

KANSAS MUSIC EDUCATORS ASSOCIATION
SOUTH CENTRAL DISTRICT

POLICY
MANUAL

APPROVED
AUGUST 19, 2017

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HONOR ENSEMBLES

Each year the KMEA South Central District shall organize and administer the following Honor Ensembles:

- Elementary Honor Choir and Workshop (Grades 4-6)
- Middle School Honor Band (7th & 8th Grade)
- Middle School Honor Choir (7th & 8th Grade)
- High School 1234A Honor Jazz Band
- High School 56A Honor Jazz Band
- High School 1234A Honor Band
- High School 56A Honor Band
- High School Honor Orchestra
- High School Honor Choir
- High School Honor Women's Chorus

Sophomores, Juniors, and Seniors who qualify and participate in the District Honor Groups are eligible to audition for the KMEA All-State ensembles which perform at the annual KMEA In-Service Convention in February. Choir students are selected for the State groups at the time of District auditions.

RESPONSIBILITIES AND EXPECTATIONS OF PARTICIPATING SCHOOLS

Each Participating School:

1. will be a member of the KSHSAA and be in good standing with the organization in order to participate in a South Central District ensemble.
2. will not allow students to audition for both district choir and district band or orchestra.
3. will be responsible for the supervision, conduct, and behavior of its students during the entirety of any KMEA South Central District event.
4. will provide a school representative to be in attendance at the district event. Directors who have students participating in any KMEA South Central District event must be present at the event site for the duration of the event, allowing the director to be available to assist with event procedures and possible emergency situations. A \$100 fine will be assessed to the home school if the director fails to attend or find a suitable replacement. The absentee teacher must communicate his/her absence to the event chair prior to the absence.

RESPONSIBILITIES AND EXPECTATIONS OF PARTICIPATING STUDENTS

Each Student:

1. will be in good standing according to the rules and guidelines for participation established by the KSHSAA and the resident school.
2. must be a freshman, sophomore, junior, or senior in high school to be a member of a high school district ensemble; must be a sophomore, junior or senior in high school to be a member of a high school All-State ensemble.
3. vocalist must be enrolled in a choral performance area, if one exists in the school, at the time of auditions; and the student must be enrolled in a choral performance area, if one exists in the school, at the time of the KMEA In-Service Workshop.
4. instrumentalist must be enrolled in an instrumental performance area, if one exists in the school, at the time of auditions; and the student must be enrolled in an instrumental performance area, if one exists in the school, at the time of the district performance and KMEA In-Service Workshop. Orchestra string instrumentalists must be a participant in a community performance ensemble if a performance class is not available to the student at his/her base school.
5. will participate in all rehearsals and the concert for the District Mini-Convention to ensure eligibility for All-State ensembles.

Membership Limitations and Privileges

1. Band students from 1A, 2A, 3A and 4A schools may only audition for the 1234A KMEA South Central District Band.
2. Band students from 5A and 6A schools may only audition for the 56A KMEA South Central District Band.
3. Instrumentalist from all six KSHSAA classifications may be members of the KMEA South Central District Jazz Band and Orchestra.
4. Virtual school students must meet KSHSAA eligibility guidelines for participation in a KMEA South Central District event; this includes attendance requirements at a KSHSAA approved school.
5. Home-schooled students must meet KSHSAA eligibility guidelines for participation in a KMEA South Central District event; this includes attendance requirements at a KSHSAA approved school.
6. According to KMEA policy, students who participate in KMEA South Central District ensembles are eligible to audition for KMEA All-State ensembles; alternates who do not perform in KMEA South Central District ensembles are NOT eligible to audition for KMEA All-State ensembles.

BAND AUDITION INFORMATION

To Be Posted on the District Website

Audition Process

Students will be assigned an audition time. Each student will check in with the door monitor at his or her assigned room approximately 10 minutes prior to the assigned audition time. Audition numbers will be assigned at the door. Audition numbers must not be traded. The judges will wait an appropriate amount of time for "no shows" at each room. All auditions will be blind. Audition materials are available on the SCKMEA website and correspond with the KMEA All-State Audition Materials. Results will be posted online no earlier than Monday following auditions.

Audition Time Requests

To the extent the schedule allows, accommodations can be made for students who need special consideration for their scheduled audition time. Directors must note all such requests when entering students online. Personal preferences for directors or students cannot be accommodated and should not be entered.

