

# Capital City Girls Choir Handbook

## 2023-2024



### Table of Contents

<a href="#">Welcome</a> / <a href="#">Statement of Purpose</a> / <a href="#">Personnel</a>	2
<a href="#">About the Choirs</a> - <a href="#">Chorus</a> , <a href="#">Chorale</a> ,	3
<a href="#">Rehearsal Information</a>	4
<a href="#">Rehearsal Schedule 2023-2024</a>	5
<a href="#">Parking</a>	6
<a href="#">Communication</a>	7
<a href="#">Attendance Policies</a> <a href="#">Sick Policy</a> / <a href="#">Choral Music Accountability Policy</a> / <a href="#">To Report an Absence</a>	8-9
<a href="#">Wardrobe</a> and <a href="#">Performance Appearance</a>	10
<a href="#">Financial Information</a> and <a href="#">Responsibilities</a>	11
<a href="#">Scholarships</a> / <a href="#">Travel Information</a> / <a href="#">Dr. Fran Page Musicianship Award</a> / <a href="#">Fundraising</a>	12
<a href="#">Acknowledgement of Handbook</a>	13

# **CAPITAL CITY GIRLS CHOIR**

## **at Meredith College**

### **WELCOME!**

Congratulations on being selected for the choral program of the Capital City Girls Choir (CCGC) at Meredith College! The musical experiences you have with CCGC will benefit you throughout your life. You will be exposed to great composers, diverse music representing many countries and languages, and songs that are just for fun! At the same time, you will learn self-discipline as you focus your thoughts on singing, and responsibility as you remember to be accountable for your folder and your music. You will also learn about teamwork and cooperation, because choral music making is entirely a group effort.

The Capital City Girls Choir is supported by Meredith College, individual and corporate donations, and CCGC fundraising. The success of the choral program depends upon our fine musical staff that work together and support the principles of choral excellence. The program is also dependent upon a serious commitment from the students and their families. Our Advisory Board and Parent Volunteer Committee provide the necessary leadership and support to operate a very active and growing program.

We are so glad that you are involved in the Capital City Girls Choir. Please approach your association with us with enthusiasm and commitment. Together we can achieve a high level of musical excellence!

### **STATEMENT OF PURPOSE**

Organized in 1987 as the Meredith College Girls' Chorus and Chorale, the Capital City Girls Choir (CCGC) is an achievement-based vocal and music training program for treble singers beginning as young as age nine, and continuing throughout their middle and high school years. CCGC is dedicated to providing quality musical experiences for treble singers in the Research Triangle community through performances, rehearsals, social activities, and music education. Because artistic expression is an essential element in the development of children, we strive to provide an opportunity for each student to explore their creative ability.

### **PERSONNEL**

Meredith College employs three (3) part-time staff members to run the choir. They are under the direction of the Music Department Head at the College, Dr. Jean Wozencraft-Ornellas. They are required to adhere to the rules and practices set by the college leadership team.

The employee positions are:

Artistic Director, Cameron Bolin  
Collaborative Pianist, Claudia Hinson  
Choir Administrator, Natalie Overton

# ABOUT THE CHOIRS

## CHORUS

**Rehearsal time: Monday, 5:00-6:15PM, Jones 121**

After a successful audition, a student is invited to join CCGC and generally becomes a member of Chorus, the CCGC training choir. The beginning age for this choir is nine. As a member of Chorus, students are expected to master rhythm and Solfege syllables, basic music theory, and the skills of an experienced choir member. Young singers may spend two to three years in Chorus. When the director feels that a child has mastered these skills, they will be invited to audition to join the Chorale.

Chorus will perform several times a year on the Meredith campus in Cabaret, the Winter Concert, and the Spring Concert, and may perform elsewhere in the Triangle area.

## CHORALE

**Rehearsal time: Monday, 6:00-7:30PM, Jones 121**

When the Director feels that a student is ready, our singers will be invited to audition to join Chorale. At this time, they are expected to understand elementary music theory and to have a basic mastery of rhythm and Solfege syllables. In addition, they must demonstrate good vocal technique as well as initiative and self-discipline.

