

SOMETHING TO SING ABOUT!

OREGON CHILDREN'S CHOIR[®]

Parent Handbook

Oregon Children's Choir

PO Box 11007 Eugene, Oregon 97440

(541) 343-0840

www.oregonchildrenschoir.com

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The Mission

The *Oregon Children's Choir* provides opportunities for talented youth in the Eugene/Springfield metropolitan area to perform select choral music.

Goals and objectives are to:

- 1. Enrich the cultural life of the local community:**
 - Conduct weekly rehearsals during the school year;
 - Provide benefit concerts each season;
 - Perform two or more major concerts each year locally.

- 2. Enrich the cultural life of Oregon:**
 - Study and perform varied, serious choral music;
 - Perform concerts in Oregon beyond the local community;

- 3. Promote the cultural image of Oregon:**
 - Perform at regional, national and international events under the name "*Oregon Children's Choir*";
 - Perform music composed/arranged by Oregonians;
 - Commission Oregon composers to create new artistic works for performance by the Oregon Children's Choir.

- 4. Expose choristers to music of many cultures:**
 - Perform music from various cultures, historical periods, and countries in every concert;
 - Perform in international choral festivals.
 - Host regional, national and international guest children's choirs.

WELCOME TO THE OREGON CHILDREN'S CHOIR

The *Oregon Children's Choir* was formed in January 1982 by Dr. Randall Moore, Music Director Emeritus, to supplement the musical training offered in local schools, by providing advanced choral experiences for talented students of music. *Oregon Children's Choir* choirs hold regular rehearsals and performances throughout the choir season. They also perform by invitation in other professional community productions. This makes for a rigorous and challenging musical experience. Our underlying goal is to encourage the lifelong learning and enjoyment of music.

The choirs of the *Oregon Children's Choir* have also traveled extensively as ambassadors of music including participation at Americafest International Choir Festival, Canada, Austria, France, Italy, and Wales, England and China.

OREGON CHILDREN'S CHOIR

The *Oregon Children's Choir* (OCC) consists of parents, guardians, family and friends of choristers, as well as members of the community. The OCC provides support services for the choirs. The *Oregon Children's Choir* general membership meetings are held twice yearly.

A Board of Directors operating under by-laws approved by the total membership governs the OCC. The General Board of Directors usually meets on the second Monday of each month during the choir year. All members are welcome and encouraged to attend.

The Executive Board meets in closed session on a monthly basis, August through June.

The Oregon Children's Choir prohibits discrimination or harassment against any choir member. Staff, volunteers, and choir members will provide equal treatment and access to educational programs, services, and aid without regard to disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.

OUR CHOIRS

JUNIOR ACADEMY SINGERS

The Junior Academy Singers is for boys and girls in 2nd - 5th grades. The Junior Academy Singers goes on a 1-day performance tour each spring. They perform at all 3 of our main choir concerts during the year. They meet once a week on Monday afternoons and on occasional Saturdays.

Rehearsals

- All rehearsals (no more than 2 absences per term are allowed)
- Rehearsals for the Junior Academy Singers are Mondays from 4:30 to 5:30 and on occasional Saturdays.
- Choristers must attend all major choir events

Financial Commitment

- Participation Fee
 - \$400 Tuition (A \$75 Application Fee must be turned in with your packet and will be applied to tuition)
- Choral Uniforms – TBA
- Spring Performance Tour - approximately \$75

Boychoir

The Oregon Boychoir is Eugene's premier community choir for boys entering grades 5 through 8. Keeping with their three main goals of Performance, Enrichment and Respect, they learn and perform an eclectic repertoire including classical, contemporary and popular music. The boys learn how to adapt to their changing voices in an accepting, challenging and stimulating environment. Given many chances to perform, the singers develop confidence and a sense of pride as they work as a team to achieve what would be impossible individually.

Rehearsals

Specific attendance requirements will be discussed at the parent meetings. Choristers must attend all choir events listed on the master schedule including:

- The Boychoir rehearses once per week on Mondays from 6 pm to 8 pm. Additional rehearsals may be scheduled at the director's discretion.
- All absences must be excused by calling or emailing the director or parent volunteers.
- Summer Performance Tour (Required) 4-7 days, usually in June directly after Eugene School District 4J dismisses for summer vacation.

Financial Commitment

- Participation Fee
 - \$450 Tuition (A \$75 Application Fee must be turned in with your packet and will be applied to tuition)
- Choral Uniforms – Black broadcloth shirt, black pants, black shoes and black socks. Total cost will be around \$40, to be determined in the fall.
- Summer Performance Tour – Approximately \$550

Girlchoir

The Girlchoir is for girls in the 5th - 8th grades. They sing music by local composers, classical and folksongs from around the world. They perform in the local community and have social gatherings throughout the year. The Girlchoir rehearses every Monday afternoon and one Friday each month. This choir goes on a 3-4 day performance tour each May.

Choristers must attend all major choir events:

- All rehearsals (no more than **2 absences per term** from rehearsals and or performances are allowed)
- Rehearsals for the Girlchoir are **Mondays from 4:00 to 6:00** and **one Friday of every month** (usually the second Friday).
- All Day Fall Retreat with Performance
- Holiday Concert
- Spring Concert
- Finale Concert
- Spring Performance Tour (Required)

Financial Commitment

- Participation Fee
 - \$450 Tuition (A \$75 Application Fee must be turned in with your packet and will be applied to tuition)
- Choral Uniforms –approx. \$75
- Oregon Children’s Choir polo shirt - \$15
- Spring Performance Tour – approximately \$350

Young Women's Choir

The Young Women's Choir is for dedicated High School young women who have the commitment and ability to prepare and perform challenging music of all styles.