Director Participation in the Audition Process

Directors are responsible for relaying audition time and location information to their students. Directors must arrive no later than 7:30 AM the day of the auditions. This will allow time for a brief meeting for all directors to discuss any further cuts being made to the audition materials and to ensure the auditions start on time. All directors who have students auditioning are required to assist with the audition process as needed (judging, tabulating, preparing music packets, etc.). There is a \$100 penalty for any school that does not provide a qualified adjudicator or assistant. Any exceptions to this rule must be appealed to the SCKMEA President.

Participation Eligibility Requirements

For a student to be eligible to audition for the SCKMEA Festival Band and Orchestra Winds/Percussion membership:

1. The student's director must submit an online audition form and a printed form with payment to the SCKMEA Festival Manager for each student auditioning. This form must be submitted by the AUDITION FORM DEADLINE established by SCKMEA.
2. The student must be deemed an eligible freshman, sophomore, junior, or senior in good standing in their high school. The student must be enrolled in the instrumental ensemble at their high school to be eligible to audition for the SCKMEA Honor Bands/Orchestra at the time of auditions and the performance.

(continued)

BAND AUDITION INFORMATION

To Be Posted on the District Website

Music Requirements for the Live Audition

1. One major scale, one octave, with up to 4 sharps or 4 flats. Quarter Note MM= 120.
Memorization is not required. All scales will start on the lowest possible starting note in the practical range. Each scale is non-transposed (i.e., if a trumpet player is asked to perform a C scale, they will be expected to perform a C scale on their instrument, not a C concert scale). The major scale for each instrument will be posted by the band chairperson on the morning of live auditions.
2. A full range chromatic scale slurred up and tongued down. Quarter note MM=120. *Memorization is not required.*
3. Sections of the required etude/solos listed below.
4. Sight reading.

Audition Excerpts

Reduced versions of the All-State excerpts determined by the KMEA All-State Ensembles manager

CHOIR AUDITION INFORMATION

To Be Posted on the District Website

Audition Registration

Audition Registration is managed by the KMEA state organization for District-State High School choral auditions.

Entries must be completed by entry deadline. Late entries may be allowed to audition for district choir only, with fees determined by the Fee Policy. However, to be eligible for State Honor Choir, you must have entries submitted by entry deadline. If you have late entries, they cannot be submitted online, so those entries must be emailed directly to the Choir Chair.

Sponsoring teachers must be a member of NAFME-KMEA for students to be considered for membership in any SCKMEA District choir and the All-State choir.

Audition Requirements

Students may audition for only ONE festival group (band, orchestra or choir). Freshmen in four-year schools are eligible for District Choir only. Students selected to participate in District Choir are required to participate in ALL rehearsals and the performance to be eligible for the State Choir.

Practice Files

Practice files may be made available on the KMEA website.

Audition Repertoire

The All-State audition repertoire list is on the KMEA website. For auditions students must use original copies of all three songs. Students will sing a short excerpt from each of the songs. Students will sing along with a recorded track that comes from the practice files, and there is a teacher in the room to conduct.

Audition Cuts

Audition cuts will be available during the final week before the November auditions. These cuts will be posted on the SCKMEA website and emailed to all teachers who have registered students to audition.

Teacher's Responsibilities

All directors who have students auditioning are required to assist with the live auditions. If you have specific requests regarding audition times, please email them to the Choir Chair; every attempt will be made to honor special requests.

JAZZ BAND AUDITION INFORMATION

To Be Posted on the District Website

Participation Eligibility Requirements

There are two requirements for a student to be eligible to audition for SCKMEA District Jazz Band membership:

1. The student's director will register each audition online and send the Audition payment to the SCKMEA Executive Director. These must be completed by the deadline established by SCKMEA.
2. The student must be deemed an eligible freshman, sophomore, junior, or senior in good standing in their high school.

Music Requirements for the Live Audition

Horn Auditions

1. Chromatic scale - Play quarter notes (mm=120). Students are to slur up and tongue down the full range of the instrument.
2. Excerpts as determined by the KMEA All-State Ensembles Manager. *1234A students will only play one selection as determined by the Jazz Chair. 56A students will play both selections.*
3. Sightreading

Optional Lead Trumpet Audition (in addition to above material)

1. Play a one-octave F major scale ascending in quarter notes at quarter note equals MM 80, starting on the top line of the staff.
2. Play provided lead trumpet part.

Optional Bass Trombone Audition (in addition to above material)

1. Play a one-octave B-flat major scale, descending in quarter notes at quarter note equals MM 80, starting on second-line B-flat.
2. Play provided bass trombone part.

