



Berks Classical Children's Chorus  
 GoggleWorks, Suite 529  
 201 Washington Street  
 Reading, PA 19601

Phone: 610-898-SONG (610-898-7664)  
 Fax: 610-898-SUNG (610-898-7864)

Email: [drichie@bcccsings.org](mailto:drichie@bcccsings.org)  
[www.bcccsings.org](http://www.bcccsings.org)

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**Artistic Staff**

William W. Snelling..... Director of MasterSingers  
Peter P. Sunderman..... Interim Director of Chorale  
Jeffrey Brunner ..... Director of Choristers  
Michelle Metz.....Director of Training Chorus  
Mary Bishop..... Accompanist  
Linda Ebersole ..... Accompanist

**Administrative Staff**

Dail Mahood Richie.....Executive Director  
Susan Coughlin .....Business Manager  
Lynne Reddington ..... Recruiter

**Board of Directors (through June 2011)**

The Rev. Canon Walter L. Krieger ..... President  
James Roth ..... Vice-President  
Runette Gabrielle ..... Secretary  
Anthony Maurer, CPA.....Treasurer

Carter Cheskey, CBA, CFP  
Mark Evers  
Mary Zervanos Dialectos, Esq.  
Natalie Kunsman-Grider, M.D.

Cindy Rothenberger  
Michael Pressimone  
The Rev. David R. Strobel  
Amy Strouse, CPA

**Honorary Director**

Donald Hinkle..... Founder

**Advisory Board**

Bruce P. Bengtson  
Andrew Constantine  
Greg Funfgeld  
Peter Hopkins  
Christine Jordanoff

James Litton  
Sidney Rothstein  
Gianfranco Toso, M.D.  
Judith Willoughby

**Parents' Auxiliary Board (through June 2011)**

Cindy Rothenberger..... President  
Tamara Peffer ..... Vice-President

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Diane Buerke .....	Co-Secretary
Jennifer Peters .....	Co-Secretary
Susan Coughlin .....	Financial Secretary

**William W. Snelling, Director of MasterSingers**

William W. Snelling joined Berks Classical Children’s Chorus in May 2011, when he was appointed Director of Mastersingers. He is the choral director and teaches music history, world music and music theory at Muhlenberg High School, Laureldale, Pennsylvania. He is an active church musician and recitalist, and has served as a soloist for the Fall Festival of the Arts, and as a member of the Spoleto Festival Choir, in Spoleto, Italy, and numerous church and community ensembles. Prior to teaching at Muhlenberg, he was a choral director and general music teacher in the Antietam School District and the Southeast Delco School District. Mr. Snelling earned a Bachelor of Science degree in Music Education from Lebanon Valley College and a Master of Music in Voice Performance from West Chester University. In addition to his musical endeavors, he participates in community service and has volunteered over 3,000 hours to the American Red Cross and also works with Spark the Wave and the Muscular Dystrophy Association. In his spare time, Mr. Snelling is an avid cyclist, averaging 2,500 miles a year. Mr. Snelling lives with his wife, Deanne, in Exeter Township and their three children.

**Peter P. Sunderman, Director of Chorale**

Peter P. Sunderman joined the staff of Berks Classical Children’s Chorus in May 2011 when he was appointed Interim Director of Chorale. He retired from public school teaching in 2010, having served in the Wilson School District at the elementary and high school levels in vocal and choral music for 34 years. While at Wilson, he served as the Secondary Music Department Chair and, for 27 years, Director of the Wilson High School annual musical. Prior to teaching in the Wilson School District, he taught in the Camden Central School District in Camden, New York, in one of the last one-roomed schools in New York State. He is the Vocal Chairman for District #10 of the Pennsylvania Music Educators Association and accompanist of the Reading Area Community College Concert Choir. He maintains a private voice and piano studio in his home. Mr. Sunderman is a former president, assistant conductor, and accompanist of the Reading Choral Society. He earned a Bachelor of Science degree in Music Education from Mansfield University and a Master of Education in Music Education from West Chester University.

**Jeffrey Brunner, Director of Choristers**

Jeffrey Brunner joined Berks Classical Children’s Chorus in May 2008, when he was appointed Director of Choristers. In June 2009, he was one of three staff directors at a BC3 Summer Sing, a new BCCC camp in downtown Reading open to non-members. Mr. Brunner is a general music teacher and chorus director at Earl Elementary and Pine Forge Elementary schools in the Boyertown Area School District, in Boyertown, Pennsylvania. Mr. Brunner earned a Bachelor of Music degree in Music Education, cum laude, from Mansfield University in Mansfield, Pennsylvania, and earned a Master of Art in Music Education from Teacher’s College at Columbia University in New York City. He has studied conducting with Peggy Dettwiler at Mansfield University, and studied voice with Dorothy Stone in New York City, Gary Norden in New York City, and Tammy Black in Bally, Pennsylvania.

**Michelle Metz, Director of Training Chorus**

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Michelle Metz joined Berks Classical Children's Chorus in June 2009, when she was appointed Director of Training Chorus. In June 2009, she also was one of three staff directors at a BC3 Summer Sing, a BCCC camp in downtown Reading open to non-members. Miss Metz is a general music teacher and chorus director at Lauer's Park Elementary School in the Reading School District. She also serves as the director of the Olivet Youth Chorus, Music Director for the Olivet Boys and Girls Club Summer Theatre Camp, and also teaches beginning piano at the Olivet Boys and Girls Club Center for the Arts. Miss Metz earned her Bachelor in Science degree in Music Education at West Chester University in West Chester, Pennsylvania. She is pursuing her post graduate studies through the University of the Arts in Philadelphia, Pennsylvania.

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**Mary Bishop, Accompanist**

Mary Bishop served as a substitute accompanist for Berks Classical Children's Chorus during the BCCC Music in the Schools in April 2004. She joined the staff in July 2004. Mrs. Bishop also serves as the accompanist for the Reading Choral Society. She has taught vocal and instrumental music in Reading School District and Rose Tree Media School District. Currently, she is taking time off from public music education to raise her son and is teaching private piano, saxophone, and clarinet from her home and accompanying various groups and recitals. She has played piano and saxophone in an eighteen-piece big band. Mrs. Bishop received a Bachelor of Science degree in Music Education and a Master of Music degree in Piano Accompanying from West Chester University where she studied with Benjamin Whitten.

**Linda Ebersole, Accompanist**

Linda Ebersole joined the staff of Berks Classical Children's Chorus in June 2009. Mrs. Ebersole maintains a private piano studio in in the Reading-Berks area and serves as the choir director at Reading Area Community College. She has served as the accompanist for the Berks Camerata, Berks Grand Opera, Berks Summer Theater, and Erwin Chandler Chamber Ensemble. For many years, she served with her husband, Charles, in the music ministry of Grace Bible Fellowship Church. Mrs. Ebersole resides in Mohnton, Pennsylvania, with her husband and children. Mrs. Ebersole is a *cum laude* graduate of Indiana University of Pennsylvania, with a Bachelor of Science degree in Music Education. She earned a Master of Christian Counseling from Pillsbury College and Seminary, St. Louis, Missouri.

**Dail Mahood Richie, Executive Director**

Dail Mahood Richie was appointed Executive Director of the Berks Classical Children's Chorus (BCCC) in November 1997. In May 2009, she was appointed Interim Artistic Director for one year, while continuing to serve as Executive Director. She brings professional experience in vocal performance, education, and arts management, including fundraising, staff and volunteer development, communications, leadership, and community relations.

Ms. Richie is responsible for the organizational planning, management, financial development, and public relations of the chorus. She runs the day-to-day operations, carrying out the chorus's physical, logistical, and business needs and coordinating volunteer help. She initiated three strategic planning processes since 2002, led a branding strategy in 2008, and leads the board, staff, and constituents in the implementation of those plans. She steered the chorus during the transition of Artistic Director and Founder Donald Hinkle's retirement in 2005, and the subsequent search for new artistic leadership, culminating in the hiring of former Artistic Director Jennifer Adam.

Prior to joining the BCCC staff, she served as Choir Director at Christ Episcopal Church, Reading, Pennsylvania, for thirteen years. As Choir Director, she served as Chair of the Fall Festival of the Arts, a four-day multi-disciplinary arts festival presented annually in September by Christ Church and Trinity Lutheran Church, Reading, Pennsylvania. Ms. Richie served on the Board of Directors of the Reading Symphony Orchestra, Reading, Pennsylvania, from 1988 to 1997. During part of that time, she served as President of the Friends of the (Reading) Symphony, founded the award-winning Kinderkonzert, and supervised volunteer activities including the Symphony Ball and Silent Auction. She has been a singing member of the Reading Choral Society since 1984 and served on its Board from 1985 to 2005. In February 2008 and February 2011, she served on the music application review panel for the Pennsylvania Council on the Arts.

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Ms. Richie holds a Bachelor of Music degree in Voice Performance from Salem College, Winston-Salem, North Carolina, and a Master of Music degree in Voice Performance from The Catholic University of America, Washington, DC. Additional course work includes study at The Blossom Festival [of the Cleveland Orchestra]; Salem [College] in Italy, and the University of Maryland. In June 1998, she was one of 14 professional chorus managers who attended the Chorus America Summer Management Institute at Bryn Mawr College, Bryn Mawr, Pennsylvania. Ms. Richie has appeared as soloist for numerous organizations, including the Reading Symphony Orchestra, Reading Symphony Orchestra League, Reading Choral Society, Albright College, Fall Festival of the Arts, Berks Classical Children's Chorus, and Christ Episcopal Church. A member of the National Association of Teachers of Singing, Ms. Richie has served as an Adjunct Professor of Voice at Albright College and West Chester University. She currently is head of the voice department of the Community School of Music and the Arts, Reading, Pennsylvania, and serves on the Board of Directors for the school.