They rehearse every Tuesday evening from 6:00-8:00pm and one Saturday a month.

They have traveled extensively to various parts of the United States and abroad. In June 2006, they participated in a festival in Soave, Italy. Members of this choir are regularly accepted into the Oregon Bach Festival Youth Choral Academy.

Choristers must attend all major choir events:

- All rehearsals (no more than 2 absences per term are allowed)
- Rehearsals for the YWC are Tuesdays from 5:00-7:00 pm and 2nd Saturday of every month.
- All Day Fall Retreat with Performance
- Holiday Concert
- Spring Concert
- Finale Concert
- Summer Performance Tour (Required)

Financial Commitment

- Participation Fee
 - \$450 Tuition (A \$75 Application Fee must be turned in with your packet and will be applied to tuition)
- Choral Uniforms – Formal black choral dresses (approximately \$80)
- Oregon Young Women's Choir polo shirt - \$15
- Summer Performance Tour – approximately \$350-\$650

Young Men's Ensemble

The Young Men's Ensemble is for High School aged young men. They sing a variety of music, from spirituals, to songs in foreign languages, to doo-wop songs.

Each year, YME tours for several days within the United States or abroad. In March 2009, YME had the privilege of traveling to Beijing, China to share their music. In the past they have traveled to Minnesota to participate in the AmericaFest International Choir Festival, and to Czechoslovakia and Austria.

Members of this choir are regularly accepted into the Oregon Bach Festival Youth Choral Academy. The ensemble group, The Classics, is comprised of select YME members.

Rehearsals

- All rehearsals (no more than 2 absences per term are allowed)
- Rehearsals for the YME are Tuesdays from 6:00 to 8:00 pm and the second Saturday of every month.
- Rehearsals for The Classics are Tuesdays from 5:00-6:00 pm

Financial Commitment

- Participation Fee
 - \$450 Tuition (A \$75 Application Fee must be turned in with your packet and will be applied to tuition)
- Choral Uniforms – approximately \$100
- Oregon Young Men's Ensemble polo shirt - \$15
- Performance Tour - The approximate cost for the trip is \$350 to \$650. Some fundraising opportunities will be made available to choristers.

SYNERGY AND THE CLASSICS were formed to give members of the Young Women's Choir and the Young Men's Ensemble opportunities for musical enjoyment and participation beyond the structured settings of traditional choral experiences. The smaller groups allow capable YWC & YME members to sing a cappella music that requires advanced skills in intonation, blend, expression, vocal tone and range. The members can make musical decisions and give creative input, which helps to build better musicians and increases the personal satisfaction one gets out of making music. *Synergy* is directed by the Young Woman's Conductor

MEMBERSHIP REQUIREMENTS

TUITION

There is a non-refundable tuition, which is determined annually by the *Oregon Children's Choir* Executive Board. OCC's operating expenses, which include music, conductor compensation, materials and rental of rehearsal space are funded by chorister tuition revenues. **Tuition for the entire season is due even if the child chooses to not participate with the choir at any time during the year.** Non-payment of fees by the beginning of the September rehearsals may jeopardize a chorister's continued participation in the choir. **Tour deposits are required with registration and are non-refundable. Tuition is due in full no later than September 1 of the current season. If a chorister joins after this date, tuition payment is required at the time of registration.**

Scholarships

Scholarship Applications: A limited number of partial, need-based tuition scholarship waivers are available. **The deadline for all scholarship applications is July 31 of the current season.** Scholarship applications will be considered after this date dependent upon availability. Scholarship waivers will be awarded by August 15th. Recipients of awards will receive an adjusted payment schedule immediately. Please make sure all requested information is included with your application.

Scholarship application and award letter must be turned in together.

You may use the award letter from last year, BUT you must supply us with a new letter for the current season, no later than September 30th.

Free lunches = ½ Tuition waiver

Reduced lunches = ¼ Tuition waiver

Financial Commitment

The Oregon Children's Choir is a non-profit organization. Its operating expenses, which include music, conductor's salaries, and rehearsal space, are funded by chorister tuition.

Participation Fee/Tuition Due with Registration	Optional Installment Plan*			
	Due with Registration	1st Installment	2nd Installment	3rd Installment
Total Tuition / tour deposit due:				
JAS: \$400/\$25	\$75/ or Full Payment	\$150	\$100	\$100
GC, BC: \$450/\$100	\$75 / or Full Payment	\$225	\$150	\$100
YWC, YME \$450/100	\$75/ or Full Payment	\$225	\$150	\$100
If you pay online, please attached a copy of your PayPal receipt to your registration packet				
* A \$5 service fee will be applied to each installment				
** TRIP DEPOSITS ARE NON REFUNDABLE				

Late Participation Fee/ Tuition

Participation Fee/Tuition is considered late if not paid by December 31st. A \$25 service fee will be applied to each invoice after December 31st. (Excluded on Trip invoices)

Returned Checks

Due to the recent increase in returned checks and the fees associated with them, after the second returned check all remaining payments must be in either cash or certified funds. If payments are not made to cover returned checks and associated fees your chorister will not be allowed to return to choir.