Rhythm Section Auditions

Piano

1. Excerpts as determined by the KMEA All-State Ensembles Manager. 1234A students will only play one selection as determined by the Jazz Chair. 56A students will play both selections. In addition, 56 students should be prepared to play the second selection using the left channel only (bass & drums), play the written melody with the right hand while providing an appropriate chordal accompaniment with the left hand.
2. Sightreading

(continued)
JAZZ BAND AUDITION INFORMATION
To Be Posted on the District Website

Guitar

1. Excerpts as determined by the State KMEA Festival Ensembles Manager. 1234A students will only play one selection as determined by the Jazz Chair. 56A students will play both selections. First Selection - Using the left channel only (bass & drums), play written melody for one full chorus; then provide a chordal accompaniment for one full chorus; and finally, play one full chorus of an improvised solo. 56A students should be prepared to play the second selection using the left channel only (bass & drums), play the written melody.
2. Sight reading

Bass

1. Excerpts as determined by the State KMEA Festival Ensembles Manager. 1234A students will only play one selection as determined by the Jazz Chair. 56A students will play both selections. First Selection - Using the left channel only (piano & drums), play written melody for one full chorus; then provide a then provide a walking bass line for one full chorus; and finally, play one full chorus of an improvised solo. 56A students should be prepared to play the second selection using the left channel only (piano & drums), play the written melody.
2. Sight reading

Drums

1. Excerpts as determined by the State KMEA Festival Ensembles Manager. 1234A students will only play one selection as determined by the Jazz Chair. 56A students will play both selections. 56A students should also be prepared to perform without recording or metronome, demonstrate 16 measures of a funk pattern
2. Sight reading.

ORCHESTRA AUDITION INFORMATION

To Be Posted on the District Website

Audition Process

Students will be assigned an audition time. Each student will check in with the door monitor at his or her assigned room approximately 10 minutes prior to the assigned audition time. Audition numbers will be assigned at the door. Audition numbers must not be traded. The judges will wait an appropriate amount of time for "no shows" at each room. The scores will be tabulated and results will be posted online no earlier than Monday following auditions. All auditions will be blind. Audition materials are available on the SCKMEA website and are an abbreviated version of the KMEA All-State Audition Materials.

Audition Time Requests

To the extent the schedule allows, students who need special consideration for their scheduled audition time can be scheduled at the beginning or end of the auditions. Directors must note all such requests when entering students online. This should be used extremely sparingly. Personal preferences for directors or students cannot be accommodated and should not be entered.

Director Participation in the Audition Process

Directors are responsible for relaying audition time and location information to their students. Directors must arrive no later than 7:30 AM the day of the auditions. This will allow time to discuss any further cuts being made to the audition materials and ensure the auditions start on time. All directors who have students auditioning are required to help in the audition process as needed (judging, tabulating, preparing music packets, etc.). There is a \$100 penalty for any school that does not provide a qualified adjudicator or assistant. Any exceptions to this rule must be appealed to the SCKMEA president. Directors must also pick up the Orchestra music packets for successful students in the library at the conclusion of the auditions.

MIDDLE SCHOOL BAND AUDITION INFORMATION

To Be Posted on the District Website

Audition Process

1. Each Director May Recommend Up To Eight Students.
2. Only students who are in 7th or 8th Grade will be accepted.
3. Recommendations Are Submitted Online
4. Please Include Specific Comments Regarding Each Submission. (These comments will aid in the selection of students.)
5. All entries are to be submitted digitally no later than the posted date.
6. Percussion recordings should be postmarked no later than the posted date.

*****LATE ENTRIES WILL NOT BE ACCEPTED!*****

The band size is limited to approximately 120 students, so please understand that not every student submitted will be selected. We must strive to have a balanced instrumentation in this band. The final instrumentation and music will be emailed out no later than one month prior to the performance date.

Percussionists must provide a recorded audition using a process determined by the Middle School Band chair. The audition material will be available for download and print from the district website. Percussionists must audition on two of the three percussion instruments (snare, timpani, and mallets).

MIDDLE SCHOOL CHOIR AUDITION INFORMATION

To Be Posted on the District Website

Audition Process

1. Directors may submit one or two balanced quartets.
2. If you are interested in sending singers and but do not have a quality balanced quartet, please email the Middle School Choir Chair and an attempt will be made to complete your quartet with students from other schools. Please make sure "extra" singers know that if quartets cannot be balanced, they may not be chosen.
3. INCOMPLETE QUARTETS completed on the online registration form will NOT be accepted unless first approved by SCKMEA. Every attempt will be made to allow as many of your students to attend as possible.

