

KANSAS MUSIC EDUCATORS ASSOCIATION  
SOUTH CENTRAL DISTRICT

POLICY  
MANUAL

ADOPTED BY THE SCKMEA EXECUTIVE BOARD  
JUNE 14, 2025

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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 3, 4, 5)
- Middle School Honor Band (Grades 7, 8)
- Middle School Honor Choir (Grades 6, 7, 8)
- 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 Mixed Choir
- High School Honor Treble Choir

High School students 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 KSHSAA and be in good standing with the organization in order to participate in an SCKMEA 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 all SCKMEA events.
4. will provide a school representative to be in attendance at all SCKMEA events.
5. pay all student audition and/or participation fees.

## **RESPONSIBILITIES AND EXPECTATIONS OF PARTICIPATING DIRECTORS**

Each Director:

1. will be a member of KMEA & NAFME.
2. will submit students who are planning to audition for SCKMEA district events before the published deadline. They may submit students after that date for an additional fee if allowed by the individual ensemble.
3. will turn in audition invoices for payment before the date of the events.
4. will prepare students for auditions and performances.
5. will arrange student transportation to and from all SCKMEA events.
6. will participate in the judging process at all SCKMEA district auditions. 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. Additional judges/adult helpers may be required in specific areas to help facilitate the audition day events.
  - a. Any school that registers students for a HS Wind/Percussion or HS Orchestra audition is required to provide 1 judge/adult helper per 15 student registrations. Any school that registers more than 15 band and/or orchestra entries is required to send at least one (1) qualified judge and one (1) additional adult to assist with audition day (to serve as a monitor or runner) for every 15 entries. All judges/helpers must be present for the entire day of the event if they registered students. Directors agree to participate in judging when they register students, regardless if their student cancels after they have been registered into the KMEA system. SCKMEA will excuse directors from judging without penalty only if they are directly involved in the operations of SCKMEA events (Board members, area chairs and assistants) on the day of auditions. Directors that do not secure a replacement judge or adult helper and refuse to participate in judging will be assessed a \$100 non-participation penalty fee per judge/helper to be paid with their entry fees. *(Approved by SCKMEA Board for HS Winds/Percussion on July 24, 2021, Approved by SCKMEA Board for HS Orchestra on June 14, 2025)*
7. will turn in participation invoices for payment before the date of the events.

## **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 in grades 9, 10, 11, or 12 to be a member of a high school district or All-State ensemble.
3. must be in grades 7 or 8 to be a member of the district middle school honor choir or band.
4. must be in grades 3, 4, or 5 to be a member of the district elementary honor choir.
5. 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. Instrumentalists 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.
6. 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 and/or 1234A KMEA South Central District Jazz Band.
2. Band students from 5A and 6A schools may only audition for the 56A KMEA South Central District Band and/or 56A KMEA South Central District Jazz Band.
3. Instrumentalists from all six KSHSAA classifications may be members of the KMEA South Central District 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

## **AUDITION POLICY**

Audition materials and procedures are available on the website and in the District Ensembles Handbook.

### **RECORDED AUDITION POLICY**

*(Approved June 14, 2025)*

Students who are scheduled to participate in a KSHSAA State or Regional 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 during the week prior to live auditions at a location, date and time to be designated by the SCKMEA Executive Committee to avoid further KSHSAA conflicts. 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 Collaborative Artist	All Day	\$250.00 + expenses
Elem. Clinician with performance	½ day	\$300.00 + expenses
Elem. Choir Collaborative Artist	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 Director	\$3000+ expenses
Webmaster	\$2000+ expenses (varies dependent upon services required by the District)
Host Site Managers	up to \$300.00
Mileage Expense Reimbursement ( <i>Round Trip</i> )	Federal Rate

### AUDITION FEE FOR FESTIVAL GROUPS

High School ( <i>Band, Choir, Orchestra, Jazz Ensembles</i> )	\$10.00
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### PARTICIPATION FEES FOR FESTIVAL GROUPS

Elementary Festival Groups	\$10.00 no meal
Middle School Honor Groups	\$15.00 with meal
High School Festival Groups	\$15.00 with meal



Updated 6/15/24

## **FEE POLICY**

*(Approved January 30, 2016)*

An audition fee is charged for each individual student and each audition entry for all high school groups (Jazz Band, Band, Choir, Orchestra).

