate in fundraising activities and meet with Mrs. Dice before the match plan will be instated.** Each child participating in choir is eligible for the financial assistance. This is a private and confidential process. Only two Board Members and the Choir Director know names and amounts of students receiving financial assistance!

MAIL TO: Center Grove High School Choral Music Department  
Jennifer Dice, Choral Director  
2717 South Morgantown Road  
Greenwood, Indiana 46143

### **Information**

Student's Name:

\_\_\_\_\_

Parent/Guardian's Name:

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

### **Family Income**

Parent/Guardian 1:

\_\_\_\_\_

Parent/Guardian 2:

\_\_\_\_\_

Other:

\_\_\_\_\_

Total:

\_\_\_\_\_

Number of dependents for this salary:

\_\_\_\_\_

Name of ensemble in which your student  
participates: \_\_\_\_\_

Please attach a brief description/basis of your need, with the percentage you are requesting the Board to consider. Please remember that the amount requested may not necessarily be the percentage that is given by the Board. There are many considerations given to the assistance and need is extremely important so, please be specific and complete in your attachment.

**<APPLICATIONS are at the Competitive Choir Parent Meeting>**

**CENTER GROVE HIGH SCHOOL**

# **CHORALMUSIC**

**DEPARTMENT**

## **Alternate Transportation Form**

This form must be used for any situation in which the family of a student will be providing transportation to or from a competition. This is only to be used in situations in which the conflict has been discussed in advance with the directors. Students simply wanting to leave early from a competition or venue will not be permitted to do so as we find it of the utmost importance that our ensembles support one another.

Student's Name: \_\_\_\_\_

Student's Choir: \_\_\_\_\_

\_\_\_\_\_ (Student Name) will not be traveling home from \_\_\_\_\_ (competition/performance location) with Center Grove High School. I will provide alternate transportation instead. I understand that I will not be exempt from any transportation fees associated with this trip.

\_\_\_\_\_  
Parent Signature

CENTER GROVE HIGH SCHOOL  
**CHORALMUSIC**  
DEPARTMENT

## Committee Descriptions

### **ACCESSORY, MAKE UP & HAIR COMMITTEE**

Our hair, make-up and accessory coordinator will need assistance with helping both girls and boys prep for stage. Traditionally, these moms have traveled with the groups to contests. These moms have assisted with hair and make-up and other cosmetic needs at performance venues. The Hair Coordinator reports to Mr. Norman and Mrs. Dice for Board representation.

### **BEST OF THE MIDWEST COORDINATOR & COMMITTEE**

Committees will be set up and your participation will be required in the event. The Best of the Midwest is held in February.

### **CHAPERONE COORDINATOR & COMMITTEE**

The Chaperone Coordinator is in charge of securing parental/adult chaperones for contests, trips, and overnight events. We need each parent who is able to help in this capacity to do so. We tend to have the same parents each week helping in the task of taking responsibility for your children. Please try to volunteer at least one Saturday as a chaperone if it is possible. The Chaperone Coordinator reports to the President for Board representation.

### **COOKIE COORDINATOR**

The Cookie Coordinator is charged with the ordering and providing cookies at important functions in which the Choir will either be performing or should be represented. Cookies are a nice and easy way of fundraising money. The Cookie Coordinator reports to the CPO Ways and Means Fundraising Board Member Board for Board representation.

### **COSTUME COMMITTEE**

The costume committee will need assist in constructing outfits and assisting with minor alterations. We are in need of parents who sew both by hand and on a machine. Costuming for all of the competitive choirs is a considerably large job and we need as many people as possible to help with this committee. The costume committee reports to Mr. Norman and Mrs. Dice for Board representation.

### **EVENT COORDINATORS**

The event coordinators are responsible for the smooth running of concerts and other events. The Coordinators take care of organizing the tickets, programs, and other logistical items. We need a coordinator for The Fall

Show, The Holiday Concert, The Pre-Contest Show, Spring Spectacular, and any special concerts that may happen. In addition, they will coordinate Center Stage. The Coordinators of these events are to report to the CPO Ways and Means Event Board Member for Board representation.

#### **GROCERY CERTIFICATE & SCRIP COORDINATOR**

We encourage you all to become involved in this program as it benefits your pocket books directly!! The Grocery Certificate Coordinator reports to the Treasurer for Board representation.

#### **HOSPITALITY COORDINATOR & COMMITTEE**

The Hospitality Coordinator is in charge of making sure the CPO is well represented. Hospitality includes preparing special gifts for clinicians and/or choreographers, and working closely with Best of the Midwest to secure hotel accommodations for our judges. The Hospitality Coordinator will report to the CPO President for Board representation.

