



Transforming Children's Lives
Through Choral Music
Since 1984

2015-16 HANDBOOK

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TABLE OF CONTENTS

Table of Contents	2
BOARD OF DIRECTORS/PHOENIX ARTS CENTER.....	3
MISSION STATEMENT	3
GOALS.....	3
CURRICULUM	4
CHORAL PROGRAM, PURPOSES,	4
LEARNER OUTCOMES	4
PERFORMANCES AND DRESS REHEARSALS.....	7
REGULAR REHEARSALS.....	7
REHEARSAL DRESS CODE	8
ATTENDANCE.....	8
SCHOOL CONCERT POLICY.....	9
PRACTICE	9
AUDITIONS.....	9
ELIGIBILITY	10
PROCEDURE FOR ADVANCEMENT & PROBATION	10
UNIFORMSand DRESS CODE.....	11
UNIFORM EXCHANGE	12
PERFORMANCE PROCEDURES.....	12
PERFORMANCE NOTE TO PARENTS	13
BEHAVIOR STANDARDS.....	13
CODE OF CONDUCT	13
DISCIPLINE POLICY.....	15
AWARDS PROGRAM	15
CAMP INFORMATION	16
TOUR INFORMATION.....	16
FINANCIAL INFORMATION.....	18
ENROLLMENT AND TUITION CONTRACTS.....	18
DELINQUENT ACCOUNTS	18
RATES AND PAYMENT SCHEDULE.....	18
FINANCIAL ASSISTANCE.....	18
SAVINGS ACCOUNTS	19
INDIVIDUAL FUNDRAISING OPPORTUNTIES	20
EMPLOYER MATCHING AND PRIVATE CONTRIBUTIONS	20
IMPORTANCE OF GIVING.....	20
FINANCIAL OBLIGATIONS OF EACH CHOIR FAMILY	21
PARENT EXPECTATIONS and VOLUNTEER HOURS.....	21
WHO CAN HELP ANSWER QUESTIONS?.....	22

PHOENIX CHILDREN'S CHORUS BOARD OF DIRECTORS FRIENDS OF THE PHOENIX CHILDREN'S CHORUS

The Phoenix Children's Chorus (PCC) is a 501(c)3 non-profit, tuition based organization overseen by the Phoenix Children's Chorus Board of Directors. The Friends of the Phoenix Children's Chorus (FOPCC) is a parent advocacy group that provides, organizes, and operates fundraising activities and organizes parent volunteer committees. These committees oversee activities such as volunteering, uniform fitting, concert ticket sales, concert & performance volunteers, awards ceremony reception, and much more.

PHOENIX CENTER FOR THE ARTS

The Phoenix Center for the Arts is a historic facility owned by the City of Phoenix. The City of Phoenix, the Phoenix Center for the Arts, the Phoenix Center Arts Association, and the Phoenix Children's Chorus, do not carry accident insurance to cover participants involved in activities in the Phoenix Center for the Arts. Involvement in any activity is at the participant's own risk. Parking for Phoenix Children's Chorus participants is provided in the Margaret T. Hance parking lot located on the north side of the Phoenix Center for the Arts building.

ASU SCHOOL OF MUSIC- HERBERGER INSTITUTE FOR DESIGN AND THE ARTS ASU Polytechnic Campus, Applied Arts Pavilion

Our East Valley Prep & Cadet choirs rehearse at the ASU Polytechnic Campus in the Applied Arts Pavilion due to in-kind support by the ASU School of Music. ASU and PCC do not carry accident insurance to cover participants involved in activities on this campus. Involvement in any activity is at the participant's own risk.

MISSION STATEMENT

Phoenix Children's Chorus fosters excellence in youth by facilitating artistic, musical, and cultural development through choral education and performance. We provide a professional environment in which a diverse community advances the talents, self-esteem, and life skills of its members. As global ambassadors, we develop a passion to enrich the world around us by creating perpetual supporters of the arts.

GOALS

Foster Excellence in Youth Through Choral Education – The primary goal of the Phoenix Children's Chorus (PCC) is to educate young people from various racial, religious, and socio-economic backgrounds who reside in the greater Phoenix area in the art of choral singing. The curriculum is centered on excellence in vocal technique as well as musicianship and performance skills. Music literacy is taught in each of the ensembles, and music history is taught through the music literature. We accomplish our mission through rehearsals, music literacy classes, performances, and travel. PCC selects its members through an audition process and does not discriminate on the basis of race, ethnicity, national origin, sex, religion, age, sexual orientation or disability in its services, programs and activities. If your child has special needs, it is the responsibility of the parent to communicate these to our executive and artistic staff so that we are able to provide your child a successful experience in our organization.

Foster Excellence in Youth Through Performance Opportunities – Performance plays an integral part in choral singing. Performance venues are chosen so that each choir can present well-rehearsed programs to suitable audiences. Each year Bravo tours statewide or regionally. Concert Choir and Encore will tour regionally or internationally each summer.

Provide Professional Learning Environment – A positive learning environment is cultivated through appropriate behavioral standards and a dress code. A professional staff of music educators works as a cohesive team to implement the curriculum in a way that enables each young person to experience success. The self-discipline of weekly rehearsal and daily practice elevates the quality of each ensemble. This level of performance provides a strong base of confidence that result in individual self-esteem.

Create Perpetual Supporters of the Arts – Since all our choristers will eventually be consumers of the arts, experiences are designed to instill a lifelong commitment to the arts and their value to society.

CURRICULUM

The Phoenix Children's Chorus (PCC) provides rich and rewarding experiences for its members where singing is the major focus. Each director will move his or her ensemble toward meeting its goals as stated in the PCC mission statement, goals, purpose of each choir, and learner outcomes. The students study and perform a variety of music from simple unison folk songs to complex contemporary choral literature. Both sacred and secular repertoire is selected to encompass all historical periods. Music from all genres will be selected in order to provide a comprehensive choral education. Music literacy is also an important component of the curriculum. Each student is assessed and placed in the music literacy class where he or she will be most successful. The curriculum focuses on three areas: vocal technique, music literacy, and performance.

Vocal technique is the ability to manipulate the vocal instrument in a healthy manner in order to produce an aesthetically pleasing sound. This includes tone production, intonation, breathing, vowel placement, posture and artistry. Each rehearsal will include various vocal ease exercises designed to help develop the voice. These exercises increase in difficulty and require more skill as the chorister progresses through the program.

Music literacy encompasses many skills, one of which is the recognition of intervals and the ability to sing them accurately. Students will gain knowledge of standard tempo, stylistic and dynamic markings, along with the ability to find normal phrasing points in a musical line independently. Students will learn to recognize basic music notation as well as the treble and bass clef pitches. In addition, students will develop the ability to sing with accurate diction and in multiple languages.

Performance as it relates to participating in a choral ensemble is the ability to communicate with an audience through enthusiastic stage presence. This skill also includes the ability to demonstrate professional performance etiquette both on and off the stage. Because all students will eventually be consumers of the arts, audience etiquette also plays an important part of the skills taught within this area.

Singing is a powerfully personal means of expression. It is our hope that participation in PCC will form the foundation of a life-long relationship with music and the arts for choristers and their families.