ELEMENTARY CHOIR PARTICIPATION INFORMATION

To Be Posted on the District Website

Participation Information

1. Honor Choir participation is open to fourth, fifth, and sixth grade students.
2. Participating schools should send three students prepared to sing Part I and three students prepared to sing Part II.
3. Schools are limited to a total of six students only.
4. Students must have the music memorized prior to TBD.
5. Choir students should bring their own copy of music.
6. Dress up clothing is appropriate for choir students. Students should wear their performance clothing to the rehearsal as our schedule does not permit time for changing.
7. The Honor Choir Concert will begin at 12:00 PM. The concert is free and is open to parents, teachers, and friends.
8. A professional recording will be made of the performance.
9. T-shirts & plaques will be available for purchase.

Registration Information

1. Enrollment is an online, two step process. You must complete both steps.
2. Please enter your six students (must include three Part I singers and three Part 2 singers).
3. Student entries received after the deadline may be accepted but cannot be guaranteed inclusion on the shirts, plaques or program.

RECORDED AUDITION POLICY

Students who are scheduled to participate in a KSHSAA competition on the day of live auditions and are physically unable to attend auditions may apply to submit a recorded audition. All applications must be made by the student's director to the SCKMEA President and approved by such. All applications must be received no later than 2 weeks prior to the audition date.

Recording of auditions will take place on the Wednesday prior to live auditions at the SCKMEA President's school.

The process for recorded auditions will be identical to those performed live. Recorded auditions will be submitted to the judging panel on the day of live auditions for consideration.

FEE SCHEDULE

CLINICIAN & ACCOMPANIST FEES

HS/MS Clinician with performance	All Day	\$500.00 + expenses
HS/MS Clinician without performance	All Day	\$250.00 + expenses
HS/MS Choir Accompanist	All Day	\$250.00 + expenses
Elem. Clinician with performance	½ day	\$300.00 + expenses
Elem. Choir Accompanist	½ day	\$150.00 + expenses
HS/MS/Elem Workshop		\$50.00 per hour up to \$200 + expenses <i>subject to approval</i>

DISTRICT CONTRACTORS

Executive Secretary		\$1000.00 + expenses
Webmaster		\$600.00+
		(varies dependent upon services required by the District)
Facility Coordinator		\$200.00 per event
Facilities Assistants		up to \$200.00
Host School for November Auditions and MS Concerts		\$200.00
Mileage Expense Reimbursement (<i>Round Trip</i>)		Federal Rate

AUDITION FEE FOR FESTIVAL GROUPS

High School (<i>Band, Choir, Orchestra, Jazz Ensembles</i>)	\$8.00
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PARTICIPATION FEES FOR FESTIVAL GROUPS

Elementary Festival Groups	\$10.00 no meal
Middle School Honor Groups	\$10.00 with meal
High School Festival Groups	\$10.00 with meal



Updated January 28, 2017

FEE POLICY

(Approved January 30, 2016)

Late entries for SCKMEA auditions for District Jazz Band, Band, Choir, and Orchestra will be assessed a \$25 late fee for each entry. Late entries will be accepted up to one week following the deadline. Registration fees are based on the number of students registered, not the actual number of students who show up for the event

All audition fees and participation fees for all SCKMEA honor groups (Elementary Choir, MS Band and Choir, HS Jazz Band, Band, Orchestra, Choir) must be paid by the day of the event. If fees are not paid on-time, the audition and participation fees will be doubled.

All audition, participation, and late fees must be paid by March 1. If fees remain unpaid after March 1, students from that school's program (band, choir, jazz or orchestra) will not be eligible to participate in SCKMEA District events the following school year.

EXPENSE VOUCHER



Expense Voucher

Name _____

Street _____

City and State _____ Zip _____

Expenses incurred for _____ Date _____

ITEMS	AMOUNT
Clinician Fee	
Accompanist Fee	
Transportation (Plane, bus, rail)	
Mileage (car @ Federal Rate per mile)	
Motel _____ No. of Nights _____	
Meals	
Phone	
Postage	
Labor	
Copies	
Printing	
Other	
Other	
TOTAL EXPENSES	

Chairperson's Signature _____

Submit to: KMEA-South Central District Larry Brownlee, Exec. Sec. 308 E. Washington Sterling, KS 67579	For Office Use: Check # _____ Date Paid _____
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CONTRACT FOR CLINICIAN SERVICES

October 6, 2016

The South Central Kansas Music Educators Association and **DR. TIMOTHY SHADE**,
an Instrumental Music Instructor, hereby enter into the following agreement to be present and serve as a
Clinician for

The 2016 South Central KMEA 56A High School Honor Band
on December 3, 2016, at Wichita East High School, Wichita, Kansas.