### **Susan Coughlin, Business Manager**

Susan Coughlin joined the staff of Berks Classical Children's Chorus in 2000 and was appointed Business Manager in 2008. She first served as a volunteer, and in 2001 was hired as BCCC Bookkeeper, working directly with the Board Treasurer. Mrs. Coughlin has been a part of BCCC since 1993 when her daughter joined BCCC as a member of the Chorale. She brings to the chorus a diverse set of educational, organizational and financial skills. As the Business Manager, Mrs. Coughlin is responsible for the daily business and financial aspects of BCCC. She also is in charge of the music library, heads the uniform committee and assists behind the scenes with rehearsals and performances. Mrs. Coughlin also serves as the Treasurer on the Parents' Auxiliary Board. Through an alliance between Berks Classical Children's Chorus and Reading Choral Society, Mrs. Coughlin fills the role of RCS Business Manager, providing financial, development, marketing, and public relations services and expertise.

Mrs. Coughlin earned her Bachelor of Science degree in Elementary Education from Youngstown State University in Youngstown, Ohio. She previously taught grades 2-7 in the elementary and middle schools in Ohio and Wisconsin, where she lived before moving to Pennsylvania. Prior to joining BCCC, Mrs. Coughlin worked in the office and classrooms at Schuylkill Valley Middle School. Her primary job in the office was working with finances and budget. Mrs. Coughlin attended the Chorus Management Institute in January 2011 in Washington, DC. While at the conference, she was able to work and meet with management from thirty other choral groups. She also has been a member of the Association for Fundraising Professionals since 2007. Her family of four children and eight grandchildren keep her actively involved with young people in activities in school, scouting and church.

### **Lynne Reddington, Recruiter**

Berks Classical Children's Chorus is pleased to announce the appointment of Lynne Reddington as Recruiter, a newly created position, effective May 1, 2011. Ms. Reddington is a dynamic communicator with extensive writing, training, and public speaking experience. Her commanding presence and ability to formulate and execute strategic plans will enable BCCC to significantly increase its membership over the next few years.

Ms. Reddington has recently served Marketing Director at Superior Health, Inc., Sinking Spring, Pennsylvania, where she created and executed marketing strategies and PR campaigns. Prior to working at Superior Health, she served as an e-commerce manager at Higley Enterprises,

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Robesonia, Pennsylvania, where she managed five Yahoo stores, maintaining web site content, balancing inventory, and overseeing daily operations. Ms. Reddington taught English in the Conrad Weiser School District and the Pottsville Area School District. She was named to Who's Who Among America's Teachers consecutively from 1994 through 2001 and was a Time Warner Excellence in Education Grant winner in 1995, 1996 and 1997. Ms. Reddington earned a Bachelor of Science degree in Secondary English Education from Shippensburg University. She is an active member of First Church of the Brethren, Wyomissing, Pennsylvania. She has a daughter, Mamie Covell, age 11, who is a member of Berks Classical Children's Chorus, and two sons, two sons, Nick Covell, age 13, and CJ Covell, a television and film student at Columbia College Chicago.

**Staff Contact Information**

Dail Richie – Executive Director ..... BCCC Office: 610-898-7664  
 ..... Cell: 610-223-9302  
 ..... Home: 610-374-3280  
 ..... (w) bcccsings@dejazzd.com  
 ..... (h) david.r.richie@comcast.net

Susan Coughlin – Business Manager ..... Cell: 610-406-7683  
 ..... Home: 610-926-0455  
 ..... (w) scoughlin@bcccsings.org

Lynne Reddington – Membership Recruiter ..... lreddington@bcccsings.org

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**Mission Statement**

The mission of the Berks Classical Children's Chorus is to enrich our community by fostering and promoting choral excellence in young people through music education and quality performances.

**Values and Guiding Principles**

Each student will be given every reasonable opportunity to acquire a fundamentally balanced education in the vocal musical art.

Our professional staff is dedicated to providing a quality education in the vocal musical art through the study of elementary music theory, development of artistic discipline, and the experience of vocal performance.

Our volunteers and contributors are recognized for their various contributions of time, talent, financial resources, and opportunity in their collective effort to nurture and sustain the organization.

Our musical programs are designed to encourage a child to utilize musical talent as a means of self-enrichment as well as enrichment of the local and expanded community through artistic contribution.

**Purpose**

Berks Classical Children's Chorus exists to broaden the artistic horizons of qualified youngsters between 8 and 18. The choral experience opens many doors of learning by teaching singers new skills and enhancing existing skills. BCCC members learn teamwork and self-discipline through the choral process. They are introduced to and learn to appreciate a wide diversity of cultures through the music they study and perform. They hone retention abilities by singing many foreign languages, as well as English, from memory. They are exposed to a variety of life situations as a result of performing in locations as diverse as nursing, school, and community centers.

**Commitment**

BCCC expects each singer to demonstrate a commitment to faithful, consistent and punctual attendance, and to remain active and committed to the program for the entire year.

**Non-Profit**

Berks Classical Children's Chorus is a registered 501(c)3, nonprofit, charitable organization. A copy of the official registration and financial information may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

**Non-Discrimination Policy**

Berks Classical Children's Chorus does not discriminate on the basis of race, color, familial status, religious creed, ancestry, handicap or disability, age, sex, national origin, the use of a guide or support animal because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals in regard the rights, privileges, programs, and activities generally accorded or made available to the students in the chorus, in the administration of its educational policies, admissions policies, scholarship and loan programs, or other chorus-administered programs.

**Parent Volunteers**

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BCCC parents are known for their genuine commitment to the Chorus and its mission. Parent participation assures continued growth and success of BCCC, improves communication, and instills a sense of responsibility for the organization. Each parent is automatically a member of the Parents' Auxiliary and should participate in one or more fund raising activities. Annual fundraisers include a Kaufmann's Chicken Barbecue on the last day of the MasterSingers Retreat in August and a Silent Auction at the Annual Banquet in May. Each parent will serve as a POD (Parent on Duty) several times during the year at either rehearsals and/or performances. Each parent is encouraged to participate in one or more additional committees in areas that best suit his/her abilities, talents, interests, or hobbies. Committees work closely with the Executive Director and the Business Manager.

## **BCCC Structure**

The BCCC music education curriculum is designed to take the young singer from his/her first introduction to the art of choral singing through a full course of study. The curriculum is divided into a carefully structured sequence of four levels designed to develop skill, stamina, and discipline in keeping with each singer's maturity and vocal development. A director is assigned exclusively to each level. From the beginning to the most advanced, the levels are Training Chorus, Choristers, Chorale, and MasterSingers.

**Training Chorus (Grades 3 – 4)** The Training Chorus offers a beginning music education curriculum, which teaches the basic fundamentals of music in a choral setting. Although not a performing group, the Training Chorus appears in the fall and spring concerts.

**Choristers (Grades 4 – 7)** Choristers is the entry level-performing choir. Singers learn music skills, vocal skills, and performance skills. A singer may remain in this group for several years. Placement into the Chorale, a more advanced group, is achieved by the development of skills and general maturity, which is assessed by the staff after evaluations in the spring of each year.

**Chorale (Grades 5 – 9)** Chorale is the upper level treble choir. The curriculum strengthens skills learned in Choristers. This group appears in programs and concerts by invitation in addition to performing in the BCCC concerts. Past performances include appearances with the Reading Symphony Orchestra and The Bach Choir of Bethlehem.

**MasterSingers (Grades 9 – 12, young men with changed voices)** The MasterSingers is an advanced SATB ensemble for high school singers. Like the Chorale, this group appears in programs and concerts by invitation in addition to performing in the BCCC concerts. Past performances include appearances with Allentown Symphony, The Bach Choir of Bethlehem, Reading Choral Society, and Wheatland Chorale.

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MasterSingers are chosen by invitation of the Director on the basis of an audition and, if applicable, their past record of discipline, commitment, cooperation, and responsibility. Membership is not automatic. A balance of voice parts must be maintained.

Boy's voice change: With correct supervision and training, most boys can continue singing treble through the voice change. No boy will be allowed to move into MasterSingers because of voice change unless the Directors determine that continuation in the Chorale would be detrimental to his voice. Each case would be considered individually and based upon the recommendations of the Directors.

**Men of BC3** Men of BC3 is an ensemble comprised of all the boys and young men in the Choristers, Chorale and MasterSingers. Rehearsals are approximately twice a month on Mondays for Men of BC3 in Choristers and Chorale and once a month on Sundays for Men of BC3 MasterSingers. This group appears in the spring concert.

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## **General Membership Information**

### **Auditions**

BCCC seeks children who love to sing and possess a positive attitude. Children should be able to sing with a clear tone to blend well with others, sing in tune, demonstrate a good sense of rhythm, and commit to a one-year membership. Exact placement in Training Chorus, Choristers, Chorale, or MasterSingers is determined through an audition or an evaluation.

Singers entering grades three through twelve the following academic year audition in May for membership. Once selected, singers may enroll in the organization's progressive development program through grade twelve.

### **Evaluations**

Evaluations of most singers are held each spring. The evaluations give the singers the chance to demonstrate their developing skills and musical independence and indicate both areas of strength and areas requiring more focus. Evaluations are conducted individually or in small groups. Chorus placement for the following year is influenced by the results of these evaluations.

### **Membership Orientation Meeting**

At least one parent, preferably both, of each singer, must attend the Membership Orientation Meeting, usually held the second or third Monday of June, or meet personally with the Executive Director to discuss schedules, policies, etc. Returning singers are encouraged to attend.

### **Activities, Schedules, & Additional Information**

#### **Information is posted on the BCCC website: [bcccings.org](http://bcccings.org)**

BCCC performs each year for thousands in concerts it produces, in contracted performances with other musical organizations, and for area churches and community organizations. BCCC annually presents a fall, a holiday, and a spring Concert. BCCC works to maintain a performance schedule that provides superior educational opportunities while respecting the time involvement of the singer and his family. BCCC promotes public interest and enjoyment of music and the arts in general.

### **Summer – Choristers and Chorale Camp; MasterSingers Retreat**

Rehearsals for Choristers, Chorale and MasterSingers begin each season during the summer. These rehearsals provide opportunity to build personal relationships and create community while learning music for the coming year. All members must attend unless excused by the Director or Executive Director after consultation with parents. See schedules for dates and times.

### **Health Guidelines**

If children are to learn about and share their vocal instruments, they must be well rested, alert, and healthy. Singers are encouraged to get a good night's sleep the night before a performance or lengthy rehearsal and refrain from attending overnights or slumber parties at such times. Singing is a very physical activity and demands respect for the body every bit as much as athletic activities. The singer's body is his instrument! Any type of screaming or yelling is very damaging to the vocal cords,

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especially cheerleading. BCCC singers are asked to refrain from these potentially damaging activities.

