



# **Membership Handbook**

## 2019–2020 Season

Updated 8/22/19

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*FROM THE DESK OF*  
**THE ARTISTIC & EXECUTIVE DIRECTOR**



Welcome to the 30<sup>th</sup> Anniversary of the Pensacola Children’s Chorus!

On behalf of all of us here at PCC, I cannot begin to share how excited we are about the monumental year ahead. We’re turning 30, and that’s a call to celebrate! As we pay tribute to three decades of transforming and enriching our community through the power of music, I’m grateful that you will be a part of it.

Though we are a musical organization on the surface, peeling back the layers of rehearsal and performance reveals our true nature: a family. Driven by a mission of building life skills through music, we strive to view all of our activities through a lens of responsibility, accountability, confidence, empathy, and teamwork. It’s because of this vision that we have become the organization that we are today. You are an integral part of our success, both now and in the future!

For our 30<sup>th</sup> Anniversary, we plan to celebrate all year long! First, we have expanded our resident choir program from 7 to 10 choirs, recognizing a significant growth in our membership to over 300 singers. For the first time, we are offering choral instruction to singers in grades 1 and 2, reflecting our commitment to provide the very best in music education to children of all ages. We are also championing new partnerships within our community, specifically with the Studer Family Children’s Hospital at Sacred Heart, Big Brothers Big Sisters, and with the Kennedy Center in Washington, D.C. Our choirs have been invited to perform at the state and regional conferences for the American Choral Directors Association—a distinct honor! Our staff roster has expanded to 15 talented and passionate musicians, educators, and administrators. To top it all off, we have unveiled a new logo and brand design to reflect our image as one of Pensacola’s leading organizations for arts education.

Our success during this celebratory year and in years to come is dependent on each and every one of us. Within this handbook, you’ll find valuable information regarding our membership expectations and operational processes. Consider this your all-encompassing guide to PCC. Of course, if you have any questions along the way, our resourceful and friendly staff members are more than happy to assist.

Again, thank you for joining us during this milestone year. Welcome to the PCC Family!

A handwritten signature in black ink, appearing to read 'Alex Gartner', with a long horizontal flourish extending to the right.

Alex Gartner (Mr. Gartner)  
Artistic & Executive Director

## Season Calendar

Updated August 22, 2019

**THIS CALENDAR IS FOR REFERENCE ONLY**

For an accurate calendar, visit [www.PensacolaSings.org](http://www.PensacolaSings.org)

### SEPTEMBER

3	Choraliers/Chorale/YS	Rehearsals Begin	
5	Concert	Rehearsals Begin	
9	Festival/Lyric/Ensemble	Rehearsals Begin	
10	Choristers	Rehearsals Begin	
12	Preparatory/Ambassadors	Rehearsals Begin	
14	All Choirs	Y'All Come Day	University of West Florida
27-28	Concert/Ensemble	Overnight Retreat	Orange Beach, AL
28-29	Choraliers/Chorale/YS	Overnight Retreat	Orange Beach, AL

### OCTOBER

1	Vocal Academy	Coachings Begin	
11-13	All Choirs, Grades 4-12	Choreography Rehearsals	
11-13	All Choirs, Grades 4-12	Solo Audition Weekend	
18	Young Singers	Italiano	Sanders Beach
24-27	Choraliers	Florida ACDA Trip	Orlando, FL
25-28	All Choirs, Grades 4-12	Choreography Rehearsals	

### NOVEMBER

1-2	Young Singers	YS Choreography Weekend	
3	Choraliers/Chorale/YS	HS Choreography Rehearsal	
3	Choraliers/Chorale/YS	Disney Brunch Performance	Perfect Plain Brewing
14	Young Singers	Azalea Trace Performance	Azalea Trace Community
15-17	All Choirs, Grades 4-12	Choreography Rehearsals	
25-29	All Choirs	Fall Break – <i>No Rehearsals</i>	

### DECEMBER

2	Ambassadors	Children's Hospital Tree Lighting	Studer Children's Hospital
5	Ambassadors	Arc Gateway Wreaths of Joy	Bay Center
5	TBD	Big Brothers Big Sisters Event	Imogene Theatre
9-11	All Choirs	Tech Rehearsals	Saenger Theatre
12	All Choirs, Grades 3-12	3 <sup>rd</sup> Grade Performance – <i>ALL DAY</i>	Saenger Theatre
13-15	All Choirs	<b>Christmas on the Coast</b>	Saenger Theatre
15	All Choirs	Cast Party	SkyZone
16	All Choirs	Winter Break Begins – <i>No Rehearsals</i>	
17	Young Singers	Order of Daedalians Performance	Pensacola Yacht Club