CHORAL PROGRAM, PURPOSES, AND LEARNER OUTCOMES

The Phoenix Children's Chorus (PCC) choral program consists of three children's choirs and two youth choirs. The children's division consists of Prep Choir, Cadet Choir, and Concert Choir. The youth division includes Bravo and Encore. PCC students range from 2nd through 12th grade and each ensemble is dedicated to excellence. Directors help choristers develop the skills outlined for each ensemble. Advancement into a higher-level choir is dependent upon mastery of the Learner Outcomes and demonstration of physical and mental stamina as it relates to participation in rehearsals. Attendance and music literacy assessments are also considered when determining a child's placement.

Children's Choirs

Prep Choir – Phoenix & East Valley

The purpose of the Prep Choir is to introduce and teach the fundamental elements of vocal technique such as posture, breathing, vowel placement, good singing tone, tonal memory, pitch relationships, and simple rhythm patterns. These elements are required to develop the child's musicianship skills and for advancement to the Cadet Choir. Choristers are encouraged to develop self-control, discipline, and stage presence as each relates to the music, rehearsals, and performances. Music literacy is integrated into rehearsals. Choristers will realize a sense of pride in their work through learning basic choral techniques, music of all genres, movement and performance.

Prep Choir Learner Outcomes

- Produce a clear and pleasant head tone
- Demonstrate correct singing posture
- Read simple rhythmic patterns
- Demonstrate knowledge of solfege syllables and hand signs
- Sing a major scale in tune in solfege syllables
- Sing unison, rounds and partner songs
- Demonstrate appropriate concert etiquette

Cadet Choir – Phoenix & East Valley

The purpose of the Cadet Choir is to teach and to refine the fundamental elements of vocal technique as outlined in the Cadet Choir learner outcomes. In addition students develop melodic and harmonic recognition and music reading skills required for basic musicianship and for advancement to the Concert Choir or Bravo. The concepts of good choral technique (phrasing, dynamics, tempo, etc.) continue to be developed. Each chorister receives thirty minutes of music literacy instruction independent of the rehearsal. The chorister's sense of responsibility to himself/herself and to the other students in the choir is encouraged and ongoing as well as a sense of pride in his/her work through music of all genres, movement, and performance.

Cadet Choir Learner Outcomes

- All Prep Choir learner outcomes
- Consistently produce a clear and pleasant head voice
- Demonstrate correct singing posture and breathing techniques
- Read simple and complex rhythmic patterns
- Sing interval sequences with solfege syllables
- Sight sing simple pitch and rhythm sequences
- Sing two-part harmony
- Develop an understanding of dynamics and phrasing
- Demonstrate appropriate concert etiquette

Concert Choir

The purpose of the Concert Choir is to refine and cultivate the fundamental elements of good vocal and choral technique as well as provide a wide variety of performance experiences to its members. Concert Choir members will be taught the skills necessary to advance to Bravo. Each chorister receives thirty minutes of music literacy instruction independent of the rehearsal. Choristers will raise their level of musicianship through thorough preparation of the music. Choristers represent the Phoenix Children's Chorus in an enthusiastic and professional manner at all functions and performances. Concert Choir members continue to learn and perform music from all genres and enhance the literature through movement and choralography where appropriate. Choristers will be role models in rehearsal, performance, and travel. Participation in the annual tour is a required component of membership in the Concert Choir.

Concert Choir Learner Outcomes

- All Cadet Choir learner outcomes
- Produce an open, supported and focused tone with minimal prompting
- Sing in multiple languages
- Sing pure vowels
- Sing with stylistic accuracy
- Locate "DO" and sight sing pitches and rhythms
- Sing in two and three part harmony
- Demonstrate an understanding of dynamics and phrasing
- Develop an understanding of abstract musical concepts
- Demonstrate appropriate concert etiquette
- Perform and rehearse at all times with professional and appropriate stage presence
- Attend all rehearsals and performances in accordance with the attendance policy

All students are expected to complete at least one year in Prep or Cadet Choir in the Children's Division before being placed in Concert Choir.

Youth Choirs

Bravo

The purpose of Bravo is to serve as a transition choir from the Children's Division to the Youth Division for underclassmen and choristers new to the organization, and to prepare students for the pinnacle musical experience in the Phoenix Children's Chorus, membership in Encore. Choristers will refine and cultivate the skills necessary for advancement into Encore. Students in Bravo demonstrate the fundamental elements of good vocal and choral technique. Students experience a wide variety of performance opportunities. Each chorister receives thirty minutes of music literacy instruction independent of the rehearsal. In addition, choristers receive more individualized sectional instruction once per month. Choristers will raise their level of musicianship through thorough preparation of the music. Choristers represent the Phoenix Children's Chorus in an enthusiastic and professional manner at all functions and performances. Bravo members continue to learn and perform music from all genres and enhance the literature through movement and choralography where appropriate. Choristers will be role models in rehearsal, performance, and travel. Bravo will represent the Phoenix Children's Chorus on a local, state, and regional level.

Bravo Learner Outcomes

- All Children's Choir Division learner outcomes
- Produce an open, supported focused, and resonant tone
- Sing in multiple languages
- Sing pure vowels with minimal prompting
- Sing with stylistic authenticity
- Locate "DO" and sight sing pitches and rhythms in the appropriate clef
- Sing in three and four part harmony
- Apply stylistically correct dynamics and phrasing
- Demonstrate an understanding of abstract musical concepts
- Demonstrate appropriate concert etiquette
- Perform and rehearse at all times with professional and appropriate stage presence
- Attend all rehearsals and performances in accordance with the attendance policy

Encore

The purpose of Encore is to raise the student's level of aesthetic awareness by providing a continued comprehensive music education through vocal and choral technique, rehearsals, and performance opportunities. Each chorister receives thirty minutes of music literacy instruction independent of the two hour rehearsal each week. In addition, choristers receive more individualized sectional instruction once per month. Choristers study music from all genres and enhance the literature through movement, choralography, and choreography where appropriate. Choristers will be role models in rehearsal, performance and travel. Membership in Encore is the pinnacle experience of the Phoenix Children's Chorus. Participation in the annual tour is a required component of membership in Encore.

Encore Learner Outcomes

- Produce an open, supported focused, and resonant tone with minimal prompting
- Sing in multiple languages using accurate diction
- Sing appropriate vowels to obtain desired blend, intonation, and tone quality
- Sing with stylistic authenticity
- Demonstrate the ability to sight read music accurately
- Sing in three to six part harmony
- Interpret dynamics and phrasing through musical knowledge and text
- Communicate the meaning of texts through singing, body language, and phrase shaping
- Demonstrate appropriate concert etiquette consistently
- Perform and rehearse at all times with professional and appropriate stage presence
- Attend all rehearsals and performances in accordance with the attendance policy

All students will be expected to complete at least one year in Bravo before auditioning for Encore. This includes students in Concert Choir moving from the Children's Division to the Youth Division.

PERFORMANCES AND DRESS REHEARSALS

Each performance of the Phoenix Children's Chorus (PCC) is a professional paid engagement. **All performances are mandatory and each member of PCC is expected to be in attendance at every performance.** Students and parents receive the concert schedule for the year in August. Performances will only be added to the published schedule when absolutely necessary, and at least one month's notice will be given to the students and their families.

All choristers must perform at the Holiday and Spring Concerts, the annual Gala, Diamondbacks National Anthem performance and additional scheduled outside performances. Outside performances are contingent upon bookings each season. Additionally, students in Concert Choir, Bravo, and Encore must perform on tour.