As long as students feel well enough to attend, they are encouraged to come to rehearsals, to participate in the aural and visual instruction, even if they do not feel well enough to participate in the singing. The BCCC does not expect a student to sing while experiencing a vocal problem such as a sore throat, hoarseness, or laryngitis. Obviously, children with fevers or contagious conditions should not attend rehearsals or performances.

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**Curriculum Goals****Training Chorus**

1. Produce a head tone after having heard the sound modeled
2. Match pitch on vocal exercises (accompanied)
3. Accurately echo clap simple rhythmic patterns
4. Accurately echo sing simple melodic patterns (unaccompanied)
5. Accurately sight read and sing simple patterns using Kodály solfège
6. Use correct posture while singing (seated and standing)
7. Use correct breathing technique while singing
8. Sing with a pleasant and well-produced tone
9. Know the names of the lines and spaces on the treble clef
10. Sing in head tone
11. Sing in tune
12. Demonstrate the level of maturity necessary to work in the choir level setting, as well as the ability to focus and follow directions

**Choristers - Same as Training Chorus plus:**

13. Sing music in major tonalities at sight that consists of predominately stepwise movement
14. Echo clap rhythmic patterns that consist of whole, half, quarter, dotted quarter, and eighth notes
15. Clap or speak words in rhythm that contain whole, half, quarter, dotted quarter, and eighth notes
16. Sing the upper and lower pitches of two notes played simultaneously
17. Solfège a major scale in several different keys
18. Sing a four measure melody heard one time
19. Sing a work performed during the choir season
20. Sing a two part work performed during the choir season with another singer

**Chorale - Same as Choristers plus:**

21. Solfège minor scales in several different keys
22. Understand the 4/4, 3/4, 2/4, and 6/8 meter signatures
23. Use correct musical terminology pertaining to works sung during the choir season
24. Tell something about the composers of the works sung during the choir season
25. Sing music in major and minor keys at sight that contains steps and triadic leaps, and leaps of a fourth and a sixth
26. Clap rhythmic patterns that consist of [see no. 15] sixteenth notes
27. Sing two works of contrasting style performed during the choir season
28. Sing a three part work performed during the choir season with other singers
29. Sing a work performed during the choir season in a language other than English

**MasterSingers - Same as Chorale plus:**

30. Sing chromatic and whole tone scales
31. Understand asymmetrical meter signatures

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32. Tell something about the periods of musical history of the works sung during the choir season
  33. Sing music in major and minor keys at sight that contains [see. No. 25] leaps of seventh and octave
  34. Sing an eight measure melody heard one time
  35. Clap rhythmic patterns that consist of [see nos. 15 and 26] dotted eighth notes and triplet figures
  36. Sing three works performed during the choir season
  37. Sing a two or three part work performed during the choir with other singers
  38. Sing a three or more part work performed during the choir season with other singers
  39. Sing two works performed during the choir season in a language other English

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## Policies

### Schedules and Attendance

BCCC expects each singer to demonstrate a commitment to **faithful, consistent and punctual attendance**, and to remain **active and committed to the program for the entire year**.

Schedules are posted on the BCCC Website: [bcccsings.org](http://bcccsings.org). All rehearsals, unless otherwise noted, are held at GoggleWorks, Reading, PA. Dates and times are subject to change. Additional rehearsals may be scheduled as needed. Usually, there are two weeks off in December for the holidays.

### Training Chorus

**All regular rehearsals** are held every Monday, from 6:30 – 8:00 PM, during the school year.

### Choristers and Chorale

**All regular rehearsals** are held every Monday, from 6:30 – 8:30 PM, during the school year.

**Summer Camp**: A one-week summer camp is held 9:00 AM to 3:30 PM, Monday through Friday, during the second full week of August for new and returning Choristers and Chorale members. Summer Camp is held at Atonement Lutheran Church, Wyomissing, PA. A mini-concert is held on Friday, the last day of camp.

### MasterSingers

**All regular rehearsals** are held Sundays from 3:30 – 6:00 PM, during the school year. No rehearsals are held on the Sunday after Thanksgiving or on Easter Sunday.

**Summer Retreat for MasterSingers**: A three-day weekend retreat is held Friday, 6:00 – 8:30 PM, Saturday, 9:30 AM – 4:30 PM, and Sunday morning time 10 AM – 2 PM, the last weekend of August for new and returning MasterSingers members. Summer Retreat is held at GoggleWorks and Trinity Lutheran Church, Reading, PA. A performance is usually scheduled during the Trinity Lutheran Church Sunday morning worship service. Singers are served a Kaufmann's Chicken Barbecue meal on Sunday before dismissal at 2 PM.

### Attendance

In order to provide the BCCC staff with the opportunity to effectively educate any child in music and the choral art, it is necessary that each child attends all rehearsals and performances in prompt fashion. Absences due to illness, family emergencies, school concerts, and other school activities for which a grade is given are excused. See the registration contract for further explanation.

**Notification of an absence** to the Executive Director should be made as much in advance possible. Given delays in delivery of email, **last minute notifications** (less than 24 hours) should be made **by phone**. [See page 6 for contact information.]

If a singer has more than TWO (2) absences during each term (Sept. to Dec.; Jan. to May), he/she:

1. Will jeopardize his or her chances of being invited or accepted into the Chorus in the following year, subject to review and consideration of illness or other extenuating circumstances by the staff and Board of Directors.

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2. May be asked to sing for the Director, who will then decide if he/she is ready to participate in the next concert or event. Such a reevaluation is intended to let a student know what needs to be learned in order to participate in any upcoming events. If a singer is found to be too far behind, dismissal from the choir for the rest of the term could result. However, the BCCC prefers to view reevaluations in a more positive light as a time for singers to take action responsibly and find out how they can make up what they have missed.

**Special rehearsals**

Special rehearsals for performances with other organizations, such as the Reading Youth Symphony Orchestra and Reading Choral Society, etc. are usually dictated by those organizations and are susceptible to change.

**Policies, *continued*****Concert call**

Warm-up/rehearsal times before most concerts (but not all) will be scheduled two hours before a concert, i.e. 2 PM for a 4 PM concert, with a 15 – 30 minute break before the concert.

**Rehearsal Cancellation**

In the event of inclement weather, a cancellation notification will be placed on the BCCC answering machine at 610-898-7664 and sent via e-mail. If time permits, a cancellation notice will be placed on local radio stations WEEU (830 AM) and WRAW (1320 AM). In most circumstances, BCCC will not use a phone chain for rehearsal cancellations.

**Discipline Policy**

Electronic devices: Singers who bring electronic devices, such as cell phones, games, and mp3 players, to a rehearsal must turn them off. Singers may only use them if given permission by a staff member. BCCC asks that singers not take any electronic device to concerts, due to inability to safeguard items at all times.

Inappropriate behavior: When a singer disrupts a rehearsal by talking out of turn, using an electronic device, reading a book, or with any other inappropriate behavior, he/she will be given a warning. Continued disruptions will result in contacting parents. Further problems will result in termination of the singer as a member of BCCC. Tuition will not be returned.

**Code of Conduct**

The Berks Classical Children's Chorus is an organization with a specific musical and character development purpose and program. It seeks to provide a safe, nurturing environment that supports teamwork, respect, and musical and vocal growth while protecting against vocal abuse. The rules and regulations that follow are intended to protect each member and the organization. Each member is asked to read them, understand them and the need for them, and know the consequences of breaking any one of them.

Violation of any one of the following rules while attending any BCCC activity is grounds for disciplinary action including immediate dismissal from the organization.

1. Smoking will not be permitted at any time. The damaging effects of smoking on the voice are immediate and cannot be tolerated.
2. Drinking alcohol or being under the influence of any intoxicants will not be permitted.
3. Possession, use, receipt, sale, distribution, or being under the influence of illegal or medically unauthorized drugs will not be permitted.

4. All members of BCCC are expected to conduct themselves in a manner that creates a favorable impression of BCCC.

Any violation of the rules that is brought to the attention of the BCCC Staff, the Board of Directors, or PODs will be given immediate and serious attention and appropriate action will be taken.

### Travel Policy

BCCC hires a bus to transport singers when an event is more than an hour away from the BCCC rehearsal site. There are several reasons for this policy: 1) Bus transportation ensures the safety of the singers. Many of our MasterSingers drive themselves to and from BCCC events. BCCC believes that singers are safer riding a bus than driving long distances themselves. 2) Bus transportation assures the arrival of singers on time at the event venue. 4) Bus transportation provides fun, "down" time for the singers. Building relationships among the singers is a very important component of the BCCC experience. 5) Bus transportation helps parents!

BCCC expects all singers to ride the bus unless otherwise notified. The only reason NOT to ride the bus that is fully understood and appreciated would be to eliminate unnecessary travel time. For example, if a singer lives closer to the event venue than the bus pick up and drop off site, it would be permissible for the singer to get to the event venue on his own. If any singer would not ride the bus, his/her parents must supply a note in writing to the Executive Director before the day of the event explaining why and stating who will transport their child. Requests on the day of the event to transport one's child may be denied.

### Fees

#### Annual Tuition

Tuition for the academic year 2011-2012:

Training Chorus : \$520 Early Registration by June 15

Discount: \$495

Choristers/Chorale/MasterSingers: \$620 Early Registration by June 15

Discount: \$595

### Scholarships

Scholarship help to qualified singers is available in amounts as funds allow. Applications for financial aid must be received by June 15 for summer registrations, and by September 30 for September registrations. The finance committee will review each case individually. The financial aid application may be submitted in lieu of the \$100 tuition deposit. No child who clearly demonstrates talent and strong desire to sing in BCCC will be prevented from joining due to financial reasons. Singers who receive financial aid are held to the highest expectations for participation and attendance at rehearsals and concerts. A decision to renew or continue aid will also be based upon the student/family's demonstration of commitment as shown in participation and attendance at rehearsals and concerts.

### Property Deposit

All new singers, including scholarship recipients, shall pay a \$50 Refundable Property Deposit. It is intended that this amount will be on deposit throughout the

singer's tenure with BCCC and will be returned when the singer leaves BCCC, provided that all property is returned promptly, in good condition, and the singer does not otherwise owe anything to BCCC. See Property Return below.