Payments

All checks are to be made payable to *Oregon Children's Choir* and mailed to:

Oregon Children's Choir
 PO Box 11007
 Eugene, OR 97440

To insure that each payment is properly credited, please indicate the following in the memo line:

- Reason for payment, i.e. tuition, trip, fundraiser
- Child's name (include last name if different from check remitter)
- Child's choir (JAS, GC, BC, YWC, YME)

CHORAL TOURS

Each year the choirs participate in a choir tour. This is the end of the year reward for all the hard work and gives back to the community. Conductors work with the choristers through the entire year on music performed on the tours. Tour attendance is critical; we ask that all choristers participate in the annual tour with their choir. Tour costs are the responsibility of each choir family and are not included in tuition, these costs vary by choir. Please communicate early and often with your conductor and or the treasurer with any questions or concerns about the tour details or tour costs. Tour dates will be formalized by each choir, each season. Again, if you have questions about the trip, please contact your conductor or the OCC treasurer.

As with all rehearsals and performances, choristers are representing the *Oregon Children's Choir*, our community, and the State of Oregon. Choristers are expected to:

- Behave courteously and cooperatively toward chaperones, other choristers and the public.
- Remain with their group and keep their chaperones informed of their whereabouts at all times.

Failure to abide by the Rules of Conduct while on the tour may result in dismissal from the Oregon Children's Choir.

Tour costs are the responsibility of each choir family.

The Oregon Children's Choir attempts to offer a number of fundraising opportunities to help choristers offset the expense of their tour. Families are encouraged to be supportive and actively participate in these projects. However, fundraising participation is left to the discretion of each family. The family may choose to pay for tour costs in their entirety without the assistance of fundraising.

- \$75 Application fee must be turned in with Registration Packet, applied to tuition
- A **non-refundable** tour deposit is required.
- **Regular deposits in advance of the tour are required of each chorister. All trip payments are due in full no later than 6 weeks in advance of the trip.** The Parent Representative assigned to your choir will determine an estimated tour cost and set up a payment schedule with the OCC Treasurer no later than October. The OCC Treasurer will send a monthly billing statement to each choir family based on the payment schedule. You have the option of paying this estimated cost in full, after receiving the first billing statement or making regular monthly payments. Either one of these described payment options will ensure that funds will be available for Parent Representatives to begin making tour plans and reservations early in the choir season. The choir tour is a **mandatory** requirement for participation with the OCC. Please refer questions regarding deposits to your chorister's Parent Representative or the OCC Treasurer.
- **If a chorister leaves the choir for any reason prior to the tour, any costs incurred in the name of the chorister will be the responsibility of the parent/guardian.** If the chorister's departure from the choir causes the overall tour expense to increase for all other choir members, the chorister may be required to pay part or all of the original tour expense.

REHEARSAL ATTENDANCE AND BEHAVIOR REQUIREMENTS

The following attendance requirements have been adopted to ensure the highest quality and standards of the *Oregon Children's Choir*. These guidelines are designed to promote good citizenship and musical excellence.

- The quality of rehearsals requires that each chorister be present and on time to every rehearsal.
- Each choir meets once weekly, with an additional Friday or Saturday rehearsal once per month or as scheduled.
- No more than two unexcused absences from rehearsals are permitted per term.
- Being tardy for three rehearsals may be counted as one absence.
- Missing more than two rehearsals in any term may result in probation or dismissal from the *Oregon Children's Choir*. Disciplinary actions are at the discretion of the conductor and the Executive Board.
- There are no rehearsals held when Eugene 4J schools are suspended due to weather conditions or holidays.
- Choristers are to arrive for check-in with the Choir Administrator **five to ten** minutes prior to the beginning of a rehearsal. The Choir Administrator must be notified as soon as possible when an absence will occur.
- Choristers are to go directly to their rehearsal room upon arrival. They should be in their seats and ready to begin on time.
- Choristers will show respect for each other, parent volunteers and the facilities. Choristers are expected to give their full attention to the Conductor, and to avoid talking or in any way distracting other singers.
- Additional rehearsals may be scheduled at the discretion of the Conductor. Choir families will be notified in advance of any schedule changes. Specific information concerning rehearsal schedules can be obtained from the choir Parent Representative.

WE UNDERSTAND THAT EVERYONE IS BUSY AND HAVE OTHER COMMITMENTS, BUT BEING IN OREGON CHILDRENS CHOIR IS A COMMITMENT AND WEEKLY ATTENDANCE IS A REQUIREMENT

The Oregon Children's Choir is concerned for the safety and behavior of all choristers, therefore:

- Choristers must remain in rehearsal rooms during breaks except to use the restroom. Members should notify the Choir Administrator before leaving the rehearsal room.
- For their own safety, choristers are not to be in other parts of the building.
- Choristers should remain inside the rehearsal room unless directed to go elsewhere by a choir adult.
- Choristers should not go outside except when arriving or departing choir activities. Choristers are not to loiter outside or nearby the rehearsal facility.
- When dropping off or picking up choristers, parents are urged to be aware of traffic and parking patterns in areas adjacent to the facility. Please do not park or idle your vehicle in crosswalks or block other cars trying to enter or exit.
- We are not the only organization that uses the church. For the safety of the children please bring them to their choir room and make sure there are choir adults present before you leave.
- If there is only one adult, please remain until a second adult arrives.
- WE STRONGLY DISCOURAGE LETTING YOUR CHILD OUT IN THE PARKING LOT AND LEAVING. ALWAYS MAKE SURE THERE IS A CHOIR ADULT PRESENT BEFORE YOU LEAVE.

Parents and interested members of the community are always welcome to observe rehearsals, as space allows. Please be respectful of the conductors and choristers by observing silence during rehearsals.

