**2016-2017 Member Handbook**

**Prelude Orchestra**

**Youth Symphony Orchestras**

**Of East Central Indiana**

**ysoeci.com**

Tiffany Janney Arnold, Executive Director

Prelude – Suzuki Instructor

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**Tuition**

Tuition is $100 per year, due Monday, September 12, 2016, or $55 per semester, due at the first rehearsal of the semester. Payment may be made in cash or by check (payable to YSOECI). Payments should be given to the Executive Director, Tiffany Arnold. Tuition is not refundable.

**Weekly Rehearsals and Classes**

Attendance will be taken at all rehearsals and classes.

Each member is allowed two **excused** absences prior to each major performance. An absence will be considered excused if due to serious illness, accident, or family emergency. When possible, **notice should be given (to the Executive Director, phone 765-702-3967, email tiffanyjarnold@gmail.com) at least 24 hours in advance**. More than two unexcused absences may result in dismissal or suspension. A total of four or more excused and unexcused absences may forfeit the opportunity to perform in that concert cycle.

In case of severe weather, regular rehearsals will be cancelled if Burris School is closed for the day.

**Students are asked to arrive 10 minutes before rehearsal in order to be prepared to begin class on time.**

Students should have instruments out of cases, if possible, by the beginning of class. This facilitates tuning and allows for longer instruction time.

Parents are welcome and encouraged to sit in on rehearsals. In all cases, parents must take responsibility for the behavior of their children. If necessary, a parent may be asked to stay for the duration of class in order to supervise a specific child. Parents (or their approved delegates) are required to attend Suzuki classes.

Members are expected to behave in a manner that reflects positively on the YSOECI. This means:

* Smoking, use of other controlled substances, and alcohol use are not permitted while the member is engaging in YSOECI activities.
* Keep voices low when dismissed for break and after rehearsal.
* Food, drinks, and gum should be restricted to permitted areas, not consumed during rehearsal.
* During rehearsal, cell phone usage (calls and texting) should be restricted to emergency situations only. Phones should not be visible during rehearsal except in rare circumstances, in which case the Executive Director should be notified.
* **Members should bring a pencil with eraser** so that the conductor’s directions may be noted in their music.

Students are expected to practice their YSOECI music outside of rehearsal and come to rehearsal as prepared as possible each week.

**Practicing**

Prelude students should practice regularly at home, even if only for a few minutes per day. Regular daily practice is essential to instrument study, and a significant amount of progress will be seen with only a small investment of time. However, practice should not become a dreaded chore, and it is the responsibility of the parent to take the lead in scheduling practice time and ensuring it remain a positive, cheerful endeavor.

For more practicing tips and suggestions, please see your instructor.

**How to Care for Rental Instruments**

Instruments should be handled with care and should be treated as the valuable objects they are. Extremes of heat and cold should be avoided when at all possible, and in particular, instruments should not be left in a car unattended. Not only is the possibility of theft very real, but temperatures outside a range of 60-80 degrees will, at the least, cause the instrument to go out of tune. As temperatures get dramatically lower or higher, there is an increased risk of cracking and seam openings, both requiring expensive professional repair.

Students should teach other family members to respect their instruments. Bows, for example, should be used only for instrument playing, and never as toys. Avoid touching the horsehair of the bow, and always remember to loosen the horsehair when finished playing.

Rosin dust should be gently cleaned off the strings and fingerboard, as well as underneath the strings, when a student is finished playing. A polishing cloth is provided along with rental instruments for this purpose.

Be especially careful not to drop or bump your instrument. Dropping a violin will very likely cause damage requiring expensive, professional repair, and sometimes even causes a violin to be ruined beyond repair. For those renting from YSOECI, instruments have replacement values as follows:

Violin $200 or higher

Viola $250 or higher

Cello $1,000 or higher

Bass $1,300 or higher

The $25 security deposit will be applied to any loss or damage to the instrument, but in the event that more extensive damage occurs, those renting from YSOECI may be responsible up to the full replacement value.

**Concert Attire**

Concert attire is black bottoms and white tops. Bottoms should be dress pants or skirts. Skirts should be knee length or longer. White blouse, collared, and button-up shirts are acceptable. No tank tops, shorts, or casual shoes. Black dress shoes are appropriate, and black socks or hose should be worn with slacks. If a parent or student has a concern about concert attire, please see the Executive Director or your orchestra conductor.

**Parents Committee**

All parents are encouraged to contact the Executive Director if interested in serving on the Parents Committee or in volunteering in any other capacity.

**Student Sponsorships**

Student sponsors are financial supporters of the YSOECI. These student sponsors can be comprised of friends, family, co-workers, or anyone who wants to make a tax-deductible contribution in the name of the student who procured the sponsorship.

All members of the YSOECI are invited to secure a sponsorship or a Silent Auction donation or purchase of at least $50 per student. Once the sponsorship has been procured, please give it to the Executive Director, mail it to the YSOECI address, or have the donor mail it directly along with a student sponsorship form. Once a sponsorship has been received, the donor will be sent a letter recognizing their donation to the YSOECI. The donor's name will also be printed in the concert program for the duration of the season.

**Corporate Sponsorships**

Many corporations in Muncie and the surrounding area provide financial support to non-profit and arts organizations. If you work for a corporation or business that would support the YSOECI with a financial or in-kind donation, please contact the Executive Director to discuss your thoughts.

In many cases, an internal request from an employee will be received with greater enthusiasm and support than a cold call from the YSOECI. Corporations are interested in supporting those activities that are important to their employees. Parents and students are our greatest advocates.

**Program Advertising**

YSOECI offers advertising spots in concert programs throughout the season. This is another one of the many opportunities for your own company or one that you frequent to show support for the arts and the non-profit community and advertise their products/services.

**Remember: Those who submit a tax-deductible contribution to YSOECI may be eligible for matching funds from their employer. Check to see if your company offers a matching program to make your contributions go even further.**

**Amazon Smile**

Shop at AmazonSmile, and Amazon will make a donation to YSOECI:

<http://smile.amazon.com/ch/35-1664816>

**Financial Assistance**

A limited amount of money is available each year to assist students who might otherwise be unable to participate in the YSOECI. If you would like to apply, please contact the Executive Director.

**Summer Scholarships**

Traditionally, the YSOECI has offered summer scholarships to its members. Scholarship applications will be evaluated on the following criteria, among others: attendance, leadership, longevity, sponsorship participation, discipline, and professionalism.

YSOECI Board of Directors

Sarah Hersey, President

John Knox, Vice President

Marian Cooley, Interim Secretary

Cathy Swift, Treasurer

Tiffany Janney Arnold, Executive Director

Matt Spieker, Conductor

Matthew Cooperman, Conductor

Leonard Atherton

Doug Droste

Jody Nagel

Tambra White

**Student Handbook Agreement Form**

I have read and agree to abide by the rules and expectations outlined in the YSOECI Student Handbook.

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_