

Sweet Adelines International
YWIH Chorus Pilot Program

Criteria for Participation:

1. The chorus understands that The YWIH Chorus Pilot Program is to be used as a means to promote the art of barbershop to youth in their community and not to be used as a membership recruitment tool. However, if participants or their parents, family members, etc. enjoy the pilot chorus and inquire about becoming members of the organization, it is appropriate to provide them with membership information.
2. The chorus commits to being in contact with the YWIHPC via the Education Department at International Headquarters. We ask that all choruses that participate in the Pilot Program document their process of creating a youth chorus, provide feedback as to what was successful and areas that need improvement, and send in participant feedback. An evaluation form will be provided to each chorus approved for participation in the pilot program.
3. Choruses commit to offering a minimum rehearsal period of six weeks and will arrange for the YWIH chorus to have a performance opportunity at the end of the established rehearsal period.
4. Choruses approved for the Pilot Program will receive up to 50 free copies each of two songs from the YWIH Song list as well as learning media. They will also receive complimentary YWIH promotional materials to share with each youth chorus participant.
5. Choruses should have a means for funding this project either via sponsorship (by the region, chorus, or local community resources), participation fees (which should be minimal and just to cover costs, not to profit), grants, etc.

After reviewing the guidelines and criteria outlined for the pilot program, choruses should notify the Education Department at International Headquarters that they wish to participate by submitting the attached application.

PRE-PLANNING:

- 1) Decide who will direct and choreograph. It does not have to be the chorus' front-line director and regular choreographer. It could be an assistant director, section leader, music team member or other qualified member of the chorus. If the chorus decides to use a non-member as a director or choreographer, it is strongly recommended that a member act as an advisor to the group. For example, a music educator from the community may direct the young singers, but a member from the chorus will act as the choreographer.
- 2) Decide which age group you wish to target for your youth chorus. Ideally, you'll have a group of girls in a similar age-range. For example, 10-13 year olds or 13-16 year olds or 16-20 year olds or 18-25 year olds, etc. You may wish to open it to a wider age range, but typically, young women, teens and preteens prefer to stick to their own peer group. You'll probably want to select an age range based on the demographics of your chorus and its surrounding community. For example, if many members have daughters who are in high school, that might be a good place to start. Or, if your chorus rehearses near a community college or university, you might make it a goal to start a chorus for college-aged women.
- 3) Determine the funding source for this pilot. International will provide complimentary sheet music and learning media for two songs from the YWIH Published Music List.
- 4) Market the project in advance. Reach youth in your community via schools, clubs, churches, dance studios, community papers, Facebook, etc. Ensure that the dates for your pilot chorus rehearsals do not conflict with other major youth events in your area. These would include any sporting, academic or social events for youth such as SAT exams, all-state chorus auditions, homecoming, prom, final exams or graduation. Also be aware of school holidays and breaks such as Fall, Winter or Spring Break.
- 5) Have all adults who will be working with youth under the age of 18 properly screened. This not only protects the youth participants, but the chorus and members as well. Creating a Child Protection Policy such as a buddy system, etc. so that youth are never alone with any one adult is imperative to ensuring the safety of both the youth participants as well as the adults that are working with them.

SUGGESTED YWIH PILOT CHORUS REHEARSAL FORMAT

Please feel free to customize this schedule to your needs; this is just a suggested template.

90-minute rehearsals once a week, one or two songs, for six weeks:

Distribute sheet music and learning media at least four weeks in advance of the first rehearsal date. Ask all participants to commit to learning the music on their own, as much as possible, prior to the first rehearsal. Send weekly reminders via email or Facebook before first rehearsal, offer quick tips, fun “getting to know you” polls, one-minute music lessons, etc. so that at the first rehearsal the young women feel like they “know” each other somewhat and are ready to start singing together.

Week One:

10 minutes meet/greet; bonding exercises; physical warm ups
20 minutes warm up/vocal skills (use song elements for voice building exercises)
60 minutes introduce song(s) (learning notes, rhythms, hitting tricky places, etc.)

Week Two:

5 minutes meet/greet; physical warm ups (theater game, dancing, etc.)
25 minutes warm up/vocal skills (use song elements for voice building exercises)
60 minutes work song(s) (cleaning up notes, rhythms, hitting tricky places, etc.)

Week Three:

5 minutes meet/greet; physical warm ups (theater game, dancing, etc.)
20 minutes warm up/vocal skills (use song elements for voice building exercises)
50 minutes work song(s) (cleaning up notes, rhythms, tricky places, etc.)
15 minutes introduce visual plan/choreography

Week Four:

5 minutes meet/greet; physical warm ups (theater game, dancing, etc.)
15 minutes warm up/vocal skills (use song elements for voice building exercises)
50 minutes work song(s) (start finessing/refining; add in artistic elements, etc.)
20 minutes work on choreography

Week Five:

5 minutes meet/greet; physical warm ups (theater game, dancing, etc.)
15 minutes warm up/vocal skills (use song elements for voice building exercises)
40 minutes work song(s) (cleaning up notes, rhythms, hitting tricky places, etc.)
20 minutes work on choreography
10 minutes put it all together

Week Six:

5 minutes meet/greet; physical warm ups (theater game, dancing, etc.)
15 minutes warm up/vocal skills (use song elements for voice building exercises)
25 minutes work song(s) (polish music and visuals)
45 minutes put it all together/run through....find a place to give a “performance”...could be the full chorus that night or at a local restaurant, café, public square, mall, etc.

