

SWEET ADELINES INTERNATIONAL



# YWIH Guide for Chapters

SWEET ADELINES INTERNATIONAL • P.O. BOX 470168, TULSA, OK, USA 74147-0168

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## YOUNG WOMEN IN HARMONY PROGRAM GUIDE FOR CHAPTERS

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*Note: This is an interactive document. Hyperlinks are highlighted in purple and link to available resources online.*

### FOR INFORMATION/ASSISTANCE CONTACT:

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## **MISSION STATEMENT**

*The Young Women in Harmony program reaches out to young women through the American musical art form of barbershop harmony. Its goal is to provide educational and performance opportunities and to offer music educators a means of including the study and performance of barbershop harmony in school music programs.*

## **AN INVESTMENT IN THE FUTURE**

The introduction to music educators of four-part harmony in barbershop style is presented in the hope that they will teach students about and encourage students to sing barbershop harmony. It is hoped that this style of music will be included as part of every school's music curriculum.

The program is directly aimed at young women aged 25 and under and their educators. Its aim is to encourage them to use barbershop music within their existing choral groups, to add new performing ensembles in this style to their curriculum offerings or as an extracurricular activity and to assist youth quartets. We must emphasize the benefits it can have for the school program in increased music resources for the educator, in the enthusiasm it can generate with the students, and in the development of students' ear training and vocal skills.

The approach to a music educator by a Sweet Adelines International member needs to be well planned. *Remember that music educators are very busy people.* In addition to a heavy class schedule, they must dedicate most evenings to rehearsals, provide music for concerts, sporting events, community activities and school assemblies. They are not looking for more work and responsibility. However, they **are** looking for new resources, ways to involve and interest students in a broad variety of music and ways to develop and showcase their students' talent. If we are to involve educators and their students in this program, we must be willing to take the initiative and be available as a resource, without diminishing what the program is already offering.

## **NON-RECRUITMENT POLICY**

Please remember that the [Young Women in Harmony Program \(YWIH\)](#) is intended to serve as outreach program to youth and their educators. Its primary goal is to introduce young singers, aged 25 and under, to the unique American art form of four-part a cappella harmony, sung in the barbershop style.

It must be emphasized that this program should not be used to solicit membership of these young women into Sweet Adelines International. Therefore, a region or chorus sponsoring a youth quartet or offering young singers scholarships may not require the recipients to become members of Sweet Adelines International. Furthermore, participants in YWIH festivals are not to be recruited to become members of the organization. However, regions and chapters may reach out to the youths' parents, guardians and adult friends about their interest in knowing more about Sweet Adelines, including membership options.

Sweet Adelines International has a successful association with music educators, including the Music Educators National Conference ([MENC](#)), the American Choral Directors Association ([ACDA](#)), and the International Society of Music Educators ([ISME](#)). Its relationship with the Barbershop Harmony Society ([BHS](#)) provides for a sharing of materials and the opportunity for collaboration on school choruses, quartets and festivals.

## CHAPTER INVOLVEMENT

A number of steps should be taken BEFORE you embark on launching a Young Women in Harmony program.

1. Determine the extent of your chapter's commitment to the program by thoroughly discussing the subject with administrative leaders and the music team. Carefully consider your financial, logistical and volunteer resources.
2. Should your chapter choose to participate in this exciting program, write to International headquarters for a complete set of materials: *Educator's Guide*, *YWIH Student Songbook #1*, learning media, introductory brochures, and the promotional YWIH mini-CDrom for educators and youth. This introductory material is provided complimentary.
3. If you decide to participate, you will want to select a Chorus YWIH Representative (hereafter referred to as CYR). Choose carefully. This person will contact music educators as well as youth and first impressions are lasting. Her enthusiasm will determine the degree of commitment you can expect from music educators. She should be well organized, musically knowledgeable and able to make the necessary contacts and arrangements that will help the program succeed. The CYR should: a) present the benefits of the program to the music educator; b) offer the materials and herself as resources; and c) offer assistance with a presentation or demonstration by a quartet or the entire chorus. The CYR should also liaise with the Regional Young Women in Harmony Coordinator (hereafter referred to as RYC) for additional support and resources. A current list of all RYCs can be found on [Sweet Adelines International website](#). Please be sure to notify the [Education Department](#) at International Headquarters of your chapter's CYR.
4. Select activities that seem most appropriate to your situation. According to the different talents in individual chapters, some things will be done more than others. This is also true of the school(s) with which you are working. Remember that follow-through is imperative once you have made a commitment to a particular activity.
5. Because the CYR must evaluate the possible options for a successful program, it is crucial that the chapter's governing body, music team and chorus director discuss thoroughly the level of involvement and chorus commitment to specific programs.

If there is a flourishing vocal music curriculum with a number of young women involved, then certain activities would be appropriate. However, if the music department is small or there is a need to encourage more participation and enthusiasm, then other options should be offered. Each chorus must be aware of its own capability to participate or assist, while remaining sensitive to the priorities and responsibilities of the music educator involved.

There are many possible options for choruses to consider and explore. The following activities have been used successfully by many chapters and regions:

Local Community:

- One-hour classroom presentation in local schools (elementary through college)
- One-half hour demo-performance (elementary through college)
- Music After Five (after-school program for elementary through high school aged singers)
- Barbershop harmony as an extracurricular activity/club (ideally suited to high schools and colleges)

School District Level:

- Presentation for music educators
- Class presentation during school day for students

City/County Area Schools:

- Half-day festival
- Full-day festival
- Chapter open house
- Chapter show tickets
- Joint rehearsals/chapter and school
- Quartet competitions

Statewide:

- Presentation at state music educators meeting (ACDA and MENC State Conferences, etc.)
- Booth at appropriate teachers' meetings (ACDA and MENC State Conferences, etc.)
- All-state barbershop festivals (can be in conjunction with BHS, if desired)
- Exchange concerts - multi-school
- Quartet competitions

Regional Level:

- Regional YWIH Festivals
- Invitations to music schools and/or shows
- Presentation at regional music educators meeting (ACDA and MENC Regional Conferences, etc.)
- Booth at appropriate teachers' meetings (ACDA and MENC Regional Conferences, etc.)
- Music camp presentations
- Harmony Camps (can be in conjunction with BHS, if desired)
- Coaching opportunities at regional events
- Quartet competitions

International or National Level:

- Rising Star Quartet Competition
- International YWIH Festivals
- Presentation at national music educators meeting (ACDA and MENC National Conferences, etc.)
- Booth at appropriate teachers' meetings (ACDA and MENC National Conferences, etc.)

## THE INITIAL CONTACT

The CYR's job includes making the first contact with the music educator. All inquiries regarding the program should be referred to the CYR. Confusion in dealing with the schools and the students can cause the program to fail before it starts. **To avoid the possibility of several choruses contacting the same schools it is most important that the CYR first contact the RYC to inform her of the chorus' plans.** The RYC will provide information and ensure that duplicated efforts are avoided. For the name and e-mail address of the current RYC for your region, please visit the Sweet Adelines International website, contact your regional Education Coordinator or the Education Department at International Headquarters. The e-mail address for the Education Department of International Headquarters is [education@sweetadelineintl.org](mailto:education@sweetadelineintl.org).

Depending upon the size or structure of the school district, it may be appropriate to make initial contact with the person in the district office who is in charge of music curriculum for the entire school district. If this is the case, the music administrator or superintendent would be the one to provide names of individual music educators at each grade level in the schools of that district. If the school district is small, simply call the school office and ask to speak to the vocal music teacher. Whether through an administrator or the school office, the CYR will make direct contact with vocal music teachers in junior and senior high schools. If there is a local community college or university in your city or town, it may also be appropriate to contact the music department or school of music at those institutions as well.