Chorale performs several times a year on the Meredith campus in Cabaret, the Winter Concert, and the Spring Concert. They also perform frequently in the Raleigh area and sometimes travel out of state. The Chorale frequently attends the Piedmont Invitational Children's Choir Festival (PICCF). Selected members may be invited to sing in productions with organizations such as the North Carolina Opera and Raleigh Camerata.

## CANTABILE SINGERS -

*NOTE: Our hope is to rebuild Cantabile for special events based on enrollment numbers.*

**Rehearsal time: Monday, 7:30-8:00PM, Jones 121**

Formed during the 2000-2001 season, Cantabile Singers is the most advanced choir, made up of singers in upper middle school and high school. Membership in this choir requires a high level of musicianship, maturity, and commitment.

The Cantabile Singers perform several times a year on the Meredith campus in Cabaret, the Winter Concert, and the Spring Concert. They also perform annually at Duke Chapel, the Raleigh Moravian Tea, Ovarions with the North Carolina Symphony, and sometimes travel out of state and abroad. Selected members may be invited to sing in productions with the North Carolina Symphony.

# REHEARSAL INFORMATION

Rehearsals for the choirs are held on the first floor of Jones/Wainwright Hall (music building) at Meredith College. Singers must check in with their choir's Parent Assistant(s) or the Choir Administrator before rehearsal begins. **Chorus rehearsal begins promptly at 5:00 pm, Chorale at 6:00 pm. It is vital for us to have the combined rehearsal time.**

Each rehearsal will consist of vocal instruction, music reading skills, basic musicianship, and choral training. Because of the high quality of performance expected, attendance at all rehearsals is expected.

The rehearsal and performance schedules can be found on page five (5) of this document.

It is essential that every minute of our rehearsal is used wisely. We request that CCGC members get into the habit of arriving in plenty of time to accomplish the following before rehearsal time:

- Check in with Parent Assistant/Choir Administrator and turn in any forms, payments, or paperwork that is due to the Choir Administrator (located in the music office, Wainwright 104)
- Use the restroom
- Turn off and store all electronic devices
- Be in seat when rehearsals begin
- Have music, pencil, music folder, and water bottle ready

CCGC members are reminded that food, drinks, and gum are not allowed at either rehearsals or performances; however, water bottles are permitted at rehearsals. Cell phones are not to be used during rehearsals. Failure to properly store phones or other electronic devices during rehearsals will result in requiring them being placed into a basket prior to rehearsal for safe keeping.

Students should bring a pencil to all rehearsals, or better yet- leave a few in your folder so they are always on hand! We expect all CCGC members to behave appropriately while participating in choir activities. We share the Meredith facilities with many other people and there may be activities occurring simultaneously. Please behave accordingly. Recitals and other performances often take place in Carswell during CCGC rehearsal time, so our singers must respect those performers and keep the noise level down when in the halls.

## EXTRA REHEARSALS

Depending on the performance schedule, extra rehearsals may be required. Parents will be notified in advance of any additional rehearsals.

## REHEARSAL CANCELLATIONS

When Wake/ Durham County Public Schools close due to inclement weather, CCGC will not meet. Parents will be notified in advance of any other canceled rehearsals via the Remind app. Instructions for downloading the app and joining your student's choir can be found on page seven (7).

# REHEARSAL SCHEDULE 2023-2024



**Monday, August 28, 2023** - First Rehearsal & Parent Information Meeting

**Monday, September 18, 2023** - Bring a Friend Night

All choirs meet on Monday afternoons/evenings, with the exception of the dates below when will **not** have rehearsals:

Monday, September 4  
Monday, December 25

Monday, January 1  
Monday, March 25

The following **Performance dates** are required for all choirs.