It is the policy of PCC that students must be paid in full and MUST attend the dress rehearsals prior to a performance in order to be eligible to perform in a concert series. Students are NOT permitted to participate in one concert of a series and not the other. There are at least two *mandatory* dress rehearsals for the Holiday, Spring, and Gala Concerts. Specific times are announced in the "Performance Manager".

REGULAR REHEARSALS

It is important to establish a normal rehearsal routine so that weekly rehearsal time can be used efficiently. The rehearsal begins upon entering the rehearsal room. All rehearsals begin on time. Phoenix Children's Chorus families are notified of calendar updates via email and on the website.

Tuesday Rehearsals

Phoenix Center for the Arts

Prep Choir 5:30-7:00 PM
Cadet Choir 5:30-7:30 PM
Concert Choir 5:30-8:00 PM
Bravo 6:00-8:30 PM*
Encore 6:00-8:30 PM*

*Sectional rehearsals one per month 8:30 to 9:00

Saturday Rehearsals (Phoenix & East Valley) at

Phoenix Center for the Arts

Prep Choirs 9:00-11:45 Noon
Cadet Choirs 9:00-11:55 Noon
Concert Choir 9:00-12:00 Noon
Bravo 9:00-12:00 Noon
Encore 9:00-12:00 Noon

Thursday East Valley Rehearsals

EV Prep Choir 5:30-7:00 PM
EV Cadet Choir 5:30-7:30 PM

- Students should arrive not more than 15 minutes prior to the designated rehearsal time, go directly to their rehearsal room, and check in with their Key Parent. Parents of prep, cadet, and concert choir (children's division) students are not permitted to leave their child in a rehearsal room with no supervision. A key parent or director must be present.
- Late-arrivals must also check in with a key parent and give reason for tardiness.
- If for any reason a child cannot actively participate in a rehearsal, he/she should bring a written note to the director and "score study" which means to sing your part silently while the choir sings it out loud.
- If a chorister will be absent from a rehearsal or performance, it is his or her responsibility to contact the director *prior* to that rehearsal/performance.
- Students must rehearse at their assigned rehearsal location. Making up a rehearsal at a different location on a different evening is not permitted.

The director will dismiss rehearsal only after any necessary reminders or announcements have been made. All choristers and families should be prepared for extra rehearsals preceding concerts and occasional sectional or individual sessions with their director.

Regular rehearsals are open to parents based on seating availability. All directors encourage parents to observe their children in rehearsal. Parents should sit in the back of the rehearsal where their child cannot see them. Bringing siblings into rehearsals, allowing cell phones to ring, talking on cell phones, or talking in the back of the room is not permitted.

REHEARSAL DRESS CODE

- Display a neat appearance. Hair must be clean and combed. No unusual colored hair dye.
- Undergarments, buttocks, chests, and bellies must be covered so as not to make others feel uncomfortable.
- T-shirts with inappropriate language, images, or symbols are not permitted.
- Piercings in or around the mouth make it difficult to sing properly, therefore are not permitted.

ATTENDANCE

Attendance at all rehearsals and concerts is critical in order for each child to have the best experience possible with the Phoenix Children's Chorus (PCC) and for PCC to maintain a high quality, professional program. PCC staff is committed to providing crucial instruction for every minute of every rehearsal. Punctuality therefore is expected in order for each chorister to receive the finest instruction possible. Students who accept membership in PCC are expected to keep Tuesday evenings (Thursday evenings for East Valley) and scheduled Saturday rehearsals open for PCC rehearsals. They should **NOT** audition or try out for other activities (musicals, plays, sports, etc.) that would require them to miss PCC rehearsals or concerts. Once a commitment is made to PCC by accepting membership, it is expected that choristers keep their commitment for the entire year. Membership in PCC is a commitment to faithful, consistent, and punctual attendance. It is expected that rehearsals and performances take a very high priority in each child's life. PCC students are allowed two absences per semester. Two rehearsals are nearly 12% of the entire semester's rehearsals. The PCC staff highly encourages each chorister to maintain perfect attendance. A chorister's attendance and tardy record will be taken into consideration during the audition process for advancement.

Non Touring Choir Absence Consequences:

1st Absence: Notification letter is sent to parents stating that the student has ONE absence remaining. Letter must be signed by PCC director, parent, and student and returned to the PCC key parent.

2nd Absence: Notification letter is sent to parents stating that the student has used ALL of his or her absences for the semester. Letter must be signed by PCC director, parent, and student and returned to the PCC key parent.

3rd Absence: Conference with director, parent, and student to determine whether membership in PCC will continue. Attendance record will be taken into consideration when determining advancement for the following year. If participation does not continue, **NO** refunds will be offered.

Touring Choir Absence Consequences:

1st Absence: Notification letter is sent to parents stating that the student has **ONE** absence remaining and that more than two absences may result in the student being removed from the tour roster with **NO** refunds. Letter must be signed by PCC director, parent, and student and returned to the PCC key parent.

2nd Absence: Conference with director, parent, and student to notify student and parent that with one more absence, tour participation is in jeopardy and student may be removed from the tour roster with **NO** refunds. A statement of awareness must be signed by the PCC director, parent, and student.

3rd Absence: Conference with director, artistic director, parent, and student to determine if tour participation will be denied. If chorister is removed from tour roster, there will be **NO** refunds. The director will determine if chorister may participate in a non-touring choir.

Please note: Students must be in good standing with PCC in order to be eligible to go on tour. This means that they are: paid in full, in compliance with the entire PCC Handbook including but not limited to the attendance policy, and have all their music learned to the satisfaction of their director.

SCHOOL CONCERT POLICY

The Phoenix Children's Chorus (PCC) is designed to enhance music education in schools. Therefore, students are encouraged to participate in their school bands, choirs, and orchestras. Families are given a PCC rehearsal and performance schedule in August. Very seldom is this schedule changed. Students and parents are expected to cross reference their school rehearsal and performance schedule with their PCC rehearsal and performance schedule *at the beginning of the school year*. All PCC members must complete the rehearsal waiver form and return it to their PCC director signed by their school director before September 15th. On this form, students must write down any conflicts with PCC rehearsals and performances. Because PCC supports its members in their school performance ensembles, students will be granted an "attendance waiver" when school concerts conflict with PCC rehearsals. Students who follow the following policy will still qualify for the perfect attendance acknowledgment at the end of the year:

- Students must inform their school director that they are in PCC, give the PCC rehearsal and performance schedule to their school director, *and* return the attendance waiver form to their PCC director by September 15th.
- If a performance of one group is scheduled during a rehearsal of another, the student should attend the performance. Attendance waivers are granted for school concerts that are for a grade, **NOT** for talent shows, musicals, or any other extracurricular activities.
- If both groups are scheduled to perform at the same time, the family is expected to make a decision as to which concert the child will attend and inform both the PCC and school directors. This must happen before September 15th. After that time, if something else "comes up", the student is expected turn down the other opportunity and attends the PCC performance.
- If a performance is added to a school calendar and the school director has already been informed that the PCC member is not available during that time, the student is expected to attend the PCC rehearsal or performance.

Attendance Waiver Procedure (for school concerts only):

- Form must be signed by school teacher, PCC director, parent, and student
- Form must be turned in to PCC director no later than September 15th

Each performance of PCC is a professional paid engagement with many logistical details that require much rehearsal. Therefore, it is imperative that each performer be at the final rehearsals (also called venue rehearsal) before a performance. **Absence from a final rehearsal before a performance may result in the chorister being excluded from the concert. Choristers who miss a final rehearsal without an attendance waiver should not arrive at the concert expecting to perform.** Parents should communicate to the director regarding extenuating circumstances. Missing a scheduled concert may be grounds for dismissal from the PCC. If a student is dismissed from PCC, there will be NO refunds given.

