

**2011 – 2012
SPRING HIGH CHORAL DEPARTMENT
HANDBOOK**

“A Culture of Excellence”

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ATTENTION PARENTS:

Mandatory parent and choir orientation meeting

Tuesday, September 13th at 7:00 pm

SHS Auditorium

**There will be a mandatory trip meeting for Chorale and A Cappella
Choir members at the conclusion of the booster meeting. ALL
students and a parent must be in attendance.**

Spring High School Choral Department

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Dear Spring High Choir Member & Parent:

Welcome to the SHS choir department!! Being a member of the Spring High Choral Department is an honor and a privilege. This year we are excited to build and maintain a culture of excellence in our department and among our students. All students in choir are auditioned and placed in the choir where they will contribute the most and enjoy the most success. A member of any performing organization has a responsibility above and beyond that of a student who is not in an extra-curricular organization.

Successful organizations have excellent support systems. Spring High is so fortunate to have Mrs. Donna Ullrich, Principal, as a supporter of all extra-curricular activities and Pat Carey, Associate Principal and choir liaison. The first opportunity you will have to support your student and the choir will be at the **first Booster Club meeting on Tuesday, September 13th at 7:00 p.m. in the SHS Auditorium. This meeting is HIGHLY informative and is one of only two meetings we will have all year. This is an excellent opportunity for you to be informed of the workings of the choral department and the areas in which you may become involved in supporting and volunteering for choir department and booster club. Additionally, we will be selling Spring Choir yard signs and choir shirts to parents and checking out available fund-raising materials for those Chorale and A Cappella students going on the spring trip to the hill country. Most importantly, we would like to MEET you!**

Brags: We had a *tremendous year* last year!! Five choirs competed at UIL Concert/Sight-reading contest and all five of the choirs brought home a "Sweepstakes" trophy & superior ratings; 79 students received a "superior" rating - ONE - at Solo Contest; 37 students placed in an All-Region choir; and TWO STUDENTS made the Texas All-State Choir. In March, the Chamber Choir competed at the prestigious American Classic Madrigal and Chamber Choir Competition in San Antonio and was select as first runner-up of the festival. Chorale and A Cappella Women traveled to Dallas where they had a wonderful trip, won 5 awards between two choirs, and made beautiful music. Additionally, the 2010-2011 Chorale received the prestigious honor of being selected as the National Honor Choir Winner by Choice Music Events.

Spring has developed a reputation of choral excellence around the state. Being among the best and striving for outstanding musical experiences requires *tremendous teamwork and discipline*. We feel confident that this year will prove to be another great year as we work to attain our goals. We are also excited to welcome our new director, Ms. Steffanie Dean, to our staff. Ms. Dean is a graduate of Spring High School and the University of Houston. She is joining us from Twin Creeks Middle School.

Our enrollment for this year is approximately 375 students in 8 classes and 7 performing choirs. Every student has been auditioned and placed in their respective

choir according to ability. Currently, the classes are as follows: Vocal Production, Concert Women, A Cappella Women, Concert Men, Chamber Choir, Chorale Men, and Chorale Women. Chorale rehearses on Monday night and Thursday morning to prepare music for the full Chorale.

Private vocal instruction is available to all students for approx. \$62 a month. Please complete the PRIVATE INSTRUCTION sheet and enclose money (cash/check) for the deposit, which will cover one month of lessons, so that your student may begin lessons the week of August 29th. If your student participated in the voice program last year at SHS, they are STILL ENROLLED in the program. You should have received notification if your student is enrolled in the program & eligible to begin voice lessons the first week of school.

The choir handbook provides you and your student with our goals and expectations for the school year. We have gone over all of this information with each student during his/her choir class and the information is available for you to review on our website at www.springchoir.com. If you do not have internet access, please let a director know and we will be happy to send home a hard copy of the handbook. We feel it is important that all parents and their students entering the choir department know what is expected of them. The expectations that we have, as teachers and musicians, are very high and your student will benefit from these high expectations through discipline, hard work, optimum performance opportunities and musical growth.

Please take the time to read through all of the enclosed materials in this packet and sign and return ALL OF THE FORMS ALONG WITH FEES to us on or before your student's due date. THIS IS YOUR STUDENT'S FIRST MAJOR GRADE in CHOIR: a RESPONSIBILITY/MEETING DEADLINES & FOLLOWING DIRECTIONS GRADE.