DATE	DAY	TIME	LOCATION
Dec. 3, 2016	Saturday	7:15 AM until Completion	Wichita, KS

The Association agrees to pay the said Clinician **\$500.00** for the day. The Clinician agrees this sum shall cover all claims arising from this contract excluding lodging, meals and mileage. Lodging will be paid for by the Association with no out-of-pocket expense for the Clinician. A separate expense check will be issued for costs related to mileage and meals. The contract is valid only if the Clinic/Festival is held on the date specified.

Shawn M. Knopp, High School Band Chair
Tabor College
400 S. Jefferson
Hillsboro, KS 67063
785-341-4695 (mobile)

Dr. Timothy Shade, Clinician
Wichita State University
Department of Music
1845 Fairmount
Wichita, KS 67260



OFFICER RESPONSIBILITIES

SCKMEA is governed by the bylaws of the State KMEA Organization. Officers rotate every two years following the February KMEA State Board Meeting.

PRESIDENT

1. Attend State KMEA Board Meetings (June, August, February).
2. Attend KMEA President-Elect mission/planning meetings (March).
3. Send reports to Executive Director of KMEA (July, October, February, March).
4. Schedule South Central District Board Meetings (Summer—between State board meetings or before school convenes, Winter, Spring, and as needed).
5. Communicate with chairs and other board members regarding all district events.
6. Prepare introductions/opening address for all District Events.
7. Prepare talking points for district clinics and mini-convention meetings with members.
8. Preside over assigned sessions, concerts, clinics at KMEA In-Service Workshop.
9. Send District nominations for Outstanding Music Educator and Outstanding Administrator by October 1 (to KMEA State Past-President).
10. Arrange hospitality rooms for District Mini-Convention events (both locations).
11. Prepare website address and information.
12. Contract Pepwear for t-shirt/plaque sales (March/April/May).
13. Send performance rosters to Pepwear (October and November).
14. Order Outstanding Music Educator plaques (September/October).
15. Solicit nominations for Outstanding Music Educator (February-August).

VICE-PRESIDENT (*Past President*)

1. Work with President-Elect as Mentor Co-Chair.
2. Inform teachers about SCKMEA high school scholarship.
3. Form Scholarship Committee to determine scholarship recipients.
4. Scholarship Applications are due one week prior to the November audition date.
5. Scholarships are announced and presented at the December Mini-Convention concerts.

PRESIDENT-ELECT

1. Work with Vice-President as Mentor Co-Chair
2. Work with middle school and high school chairs to arrange lunch for performers at district performance events
3. Be prepared to introduce concerts when President is unable to be in attendance
4. Attend State KMEA Board meetings (June or August of the last year in office, February)

(continued)

OFFICER RESPONSIBILITIES

FACILITIES MANAGER

1. Put events on host school's district calendar as soon as possible.
2. Work with chairs to insure that all necessary materials and equipment for event are set and ready to go the Friday before each event.
3. Work with President to ensure that hospitality room arrangements have been made.
4. Work with President-Elect to ensure that assigned student lunch areas are ready.
5. Give all officers the easiest way of communicating with you on the day of the event.
6. Contract a custodian(s) to be in the building on the day of our event(s).

EXECUTIVE DIRECTOR

1. Attend all KMEA South Central District board meeting, keeping minutes of proceedings.
2. Send copies of minutes to board members.
3. Keep records of all monies received from schools for audition fees and participation fees.
4. Deposit all monies received in checking account for KMEA South Central District.
5. Pay clinicians, board members, and firms incurring expense on behalf of KMEA South Central District according to the fee schedule approved by the board.
6. Provide expense vouchers/forms for board members, clinicians, etc.
7. Inform the board of schools who have not adhered to the Fee Policy.
8. Administer district elections.
9. Prepare a financial report no later than August 1.

CHAIRPERSON DUTIES

OVERVIEW

HIGH SCHOOL CHAIRS

Auditions

1. Provide information (rules, regulations, and guidelines) concerning district and state auditions. This should be posted to the district website no later than July 1.
2. Organize the audition schedule.
3. Schedule audition judges and assistants.
4. Make known the process for distributing and acquiring performance music for the district concert.

District Concert

1. Contract clinicians. This should be completed in the spring prior to the concert date.
2. Contract accompanists and other instrumentalists.
3. Work with clinician in securing repertoire and rehearsal expectations—be specific regarding a balanced program which is appropriate for KMEA South Central District students.
4. Provide rosters and program information (print ready) to President.
5. Host and supervise district group rehearsals and the performances at the District Mini-Conventions.

