



Members of CPO (Choir Parent Organization),

Let us be the first to welcome you to the Center Grove High School Vocal Music Department. By virtue of your student being selected for one of the eight Center Grove choral ensembles, you are now a member of the Center Grove CPO. Some of the accolades that our choirs have received include consecutive years of National Grand Champion status at both FAME and Showstoppers Show Choir and Concert Choir Competitions, a feature in Choral Director Magazine as well as numerous appearances in local newspapers and news channels, Mixed, Unisex, Concert, and Festival Division Grand Champions at regional competitions, as well as a standard for excellence in high school choral music in the greater Indianapolis area. Our choral program is recognized throughout the country as one of the finest and we need your help to maintain that tradition.

Throughout this choral handbook you will discover what it takes to be a part of one of the greatest booster programs in the country. This handbook contains expectations for families, explanations of choir jargon (i.e. hair mom, spansks, and BOM), forms, and other resources for you to use throughout the year. All information in this handbook can also be found on the choral website at www.centergrovechoirs.org.

We are excited for a new year and hope that you will get involved in the choir family experience. This is truly one of the few activities for high school-aged students in which parents, siblings, and grandparents can come right alongside the students in producing the end product of our performances. So don't delay, get involved with the choir program today and help us to make the year a great success!

Sincerely,

Mrs. Dice & Mr. Norman



Vision Statement

All choir students have an exceptional experience in music education.

Mission Statement:

We will support the needs of the students and the vision of the directors by providing resources and opportunities for all to achieve excellence in music.



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Description of Choirs

Non Competitive Choirs

Men's Choir

This is a non-auditioned ensemble. Men's Choir perform at Fall Fest, Christmas Show, Showcase of Champions, and Spring Spectacular (possibly by audition). Other performances may be added throughout the year by the director. Men's Choir will need a pair of black dress pants, black shoes, black socks, a white dress shirt, and a dark colored tie. This outfit will be used for several shows in which the Men's Choir participate. There are minimal after school rehearsals associated with the Christmas Show and Spring Spectacular.

Women's Choir

This is a non-competitive women's concert choir. Women's Choir perform at Fall Fest, Christmas Show, Showcase of Champions, and Spring Spectacular. Other performances may be determined throughout the year by the director. Women's Choir will need to provide their own shoes, buns, tights, and bustier to be worn with a costume provided by the choral department. There are minimal after school rehearsals associated with the Christmas Show and Spring Spectacular.



Competition Choirs

CG Singers

This is a competitive mixed concert choir. CG Singers perform at Fall Fest, the MIC Choral Festival, Christmas Show, Pre-Contest Show, Best of the Midwest, Showcase of Champions, and the Spring Spectacular. Other performances may be determined throughout the year by the director. They generally compete at 1-2 competitions in the spring as well. This group has a few after school rehearsals and is provided with a costume and for competitions by the choral department. There are fees associated with this choir so please check the payment schedule to see the additional costs that will be incurred by members of CG Singers. This is a weighted class.

The Accents

This is an auditioned women's junior varsity show choir. The Accents perform at Fall Fest, Christmas Show, Pre-Contest Show, Showcase of Champions, and the Spring Spectacular. They generally compete at 2 competitions in the spring as well. Other performances may be determined throughout the year by the director. The ladies in this ensemble will be issued costumes and required to purchase accessories deemed necessary by the director. This ensemble has minimal after school rehearsals associated with the Christmas Show and Spring Spectacular. There are fees associated with this choir so please check the payment schedule to see the additional costs that will be incurred by members of The Accents.

Surround Sound

This is an auditioned mixed junior varsity show choir. Surround Sound performs at Fall Fest, Christmas Show, Pre-Contest Show, Showcase of Champions, and the Spring Spectacular. They generally compete at 2 competitions in the spring. Other performances may be determined throughout the year by the director. The students in this group will be issued costumes by the choral department and required to purchase accessories deemed necessary by the director. This group has minimal after school rehearsals associated with the Christmas Show and Spring Spectacular. There are fees associated with this choir so please check the payment schedule to see the additional costs that will be incurred by members of Surround Sound.



The Debtone

This is an auditioned women's varsity show choir. The Debtone perform at Fall Fest, Christmas Show, Pre-Contest Show, Best of the Midwest, Showcase of Champions, and the Spring Spectacular. They generally compete in 5-7 competitions along in a mandatory national competition/educational trip. Other performances may be determined throughout the year by the director. Participation in this ensemble requires a large time commitment; please visit www.centergrovechoirs.org to see the schedule for the school year. The students in this group will be issued costumes by the choral department and required to purchase accessories deemed necessary by the director. There are fees associated with this choir so please check the payment schedule to see the additional costs that will be incurred by members of Debtone.

Sound System

This is an auditioned mixed varsity show choir. Sound System performs at the Fall Show, Christmas Show, Pre-Contest Show, Best of the Midwest, Showcase of Champions, and the Spring Spectacular. They generally compete in 5-7 competitions along in a mandatory national competition/educational trip. Other performances may be determined throughout the year by the director. Participation in this ensemble requires a large time commitment; please visit www.centergrovechoirs.org to see the schedule for the school year. The students in this group will be issued costumes by the choral department and required to purchase accessories deemed necessary by the director. There are fees associated with this choir so please check the payment schedule to see the additional costs that will be incurred by members of Sound System.



Description of Concerts

Fall Fest

Who: All Choirs

Cost: \$6

Duration: approx. 1.5 hours

What: This concert will feature each choir/group of choirs singing 2-3 pieces learned in the first few months of school. This is a great taste of what will be in store for you for the rest of the year. This concert is more relaxed in feel and will feature a number of solo acts.

Christmas Show

Who: All Choirs

Cost: \$10

Duration: approx 1.5 hours

What: This concert will feature special acts, ensembles, and combined numbers. This concert runs three days; the first Thursday, Friday and Saturday of December. The Thursday show will include all choirs and Friday/Saturday will include only the competitive choirs. There are mandatory rehearsals for students after school the week leading up to the show.