****Students who have not returned all of their forms and fees, or whose parents have not communicated & discussed a fee payment plan with a director by September 1st or 2nd (depending on block schedule) will removed from the program as per the school's deadline for dropping classes.****

We are looking forward to working with all of you and your students. As always, the lines of communication are always open. Should you have additional or specific questions, never hesitate to call or email us.

Communication: We pride ourselves on excellent communication between both parents and students. We ask that you visit www.springchoir.com each week for choir news!! It also provides you with links to all of the directors and booster board members.

We are anticipating another fantastic year!! After all.....**SPRING HIGH CHOIRS ARE #1!!!!**

Sincerely,

David Landgrebe
Choir Director
dlandgre@springisd.org

Steffanie Dean
Choir Director
sdean@springisd.org

Spring High Choral Department Expectations, Attendance and Grading Policies

WE ARE A TEAM!!!

The rest of your choir is depending on you for the following:

- To come to each rehearsal with a positive attitude about working hard.
- To attend all rehearsals and performances required of your choir.
- To come to class each day on time, wanting to sing and eager to tackle the task at hand.....**MAKING MUSIC!!**

General Choir Room Expectations:

1. Please come and visit us in the choir offices, but always knock or wait to be acknowledged before you enter. **NO STUDENT SHOULD EVER BE IN THE OFFICE WITHOUT A STAFF MEMBER PRESENT.**
2. Before school, you must be in either the choir room or in the cafeteria. The choir hallway is **NOT** an option. Furthermore, your friends who are not in choir are not allowed in the fine arts wing.
3. ALL choir students are provided with a calendar at the beginning of each semester with concerts, events and dates that you will be required to attend. Resolve conflicts before they arise. Feel free to come to a director for help in resolving a conflict. Many times we, as teachers, can approach / help with another teacher / coach if we are informed in plenty of time.
4. The best time to communicate with your director regarding conflicts, setting up times for extra help, finding out about make-up work, etc., is before or after school, or right at the end of a rehearsal. Immediately **BEFORE** a rehearsal is **NOT** a good time as we are focused on the rehearsal about to happen and you should be focused on getting your folder and materials and getting to your seat so you are ready for warm-up. If and **ONLY** if there is an **EMERGENCY**, you may speak with a director who is not warming up the choir **AFTER** warm-ups.
5. You are to go to the restroom, get water, and take care of personal matters between classes. There is a water fountain in the music library. You may use it before and after rehearsals, bottled water is for sale before and after class. Do not ask to go to the restroom or get a drink of water during class.
6. **YOU** are **ONLY ALLOWED** to have bottled water at your seat. You may not have cokes or drinks from fast food restaurants in class or at after school rehearsals. There should **NEVER** be a coke/water bottle on any piano in the music facility.
7. Food, drinks, or GUM are not allowed in rehearsals, in practice rooms, or in the ensemble rooms.
8. Do not brush hair, spray perfume or hairspray, apply scented lotions, apply nail polish, or put on make-up in the choir room. Use the restroom for personal grooming.

9. All backpacks and books are to go on the green shelves in the choir room, not on the floor next to the risers. These items are not to be at your seats. The only items at your seat on a daily basis are your choir folder which **MUST** contain a sharpened pencil **AT ALL TIMES**. There are sharpened pencils in various places around the room. You pay a supply fee and are expected to make sure you have a pencil **PRIOR TO REHEARSAL BEGINNING!!!** There are pencil sharpeners in the choral library, please use them prior to the beginning of class.
10. Your folder is your textbook in choir. The replacement cost for a leather folder is \$15.00/\$25 for Chorale. Replacement costs for music and sight-reading materials varies from class to class. If you lose or destroy your folder you will need to replace it immediately so that you have materials to use in class each day. If you find your lost folder you will be reimbursed when lost materials are returned. Failure to replace your folder in a timely manner will result in a daily participation grade cut until the folder is purchased.
11. Cell Phones: as per district policy which forbids cell phone usage, cell phones should not be visible or audible in any choral rehearsal during or after school. **If it comes to a director's attention that a choir student has texted during a rehearsal said student may be removed from the choir. DON'T RISK IT.** We view texting like talking – it is **RUDE** to do so while someone is talking and it is impossible to do so while one is singing **IF** one intends on singing **WELL**.
12. Represent Spring High in a positive, mature manner and you will further develop pride in your choral department. You are your biggest advocate for choral music by your attitude about music, your directors, and your performances. Your attitudes are a **DIRECT REFLECTION OF YOUR DIRECTORS AND THE PROGRAM**. We expect students in the choir department to be **DRUG FREE** and **GOOD EXAMPLES OUTSIDE OF THE SCHOOL**. Both you, as students, and we, as teachers, have a responsibility to fulfill if we are to be successful.
13. Any student member of an extracurricular organization (e.g. choir/dance team/cheerleader/student council/athlete, etc.) representing themselves, or their organization in an unfavorable, questionable or illegal manner through electric media (i.e. websites, personal home pages, blogs, text messages, chat rooms or similar websites/files accessible through a server or internet) or using electronic communication devices in such a way as to bring discredit, dishonor or disgrace on their organization or members of any other school organization including themselves (i.e. camera phones, digital photos, electronic descriptions) will be subject to the disciplinary actions determined by appropriate school officials and/or organization/directors, including probation or dismissal from the organization.