PRACTICE

The Phoenix Children's Chorus (PCC) only meets once per week and six Saturdays per year. Therefore, it is necessary that each member practice at least 20-30 minutes per day five days per week. Students are taught by their directors effective practice techniques. Essential to successful practice is a quiet place where the chorister will not be disturbed and a specific time set aside each day devoted only to music practice. Practice should include warm-up exercises, memorizing music for rehearsal, learning notes and rhythms of each piece and may also include music literacy homework. Choristers must complete the weekly practice record and return it each week signed by chorister and parent. This record enables parents and students to monitor the fulfillment of the student's obligation to individual practice and progress. Weekly homework is posted on the my choir page of the PCC website in the member's only section.

AUDITIONS

The opportunity for membership in the Phoenix Children's Chorus (PCC) is open to youth second grade through twelfth grade throughout the Phoenix Metropolitan area. Although prior musical training is desired, it is not required. Potential choristers need only possess a clear and pleasant singing voice, the ability to match pitch, a love of singing, and the desire to learn. Members must also be available each Tuesday (Thursday for East

Valley Choirs) and six Saturdays per year for rehearsals and concerts on the published schedule. The ability to sight sing simple melodic lines and read simple rhythmic symbols and patterns is expected of those desiring to become a member of the Concert Choir, Bravo, and Encore.

Auditions exist to help place choristers into the choir that will best meet their musical and developmental needs. Choristers are placed in the choir where they will be most successful. Auditions for potential new choristers are scheduled in the spring. Potential new choristers should call the PCC office at (602) 534-3788 or visit the website at pccchorus.org to schedule an audition.

All returning choristers who are eligible to move to a new choir must re-audition every year for continued participation in PCC. The purpose of this annual audition is for the assessment of vocal progress, vocal and part placement, and choir assignment or advancement within the organization. All auditions shall be before the PCC music staff and will take place in the spring for the following season. Attendance from the current year will be a deciding factor in advancement/placement for the following season.

Students auditioning for advancement from the children's division (Prep Choir, Cadet Choir, and Concert Choir) to the youth division (Bravo and Encore) should NOT assume they will be placed into the youth division. Students who do not demonstrate the necessary skills during the audition process, who do not meet the minimum audition criteria listed above, who demonstrate serious vocal, musical, or behavior problems, or have not demonstrated growth while they were in the children's division will not advance to the youth division.

ELIGIBILITY

Choristers are eligible to participate in the Children's Division of the Phoenix Children's Chorus (PCC), which includes Prep, Cadet, and Concert Choirs in 2nd through 8th grade. Participation in these choirs is contingent upon the chorister having an unchanged voice.

Choristers are typically eligible to participate in the Youth Division of PCC, which includes Bravo & Encore from 9th grade through 12th grade. When the male voice changes (which could be prior to 9th grade) a chorister will be placed into Bravo based, on vocal ability and maturity. Placement in all choirs is always at the discretion of the directors.

Bravo is a regional touring choir. Concert Choir and Encore are international touring choirs. In order to be a member of Concert Choir, Bravo, or Encore, choristers must participate in the tour each season.

PROCEDURE FOR ADVANCEMENT & PROBATION

Advancement to another choir shall be by audition before the music staff. The choristers who best meet the audition requirements fill openings in each choir. The directors may determine that auditions are not necessary if a singer's preparedness is well known. For every new member or returning member of the Phoenix Children's Chorus (PCC) there is a period of probation. The probation period is for the first three weeks of regular rehearsals. During this period, a chorister is observed carefully as to his/her interest, attitude, and musical development. For continued participation, each chorister must demonstrate these qualities to the satisfaction of the director. The directors may also place a chorister on probation during the season after a conference with the parents. This may occur if there are serious vocal, musical, or behavior problems.

If a chorister does not meet expectations of the director as addressed at time of being placed on probation, he or she will either be placed into a choir that will better meet his or her needs or possibly be removed from the organization.

UNIFORMS

The Phoenix Children's Chorus (PCC) presents a professional image to accompany the professional sound of the organization. The student's sound, behavior, and "look" are all equally important. A clean, neat appearance is expected at all times. All choir uniforms must be cleaned and pressed prior to all performances. Encore & Bravo may be required to purchase accessories or an additional uniform.

All Female Choristers

Dress	Black gown – hemmed 1 ½ inch above the ground while in concert shoes. Please note that dresses for Children's and Youth Divisions are different.
Dress Care	Machine Wash & Dry. Iron if needed, inside out.
Undergarment	Half Slip or Spanx type undergarment so dress has a smooth appearance.
Shoes	Flat Black Character shoes only – 1 or 1 ½ inch heel (no patent leather). These can be purchased at any dance store.
Hose	Black nylons (knee highs ok).
Hair	Clean. Pulled back from face, and off the shoulders. Hair must be in ponytail, bun or updo. No bows or ribbons. Natural hair colors only. Hair may be fastened with barrettes or bobby pins that match chorister hair color. Students will be required to remove items out of compliance.
Jewelry	No jewelry. Students will be required to remove items out of compliance. PCC does not accept any responsibility for any lost, stolen, or damaged items which are removed due to incompliance.
Makeup	Natural makeup. No glitter. No bright pink or red lipstick.
Nail Polish	No nail polish

Prep, Cadet, and Concert Choir Males

Tuxedo*	Black pants, bowtie, and vest (must hang below waistband of pants).
Shirt	White tux shirt, studs (fits into button hole).
Socks	Black dress socks.
Shoes	Plain, flat black, lace up, round toed dress shoes. No loafers.
Hair	Must be natural hair color and pulled off the face with rubber band or pins.
Jewelry	No jewelry

Encore & Bravo Males

Tuxedo*	Black pants, notch lapel jacket, vest, tie.
Shirt	White tuxedo shirt.
Socks	Black dress socks.
Shoes	Plain, flat black, lace up, round toed dress shoes. No loafers.
Hair	Must be natural hair color and pulled off the face with rubber band or pins.
Jewelry	No jewelry

***The tuxedo must be purchased from the PCC approved vendor and used for the entire season. Uniform details for your chorister will be provided separately.**

ADDITIONAL PERFORMANCE DRESS CODE

- Piercings, other than studs in the earlobes, are not permitted and will not be worn at anytime the chorister is representing PCC in public. This includes camp, tour, and all performances. There is a no tolerance policy for piercings in or around the mouth at rehearsal, camp, or tour as it prohibits one from singing properly.
- Face piercings, tongue rings, and tattoos must be covered or removed for performances.
- Each choir will have a formal and casual uniform for boys and girls. The complete uniform, clean and pressed, will be worn for performances. Cost of casual uniform is responsibility of the chorister.
- Occasionally, additions will be made to uniforms, hair, or make-up backstage before the performance to enhance the spirit of the season or "look" on-stage. Those designated by PCC staff will attend to this.

CHOIR SHIRTS

All choristers will receive a t-shirt at camp. Choristers are expected to keep this shirt available throughout the year to be worn at selected concerts, on tour, fundraising events, and choir activities. The t-shirt is part of the casual uniform and must be taken on tour. Altering the shirt in any way is not permitted.