Pre-Contest Show

Who: Accents, Debtone, CG Singers, Surround Sound, Sound System (performance order)

When: January

Cost: \$6 adults

Duration: 2.5 hours

What: This concert previews all of the competition shows for the season. You won't want to miss this concert to see how far the students will grow in a season. This concert will also include short breaks between each group.



Showcase of Champions

Who: All Choirs

When: March

Cost: \$6 adults

Duration: 2.5 hours

What: This concert will be the final home performance for the competitive shows/selections. It will also include the beginning choirs and soloists who performed at various soloist competitions.

ISSMA

Who: Debs, CGS, SS (Varsity Choirs)

Cost: Free (qualifications), State \$5

Duration: 15 minutes

What: This is the Indiana State School Music Association's concert choir competition. Attendance will be determined on a yearly basis.

Spring Spectacular

Who: All Choirs

When: May

Cost: \$10

Duration: 1.5 hours

What: This is the final concert of the year. Generally, this is a themed show featuring soloists, ensembles, and combined groups. There are mandatory rehearsals for students after school the week leading up to the show.

Graduation

Who: Competitive Choirs and seniors

Cost: None

Duration: 15 minutes

What: All Accents, Surround Sound, CGS, Debs, and SS members will sing the Battle Hymn of the Republic.



Executive Committee

The executive committee of the CGCPO consists of the following members:

- **President:** **Erin Booher**, Presides at all meetings (monthly Board meetings and 4 General Parent meetings), signing of all disbursements made by the treasurer, The president shall oversee the Awards Banquet, the chaperone coordinator, the hospitality coordinator, and the Encore Coordinator.
- **Vice-President:** **Sarah Nguyen & Kari Jackson**, Perform the duties of the president in his/her absence, special assignments, oversees Best of the Midwest and the Patron Program.
- **Secretary:** **Kim Cooley**, Records the proceedings of each Executive Board meeting and general meeting and furnishes the Executive Board with minutes of each meeting. All correspondence necessary for conducting business of the organization shall be handled by the Secretary. The secretary shall oversee transportation, serve on the trip committee, and oversee the student hospitality coordinator.
- **Treasurer:** **Becky Lollar**, Keeps an accurate record of receipts and disbursements of all monies and completes financial reports at each general meeting. Treasurer shall deposit all receipts and pay all disbursements through a CPO bank account.
- **Ways & Means Fundraising:** **Paula Boas**, Oversees all existing CPO fundraising projects and makes recommendations for new and innovative ways of making additional income. The fundraising chairperson shall oversee the cookie coordinator, Scrip and grocery card coordinator, and assist the special events coordinator.
- **Ways & Means Events:** **Shelly Fain & Martha Johnson**, Oversees all existing CPO special events and makes recommendations of new and innovative ways of making additional income. Oversees the Fall Fest, Christmas, Pre-Contest, Showcase of Champions, and Spring Spectacular shows, Princess Tea, and publicity coordinator.
- **Financial Chair:** **Maxie Gardner**, Keeps an accurate and up-to-date record of fees incurred from fundraising, group fees, trips and accessories, credits earned from fundraising and scrip opportunities, and payments received for each student enrolled in a competitive choir.



Auditions

Auditions are held yearly for all choir students and are as follows:

- Auditions for current high school students in choir will take place during their classes the week prior to spring break.
- Auditions for current high school students not in choir will audition by appointment or after school on the Wednesday prior to spring break.
- Auditions for current middle school students will happen in their middle school choir rooms the week prior to spring break. Monday will be MSN and Tuesday will be MSC. If you have a conflict, you should contact the directors for an appointment.

The collection of information will happen online. Directions will be handed out at the beginning of second semester and must be completed before the week prior to spring break in order for your student to audition. Results are posted on our website during spring break. All questions should be directed to Mrs. Dice or Mr. Norman.



Choir Fees

Choir fees are billed on a monthly basis beginning in April for the upcoming choir season. The fees are used to help pay contest entry fees, costumes, props, choreography, travel to the destination of the national competition or educational experience planned, the band who accompanies the choirs at home performances and competitions, group polo shirts, and transportation to local competitions. Each student will also pay for items such as makeup, shoes, jewelry, and hair pieces. These items will be billed as received by the students throughout the choir year.

Please keep in mind that CGCPO is made of a group of caring **volunteers** who contribute countless hours toward the success of **your** student. Be respectful of this time by paying your bills in a timely manner. If you have a financial hardship or a change in your financial situation (i.e. job loss), communicate with our financial chair so that our volunteers do not have to spend even more of their time tracking down individuals who have not paid their bills. We are not a collections agency and we appreciate you doing your part to be in communication with the CGCPO when you have a specific need.

We have a Scholarship Fund that students and families can apply for if need exists. The Scholarship Fund will pay a percentage of the fees based on individual need and the number of applicants. This form can be found on our website and is due at the Competitive Choir Parent Meeting in April each year.

In addition, the CGCPO owns all costumes that are issued to the students. If you are not up-to-date on your balance, the CGCPO reserves the right to hold a costume. The student will still be able to earn their credit academically, but will not be allowed to perform. There is no reason for this ever to happen with proper communication and timely payments!



Choir Fees

Payment Option #1: Payment in Full

***Based on proposed trips**

Debtones and Sound System Payment in Full: Group Fee (\$850) and estimated Trip Fee (\$300)
Total: \$1150.00

CG Singers Payment in Full: Group Fee (\$600) and estimated Trip Fee (\$1600.00)
Total: \$2200.00

Doublers Payment in Full: Group Fee (\$950) and estimated Trip Fee (\$1900.00 - includes both trips)
Total: \$2850.00

***This does not include accessories! Those will be billed in January and beyond.**



Choir Fees

Payment Option #2: Payment Plan

***Based on proposed trips**

This payment plan is an option for you to use in order to keep your payments even throughout the course of the first semester. You will not receive an invoice for these monthly payments, this is simply a guide for you to use at your convenience.