Attendance and Grading Policies:

1. Tardies: You are to be **in the room diligently moving to your seat** with your folder and pencil when the tardy bell rings. If you are not in the room or are standing around talking not making an effort to be in your seat you will be counted tardy according to school policies. **Your participation grade will also be cut.**
2. Being tardy to an extra rehearsal or performance will result in a grade cut. **For each minute late past the designated time 10 points will be deducted from the event grade.** For example if concert call is in your seat at 6:50 PM and you arrive in your seat at 6:53 PM you will receive a 70 for your concert grade. Concert grades typically count as multiple test grades.
3. Poor daily attendance affects the participation and performance grade in choir. It is impossible to "make-up" a rehearsal. Therefore, it is imperative that students stay healthy and come to school. Excessive absences **WILL** result in removal from the program.
4. As per SISD policy regarding absences, students are responsible for communicating with teachers for make-up work.
5. **ALL PERFORMANCES AND EXTRA REHEARSALS ARE A MANDATORY ELEMENT OF THE CURRICULUM!** If you are in choir only for a fine arts credit, please rethink your choice. Every member of a performing ensemble is vital to the ensemble as a whole, never think otherwise. Failure to attend a performance is equivalent to receiving a "zero" on a research paper. Just as you spend weeks researching and preparing a paper, you spend weeks rehearsing and preparing for a performance. You receive no credit on your paper if you do not turn it in; you receive no credit for a performance if you do not perform.
6. More than one absence from a performance will result in dismissal from the choral department.
7. There are only two excused absences from an after school rehearsal or performance:
 - *** **personal illness or family emergency**
 - a. Personal Illness - If personal illness prevents you from attending an EXTRA REHEARSAL, call the choir room at 281-891-7061 and leave a message with a director or on the voice mail. You may also e-mail us. Please call or e-mail **EVEN IF YOU MISS SCHOOL THAT DAY!** Many times students will miss class for reasons other than illness. **FAILURE TO COMMUNICATE WILL RESULT IN A GRADE CUT.** Upon returning to school, present a note, signed by a parent, stating the reason for your absence. If a note is not turned in within 3 days of the absence it will result in an unexcused absence and a grade of a zero will be given. Parents may also contact a director regarding the absence via phone or email.
 - b. Family Illness - if possible, please notify a director as soon as possible. As with personal illness, a written note is required upon return to the school.

8. If your performance absence is excused by your director **you will be required to complete an alternate assignment which will replace the concert grade.** There will be no exceptions to this policy. Deadlines will be set accordingly and must be adhered to by the student or a grade of a zero will be earned and the student may be removed from the choir program.
9. **WORK IS NEVER CONSIDERED AN EXCUSED ABSENCE FOR A REHEARSAL OR PERFORMANCE.** Advance notice is given for all rehearsals and concerts in order to give you time to communicate with your work.
10. If your choir is going on a trip, you are expected to go on the trip as we are singing as a team.
11. ALL CHOIR CLASSES HAVE WRITTEN WORK OUTSIDE OF CLASS. In addition to concert and rehearsal grades choir students will have homework assignments which are counted as daily grades. These assignments will consist of marking music, theory and responsibility grades. Many times responsibility grades are a matter of you taking important papers home to your parents that require a signature. A grade is given to you for returning that paperwork with a valid signature by the due date.
12. Participation grades: As choir is a performance based class, great importance is placed on the efforts and team work necessary to produce a quality choral experience. The participation grade is assigned to each student by the director. The grade is based on the students' individual performance on a daily basis. Students are expected to: have materials, be positive contributors, be actively engaged in each aspect of the rehearsal, be at school and be in class on time on a daily bases. Remember: TODAY'S PREPARATION DETERMINES TOMORROWS ACHIEVEMENT!!
13. Choir students are also graded on singing tests, quizzes, theory and general musical knowledge.
14. LATE WORK: All choir classes are given due dates for each assignment. Work that is turned in late will result in a grade cut determined by that director at the time the assignment is given. Depending on the assignment, late work could result in the student not singing in a performance.
15. EARLY WORK: Opposite of late work many times bonus points are given for work or papers turned in early if all is completed correctly and the work is good. Bonus is up to the individual director and based on the assignment.
16. **Wunsche Students:** Students do not have the right to remain at the Wunsche campus when you are supposed to be in choir. Teachers at the Wunsche campus do not have permission to allow you to remain at Wunsche. It is your responsibility to board the transfer bus and make it to choir **as quickly as possible.** ***If a student misses the transfer bus or misses choir class to remain at Wunsche, he/she may be removed from choir.***