UNIFORM INSPECTION

Prior to each major performance, there will be a uniform check. Each member must pass a uniform check in order to be eligible to participate in the performance. The uniform should be concert ready for the uniform check. This means the chorister should be checked at home to make sure the uniform meets the standards listed above and any deficiencies addressed *prior* to submitting the uniform for inspection. Each choir will be informed of the date of the uniform check via email. It is very important that each member have his or her uniform fitted properly, cleaned, and hemmed at the proper length. Choristers who do not pass the initial uniform inspection must correct the deficiency and have the uniform re-inspected. Choristers will be given two opportunities to have their uniform inspected before each concert. A fine of \$10.00 will be assessed to a chorister's account if the inspection fails after a second review. Our goal is to have all choristers pass uniform inspection the first time. Questions or concerns about uniforms should be directed to the uniform committee located on third floor of the Phoenix Center for the Arts next to the PCC office.

UNIFORM EXCHANGE

All returning members must bring their uniform to camp for inspection and/or the uniform exchange. In order to allow for growth, dresses must have a 3" or longer hem to be approved for the upcoming season. Parents wishing to re-sell their child's uniform through the uniform exchange must have the uniform in good condition, cleaned, and the hem removed. A self addressed stamped envelope must be securely attached to the uniform when the child takes it to camp. Payment will be mailed to the parent directly from the family purchasing the uniform. The uniform committee at camp will complete all sizing and distribution of uniforms. The uniform committee is a volunteer Friends of the Phoenix Children's Chorus committee. Please be respectful of those who are carrying out the directives of the staff and following the guidelines set forth in the handbook.

Phoenix Children's Chorus (PCC) uniforms are only to be worn at officially sanctioned PCC events. Students are not permitted to represent PCC in uniform without the consent of the staff.

PERFORMANCE PROCEDURES

Each performance of the Phoenix Children's Chorus (PCC) is a contracted professional paid engagement. Professional conduct, appearance, and musicianship are expected. A "performance manager" will be provided to each family prior to each performance. The "performance manager" provides all pertinent information regarding a performance including performance and dress rehearsal times and locations. This important document will be distributed at rehearsal several weeks before the performance. It will also be emailed, posted on the website, and available in the parent room.

If for any reason a parent **DOES NOT** receive the "program manager" due to a chorister's absence at rehearsal or the information is lost, it is the responsibility of the chorister and parent to obtain the information by checking email, the website, or calling the PCC office.

- Choristers should always eat a nutritious meal and get plenty of rest before a concert. Be sure the chorister has used the restroom prior to arrival at concert site. Many concert locations do not allow food in the rehearsal/performance hall.
- Choristers are expected to arrive at the meeting location no later than the given "call time". A "call time" is the time set to arrive and prepare before the performance. Tardiness at a performance may exclude a chorister from participation at that performance.
- PCC will not be responsible for choristers before "call times" or after performances. Please pick up your child at the set time after performances.

- All choristers must arrive wearing the appropriate uniform for the concert. Choristers who are not dressed in the appropriate concert uniform or whose uniform does not meet the standard will not perform in the concert.
- Choristers must conduct themselves in a calm, polite and professional manner at all times.
- Each chorister must have a confident command of the concert repertoire. Failure to demonstrate this at the final rehearsal may result in dismissal from the concert and or tour.
- During the performance if a chorister feels ill, he or she should quietly leave the stage. Volunteer parent chaperones and backstage assistants, are available to help.
- Final dress rehearsals and pre-performance rehearsals are always closed to the audience including families. Only designated parent volunteers will be allowed in the rehearsal area prior to a performance.
- Audio recordings of Concerts produced by PCC will be made available. Video recordings of concerts are usually available. Only contracted vendors are permitted to photograph and/or record performances by the Phoenix Children's Chorus.

PERFORMANCE NOTE TO PARENTS

Please be aware that our choirs sing for private organizations, clubs, and special events in the community. At the discretion of these groups, admission may be charged or family members may not be admitted to the performance at which their child sings. Please be patient and courteous in these situations. Remember, parents are representatives of the Phoenix Children's Chorus too.

BEHAVIOR STANDARDS

Any organization that has high performance standards must also have high behavioral standards. These behavior standards help us achieve the discipline and professionalism for which we are known. They are enforced for the chorister's safety, for ensuring orderly rehearsals, and out of respect and courtesy for each other. Any behavior that distracts from or interferes with the learning process will not be tolerated. These standards apply in rehearsals, theory class, performances, camp, tour, and all Phoenix Children's Chorus activities.

PHOENIX CHILDREN'S CHORUS CODE OF CONDUCT

The Phoenix Children's Chorus (PCC) provides educational and social activities for the chorus members through weekly rehearsals, performances, tours, and special events. The following Code of Conduct is applicable to all who participate in programs and activities. All members, participants, volunteers, and parents, must agree:

1. To behave in a courteous and respectful manner toward others.
2. To be respectful of the individual and cultural differences of others.
3. To refrain from behavior and language that is abusive, threatening, offensive or disruptive to others.
4. To respect the personal belongings of others as well as rehearsal and performance spaces.
5. To act honestly in relationships with others.
6. To adhere to and abide by all PCC handbook regulations.

PCC staff is authorized to take all necessary steps to enforce this Code of Conduct. Failure to comply with this Code of Conduct may result in the suspension and/or revocation of chorus membership.

Guidelines for Each Parent/Guardian:

- Parents who do not follow the PCC behavior standards will receive an Incident Report. After an Incident Report the chorister may be asked to leave the chorus at the discretion of the music staff.
- Failure to drop off and pick up choristers within the time guidelines could place a child at risk. The Phoenix Children's Chorus and/or the City of Phoenix cannot assume responsibility for incidents that occur due to non-compliance.
- Parents are expected to behave in a professional, positive manner. PCC reserves the right to place a chorister on probation or remove him or her from the choir if a parent is disruptive to the learning

process or the business of the chorus. All parents must read and sign the code of conduct awareness statement.

- Young children, who begin to cry or become disruptive during a performance, should be taken to the lobby immediately. Parents, who must bring young children to a performance, should sit toward the back of the venue for quick exit. All performances are recorded and noise can make a recording non-reproducible.

Guidelines for Each Chorister:

At Rehearsal:

- Be on the risers or in chairs with folder, music materials, pencil, and water bottle ready to begin rehearsal promptly at the appointed time.
- Bring all rehearsal/performance/music theory materials weekly.
- Take care of music and music theory materials, folder, etc. Keep choir materials with belongings or put them in the appropriate place at the conclusion of each rehearsal.
- Listen for weekly instructions, important events/dates/deadlines/assignments.
- Follow instructions and enter rehearsal ready to rehearse.
- Be courteous of others during rehearsal and abstain from any behavior that may disrupt musical growth or the educational process.
- Food and drink are not allowed in the rehearsal or performance area. Bottled water is allowed in rehearsal.
- Chewing gum or having any obstruction in the mouth that might interfere with excellent singing (i.e., candy mints, throat lozenges, pierced jewelry, etc.) is not allowed. Under no circumstances should a chorister be chewing gum in the rehearsal or performance area.
- Choristers may leave only when the director has dismissed them.
- All singers will adhere to the PCC Handbook Behavior Standards.
- It is understood that choristers will not smoke or chew tobacco, consume alcohol or take/sell illegal drugs.