The simplest opening of communications with the music educator is through a contact letter, an example of which is included in this publication (Attachment A-1). If the educator has already received the Introductory Packet from International headquarters, then a follow up letter should be sent (Attachment A-2). The CYR should also contact the teacher personally or by telephone.

Please keep several of the following in mind:

1. The CYR should keep all contact information in a notebook or computer program. It is helpful to have a separate page or section for each school. List the music educator's name, address and phone number (Attachment B).
2. As the CYR makes personal contacts, it is important that she notates the details of the conversation and describe the music educator's receptiveness.
3. Order a free Music Educators Introductory Packet from International Headquarters for each music instructor who is interested. Have it sent directly to them at their schools so that their names will be added to the mailing list for the *Rising Star/YWIH Newsletter* as well as announcements of area festivals and events.
4. If the teacher appears disinterested, please do not press the issue. Leave materials and the CYR's name, e-mail address and phone number. The instructor may decide to look it over at a later time and may wish to learn more about the program in the future.
5. A short introductory CDrom featuring high school choruses and quartets is provided to the CYR for viewing by the music educator or by the students. This CD contains commentary and performances by students and teachers involved in the program, and clips of a Young Women in Harmony Chorus and Rising Star Quartet competitors.

### **TO BEGIN ASSOCIATION WITH LOCAL SCHOOLS, CONSIDER THESE POSSIBILITIES:**

1. Provide music for the vocal director and the students. Order from International Headquarters the *Student Songbook I* or single-copy sheet music arranged for young women's voices and the learning media to accompany them. Although some initial materials are complimentary, the chapter will need to approve expenses for additional items donated to the educators.
2. Use a quartet for demonstration in the class. Most schools welcome outside speakers or performers, so this is an excellent way to expose the students to the barbershop style. Be cautious, however, not to send just any four women to do this. If you have good registered quartets, use them (ones with youthful appeal are best) and take care in selecting music that will appeal to young women (see Attachment C).
3. The chapter might perform a package show for a school assembly using the full chorus and/or quartets. This could be followed by presentations in individual music classrooms. Music must be appropriate for the audience's grade level.
4. Give the vocal director and students free tickets for a chapter show. If the show is being held at their school auditorium, have some of the young women act as ushers, stagehands, etc. Being part of the act builds enthusiasm for the program.
5. Hold an open house. Invite the director and students to a special rehearsal. Parents could also receive an invitation. Set up the meeting following guidelines for a regular guest night (see Attachment D). If the school has a young women's performance group, encourage them to sing. If it is an outstanding group they could even be invited to appear on the annual chapter show.
6. Sponsor a festival. Remember that there are financial and participatory obligations that the chapter must be ready to assume if this activity is selected. Contact your Regional Young Women in Harmony Coordinator (RYC) and your Education Coordinator if you wish to pursue this option and consult the "Sample Workshop/Festival Plan and Timeline" included in this guide for additional information (Attachment H). One of the best things you can do is to purchase a *Student Songbook I* for each participant **after** they have committed to the festival. In addition, a set of learning media would also be appropriate for each school. (The songbooks could be a donation to the school after the festival.) There are several funding options for a festival, including applying to the [Young Singers Foundation](#) for a grant. (See Attachment E)
7. The chapter may choose to donate a trophy, a plaque or a music scholarship honoring, for example, an outstanding vocalist or most inspirational musician or whatever the chapter may choose. It could be presented annually at the school's awards assembly. This is an excellent way to underscore the local chapter's commitment to music education.

Your involvement with local music educators is not limited by the activities listed here. Please contact the [Education Department](#) at International Headquarters for additional information and resources. Let her know about your successes and plans. You may also submit festival dates, photos and articles for publication in the [Rising Star/YWIH Newsletter](#).

## **EXHIBIT BOOTHS AT MUSIC EDUCATOR TRADE SHOWS**

Many states host state music conferences and festivals that are attended by music educators as well as junior and senior high school and college students. These conferences can be an exciting and fun way to introduce Sweet Adelines to the top musicians in the state.

Exhibit booths can be rented during the convention's trade show. When applied for in advance, funding and supplies for the booth will be provided by Sweet Adelines International, including sheet music for distribution to attendees (see the appropriate forms at the end of this guide). This is a wonderful way to introduce Sweet Adelines and the YWIH program to music educators and their students.

A few suggestions for the exhibit booth include:

- Displaying photos from local festivals. The students will be excited to see themselves. (This takes a little preplanning at the time of the festival, including a photo release included in the permission slips from parents to use the student's photos).
- Asking a high-scoring and youthful quartet to sing at the booth.
- Bringing copies of short, easy tags, with the different parts highlighted. Most of these musicians can sight read. Get them into the booth to sing a tag. It's amazing how they will multiply!
- Preparing lists of where each chorus is located in the state. This may actually include more than just your region, but since there is only one state conference it's nice to work together.
- If your state does cover more than one region, contact the RYC from the other region(s) and work together. This is also a wonderful opportunity to work with the Barbershop Harmony Society. Often times BHS will share the booth rental costs and co-host the exhibit or coordinate to host booths next to the Sweet Adelines booth.
- If a quartet is not available, there are DVDs available from International that can be played on a computer or DVD player during the trade show.
- Exhibiting at trade shows can make for very long days. If allowed, organize a schedule where different volunteers rotate hosting the booth every couple of hours. First impressions are everything so it is crucial that each volunteer is capable of accurately answering questions related to the YWIH Program and Sweet Adelines International.

Attachment A-1

**SAMPLE CONTACT LETTER  
INITIAL CONTACT TO MUSIC EDUCATORS**

To: (Choral Director)  
  
(School)

The \_\_\_\_\_ Chorus of Sweet Adelines International would like to introduce you to a unique choral style of vocal music. The Young Women in Harmony Program, sponsored by Sweet Adelines International, offers to music educators a means of including the study and performance of barbershop harmony in school music programs. The aim is to provide materials, training and performance opportunities for this American musical art form.

This program, approved by the Music Educators National Conference (MENC), is designed to encourage young women at all educational levels to participate in quartet and chorus singing of a cappella, four-part harmony in the barbershop style. It supports the vocal music goals of the "National Standards for Music." The music is voiced especially in ranges appropriate to student musicians and includes selections in a variety of difficulty levels. Since we realize that music educators are always looking for quality materials and effective means of providing their students with variety and challenges, our chorus would like to help you in initiating this program. We are committed to the support of vocal music and its role in the musical education of every child.

We can provide a demonstration quartet, a recording of young women performing barbershop harmony, and educational materials. An educator's packet is available for no charge; it includes an *Educator's Guide*, *Student Songbook I*, learning media, festival planning information, and a list of available published arrangements. To receive your free educator's packet please contact me at \_\_\_\_\_ (insert phone number or e-mail address).

(Insert your name here)  
Young Women in Harmony Program Representative  
(Chorus)  
(Address)  
(Phone)  
(E-mail)  
Sweet Adelines International  
Young Women in Harmony

Attachment A-2

**SAMPLE CONTACT LETTER  
FOLLOW UP CONTACT TO MUSIC EDUCATORS**

*(For those who have received introductory or educator kit materials and are listed in the quarterly report)*

To: (Music Educator)  
  
(School)

According to our records, you received complimentary materials regarding our youth outreach program, Young Women in Harmony, from Sweet Adelines International. Now that you have been introduced to this unique choral style of vocal music, I am writing to follow-up with you regarding any questions you may have about our program and offer you assistance with incorporating the study and performance of barbershop harmony in your school's music program. It is our goal to provide materials, training and performance opportunities for this American musical art form.