After District Concert

1. Supply an eligibility list to the All-State Ensemble Manager and State chairperson for choir, band, orchestra, and jazz band.
2. Work to secure clinician for next season.

(continued)

CHAIRPERSON DUTIES
OVERVIEW

MIDDLE SCHOOL & ELEMENTARY CHAIRS

1. Contract clinicians. This should be completed in the spring prior to the concert date.
2. Provide information (rules, regulations, and guidelines) concerning district and state auditions. This should be posted to the district website no later than July 1.
3. Work with clinician in securing repertoire and rehearsal expectations—be specific regarding a balanced program which is appropriate for KMEA South Central District students.
4. Host and supervise district group rehearsals and the performances at the District Performance event.
5. Contract accompanist and extra instrumentalists for the performance.
6. Provide rosters and program information (print ready) to President.
7. Communicate with President-Elect regarding lunch plans.

ADVOCACY

1. Be an advocate for KMEA South Central District teachers.
2. Communicate with State KMEA Advocacy Chair.
3. Assist in the implementation of the State KMEA Advocacy Plan

MENTORING

To Be Determined.

CHAIRPERSON RESPONSIBILITIES

BAND CHAIR

1. Present information for the website to the SCKMEA President by July 1.
2. Information should include:
 - a. Clinicians for the 1234A and 56A honor bands
 - b. When and where the auditions will take place.
 - c. What selections will be included on the audition.
 - d. Any SCKMEA rules and regulations that are pertinent to the audition process
 - e. Information on who to contact for questions not covered by the information
3. Prior to audition day:
 - a. Collect school entries.
 - b. Secure directors to assist in the audition process.
 - c. Assign times for the entries
 - d. Secure the audition site
 - e. Make room assignments
 - f. Inform band directors/students of times and room assignments.
 - g. Secure copies of the music to be used to the auditions.
 - h. Secure copies of the music requested by the clinicians for the band performance.
 - i. Prepare packets of music for students who are selected for the bands, including: photo copies of all music to be performed (originals will be used for the performance) and State Band Audition information
4. The day before auditions, or early that morning:
 - a. Post signs in the hallways and on the doors to direct students to audition rooms
 - b. Place chairs and stands in appropriate rooms.
5. Have the following materials ready for the adjudicators:
 - a. Score sheets
 - b. Copies of audition material
 - c. CDs of students not present for live auditions
 - d. Pencils
 - e. Final tally sheets
 - f. Any other instructions the adjudicators will need
6. Prepare audition headquarters.
7. Tasks to be completed on the day of auditions include:
 - a. Brief the adjudicator on rules and regulations for the audition process
 - b. Document the adjudicator's results
 - c. Post the results of the auditions
 - d. Deposit entry fee money to the executive secretary
 - e. Be available to answer any questions and make decisions regarding the audition process.
 - f. Return the audition areas as they were found.
8. After the audition process:
 - a. Results (student, instrument and school) must be reported to the district president and webmaster.
 - b. Distribute copies of the music to the appropriate schools.

(continued)
CHAIRPERSON RESPONSIBILITIES

MIDDLE SCHOOL BAND CHAIR

1. Attend all SCKMEA board meetings
2. Act as a contact between Middle school band directors and SCKMEA
3. Organize and implement details for the Middle School Honor Band
 - a. In the Spring, contact a clinician and discuss payment and obligations.
 - b. Get bio information from the clinician for the web site.
 - c. Help the clinician select the repertoire by August 1.
 - d. Prepare all information for the District Web Site, including:
 - i. Date and location of the Honor Band
 - ii. Registration details and form
 - iii. Repertoire list
 - iv. Clinician information
 - v. Any other information needed by the directors
 - e. Obtain the music for the performance.
 - f. Contact the site person regarding equipment needs:
 - i. Band music stands
 - ii. Needed percussion equipment
 - iii. Seating for rehearsal and performance
 - iv. Microphone and/or sound system
 - v. Tables for registration
4. Send any registration fees collected to the Executive Secretary
5. Provide the SCKMEA President with all necessary information for the program, including:
 - a. Clinician bio
 - b. Songs performed
 - c. Student names, instrument, and school
6. Contact clinician about rehearsal schedule, set-up, special needs, etc.
7. Send copies of music and information to the directors of the students involved
8. Contact other teachers for help with registration, set up, or any other needs
9. Set up on the day of Honor Band
10. Chairs, stands, registration table, name tags
11. Pay clinician
12. Clean up facilities following the event
13. Write thank you notes to clinician, site person, and others as appropriate
14. Turn in all fees and bills to the Executive Secretary