Debtones and Sound System Only:

\$850 Group Fee, Approx. \$300 Nashville Trip Overnight,
Approx. \$300 Additional Accessories (includes groupwear, shoes, hair/make-up, etc.)

April	\$250.00	Group
June	\$250.00	Group
July	\$250.00	Group
August	\$100.00	Group
September	\$200.00	Trip
October	\$100.00	Trip

*Accessories billed in January and as received beyond that point.



Choir Fees

Payment Option #2: Payment Plan (cont.)

***Based on proposed trips**

CG Singers Only:

\$600 Group Fee, Approx. \$1600.00 Trip,

Approx. \$300 Additional Accessories (includes groupwear, shoes, hair/make-up, etc.)

April	\$275.00	Group
June	\$275.00	Group
July	\$275.00	Group/Trip
August	\$275.00	Trip
September	\$275.00	Trip
October	\$275.00	Trip
November	\$275.00	Trip
December	\$275.00	Trip

*Accessories billed in January and as received beyond that point.

Doublers:

\$950 Group Fees, Approx. \$1900.00 Trips,

Approx. \$300 Additional Accessories (includes groupwear, shoes, hair/make-up, etc.)

April	\$350.00	Group
June	\$350.00	Group
July	\$350.00	Trip
August	\$350.00	Trip
September	\$350.00	Trip
October	\$350.00	Trip
November	\$350.00	Trip
December	\$400.00	Trip

*Accessories billed in January and as received beyond that point.



Choir Fees

Payment Option #2: Payment Plan (cont.)

Surround Sound & Accents:

\$300 Group Fee,

Approx. \$300 Additional Accessories (includes groupwear, shoes, hair/make-up, etc.)

April	\$250.00	Group
August	\$50.00	Group

*Accessories billed as received



Choir Fees

Payment Option #3: Charms Payments

**Based on proposed trips*

To avoid costume pulls before each dress rehearsal/concert, balances in Charms should be below the following numbers:

Debtone & Sound System

Fall Fest	≤\$300
Christmas Show	≤\$50
Pre-Contest Show	≤\$50
Showcase	\$0

CG Singers

Fall Fest	≤\$1100
Christmas Show	≤\$275
Pre-Contest Show	≤\$50
Showcase	\$0

Doublers

Fall Fest	≤\$1400
Christmas Show	≤\$350
Pre-Contest Show	≤\$50
Showcase	\$0

Surround Sound/Accents

Fall Fest	≤\$50
Christmas Show	≤\$50
Pre-Contest Show	≤\$50
Showcase	\$0



Important Payment Notes

1. The first payment in April is due at the mandatory parent meeting.
2. Students participating in multiple choirs (AKA doubling) will be assessed \$100 for the additional group fee.
3. All Trip Fees are an approximate amount based on prior travel.
4. **No refunds will be given and all students who drop a class will still need to pay any fees incurred in order to do so.**

Payment Methods

1. White Box - Place payment of cash or check made payable to CGCPO in a payment envelope and place in the white box outside of the choir room office.
2. Snail Mail - Mail checks made payable to CGCPO directly to our post office box:
 - a. CGCPO
704 S. State Road 135
Suite D240
Greenwood, IN 46143
3. Online in Charms
 - a. Login to Charms www.charmsoffice.com
 - i. school code: cghschoral
 - ii. password: your child's CG student ID#
 1. Please note that all parties with access to the account will use the same password. (students & parents)
 2. It's suggested to leave the password as the student ID#. (You will be prompted to change the password, but you can bypass that by clicking on a menu icon.)
 - b. Click "finances" icon
 - c. Click "Make Miscellaneous Payment"
 - d. Enter amount & description
 - e. Click "start payment"
 - f. **There will be an additional 3% fee for using this online feature.**



Competition Choir Fundraising

The majority of our fundraisers allow the students to earn money toward their personal escrow accounts. In the past some of these opportunities have included...

Patron Program Flower Sale
Scrip

There are also several fundraisers that profit the general fund. These are fundraisers that are generally not door-to-door, but a group effort put on by the CPO. In the past some of these opportunities have included...

Car Washes Best of the Midwest Encore Kris Kringle Mingle

Our biggest event of the year is **The Best of the Midwest (BOM)**. This is the show choir competition that we host annually. Every competition choir family is required to help with this event the third weekend in February.

Throughout the year we will ask for students to bring in water or soda to be sold at events. They need to place these in the choir room closet with your child's name on it and let their company managers know that they have done so. Here is a list for the year, please mark yours down and bring them in on the Monday before the event. **All water must be Dasani** due to the school's contract with Coke.



Competition Choir Fundraising

Scrip Is Fundraising While You Shop®

Scrip is a program where students can earn money from gift cards that can be used at many national retailers, including grocery stores, home improvement and restaurants. Parents, grandparents and friends can earn between 2-15% on each purchase. This is through the Great Lakes Scrip Center. There are plastic cards, printable ScripNow certificates, and the ability to reload with some merchants. Students get the rebate credited to their choir account monthly. With a bit of planning ahead, it is possible to help with expenses. See www.shopwithscrip.com for more details.

Kroger Community Rewards Program

CGCPO also has a fundraising opportunity when you purchase groceries at Kroger. If anyone has a Kroger loyalty card, it is possible to link the CGCPO to their community rewards program. Registration is simple through the Kroger.com website. If you are already on the web for digital coupons, etc., look under the community tab. Sign up is user friendly. Our organization number is 10412, or just look under Center Grove Choir Parent Organization.

Amazon Smile

The CGCPO is registered to be a part of the Amazon Smile Program. Amazon donates 0.5% of the price of your eligible AmazonSmile purchases to the charitable organization of your choice. All you need to do is to support CGCPO is to start your shopping at smile.amazon.com. Click [here](#) for more information



Patron Program Information

These benefits are proposed and are subject to change. Check choir website in early August for finalized benefits.