This program, approved by the Music Educators National Conference (MENC), is designed to encourage young women at all educational levels to participate in quartet and chorus singing of a cappella, four-part harmony in the barbershop style. It supports the vocal music goals of the "National Standards for Music." The music is voiced especially in ranges appropriate to student musicians and includes selections in a variety of difficulty levels. Since we realize that music educators are always looking for quality materials and effective means of providing their students with variety and challenges, our (region or chorus), \_\_\_\_\_, would like to help you in initiating this program. We are committed to the support of vocal music and its role in the musical education of every child.

We can provide a demonstration quartet, a recording of young women performing barbershop harmony, and educational materials.

(NOTE: If they've only received an Introductory Packet you may want to include the following: An educator's packet is available for no charge; it includes an *Educator's Guide*, *Student Songbook I*, learning media, festival planning information, and a list of available published arrangements.)

I'd love to speak with you further about the materials and assistance we are able to provide to you. Please contact me at \_\_\_\_\_ (insert phone number or e-mail address).

(Insert your name here)  
Young Women in Harmony Program Representative  
(Chorus)  
(Address)  
(Phone)  
(E-mail)  
Sweet Adelines International  
Young Women in Harmony

Attachment B

**SAMPLE FOLLOW-UP FORM TO TRACK CONTACT WITH MUSIC EDUCATORS**

|                                  |
|----------------------------------|
| <b>SCHOOL:</b>                   |
| <b>PLANNING SESSION/MEETING:</b> |
| <b>CHORAL DIRECTOR:</b>          |
| <b>ADDRESS:</b>                  |
| <b>CITY, STATE, ZIP:</b>         |
| <b>TEACHER E-MAIL:</b>           |
| <b>TELEPHONE(S):</b>             |
| <b>BAND DIRECTOR:</b>            |
| <b>BAND DIR TELEPHONE:</b>       |
| <b>BAND DIR E-MAIL:</b>          |
| <b>PRINCIPAL:</b>                |
| <b>PRINCIPAL E-MAIL:</b>         |

**NOTES:**

| <b>Date of Call</b> | <b>Content of Call</b> |
|---------------------|------------------------|
|                     |                        |
|                     |                        |
|                     |                        |
|                     |                        |
|                     |                        |
|                     |                        |
|                     |                        |
|                     |                        |
|                     |                        |
|                     |                        |

Attachment C

**SAMPLE OUTLINE FOR ONE-HOUR PRESENTATION  
TO A JUNIOR OR SENIOR HIGH CLASS**

*NOTE: Ideally the clinician making the presentation will have a quartet or chorus available to use as a demonstration group. If not, video may be used. An audio recording will not be well received.*

I. OPENING (no more than 3 minutes)

Perform a strong barbershop arrangement of an easily recognizable song, preferably a rousing uptune, sung by the demonstration quartet or chorus, or play a recorded example.

II. INTRODUCTIONS (2 minutes)

The clinician will introduce herself and the demonstration group, giving educational credentials and performance achievements, if applicable. The following material may be presented by the clinician, a quartet member, a chorus member or the chorus director. Choose someone who is comfortable with public speaking.

III. BACKGROUND OF THE ORGANIZATION (5 minutes)

The music known as “barbershop harmony” is as American as apple pie, and as much a part of our musical heritage as jazz, country, and spiritual.

In the 1890s New York publishers found that there was a demand for popular sheet music. They began publishing music that had sentimental lyrics, an interesting and memorable melody line, a simplified rhythm pattern, and harmony that was easy to sing. This music became an immediate success and people everywhere were gathering and harmonizing their favorite tunes. It became so popular that vaudeville began incorporating at least one or two quartets in their shows. Quartets entertained on river boats, in minstrel shows, in summer park concerts and at private at-home parties. Barbershop music was immensely popular.

With the waning of vaudeville and the introduction of recorded music, barbershop music and the quartets became an almost forgotten form of music. Then, in 1938, an all male singing organization called the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America (now known as the Barbershop Harmony Society) was organized in Tulsa, Oklahoma.

In 1945 a group of women organized Sweet Adelines, Inc., now known as Sweet Adelines International, an international organization for women who enjoy performing four-part harmony. Not only are there quartets all over the United States singing this unique form of American music, but there are choruses large and small doing the same. Barbershop is alive and well in the United States and Canada and has spread to other parts of the world.

IV. EXPLANATION OF THE STYLE (5-6 minutes)

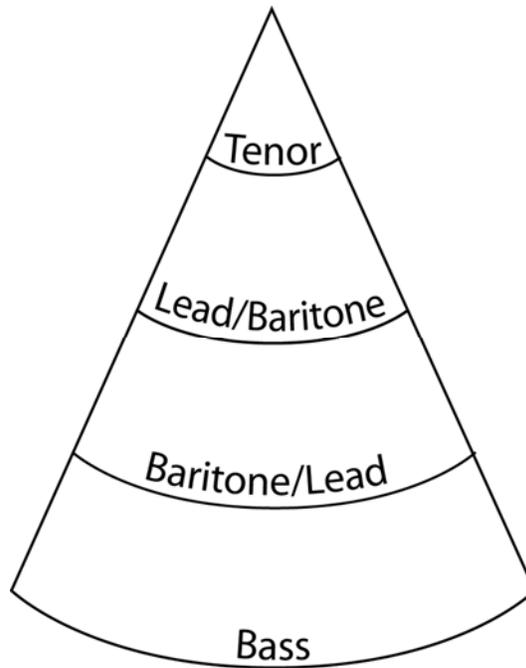
Barbershop harmony is unaccompanied, four-voice ensemble singing. The four voice parts are described as:

- A. Lead - sings the melody
- B. Tenor - sings a harmony part, usually above the lead or melody
- C. Bass - sings the lowest part and provides the foundation to the music
- D. Baritone - completes the harmony by singing above or below the lead

*NOTE: A demonstration by the group or by video of the individual parts and how they fit together would be appropriate here.*

Although barbershop-style music is usually built on simple melodies and is relatively easy to sing, the a cappella style and the ear training necessary for independent part singing make it one of the most challenging and rewarding accomplishments of a vocal ensemble. When the music is sung accurately and with good breath support and vocal techniques, barbershop harmony produces overtone vibrations that create a resonant ring unique to this form of music.

Another identifiable characteristic that distinguishes it from other types of music is the balance or “cone,” with greatest volume in the lowest part and least volume in the top. The bass gives the rich, resonant quality, the tenor provides the icing and the baritone weaves above and below the melody (lead) to make the sound complete.



Ideally, all three harmony parts support the lead to ensure that the melody is easily recognized and that the group produces a unit sound in which no voice part stands out.

V. PARTICIPATION (25 minutes)

NOTE: This section needs to be conducted by a musical leader or director. If possible, include the music educator in the fun.

- A. Divide group into four parts as follows:
1. Second soprano and alto - Lead
  2. First soprano (or lighter soprano) - Tenor
  3. High alto - Baritone
  4. Low alto - Bass

It is most effective to provide a section leader for each group to help the singers learn their parts.

- B. Teach the group two tags from the Young Women in Harmony *Student Songbook* or use *Christmas Chopstix* if appropriate.