(continued)
CHAIRPERSON RESPONSIBILITIES

ORCHESTRA CHAIR

1. Choose a clinician for SCKMEA District Orchestra and have him/her select the music for the December concert.
2. Contact SCKMEA president if lodging is required for clinician.
3. Choose excerpts from KMEA All-State Orchestra music to be used for SCKMEA auditions and send information to webmaster.
4. Secure judges for the auditions.
5. Set up an audition schedule with names, school, and audition times. Send information to participating directors.
6. Gather rehearsal copies of each part to be played by orchestra members and be prepared to mail to respective schools following the auditions.
7. Supervise auditions on the first Saturday of November. Obtain information from site manager as to which rooms will be used.
8. Compile a list of all string players selected for the SCKMEA Orchestra and submit to webmaster.
9. Mail copies of music parts to selected students' schools with a letter of congratulations. Include a list of orchestra personnel including winds and percussion with a teacher cover letter explaining the events of the concert day.
10. Correspond with conductor as to particulars about rehearsals and performance. Study scores and determine if extra instrumentalists are need. Make arrangement to obtain these, if required.
11. Obtain a bio and picture from the clinician.
12. Submit program information to the SCKMEA President.
13. Send a list of participants to the State KMEA Orchestra Chair.
14. Make arrangements for the clinician to be paid.
15. Set up orchestra seating arrangement the day prior to the performance.
16. Obtain necessary percussion equipment for the orchestra prior to the day of performance.
17. Arrange for conductor's lunch the day of concert.
18. Be present to assist the conductor as needed for all rehearsals. Supervise necessary movement and logistics of orchestra throughout the day.
19. Supervise setting of the stage for the concert.
20. Introduce conductor and orchestra prior to performance.
21. Arrange for collection of music following the concert.
22. Make arrangements to return all borrowed equipment following concert.
23. Finalize financial details concerning personal reimbursement for expenses related to the SCKMEA Orchestra.

(continued)

CHAIRPERSON RESPONSIBILITIES

JAZZ BAND CHAIR

1. Find a replacement when your two-year term is over.
2. By May, select two clinicians. One will conduct the SCKMEA 1234A Jazz Band and one will conduct the SCKMEA 56A Jazz Band.
3. Contact the SCKMEA President if lodging is required for either clinician.
4. Attend all SCKMEA Board Meetings.
5. Provide the webmaster with all information needed for the Auditions which will be held on the first Wednesday in October.
6. Work with the clinicians to select literature for the groups and secure the music.
7. Secure judges for the live auditions.
8. Prepare the audition site. Each room will need a CD player, music stand, table and chairs for judges, and audition excerpts. Rhythm section room needs to have a piano, drumset, bass amp, and guitar amp.
9. Prepare an audition schedule.
10. Turn an all fees collected to the Executive Secretary.
11. Send audition results to the webmaster. Include student name, school and instrument.
12. Send a copy of the music, along with a letter of instruction, to the schools of all students selected for the jazz bands. The letter should include rehearsal schedule, facility information, concert attire, and equipment provided for rhythm section.
13. Before the performance day, put together music folders with original parts, confirm any hotel arrangements, touch base with clinicians for any questions, and confirm with site manager what rooms will be used and equipment needs.
14. The day before the performance, set up rehearsal rooms with chairs, stands, and needed equipment.
15. On the day of the performance: help the clinician in any way necessary; work with students who also need to audition for district band/choir/orchestra; make lunch arrangements for the clinicians; fill out expense vouchers and make arrangement for the clinicians to get paid.
16. Introduce the clinicians at the concert.

(continued)

CHAIRPERSON RESPONSIBILITIES

CHOIR CHAIR

1. Attend all SCKMEA Board Meetings.
2. By May select two clinicians for the December Mini-Convention. One will conduct the choir and one will conduct the women's chorus.
3. Select two accompanists for the District Mini-Convention.
4. Provide webmaster with audition information including place and time of auditions and selections to be performed.
5. Collect all audition information and put together a schedule for auditions. Send the schedule out to all participating schools along with any other information needed for auditions.
6. Send any fees collected to the Executive Secretary.
7. Before the auditions, secure directors to help with the audition process. You will need three judges per room, at least two tabulators, a judge to direct the audition, door monitors, and at least two monitors to work the registration table.
8. Secure CD players, pencils, staplers, and audition forms for the judges.
9. Tabulate all results, including a list of students in the SCKMEA Choir, SCKMEA Women's Chorus, and KMEA State Choir.
10. Submit a list of students in the district groups to Executive Secretary and to the webmaster.
11. Clean up all rooms used following the auditions.
12. Submit all program information to the SCKMEA President. Include: bio of clinicians and accompanists, programmed music, list of students and school by section.
13. Confirm any needs for the December Mini-Convention with the site coordinator. Detail requests for rehearsal layout, necessary risers for performance, and any other rooms needed during the day.
14. Double-check with clinicians to make sure all needs have been met.
15. The day before the mini-convention: make sure everything is in place at WSU, make sure you have registration help and help to take student attendance.
16. During the day, be ready to assist the clinicians in any way necessary.
17. Arrange for lunch for you clinicians and accompanists.
18. Introduce the clinicians before the concerts.
19. Make sure all rooms are put back in order following the performances and rehearsals.