Corporate Diamond Patron (\$5,000)

- \$850 benefit to your student's account
- 6 Reserved seats for the entire season (Does not include BOM)
- Option to purchase up to an additional 4 reserved seats
- Custom 5'x7' Banner displayed at all home shows
- PLUS! All other benefits outlined for Platinum Patrons

Corporate Platinum Patron (\$1,500)

- 15% benefit to your student's account
- 6 Reserved seats for the entire season (Does not include BOM)
- Option to purchase up to an additional 4 reserved seats
- Custom 2'x3' Banner displayed at all home shows
- Website Link on Choral website
- PLUS! All other benefits outlined for Gold Patrons

Corporate Gold Patron (\$1,000)

- 10% benefit to your student's account
- 4 Reserved seats for the entire season (Does not include BOM)
- Option to purchase up to an additional 4 reserved seats
- Choral Website Patron Listing
- Group Corporate Patron Banner listing displayed at all home shows
- Listing in all Choral Programs (Reach +1000)
- Best of Midwest Recognition (1/2 page program ad)



Corporate Silver Patron (\$500)

- 5% benefit to your student's account
- 2 Reserved seats for the entire season (Does not include BOM)
- Option to purchase up to an additional 4 reserved seats
- Group Corporate Patron Banner listing displayed at all home shows
- Listing in all Choral Programs (Reach +1000)
- Best of Midwest Recognition (Patron Banner and 1/4 page program ad)

All-Season Choir Pass (\$100)

- no benefit to your student's account
- 1 Reserved seat per All-Season Pass for the entire season (Does not include BOM)
- Limit 5 All-Season passes per family.
- Seat Reservations will be made online after corporate Patron Night (Date tbd)



Patron Program Information

Logistical Information

- Instructions for purchasing Corporate Patron and All-Season Choir Passes will be shared at the Competitive Choir Parent Meeting in early August and on the choir website (www.centergrovechoirs.org) also in early August.
- All Corporate Patrons must fill out an online form to determine seat selection order for Patron night.
- ALL Diamond, Platinum, Gold and Silver Corporate Patrons must attend Patron Night (date TBD) to preview and select their reserved seating. Seat selection priority will be given to patron level (Diamond, Platinum, Gold, and then Silver) and within each level – based on when your online form was submitted.
- Corporate Patrons must be present at Patron night with payment in order to reserve their seats.
- If additional seats are needed (beyond the number included in the Patron level), they will have to be purchased online when General Ticket sales begin at 10 am 2 weeks prior to each show.
- Being a Corporate Patron or All-Season Pass holder last season does not guarantee the same seat assignment for the new season. All previous seat assignments are reset at the beginning of each season.
- All-Season Pass Holders will select their seats online and pay for them at time of selection beginning at 10 am on the day following Patron Night.

Questions regarding the Patron program and all communications regarding the Patron program can be directed to cgchoirpatron@gmail.com.

The Center Grove Choir Parent Organization is a non-profit 501(3) c organization. Your Corporate Patron involvement helps us fund the choirs and provide a fundraising opportunity for students; so be sure to identify which choir student should receive a percentage back of your patron package. Your consideration of our program and generous support is deeply appreciated!



A Day of Competition Day...

A Day at a Choir Competition' normally begins very early...like 3:00 am early! The Director's will provide an arrival time for each participating choir which is 15 minutes before the buses will depart. **The directors will not wait on your student.** The call times are carefully back-timed to allow the proper amount of preparation and travel time. So please help your student to be on time! If the competition is 2 to 3 hours away, the choir will usually reserve a charter bus. They will need money for lunch and snacks during the day (\$30-\$40) and then will be provided an evening snack bag for the ride home.

Your child should wear their choir's spiritwear and or comfortable clothing for the ride to the competition, a pillow and blanket for the ride might also be good. A packing list is included in this handbook for your convenience in helping your student prepare. Do not let your student bring expensive electronics or large amounts of cash as there is no way to secure their belongings 100% of the time while we are at a competition.

A typical competition will last from 5 am on Saturday morning until 2 am on Sunday morning. All groups will perform during the preliminaries during the day and then potentially in the finals. Not all competitions have unisex finals, but all will likely have mixed finals. Some competitions also have an exhibition performance or finals for concert choirs and unisex groups. In addition, some competitions have a soloist division. Students will audition to be a representative of Center Grove in the soloist division throughout the choir competitive season. All of the information regarding a particular competition will be available at www.centergrovechoirs.org the week of the event.

Call Times

The directors will give the students call times, but are expected to be in the room (or at the venue) 15 minutes before that call time. Each set of company managers will have a different penalty for being late, but the expectation is that students learn to be punctual and prepared for their rehearsal or performance.



Chaperone Responsibilities

The group you are assigned to on the bus, will be the homeroom you are also assigned to while at the competition. If there are multiple chaperones for a single group, talk in the morning and decide who is going to be in the room when. You have to be in the room if the students are there unless the directors are meeting with them. You are to ride the bus both there and back. The school requires us to split up chaperones on the bus and make sure there are adults in the front, middle, and back of the bus. You will pass out snack bags on the bus and ensure cleanup of trash at the end of day. (Please bring a trashbag) Students are NOT allowed to take food into the school. All chaperones must complete a CG school background check.

Cheering at Competitions

The kids really feed off of your/the audiences reactions while they are onstage. We really need you to cheer during dance breaks and between songs. Do not cheer so loudly that you cover vocals, but definitely live out or relive your high school days as a cheerleader each and every Saturday!

The rules for cheering for concert choir are a little different than show choir. Please applaud after the song is over, but not during the performance. Do not scream or yell while the choir enters the room.

Company Managers

Each group will have company managers. This student is the liaison between the group and the directors/CPO. If you have information that needs to be expressed to a particular ensemble, the company managers are the ones to disperse the information to the students. They handle spirit wear, the management of the group, and disperse information. Our company managers have a very large leadership role in their group and have been carefully selected by the students and directors. The company managers are trustworthy individuals who you can go to for explanations of simple questions about which you do not want to contact the director.