1. Sing the lead part. Have leads sing it with you, and then alone. This may take a few tries until they have it right.
2. Have the leads hum their part while the section leader sings the tenor part. Have tenors sing

their part with her and then alone while the leads hum. Have both parts sing together using the words.

3. Have leads and tenors hum as the section leader sings the bass part. Have basses sing their part with her and then alone while the leads and tenors hum. Sing words with all three parts together.
4. Have three sections hum their parts while the section leader demonstrates the baritone part. Have baritones sing with her and then alone.
5. Have all four parts sing together, make corrections, and polish. Allow singers in other sections to try different voice parts for self-selection of vocal comfort and for awareness of how the four parts work together.

VI. QUESTIONS AND ANSWERS (5 minutes)

VII. CLOSING (5 minutes)

Close with an appropriate song by a demonstration group or video recording.

VIII. FOLLOW UP

A thank you note and phone call to the educator would be appropriate to thank him or her for the opportunity to present barbershop to the students. A brief report of your presentation and activities from the CYR should be sent to the RYC as well as to the Education Department at Sweet Adelines International, P.O. Box 470168, Tulsa, Oklahoma, USA, 74147- 0168 or [education@sweetadelineintl.org](mailto:education@sweetadelineintl.org). After obtaining permission from the teacher and administration, an opportunity for effective publicity would include sending photos and an article to the local newspapers. In addition to writing to the teacher, a letter to the principal showing appreciation for the teacher is also appropriate (Attachment F).

Attachment D

**SAMPLE OPEN HOUSE INVITATION**

Date:

To: (Local School Choral Director)

From: (Chorus YWIH Representative)

The \_\_\_\_\_ Chorus of Sweet Adelines International invites you and your students to join us for an evening of fun-filled learning. We will be rehearsing and performing so that you and your students may become more familiar with the barbershop music style. You and your students will also have the opportunity to participate.

The Time: \_\_\_\_\_ to \_\_\_\_\_

The Place \_\_\_\_\_

The Date \_\_\_\_\_

It will be a fun evening for all as we enjoy a positive musical experience and share with your students the realization that the skills and enjoyment they gain now through music performance can be lifelong.

Our goal is to demonstrate our support for the vocal music programs in our local school systems. Refreshments will be served.

Please respond at your earliest convenience and let us know if you and your students will be able to join us. If you have questions, please don't hesitate to contact me at (Phone number) \_\_\_\_\_ or \_\_\_\_\_ (E-mail address).

Cordially,

(Insert your name here)  
Young Women in Harmony Program Representative  
(Chorus)  
(Address)  
(Phone)  
(E-mail)  
Sweet Adelines International  
Young Women in Harmony

Attachment E

**YOUNG SINGERS FOUNDATION  
GRANTS & SCHOLARSHIPS**

The Young Singers Foundation is committed to enriching the lives of young people by supporting educational opportunities in vocal music. Eligibility for receipt of grants from the Young Singers Foundation is limited to individuals, groups, or organizations sponsoring vocal music activities for young people. Grants from the Young Singers Foundation are not available to religious groups or political organizations.

**CONTACT INFORMATION**

Keesha Cashmore, Assistant  
Young Singers Foundation  
PO Box 470168  
Tulsa, OK, USA 74147  
800-992-7464  
918-665-0894 (F)  
[Keesha@sweetadelineintl.org](mailto:Keesha@sweetadelineintl.org)

**APPLICATION PROCEDURE**

1. Request an application form from the Young Singers Foundation, Attn: Grants, P. O. Box 470168, Tulsa, OK 74147-0168, Phone 918-622-1444 or 800-992-7464, or FAX 918-665-0894. This form may also be downloaded from the YSF website [www.youngsingersfoundation.org](http://www.youngsingersfoundation.org).

2. One typed original plus six copies of the completed application form and all materials must be postmarked no later than **June 1** or **November 1** each year.

**For the June funding cycle, project starting date must be no earlier than November 1 and must be completed by October 31 of the following year.**

**For the November funding cycle, project starting date must be no earlier than May 1 of the following year and must be completed by April 30 of the year following.**

If assistance is needed to complete the application form, contact the Young Singers Foundation at the above address/phone for referral to the Grants Coordinator.

3. Materials which **must accompany** the application form are:

- A. Title page
- B. Introduction/summary
- C. Objectives, anticipated benefits of project
- D. Timetable for project
- E. Key participants for project (names, credentials)
- F. Project budget form
- G. Two letters of support/reference not related to the project
- H. Signed grant agreement

**Applications received without the required accompanying materials will be disqualified.**

Attachment F

**SAMPLE LETTER TO PRINCIPAL**

Date:

To: (Local School Principal)

From: (Chorus YWIH Representative)

On \_\_\_\_\_ (day & date) the \_\_\_\_\_ Chorus of Sweet Adelines International visited \_\_\_\_\_ (teacher's name & class) and presented a brief historical background and explanation of the style of barbershop music with a demonstration by \_\_\_\_\_ (name of group).

Mr./Mrs. \_\_\_\_\_ (teacher's name) and his/her students were very receptive and polite. We had such a good time singing for the class and having the class sing with us. It was a delightful educational experience for all.

I am writing to express my appreciation to you for Mr./Mrs. \_\_\_\_\_ (teacher's name) and his/her commitment to music education.

Cordially,

(Insert your name here)

Young Women in Harmony Program Representative

(Chorus)

(Address)

(Phone)

(E-mail)

Sweet Adelines International

Young Women in Harmony

Attachment G

**YOUNG WOMEN IN HARMONY MATERIALS  
AVAILABLE FROM SWEET ADELINES INTERNATIONAL**

1. An introductory *Educator's Packet*, which includes information about the Young Women in Harmony Program combined with a mini-CDrom featuring interviews with teachers and students involved in the program, sample performances by the International Education Symposium Young Women in Harmony Chorus and high school quartets. The brochure has a tear-away card that the teacher may mail to International headquarters to request additional complimentary materials including the *Educator's Kit*, which includes the *Educators Guide to YWIH*, *YWIH Student Songbook #1*, learning media and more.
2. *Student Songbooks #1, #2, and #3*.
3. Voice-part audio learning media of all songs included in the three songbooks and of individual sheet music titles arranged for Young Women in Harmony.
4. List of available single-copy sheet music voiced specifically for young women singers. The current list can be downloaded from our website: [www.youngwomeninharmony.com](http://www.youngwomeninharmony.com).
  - a. Music and learning media are available electronically (PDF/MP3) or via hard copy. If you choose to distribute the music electronically you must be able to provide secure web access for an accurate accounting of the number of downloads or send the materials directly as attachments.
5. Rising Star Quartet Contest information and contest rules for YWIH quartet competitions.
6. Information for educational opportunities for youth hosted by International including festivals hosted during the annual convention as well as at summer time educational events.
7. A list of recommended YWIH clinicians for festivals and workshops may be obtained by contacting the [Education Department](#).

## Attachment H

### **SAMPLE WORKSHOP/ FESTIVAL PLAN and TIMELINE**

#### **Young Women in Harmony Festivals**

Today's teenagers have grown up with exposure to quality a cappella vocal groups. It's an easy transition for them into the close harmony of barbershop music, once they know it exists. The best way to introduce the barbershop style to large numbers of singers in a short amount of time is to sponsor a Young Women in Harmony Festival. Festivals can be the catalyst for individual YWIH choruses and quartets to form in the schools after the event.