## Season Calendar (continued)

### JANUARY

4		New Member Auditions	PCC
6-9	All Choirs	Rehearsals Resume	

### FEBRUARY

7-8	All Choirs, Grades 4-12	Choral Rehearsal Weekend	PCC
12	Ensemble	R&H Dress Rehearsal	Saenger Theatre
13	Ensemble	R&H Concert with Pensacola Opera	Saenger Theatre
17-23		<b>30<sup>th</sup> Anniversary Celebration Week</b>	
21-22	All Choirs	Dress Rehearsals	PCC/Saenger Theatre
23	All Choirs	<b>One World, Many Voices</b>	Saenger Theatre

### MARCH

6-7	All Choirs, Grades 4-12	Choreography Rehearsals	PCC
6-7	All Choirs, Grades 4-12	Solo Audition Weekend	PCC
11-12	Ensemble	Southern Region ACDA Trip	Mobile, AL
16-20	All Choirs	Spring Break – <i>No Rehearsals</i>	
27-29	All Choirs, Grades 4-12	Choreography Rehearsals	PCC
27-29	All Choirs, Grades 4-12	Solo Audition Weekend	PCC

### APRIL

3-4	Young Singers	YS Choreography Weekend	PCC
5	Choraliers/Chorale/YS	HS Choreography Rehearsal	PCC
5	Choraliers/Chorale/YS	High School Banquet	Pensacola Opera
17-19	All Choirs, Grades 4-12	Choreography Rehearsals	PCC

### MAY

4-7	All Choirs	Tech Rehearsals	Saenger Theatre
8-10	All Choirs	<b>Showtime</b>	Saenger Theatre
10	All Choirs	Cast Party	SkyZone
16		New/Returning Member Auditions	PCC
18-21		Returning Member Auditions	PCC
22-25	Festival/Lyric	Summer Tour	Orlando, FL

### JUNE

10-14	Choraliers/Chorale/YS	Summer Tour	Chicago, IL
15-26		Musical Theatre Academy	Pensacola Cultural Center

### JULY

17-21	Concert/Ensemble	Summer Tour	Orlando, FL
27-31		Summer Festival	PCC



*FROM THE DESK OF*  
**THE PROGRAM MANAGER**



Greetings PCC families!

Soon, our building will once more be full of life, laughter, singing, and dancing accompanied by colorful costumes, props, and friends both new and old. I literally can't wait! PCC is a special place, and I am so honored to play my part working alongside you all to make this coming season the best yet.

We are a small staff with lofty goals; yet time and again, our PCC families rise to the occasion by giving of their time and talent so that our singers can shine as brightly as possible! You will hear us say it a million times (and it will never stop being true): **we cannot do this without you!** I absolutely love leading and working alongside our incredible singers and volunteers. My personal goal this year is to know each PCC member and volunteer by name. I am here as a resource to you. My office is always open, and my candy jars are usually full. So please, come say hello—let's be friends!

In the coming weeks and months, you will undoubtedly have questions about all things PCC. Remember this—we are a small staff. That means there are only a few of us and literally hundreds of you! So in addition to this handbook, let our PCC website, friendly Choir Representatives, and PCC parent Facebook page be your guide. We have spent many hours discussing, rewording, simplifying, and updating this information for your benefit. Please take the time read through it and refer to it often. **Returning families should read this as well.** We are constantly improving, so there will be some new information you won't want to miss! If you have any questions, please feel free to contact me or any of my colleagues—but don't be surprised if we reply with a page number or web link!

The excitement I feel as we prepare for our 30<sup>th</sup> season is overwhelming. What an incredible time to be a part of PCC! As we enter this milestone year, I think about all of the time, energy, talents, and love that have been poured into this organization over many years. We are so much more than an after school activity—we are a family. So welcome! Welcome to our big singing and dancing family!

*Bekki Youngblood*  
Bekki Youngblood (Ms. Bekki)  
Program Manager

## I. History

The Pensacola Children's Chorus was founded in 1990 by husband-and-wife duo, Susan and Allen Pote. Originally conceived as an extension of the Pensacola Symphony Orchestra, the program began to grow, later blossoming into an independent non-profit 501(c)3 organization. Now celebrating its 30<sup>th</sup> anniversary, PCC's 10 resident choirs continue to entertain thousands of audience members each year both at home in Pensacola and across the United States, Canada, and Europe.