On Stage:

- Be on time for warm-up and performance.
- Be dressed appropriately for performance.
- Be professional on and off stage.
- Be enthusiastic, expressive and entertaining.
- Strive to perform at the highest level of vocal and musical ability.
- Do not bring food or drink on stage or backstage.

In The Audience:

- Respect performers and others in the audience by refraining from talking during a performance.
- Leave or enter the performance area between musical selections, **not** during a performance.
- Applaud at the appropriate time, when the director lowers his/her hands at the end of a selection or performance. Applaud to express enjoyment and appreciation to the performers, not to be silly.
- NEVER "call out", wave, or make noises directed at choristers.
- Eliminate disruptions by turning off and not using cell phones.
- Observe the performance in its entirety, as this is a part of the educational and musical process. This is especially important when PCC is the guest artist to another group.

DISCIPLINE POLICY

Infractions of behavior expectations, at any Phoenix Children's Chorus (PCC) event will result in disciplinary action as follows:

1. Director will conference with the chorister, issuing a verbal warning and a phone call may be made to the parent to help the child correct the inappropriate behavior.
2. If a behavior problem still exists after step 1, the director will call the parent. The phone call will be documented and information will be placed on file.
3. If a behavior problem still exists after step 2, there will be a meeting with the parent, student, director, and possibly the Artistic Director. The family will be warned that another infraction will result in the dismissal of the child from the program. The meeting will be documented and information will be placed on file.
4. If a behavior problem still exists after step 3, the child does not wish to be a member of the PCC and will be dismissed from the organization. Tuition and tour payments will **NOT** be refunded due to dismissal from the chorus because of behavior problems.

Serious infractions that could lead to immediate dismissal from the Phoenix Children's Chorus include but are not limited to the following:

- Disrespectful or inappropriate behavior toward staff, adults, or other children in the organization.
- Use of tobacco, alcohol, or illegal drugs or substances including prescription drugs other than one's own prescription.
- Obtaining tattoos or body piercings while on tour or during any other PCC function.
- Language, behavior, or harassment of a sexual nature.

Tuition is non-refundable after rehearsals have begun and is to be paid in full.

FACILITY RULES

The Phoenix Children's Chorus (PCC) maintains a positive working relationship with our rehearsal facilities. They support the organization through the use of rehearsal space, office space, furniture, maintenance staff, etc. The building and furniture are the property of each facility. Any damage to property will be the responsibility of the person causing the damage. Please treat the facilities and staff with respect.

CARE OF MUSIC AND MATERIALS

It is the responsibility of each chorister to take good care of all music folders, sheet music, and music theory materials issued to him or her. All of these items must be turned in at conclusion of the season. Lost items will be charged to the chorister to whom the item was "checked out". (See COSTS section, Music Replacement Fee)

- Music and a pencil must be brought to all rehearsals unless students are notified otherwise.
- Never fold or roll music.
- All markings should be done lightly, in pencil, and only at the direction of the choir director.
- All markings should be erased before music is turned in at the end of the season.
- If for any reason a piece of music is in need of repair, please do so properly with clear tape.

AWARDS PROGRAM

At the end of each season, the directors of the Phoenix Children's Chorus (PCC) award deserving choristers for their performance and participation throughout the year.

Most Improved: Awarded to one chorister in each choir who has improved substantially.

Spirit Award: Awarded to one chorister in each choir as selected by his/her peers for their exceptional ability to encourage and motivate other members.

Music Theory Award: Awarded to one chorister in each theory class who demonstrates exceptional ability in music theory class.

Director's Award: Awarded to one chorister in each choir who demonstrates exceptional rehearsal and performance ability and attitude as selected by the director.

CAMP INFORMATION

Phoenix Children's Chorus (PCC) Camp is mandatory for all choristers with the goal to form friendships, learn musicianship, and establish procedures important for the upcoming season.

Phoenix Children's Chorus Camp Rationale

The Phoenix Children's Chorus (PCC) is an educational program. Each activity of PCC is meant to help bring the organization closer to fulfilling its mission. In keeping with the PCC Mission Statement, the rationale for camp is as follows:

- The choristers will become familiar with PCC staff. It is important that a professional rapport be established between the choristers and the staff before rehearsals begin for the upcoming season. This professional rapport will allow the directors to run efficient rehearsals, which will maximize learning for each chorister.
- The choristers will become familiar with one another and learn to feel comfortable singing in an ensemble. Singing makes everyone feel vulnerable and it is important that each chorus member feels confident and understands the importance of his or her voice.
- The choristers will learn and practice procedures and techniques that will be expected of them during the upcoming season. Rehearsals must be efficient in order to present quality choral performances. This is especially important since PCC only meets once per week.
- The choristers will be introduced to and practice the music they will be performing during the upcoming season.
- The choristers will learn basic music reading fundamentals. They will also be exposed to basic fundamental vocal technique.
- The choristers will be involved in activities that teach the value of teamwork and self-discipline.
- The choristers will learn and practice basic etiquette important when PCC is traveling.
- The choristers will participate in activities that instill a sense of pride in PCC and the work each chorister does in rehearsals.
- The choristers will engage in activities that are created to instill excitement among the choristers and the parents about the upcoming season.

TOUR INFORMATION

Additional detailed tour policies and guidelines can be found in the Tour Handbook, which will be issued to Concert Choir, Bravo, and Encore members and their parents at the tour meeting.

Tour Rationale

The Phoenix Children's Chorus (PCC) is an educational program. Each activity of PCC is meant to help bring the organization closer to fulfilling its mission. In keeping with the PCC Mission Statement, the rationale for Concert Tours is as follows:

Tour choirs (Concert Choir, Bravo and Encore) will perform for other than local audiences. These performances are designed to expose audiences in Arizona, other US states, and other countries to outstanding examples of music education and to new or little known literature that will raise the audience and performers level of aesthetic awareness.

- Tour Choirs will attend performances given by outstanding state, out-of-state, or international arts organizations. These experiences will be designed to expose the membership to performances not necessarily available in Phoenix.
- Tour Choirs will be exposed to in-state, out-of-state, or international destinations. These experiences will be designed to broaden the cultural understanding of the membership.
- Tour Choirs will have the opportunity to interact with highly respected musicians and conductors through workshops, clinics or exchanges. These experiences will be designed to enhance the musical education of the membership.
- Tour Choirs will learn and demonstrate the cooperative skills required to successfully prepare for and execute a domestic or international concert tour with a group. This includes, but is not limited to, raising funds, preparing music, defining and demonstrating mature and responsible behavior, organizing and executing difficult performance logistics, and following instructions and guidelines.
- The parents of PCC Tour Choirs will have the opportunity to become actively involved in a valuable educational project benefiting their child.
- Tour Choirs will serve as a demonstration to the domestic or international community of excellence in music education occurring in the State of Arizona and the United States.
- Tour Choirs will represent the City of Phoenix, the State of Arizona, and the United States promoting goodwill and cultural understanding.
- Tour Choirs will endeavor to inspire their audiences to raise their level of aesthetic awareness.