Festivals around the world have given youthful singers and their teachers the satisfaction of producing quality performances, of meeting other students with the same interests and goals, and of reinforcing the value of making music together. Sweet Adelines choruses or regions that sponsor these festivals report great satisfaction and fun, as well as public relations benefits and the opportunity to reach a new audience that may well determine our future!

#### **How to Organize:**

Start planning well in advance of the planned date. Six to 12 months before the workshop, determine its purpose: Who is your target group? Define your objectives and who you are trying to reach. Very early in the school year contact high school and/or middle school principals for copies of the school calendars. Choose the date for a festival only after checking for conflicts in the community, school district as well as with the school's music department and sports schedules. Rule out times of year that are close to their own performances, all-state auditions, sports tournaments, etc. Talk directly to the teachers that you want to be involved with your event. A Saturday in late winter or early spring is often a convenient choice, as is early in the school year before there are other schedule conflicts. If the festival is school-sanctioned, can it be held during the school day in a host school?

#### **Some considerations in planning:**

1. Choose a location with ample rehearsal room, space for risers and rooms for sectional rehearsals as well as adequate washroom facilities, kitchen and lunch space. One of the high schools involved is a likely choice. Please obtain a Certificate of Insurance when using Sweet Adelines venues (such as a chorus' rehearsal space). For more information, please review the section entitled *Legal and Liability Considerations* at the end of this guide.
2. Plan for a performance at the end of the afternoon or the evening. Include area Sweet Adelines choruses, quartets and/or BHS performers.
3. Festivals that include opportunities for both boys and girls are the easiest for music teachers to support and participate in if they direct mixed choirs. Recruit involvement from the local men's chorus and share the proceeds and the responsibilities. BHS has a Youth in Harmony program and will provide festival clinicians for the young men's chorus.
4. Contact the [Education Department](#) of Sweet Adelines International (and of BHS if you are including young men) for clinician recommendations and music advice. Your clinician(s) should select appropriate music and learning media.
5. Enlist a good teaching quartet to learn the music, act as section leaders and perform on the day of the festival.
6. Arrange all of your details, including your budget, before you begin publicity.

#### **Contact the school music teachers personally:**

An invitation letter explaining the festival opportunity should include numbers to call for information, but should also indicate who will be calling on the teacher to follow up in person. The letters should include the following: An introduction and purpose of the festival; faculty credentials; what the students will receive for music and learning media prior to the festival, location; date; fees; a description of the ranges and vocal qualities needed for the four voice parts; supervision requirements (if needed); deadlines for response; meal provisions; contact person's name and telephone. With the letter send a separate page for nominations of students listed by voice parts and a sample schedule for the day.

After the letter of invitation has been sent, all the schools should be called or visited. The most successful festivals are those that have the most personal contact. Call on the teachers before the deadline, talk about the great experience they will have, remind them that all students will receive music at least a month before the festival and that the teachers will have learning media to send home with the students so that not all learning will need to take up class time. A good message to project is that your chorus (or region) is supportive of all the school's music offerings and would like to help by providing one more.

### **Order and distribute the music and learning media:**

As soon as the responses are received, contact International headquarters for copies of the music and learning media (available as hard or electronic copies). Once you've received these materials distribute them to the teachers and/or students. The students must receive the music at least one month in advance to ensure proper preparation. With the music, send a letter of welcome to each student. Include the dress for the day, lunch plans, schedule, logistical information and an invitation to the parents for the closing performance. A release of claims should be signed by the student and parent/guardian (if the student is under the age of 18). An additional release should be signed if the event will be photographed or recorded. For more information, please see the section entitled *Legal and Liability Considerations* at the end of this guide. You may wish to incorporate language into a document that provides permission to participate and confirms an understanding of the outlined expectations.

### **Advance publicity:**

1. Begin by designing a brochure, invitation or advertisement. Develop a press release packet and calendar listing. (For assistance please visit the Media Center in the Members Only section of our website: <http://www.sweetadelineintl.org> or contact the communications department at International Headquarters: [comm@sweetadelineintl.org](mailto:comm@sweetadelineintl.org).)
2. Meet with the music coordinators of the schools involved to gain access to the school newsletters to parents and announcements within the schools.
3. Contact the [Music Educators Association](#) for your state or province and arrange to send notification to their mailing list. (A list of state contacts is available through the [Education Department](#) at International Headquarters.)
4. Send notification to the [Rising Star/Young Women in Harmony Newsletter](#) through the [Education Department](#).
5. Advertise in local newspapers, university and school papers, on the internet using a link to the Sweet Adelines site, other choral sites such as your state or province music educators' association site, church newsletters, community bulletins, and area mailing lists. Post announcements on [Facebook pages](#), and other free web-based sites ([Craigslist](#), [MySpace](#), chorus and regional website, etc.)
6. Obtain public service announcement agreements with local radio and television. Provide them with the text for the announcements.

### **Sample One-day Festival Format:**

|               |   |
|---------------|---|
| 8:30-9:00     | Registration and "Meet and Greet"   |
| 9:00- 9:45    | Introductions, Physical and Vocal Warm-ups (together, if both boys and girls) |
| 9:45-10:00    | Short Performance by teaching quartets  |
| 10:00-10:45   | Rehearsal with full chorus (run through all songs)                            |
| 10:45 - 11:00 | Break and move to sectional rooms   |
| 11:00 - 12:00 | Sectional rehearsals  |
| 12:00-1:00    | Lunch   |
| 1:00 - 3:00   | Rehearsals and choreography   |
| 3:00-3:45     | Riser rehearsal on stage  |
| 4:00 or 4:15  | Performance   |

Or if the performance is to be at night, take some time in the afternoon to let quartets form and try the songs, teach tags, or work on a joint number for boys and girls together, such as Frank Marzocco and Joe Liles' *Fun In Just One Lifetime*. Talk about the Rising Star Quartet Contest and give the teachers time with the guest conductors. Give them a good break for dinner and changing their clothes.

### **At the performance:**

Assign areas of the auditorium for the choruses to sit. Let each group watch the others as part of the audience. Feature a variety of your best quartets and the sponsoring chorus. Make sure the students have a featured spot on the show and that they get to see quality examples of the barbershop style. Include them in the finale, if possible.

### **Assistance available:**

The International Board of Directors has included funds in the annual budget for assisting regions and chapters that offer YWIIH festivals. Funding is available for festivals in their first two years, on a first-come, first-served basis for each fiscal year (May 1 – April 30) to assist with off-setting the costs of bringing in a clinician. If approved, International will book an appropriate clinician and pay for their travel, lodging and meal expenses to teach at the festival. In addition International headquarters will provide free copies for three YWIIH arrangements from the [YWIIH Published Music List](#) as well as learning media (if available). These should be selected by the clinician and will be provided completely free of charge to all festivals that have received clinician funding. An application can be found in this guide or via download from our website and must be received a minimum of 90 days before the festival date.

In addition, International offers festivals that do not meet the criteria to be approved for a funded clinician and free music to receive some assistance with sheet music. Song titles should be selected from the [YWIIH Published Music List](#). The first 50 copies of each song, up to three songs total, will be provided free of charge. Any additional copies may be purchased at a deeply discounted rate. Copies of the sheet music can be provided electronically (PDF format) or hard copies of the sheet music can be sent by post. Learning media, if available for the song(s) selected, is available for purchase from International Sales and may also be provided electronically (MP3 format) or hard copy (CD). Upon request, the Education Department at International will provide a list of clinicians suitable to working with youth.