## II. Mission Statement

The mission of the Pensacola Children's Chorus is to foster the personal and social development of its singers and engage the community through inspirational musical experiences.

## III. Program Overview

PCC's programs are guided by the aforementioned mission statement which outlines three main principles:

### ***Personal and Social Development***

At the core of PCC's programs is the drive to equip our singers with the tools they need to be successful—not just as young musicians, but also in life. By teaching music alongside the disciplines necessary to bring a performance to life, our staff are able to impart even broader lessons in responsibility, teamwork, accountability, respect, and confidence. At PCC, we don't use people to create great music; we use music to create great people.

*How do we do it?*

Repertoire, skill-tracking during annual auditions, solo auditions, Y'All Come Day, tours, student leadership opportunities

### ***Engage the Community***

Music is a two-way street between performer and audience. As such, we take pride in going beyond the concert hall to create impactful and innovative encounters with music throughout our community. We accomplish this by working with our local arts organizations, school and government entities, and other non-musical not-for-profit organizations to make music within our community in unique ways.

*How do we do it?*

Community partners, collaborative performances, Ambassador Choir

### ***Inspirational Musical Experiences***

A crucial part of PCC's time-tested D.N.A. is an array of highly engaging mainstage performances. These include *Christmas on the Coast*, *One World, Many Voices*, and *Showtime*. Our annual calendar revolves around these beloved community events which attract audiences of nearly 10,000 people each year. The quality of these experiences is directly linked to the quality of training our singers receive.

*How do we do it?*

Rigorous instruction; highly qualified staff; practice, practice, practice

## IV. Choirs

The flagship program of the Pensacola Children's Chorus is our Resident Choir Program, which consists of 10 different choirs based both on age and ability:

### **Preparatory Choir**

**Age:** Grades 1-2  
**Weekly Rehearsals:** Thursdays, 3:30-4:15 p.m.  
**Director:** Ms. Shelby McConnell

Preparatory, or "Prep Choir" for short, is an entry-level choir for treble singers in 1st and 2nd grades. This group combines traditional choral performance with age-appropriate movement and musical activities to develop foundational musical skills such as keeping a steady beat, pitch matching, musical mirroring, and note and rhythm identification. Prep Choir participates in PCC's mainstage productions through age-accessible and appropriate musical performance opportunities.

### **Choristers**

**Age:** Grade 3  
**Weekly Rehearsals:** Tuesdays, 3:30-4:30 p.m.  
**Director:** Ms. Shelby McConnell

Choristers is a foundational choir for treble singers in the 3rd grade. This group focuses on developing healthy vocal production and learning basic movement skills. Repertoire is chosen primarily for its educational benefits, though the group will occasionally perform selections of popular music as well as combining vocally with older choirs.

### **Festival**

**Age:** Grades 4-5  
**Weekly Rehearsals:** Mondays, 3:30-4:30 p.m.  
**Choreo Rehearsals:** Select Fridays, 4:00-6:00 p.m.  
**Directors:** Ms. Juliana Child, Ms. Shelby McConnell

Festival Choir is a group consisting of 4th and 5th grade treble voices which focuses on building confidence in vocal production and strengthening music reading and movement skills. Repertoire is chosen primarily for educational benefits, specifically to build vocal independence and building greater confidence in one's own musical abilities. Festival and Lyric frequently combine together alongside the older choirs for performance. Festival tours annually with Lyric to Orlando, Florida, over Memorial Day Weekend of each year.

### **Lyric**

**Age:** Grades 4-5  
**Weekly Rehearsals:** Mondays, 5:00-6:15 p.m.  
**Choreo Rehearsals:** Select Fridays, 4:00-6:00 p.m.  
**Directors:** Ms. Juliana Child, Ms. Shelby McConnell, Ms. Katie Powell

Lyric Choir is a group consisting of 4th and 5th grade treble voices which focuses on building confidence in vocal production and strengthening music reading and movement skills. Repertoire is chosen primarily for educational benefits, specifically to advance the musical skill of *audiation* (or the ability to hear music inside one's head before singing it aloud) which serves as the foundation for multi-part singing. Lyric and Festival frequently combine together alongside the older choirs for performance. Lyric tours annually with Festival to Orlando, Florida, over Memorial Day Weekend of each year.

## IV. Choirs (continued)

### **Concert**

*Age:* Grades 6–8

*Weekly Rehearsals:* Thursdays, 5:00–6:30 p.m.