Parents of singers who leave BCCC may wish to donate the Property Deposit money to the BCCC, rather than have BCCC return it. This would be a lovely gift to BCCC and would be considered a charitable contribution.

With respect to missing or damaged pieces of music, there is a \$5.00 re-order charge per item for most pieces of music and \$10.00 per item for some of the larger pieces. During the singer's tenure, should one or more pieces of music be determined to be missing or damaged, the singer's parents will be notified and a charge assessed. It will be necessary for the singer/parent to promptly reimburse BCCC for the assessment so that the Property Deposit remains at the required \$50 level which is necessary to keep the singer in good standing with BCCC. **Note: This deposit is in addition to the non-refundable \$100 tuition registration fee.**

### **Property Return**

If a singer decides to resign from the chorus **after** the final spring performances, but does not provide a letter of resignation by June 15, when contract materials for the next year are due, the property deposit will not be returned. If a singer resigns from the chorus **before** the final spring performances, all property belonging to the chorus should be returned within a week of said resignation or the property deposit will not be returned. All other singers must return BCCC property when requested. At the end of the school year, **items must be returned by April 30, unless notified otherwise.** Items must be in impeccable condition. **If any item is returned after the requested date, the deposit will not be refunded.**

### **Property includes:**

- ü Notebook
- ü Music
- ü Name tag

### **Property might include:**

- ü Concert attire, returned only upon request

**Payment** for the tuition and property fee for the academic year shall be made in accordance with the selected payment plan. Payment may be made by check to BCCC or by **MasterCard, Visa or Discover.**

Unless other arrangements are made **in writing** and approved in advance by BCCC, payment in full of tuition and property fee due is a **prerequisite to a child's participation in rehearsal and concerts.** Those who participate in the monthly payment plans are expected to make payments on time.

### **Uniforms**

**The singer is responsible for purchasing rehearsal and concert attire. See page 16 for purchasing information and costs.**

- Ø BCCC retains the right to determine if a singer is properly dressed and groomed.

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Ø BCCC retains the right to require a singer to make adjustments in order to meet uniform and grooming standards.

### **All Singers – Casual Concert Attire**

Singers may be asked to wear the **BCCC polo shirt and long black slacks**, instead of regular concert attire, for less formal performances.

### **Training Chorus, Choristers and Chorale Rehearsal Attire**

#### BCCC White Rehearsal Polo, Sweatshirt, and Name Tag

Members of the Training Chorus, Choristers, and Chorale shall wear a BCCC white short-sleeved or long-sleeved polo shirt or white sweatshirt and name tag at all rehearsals. Singers may wear a solid white, long sleeved shirt under the polo shirt for warmth. Nothing may cover the official BCCC attire. The purchase of a long-sleeved polo shirt or sweatshirt is optional.

### **Training Chorus Concert Attire**

#### Concert Attire – BCCC White Polo Shirt, Black Skirts and Trousers

Training Chorus members shall wear a BCCC white short-sleeved polo shirt during concerts. BCCC suggests that singers have one polo shirt for rehearsals and another for concerts. Girls shall wear a black skirt, hemmed to bottom of kneecap. Boys shall wear black trousers.

#### Black Stockings/Socks/Shoes.

Girls shall wear black opaque pantyhose; boys shall wear black socks. See description of shoes under Choristers and Chorale.

### **Choristers and Chorale Concert Attire**

#### Tours – Garment Bag

Each singer is issued a green garment bag as needed for use when the chorus travels. This article remains the property of BCCC and must be returned after the trip.

#### Concert Attire – Boys and Girls

Each singer must purchase his/her own vest, tuxedo shirt, bow tie/rosette tie, palazzo pants (girls) or tuxedo pants (boys) new, or used from another singer. BCCC will provide a cummerbund as needed for some concerts.

#### Vest, Tuxedo Shirt, Bow Tie/Rosette

Choristers and Chorale singers shall wear the BCCC iridescent, green vest and a white, wing tip tuxedo shirt, **with studs**, during concerts. Girls wear a black rosette tie; boys wear a black bow tie. The length of the vest should cover the waistband and extend at least 1” below band.

#### Palazzo Pants/Tuxedo Pants

Chorale or Choristers girls shall wear the official BCCC black palazzo pants during all concerts. Boys shall wear the official BCCC tuxedo pants. The palazzo pants and tuxedo pants shall be hemmed 1 inch from the floor, to cover the top of the shoe. The store where the tuxedo pants are purchased will hem the tuxedo pants, for no extra charge. Pant length should occasionally be checked to make sure it is the proper length. Waistbands for the palazzos pants should not be rolled.

#### Shoes

All Training Chorus, Choristers and Chorale singers shall wear flat, solid black leather dress shoes. Boots, sport shoes or shoes made with thick soles, canvas, suede, patent leather, sparkling material, bows, flowers, or cutouts are not allowed. Girls may not wear character

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shoes like the MasterSingers girls or heels of any kind. Girls may wear shoes with a simple strap. Any hardware on the shoe must be black.

#### Black Socks

Girls and boys shall wear black socks.

#### **MasterSingers Rehearsal Attire**

##### BCCC Green Rehearsal Polo, Sweatshirt

MasterSingers shall wear a BCCC green short-sleeved or long-sleeved polo shirt or green sweatshirt at all rehearsals. Singers may wear a solid colored, long-sleeved shirt under the polo shirt for warmth. Nothing may cover the official BCCC attire.

#### **MS Girls Concert Attire**

##### Dress

MS girls shall wear the blue MasterSingers dress that is purchased through the BCCC office. The dress should be hemmed 1 inch from the floor, to cover the top of the shoe. The dress should be hung on two hangers with the skirt hung over the second hanger to avoid stretching due to the weight of the fabric.

##### Concert Shoes and Black Pantyhose/Knee Highs

MS girls shall wear black “character” shoes with high heel (not low, flat heel) with black pantyhose or black knee highs with the MS dress during concerts. Shoes made with suede are not allowed. It is the responsibility of each MS girl to purchase her shoes.

#### **MS Boys Concert Attire**

##### Vest

MS boys shall wear a satin, black lapel, navy vest during concerts. The length of the vest should cover the waistband and extend at least 1” below band.

##### Tuxedo Pants

MS boys shall wear black dress tuxedo pants during concerts. The tuxedo pants shall be hemmed 1 inch from the floor, to cover the top of the shoe. The store where the pants are purchased will hem the boys’ tuxedo pants, for no extra charge, before pickup according to measurements taken at time of ordering. Pant length should occasionally be checked to make sure it is the proper length.

##### Shoes and Socks

MS boys shall wear flat, solid black leather dress shoes with plain black socks. Boots, sport shoes or shoes made with thick soles, canvas, suede, and patent leather are not allowed. Any hardware on the shoe must be black.

##### Tuxedo Shirt and Black Bow Tie

MS boys shall wear a white, wing tip tuxedo shirt, without studs, during concerts.

**Uniform Costs - Prices are approximate and are subject to change**

**BCCC Rehearsal Polo and Concert Attire**

- § All items (except MasterSingers Girls Dress – see below) purchased at  
 McGinn School Apparel  
 Fairgrounds Mall  
 3050 N 5th Street Hwy  
 Reading, PA 19605  
 610-939-1503  
 Hours Monday – Saturday, 10am – 6pm
- § Payment may be ½ total at time of order. Final payment due on pick-up of items. All sales final.
- § Attire must be ordered new at the store or purchased used from a member by **July 20**.
- § After July 20, the prices below may increase.

BCCC Rehearsal Polo

Singers must have rehearsal polo in time for use at first rehearsal.  
 Shirts are not in stock, but must be ordered.  
 Shirts may be ordered on line a [www.mcginnschoolapparel.com](http://www.mcginnschoolapparel.com) using a credit card  
 Please allow time for order to be placed and received.

Polo – Short Sleeves	Youth 17.50; Adult 20.50
Polo – Long Sleeves	Youth 20.50; Adult 23.50
Sweatshirt	Youth 19.99; Adult 23.99
Hooded light-weight sweatshirt	Adult 28.99

Training Chorus Concert Attire

Skirt: Style 1348 all sizes	33.99
Pants: Style 7511 sizes 4-7 SL/RG	21.99
Style 7511 sizes 8-14 SL/RG	22.99
Style 7513 Husky	24.99

Choristers and Chorale Concert Attire

Iridescent Vest	57.00* <i>See below</i>
Tuxedo Shirt	23.00
Rosette Tie	9.00
Bow Tie	6.00
Palazzo Pants	43.00
Tuxedo Pants	34.00

MasterSingers Concert Attire

Dress	70.00 – 75.00
Ordered though Mrs. Coughlin in BCCC office.	
Vest	57.00* <i>See below</i>
Bow tie	6.00
Tuxedo Shirt	23.00
Tuxedo Pants	34.00

\*Add \$15 for added length

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Shoes

Singers in all choir levels – girls and boys – may purchase shoes at McGinn School Apparel.

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## Grooming Requirements for Concerts

### Training Chorus, Chorale and Choristers – Girls' Grooming

The following six personal grooming standards must be met for all performances: hair, bangs, barrettes, make-up, and jewelry.

**Hair:** Girls hair is styled off the face. It may be French braided into a single braid beginning on the top of the head and secured by a black ponytail holder or worn in a bun on the back of the head. If hair is too short to be fully braided or worn in a bun, the top center may be braided, if possible, or worn with a head band the color of the hair. If hair is too short to be styled in these ways, it should be secured off the face with bobby pins and/or gel.

Braiding by a limited number of Uniform Committee members is offered before concerts for girls who do not have anyone at home who can braid their hair. Parents should not expect the Committee to braid their daughter's hair simply because they do not have the time. Singers who need help with braiding should go to the warm-up area ½ hour before the stated warm-up time. If a singer needs to have her hair braided, she should:

- Bring a comb or brush.
- Bring black ponytail holders.
- Have hair combed out with no hair spray.
- Not arrive with wet hair.

**Bangs:** All bangs are to be completely off the face. Bangs are to be groomed toward the back of the head and secured with bobby pins and/or gel.