Many choruses and regions have funded festivals without any outside help by including them on the date of their annual show, using the performance venue as the place for the rehearsals. This has provided them with a larger audience for their show, has given them the opportunity to recruit the students' adult female family members and friends as potential members and has gained much free publicity for the worthwhile project they have undertaken in offering this outlet for youth.

Chapters and regions have applied to the Young Singers Foundation for a grant to help with expenses. The Young Singers Foundation is committed to providing performance and education opportunities for young singers. These festivals fit their goals very well. Other grant opportunities exist in most communities, and the grant money for programs directed at youth is often easier to obtain than is money for adult ventures.

In addition, you might consider requesting in-kind contributions or sponsorships. Many local retailers and suppliers might be willing to donate provisions for the students' lunch or printing of t-shirts, etc. According to the U.S. Internal Revenue website: *a qualified sponsorship or in-kind contribution is any payment made by a trade or business for which the business will receive no substantial benefit other than the use of acknowledgment of the business name, logo, or mention of product line in connection with the organization's activity. Use or acknowledgment does not include advertising the sponsor's products or services. The organization is not required to report this as unrelated business and the sponsoring business may consider it a charitable donation rather than advertising expense.* If you have specific questions related to sponsorships or in-kind contributions, please contact the [Director of Finance and Administration](#) at International Headquarters for further assistance.

### Follow up:

- A list of all the schools participating, with teachers' names, schools, school addresses, and e-mail addresses should be sent to the [Education Department](#) at International Headquarters. Each school will be sent the [Young Women in Harmony Introductory Packet](#) and will be added to the mailing list for the [Rising Star/Young Women in Harmony Newsletter](#).
- A compilation of your festival participant feedback should be sent to the [Education Department](#) at International headquarters. A sample feedback form that you may use to solicit feedback from participants is included in this guide. It's a good idea to distribute this form onsite and collect it after the performance.
- A letter of congratulations should be sent to each principal in support of the music teacher's dedication and in recognition of the excellent participation of his/her school's students in the festival.
- Thank you notes should also be sent to any sponsors or donors as well as to all volunteers who assist with the festival.
- Contact should be maintained with the music teachers. Perhaps quartets will form that could use coaching help. Or the teacher may want an adult quartet to visit his or her music classes. Music could be purchased for donation to the girls' choir.
- Invitations should be issued for your future performances or for regional educational weekends and competitions. Make sure she/he knows about the International [YWIH Festival and the Rising Star Quartet Contest](#) that takes place each year at the at the international convention and competition.
- A written report should be sent to the [Education Department](#) at International Headquarters and to your Regional Young Women in Harmony Coordinator within two weeks of the event.
- News of the festival and any photographs that are close up and clear should be sent to headquarters for inclusion in the [Pitch Pipe Lite](#) or the [Rising Star/Young Women in Harmony Newsletter](#).
- Make plans for another festival next year! The enthusiasm created by the first year's success brings more students the next time.

Hosting a YWIH Festival can be a very rewarding experience that positively impacts your chorus life and youth in your community. Be sure to visit the [archive](#) of [Rising Star/Young Women in Harmony Newsletters](#) on the Sweet Adelines International website for articles that may provide inspiration and ideas for your festival.



# APPLICATION FOR MATERIALS Young Women in Harmony Festivals

(In order to qualify for FREE MUSIC, this application must be submitted 2 months or more prior to event date.)

Festival Location \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Representing (chapter or region): \_\_\_\_\_ Region #: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Shipping Address (no P.O.Boxes\*) \_\_\_\_\_

\* Please note: Materials are sent via UPS. Please give delivery address, not post office box addresses.

City/State/Zip/Country: \_\_\_\_\_

Clinician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Song titles should be selected by the clinician from the published YWIH list of songs. You may choose up to three song titles. Free copies are available as follows: 50 copies each of three song titles; 75 copies each of two song titles; or 150 copies of one song title. Additional copies may be purchased at a discounted rate. Please select whether you wish to receive electronic (PDF format) copies or hard copies of the sheet music. Please indicate the total number of copies needed for your event.

To purchase learning media (available as designated on the list of published YWIH songs) and/or additional copies of music please contact Sweet Adelines International Sales Department toll free 877.545.5441 or fax 918.665.0894.

Title #1: \_\_\_\_\_ Stock #: \_\_\_\_\_

Title #2: \_\_\_\_\_ Stock #: \_\_\_\_\_

Title #3: \_\_\_\_\_ Stock #: \_\_\_\_\_

Total quantity for each song: \_\_\_\_\_ (including the free copies)

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

Please select one of the following options:

Hard copies mailed \_\_\_\_\_ OR PDF copies e-mailed \_\_\_\_\_

Approved by: \_\_\_\_\_, Education Department Date: \_\_\_\_\_

W:\Educator\YWIHForms\YWIHfestmusicapp.doc  
Updated 01/26/2011

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**Young Women in Harmony**  
**MENC Exhibit Booth/Trade Show Exhibits Materials Order**  
*(Submit at least 2 months or more prior to the booth dates.)*

Exhibit Location \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Representing (chapter or region): \_\_\_\_\_ Region #: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Shipping Address (no P.O.Boxes\*) \_\_\_\_\_

City/State/Zip/Country: \_\_\_\_\_

*\* Please note: Materials are sent via UPS. Please give delivery address, not post office box addresses.*

**Materials needed for exhibit booth:** (music, brochures and YWIIH Music Educators Kit for display)  
**Song titles should be selected from the YWIIH Published Music List. You may choose up to three song titles. We will provide you with 50 free copies of each song. Additional copies may be purchased at a discounted rate. Please select whether you wish to receive electronic (PDF format) copies or hard copies of the sheet music. Please include the number of copies needed whether or not you are requesting mailed or e-mailed copies.**

**To purchase additional copies of music please contact Sweet Adelines International Sales Department toll free 877.545.5441 or fax 918.665.0894.**

Title #1: \_\_\_\_\_ Stock #: \_\_\_\_\_

Title #2: \_\_\_\_\_ Stock #: \_\_\_\_\_

Title #3: \_\_\_\_\_ Stock #: \_\_\_\_\_

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 PDF copies e-mailed \_\_\_\_\_

•Quantity of YWIIH Music Educator Kits for Display \_\_\_\_\_

•Quantity of YWIIH Brochures \_\_\_\_\_ •Quantity of Young Singers Foundation brochures \_\_\_\_\_

Approved by: \_\_\_\_\_, Education Department Date: \_\_\_\_\_  
W:\Educator\YWIIHForms\MENC Exhibit Materials Order form.wpd

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## YOUNG WOMEN IN HARMONY PROGRAM Music Educator Conference Exhibit Funding Application

Sweet Adelines International has appropriated funds to assist chapters in financing exhibit booths at state and regional conferences for music educators. Choruses and regions may apply for funds to cover the costs of **booth rental, tables, chairs, and electricity**. (Only these costs will be reimbursed.)

Materials and music for distribution to music educators will also be provided. **These materials must be ordered two months prior to the date of the exhibit**. Call or e-mail the education department to order:  
[education@sweetadelineintl.org](mailto:education@sweetadelineintl.org)

|  |               |             |
|--|---------------|-------------|
| Location   | Starting date | Ending date |
| Intended use of Sweet Adelines International funds |               |             |
| Estimate of costs                                  |               |             |
| Exhibitor comments (optional)                      |               |             |

|                                       |           |
|---------------------------------------|-----------|
| Requester name                        | Date      |
| Representing (chapter or region name) |           |
| Mailing Address                       | Telephone |
| City, State, Zip/Country              | Fax       |
| E-mail                                |           |

|                                  |      |
|----------------------------------|------|
| Approved by Education Department | Date |
|----------------------------------|------|

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## YOUNG WOMEN IN HARMONY PROGRAM Exhibit Funding Report

Please complete this report following the exhibit, and submit within 30 days to the [Education Department](#) at International headquarters. Your input is appreciated.