(continued)
CHAIRPERSON RESPONSIBILITIES

MIDDLE SCHOOL CHOIR CHAIR

1. Attend all SCKMEA Board Meetings.
2. Act as a contact between middle school vocal music teachers and the SCKMEA district.
3. Organize and implement details for the Middle School Choir
 - a. By May, select a clinician and discuss payment and obligations.
 - b. Help the clinician to select the repertoire.
 - c. Send audition information to the webmaster, including: Date and location of the honor choir, registration details and form, repertoire list, concert attire, etc.
 - d. Contact the clinician to confirm dates and payments and to ask for a bio.
 - e. Secure an accompanist for the choir.
 - f. Contact the site manager for equipment needs including: risers for 200+ students; music stand for director; piano and bench; seating for rehearsal and performance sites; microphone and/or sound system; and registration tables.
 - g. Arrange for payment for clinician and accompanist from the Executive Secretary.
 - h. Send any payments collected to the Executive Secretary.
 - i. Send all program information to the SCKMEA President. Include: clinician bio, accompanist bio, student names and school, programmed selections.
 - j. Contact clinician about rehearsal schedule, set-up, special needs, etc.
 - k. Contact other directors to help with registration table and other general help needed for the day.
 - l. Set-up on the day of the honor choir—chairs, risers, registration tables, student name tags, etc.
 - m. Introduce clinician and accompanist before the concert.
 - n. Pay clinician and accompanist.
 - o. Make sure facilities are left clean, picked up, etc.
 - p. Write thank you notes to clinician, accompanist, site person, and other as appropriate.
 - q. Turn in all fees and bills to Executive Director.

AWARDS

The following awards will be presented annually by the KMEA South Central District:

- Outstanding High School Music Educator
- Outstanding Middle School Music Educator
- Outstanding Elementary School Music Educator
- Honor Administrator

STUDENT SCHOLARSHIP

1. Only Seniors may apply.
2. Recipients must contact SCKMEA Executive Director in the spring/summer so that a check may be written to the college of their choice. Scholarship check will NOT be addressed to the individual student. Contact information will be given to recipients at the time the scholarship is announced.
3. Scholarships will be announced at the SCKMEA Mini-Convention in December.
4. 3 scholarships will be given in the following areas (*\$300 each*):
 - Winds/Percussion
 - Choral
 - Strings
5. A letter of recommendation from your high school director must accompany the application.
6. The letter must be in a SEALED envelope on school letterhead.
7. SCKMEA reserves the right to award scholarships at the discretion of the scholarship committee.
8. Applications MUST be TYPED (no handwriting other than circling the scholarship area of choice and signatures) AND postmarked one week before the November audition date, and ONLY mailed applications will be accepted! Hand delivered and/or handwritten applications will NOT be considered by the scholarship committee.
9. All applications should be mailed to the Executive Director.

**South Central KMEA
Scholarship Application**

Applying for

*Winds/Percussion *Choral *Strings

Name _____

First – Middle-Last

(use a letter for the First/Middle name that you do NOT use)

Home Address _____

City – Zip

High School _____

High School Address _____

City - Zip

High School Director/Directors (only list if you performed under their direction)

Band _____

Choir _____

Orchestra _____

GPA _____ (convert to 4.0 scale and have your music director initial for verification)

Please list any music classes in which you were enrolled in high school

Please list any extra curricular & community music opportunities in which you participated while in high school (*musicals, volunteer pep band, contest solos, etc.*).

Please list any other music experiences such as camps, private lessons, etc.

Please list any District or State KMEA Honor Groups in which you have participated (*HS only*). Please list the school years.

What College do you plan on attending?

Major - _____

In what music ensembles do you plan to participate while in college?
(*please list the college ensemble's name*)

Please add any additional information that will help the selection committee.

(signature of applicant)

(signature of guardian)

(signature of high school director)