**Barrettes:** Barrettes should match the hair color.

**Make-up:** BCCC will determine the appropriateness of any make-up worn by a singer. If the make-up is inappropriate, BCCC will request that the make-up be removed.

**Nail polish:** No nail polish is allowed.

**Jewelry:** No jewelry is allowed. No earrings, watches, etc. Exception: medical tags or bracelets.

### MasterSingers – Girls' Grooming

The following six personal grooming standards must be met for all performances: hair, bangs, barrettes, make-up, and jewelry.

**Hair and Bangs:** Hair and bangs should be pulled or tied back away from the face so that no hair falls on the face or forward on the shoulder. Girls may wear a head band that matches the color of their hair.

**Barrettes:** Barrettes should match the hair color.

**Make-up:** BCCC will determine the appropriateness of any make-up worn by a singer. If the make-up is inappropriate, BCCC will request that the make-up be removed.

**Jewelry:** Girls may wear simple earrings, nothing dangling. No other jewelry is allowed. Exception: medical tags or bracelets.

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**Training Chorus, Chorister, Chorale, and MasterSingers – Boys' Grooming**

The following two personal grooming standards must be met for all performances: hair and jewelry.

**Hair:** Boys shall groom hair off the face, above ears and collar. No extreme haircuts or ponytails. No facial hair.

**Jewelry:** No jewelry is allowed. No earrings, watches, etc. Exception: medical tags or bracelets.

**Cleaning**

**All clothing items shall be clean and pressed for each concert. Choristers and Chorale trousers and palazzo pants and MS vests and dresses should be professionally dry cleaned to protect the fabric.** Please do not wash and dry in household washing and drying machines; when done so, the fabric is damaged.

**Concert Uniform Check**

The Uniform Committee will hold Concert Uniform Checks as announced, usually in the summer, fall and winter. **Singers should arrive at the rehearsal fully dressed in the concert uniform.**

A Uniform Committee member will send a note home to parents if any uniform item needs to be replaced or adjusted in any way. If the Committee requests that a singer purchase new concert attire, please place the order with McGinn School of Apparel, ideally, within the week. Remember:

- Ø **McGinn School Apparel works diligently to provide excellent service and to keep costs down for parents.**
- Ø **McGinn School Apparel** knows when Uniform Checks are held and expects parents to place orders after these checks.
- Ø By placing multiple orders, rather than individual orders, **McGinn School Apparel** is able to split the shipping and handling costs among parents.
- Ø The minimum charge for shipping and handling for individual orders after July is \$15.
- Ø Next day service for individual special orders after July is \$30.
- Ø Orders take anywhere from 2 – 8 weeks to fill, depending on the item ordered.
- Ø **All sales are final. McGinn School Apparel** is unable to return items to the wholesaler.

While BCCC conducts Concert Uniform Checks generally two to three times per year, it is the responsibility of the family to notice any changes in the growth or weight of the singer that will affect the fit of the clothing.

**Uniform guidelines shall be strictly followed. A Uniform Committee member will be present at each concert to enforce the guidelines. Those not following the guidelines will be asked to make the necessary changes.**

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**Uniform Questions**

Refer all uniform questions to Mrs. Susan Coughlin, Chair of the Uniform Committee, at:

(h) 610-926-0455

(w) 610-898-7664

[scoughlin@bcccsings.org](mailto:scoughlin@bcccsings.org)

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**BERKS CLASSICAL CHILDREN'S CHORUS PARENT AUXILIARY COMMITTEE**

- I. Purpose:** To promote and enhance the educational experience of the children of the chorus through authorized, voluntary activities and projects.
- II. Membership:** Membership shall be open to any parent or guardian of any child enrolled as a student in the Berks Classical Children's Chorus.
- III. Meetings and Quorum:** Meetings shall be held monthly from September through May, except during December. The presence of at least one elected officer and four members shall be necessary to constitute a quorum for the approval of actions or resolutions at general membership meetings.
- IV. Officers:** The officers of this committee shall consist of a Chair, vice Chair, and Secretary. The Financial Secretary shall be the BCCC Bookkeeper, by appointment of the Chair, and shall serve ex-officio. These persons shall form the Executive Subcommittee.
- A. The Chair, or Vice Chair in the absence of the Chair, shall conduct general membership meetings and attend Board of Directors meetings of the parent organization unless specific appointment of a representative to the Board of Directors by majority vote of the general membership is made.
  - B. The Vice Chair shall assume the duties of the Chair in the absence of the Chair.
  - C. The Secretary shall record attendance at all meetings, take the minutes of all meetings of the general membership and perform such other duties as reasonably directed by the Chair.
  - D. The Financial Secretary shall be responsible for the accounting of all financial and fund-raising activities by the committee and reporting the same to the BCCC Treasurer in accordance with the procedures and instructions of the Treasurer.
  - E. The Executive Subcommittee shall meet for the purpose of planning, establishing ad hoc or other subcommittees, and reporting to the general membership and to the BCCC Board of Directors.
- V. Terms and Elections:** The officers of this committee shall serve for one year terms and shall be elected at a meeting of the general membership no sooner than May and no later than June 30th of each year. Any officer is eligible for reelection so long as he or she remains eligible for general membership of the committee during the term of service.
- VI. Subcommittees:** There shall be no limit on the number of ad hoc or subcommittees created or appointed by the Chair with the approval of the Executive Subcommittee.
- VII. Fundraising Activities:**
- A. All fundraising activities undertaken in the name of the BCCC or Parent Auxiliary Committee shall be subject to prior approval by the Board of Directors or the Executive Board if the Board of Directors is not scheduled to meet within thirty (30) days of submission of the written request for approval to the Executive Director.
  - B. Fundraising activities shall be undertaken for the purpose of providing project-specific financial aid and support to the members of the chorus as determined by written plan approved by majority vote of the committee's general membership.
  - C. Funds raised by the committee shall be maintained in a depository established under the direction of the BCCC Treasurer with the BCCC Treasurer or BCCC Executive Director listed as a required signatory in addition to the Financial Secretary. Checks shall be signed by any two of these three individuals.

D. Unexpended funds at the end of the academic year shall be retained in the established depository and carried over to the next academic year.

**VIII. Voting:** All votes taken at Executive Subcommittee and/or general membership meetings shall be by oral ballot or a show of hands unless written ballot is specifically requested by a simple majority of the membership present.

**IX. Reports:** Reports of committee activity shall be submitted in writing to the Executive Director at least five days prior to each meeting of the Board of Directors.

Approved by parents, April 19, 1999  
20, 2006

Amended and approved June 20, 2006

**Parents on Duty – PODs**

**Questions and Answers**

1. **What is a POD?** A POD is a Parent On Duty at a rehearsal, concert, auditions, or at other times requested.
2. **Who serves as PODs?** All parents.
3. **How often?** Generally, three or four times per year.
4. **Why PODs?** PODs provide additional security, attend to the needs of the singers and staff, assist with administrative tasks, and help maintain discipline. Serving as a POD also gives a parent the chance to be involved and to learn about BCCC from inside.
5. **How can I help best?** PODs should make it a point to get to call singers by name if possible. They should help create a friendly and welcoming atmosphere.
6. **Do you need to be a musician to be a POD?** Absolutely not! Music study is not a prerequisite.
7. **Will I be busy all the time?** There may be some “down time,” so you may bring work, a book, or whatever. But remember that you still are on duty to help as needed.
8. **What if I can’t do it?** If you are unable to fulfill your obligation, **you must find a substitute** from the BCCC Directory provided at the beginning of the year.
9. **How will I know what to do?** Please read the instructions below before reporting for duty.

**POD Instructions**

1. **Time** – Please be on duty ½ hour before any rehearsal or concert call time. For example,
  - **6 PM** for 6:30 PM Monday rehearsals for Training Chorus, Choristers, and Chorale
  - **3 PM** for 3:30 PM Sunday rehearsals for MasterSingers rehearsals
2. **POD Assignments:** At least one POD stays with each choir at all times. If choirs separate, at least one POD must accompany each choir.
 

<ul style="list-style-type: none"> <li>• TP = Table POD</li> <li>• TC = Training Chorus POD</li> <li>• CS = Choristers POD</li> <li>• CL = Chorale POD</li> </ul>	<ul style="list-style-type: none"> <li>Take attendance, stay in main rehearsal hall</li> <li>See next page for specific responsibilities</li> <li>Stay with Training Chorus</li> <li>Stay with Choristers</li> <li>Stay with Chorale</li> </ul>
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- MS = MasterSingers POD                      Stay with MasterSingers
3. **Areas at GoggleWorks** for BCCC (rehearsal locations subject to change)
    - Rooms 420, 411, and CSMA Recital Room (5<sup>th</sup> floor)
    - Room 529 – BCCC office
  4. **Medical Emergency:** Before providing care to a singer, check his/her medical release form in the Medical Forms notebook. For minor cuts, headaches, etc., use the First Aid kit in the white box. For urgent care, call 911 and then the singer’s parents.
  5. **Tissues, Pencils, Music:** PODs are primarily responsible for tending to the needs of the singers during rehearsal time. PODs should discretely assist any singer who needs a pencil or tissue, or needs help with music. BCCC provides boxes of tissues and sharpened pencils.
  6. **Bathroom:** PODs must accompany singers in Training Chorus, Choristers, and Chorale to the bathroom, but do not have to accompany MasterSingers. Singers may go the bathroom during rehearsal provided that the director approves it.
  7. **Singer Discipline:** PODs are expected to observe the behavior of the singers and to assist the director in the enforcement of discipline. Because the director needs to be earnestly engaged in the rehearsal, he should not have to take time from the rehearsal to discipline a singer. The POD should take the lead in handling a discipline problem, if necessary.
  8. **Clean Up:** After each rehearsal, all PODs and their children (and others, if possible) should return supplies and equipment used during the rehearsal to the BCCC office or another area designated by the staff.