There is an additional penalty for late registrations. All deadlines and late dates are indicated on the website. All late fees are in addition to the standard registration fee. The first late date will include an \$25 late fee per registration. The second late date will include a \$50 late fee per registration. All registrations made the day of the event will be charged \$100 late fee in addition to the standard registration fee. Audition 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 April 15. If fees remain unpaid after April 15, 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.

There are no audition fees for elementary or middle school ensembles.

Audition fees are charged the moment a student is registered and must be paid before the event. Audition fees will not be refunded by SCKMEA for any reason.



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 @ .67 per mile)	
Hotel _____ No. of Nights _____	
Meals	
Phone	
Postage	
Labor	
Copies	
Printing	
Other	
Other	
<b>TOTAL EXPENSES</b>	

Chairperson's Signature \_\_\_\_\_

Submit to: KMEA-South Central District Bryan Kirk, Ex. Director 7206 E. Cedaridge Cir. Wichita, KS 67226	<b>For Office Use:</b>  Check # _____ Date Paid _____
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**CONTRACT FOR CLINICIAN SERVICES**  
**KANSAS MUSIC EDUCATORS' ASSOCIATION**  
**SOUTH CENTRAL DISTRICT**

**LETTER OF AGREEMENT: HONOR GROUP CLINICIAN**

**KANSAS MUSIC EDUCATORS' ASSOCIATION SOUTH CENTRAL DISTRICT (SCKMEA)**

**SCKMEA CLINICIAN:**

1. The date of the SCKMEA event is \_\_\_\_\_.
2. SCKMEA will pay a \$500 fee for services rendered.
3. SCKMEA will reimburse up to \$40.00 per day for meals. Clinicians are responsible for all incidentals placed on hotel room charges.
4. SCKMEA will pay for hotel accommodations for up to one night, and will make all necessary arrangements.
5. SCKMEA will provide a reimbursement for round-trip mileage at the standard rate.

Your willingness to serve as a clinician for the SCKMEA event is greatly appreciated. If you have questions, please contact your individual chair or:

Bryan Kirk  
SCKMEA Executive Secretary  
7206 E. Cedaridge. Cir.  
Wichita, KS 67226  
Home Phone: 316-640-5164  
e-mail: [executive@sckmea.org](mailto:executive@sckmea.org)

**SCKMEA Ensemble** \_\_\_\_\_

**SCKMEA Chair** \_\_\_\_\_

**CLINICIAN** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Office Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **e-mail address** \_\_\_\_\_

**CONTRACT FOR COLLABORATIVE ARTIST  
SERVICES**

**KANSAS MUSIC EDUCATORS' ASSOCIATION  
SOUTH CENTRAL DISTRICT**

**LETTER OF AGREEMENT: ENSEMBLE COLLABORATIVE ARTIST**

**KANSAS MUSIC EDUCATORS' ASSOCIATION SOUTH CENTRAL DISTRICT (SCKMEA)**

**SCKMEA COLLABORATIVE ARTIST:**

1. The date of the SCKMEA event is \_\_\_\_\_.
2. SCKMEA will pay a \$250 fee for services rendered.
3. SCKMEA will reimburse up to \$40.00 per day for meals.
4. SCKMEA will provide a reimbursement for round-trip mileage.

Your willingness to serve as a clinician for the SCKMEA event is greatly appreciated. If you have questions, please contact your individual chair or:

Bryan Kirk  
SCKMEA Executive Secretary  
7206 E. Cedaridge Cir.  
Wichita, KS 67226  
Cell: 316-640-5164  
e-mail: [executive@sckmea.org](mailto:executive@sckmea.org)

**SCKMEA Ensemble** \_\_\_\_\_

**SCKMEA Chair** \_\_\_\_\_

**Accompanist** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Office Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **e-mail address** \_\_\_\_\_

## **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, July, February).
2. Attend KMEA President-Elect mission/planning meetings (March).
3. Send reports to the 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. Prepare website address and information.
11. Contract vendor for t-shirt/plaque sales (March/April/May).
12. Send performance rosters to vendor (October and November).
13. Order Outstanding Music Educator plaques (September/October).
14. Solicit nominations for Outstanding Music Educator (February-August).