The experience of touring with the choir teaches choristers independence while traveling with a group. It is very important that all choristers are able to have the same tour experience. The assigned chaperones make this opportunity possible. Parents who are not chaperones will not have access to their students on tour except to attend public performances. PCC shall not plan vacations for parents and choir families. If parent(s) wish to be with the choristers on tour, they must apply to be a tour chaperone. If parents choose to travel to the same destination as PCC while on tour, they may not interact with their children. This includes all meals, activities, hotels, and transportation, unless they attend a concert, which is open to the public. All specific tour itinerary and travel information will be released at the June tour meeting. All tour itineraries are subject to change. PCC does not allow parent shadow tour groups.

Chaperones are selected by PCC staff through an application process. Every applicant may not be chosen. All chaperones must have a fingerprint clearance card or obtain a letter of clearance by a law enforcement agency. No one without this clearance will be permitted to drive or otherwise interact with PCC students. Chaperones are volunteers for PCC during tour, therefore drinking of alcoholic beverages, use of tobacco products, possession of weapons, and using illegal drugs are prohibited during the entire tour. Chaperones will be assigned a group of students for whom they will be responsible during the entire tour. Chaperone responsibilities begin upon arrival at the designated check-in tour location and end at the time the chorister is released to a parent or designated responsible party at the end of tour. Chaperones shall be financially responsible for the full cost of the tour.

Financial aid for tour is reserved for choristers who otherwise would not financially be able to take part in the tour experience. Parent(s) who are financially able to travel to the tour destination(s) do not require financial assistance for their chorister. Parent(s) who choose to accept tour financial aid for their child do so with the understanding that the parent will not chaperone or travel to the tour destination(s). Parents forfeit all of their chorister's financial aid if they travel to the tour destination(s), and any aid received by the chorister shall be reimbursed to PCC within 30 days of the completion of the tour. Not adhering to this policy shall be grounds for removal of all choristers of the offending family from the PCC.

PCC does not support or condone families who wish to share the tour experience with the group. PCC tours are not to be considered a family vacation. Those who desire to be on tour must apply to be a chaperone.

FINANCIAL INFORMATION

Enrollment and Tuition Contracts

Each choir has a tuition contract listing the tuition costs and parent volunteer hour commitment. Tuition may be paid in full by July 20th or by a payment schedule outlined in the contract. The multiple child discount is as follows: 1st child in the most advanced choir pays tuition in full, 2nd child in the immediate family receives a 30% discount, 3rd child and beyond receives a 60% discount. A referral credit of \$50.00 will be given to any member who recruits a new member into PCC. The credit will be applied to the account after the new member has paid tuition in full. Once rehearsals have begun, tuition is non-refundable and to be paid in full. Payments must be current for a chorister to be eligible to participate in any chorus activities or events. Parents should contact the PCC Treasurer for account information and the Executive Director for financial aid information including applications.

Delinquent Accounts

If payment is behind 30 days, it is considered delinquent. If payment is not made by the 30th day of the month, the parent will be contacted by the Executive Director. **Choristers whose accounts are not current will not be allowed to participate in rehearsal, performances, or any other activities or events.** Choristers will be allowed to continue in PCC activities once the account has been made current, as long as he or she meets the attendance guidelines.

Payments are due on the 1st day of each month. A late fee of \$10.00 will be assessed for payments made after the 15th of each month. Monthly statements will be emailed and online payment is preferred. Parents should contact the Executive Director with questions regarding their statement.

A child is no longer a member of PCC if payment is not made within 45 days. In this case, the account will be turned over to a collection agency. The delinquent account will include enrollment tuition, mandatory fundraising tuition and any other expenses unpaid such as camp, tour costs, uniform, and music replacement, if necessary. Accounts must be current before PCC is able accept tour deposits.

Rates and Payment Schedule

The rates and payment schedules for each choir are sent to each chorister's family upon acceptance into PCC. Payment schedules are also available on the PCC website pchorus.org in the member's only section.

Financial Assistance

Information and applications for financial assistance may be obtained from the Executive Director prior to close of registration. Application and supporting paperwork will be reviewed for approval/denial. The financial assistance amount will be determined by financial need but will not cover 100% participation in PCC.

A separate form and procedure, along with the parent(s) most current tax return, is required to apply for tour financial assistance. The tour financial assistance amount will be determined by financial need but will not cover 100% of tour. Tour financial assistance will vary from year to year based on the total tour price and the choir budget. Parents who accept tour financial aid are not eligible to chaperone on tour and may not travel to the tour destination(s).

Financial assistance recipients will be provided with a PCC uniform for the year. It is the chorister's responsibility to return the uniform in good condition at the end of the year. Uniforms must be cleaned before being returned at the end of the year. A \$15.00 fee will be charged to choristers who return uniforms, which have not been cleaned.

Savings Accounts

After funds for enrollment tuition, choir usage fee, camp, and uniform have been paid in full, funds can be raised for tour or savings credited to the individual account of a chorister or chaperone. Funds earned either through fund-raising opportunities throughout the year or donated by friends, family, and businesses will be held in an account by PCC and are never available for cash withdrawal. If a chorister withdraws from PCC during the year for any reason, money in tour or savings accounts will not be refunded. Unused tour or savings funds roll over to the following year and can be used for camp, enrollment tuition, or choir usage fees.

Refunds

Tuition is non-refundable after rehearsals have begun and is to be paid in full. Camp fees are non-refundable after camp activities have begun. Choir usage fee is non-refundable and is to be paid in full even if a chorister chooses not to participate after rehearsals have begun. Choir usage fee and donations are non-refundable and non-transferable.

Tour Refunds: Choristers and their families are only eligible for refunds on tour payments in the following circumstances:

- Death of an immediate family member
- Hospitalization of a chorister or an immediate family member.
- Family moves out of state.

If a chorister qualifies, refunds are based on a sliding scale reflecting our contracts with travel providers. Specific amounts will be discussed in the Tour Handbook and will change from year to year. If a chorister should elect to cancel tour for a reason other than the three listed above, no refund will be given.

COSTS

	Prep	Cadet	Concert	Bravo	Encore
Tuition	\$400	\$480	\$560	\$560	\$560
Choir Usage Fee	\$280	\$280	\$280	\$280	\$280
Uniforms					
Boys *	\$105 new	\$105 new	\$105 new	\$140 full tux new	\$140 full tux new
Girls	\$35 resale \$65 new	\$35 resale \$65 new	\$35 resale \$65 new	\$45 resale \$75 new	\$45 resale \$75 new
Camp	\$160	\$160	\$160	\$160	\$160
PCC T-shirt	Included	Included	Included	Included	Included
Tour	N/A	N/A	\$500 – \$3500	Regional \$400	\$500 - \$3500

*Boys uniform sold by the piece resale and/or new
 Prep, Cadet & Concert boys pants, shirt, vest and bow tie
 Bravo & Encore boys full tuxedo-pants, shirt, vest, jacket & tie

Camp motor coach \$30 round trip Prescott music camp
 Camp chaperone \$120

MUSIC REPLACEMENT FEE

A replacement fee for music, music folders, and music theory materials, will be charged if items are lost, damaged, or not returned when rehearsals end in the spring. The following are the amounts that will be charged per item:

\$ 2.50 per copy of music (usually 8 pieces)
 \$ 5.00 per sight singing book or other materials
 \$40.00 per music folder

CHOIR USAGE FEE

A choir usage fee of \$280 per chorister is required to help cover the operating expenses not covered by the enrollment tuition. There is a multiple child discount.

After the choir usage fee is paid in full, families may continue fundraising for tour accounts or savings accounts. These funds can be used the following year for payment of enrollment tuition, choir usage fee, camp, uniform, and other membership costs.