*Choreo Rehearsals:* Select Saturdays, 9:00 a.m.–12:30 p.m.

*Directors:* Mr. Alex Gartner, Ms. Juliana Child, Ms. Katie Powell

Concert Choir is a middle school-aged treble choir which focuses on advancing vocal technique, reading skills, and confidence in movement. This choir performs a variety of repertoire, drawing from the choral canon as well as popular culture. Members of Concert have the opportunity to tour each year and may be called upon to provide choral forces for large musical events within the community.

### **Ensemble**

*Age:* Grades 6–8, invitation only

*Weekly Rehearsals:* Mondays, 6:30–8:00 p.m.

*Choreo Rehearsals:* Select Saturdays, 1:00–3:00 p.m.

*Directors:* Mr. Alex Gartner, Ms. Juliana Child, Ms. Katie Powell

Ensemble is an auditioned choir of advanced middle school-aged treble voices, usually totaling 40 singers. Members are chosen for their aptitude for vocal production, music reading, and movement, as well as for an outstanding moral character. Members of Ensemble must also sing in Concert Choir and adhere to a more demanding performance and rehearsal schedule. This choir has a high volume of performances, and Ensemble members are typically required to tour with PCC each summer (additional financial component required).

### **Ambassadors**

*Age:* Grades 8–12, invitation only

*Weekly Rehearsals:* Thursdays, 6:45–8:00 p.m.

*Directors:* Mr. Alex Gartner, Ms. Katie Powell

The Ambassador Choir is an auditioned chamber ensemble of veteran PCC singers in grades 8–12. Singers become eligible to participate in Ambassadors after one full year of membership in PCC, and members are ultimately chosen for their advanced vocal and listening skills as well as a strong commitment to community service and supporting others. The Ambassadors do not regularly participate in PCC's signature performances; rather, they partner with local nonprofit organizations and community event organizers to showcase the benefits of a musical education and reveal the transformative power of music within niche communities.

### **Chorale**

*Age:* Grades 8–12

*Voice Type:* Tenors & Basses (changed voices)

*Weekly Rehearsals:* Tuesdays, 7:30–8:30 p.m.

*Choreo Rehearsals:* Select Sundays, 1:00–5:00 p.m.

*Directors:* Mr. Alex Gartner, Ms. Juliana Child, Ms. Hanan Tarabay

Chorale (pronounced cor-OWL) is a high school-aged ensemble for changed voice tenors and basses which focuses on building vocal confidence and camaraderie. This group performs a variety of repertoire with an emphasis on traditional men's choir music. Members of Chorale frequently combine with Choraliers for specific performances and outside social events. This choir has a high volume of performances and maintains a demanding rehearsal schedule.

## IV. Choirs (continued)

### **Choraliers**

*Age:* Grades 9-12

*Voice Type:* Sopranos & Altos

*Weekly Rehearsals:* Tuesdays, 5:00-6:15 p.m.

*Choreo Rehearsals:* Select Sundays, 1:00-5:00 p.m.

*Directors:* Mr. Alex Gartner, Ms. Juliana Child, Ms. Hanan Tarabay

Choraliers (pronounced core-uh-LEERS) is a high school choir for sopranos and altos which focuses on developing maturity in vocal production, movement skills, and overall self-esteem. This group performs a variety of repertoire with an emphasis on music by women composers as well as songs whose messages inspire confidence, independence, and positive self-image. Members of Choraliers frequently combine with Chorale for performances and social events. This choir has a high volume of performances and maintains a demanding rehearsal schedule.

### **Young Singers**

*Age:* Grades 9-12, invitation only

*Voice Type:* Sopranos, Altos, Tenors & Basses

*Weekly Rehearsals:* Tuesdays, 6:15-7:30 p.m.

*Choreo Rehearsals:* Select Sundays, 1:00-5:00 p.m.

*Directors:* Mr. Alex Gartner, Ms. Juliana Child, Ms. Hanan Tarabay

Young Singers is an advanced group of high school-aged singers who possess strong skills in vocal technique, music reading, and movement. Singers are selected not only for their musical skills, but also for their stage presence, confidence, risk-taking, and a demonstrated history of a team-centered attitude. Repertoire spans all genres of music with an emphasis on musical theatre and modern music phenomena. Members of Young Singers must also participate in either Choraliers or Chorale based on their voice type. This choir has a high volume of performances and maintains a demanding rehearsal schedule.