- **Sunday, October 22nd** - Fall Concert with Meredith College, 3:00pm in Jones Chapel
- **Saturday, December 16th** - Winter Celebration, 7:00pm in Johnson Hall Rotunda
- **Monday, December 18th**: Singing at Cypress of Raleigh, 5:30pm
- **Sunday, May 19th** - Spring Collage Concert, 3:00pm in Jones Chapel

The following **performance dress rehearsal** dates are required for all choirs. Depending upon the allotted time in the facility as well as any combined pieces in a performance, the rehearsal time can be lengthened or shortened to meet our performance needs. You will be notified with a ***Call Sheet*** prior to these rehearsals with specific details and times. If rehearsal times are altered, they will be no more than 30 minutes earlier or later than the usual rehearsal times. *To account for school and traveling time, singers in Chorus will not be expected to arrive any earlier than 4:45pm.*

**Monday, October 16th** Fall concert dress rehearsal

**Monday, December 11th** - Winter Celebration dress rehearsal

**Saturday May 18th** - Spring Collage Concert dress rehearsal. Solo Auditions will be **Monday, March 11th**

**The following dates have also been secured for performances but do not apply to all groups.**

Please note the group name will be **bolded** to show the choir to which the performance pertains.

- **Friday, October 13th- Chorale** sings for ACDA at Duke Chapel. **Our assigned dress rehearsal time is 2:45 at Duke Chapel - this is required for our participation, so will mean arranging an early dismissal from school; carpooling is encouraged. This is an honor to be invited to participate in this state festival.**

- We will have 1 Saturday rehearsal to help prepare - **September 16th from 3-5pm**
- **March 8th-9th** - PICCF festival, Greenville NC TBA
- **April 26-27th, Chorale performs with Raleigh Symphony Orchestra Rising Stars Concert**
- **Saturday, May 11** - All Ensembles perform and compete at Busch Gardens, all day event

\*Note Chorale will have a few extra rehearsals to prepare for the Raleigh Symphony Concert and PICCF March Festival. They will have one September rehearsal for ACDA: Sept 16th from 3-5pm

# PARKING

## DROP OFF/ PICK UP

Students should be dropped off at the entrance to the Wainwright music building closest to their rehearsal.

To access the music office, Wainwright lobby, and the bathrooms, the closest entrance is through the doors at the semi-circle drive. Parents may not park or wait in the semi-circle drive. Please refer to the **red arrow** on the diagram below.

**Chorus and Chorale students may not leave the building without an adult who is taking them home. If a student can drive themselves, they must communicate with the choir administrator/parent assistant(s).**

Parents should be prompt at pick-up times. Our staff and volunteers must wait until all singers have been picked up. Please respect their time and willingness to help by being on time to pick up your student. We encourage you to connect with other choir families to coordinate your own carpool for rehearsals and special events.

## PARKING

After completing a Vehicle Registration form on campus or online, CCGC families will receive a “Capital City Girls Choir” parking card for display when parking on campus. Campus Security now requires CCGC to maintain a list of license plate numbers for all vehicles as a security precaution. Please refer to the map below to identify parking spaces approved for CCGC families.



When parking on campus, the permit must be on the dashboard of the driver's side of the car. CCGC parents and licensed singers may use lots 17 or 14 at any time and Lot 16 only after 4:00 p.m.

**NOTE: LOT 15 is not available for parking.**

# COMMUNICATION

## REMIND

One of the easiest ways for parents and students with cell phones to receive quick announcements and reminders from CCGC is to sign up using the Remind.com website or app that you can download to your phone. This will also be an easy way to communicate canceled rehearsals due to weather or other emergency circumstances. This will not be the primary form of communication for Call Sheets or other lengthy announcements, but is a way to receive short text reminders, or to use in case of cancellation or changes. **Our Remind account is set up to only send messages and not receive them, so please do not reply to a message to report an absence or ask a question.**

Send a text to the number 81010 from your phone with the corresponding code below in the body of your text message. Make sure to include the @ symbol and any other characters, and be sure to check your spelling of the codes below:

To join click the link below

[rmd.me/bOE9YxVx1uP](http://rmd.me/bOE9YxVx1uP)

OR Text 81010 to @ccgchoir

## ANNOUNCEMENTS

The main source to provide information will be email from the Director, Choir Parent Assistant(s), Choir Administrator. Parents are responsible for reading this information thoroughly. In addition, changes in times, locations, etc. may be announced at rehearsals. Please contact your Choir Parent Assistant for choir-specific questions, or the CCGC office if you have additional questions or the information you have received is unclear by phone at 919-760-8536 or by email at [ccgc@meredith.edu](mailto:ccgc@meredith.edu).