INDIVIDUAL FUNDRAISING OPPORTUNITIES

The following are some of the ways FOPCC provides fundraising opportunities throughout the year to help choristers raise funds:

- Sweepstakes Ticket Sales 70/30 split (70% to chorister account)
- Storefront Fundraising 70/30 split (70% to chorister account)
- Holiday Silent Auction 70/30 split (70% of auction selling price to chorister account)
 - The choir maintains a list of donors which individual choristers cannot solicit. These donors contribute to the choir annually during the holiday silent auction and 100% of the proceeds go to the choir general fund.
- Candy Sales (\$30 per box goes to chorister account)
- Butter Braid Bread Sales
- Gold Canyon Candle sales

Only PCC Board approved fundraising activities are allowed at PCC rehearsals and events.

PCC strictly prohibits the use of our name, logo, website, Facebook and/or pictures for personal fundraising endeavors such as GoFundMe accounts. All PCC Board authorized and approved fundraisers require that the donation is received by Phoenix Children's Chorus and payment is made via check, cash or credit card to Phoenix Children's Chorus.

EMPLOYER MATCHING AND PRIVATE CONTRIBUTIONS

All parents are asked to check with their employer's human resources department about their policy on gift matching and contributions for volunteer hours. An 80/20 split will be applied to employer matching contributions with 80% to the chorister account. In some cases, corporate guidelines require that 100% of the donation go to the general fund. Donations will be applied based on the regulations of the donor. An 80/20 split with 80% going to the chorister also applies to private donations. These donations are usually submitted with a "gold letter".

IMPORTANCE OF GIVING

The Phoenix Children's Chorus (PCC) is a 501(c)3 non-profit; tax ID number 90-0470136. We are able to meet our mission and provide a quality music education to our choristers through the generous contributions from our donors. Please remember the following when deciding on an appropriate gift to PCC.

- The gap between tuition and the annual operating budget is met by individual donations.
- Tuition covers approximately 50% of the choir's operating cost. Charitable contributions are tax-deductible and are deeply appreciated.
- Donations from a chorister family to the general fund are fully tax-deductible as allowed by law.
- Chorister's tuition is not tax deductible for the parent.
- PCC continues to be grateful for the support we receive from parents, families, alumni, and friends.
- PCC is also forming strong partnerships with corporations and foundations in Arizona in order to enhance the musical experiences for our participants. If you know of a potential funding source, or if you would like to help us, please contact the choir office.

Annual Letter Campaign

Letters will be mailed to a database of potential PCC supporters and alumni each fall. Please consider an annual tax-deductible gift.

Grants

PCC applies for grants to maintain our music program and to continue our growth. Please contact the Executive Director if you are interested in helping PCC obtain these available funds.

Gala Corporate Sponsors

Gala corporate packets will be available to choir families to help solicit corporate sponsors for this event. The gala is an intimate venue with seating for 250-300 guests. Guests enjoy a fabulous evening starting with a hosted reception followed by a theme inspired dinner. Throughout the evening the guests will be entertained by the entire choir and have an opportunity to see our exceptional choristers up close and personal as they sing among the tables and on various stages throughout the room.

FINANCIAL OBLIGATIONS OF EACH CHOIR FAMILY IN ADDITION TO TUITION FEES

FUNDS FROM THE FOLLOWING ACTIVITIES ARE NOT APPLIED TO CHORISTER ACCOUNTS

Concert Ticket Sales

Each family is asked to purchase or sell 6 tickets to each of our concert series. The Phoenix Children's Chorus (PCC) produces a holiday concert series and a spring concert series. PCC is a professional arts organization and charges admission for its concerts. The majority of revenue from ticket sales offsets the costs involved with a large performance. These costs include hall/space rental for concerts, dress rehearsals, equipment rental, moving costs, and expenses for instrumentalists. Season ticket holders have the first opportunity to purchase concert tickets, therefore have preferred seating. Patrons only come to our concerts if our choristers and their families invite them. Selling concert tickets is a great way for parents to uplift their children and boost their self-esteem. It also gives family and friends the opportunity to see the high level of achievement our choristers attain and provides an appreciative audience for PCC.

Diamondback Ticket Sales

Each year PCC sings the National Anthem at a Diamondbacks game. This performance is mandatory for every chorister. Everyone needs a ticket to enter the stadium, even PCC choristers. This performance is also a group fundraising event essential to the annual PCC budget.

PARENT VOLUNTEER HOURS

The Friends of the Phoenix Children's Chorus (FOPCC) is a volunteer advocacy organization that supports the music staff and business operations of the Phoenix Children's Chorus (PCC). All parents of children in PCC are automatically members of FOPCC. The talents and abilities of our parents help make this organization the best it can be for our choristers and our community! In order for the organization to continue to be successful, the parents of each child are required to actively participate on at least one committee. Volunteering to help this world-class organization is a great way for parents to become involved in something worthwhile with their child. It can also be very rewarding and a lot of fun. Camp chaperones will receive 10 hours credited to their volunteer hours. Parents are responsible to report and record all volunteer hours online in the members only section of our website. It is very important when the choir is applying for grants that we are able to accurately report our volunteer hours. Grant funding often depends on the amount of volunteer participation within the organization.

As with any non-profit organization, financial and volunteer contributions are essential.

PARENTS ARE ASKED AND EXPECTED TO:

- Attend handbook and camp meeting
- Attend Orientation/Parent Meeting in August and January
- Attend a rehearsal or two each season to see the progress of their child and the choir
- Make PCC rehearsals a priority on their family calendar
- Make sure their child is on time to rehearsal each week
- Encourage and monitor home practice and assist when necessary and also make child is checking *my choir* page weekly for homework assignments
- Sign weekly practice record
- Make sure child brings required items to rehearsal: practice record, PCC folder, music, pencil, water bottle, and theory class materials
- Check weekly emails and visit the PCC website (pcchorus.org) frequently
- Reply to all requests by the due date
- Remit all payments by the due date
- Volunteer time and expertise on one or more of the FOPCC committees
- Support the Chorus's critical group fundraising efforts: Diamondbacks Event and Annual Gala
- Buy and or sell 6 concert tickets to both our Holiday and Spring Concert series

Remember that tuition only covers half the cost of the PCC experience. Your support of the group fundraising is critical. We hope you enjoy being a part of PCC. Please let us know if we can help make your experience more enjoyable.

WHO CAN HELP ANSWER QUESTIONS?

Questions related to rehearsals or the music program:

Individual problems and concerns of parents and choristers with regard to rehearsals, concerts, evaluations, chorus assignment, etc., should be directed to the conductor of your child's ensemble. Questions, concerns, suggestions about the music program in general may also be discussed with the Artistic Director. Call your individual director or the Artistic Director for an appointment. *Parents should not expect availability without an appointment, particularly immediately before or after a rehearsal or performance.*

Questions related to logistics or organizational aspects of the program:

Concerns and questions related to notices, permission slips, concert dress, performance logistics, bus and travel arrangements, etc. should be directed to the Executive Director. (Please review printed notices or check the website before you call.)

Questions related to your statement of account:

Concerns and questions related to your statement of account should be directed to the PCC Treasurer or the Executive Director

Questions related to fundraising or parent volunteer concerns:

Concerns and questions related to any of the fundraising activities or parent volunteer committees should be directed to a FOPCC committee member. FOPCC contact information is available on our website.