Chapter/Region: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip/Country: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Write your comments on the effectiveness of your exhibit, what activities, if any, took place in your booth, number of people staffing the booth, overall attendance at the trade show, number of visitors to your booth, contacts made, etc.

Date: \_\_\_\_\_

## Young Women in Harmony Legal and Liability Considerations

When sponsoring a Young Women in Harmony chorus, the legal and liability concerns are similar to accepting youth members into the chapter. If the participants in the YWIH chorus are also chapter members, most of the legal and medical release agreements are likely covered through the youth membership chapter requirements.

However, if the chapter sponsors a group of young women for a YWIH chorus who are not members, the preferred method is for a school to assume responsibility for legal and medical considerations. The schools usually provide the rehearsal and performance venue. However, many chapters assume direct responsibility for all activities of the YWIH chorus.

### Liability Coverage

If the chapter sponsors the YWIH chorus and holds rehearsals and performances at venues they normally use and have a certificate of coverage from our insurance company, the Sweet Adelines International liability coverage will extend to these events. If the chapter uses multiple venues for chapter rehearsals and YWIH chorus rehearsals, it is important to obtain a separate Certificate of Insurance for each location. However, the coverage is for legal liability claims brought by a third party. The claimant must show that the chapter was negligent in causing the accident. If there is damage to the facility or another person (third party) is injured by a member of the YWIH chorus, the Sweet Adelines International liability insurance will pay for damages or claims. To obtain a certificate of insurance for a Sweet Adelines sponsored event, please contact Gallagher Risk Management at 1-800-284-1433 or e-mail [donna\\_papen@ajg.com](mailto:donna_papen@ajg.com). For more information please contact the [Finance and Administration Department](#) at International Headquarters.

The parent/guardian should always sign a medical and liability agreement. The following pages include sample agreements that can be used.

### Other Legal Considerations

It is important that minors be supervised by adult chaperones/guardians while participating in chapter sponsored events. Alcohol should not be available as the trend in most states is to increase the liability of persons or organizations serving alcoholic beverages. In the case of underage participants, the liability could be compounded by additional laws such as contributing to the delinquency of a minor or furnishing alcohol to a minor.

Another consideration is the possibility of sexual molestation claims. Although our organization may have less exposure to this possibility than other youth organizations, it is important that the sponsoring chapter has absolute confidence in all persons in contact with the young women. The chorus may want to develop a list of rules for the young women participating in the YWIH chorus, particularly for overnight or extended stay events, i.e., no visitors of the opposite sex in rooms without chaperones or that un-chaperoned activities will not be allowed.



## Agreement of Parent or Guardian Young Women in Harmony Chorus Participation

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ hereby give my permission for her to participate in a Young Women in Harmony (YWIH) Chorus, sponsored by \_\_\_\_\_ Chapter of Sweet Adelines International and agree to the following:

1. I understand that I shall be legally and financially responsible for her participation in events, including but not limited to rehearsals, performances, regional and international events, coaching sessions, fund raising, and social activities as well as any other activities that may arise.
2. I shall be responsible for her transportation to and from all activities set forth in item 1 of this agreement.
3. I agree to be responsible for the payment of any and all expenses related to her participation in the YWIH Chorus including but not limited to travel, hotel accommodations, costumes, and makeup.
4. I agree to accompany her to all events. In the event that I cannot accompany her as agreed, she may be accompanied by a sponsor or chaperone, approved by me and the sponsoring chorus.
5. In the event that she is accompanied to any event by a sponsor, I agree to provide the sponsor with a Youth Member Emergency Medical Release on a form approved by the sponsoring chorus.
6. I agree to release Sweet Adelines International Corporation and any and all of their agents from any and all liability arising from or in any manner related to her transportation to, attendance at, or participation in any event.
7. I agree to all the above agreements which will be in effect through my daughter's eighteenth (18) birthday.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date



## Sponsor Agreement and Emergency Medical Care Release

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ who participates in the Young Women in Harmony Chorus, sponsored by \_\_\_\_\_ Chapter of Sweet Adelines International, also known as hereby gives permission for \_\_\_\_\_, to act as her sponsor in accordance with Sections 4 and 5 of the Agreement of Parent or Guardian. I give this permission so that she can attend and participate in (circle one):

1. All events and activities between \_\_\_\_\_, and \_\_\_\_\_, or  
(Date) (Date)

2. The following event (describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event of a medical emergency, I give my permission to the physician selected by the sponsor to provide all necessary and appropriate medical care to the minor child including but not limited to hospitalization, injections, anesthesia, and surgical procedures.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature

I agree to act as sponsor of the above-named minor according to the terms and limitations described herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor signature



## Emergency Medical Information for Minor Child

1. Minor's Name: \_\_\_\_\_
2. Father's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
3. Mother's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
4. Physician's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
5. Dentist's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
6. Insurance Company: \_\_\_\_\_  
Policy No: \_\_\_\_\_  
Group No: \_\_\_\_\_  
Name of Insured: \_\_\_\_\_  
Telephone: \_\_\_\_\_
7. Insurance Company: \_\_\_\_\_  
Policy No: \_\_\_\_\_  
Group No: \_\_\_\_\_  
Name of Insured: \_\_\_\_\_  
Telephone: \_\_\_\_\_
8. Does Youth Member have any allergies? \_\_\_\_\_  
If yes, describe: \_\_\_\_\_
9. Does Youth Member have restrictions on activities? \_\_\_\_\_  
If yes, describe: \_\_\_\_\_
10. Does Youth Member have any other medical conditions of which we should be aware? \_\_\_\_\_  
If yes, describe: \_\_\_\_\_  
\_\_\_\_\_
11. Does Youth Member take any medications of which we should be aware? \_\_\_\_\_  
If yes, describe: \_\_\_\_\_  
\_\_\_\_\_
12. Blood Type: \_\_\_\_\_



## Sweet Adelines International • Young Women in Harmony Release of Claims

I agree and acknowledge that I am participating in the [name of event] ("Event") on my own accord. I give this acknowledgement freely and knowingly and I represent and warrant to you that I am physically and mentally fit and that, as a result, able to participate, and I do hereby assume responsibility for my own well-being.

I am fully aware that possible physical injury might occur to me as a result of my participation, and I agree to assume the full risk, including risk which is not specifically foreseeable, of any injuries, including death, damages or loss regardless of severity, which I may sustain as a result of participating in any and all activities connected with or associated with the Event.

In consideration of the right to participate in the Event, I hereby waive any and all rights or claims I may have as a result of participation in the Event against the Sweet Adelines International, its directors, officers, employees, members, staff, and all individuals assisting in instructing and conducting these activities, and I hereby fully release and discharge them from any and all claims resulting from injuries, including death, damages or loss, which may accrue to me or my heirs arising out of or in any way connected with my participation in the Event.

I further agree to indemnify, defend, and hold harmless Sweet Adelines, International, its directors, officers, employees, members, staff, and all individuals assisting in instructing and conducting these activities, from any and all claims resulting from injuries, including death, damages, or loss, which may accrue to me or my heirs arising out of or in any way connected with my participation in the Event.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

If under 18 years of age:

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to [ EVENT ORGANIZER] no later than [DEADLINE DATE] to retain on file.