### **VICE-PRESIDENT** *(Past President)*

1. Work with the President-Elect as Mentor Co-Chair.
2. Inform teachers about SCKMEA high school scholarship.
3. Form Scholarship Committee to determine scholarship recipients.
4. Scholarships are announced at the December Mini-Convention concerts.
5. Be prepared to introduce concerts when the President is unable to be in attendance.
6. Review district documents and recommend changes.

### **PRESIDENT-ELECT**

1. Work with middle school and high school chairs to arrange lunch for performers at district performance events.
2. Arrange hospitality rooms for District Mini-Convention events (both locations).
3. Be prepared to introduce concerts when the President is unable to be in attendance.
4. Attend State KMEA Board meetings (June or August of the last year in office, February).
5. Double check honor ensemble rosters for accuracy and duplicates.
6. Submit honor ensemble rosters to the webmaster for publication.
7. Administer district elections.

## **OFFICER RESPONSIBILITIES (*Cont.*)**

### **EXECUTIVE DIRECTOR**

1. Attend all KMEA South Central District board meetings, 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 the 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. Contract clinicians based on the recommendations of the ensemble chairs.
8. Inform the board of schools who have not adhered to the Fee Policy.
9. Prepare a financial report no later than August 1.

## **CHAIRPERSON DUTIES**

### *OVERVIEW*

#### **DISTRICT ENSEMBLE CHAIRS**

##### Auditions (If applicable)

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.
5. Submit ensemble rosters to the President-Elect.
6. Notify the Executive Committee or directors who failed to judge the event.

##### District Concert

1. Secure clinicians. This should be completed in the spring prior to the concert date and notify the executive committee.
2. Secure collaborative artists and other instrumentalists and notify the executive committee.
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 the 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.

**CHAIRPERSON DUTIES (Cont.)**  
*OVERVIEW*

**ADVOCACY**

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

**MENTORING**

1. Mentoring chair(s) will work closely with state level KMEA Mentoring Chairs.
2. Identify new teachers and communicate with them.
3. Assist in implementation of KMEA Mentoring Plan.

## AWARDS

<https://forms.gle/w8rZkZneeDjuUUWj7>

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

<https://sckmea.org/?section=awards&page=scholarship>

1. Only graduating high school students may apply.
0. Three scholarships will be given in the following areas (\$300 each):
  - Winds/Percussion
  - Choral
  - Strings
0. Scholarship winners must contact the SCKMEA Executive Director ([executive@sckmea.org](mailto:executive@sckmea.org)) so that payment may be sent to the recipient's college or university. Scholarship monies will not be sent to individual students.
0. The scholarship information and application will be posted on the SCKMEA website by November 1st. Completed applications are due December 31st.
0. The application will include a form to be completed by the student and a letter of recommendation from the student's music teacher.
0. SCKMEA reserves the right to award scholarships at the discretion of the scholarship committee.
0. A representative of the SCKMEA Board will announce the availability of the scholarships at the concert of each SCKMEA High School Honor Ensemble in November and December.
0. Public presentations of the scholarship awards may be made at the recipients' schools during the spring semester (in class, at a concert, awards night, etc.).

### Link to Scholarship Application (Google Form):

<https://forms.gle/iR5GrUivtV7rsutJ7>

**Sample email to solicit letter of recommendation in support of scholarship application:**

Dear music educator:

You are being asked to submit a letter of recommendation for \_\_\_\_\_ (student name) in support of their application for a SCKMEA scholarship.

At your convenience, please email a letter of recommendation to [vicepresident@sckmea.org](mailto:vicepresident@sckmea.org).

All application materials are due by December 31st.

Thank you for supporting this student's continued studies, and for serving the music students of Kansas!

Sincerely,

\_\_\_\_\_  
(Name of SCKMEA Vice President)  
Vice President, South Central Kansas Music Educators Association