## CCGC OFFICE HOURS

The Choir Administrator will be available in the CCGC office, 104 Wainwright, between the hours of 3:00-5:00 PM, and 6:00-8:00 PM pm on Monday evenings and 3:30 to 5:00 PM Tuesday through Friday. Please stop by the office if you have a question, problem, suggestion, etc. Extra handouts, information about your financial status, and general choir information will be available. At times other than office hours, please call 919-760-8536 or e-mail [ccgc@meredith.edu](mailto:ccgc@meredith.edu). *Please keep in mind that calling the CCGC office will likely result in a longer response time since our Choir Administrator works an abbreviated schedule.*

## CCGC WEBSITE

The CCGC website address is: <http://www.meredith.edu/ccgc>.

## CHORAL MUSIC ACCOUNTABILITY POLICY

We realize the importance of music study and practice and would like to encourage members to study their music at home. Each Chorus, Chorale, and Cantabile member is issued a music folder from the Meredith College Music Library. They are responsible for all copies of music checked out. At the end of the semester, when music is collected, **the borrower will be billed \$5.00 for each individual title that is missing, and \$20.00 if the folder is missing. IT IS MOST IMPORTANT THAT CHORAL FOLDER WITH MUSIC BE BROUGHT TO EVERY REHEARSAL AND PERFORMANCE!** If you lose or misplace your music, please notify your director (Mrs. Bolin) as soon as possible.



# ATTENDANCE

It is important to the growth of the individual singer, as well as for the benefit of the entire choir, that every student be present for all rehearsals and performances. Choral singing is a collaborative effort and everyone's special skills and talents contribute to the overall sound and aesthetic of the group. If someone is absent, the sound and synthesis of the group is changed, and everyone is affected.

We work very hard to provide you with as much information for our annual season in hopes that your family will work together to get these dates into your calendar and begin to arrange schedules and transportation for your singer(s).

***The key to any absence- foreseen or unexpected- is communication. Please do so often and as early as you possibly can.*** If after looking at our schedule for the season, you already know you are going to have a conflict, ***please communicate via the Choir Administrator as soon as possible.*** Finding out one week prior to a performance that your family has had a vacation planned for half a year is just not ample time for your directors to adjust.

Because we are a community group, from time to time we are invited to participate in other performance opportunities that may be added to our calendar at a later date. Performances added at a later date have been well vetted and are opportunities from which we believe the singers would all benefit. When a new performance or rehearsal is added, we will let you know as soon as all details are confirmed. The expectation is that you will make every effort to be present for any events added on after the beginning of the season.

From time to time, unavoidable situations arise that may keep your child from attending a weekly rehearsal or a performance. We do understand and ask that you communicate with us as soon as you can safely do so.

***If your director is in an unavoidable situation and must cancel rehearsal last minute, it will be communicated via Remind.***

# SICK POLICY

If a singer has any COVID-19 symptoms, contagious illness and is running a fever, they should not attend rehearsal or a performance, but should notify the Choir Administrator before the rehearsal or performance. Students should be unmedicated and fever free for 24 hours before attending rehearsals or performances. Students not feeling well enough to sing that have not exhibited any fever or contagious symptoms are encouraged to come to rehearsal to sit to the side and participate by marking the rehearsal notes into their music.

All students should contact their choir director via [ccgc@meredith.edu](mailto:ccgc@meredith.edu) to let them know of an absence regarding illness.



## **TO REPORT AN ABSENCE**

If you are sick, anticipate the need to be absent, or need to leave early or come late to a particular rehearsal, please send an email detailing the reason for the absence to the CCGC Administrator at [ccgc@meredith.edu](mailto:ccgc@meredith.edu) or Natalie's direct line 919.760.8536.

Singers in all choirs are allowed no more than four (4) absences from rehearsals for the entire season. Rehearsal absences are not marked as excused or unexcused, but simply as an absence. Possible reasons for absence include illness, family emergency or death, and school music activities.

Tardiness or leaving early will be noted; three occurrences of tardiness/leaving early will be counted as a single rehearsal absence.

After two absences, the singer and their parents will be notified. After four absences, the singer and parents will be called by their conductor to discuss the possibility of the student learning the music and performing in the time allotted. Extenuating circumstances will be addressed on an individual basis with the singer's conductor and Music Department Head.