Eligibility and EC:

1. Choir concerts are designed as an extension of the classroom and are therefore considered CO-CURRICULAR. However, grades still play a *crucial* role in the student's ability to participate in "extra curricular" activities every three weeks. Extra-Curricular includes: district/region try-outs, UIL concert / sight-reading contest, the pop show and all trips. As long as you are sure that your class work in every course is passing, you will not have to worry about "no pass - no perform". We have found it to be true that students who have NO ZEROS – i.e., TURN-IN every assignment and have GOOD attendance, i.e., COME TO SCHOOL, pass their classes.
2. Pass your classes. Students who pass their classes benefit from the many rewarding opportunities choir presents. Those who fail bring down the group and lose out on these experiences. Repeated ineligibility may result in removal from the program.
3. EC (Extension Center) - A student who is sent to EC more than one time and / or is suspended will be removed from the choral department.

Letter jackets are EARNED by students who meet the criteria set forth by SISD:

1. Students must complete two full years of choir.
2. Students must have participated in UIL concert / sight-reading contest both of those two years.
3. Students may not have lost eligibility excessively - more than twice in a school year.
4. Students must order their jackets on designated days announced by their directors at the end of the school year.

2011-2012 Expectations: A Cappella Women, Concert Men, & Concert Women Choirs

We are VERY excited about this school year in the Spring High choir department!! We have outstanding leadership in our upperclassmen singers and our incoming freshmen have been trained by the BEST in middle school☺. All students in all choirs have been auditioned and placed because of the GOOD qualities they possess. EVERY singer is an IMPORTANT part of the "team". Some are stronger singers and leaders than others, but **EVERY PERSON is VALUABLE.**

With an enrollment of approximately 380 students, our standards are VERY high in all of the choir classes. Our choir department prides itself and is known throughout the state for the following:

1. Students who receive a MUSIC EDUCATION.
2. Choirs that sing with a healthy, mature SOUND.
3. Choirs that perform interesting, challenging and entertaining music.
4. Choirs that can SIGHT-READ at a high level of excellence.

That being said, to remain in a performing choir will require that YOU, the SINGER:

1. Have excellent attendance
2. PASS ALL of your classes EVERY SIX WEEKS
3. Be at every performance
4. Receive NO DISCIPLINARY CONSEQUENCES from the school. That would involve going to EC or being suspended for any reason.
5. Be at EVERY extra rehearsal. There will be VERY FEW of these, but YOU MUST BE IN ATTENDANCE.

If you feel that these expectations are too high, see a director NOW. We can get you scheduled out of choir and into an elective where little is asked of you from others in your class.

How eligibility can effect your choir placement:

If you fail a class for a 6 weeks grading period, you MUST be re-instated at the next 3 week progress report. IF YOU ARE NOT RE-INSTATED, you will be put on PROBATION. If you are not passing EVERY CLASS THE NEXT 6 WEEKS, the following consequences will occur at the end of the 1st semester.

1. Concert Women – may have their schedule changed out of choir or to Vocal Production
2. A Cappella Women - will be moved to Concert Women or Vocal Production
3. Concert Men - may have their schedule changed to Vocal Production

Students who do not pass their classes must be afforded alternate musical assignments in order to earn credit for choir while those who pass are allowed to sing. Such assignments are not punishment and they must be completed.