### Table PODs Responsibilities

1. **Take attendance** using the following markings:
  - E – Absences communicated to staff by phone, email, or note prior to rehearsal
  - L – Late arrival (anytime 5 minutes after rehearsal begins)
  - LE – Leaving early
  - A – Absences that have not been communicated to staff
2. **Distribute materials** such as the newsletter. Other PODs assist Table POD as needed.
3. **Call GoggleWorks Front Desk.** Once rehearsal has started, call the GoggleWorks front desk (610-374-4600) to report how many singers are in attendance in each rehearsal room.
4. **Call singers who have not arrived.** Once rehearsal has started, call those who are absent (“A”) to find out why they are not at rehearsal. If able to reach and an explanation is given, change “A” to “E”.
5. **Call Parents who will serve as PODs next week** to remind them.
6. **Perform other duties as requested by staff,** such as preparing mailings, accepting payments for tickets and notes for staff, etc.

### Additional Instructions for PODs at Performances

1. **No Ticket Purchase for Most Performances.** PODs who serve during the concerts need to be available to assist the singers in case of an emergency and to assist the staff to

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assure a smooth performance. In most cases, but not all, they should not purchase tickets to the concerts. When appropriate and possible, seats will be reserved for PODs in a location in the house near the singers both on and off-stage. If PODs need to purchase tickets, the BCCC staff will notify them as soon as possible.

2. **After Performance** all PODs should assist in packing up everything, including the Display Table items, in the appropriate suitcases and boxes and loading into a staff member's vehicle before leaving. Please make sure all children are taken care of before you leave. If anyone is left without a ride, contact families or wait until he/she is picked up.

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**BCCC SINGER CONTRACT**

*I take pride in the fact that I am part of BCCC, and I promise to uphold the ideals of the BCCC in the following ways:*

I will do my best to be a good example to the other members of the Chorus and to represent the Chorus in a professional manner at all times.

I will remember that each individual in the Chorus is important and is expected to unify and work to sound as one.

I understand that I am expected to attend and be prompt for all rehearsals and performances and will try to have perfect attendance.

I will study and memorize the music assigned, so that I am prepared for rehearsals and performances, and will take proper care of all BCCC materials.

I will be expected to use proper behavior and language at all times. Any violation could result in dismissal from the BCCC.

Singer's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Singers' Responsibilities and Rehearsal Expectations

### Before your leave home:

1. Check to see that you have your music, notebook, workbook, 2 sharpened pencils, **water bottle**, and other items you may need for rehearsal.
2. If given a nametag, put it on so that it is visible on top of your rehearsal uniform.

### Before the rehearsal:

1. Arrive at least 10 minutes early to register with PODs.
2. Members of Training Chorus, Choristers, and Chorale must be escorted by an adult to the check in table, and should wear name tag when checking in.
3. Hang up your coat on coat rack.
4. Go **immediately** to your seat, check to see what music will be rehearsed, remove it from your notebook, and keep in order.
5. Have a pencil out ready to use.
6. If you have any electronic devices, turn them off. You may not use them before or during the rehearsal, unless given permission by a staff member.

### During the rehearsal:

1. Always give your absolute best to the music and to the director.
2. Practice the **Golden Rule**. Respect yourself, your fellow singers, your directors, and the music you all make together.
  - a. *Raise your hand if you need to speak.*
  - b. *Allow one person to speak at a time.*
  - c. *Listen to the person who is speaking.*
3. Be alert and listening at all times.
4. Use proper singing posture when standing or sitting.
5. Remember the "feeling" you had during the warm up, and aim to experience that same feeling in the singing of the repertoire.
6. When the director is working with a section of the music where you are not singing, follow along and see how your part works with the others.
7. Use good self-control at all time – no unnecessary talking, no hitting, pushing, or shoving.
8. Know the allowable boundaries at a rehearsal or performance site.

### After the rehearsal:

1. Leave the rehearsal room in an orderly manner.
2. Help clean up.
3. If a member of Training Chorus, Choristers, or Chorale, remain in the rehearsal space until a family member or designated family friend picks you up.
4. If a member of MasterSingers, you may drive yourself or ride with another singer.



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**Singers' Performance Site Rehearsal and Concert Expectations****Before your leave home:**

1. Get a good night's sleep.
2. Eat a good meal.
3. Drink plenty of water.
4. **DO NOT** drink carbonated beverages.
5. Avoid dairy products less than six hours before the performance.
6. Refrain from wearing perfumes, colognes, or scented hair sprays.
7. Check to see that you have your:
  - ü Music notebook
  - ü Two sharpened pencils
  - ü Water bottle
  - ü Other items you may need for rehearsal
8. If given a nametag, put it on so that it is visible on top of your rehearsal uniform.

**At the performance site:**

1. Arrive at least 10 minutes early to register with PODs.
2. Arrive dressed in full concert attire, if a concert.
3. Find out where you need to be and go there immediately.
4. Behave professionally. Your performance begins the moment you get out of the car.
5. Know the allowable boundaries at a performance site.
6. Do not take water bottle and snacks into the performance space. Take only to a designated room where water and snacks are allowed.
7. All rehearsal expectations are in effect at the performance site.
8. If a member of Training Chorus, Choristers, or Chorale, remain in the performance space with other singers, PODs, or staff members until a family member or designated family friend picks you up.
9. If a member of MasterSingers, you may drive yourself or ride with another singer.
10. Have fun sharing your best quality effort with the Chorus.

**Consequences for unacceptable behavior will result in the following:**

1. Warning – Following a first offense, the singer might be given a warning.
2. Contacting parents – Following further disruption, the Executive Director will call parents to inform them of the infraction.
3. Termination as member – Further problems will result in termination of the singer as a member of BCCC; tuition will not be returned.

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## Directions to Frequently Used Venues

Only MasterSingers are allowed to walk into the venues by themselves. All Training Chorus, Choristers, and Chorale members must be escorted into venue.

### Atonement Lutheran Church

5 Wyomissing Boulevard, Wyomissing, PA 19610

**From Reading:** Take Penn Street to Penn Avenue (Route 422 Business) heading west toward West Reading. Continue on Penn Avenue for approximately 2 miles, past the VF Factory Outlet. At the Wyomissing Boulevard/State Hill Road intersection, turn left onto Wyomissing Boulevard. The church is on the immediate left.

**From Sinking Spring and points west of Reading:** Take Route 422 Business heading east toward Reading/Wyomissing/West Reading. Cross the railroad track bridge into Wyomissing. Pass the Fire Department on left. At the Wyomissing Boulevard/State Hill Road intersection, turn right onto Wyomissing Boulevard. The church is on the immediate left.

### Berks Heim

1011 Berks Road in Leesport, PA 19533

**From US 222:** Take Route 222 north to route 183 exit. Turn left at light at top of off ramp and proceed to West Leesport Road. Turn left at light. Turn right at stop sign and follow green directional signs to Berks Heim. The facility will be on your left.

### GoggleWorks

201 Washington Street, Reading, PA 19601

**From the Reading Penn Street Bridge:** Head east on Penn Street. Turn left onto 3rd Street. Turn left onto Washington Street. Drive past the GoggleWorks Washington Street entrance. Go through 2<sup>nd</sup> Street intersection to Front Street (not marked well, but is immediately after 2<sup>nd</sup> Street). Turn right onto Front Street. Turn right onto Walnut Street. The GoggleWorks parking lot can be entered either from the 2nd Street gate or the Walnut Street Gate. Enter the building through the Main Entrance that is approached from the parking lot.

### Reading High School - Geigle Complex

801 North 13<sup>th</sup> Street, Reading, PA 19604

**From Route 422:** Take Route 222 north toward Allentown. Take 11<sup>th</sup> Street exit. Bear right at end of ramp. At first light, turn left onto Hiester Lane. At first light, turn right onto 13<sup>th</sup> Street. Proceed south on 13<sup>th</sup> Street past Albright College. Go to Windsor Street. Reading High School will be on the left. Geigle Complex is on north side of school. Park on street.

### Trinity Lutheran Church

527 Washington Street, Reading, PA 19601

**From Route 422:** Take Penn Street Exit into Reading. Cross Bridge. Continue East on Penn Street to Fifth Street. Turn left onto North Fifth Street. Cross Court Street and Washington Street intersections. Turn right into parking lot opposite Lincoln-Wyndham Hotel on North Fifth Street.

Additional parking is available in Lincoln-Wyndham Hotel garage. (There may be a fee. Fee may not be charged if leaving lot after 6:30 pm weekdays.) After parking, walk to end of parking lot and cross the alley. Walk through garden area, pass a white building on right. Enter church building using door on far left and proceed as directed.

### **Directions to Frequently Used Venues, Continued**

**Sovereign Performing Arts Center (SPAC)  
136 N. 6th Street, Reading, PA 19601**

**From 422 (using Penn Street exit):** Take 422 to the Penn Street exit. Get in the left lane to stay on Penn Street, follow Penn to 6th Street, and make a left on to 6th Street. SPAC is 2 blocks on your left. Allow enough time to park on the street, at the Poplar & Walnut garage, or one of the other downtown lots, and walk a block or two to SPAC.

**Directions to the Walnut and Poplar parking garage:** (Located between the 700 Blocks of Walnut and Washington Streets. Motorists may access the garage from the 100 Block of Poplar Street.) Follow the above directions to the SPAC. At the light after the theater (the cross street is Walnut Street). Turn right on Walnut Street, follow Walnut until you go over a bridge, the next right is Poplar. Turn right on to Poplar. The garage is on your right. Fee to park: \$8.00

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**2011-2012 ENROLLMENT CONTRACT - DUE DATE JUNE 15, 2011**

**Enrollment:** I wish to register my child, \_\_\_\_\_, as a chorus member in the Berks Classical Children's Chorus (BCCC). I understand that BCCC expects my child to demonstrate a commitment to faithful, consistent and punctual attendance, and to remain active and committed to the program for the entire year. I understand that my child will remain a member of the chorus as long as he/she continues to be a member in good standing as defined in accordance with the contract paragraphs below regarding attendance, payments, behavior, and music preparation and performance standards, or until such time as I would send a letter of resignation in writing. I understand that BCCC expects my child to follow the guidelines and policies stated below, in the BCCC handbook, and in all BCCC communications.

**Property Deposit Fees and Non-Refundable Tuition:** I understand that payment for the property deposit fees and non-refundable tuition for the coming academic year 1) is a prerequisite to my child's participation in the chorus and 2) shall be made in accordance with the plan selected on the tuition and property payment form. Payment may be made by check to BCCC or by credit card.