## WARDROBE

For CCGC this season, all singers from each choir wear concert black to concerts. This includes black dress with sleeves landing at the knees or below, black dress slacks and top, and black shoes. We have purchased maroon scarves to accompany the concert black. Here are examples!

[Wardrobe examples and purchasing links](#)

## PERFORMANCE APPEARANCE

It is our desire to appear uniform in our appearance as not to distract the audience from our sound in any way. While we celebrate your individuality outside of our performances, a concert is not the place to try to stand out from the crowd. Our unified appearance helps the audience to hear and see us as one choir. Failure to adhere to the guidelines for proper performance appearance may result in a student being asked to address their appearance before being allowed to perform. Please adhere to the following guidelines when preparing for a performance:

### HAIR

Hair should be worn in a way that it will not fall into the eyes or face. No hair bows, scrunchies, or ribbons, unless for a concert where a pop of color is desired. Small barrettes, bobby pins and clips that blend with hair color are permitted.

### MAKEUP

Makeup is not required but may be worn to enhance a performer's natural appearance. Think neutrals. No dark colored eyeshadows or extremely elongated eyeliner should be worn. Lip colors should be subtle and not too dark or overly bright. There should be no glitter in any makeup products, unless an eyeshadow has a subtle shimmer.

### NAILS

Nails should be bare or a natural color that does not conflict with the concert attire. Think neutrals. No bright reds, extremely dark colors, neon colors, or glitter polishes are allowed. Please avoid extremely long nails, coffin or stiletto shaped nails, or generally any nails that would cause the audience to be distracted.

### LOTION/PERFUMES

On performance day, as well as for regular rehearsals, please avoid all perfumes and scented lotions. Each student and adult can react differently to different scents, so to avoid allergic reactions, throat swelling, coughing, etc., it is best to avoid "smelly" products at all rehearsals and performances. Please **DO** wear deodorant for performances!

### JEWELRY

Small stud earrings or small hoops may be worn. All other jewelry should be removed before leaving home.

## FINANCIAL INFORMATION

### TUITION AND FEES

The tuition and fees for the CCGC year, which runs in conjunction with the traditional school year, are as follows:

Girls Chorus	\$490.00	2 PAYMENTS OF: \$245.00
Girls Chorale/Cantabile	\$660.00	2 PAYMENTS OF: \$330.00

The entire tuition for the year will be billed at one time and can be paid in two payments. The first payment of at least \$100.00 is due at registration. The final payment will be due **November 27th**. All tuition must be PAID IN FULL (or alternate arrangements made) by December 4th or membership in the choir may be suspended. The Choir Administrator will send notice to the parents and the director that the singer will not be allowed to participate until tuition is paid. Please contact the Meredith College Accounting Office at [accounting@meredith.edu](mailto:accounting@meredith.edu) or by phone at 919-760-8363 if you need to arrange a different payment plan.

For new and returning singers in August, the first payment is due at the Parent Orientation session on August 28, 2023. For new singers in January, tuition will be prorated to half of the yearly fee and is due with registration. **All fees are non-refundable.** Fees will also be collected for other expenses such as travel or gifts, but we will communicate with you when and where to make those payments.

The Meredith College Accounting Dept. will send bills by mail or electronically through email for the **second tuition payment**. The initial payment each year MUST be paid by check or money order. Subsequent payments can be made by check, money order, or by credit card. (a 2.99% convenience fee will be applied for credit card payments and the payment must be made through the Accounting Department). Cash cannot be accepted by the music department.