Costume Parents

Costume Parents are just as vital to the entire show as the tech parents. Costume fitting and preparation is a lengthy process considering the sheer number of students and the quality of show that our students prepare. Your child will be required at some point to complete rhinestoning or simple sewing on their individual costume, but we need help with all sewing projects and it would be great to get as many mom's and dad's involved as possible. You don't have to be a seamstress or even know how to sew, just show up and we will find a way to use your ability and talents.

During the competitions we will need help repairing and sorting costumes. Please plan to come back to the homeroom after each performance to help with these aspects of the performance.

Hair/Make-Up/Accessory Parents

At each competition we utilize 'Hair Moms' to assist with fixing the guys/girls hair. The 'Hair Mom' coordinator will have a meeting with each choir to show them how to wear their hair and will host separate sessions to help teach the Mom's how to fix the hair for the respective choirs. The "Hair Mom Coordinator" is the only volunteer who receives specific directions from the directors regarding their vision for the girl's hair. Do not take it upon yourself to make a change to hair or the process unless specifically told to do so by the directors. Again, we are here to support the choral program and the vision of the directors and their choreographer.

Hair supplies/requests:

1. Big Sexy Hair-best hairspray for choir hair on the market.
2. Hair brushes will be given to each student and billed as an accessory. Students are required to bring these items each time their hair is done by a hair mom. If a student does not have these items, another set will be given to your student and you will be assessed the cost on your statement. We will not share hair brushes to ensure the health of all students.
3. Please be sure that your student's hair is clean before it is put into the prescribed hair style.
4. Pack plenty of bobby pins, both long and short.



Packing List

Girls in Debs, CGS, SS, Accents:

Eyeshadow	Blush	Foundation
Mascara	Eyelashes	Eyelash Glue
Eyeliner	Lipstick	Powder
Combs/brushes	Hair Clip	Ear Rings
Butterfly Clip for Poof	Brush	Hair Piece
Buns/tights	Bobby Pins (that match hair color)	
Shoes	Bustier	
Group wear	Straightener	Hair Spray
Toothbrush	Deodorant	Blanket/Pillow
\$30-\$40		

Guys in SS, SuSo, CGS:

Performance Shoes	Reg. Shoes	Black socks (2 pairs)
Group Wear	toothbrush	Belt
Extra undergarments	Deodorant	
Blanket/Pillow	\$30-\$40	



Competition Rules

School appropriate behavior is expected. The students are representing our school and our expectations are high! *If a parent has any trouble with a student, please contact Mrs. Dice or Mr. Norman, immediately, as opposed to trying to handle the situation on your own.

1. No food or drinks in the homeroom. Competitions do not allow outside food.
2. If we have 2 rooms for SS/SuSo/CGS (etc.), the guys will be in one room and the girls will be in the other.
3. **If they have to share a room, as much as possible, please have women and men change at different times.**
4. No chaperones should be in the homeroom or warm-up room once the directors begin their meetings.
5. No loud music played in the homerooms.
6. The seniors of each group should clean the homeroom before we leave for the evening.
7. Please make sure you are the last person out of the room and that you lock the room when everyone leaves.

Tech Parents

Tech Parents are needed for each group to build props, sets, and transport them at each competition. A part of the adjudication process includes a time limit and we need as much help as possible getting all equipment on and off stage. Please make this a family activity by getting involved. Please don't assume that someone else will help with this area, the more dad's we have the lighter the work will be.



Attendance Policy

School Day

1. A student who is a member must be **accounted for by 9:00am to be eligible to practice or perform that day.** Please ensure that your student is at school at 7:35 on all days where we have rehearsal or a performance. In addition, please be sure that students arrive by 7:35 the day following a concert.
2. A student who is a member **may not leave the building at any time during school hours to be eligible to practice or perform that day.**
 - a. The exceptions for these two policies would be for an approved field trip or other academic class departure, a doctor's appointment, or for a family emergency.
 - b. If there is a question on what constitutes a "family emergency", the student should check with their director.
 - i. For example, taking an Indiana Department of Motor Vehicles Driver's Test or having lunch with a parent, relative, or friend is not considered an emergency.
 - c. Upon return from a doctor's appointment, the student must have a note from the doctor's office indicating the start time and the end time of the appointment.
3. Any student who is a member who is serving a full day of "in-school" or "out-of-school" suspension will not be eligible to practice or perform on that day.
4. **Saturday and Sunday events are not affected by Friday's attendance.**

Practice/Performance Attendance

1. Attendance at all rehearsals and performances is mandatory and important for the team's success.
 - a. Please notify directors in advance if there is a conflict.
 - i. Doctor's notes will be required, but routine doctor's appointments are not to be scheduled during rehearsals or performances.
 - ii. Students with jobs will be expected to be at all rehearsals and performances, inform your employer accordingly.



- iii. Please be sure to schedule dates to take the SAT or the ACT that do not conflict with practice or performances.
 - iv. Failure to attend a rehearsal immediately prior to a performance for any reason other than illness or extenuating circumstance will result in the student being suspended from the performance.
2. Choral students: When a performance is missed due to voluntary absence (concert, tiredness, to complete homework, work, etc) the student performer will be suspended from the following two performances. Preliminary and finals events occurring on the same day will count as one performance.

Conflict Procedures

1. All conflicts must be reported to the director in person and in a timely matter. Conflicts communicated by text or email will not be considered.
 - a. First discuss the conflict with your director.
 - b. Report the discussed resolution to your company manager
 - c. Make-up all material before returning to rehearsal or class
2. Choreography Sessions (Varisty Choirs Only)
 - a. If your ensemble is choreographing on the evening of a conflict, you must have a substitute in order to be blocked into the number. If you do not have a sub, you will be a blocked out of the number.
 - b. Conflicts that would be appropriate to have a substitute include a school-related activity or illness. Work, doctor's appointments, etc. will not be considered, in that case you will be blocked out of the number.

Star Rehearsals

1. If your section leader or dance captain has called a star rehearsal that you cannot attend, please discuss the conflict with your director in person and then report to the student leader to work out a plan to obtain the missed information.



Academic Eligibility

The following apply to all co-curricular & extra-curricular music activities.