**Property Deposit:** All new singers, including scholarship applicants and recipients, shall pay a \$50.00 refundable Property Deposit. It is intended that this amount will be on deposit throughout the singer's tenure with BCCC and will be returned when the singer resigns from BCCC, provided that all property is returned promptly, in good condition, and the singer does not otherwise owe anything to BCCC. If a singer decides to resign from the chorus **after** the final spring performances, but does not provide a letter of resignation by June 15, when contract materials for the next year are due, the property deposit will not be returned. If a singer resigns from the chorus **before** the final spring performances, all property belonging to the chorus should be returned within a week of said resignation or the property deposit will not be returned.

**Scholarships:** Scholarship help to qualified singers is available in amounts as funds allow.

Applications for financial aid must be received by June 15. The finance committee will review each case individually. The financial aid application may be submitted by June 15 in lieu of a tuition deposit.

**Attendance:** I acknowledge that in order to provide the BCCC staff with the opportunity to effectively educate my child in music and the choral art, it is necessary that my child attend rehearsals and performances in prompt fashion. I agree that it is my duty to provide as much advance written notice of conflicts and/or absences to the Executive Director and prompt notice of unscheduled or sudden conflicts or illness as soon as possible.

I acknowledge that BCCC policy provides that if a singer has more than TWO (2) absences during each term (September to December and January to May), the singer shall jeopardize his or her membership, and/or membership in good standing, for the remainder of the year, and/or chances of being invited or accepted into the Chorus in the following year, subject to review and consideration of illness or other extenuating circumstances by the staff and Board of Directors.

**Music Preparation and Performance Standards:** I acknowledge that even though discipline in musical study is part of the training offered by BCCC staff, it remains my responsibility as a parent to monitor my child's home study requirements and his or her preparation for each rehearsal and performance. Accordingly, I acknowledge that my child's Chorus Director reserves the right to prohibit my child from participating in a performance if it is first determined that my child is unprepared for the same. Ongoing failure to meet performance standards of the BCCC organization shall jeopardize the singer's membership, and/or membership in good standing, for the current and/or future years.

**Behavior:** I acknowledge that my child is expected to display appropriately mature behavior and cooperate in a respectful manner with all directions of the staff during rehearsals and performances. I agree that notwithstanding the fact that primary legal responsibility for my child's safety and well-being is with the BCCC staff during rehearsals and performances, the primary responsibility for my child's behavior is shared by my child and me. To that extent, I acknowledge that inappropriate behavior or

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language that is uncontrolled or unremedied after suitable warning may disqualify my child from continuing in the Chorus.

**Custody:** I agree that after the conclusion of rehearsals my child is no longer within the responsibility or control of BCCC staff or parent volunteers and that it is my duty to promptly pick up my child or make suitable arrangements for the same at such times.

I understand that unless there is an advance announcement to the contrary or special arrangements are made and approved by the Executive Director, I will not resume custody of my child after performances until the chorus is released by the staff. This is acknowledged to be a necessary rule to ensure full accountability for the safety and location of each child during and after performances.

**Additional rehearsals:** I understand that in order to achieve and maintain a high level of artistic performance, additional rehearsals will be scheduled prior to performances and special appearances. In addition, I recognize that it may be necessary to schedule extra rehearsals in the event of special performances that may be added to the calendar and that attendance at such rehearsals, as all others, is mandatory.

**Community musicals/theater:** I understand that the BCCC does not encourage its singers to become involved in community musicals/theater during the singing season of BCCC. However, I understand that if a singer wants to audition for a community show, he/she must notify the BCCC Director. I understand that the singer must present a letter from the BCCC to the community show director stating that he/she is committed to BCCC regular weekly rehearsals (Mondays for Training Chorus, Choristers, and Chorale; Sundays for MasterSingers) and to all BCCC performances and that he/she cannot participate in community show rehearsals or performances at those times. I understand that the only exception to this policy allows the singer to miss one BCCC rehearsal, but not a performance, during the week of the show. I understand that if this procedure is not followed, the singer will be asked to drop out of BCCC.

**Musical Repertoire:** The selection of music used by BCCC is at the discretion of the Directors. Music is chosen for its artistic value and to represent a wide variety of cultures and musical heritages. Seasonal music, including that of a religious nature, will be performed and each child will sing the entire repertoire of the Chorus. All music to be performed must be committed to memory, and any child not fulfilling that obligation will not be permitted to perform at the specified event for which that music is required.

**Travel:** I understand that BCCC is often required to travel to performances and I agree that unless otherwise provided by the Board of Directors, my child is required to travel with the group. Accordingly, I agree to sign the appropriate "Permission to Travel" forms (not a waiver) when requested.

**Uniforms:** I understand that uniform requirements of dress and appearance are an integral part of the educational and artistic experience and that I am required to purchase certain items of clothing for my child's rehearsal and performance uniform. I understand further that I am primarily responsible for my child's personal grooming, appearance at rehearsals and performances, and for the proper fit of my child's uniform throughout the year.

I agree to return upon request any borrowed uniform wardrobe articles in good condition and to be financially responsible for the cost of replacing any item of music or other item issued by BCCC in the event the same is damaged or destroyed, reasonable wear and tear excepted.

**Volunteer Support:** I understand that as a parent, I, or my spouse, will be required to participate as a member of a parent committee. Further, I understand that as a Not-for-Profit or Charitable organization, BCCC is necessarily dependent upon the support and efforts of parents in fund raising activities for both specific and general purposes in support of the children, their programs and activities. To that extent I expect that I and/or my spouse will be required to participate through contributions of time and/or finance in the support of such activities through various efforts that may be undertaken by the Board of Directors and/or the Parents' Auxiliary.

**PUBLICITY AGREEMENT:** This agreement made as of the day of signature by the parents/legal guardians of the person and estate of said child, a minor, hereinafter referred to as Chorus Member, and

the Berks Classical Children’s Chorus, a Pennsylvania non-profit corporation, incorporated and existing under the laws of the Commonwealth of Pennsylvania, hereinafter referred to as the Berks Classical Children’s Chorus.

This agreement constitutes permission to use rehearsal, press, and production photos of Chorus Member for general distribution. GUARDIANS hereby grant the Berks Classical Children’s Chorus all rights to use, reproduce, photograph, record, and otherwise disseminate any aspect of Chorus Member’s performance, it being understood that no compensation be made for this use.

GUARDIANS further agree that Chorus Member will appear at, and faithfully cooperate in, all publicity or promotional events scheduled for him/her by the Berks Classical Children’s Chorus including television, radio, newspaper, and public appearances.

INDEMNITY AGREEMENT: This agreement made as of the day of signature by the parents/legal guardians of the person and estate of said child, a minor, hereinafter referred to as GUARDIANS, and the Berks Classical Children’s Chorus, a Pennsylvania non-profit organization, incorporated and existing under the laws of the Commonwealth of Pennsylvania, hereinafter referred to as the Berks Classical Children’s Chorus.

Whereas, the Berks Classical Children’s Chorus is involving certain choir members, and has elected to rehearse, perform, and make such a tour and/tours as its Director may hereafter determine, for the purpose of furthering such minor’s education and experience; and

Whereas, my child, a minor, as a member of such choir group, has elected to participate in such rehearsals, performances, and tours, the undersigned, as GUARDIAN of said minor, in consideration of the premises and of such minor being afforded the opportunity to receive any educational and musical benefits which may be realized from said rehearsal, performances, and tours, hereby agrees with the Berks Classical Children’s Chorus, as follows:

GUARDIANS hereby agree that such minor participate in such rehearsals, performances, and tours and hereby authorize the Berks Classical Children’s Chorus and its Directors to involve said minor in such rehearsals, performances, and tours and agrees that said minor will be under the control and authority of such officers and that they may exercise parental supervision over him or her. This constitutes an assignment of Temporary Guardianship, and Directors may exercise control and make all decisions thereunto pertaining.

GUARDIANS further agree that they will, at all times, hereafter indemnify and save harmless the said Corporation and the said Officers and Directors, both individually and in their capacity as such Officers and/or any other organization under whose auspices or in whose premises said minor may rehearse or perform and/or individual and/or organization providing transportation for said minor, from and against all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of said minor’s participation in such rehearsals, performances, and/or tours. It is understood that any medical, hospital, and surgical expenses, incurred as a result of treatment recommended, shall be borne by such GUARDIANS and, to the extent that such expenses may first be paid by Berks Classical Children’s Chorus, GUARDIANS agrees to reimburse it for such expenditures.

In consideration of the amount of time spent in rehearsals, performances, and/or tours, GUARDIANS also agrees that emergency medical, including surgical treatments, may be authorized by said Officers on GUARDIANS’ behalf when he/she cannot be immediately contacted.

Relationship to Chorus Member: Parent \_\_\_\_\_ Guardian \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Date

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

**BASIC INFORMATION**

Singer's Name \_\_\_\_\_ Grade this coming fall \_\_\_\_\_

If a returning BCCC singer, please fill in information **that has changed**.  
If a new BCCC singer, please provide all information as requested.

Age \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_

Home Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone \_\_\_\_\_ Singer's Cell (if has one) \_\_\_\_\_

Singer's Email (if has one) \_\_\_\_\_

\*\*\*\*\*

Mother's or Guardian's Name \_\_\_\_\_

(Please provide the following information **if different** from singer's above.)

Home Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Home Email \_\_\_\_\_

(Please **provide all** the following information.)

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Days/Times \_\_\_\_\_ Work Phone \_\_\_\_\_

Work Fax \_\_\_\_\_ Work Email \_\_\_\_\_

Work Address \_\_\_\_\_

Special Talents/Interests/Hobbies

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Father's or Guardian's Name \_\_\_\_\_

(Please provide the following information **if different** from singer's above.)

Home Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Home Email \_\_\_\_\_

(Please **provide all** the following information.)

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Days/Times \_\_\_\_\_ Work Phone \_\_\_\_\_

Work Fax \_\_\_\_\_ Work Email \_\_\_\_\_

Work Address \_\_\_\_\_

Special Talents/Interests/Hobbies

**BASIC INFORMATION - continued**

If a returning singer, please fill in information *that has changed*.

If a new singer, please provide all information as requested.