### FINANCIAL RESPONSIBILITIES

- If you would like to apply for a tuition scholarship, please see the section on the next page entitled SCHOLARSHIP with the steps to apply.
- *New members to CCGC may withdraw before their **third** rehearsal by notifying the respective Choir Assistant, Choir Director, and Choir Administrator. **After the third rehearsal, you will be responsible for the entire yearly tuition.***
- Returning CCGC members are responsible for the full yearly tuition once rehearsals have begun.
- No refunds will be made for withdrawals.
- All balances must be paid prior to December 4. Students with outstanding balances after this date will be contacted immediately to discuss the status of their payment unless alternative payment arrangements have been made.
- Any unpaid member balance over 30 days past due must be received for participation to continue with CCGC.
- If there is an outstanding balance on a singer's account at the end of each semester, the Head of the Meredith College Music Department will determine if the singer can remain in the choir.
- All travel payments must be paid in full before a singer can attend any festival or tour.
- Any singer still having a balance on their account at the end of the school year, will not be able to continue with the choir until the balance is paid in full.
- For returning students, any sheet music that has not been returned must be paid for before participating in the first rehearsal. Please see page seven (7) for the choral music return policy.
- If you wish to withdraw from the choir, you **must** notify our Artistic Director, Mrs. Cameron Bolin, at [chbolin@meredith.edu](mailto:chbolin@meredith.edu) as well as our Choir Administrator at [ccgc@meredith.edu](mailto:ccgc@meredith.edu)
- . You will still be responsible for the entire yearly tuition.

## **SCHOLARSHIPS**

Scholarships for tuition and/or travel assistance may be awarded for singers on a needs basis. Applications to request scholarships for tuition can be picked up from the Choir Administrator in the Music Office during office hours. Applications can also be found on the CCGC website: [www.capitalcitygirlschoir.org](http://www.capitalcitygirlschoir.org). Scholarships will be awarded as reductions to tuition balances through the Accounting Office at Meredith College. This information will remain private and the decision will be made by a scholarship committee advised by the Head of the Meredith College Music Department.

## **TRAVEL INFORMATION**

Chorale and the Cantabile Singers are traveling choirs, and we ask that all members do their absolute best to participate in all performances, both in town and out of town. Due to space limitations, parents may not be able to accompany their children on trips but are always welcome to make their own travel arrangements and join the choirs for out of town performances.

The majority of the travel expenses are covered at the parents' expense, however, CCGC does allocate fundraising money to help defer costs. The Advisory Board, Parent Volunteer Committee, Artistic Director, and Head of the Music Department will decide how to distribute the proceeds from the ticket sales at concerts each year to the traveling choir. Parents will be informed of travel plans and given multiple opportunities to ask questions of our Travel Coordinator prior to signing up for any trip. Chaperones will be responsible for their own expenses, but the choir may elect to provide up to 50% of the cost of their trip if fundraising amounts allow for the expense. Our hope is that every member of the choir will travel. Families should reach out to the Artistic Director or our Travel Coordinator if there are concerns regarding travel at [chbolin@meredith.edu](mailto:chbolin@meredith.edu).

## **FUNDRAISING**

We are fortunate to have Meredith College sponsor the Capital City Girls Choir. CCGC at Meredith provides our students with an opportunity not available anywhere else in the Triangle. The annual tuition fee you pay covers the cost of the music, rehearsal facilities, collaborative pianists, our Choir Administrator, and our conductors. Also covered are costs for office supplies, copies, publicity, some bus transportation expenses, and other choir activities. All other expenses incurred by this organization must be covered by fundraising or parent contributions. For this reason, it is important that all members of the organization value fundraising activities and participate in these activities as much as possible.

The event organizer(s) will provide an electronic copy of each singer's earnings so there is a record of each singer's earned funds, which will reduce the total owed for that singer at the time of final payments towards a trip. The balances in individual accounts will remain in the account until a singer or her parent requests (in writing) the funds be used to pay for expenses or until the singer leaves the choir. If there is any balance in an individual account when a singer leaves the choir, those funds will be transferred to the general choir account. Fundraising will not take place if parent volunteers do not participate and organize them. All fundraising must be approved by the Meredith College Head of the Music Department as well as the Meredith College Leadership Team. Fundraisers cannot conflict with fundraising efforts of the college.

## **DR. FRAN PAGE MUSICIANSHIP AWARD**

In honor of our founder, Dr. Fran Page, Meredith College has approved providing musicianship awards to graduating high school seniors who plan to further their education at Meredith College. The amount(s) offered will be determined by the Artistic Director and Head of the Music Department with an amount based on fundraising earnings for the current choir season.

## **CAPITAL CITY GIRLS CHOIR HANDBOOK ACKNOWLEDGMENT**

I have read and understand the guidelines of the Handbook and agree to adhere to the Handbook to the best of my ability.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Singer Name \_\_\_\_\_

Singer Signature \_\_\_\_\_