## V. Vocal Music Academy

The Vocal Music Academy is a unique study of voice which is exclusive to the Pensacola Children's Chorus. Interested singers sign up for up to two coachings with Hanan Tarabay each month. Singers can choose either to focus on the skill-of-the-month (e.g., breathing, placement) or request a specific topic. Special group masterclasses led by Hanan are available throughout the year which members of the Vocal Academy, other PCC members, and community members are welcome to attend. For more information, visit [www.PensacolaChildrensChorus.com](http://www.PensacolaChildrensChorus.com).

## VI. Summer Programs

In addition to school-year programs, PCC offers special programs during the summer months:

### **Musical Theatre Academy**

*Age:* Grades 9-12

*Tentative Dates:* June 15-26, 2020

The Musical Theatre Academy is a collaboration between the Pensacola Children's Chorus and Ballet Pensacola which immerses participants in musical theatre-style singing and dance. This 2-week program is geared toward current and rising high school singers and is led by PCC's Hanan Tarabay and Ballet Pensacola's Artistic Director, Richard Steinert.

## **VI. Summer Programs (continued)**

### ***Summer Festival***

Age: Grades 3-8

*Tentative Dates:* July 27-August 1, 2020

Summer Festival is a fun-filled immersion into life with PCC. Participants develop musical skills and forge friendships through group singing, movement, and games. The week culminates with a performance by the Summer Festival Choir at Blue Wahoo Stadium.

## **VII. Membership Requirements**

Each member of the Pensacola Children's Chorus must fulfill certain requirements each year to ensure that they remain in good standing and are eligible to participate in PCC's programs in the future:

### ***Annual Audition***

Each singer must audition or re-audition for PCC every year. These auditions (sometimes described as "voice checks") consist of basic vocal exercises which any child can perform with no prior preparation. The primary goal of each audition is to assess a singer's knowledge of musical skills, his/her level of independence and vocal confidence, and determine his/her ability to follow instructions and adapt to criticism. High school-aged singers will also be assessed on their movement skills via a choreographed musical excerpt demonstrated and taught at the audition.

An audition determines a child's choir placement. Successful singers will be placed in Preparatory, Choristers, Festival, Lyric, Concert, Choraliers, or Chorale based on their age. More advanced singers will be invited to join Ensemble, Young Singers, and Ambassadors based on a follow-up audition.

### ***Regular Attendance***

Once a singer has accepted their invitation of membership, he/she is expected to attend all scheduled rehearsals and performances. Specific policies regarding attendance can be found on page 12.

### ***On-Time Payments***

Each singer is required to pay a one-time registration fee in addition to regular monthly tuition payments. While it is the responsibility of the parent to ensure their child's account remains in good financial standing, any singer whose account is in habitual bad standing may not be invited to participate in certain opportunities until the account reaches good standing or a payment plan has been put in place with good faith. Information on payment procedures can be found on page 19.

### ***Mindset for Others***

We are most successful when we recognize that we are so much better when we work together. In a performance-driven environment, it can be easy to fall into a "me" mentality, especially when it comes to solo auditions and stage placement. Our singers are expected to set these feelings aside to recognize the bigger picture and support one another without condition or exception. Specific policies are outlined in the Code of Conduct which begins on page 29.

## VIII. Attendance

PCC is so much more than an after school activity. Accepting an invitation to join PCC's choir not only represents a singer's desire to participate in a fun-filled musical experience; it also signals a commitment between each singer and every other singer in PCC. We are successful only when we recognize that we are better when we work together. This means that each singer is vitally important to the overall success of our program. This also means that one's individual contribution to the program impacts the success of others.

The best way to honor this mutual commitment is through consistent attendance. PCC's online calendar is fairly consistent year-to-year and the performance and special event calendar is meticulously kept up-to-date. Please ensure that you have synced your child's choir calendar to your smart phone, tablet, or computer. Instructions on how to do so may be found online at [www.PensacolaSings.org](http://www.PensacolaSings.org).

### **Compulsory Attendance**

Attendance at all weekly rehearsals, choreography rehearsals, and performances is required; however, some are more important than others. Unanticipated absences on the following dates/events may disqualify a singer from future participation in PCC events:

- Overnight Retreat – Sept. 27-28 (grades 6-8), Sept. 28-29 (grades 9-12)
- Christmas on the Coast – Dec. 9-12 (tech week), Dec. 13-15 (performances)
- One World, Many Voices – Feb. 21-22 (dress rehearsals), Feb. 23 (performance)
- Showtime – May 4-7 (dress rehearsals), May 8-10 (performances)

### **Excused Absences**

While attendance is always mandatory, we recognize that life sometimes gets in the way. As such, a singer may be excused from rehearsal ("excused absence") for the following reasons:

- Illness
- Death in the family
- Conflict with another mandatory activity\*

\*Conflicts of this nature must be approved by the director of your child's choir in advance. For specifics, please refer to the section entitled "Commitment to School and Community Arts Programs" on page 13.