Accents, Surround Sound, Debtone, Sound System, & CG Singers

Who is eligible?	All freshmen are eligible at the start of the school year. However, grades from the 3rd nine weeks of their 8th grade year will be taken into consideration for ensemble placement. Upperclassmen meeting the requirements for the previous semester are eligible at the start of the school year
Requirements	Must pass 5 classes (Audits do not count as classes) Must sign up for school's RDT (Random Drug Testing) Program
Grade Checks	Each 9 week grading period Semester grades take precedence
Probation	Director reserves the right to implement a definitive probation period as needed
Ineligible	Director reserves the right to remove students from the team who have not improved grades during the probationary period Not passing on report card, ineligible until end of next 9 weeks

****Passing grade is a D- or above***

****Students in a competing group who are academically ineligible during the nine weeks of a national or curricular trip will not be allowed to travel with their ensemble.***



MCCDAT

The Music Co-Curricular Drug, Alcohol, and Tobacco policy is required for participation in any choral ensemble at Center Grove High School. The expectation for students who participate in choir is that they are not participating in any activities where illegal substances are present nor are they to be partaking in any of these substances. The MCCDAT explains in full detail the result of such poor decisions. All MCCDAT forms should be turned into Renee Skipper before the first day of the new school year.

Suspension

A suspension from a musical performance resulting from a violation in academic eligibility, the attendance policy, or the MCCDAT will require students to continue attending regular rehearsals and performances in order to maintain the academic requirements of the course. Students will be required to complete an alternate assignment that will be a direct result of their evaluation of the performance from which they are suspended.

Removal

All competitive groups are a year-long commitment. Students who drop or are removed from the class will not be refunded the group fee, the fundraising fee, or any part of the trip fee. In addition, students will be expected to settle any unpaid bills prior to moving to another class. This commitment is agreed to with acceptance of membership and by signing the contract at the beginning of each season.



Extra/Co-Curricular Drug-Alcohol-Tobacco Policy

Rule #1:

Do not use or possess any controlled substances, drug paraphernalia, alcohol, or any tobacco products.

Rule #2:

Do not be in attendance at any gathering where there is unlawful use of controlled substances, drug paraphernalia, alcohol, or any tobacco products.

****** This policy becomes effective once the Center Grove High School ECCDAT form has been signed and received in the Music Office. It is in effect from that point forward 24 hours a day, 7 days a week, 365 days a year, until graduation. By signing the ECCDAT form, parents authorize Center Grove High School to obtain information from police agencies, the probation department, or any other certified source, including CGHS personnel, regarding the events leading up to an arrest, the filing of charges, or any police contact for an act which would be in violation of the stated rules of the Extra/Co-Curricular Drug-Alcohol-Tobacco Policy. High School students in the music program are also required to enroll in the Center Grove Random Drug Testing Program.

General Extra/Co-Curricular Program Regulations: Participation in extra/co-curricular activities is a privilege extended to individuals who have the physical ability to perform and the moral character to conduct themselves in the proper manner. When students choose to participate in extra/co-curricular activities, they place themselves in the public eye. Participants are expected to behave at all times in a manner that portrays a positive image of them, the teams they belong to and the school they represent. These rules, regulations, and penalties are set forth for CGHS extra/co-curricular activities and are in effect year round.

Social Function Expectations: Student-performers are expected to leave social events immediately where the illegal use of controlled substances, drug paraphernalia, alcohol, or any tobacco products is permitted by the host. Failure to do so implies guilt, and violators will be dealt with according to the policy.

Consequences of Drug-Alcohol-Tobacco Policy Violations

ECCDAT Forms are required for participation in all music department ensembles

1. **1st-Violation** (All music students are considered in-season from the date of audition through the end of the following school year.)

A. **Rule #1:** The student-performer will be withheld from 25% of the total performances for the school year. This will carry into the following school year for all underclassman. In addition, eligibility for membership in an ensemble and ability



to travel with that ensemble will be reviewed by the music directors. Driving privileges will be suspended for 90 school days. For the student-performer to be eligible for future participation, the student-performer will be required to submit to a drug screen at the school, at the student's expense, and attend two (2) school sponsored educational awareness counseling sessions at the school, at the student's expense. The student-performer will be required to attend all performances that take place during their suspension and complete a critique of the performance as stipulated by the directors as a concert replacement assignment.

B. Rule #2: The student-performer will be withheld from 10% of the total performances for the school year. This will carry into the following school year for all underclassman. In addition, eligibility for membership in an ensemble and ability to travel with that ensemble will be reviewed by the music directors. Driving privileges will be suspended for 45 school days. For the student-performer to be eligible for participation, the student-performer will be required to submit to a drug screen at the school, at the student's expense, and attend one (1) school sponsored educational awareness counseling session, at the student's expense. The student-performer will be required to attend all performances that take place during their suspension and complete a critique of the performance as stipulated by the directors as a concert replacement assignment.

2. **2nd Violation**

A. Rule #1: Driving privileges will be suspended for 180 school days. During this time, the student will not be allowed to practice, perform or compete in any Music Department activities for one calendar year from the date of the violation. For the student-performer to be eligible for future participation, the student-performer will be required to submit to another drug screen to the school, at the student's expense, and attend four (4) educational awareness counseling sessions at the school, at the student's expense. The student-performer will be required to complete assignments as stipulated by the directors.

B. Rule #2: Driving privileges will be suspended for 90 school days and the student-performer will be withheld 25% of the total performances for the school year. This will carry into the following school year for all underclassman. In addition, eligibility for membership in an ensemble and ability to travel with that ensemble will be reviewed by the music directors. For the student-performer to be eligible for future participation, the student-performer will be required to submit to another drug screen at the school, at the student's expense, and attend two (2) educational awareness counseling sessions at the school, at the student's expense. The student-performer will be required to attend all performances that take place during their suspension and complete a critique of the performance as stipulated by the directors as a performance replacement assignment.