YOU, as a high school singer in one of the most successful organizations at Spring High School, need to know up-front that your directors will EXPECT and DEMAND the very BEST that you have to give. You also need to know what we will do, should you choose NOT to meet our expectations.

2011 - 2012 CHORALE EXPECTATIONS
Extra Rehearsals
(Monday PM and Thursday AM)

We are excited about this school year but it will be very different. Mrs. Eaton spoke very pointedly about expectations at our mandatory meeting last May. Those expectations have not changed!

Everyone in this class was auditioned and placed here because of the GOOD qualities, musical and otherwise, that I feel you possess. Every person in this choir room is an important part of the team. Some are stronger singers and leaders than others. Nonetheless, EVERY PERSON IS VALUABLE. This choir prides itself on the following:

1. TONE - a homogenized rich, freely-produced, mature SOUND
2. REPERTOIRE - music that is challenging, interesting and varied and age-appropriate.
3. MUSIC READING SKILLS - the ability to learn systematically through time-efficient rehearsal techniques.
4. SCORE PREPARATION - Should be able to follow simple written instructions in marking your music.

As a requirement of this class, Chorale, as the varsity mixed choir, has **mandatory Monday night/Thursday morning rehearsals** and some **extra rehearsals/clinics/workshops**. This will be an extension of the daily choral rehearsal and will afford us an opportunity to polish selections, take singing tests, work on ensemble singing within each section, and basically "catch up" on any additional note chasing that might be needed.

Please mark your calendar NOW and plan accordingly. If you have a job or are involved in another extra-curricular activity, keep Monday nights FREE. Your grade is based on EARNING 100 POINTS PER SIX WEEKS - these rehearsals are worth a significant number of points. Failure to meet attendance expectations at these rehearsals will result in being dismissed from this choir. However, those of you who know me understand that I WILL WORK with you in situations, when it is warranted. There could be some FULL rehearsals in addition to section work.

If you feel that I am expecting too much of you, or that you will not be able or willing to meet these expectations, now is the time to get your schedule changed to another choir class where so much will not be expected of you. I think, however, that you will enjoy the extra work in sections and that this will be the beginning of preparation for our UIL work in the spring where we take both a men's and women's choir to UIL concert / sight reading competition.

You will be provided a detailed rehearsal calendar. Please make this available to your PARENTS and keep it in a visually accessible location for YOURSELF. Your section leaders and I will remind you, but the responsibility for attendance lies with you, the singer.

Let's continue the reputation of excellence in the Spring Chorale!

UNIFORM INFORMATION

Students in the Spring High choirs will be provided a clean formal uniform for formal performances with the choir department.

WOMEN: Formal Dress

MEN: Tuxedo - pants, coat, and shirt

Chorale Women: Pearl necklace and earrings

Chorale Men: Vest

Male students should also have appropriate black/dark dress shoes and black dress socks to wear with their tuxedo. For ALL performances each male student must have his hair out of his face with both eyes visible and be neatly groomed.

Female Students should have black hose and appropriate, comfortable **closed toe black shoes** for performing. Flip-Flops and sandals are not appropriate or allowed on stage. All ladies must have their hair completely out of their face - pulled back - during **all** performances. Jewelry is limited to small tasteful earrings and a watch. Necklaces and excessively big jewelry are not appropriate.

Part of the choir department fees pay for uniform hemming and dry-cleaning.

CHOIR SHIRT INFORMATION:

The choir department, like other performing organizations, has many Choir Shirts that are worn throughout the year to show department unity/spirit, on trips, and for informal performances. Any choir student or parent can purchase any shirt below.

Green Polo - Small - XL \$21 XXL -XXXL \$23

Spring Choir Pride T-shirt - White -T: S-XXXL \$7 Black-T: S - XXL \$8

Black Spring Choir Pride Hoodie - S - XXXL \$25

Students may try-on sample shirts to choose their size. We have many shirts in stock and will distribute them during class. Additional shirts will be ordered as needed. Money for shirts may be attached to the Membership Registration form located in your FORMS PACKET. Parents are also encouraged to purchase T-shirts and may include their order on the membership / registration form as well.

** Students attending the trip will be required to wear several of these shirts on the trip. As the trip date nears, specifics will be given as to what shirts must be purchased.

Credit Card Payments

This year the booster club is continuing to accept credit cards as a method of payment. Of course, the security of your credit card information is very important to us. For this reason we will only accept credit card payment for a limited number of items and your credit card number will not be kept on file after a transaction processes.