Expectations

School Music Program Participation

Choristers are expected to participate in their school's music program (vocal or instrumental) concurrent with their Choir membership, where available. Oregon Children's Choir members should be leaders in their school music programs.

Music

Music and a folder are provided for each chorister. Choristers are required to bring their music folder to all rehearsals. A sharpened pencil with an eraser should be kept with the music at all times. All markings in your music should be done lightly, in pencil, and only at the direction of your Conductor. Never fold or roll music. Music will be collected at the end of each term. Fees for lost or damaged music will be charged.

Homework

Music theory lessons may be included in rehearsals. Conductors may provide homework assignments to help choir members develop their musical skills. Each assignment will be preceded by adequate explanation and practice, and will be followed by appropriate feedback from the conductor, so that a worthwhile learning experience is assured. Completed assignments are to be turned in to the Choir Administrator the following week. Following any absence, a chorister should ask the Choir Administrator about missed assignments.

Communications

Both choristers and their parents are responsible for being sure that communications reach home. Parents should ask for any communications after each rehearsal. The Oregon Children's Choir newsletter and event calendars are distributed at each concert. Noteworthy accomplishments of choristers, especially as they relate to music and/or the arts, can be included in the newsletter. Please forward this information to the Choir office for inclusion in the next newsletter (info@oregonchildrenschoir.com). Please check with your choir administrator or conductor if you have questions about your choir activities.

PERFORMANCE ATTENDANCE AND BEHAVIOR REQUIREMENTS

Choristers are required to participate in all major choir concerts, the fall retreat, and the spring/summer choral tour.

Performance Procedures:

- Choristers should always eat a nutritious meal and get plenty of rest before a concert. Milk products and sweetened, carbonated beverages should be discouraged.
- Choristers should arrive attired in proper concert dress at least thirty (30) minutes prior to the performance and immediately check in with their Choir Administrator.
- Tardiness at a performance may cause a chorister to be excluded from participation at that performance.
- Choristers are to conduct themselves in a calm, polite and professional manner. They must give their undivided attention to Conductors and adult volunteers at all times.
- If a chorister feels ill during a performance, he or she should quietly sit down on the riser and rest for the remainder of the song. At the completion of the piece, if the chorister is feeling better, he or she may stand and sing again. If the chorister is not able to continue with the performance, the chorister should quietly leave the stage. Adult volunteers are always nearby to assist the choristers. Once having left the stage, the chorister may not return unless well enough to perform.
- An absence from the rehearsal just prior to any performance may result in that chorister not being allowed to perform in that scheduled concert.
- Just as the sound of a choir is important, so is its appearance. A well groomed, neatly uniformed choir is essential for a truly professional and artistic experience. Good personal hygiene is a must for all singers. Shirts are to be tucked in. Hair should be groomed away from the face and may be fastened with barrettes matching the chorister's hair color. Hats, bows, ribbons or colored barrettes are not allowed. No unusual colored hair dyes or excessive cosmetics are permitted. Other than small stud earrings, jewelry, watches and accessories are not permitted. Fragrances of any kind should not be worn. The Choir Administrator and/or Parent Representative will decide on the appropriateness of the chorister's appearance.
- We encourage all families to remain seated during the entire concert, if you must leave please do so between songs, to not disrupt the performance.

UNIFORM REQUIREMENTS

- A formal uniform is to be obtained by each choir member. This uniform is required dress for all formal performances. More specific information concerning uniforms can be obtained from the Choir Administrator for each choir.
- You may be asked to purchase a Choir Polo shirt prior to the Fall Retreat. Shirts in good condition from previous years may be used. This shirt, with khaki pants (or jeans, as specified by choir) supplied by the chorister, will serve as a uniform for less formal concerts and travel. Please treat them as part of your uniform.

THE OREGON CHILDREN'S CHOIR SEASON

The Oregon Children's Choir calendar consists of two terms:

Term One: September through December

Term Two: January through May/June

Chorister commitment ends following the Finale Concert and Spring/Summer Tours. If there is a choir tour which takes place during the summer, the choir year will end upon return to Eugene.

In the event that a choir rehearsal falls on a "No School" day, according to the Springfield, Bethel, and 4J school calendar, rehearsals will be held at the discretion of the Conductor.

Because the *Oregon Children's Choir* wants to maintain the excellent quality and reputation it has established, no performances will be scheduled during the summer vacation. Should a special, unique opportunity arise during a vacation period, participation will be strictly voluntary.

Mandatory Attendance Requirements

All Rehearsals, As scheduled

Fall Retreat

Rehearsal & Concert

Holiday Concert

Rehearsal & Concert:

Choir Shows

Rehearsal & March Spring Dessert Fundraiser Event

Finale Concert

Rehearsal & Concert: May

Spring or Summer Choir Tours

Dates and Locations to Be Announced

**** UPDATES TO THE CALENDAR WILL BE POSTED AT WWW.OREGONCHILDRENSCHOIR.COM**

PERFORMANCE TICKET SALES

Admission to Oregon Children's Choir performances is available by ticket only. Proceeds from ticket sales are used to offset operation expenses such as concert hall rental and program printing.

Season tickets are available for purchase from OCC choristers in October and November. **Season Ticket packages are offered at a significant discount from tickets sold individually at the door.**

We ask each choir family to sell five (5) Season Tickets. Each Student/Senior or Adult Season Ticket will count as one (1) of the required five tickets. Each Family Season Ticket will be counted as two (2) of the required five tickets.