#### **MADRIGAL DINNER COORDINATOR & COMMITTEE**

The Madrigal Dinner is hosted by CG Singers and The Counterpoints. Committees will be formed to assist the planning and execution of the event. The Madrigal Coordinators report to the Vice President for Board representation.

#### **NURSE**

We are in need of nurses who can travel with us to each competition. This person needs to travel with the groups and carry the medical release forms to each venue. The nurse will report to Mr. Norman and Mrs. Dice for Board representation.

#### **PATRON COORDINATOR(S) & COMMITTEE**

The idea behind the patron program is to fundraise money through a partnership with local businesses. In exchange of a donation of either cash or in-kind services, the Choral Department provides publicity services throughout the school year to each business. This is a program that may provide many potential outlets for the Choral Organization. The Coordinators report to Mr. Norman and Mrs. Dice for Board representation.

#### **PUBLICITY COORDINATOR & COMMITTEE**

It is the responsibility of the Publicity Coordinator and the Committee to send out press releases, be in contact with local newspapers, radio stations, and television stations. This committee should work closely with the Patron Committee to ensure fulfillment of commitments made to Patron Organizations. In addition, the committee should make items available on the website. The Publicity Coordinator reports to Mr. Norman and Mrs. Dice for Board representation.

#### **SPIRITWEAR COORDINATOR**

We are in need of a couple of parents who are able to coordinate the sale of spirit wear, car decals, and yard signs at the beginning of each year. The spirit coordinator will need to work with company managers and well as the directors to establish appropriate attire. The spirit coordinator will be in charge of collecting orders and money and then distributing orders to students and parents. The spirit coordinator will report to Mrs. Dice and Mr. Norman for Board representation.

#### **STUDENT HOSPITALITY COORDINATOR**

We are in need of one Mom or Dad per competitive choir, to be the student hospitality coordinator. The coordinator for each group will organize all meals and snacks that are needed for long rehearsal evenings. The

coordinator will also organize goodie bags for students to take to and from the contest. As stated before, one parent to head each group is needed. Coordinators report to the CPO Secretary for Board representation.

#### **TECHNICAL DIRECTOR, TECH DADS AND TECH MOMS**

In the process of putting together the competition shows, we are in need of parents who help out with building the set, and assisting getting it to and from stage. We would like one parent representative from each show choir to serve as the lead parent for the technical needs of that group. The Technical Director reports to Mr. Norman and Mrs. Dice for Board representation.

#### **TRIP COORDINATOR**

The Trip Coordinator(s) works with Mr. Norman and Mrs. Dice to set-up the logistics of overnight travel. The Trip Coordinator sets up and takes care of arranging transportation, payment schedules, rooming concerns, administrative needs, trip expectations, and an itinerary. Information to parents, students, and the Board is essential and constant communication with Mr. Norman and Mrs. Dice is needed. The Trip Coordinator will report to the CPO Secretary for Board representation.

### **Scrip Is Fundraising While You Shop®**

When your CGCPO families take advantage of scrip, they earn money just by making their regular household purchases. But instead of paying with cash or credit, they use prepaid gift cards from America's favorite and most trusted retailers.

Scrip fundraising gift cards are the same gift cards you would normally purchase from a retailer in your local retail stores, and they work the same way. And with over 500 of the country's biggest brands, Great Lakes Scrip Center has something to appeal to every family in your organization. You'll find cards you can use at grocery stores, gas stations, restaurants, movie theaters, home improvement stores, and almost any business that accepts gift cards. Virtually anywhere you shop will accept some form of Scrip.

You can earn up to a 15% rebate on each purchase. Member families purchase gift cards for places where they plan to shop, and use those cards instead of cash or credit. Great Lakes Scrip Center sells those gift cards to your CGCPO at a discount. You sell them to your families for full face value and your families redeem the cards for full face value. Your student keeps the difference as a rebate, earning a percentage of every dollar spent using the scrip gift cards. All you have to do is plan ahead.

### **Marsh and Kroger Gift Card Fundraiser**

For Marsh cards, buyers purchase the cards for face value. Use the cards as a normal gift card. Remaining balance remains on the card until the total value is used. I generally keep cards valued \$50 and \$100, so any combination can be purchased. Smaller values can be arranged for if needed. Students receive 5% credit on account for the value purchased. Credit is reflected on your monthly statement.

For Kroger cards, buyers purchase cards for \$5. Before using them for shopping, stop at the

Customer Service counter in the store to charge them with the value desired. Use the cards as a normal gift card. Remaining balance remains on the card until the total value is used. Additional amounts can be added as needed. Students receive 3% credit on account for the value purchased. Credit is reflected on your monthly statement.

Checks are written to CGCPO. So call me and make arrangements to get your cards. It's like free money for something we are doing already.