# Sweet Adelines International

## Young Women in Harmony Program

### Youth Photo/Recording Release

Youth Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address/State/Zip/Country: \_\_\_\_\_

Day phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Parental Agreement:

I, being the parent/guardian of \_\_\_\_\_, hereby give permission for Sweet Adelines International and any of its affiliated organizations, including, but not limited to its regions and chapters, to use the name of my child and/or photographs/artwork/videotapes/electronic representations and/or sound recordings of my child on an ongoing basis for promotional, news, or public relations purposes in print and/or electronic media.

Furthermore, I hereby consent that such photographs/artwork/videotapes/electronic representations and/or sound recordings shall be the property of Sweet Adelines International and any of its affiliated organizations. They shall have the right to duplicate, reproduce and make other uses of such photographs/artwork/videotapes/electronic representations and/or sound recordings as they desire free and clear of any claim whatsoever on my part. All rights to fees, commissions, royalties, or profits received as the results of the distribution, sale, or lease of the recordings in any form are assigned to Sweet Adelines International to be used in any manner consistent with the purpose of Sweet Adelines International.

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Young Women in Harmony Funded Clinician Application

Sweet Adelines International receives many requests for festival assistance. In every case the plans for the festival are evaluated according to the following:

1. Amount of advance preparation in evidence
2. Number of schools or students contacted for participation
3. Evidence of publicity and consultation with the area teachers
4. Financial planning
5. Potential for educational opportunities/exposure to the art form
6. Participation by area quartets or local chorus members as section leaders

For each accepted festival, International headquarters will assist with funding for a clinician (transportation, housing and meals) and provide free music and learning media for up to three song titles for the festival. This funding will be provided for a maximum of two years. After that time the festival should be well-established enough to support a clinician's participation from the festival's financial plan.

To be considered for festival funding, each application must include the following:

- Application for Clinician Form
- Application for Free Materials Form
- Pre-planning Documentation Form
- Preliminary Budget
- Schedule

All applications must be **submitted at least 90 days prior to the event** for consideration. The decisions regarding festival applications will be made on a rotating basis until all funds for that fiscal year have been distributed or until the end of the fiscal year, whichever comes first.

## APPLICATION FOR YWIH CLINICIAN

FOR FUNDING CONSIDERATION, PLEASE COMPLETE THE FOLLOWING INFORMATION  
**AT LEAST 90 DAYS PRIOR TO THE EVENT AND SUBMIT TO:**

Education Department  
Sweet Adelines International  
P.O. Box 470168  
Tulsa, Oklahoma U.S.A. 74147-0168  
E-mail: [education@sweetadelineintl.org](mailto:education@sweetadelineintl.org) Fax: 918-665-0894

Location of festival: \_\_\_\_\_

Location of nearest airport: \_\_\_\_\_

Beginning date and time of festival: \_\_\_\_\_

Ending date and time of festival: \_\_\_\_\_

Estimated attendance: teachers \_\_\_\_\_ female students \_\_\_\_\_

Age level of attendees: (Check all that apply) college \_\_\_ high school \_\_\_ middle school \_\_\_

Is this proposal for a mixed festival or all female? \_\_\_ Female \_\_\_ Mixed

Sponsored by: (Chorus, Region, etc.) \_\_\_\_\_

### **Contact name and address:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Approved by: \_\_\_\_\_, Education Department Date: \_\_\_\_\_

Clinician: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Reason: \_\_\_\_\_

**FUNDED YWIH FESTIVAL PRE-PLANNING DOCUMENTATION**  
(Submit with Materials Request and/or Clinician Request Forms)

Festival Date: \_\_\_\_\_ Location: \_\_\_\_\_ Contact: \_\_\_\_\_

Please detail the advance planning in the following areas:

**Financial:** (Please include a copy of your budget on a separate page.)

**Schedule:** (Please include a schedule for the festival on a separate page.)

**Advance contact with the schools and teachers:**

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**Plans for publicity:**

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**Chorus or Regional commitment to the festival:**

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**Potential for educational opportunities/youth exposure to the art form:**

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Approved by: \_\_\_\_\_, Education Department Date: \_\_\_\_\_

W:\WPSHARE\Educator\YWIH\Forms\Festival Clinician Request Form.wpd  
July 28, 2010



# APPLICATION FOR FREE MATERIALS FOR FESTIVALS WITH FUNDED CLINICIANS Young Women in Harmony Festivals

*(In order to qualify for FREE MUSIC, this application must be submitted 90 days or more prior to event date.)*

Festival Location \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Representing (chapter or region): \_\_\_\_\_ Region #: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Shipping Address (no P.O.Boxes\*) \_\_\_\_\_

*\* Please note: Materials are sent via UPS. Please give delivery address, not post office box addresses.*

City/State/Zip/Country: \_\_\_\_\_

Clinician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Song titles should be selected by the clinician from the [YWIH Published Music List](#). You may choose up to three song titles. Please select whether you wish to receive electronic (PDF format) copies or hard copies of the sheet music. Please include the number of copies needed whether or not you are requesting mailed or e-mailed copies. If learning media is available, as designated on the YWIH Published Music List, you may request to receive it via CD (mail) or MP3 (e-mail).**

Song Title #1: \_\_\_\_\_ Stock #: \_\_\_\_\_

Song Title #2: \_\_\_\_\_ Stock #: \_\_\_\_\_

Song Title #3: \_\_\_\_\_ Stock #: \_\_\_\_\_

Quantity for each song: \_\_\_\_\_

**Please select one of the following options:**

Hard copies mailed \_\_\_\_\_ OR PDF copies e-mailed \_\_\_\_\_

**If learning media is available, do you wish to receive it?** Yes \_\_\_\_\_ No \_\_\_\_\_  
**If yes, do you want a hardcopy (CD) or digital files (MP3)?** CD mailed \_\_\_\_\_ MP3 file e-mailed \_\_\_\_\_

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Approved by: \_\_\_\_\_, Education Department Date: \_\_\_\_\_

W:\Educator\YWIHForms\YWIHfestmusicapp.doc  
Updated July 30, 2010

**Sweet Adelines International • P.O. Box 470168, Tulsa, OK, USA 74147-0168 • fax 918-665-0894**



Young Women in Harmony Program  
Festival Participant Feedback Form

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**INFORMATION ABOUT YOU:**

Name: \_\_\_\_\_ Age (optional): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip/Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**I am a:**

Singer (Non-member) from \_\_\_\_\_

Singer (Member) from \_\_\_\_\_

Director/Coach of \_\_\_\_\_

Clinician \_\_\_\_\_

YW Coordinator \_\_\_\_\_

Other: \_\_\_\_\_

**Voice Part (Check One)**

- Tenor
- Lead
- Baritone
- Bass

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**INFORMATION ABOUT THE EVENT:**

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Clinician(s) \_\_\_\_\_

Cost for you to attend: \_\_\_\_\_

Materials received: \_\_\_\_\_

Number of attendees (if known) \_\_\_\_\_

How many were young women? \_\_\_\_\_

What activities did you enjoy the most?

What would you like to see added or improved?

Would you attend a YWIH event again?

If you're not already a member, are you interested in becoming a member of Sweet Adelines International?

Why or why not?

*Thank you for taking the time to give us feedback so that we may continue to develop our program for young singers.*

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