Concert Ticket Sales		
Season Tickets (In Advance)		
Student w/ valid ID or Senior 60+	\$14.00	Admit to two OCC Ticketed concerts*
Adult	\$18.00	Admit to two OCC Ticketed concerts*
Family (2 adult, 3 student maximum)	\$35.00	Admit to two OCC Ticketed concerts*
Individual Tickets (At the door)		
Student w/ valid ID Senior 60+	\$10.00	Holiday and Finale Concert
Adult	\$12.00	Holiday and Finale Concert
Family Pass	\$25.00	Holiday and Finale Concert

FUNDRAISERS & POINTS

Points

Choristers who participate in fundraising opportunities will be given credit for their work. A point account is set up for each chorister. Choristers may earn "points" based on their product sales and/or participation in fundraising activities. Each point is worth \$1.00 or a fraction thereof. If a chorister earns 40 points, that equates to \$40 towards their choral tour. Points can only be used towards end of the year tour. Points are not eligible for use towards tuition. Points earned via fundraising opportunities and performance events can not be refunded in cash. All unused points carry over from one season to the next.

Here are a few examples from past years on ways we have earned points.

- **Grocery scrip:** There is a limited amount of scrip available at appointed times in the Choir office. These are just like gift certificates, and are purchased at face value from the choir. Every time scrip is purchased, the chorister that is indicated will receive 4% of the purchase price credited to their account. For example, \$50.00 of scrip = \$2.00 in points. 1% of the purchase price will be placed in the OCC's General Operating Fund.
- **Sales:** Throughout the year the choir may offer for sale candy, fruit or other items, where the choristers take orders. Each of these fundraising opportunities will differ in the amount your child receives in their point account. Watch for flyers to come home announcing sales.
- **Individual choir fundraising activities.**

Participation in fundraising activities is voluntary. The Oregon Children's Choir makes fundraisers available to help offset the cost of the annual tour. If a chorister chooses not to participate in fundraising activities, the full cost of the trip will be the responsibility of the chorister family.

Fundraising Guidelines

Fundraiser _____

Fundraiser Address _____

Participating Choir _____

Fundraiser Coordinator _____ Phone _____

Dates of Sale _____

The Oregon Children's Choir offers fundraising opportunities through out the year. Individual choirs may wish to offer additional fundraising opportunities, in an effort to keep individual trip costs down. The Oregon Children's Choir fully supports such efforts within the individual choirs. Due to the growing interest in fundraising, it has become necessary to standardize the management of these fundraisers.

1. All fundraisers that will be managed on an individual choir basis must be approved by the Executive Board. We invite the Fundraiser coordinator to present their fundraising idea at an Executive Board meeting, which are held the first Monday of each month (please check OCC calendar for exceptions).
2. The Fundraiser Coordinator will work closely with the Treasurer to ensure that monies are deposited weekly, the vendor is paid in a timely manner, and that the chorister's accounts are credited accurately.
3. **The 80/20 split of funds distribution that is policy of fundraisers that are organized by the Oregon Children's Choir, applies to fundraisers managed on an individual choir basis.**
4. Once a fundraiser is approved, the fundraiser will go on the OCC master calendar. At this time, we ask each choir to limit itself to (2) individual fundraisers.

Fundraiser Coordinator _____ Date _____

Conductor _____ Date _____

Executive Board Representative _____ Date _____

Volunteer Criminal Background Check Policy and Excursion Policy

It is the mission of *Oregon Children's Choir* to provide choristers with the education and experiences to enhance the chorister's musical growth and appreciation. It is also our mission to enhance the cultural environment of our community and the region through performances and travel. In fulfillment of these goals, OCC participates in events outside of the regular rehearsal and performance venues. OCC choristers participate in community events, performances and tours both within and outside of the Eugene/Springfield area.

The Executive Board of OCC has established the following policies to insure the safety of choristers and volunteers at all OCC activities.

1. Every member of the Executive and General Boards of OCC is required to have a cleared criminal background check on file with OCC.
2. Every adult volunteer with direct supervisory responsibility of choristers is required to have a cleared criminal background check on file with OCC.
3. **All adults** traveling with the choir and/or staying with the choir overnight (including Conductors, Accompanists, Parent Representatives, Choir Administrators, Chaperones and parents) **must** have a cleared criminal background check on file with OCC. Parent Representatives must verify clearance status 60 days prior to the trip.
4. **Hosting: OCC DOES NOT ALLOW ANY HOME STAYS.**
5. Travel: Parents are expected to provide transportation for their child to most local rehearsals, performances and events. Otherwise, all group travel accommodations require the use of an outside transportation company and professional driver (bus, minibus, limo, train, plane, etc...). OCC volunteers, conductors and accompanists are not allowed to drive choristers, other than their own child, in private or rental vehicles. Private carpooling may be arranged by personal arrangement. OCC will not participate or facilitate carpooling.

6. The chorister must have an Excursion Permission Form signed by each parent/guardian prior to travel with OCC.
7. The chorister and parent/guardian must sign a Trip Contract prior to the Spring/Summer tour.
8. Chaperones are required to sign a Chaperone Contract and must agree to follow all the rules as stated in the contract.
9. Chaperone*/chorister ratios:
 - JAS: One chaperone per 4-6 choristers
 - BC and GC: One chaperone per 8 choristers
 - YWC and YME: One chaperone per 12 choristers

*Conductors, Parent Representatives, Choir Administrators and Accompanists are not considered to be chaperones and cannot be included as such for the purpose of meeting these ratio requirements. Exceptions to these restrictions are at the discretion of the Executive Board.