We will accept credit card payments for the following items ONLY:

1. Beginning of the year choir fees, t-shirts, etc.
2. Trip payments for students going on the trip.
3. Silent auction purchases at the Christmas concert provided we can process and verify credit cards at the time of purchase.

The credit card processing company charges the booster club a 3.1% fee on every transaction plus \$0.30 per transaction. A flat \$5 fee will be passed along to the credit card user for transactions under \$125. The fees will increase for transactions over \$125. Here are examples of the most common fees:

Beginning of the year choir fees (Non-Chorale Student in 4th, 6th, 7th)

Fees paid by cash or money order: \$40

Fees paid by credit card: \$45

Beginning of the year choir fees (Chorale student – 5th)

Fees paid by cash or money order: \$50

Fees paid by cash or money order: \$55

Trip Bank Day of \$100

Trip bank day paid by cash or money order: \$100

Trip bank day paid by credit card: \$105

If you would like to pay by credit card, the appropriate credit card authorization form MUST be filled out in its ENTIRETY or we will not be able to process your payment. Once your credit card has been processed the sheet will be shredded. **ONLY THE LAST FOUR DIGITS OF YOUR CREDIT CARD NUMBER WILL BE KEPT ON FILE FOR OUR RECORDS. AS A RESULT, RECURRING OR MONTHLY TRIP PAYMENTS ARE NOT POSSIBLE. THIS IS FOR YOUR SAFETY AND OUR LIABILITY.**

Should you request a refund for some reason, the credit card transaction fee is NOT refundable for any reason.

Chorale and A Cappella ONLY

SPRING HIGH CHOIR FUNDRAISING INFORMATION

Students in Chorale and A Cappella are expected to go on the annual trip as these are the competition/traveling choirs. The booster club offers fundraising opportunities in order to help offset the total cost of the trip. Fundraising is not mandatory but strongly encouraged as every dollar earned takes away from the total trip cost, therefore less out of pocket expense for everyone on the last bank day.

Fundraising is an "All for one, One for All" endeavor. Everyone going on the trip benefits when ALL students and parents participate. All profits from student fundraising will be applied to the overall amount of the trip for EACH student.

Due dates for fundraiser monies and forms are set on the fundraising calendar and students are reminded daily through announcement and reminders in the classroom. Students on the delinquent list will not be allowed to begin another fundraiser until they have cleared. We accept cash and money orders only for fundraising materials. We will not accept credit cards or personal checks.

BANK DAYS are due dates for maintaining a determined amount of money in a students' account. These dates also coincide with the due dates for trip payments to the travel agency. If students fail to meet the required amount due on bank days, there is an EXCELLENT CHANCE THAT THE TRIP WILL BE CANCELLED. It is an expectation that all members of choirs singing go on the trip, our "team" is NOT complete without all of the team members.

Money deposited to student accounts for bank day is considered personal money. This money can be refunded should the organization raise enough funds to cover more of the cost of the trip and the student is up date and clear on all fundraisers. This money will be used to cover any delinquent monies owed from a fundraiser once the due date has passed.

We accept cash, credit cards, and money orders for bank days!!! Due to the inordinate number of insufficient check fees the booster club incurred in the past we cannot accept personal checks. Thank you for your support and understanding.

Parents are welcome to turn in cash deposits for their students before school, from 7:30 am to 8:00 am, after school from, 3:45 pm to 4:30 pm, and on MOST Monday evenings. **However**, it is imperative that deposit envelopes are filled out **correctly**. Both the fundraising calendar and the bank day schedule will be posted on the website and given to the students.

Spreadsheets will be made accessible to students and parents on request. Students will be updated prior to bank days. Spreadsheets will not be posted.

Your student's receipt for money turned in is the actual envelope, which is kept on file in the choir office.

NO MONEY FOR FUNDRAISING OR FOR A BANK DAY IS TO BE GIVEN TO A DIRECTOR OR LEFT ON OUR DESK!!!!

PROCEDURE FOR TURNING IN PAYMENTS

IF PAYING CASH OR MONEY ORDER:

Fill out an envelope next to the safe in the choral library - **COMPLETELY**. Name, Period, Amount & Purpose, i.e., Entertainment books, Suckers, bank day, etc. **NO LOOSE CHANGE MAY BE TURNED IN!** Once your envelope is filled out accurately you will put that in the safe.

IF PAYING BY CREDIT:

Please place your CREDIT CARD AUTHORIZATION FORM in the completed envelope in the safe.