*If parents are separated, to whom does the BCCC send bills?* \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency No. \_\_\_\_\_

Names and ages of siblings \_\_\_\_\_

School \_\_\_\_\_ District \_\_\_\_\_

School Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

***Music Background – List Private Instrument/Voice/Dance Lessons (use reverse side)***

What? \_\_\_\_\_ How Long? \_\_\_\_\_ Teacher \_\_\_\_\_

What? \_\_\_\_\_ How Long? \_\_\_\_\_ Teacher \_\_\_\_\_

***Community Activities – Sports, Drama, Art, Other***

\_\_\_\_\_  
\_\_\_\_\_

***What Other Saturday and Sunday Activities Do You Have?***

\_\_\_\_\_

***Church/Synagogue Name*** \_\_\_\_\_

Address \_\_\_\_\_

Sing in Choir? \_\_\_\_\_ Choir Name \_\_\_\_\_

Choir Director's Name \_\_\_\_\_

**VOLUNTEER INFORMATION – PLEASE FILL IN EACH YEAR**

*Participation assures continued growth and success of the Chorus, improves communication, and instills a sense of responsibility for the organization. Please consider something you are good at, something you'd like to learn about...and something that sounds like fun!*

**PLEASE CIRCLE ALL AREAS BELOW WHERE YOU WISH TO VOLUNTEER**

**M/G = Mother/Guardian      F/G = Father/Guardian**

**PARENTS' AUXILIARY – all parents & guardians participate – sign up to follow**

- |     |     |  |
|-----|-----|--|
| M/G | F/G | Develop and coordinate fundraising and support efforts |
| M/G | F/G | Participate in one or more fundraising activities      |

**PARENT ON DUTY (POD) – all parents & guardians participate – sign up to follow**

- |     |     |   |
|-----|-----|---|
| M/G | F/G | Assist singers and staff before, during, and after rehearsals and/or performances |
| M/G | F/G | Clean up and reset venues after rehearsals  |
| M/G | F/G | Set-up and take down risers at on-site rehearsals and concerts                    |

**UNIFORM COMMITTEE**

- |     |     |   |
|-----|-----|---|
| M/G | F/G | Assist with checking attire and grooming standards at Uniform Checks and performances |
| M/G | F/G | Style hair for girls (braided when possible) and boys for performances                |

**PUBLICITY COMMITTEE**

- |     |     |  |
|-----|-----|--|
| M/G | F/G | Take photos at rehearsals and performances |
| M/G | F/G | Take videos of concerts                    |

**TICKETS**

- |     |     |  |
|-----|-----|--|
| M/G | F/G | Handle ticket sales for BCCC concerts (during Monday night rehearsals) |
|-----|-----|--|

**USHER**

- |     |     |   |
|-----|-----|---|
| M/G | F/G | Usher at concerts (arrive 1 hour before performance and stay until the end of the performance to assist with clearing the building) |
|-----|-----|---|

**HOSPITALITY COMMITTEE**

- |     |     |  |
|-----|-----|--|
| M/G | F/G | Provide and serve refreshments during Choristers and Chorale summer camp |
| M/G | F/G | Provide and serve refreshments during MasterSingers summer retreat       |
| M/G | F/G | Assist with Annual Banquet   |

**OFFICE/CLERICAL COMMITTEE**

- |     |     |  |
|-----|-----|--|
| M/G | F/G | Provide assistance in envelope stuffing and bulk mailing |
|-----|-----|--|

**BCCC MEDICAL FORM – PLEASE FILL IN EACH YEAR**

**Membership in BCCC involves many rehearsal and performance opportunities for you child. In order for your child to take advantage of these opportunities, you are required to supply the following information and to sign the release.**

**GENERAL**

Member’s Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Father’s/Guardian’s Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Mother’s/Guardian’s Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

*Friend or relative to call if unable to reach parent in emergency:*

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Please list person/s not permitted to take your child from any Chorus activity:

\_\_\_\_\_

**MEDICAL**

Physician/s \_\_\_\_\_ Phone number/s \_\_\_\_\_

Date of last physical exam \_\_\_\_\_ Last tetanus or booster shot \_\_\_\_\_

Drug allergies \_\_\_\_\_

Known medical conditions \_\_\_\_\_

Known learning problems or disabilities \_\_\_\_\_

Recent serious illnesses or operations \_\_\_\_\_

Does your child have any kind of handicap? If yes, please \_\_\_\_\_

Does your child have any physical condition that should limit his/her activities? \_\_\_\_\_

Current medication/s taken of regular basis \_\_\_\_\_

*Note: Any medications used by a Chorus member must be administered by an adult PODS or staff. Please check the non-prescription medications the BCCC may administer as needed to your child.*

Tylenol (325 mg.) \_\_\_\_\_ Advil (200 mg.) \_\_\_\_\_

Dramamine \_\_\_\_\_ Antacid \_\_\_\_\_ Benadryl \_\_\_\_\_

**MEDICAL INSURANCE**

Name of insurance company \_\_\_\_\_

Subscriber’s name \_\_\_\_\_

Group number \_\_\_\_\_ Agreement number \_\_\_\_\_

In case of any emergency, I give my permission to persons representing the Berks Classical Children’s Chorus to see that my child receives whatever emergency medical, including surgical, treatment is needed and to hospitalize him/her if necessary. It is understood that every effort will be made to reach the persons named on this form.

**Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_**

BERKS CLASSICAL CHILDREN’S CHORUS  
FINANCIAL AID APPLICATION – DUE JUNE 15

The BCCC currently has funds available for financial aid, but those funds are limited. The awarding of aid is based upon a statement of financial need and documentation supporting that need.

Singers who receive financial aid are held to the highest expectations for participation and attendance at rehearsals and concerts. A decision to renew or continue aid will also be based upon the student/family’s demonstration of commitment as shown in participation and attendance at rehearsals and concerts.

Those receiving aid are responsible for all uniform, music and other BCCC fees, and might also be asked to help with various functions during the year. Application for aid must be made each year, and will be reviewed by the Finance Committee of the Board of Directors.

Student’s name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

Father’s name \_\_\_\_\_ Mother’s name \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Current Employer \_\_\_\_\_ Current Employer \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Work phone \_\_\_\_\_ Work phone \_\_\_\_\_

Parents are: Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Single \_\_\_\_\_

Names and ages of siblings \_\_\_\_\_

Total number in family \_\_\_\_\_

FINANCIAL INFORMATION

The application must include a copy of page 1 and 2 of the most-recent federal income tax return (Form 1040) as submitted to the IRS. If self-employed, Schedule C must also be included.

Please provide the all following information:

1) Total income as reported on most-recent Form 1040 \_\_\_\_\_

2) Projected total income for current year \_\_\_\_\_

2) Amount you can afford to pay per year \_\_\_\_\_

4) Why do you need financial aid? (Please be as specific as possible. Use other side if necessary.)

\_\_\_\_\_  
\_\_\_\_\_

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

Return by June 15 to: BCCC, 201 Washington Street, Suite 529, Reading, PA 19601

**Berks Classical Children’s Chorus  
Tuition Payment Form 2011-2012 Season**

*New this year! Tuition includes one free adult ticket for  
fall concert and  
one free adult ticket for spring concert per family*

*New this year! Early Registration Discount - \$25 less than  
Basic Tuition*

\$520 Basic Tuition - Training Chorus  
\$620 Basic Tuition - Choristers, Chorale, MasterSingers

Please keep a copy for your records.

**June 15 Early Registration Discount \$25 less  
than Basic Tuition**

- \$495 with registration by June 15<sup>th</sup> for Training Chorus
- \$595 with registration by June 15<sup>th</sup> for Choristers, Chorale, MasterSingers

Required:

- 1) Fully completed registration forms
- 2) Tuition deposit of \$100; or payment in full; or scholarship application
- 3) Property deposit of \$50 required for all new members

**After June 15 Late Registration Basic Tuition**

- \$520 with registration after June 15<sup>th</sup> for Training Chorus
- \$620 with registration after June 15<sup>th</sup> for Choristers, Chorale, MasterSingers

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Singer’s Name

Choir Level  
-----

Parent  
-----

Address  
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*Phone*

*Email*

**I understand that if any payment is not paid on time, according to the guidelines here provided for the coming academic year, BCCC will add a surcharge.**

I understand that payment for the property deposit fee (if a new member) and tuition fees, according to the guidelines here provided for the coming academic year 1) is a prerequisite to my child's participation in the chorus and 2) shall be made in accordance with the plan selected on the tuition and property payment form.

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Parent/Guardian Signature

**Tuition Payment Options:** Tuition payment options are offered as a convenience to BCCC families. While there is a premium charged for split and monthly payment plans, it may be more comfortable for you to use them. *[If you do not check one of the payment plans below, you will be placed on the plan no. 4, which includes the extra \$40.]*

**Tuition Payment Options – Check one of five:**

- .. 1. June 15 Payment in Full (including \$100 Deposit)
- .. 2. Aug. 15 Split Payment – two payments Balance due  
\$100 Deposit in June and final payment in Aug.
- .. 3. Nov. 15 Split Payment – three payments Balance due plus  
\$10  
\$100 Deposit in June, equal payments in Aug. and Nov.
- .. 4. Feb. 15 Monthly Payment – eight payments Balance due plus  
\$40  
\$100 Deposit in June, equal payments in Aug. Sept., Oct., Nov., Dec., Jan., and Feb.
- .. 5. Financial Aid Full or partial scholarships  
**Property Deposit of \$50 required for all new members.**  
**In lieu of the non-refundable \$100 deposit, a financial aid application is submitted.**
  - I am applying for financial aid for my child.
  - I understand that if my child receives an award and has a balance due,  
I will make equal monthly payments, from August to February, when the balance must be paid in full.
  - I understand that singers who receive financial aid are held to the highest expectations for participation and attendance at rehearsals and concerts.

**Check one: (Property Deposit of \$50 required for all new members.)**

- .. 1. Payment by check payable to Berks Classical Children’s Chorus.  
Enclosed is my check of \$ \_\_\_\_\_
- .. 2. Payment by credit card.  
Please charge my account \$ \_\_\_\_\_  
Cardholder Name \_\_\_\_\_

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Cardholder Address \_\_\_\_\_  
\_\_\_\_\_  
Card # \_\_\_\_\_  
Exp Date \_\_\_\_\_  
Type: Visa MC Discover  
Signature \_\_\_\_\_