Oregon Children's Choir Criminal Background Clearance Process

1. The Criminal Background Clearance is managed by the Secretary to the Executive Board. Volunteer Background Authorization forms are available in the OCC office or directly from the Secretary. All forms related to the background check are stored in a secure manner.
2. All information derived from the volunteer's background clearance check will be kept in strict confidence within the confines of the Executive Board of OCC.
3. The Secretary will conduct DMV and criminal records background check through a confidential, professional online service. If the background check is clear, the Secretary will approve the volunteer for duty.
4. The Secretary will inform the Executive Board of any individual whose Volunteer Background Authorization form or whose criminal background check contains questionable information. The Executive Board will determine the capability or suitability of the individual for volunteer duty.
5. Any individual who is denied volunteer duty as a result of information gained in the background clearance process may appeal the decision to the Executive Board.
6. The Secretary will inform the applicant of denial of his/her application.
7. The Secretary will inform the choir representative of the clearance status of volunteers. The Secretary may inform the choir representative of the denial of a volunteer applicant, but may not disclose the information on which the denial was based.
8. Volunteers may be asked to undergo a follow-up criminal background clearance check at the discretion of the Executive Board.

(This form is a sample for your information. Your Choir Administrator will provide a form for your submission.)

Oregon Children's Choir Excursion Permission Form

Choristers of the *Oregon Children's Choir* participate throughout the year in community and regional events, performances and tours. Choristers are supervised by the conductor and choir volunteers. Every reasonable precaution is taken to ensure the safety of choristers. However, there are inherent risks in travel and during activities which take place at and away from the regular rehearsal venue. The *Oregon Children's Choir* believes these experiences are valuable and requires the commitment from choristers to attend these events.

This Excursion Permission form will allow your child to travel with the choir, on foot or by public or commercial transport, anytime during the choir season. You will be informed of all excursions prior to the date of the event. Only choristers with properly signed Excursion Permission forms may accompany the choir on events away from the regular rehearsal and performance venues.

Please sign and date this form and return it to your Choir Administrator.

I, _____ (parent/guardian) do hereby give my permission for my child, _____, to participate in all activities of the Oregon Children's Choir. These activities include, but are not limited to, rehearsals, performances and recreational activities at regular rehearsal spaces, public areas and community venues. I also give permission for my child to accompany the choir on choir tours within and out of the State of Oregon. I understand that I have the right to request that my child not participate in any OCC event. I further understand that my child may be removed from the choir for non-attendance at required choir activities.

(Parent/Guardian)

(Date)

(Parent/Guardian)

(Date)

(Chorister Name)

(Choir)



PO Box 11007, Eugene, Oregon 97440 ◇ (541) 343-0840 ◇ www.oregonchildrenschoir.org

REGISTRATION FORM (please print)

New participant: _____ Returning Participant: _____ Years with OCC (including this year): _____ Choir: _____

Chorister's Name: _____ *Date of Birth:* _____

Address: _____ *City:* _____ *Zip:* _____ *Home Phone:* _____

Email Address: _____ *Grade (entering):* _____ *School:* _____

Cultural Diversity (optional): Caucasian, non-Hispanic - Black - Hispanic - Asian or Pacific Islander - American Indian or Alaskan Native

Parent/Legal Guardian: _____ *Employer:* _____

Home Address: _____ *Home Phone:* _____

Work Phone: _____ *Cell Phone:* _____ *Email Address:* _____

Parent/Legal Guardian: _____ *Employer:* _____

Home Address: _____ *Home Phone:* _____

Work Phone: _____ *Cell Phone:* _____ *Email Address:* _____

Scholarship Applications: A limited number of partial, need-based tuition scholarships are available. The deadline for the attached application is July 31. Waivers will be awarded by August 15. Recipients of awards will receive an adjusted schedule immediately.

I do hereby agree to pay participation fees according to the payment plan listed on page 2. I further understand that my chorister will not be allowed to participate during the choir season if any portion of said tuition is outstanding as of December 31.

X _____
Signature of Parent or Legal Guardian Date

Tour: All choristers will be required to participate in the spring or summer tour as scheduled by their choir. Tour costs are the responsibility of each choir family and are not included in tuition. Please contact your conductor with any questions about the spring or summer tour.

Parent Initials _____



PAYMENT FORM (please print)

OCC Polo/T-shirt Order Form)

Chorister's Name: _____ Choir: _____

Parent's Name: _____ Phone: _____ Email: _____

Do you need a shirt.....(Please circle) Yes / No

Shirt Size (please circle one): **Youth:** Small, Medium, Large, X-Large **Adult:** Small, Medium, Large, X-Large
(6-8) (10-12) (14-16) (18-20) (34-36) (38-40) (42-44) (46-48) The

OCC casual performance shirts are blue polo shirts with a white embroidered OCC logo. (Shirts, which are part of the required uniform, will be distributed before the Fall Retreat. Choristers will need a new shirt if moving from, BC to YME or GC to YWC, or if their present shirt is faded and/or worn.