Definitions/Appeals

Conduct Rules: Any misconduct, theft, vandalism or other act which reflects discredit on the school is subject to disciplinary actions. This rule applies to all situations, whether extra/co-curricular, school related, or non-school related.

Any student participant convicted of a felony at any time shall be excluded from participation for one full year from the time of conviction. Conviction of a misdemeanor shall be subject to suspension from 25% of the total performances for the school year. The second or succeeding offense will bring a music suspension for one calendar year from the date of the violation. Continuation in a music activity until conviction is contingent upon the decision of the music directors. The performer will not be allowed to begin participation until after the penalty is served.



Attendance: To be eligible to practice or compete on a given day, a co/extra-curricular participant must be in class by 9:00am.

Due Process: Performers who have been penalized for violation of any rules have the right to a hearing. A student performer who desires a hearing must submit a letter to an Assistant Principal, within 5 calendar days, requesting that a hearing be held. An Assistant Principal will establish a time and place for the hearing. The finding of the hearing committee may be appealed to the high school Principal. This committee shall review both procedure and appropriateness of penalty. The Assistant Principal will chair the hearing. Other members of the committees will include the Choral Director, Orchestra Director, or Band Director (not the director of the activity), 2 teachers not associated with the activity in question, and the student's counselor.

Appeal to the Principal: The Principal shall serve as the FINAL step in the appeals process.

Random Drug Test

Students involved in Extra/Co-Curricular Band activities must be enrolled in Center Grove High School's Random Drug Testing.



Private Instructors

Center Grove High School has several opportunities for private musical instruction available to students. Students are able to take voice or piano lessons during their study hall or STaR with a highly qualified instructor. Following is the information that you will need in order to get in contact with the instructors.

Voice Faculty

Charlie Metzger	chasmetzger@gmail.com	317-379-6141
Suellen Swaney	suellen_swaney@icloud.com	317-797-8925

Piano Faculty

Sue Dykes	sedykes07@gmail.com	445-8531
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Private Lessons Scholarship Guidelines

Students who are awarded a scholarship to study voice with our CG private instructors will be required to maintain the criteria below. Students who fail to maintain these simple requirements may lose their scholarship upon the discretion of the choral director and voice teacher.

1. Come prepared to each lesson with appropriate music and required materials.
2. Clear evidence of practice and rehearsal.
3. Communicate any lesson cancellations or changes well in advance. Canceling on the day of a lesson is unacceptable and lessons will not be made-up.
4. Audition for at least two solo opportunities within the choir year.
5. Demonstrate a high level of work ethic while in their private lesson.

Students who receive a scholarship are entitled to 12 lessons per semester with either Charlie Metzger or Suellen Swaney. The student will be required to provide their own materials and music as required. Payment for lessons will be handled directly between the voice teacher and the student. All male students are encouraged to study with Charlie Metzger and female students with Suellen Swaney. No outside voice teachers will be considered.

All applicants must fill out the following survey:

https://docs.google.com/forms/d/e/1FAIpQLScZUk5NvOhSSBxcTSpE_sIFUAeG9272jSrHjvWnfP0jlgIs3g/viewform



CGCPO Volunteer Policy

- I. Volunteers are expected to fulfill the duties to which they have committed.
 - a. Volunteers must stay at their post for the designated time.
 - b. If you are concerned about missing your child's performance, sign up to volunteer for a position that doesn't interfere with the show. (i.e. clean-up/set-up)
- II. Volunteers are expected to pay admission to all shows or to obtain a patron package.

CGCPO Event Ticketing Policies

Administrators, Teachers and High School Employees

- CGCSC Board Members shall purchase tickets on their own to attend any performance.
- CGHS Teachers, High School Employees, and CGHS Administration will be allowed one free ticket to all performances. A ticket will need to be reserved using your staff e-mail as the login.

Other considerations

- Children 2 years of age or under shall be allowed into any performance without charge. Children 2 years and under must sit on parents lap if they do not have a ticket.
- ticket sales will begin 14 days prior to a concert at www.centergrovechoirs.org
- please see patron program information for priority seating.
- for more information, please visit "Online Ticketing Procedures" at www.centergrovechoirs.org



Center Grove Choir Parent Organization Help Fund Program Guidelines

Objective of the Program

To provide funding to CGHS students who wish to participate in the CGHS Choral Program but have a financial need.

Requirements for Participation

1. Student and/or parents must provide proof of financial need by providing a copy of their most recent W2 to Mrs. Dice. We will require W2s from both parents in order to consider a scholarship.
2. The student must maintain good attendance, be academically eligible, and be active in fundraising efforts.
3. Return the completed form by the mandatory parent meeting in April.
4. Any credits left in the student's account at the end of the year will be credited to the scholarship fund. No refunds will be given.
5. Once scholarships have been decided upon by the CPO President, Financial Chair and Mrs. Dice, each candidate will be required to meet in person with Mrs. Dice to go over the terms of the Help Fund contract.
6. Students/parents will decide upon their due date for each month.
7. The scholarships will be awarded as a match program. If the student/parent portion is not met, then the CPO contribution will not be awarded. Students/parents will be required to make up the loss of scholarship.
8. Costumes will be pulled before each concert for anyone with an outstanding balance.
9. No student will be allowed to travel on a major trip who has an outstanding balance.

Assistance Evaluation Criteria

1. Scholarship awards will be prioritized on financial need, merit, and past efforts to comply with scholarship requirements.
2. An effort to make the initial payment at the mandatory parent meeting will be taken into consideration.
3. The amount of assistance requested will be based on availability of funds.



Center Grove Choir Parent Organization Scholarship Program Application

The Center Grove High School Choir Parent's Organization offers financial assistance to a few members in financial need each year. Each child participating in choir is eligible for the financial assistance. This is a private and confidential process.

MAIL TO: Center Grove High School Choral Music Department
Jennifer Dice, Choral Director
2717 South Morgantown Road
Greenwood, Indiana 46143

Student's Name: _____ Student's Choir: _____

Parent/Guardian's Name(s): _____

Address: _____ Phone: _____

E-mail(s): _____

Family Income: Parent 1: _____
Parent 2: _____
Other: _____
Total: _____

Number of family dependent on this salary: _____

1. To be considered for this scholarship, we must have a copy of each parent's W2 form.
2. To be considered for this scholarship, you must also include a brief description of need.