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Chorus Name: _____ Region: _____

Chorus Director: _____ Chorus President: _____

Does your chorus have a YWIH Coordinator or Contact Person? Yes ___ No ___

Name: _____ Email Address: _____

What, if any, previous youth events has your chorus hosted or participated in?

Event	Date	Number of Youth Involved	Age Range of Youth	Girls, Boys or CoEd?

Please attach a separate sheet to include additional events.

Age range of the girls for your pilot youth chorus (*check all that apply*):

10-12 ___ 13-15 ___ 16-18 ___ 18-20 ___ 21-25 ___

YWIH Pilot Chorus Director: _____ Email: _____

YWIH Pilot Chorus Choreographer: _____ Email: _____

Rehearsal Day/Time for your youth chorus: _____

Start date: _____ End Date: _____

Will the youth chorus give a public performance? If so, please provide details below:

Performance Date: _____ Performance Venue: _____

Details: _____

How are you funding the youth chorus? _____

Sweet Adelines International YWIH Chorus Pilot Program Request for Materials

Chapters approved to participate in the YWIH Chorus Pilot Program qualify to receive free music. Please submit this request at least three months prior to your first rehearsal date.

YWIH Pilot Chorus Director: _____ Email: _____

YWIH Pilot Chorus Choreographer: _____ Email: _____

Rehearsal Day/Time for your youth chorus: _____

Start date: _____ End Date: _____

Representing chapter: _____ Region #: _____

Daytime Phone: _____ Website: _____

Shipping Address (no P.O. Boxes): _____

City/State/Zip/Country: _____

Song title should be selected from the [published YWIH list of songs](#). You may choose up to two song titles. The first 50 copies of each sheet music title and learning media (if available) is FREE. Additional copies may be purchased at a discounted rate. Please select whether you wish to receive electronic (PDF/MP3 format) copies or hard copies(Sheet Music/1 CD). Please include the total number of copies needed whether or not you are requesting mailed or e-mailed copies.

Title #1: _____ Stock #: _____

Title #2: _____ Stock #: _____

Will you need learning media (if available) for these songs? Yes _____ No _____

Quantity for each song: _____ (The first 50 copies are free.)

Will you be ordering additional copies from International Sales? Yes _____ No _____

Please select one of the following options:

Hard copies mailed _____ OR Digital copies e-mailed _____

Approved by: _____ Date: _____

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Child Protection and Safety Considerations

All organizations working with youth should have a strong safety plan in place. This is to ensure the protection and safety of the youth participants as well as to protect the adults who will be working with them. In situations like these, the best approach is a proactive one rather than reactive. It's always better to plan for the worst and have a strong policy in place than to have to put one in place after the fact.

Many youth festivals and camps run background checks on the adults that work with the youth who participate. At the very minimum, you'll want to be sure to have Liability Release Forms (a.k.a. permission slips) signed by each girl's parent/guardian on file and on site at each and every rehearsal. It's also a good idea to have an emergency contact number for each girl (ideally, a parent/guardian's cell number where they can be reached during the rehearsal) with you on site as well. You'll want to develop a policy for the girls themselves to use a "buddy system" (at least two girls together at all times, to use the restroom, etc.) and rules about leaving the building, etc. Be sure that in your information for parents/guardians you cover these policies as well as logistics like attendance requirements, pick-up/drop-off procedures, etc. If you plan to have a mix of older teens and younger girls, you'll want to go over things like whether or not teen drivers will be permitted to transport other youth members, etc. Some local governments have laws about the number of passengers a teen may have in his/her car or the ages of those passengers, so be sure to check with your local laws. Again, these are all things to consider when constructing a Child Protection and Safety Policy for the participants, as well as for your members and any volunteers.

As for additional conduct and/or child protection policies for youth, here are some examples of what you might include for your chorus:

http://www.washingtonyouthchoir.org/rehearsal_policies.php

<http://www.madisonyouthchoirs.org/?q=handbook/membership#codeofconduct>

<http://encoreyouthchorus.com/3.html>

<http://www.shalloway.ca/about-us/child-protection.aspx>

A fully developed Conduct and Discipline Policy for your youth participants as well as all of the adults who will be working with them is a good idea to protect both the girls and adults. Many youth camps and festivals have a rule that an adult may never be alone with a youth member (i.e. always two youth or more per adult). If you plan to take photos or video or audio recordings of the youth, for PR purposes or otherwise, you'll want to have Photo Release Forms signed. Both the **Liability Release Form** and **Photo Release Form** can be found in the ***YWIH Guide for Chapters***:

<http://www.sweetadelineintl.org/pdf/YWIHGuideforChapters.pdf>

You're welcome to use these as-is, or as a template for one that you develop to meet the specific needs of your group. Some organizations also develop social media agreements since in this day and age; people are keen to avoid unflattering photos or derogatory remarks posted about them or their organization on social media sites, blogs, etc. For those young singers who decide to join a Sweet Adelines International Chorus as a Youth Member, please review the following liability considerations:

<http://www.sweetadelineintl.org/pdf/Youngliability.pdf>