Participation Fee

Junior Academy Singers \$400 + \$25 NON REFUNDABLE TRIP DEPOSIT = \$425

Boychoir, Girlchoir, Young Men's Ensemble, & Young Women's Choir \$450 + \$100 NON REFUNDABLE TRIP DEPOSIT = \$550

Junior Academy Singers
\$75 Initial payment must be turned in with application
\$150 Not later than 6/15
\$100 Not later than 7/31
\$100 Not later than 8/31

Boychoir, Girlchoir
Young Women's Choir, & Young Men's Ensemble
\$75 Initial payment must be turned in with application
\$225 Not later than 6/30
\$150 Not later than 7/31
\$100 Not later than 8/31

A \$25 per month late fee will be added to each invoice for all tuition not received by December 31st

Financial Assistance: If an installment payment plan is requested, a \$5.00 billing fee has been added to each payment. Please refer to the following payment schedule and sign below:

Scholarship Applications: A limited number of partial, need-based tuition scholarships are available. Recipients of awards will receive an adjusted schedule immediately. Scholarship application must include a copy of your school free or reduced lunch award letter.

Payment:

Participation Fee.....\$ _____ (see above)
OCC Polo\$ _____ (\$15.00)

Total \$ _____

Please note in the memo line the name of your chorister, make all checks payable to Oregon Children's Choir

Special situations your child might need help with while away from home and how do you want us to handle it while your chorister is in our care:

Sleep walking: _____

Bed wetting: _____

Menstruation: _____

Chronic or recurring illness: _____

Any restriction on physical activity: _____

Other: _____

Medications

May your child be given? **Tylenol** _____ dosage: _____ **Ibuprofen** _____ dosage: _____

Does your child take any medications routinely? If YES, please list:

Name	Frequency	Dosage
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Authorization

This health history is correct and complete to the best of my knowledge. By signing, I certify that my child is free of potential health problems, which might restrict his or her ability to fully participate in choir and tour activities (except as noted). I give permission for an assigned Oregon Children's Choir representative to administer the above listed medications to my child. I understand that due effort will be taken to notify me if my child requires medical treatment. I hereby give permission for any Oregon Children's Choir representative to authorize medical treatment for my child including but not limited to treatment by medical care personnel, hospitalization, surgery, and the administration of medication, injection, and/or anesthesia. I understand that I am financially responsible for all medical expenses incurred.

Signature of parent/guardian

Date

.....
Updated Health History for Spring/Summer Tour

Signature of parent/guardian

Date

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Please sign and date this form and return with your registration forms.

I, _____ (parent/guardian) do hereby give my permission for my child, _____, to participate in all activities of the Oregon Children's Choir. These activities include, but are not limited to, rehearsals, performances and recreational activities at regular rehearsal spaces, public areas and community venues. I also give permission for my child to accompany the choir on choir tours within and out of the State of Oregon. I understand that I have the right to request that my child not participate in any OCC event. I further understand that my child may be removed from the choir for non-attendance at required choir activities.

(Parent/Guardian)

(Date)

(Parent/Guardian)

(Date)

(Chorister Name)

(Choir)

SCHOLARSHIP APPLICATION



Application Deadline is July 31

Directions to complete this scholarship form (please print):

- This form must be accurately completed by a parent/guardian.
- **Proof of income must be presented with the completed application. Please provide a copy of your school district free/reduced lunch award letter or proof of household income.***
- Incomplete applications will be ineligible for consideration.

Office Use Only

Approved: _____

Letter sent (date): _____

Adj Pmt Schedule sent (date): _____

Denied: _____

Letter sent (date): _____

By: _____

Executive Board President

Please note:

- Only a limited number of partial, need-based tuition scholarships are available.
- Scholarships will be awarded by August 15.
- Recipients of awards will receive an adjusted payment schedule immediately.
- Scholarship recipients will be required to volunteer an additional 10 or 20 hours depending on the award amount.

Chorister Name _____ Choir _____ Grade entering in the fall _____

Please list all sources and **GROSS MONTHLY** amount of income.

Father/Guardian's Income	\$ _____
Mother/Guardian's Income	\$ _____
Child Support	\$ _____
School Financial Aid/Award letter	\$ _____
Unemployment	\$ _____
Other type of verifiable assistance (AFS)	\$ _____
Food stamp award amount	\$ _____
TOTAL	\$ _____

Father/Guardian Name: _____ Home phone: _____ Cell: _____

Address _____ zip _____ Employer: _____ Work Phone: _____

Mother/Guardian Name: _____ Home phone: _____ Cell: _____

Address _____ zip _____ Employer: _____ Work Phone: _____

List dependents living in your household: Adults: _____ Children: _____

Name: _____ Grade/School: _____ Name: _____ Grade/School: _____

Name: _____ Grade/School: _____ Name: _____ Grade/School: _____

If you receive one of the following, please indicate which one and provide the award letter.

- Free School Lunches= ½ tuition waiver
- Reduced School Lunches = ¼ tuition waiver

I certify that the information submitted is complete and accurate to the best of my knowledge. I authorize the Oregon Children's Choir to have access to any records, public or private, including employer, which will substantiate, verify or refute the information contained in this application.

Signature of Parent/Guardian

***SUPPORTING DOCUMENTATION OF FINANCIAL NEED MUST BE SUBMITTED WITH THIS APPLICATION**

OREGON CHILDREN'S CHOIR

CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM

** This information is confidential and will be stored in a confidential manner. **

Full Legal Name	Last	First	Middle
-----------------	------	-------	--------

Other Names (Used in the last 7 years)

Date of Birth	Drivers License #	State
---------------	-------------------	-------

If you have moved to Oregon in the last 7 years, in which state(s) was your prior residence? Include dates of residence.