**APPLICATIONS are due at the Competitive Choir Parent Meeting in April
or complete online at**

**[https://docs.google.com/forms/d/e/1FAIpQLScbjM-cNHZG62j1UWqlEF8e
WiRVgX-SqVvTMyQaBjZ-DFDRww/viewform](https://docs.google.com/forms/d/e/1FAIpQLScbjM-cNHZG62j1UWqlEF8eWiRVgX-SqVvTMyQaBjZ-DFDRww/viewform)**



Alternate Transportation Form

This form must be used for any situation in which the family of a student will be providing transportation to or from a competition. This is only to be used in situations in which the conflict has been discussed in advance with the directors. Students simply wanting to leave early from a competition or venue will not be permitted to do so as we find it of the utmost importance that our ensembles support one another.

Student's Name: _____

Student's Choir: _____

_____ (Student Name) will not be traveling home from
_____ (competition/performance location) with Center Grove High
School. I will provide alternate transportation instead. I understand that I will not be exempt
from any transportation fees associated with this trip.

Parent Signature



Committee Descriptions

ACCESSORY, MAKE UP & HAIR COMMITTEE

Our hair, make-up and accessory coordinator will need assistance with helping both girls and boys prep for stage. Traditionally, these moms have traveled with the groups to contests. These moms have assisted with hair and make-up and other cosmetic needs at performance venues. All hair moms and make up moms must receive training on the director approved hair style in order to assist in this area of stage preparation. The Hair Coordinator reports to Mr. Norman and Mrs. Dice for Board representation.

BEST OF THE MIDWEST COORDINATOR & COMMITTEE

Committees will be set up and your participation will be required in the event. The Best of the Midwest is held in February. The BOM Committee reports to the CPO Vice President for Board Representation.

CHAPERONE COORDINATOR & COMMITTEE

The Chaperone Coordinator is in charge of securing parental/adult chaperones for contests, trips, and overnight events. We need each parent who is able to help in this capacity to do so. We tend to have the same parents each week helping in the task of taking responsibility for your children. Please try to volunteer at least one Saturday as a chaperone if it is possible. The Chaperone Coordinator reports to the President for CPO Board representation.

COOKIE COORDINATOR

The Cookie Coordinator is charged with the ordering and providing cookies at important functions in which the Choir will either be performing or should be represented. Cookies are a nice and easy way of fundraising money. The Cookie Coordinator reports to the CPO Ways and Means Fundraising Board Member for Board representation.

COSTUME COMMITTEE

The costume committee will need assist in constructing outfits and assisting with minor alterations. We are in need of parents who sew both by hand and on a machine. Costuming for all of the competitive choirs is a considerably large job and we need as many people as possible to help with this committee. The costume committee reports to Mr. Norman and Mrs. Dice for Board representation.



SCRIP COORDINATOR

We encourage you all to become involved in this program as it benefits your pocket books directly!! The Grocery Certificate Coordinator reports to the CPO Ways and Means Fundraising Board member for Board representation.

HOSPITALITY COORDINATOR & COMMITTEE

The Hospitality Coordinator is in charge of making sure the CPO is well represented. Hospitality includes preparing special gifts for clinicians and/or choreographers, and working closely with Best of the Midwest to secure hotel accommodations for our judges. The Hospitality Coordinator will report to the CPO President for Board representation.

NURSE COORDINATOR

We are in need of nurses who can travel with us to each competition. This person needs to travel with the groups and carry the medical release forms to each venue. The nurse will report to Mr. Norman and Mrs. Dice for Board representation.

PATRON COORDINATOR(S) & COMMITTEE

The idea behind the patron program is to fundraise money through a partnership with local businesses and families. Priority seating is secured by enrolling in this program. The Coordinators report to CPO Ways and Means Events Board member for Board REpresentation.

PUBLICITY COORDINATOR & COMMITTEE

It is the responsibility of the Publicity Coordinator and the Committee to send out press releases, be in contact with local newspapers, radio stations, and television stations. This committee should work closely with the Patron Committee to ensure fulfillment of commitments made to Patron Organizations. In addition, the committee should make items available on the website. The Publicity Coordinator reports to Mr. Norman and Mrs. Dice for Board representation.

SPIRITWEAR COORDINATOR

We are in need of a couple of parents who are able to coordinate the sale of spirit wear, car decals, and yard signs at the beginning of each year. The spirit coordinator will need to work with company managers as well as the directors to establish appropriate attire. The spirit coordinator will be in charge of collecting orders and money and then distributing orders to students and parents. The spirit coordinator will report to Mrs. Dice and Mr. Norman for Board representation.



STUDENT HOSPITALITY COORDINATOR

We are in need of a few parents to organize student hospitality coordinator. The coordinator will organize all meals and snacks that are needed for long rehearsal evenings. The coordinator will also organize snack bags for students to take to and from the contest.. Coordinators report to the CPO Secretary for Board representation.

TECHNICAL DIRECTOR, TECH DADS AND TECH MOMS

In the process of putting together the competition shows, we are in need of parents who help out with building the set, and assisting getting it on and off stage. We would like one parent representative from each show choir to serve as the lead parent for the technical needs of that group. The Technical Director reports to Mr. Norman and Mrs. Dice for Board representation.

TRIP COORDINATOR ASSISTANTS

The Trip Coordinator assistants works with Mr. Norman, Mrs. Melanie Norman, the CGCPO Secretary and Mrs. Dice to set-up the logistics of overnight travel. The Trip Coordinator sets up and takes care of arranging transportation, payment schedules, rooming concerns, administrative needs, trip expectations, and an itinerary. Information to parents, students, and the Board is essential and constant communication with Mr. Norman and Mrs. Dice is needed. The Trip Coordinator will report to the CPO Secretary for Board representation.