- | | | | |
|----|---|-----|----|
| A. | Have you ever been convicted of any drug or child abuse related crimes? | YES | NO |
| B. | Have you ever been convicted of any crimes related to violence? | YES | NO |
| C. | Have you been convicted of ANY misdemeanor or felony crimes? | YES | NO |
| D. | Have you ever been convicted of ANY misdemeanor or felony crimes? | YES | NO |
| E. | Have you ever been charged with a crime for which there has not yet been an acquittal or dismissal? | YES | NO |
| F. | Have you ever had a restraining order filed against you? | YES | NO |

IF "YES" TO ANY QUESTIONS, PLEASE COMPLETE THE FOLLOWING:

Date	County	State
------	--------	-------

Type of Offence

Explanation

The facts set forth on this form are true and complete to the best of my knowledge. I understand that false statements on this form shall be considered sufficient cause for non-consideration as a volunteer. By my signature, I authorize Oregon Children's Choir to check DMV, criminal, and/or civil records.

Signature	Date	Choir
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For Office Use Only:

Approved by: _____ Date: _____ Valid Oregon Drivers License?
Disapproved by" _____ Date: _____ Cost \$ _____



OREGON CHILDREN'S CHOIR

CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM

** This information is confidential and will be stored in a confidential manner. **

Background Checks

The Executive Board requires criminal background checks of all board members as well as all adult volunteers who have direct supervision of choristers. Background checks are also required for all tour chaperones and adults traveling with the choir.

Background checks are required for:

- 1) Conductors
- 2) Assistant Conductors
- 3) Accompanist (age 18 and older)
- 4) All Executive and General Board Members
- 5) Volunteers assigned by choir personnel to supervise choristers for rehearsals, trips, concerts or events, including tour chaperones (fee: \$12.50)
- 6) Any adult accompanying the choir on tour/choir trips (fee \$12.50)
- 7) Adults providing home stay accommodations for OCC or guest choristers (fee: \$12.50)

If you already have a cleared background check from your employer, school district or another volunteer agency:

If you have a current (within the past 3 years), cleared criminal history background check through your employer or school district, you may provide the choir with a copy.

Please complete the Background Check Authorization form and attach a copy of your background check.

How to request a background check through OCC:

Obtain an authorization form from the Secretary or your Choir Representative. Return the form and fee, if required, in a sealed envelope to the Choir Representative or mail the form to:

Oregon Children's Choir
PO Box 11007
Eugene, OR 97440

Attn: Secretary

Checks made payable to OCC (Oregon Children's Choir). Fee is \$12.50 where applicable. (see above)

Privacy and Use of Personal Information

Your forms and information will be protected and held in strictest confidence. Records will be stored in a secure manner. Access to the information is restricted to the Executive Board of the Oregon Children's choir for the purpose of conducting a background check and determining eligibility for volunteer service with the choir. The information may be used to conduct a driving record and/or criminal background check through a secure service. Our current service is OPENonline. You may visit OPENonline at www.openonline.com



PARENT CONTRACT

The intent of the Oregon Children’s Choir is to train young people in musical excellence, to allow them to perform in quality concerts and festivals and to lend prestige to their music education. In order to maintain the quality of the choir, the Executive Board of Directors believes the following agreement between the OCC and the chorister’s parent or guardian is necessary.

Chorister’s Name: _____ Choir: _____

Parent(s)/Guardian(s): _____

Attendance Requirement: Choristers are expected to attend all rehearsals and performances. Missing more than two rehearsals in one term may result in probation or dismissal from the Oregon Children’s Choir. All choristers are **required** to participate in the fall retreat and concert, the Holiday and Finale Concerts and the Spring Choir event. Any absence from a mandatory performance may constitute a reason for dismissal from the choir. Choristers will check in with their Choir Administrators at all events. Choir Administrators must be notified as soon as possible prior to any absence.

Tuition: There is a **non-refundable** tuition that is determined annually by the Oregon Children’s Choir Executive Board. The choir’s operating expenses, which include music, conductor fees, and rehearsal space, are funded by chorister tuition. **Tuition for the entire season is due even if the child chooses not to participate with the choir at any time during the year.**

Tour: *There is a **non-refundable** Trip Deposit collected with tuition. All choristers will be required to participate in the spring or summer tour as scheduled by their choir.* Tour costs are the responsibility of each choir family and are not included in tuition. The OCC may offer several fundraising opportunities to help offset this expense. Families are encouraged to be supportive and actively participate in these projects. However, fundraising participation is left to the discretion of each family. The family may choose to pay for tour costs in their entirety without the assistance of fundraising. **If a chorister leaves the choir for any reason prior to the tour, any costs incurred in that choristers’ name will be the responsibility of the family. If the chorister’s departure from the choir causes the overall tour expense to increase for all other choir members, the chorister may be required to pay part or all of the original tour expense.**

Fundraising Points: Fundraising Points earned by choristers at performances or on behalf of choristers at fundraising events are STRICTLY used toward costs incurred for choral tours. According to rules governing not for profit organizations, points may not be refunded as cash to the chorister or his agent(s).

Handbooks: Choristers and Parents/Guardians are responsible for all information provided in the OCC Parent Handbook.

Parent Participation: The Oregon Children’s Choir depends on families who volunteer their time and services. These volunteer hours allow us to provide a quality choral program at a reasonable cost. Families will be called on to volunteer at least **20 hours** during the season to support the choirs.

**Thank you,
Executive Board of Directors
Oregon Children’s Choir**

I have read and understand the above items and agree to comply with all the requirements and responsibilities.

Parent/Guardian Signature
SIGN AND RETURN

Date