### **Unexcused Absences**

Any conflict that is not related to the above exceptions is an unexcused absence. Specific examples of unexcused absences include:

- Family vacation
- Doing homework
- Studying for a test
- Any absence that is not reported, including those that would be excused

## VIII. Attendance (continued)

### ***Unexcused Absences (continued)***

Multiple unexcused absences will impact a singer's ability to audition for a solo or participate in performances. Incurring 2 or more unexcused absences during the following periods will result in the following consequences:

- September-December, no solos in Christmas on the Coast
- January-February, no solos in Showtime & no participation in One World, Many Voices
- March-May, no solos in Showtime

### ***Habitual Absence/Tardiness***

There are myriad scenarios which could possibly result in a child missing a significant portion of rehearsal. In such cases, a singer may be asked to temporarily leave the program until regular attendance is possible. However, any incurred tuition and fees are not refundable regardless of circumstance.

### ***Commitment to School and Community Arts Programs***

PCC is grateful and reliant on the support of countless advocates and leaders in schools, houses of worship, and community organizations. In fact, we strongly encourage our singers to participate in multiple types of programs based on their interests and career aspirations. We especially encourage our singers to participate in their school's choir program so that they can practice and demonstrate musical leadership beyond our own organization.

Understandably, conflicts will arise, which we strive to address through an array of compromise. The three most common conflicts include (1) rehearsal/practice, (2) dress rehearsal/scrimmage, and (3) performance/game. The nature and importance of all these types of conflicts are considered in the following attendance policy:

<b>If a WEEKLY REHEARSAL conflicts with another...</b>	<b>The singer...</b>
Rehearsal/practice	Is expected to attend PCC rehearsal
Dress rehearsal/scrimmage	Will likely be excused from PCC rehearsal*
Performance/game	Will likely be excused from PCC rehearsal*

<b>If a CHOREO REHEARSAL conflicts with another...</b>	<b>The singer...</b>
Rehearsal/practice	Is expected to attend PCC rehearsal
Dress rehearsal/scrimmage	Will be expected to split time with both**
Performance/game	Will be expected to split time with both**

<b>If a DRESS/TECH REHEARSAL conflicts with another...</b>	<b>The singer...</b>
Rehearsal/practice	Is expected to attend PCC rehearsal
Dress rehearsal/scrimmage	Will be expected to split time with both**
Performance/game	Will be expected to split time with both**

<b>If a PERFORMANCE conflicts with another...</b>	<b>The singer...</b>
Rehearsal/practice	Is expected to attend the PCC performance
Dress rehearsal/scrimmage	Is expected to attend the PCC performance
Performance/game	Is expected to attend the PCC performance

## VIII. Attendance (continued)

### ***Commitment to School & Community Arts Programs (continued)***

\*Any excusals from rehearsal must be approved by a singer's choir director and/or the Artistic Director. Choir representatives and other PCC staff are not permitted to excuse singers from rehearsal.

\*\*In such scenarios, we value compromise. As PCC should be a priority activity in your child's life, when conflicts arise we prefer that the singer creatively work out a solution so that he/she may meaningfully participate in both activities for a reduced amount of time. If necessary, PCC staff is willing and able to assist.

### ***Reporting an Absence or Tardy***

If a singer will be late or must miss PCC rehearsal, it can only be marked excused if it is reported in a timely fashion. All absences and tardies, including those previously approved by a singer's choir director or the Artistic Director, should be reported in the following manner:

1. Call the PCC Attendance Line at **(850) 434-7760 ext. 345**
2. Listen to the prompt. After the beep, please indicate the following information in your message:
  - Singer's Name
  - Name of the Individual Calling
  - Relationship to the Singer
  - Date of Absence/Tardy
  - Reason for Absence/Tardy
  - Best number to call in the case of any questions

Once you have reported the absence on the attendance line, there is no reason to follow up with any parent, volunteer, or staff member to confirm that your message has been received. Parent volunteers check the attendance line throughout the week and will forward a notice of your child's attendance record to his/her Choir Representative.

Please note that any absence or tardy that has been communicated to a PCC staff member must also be reported to the attendance line. Otherwise, it is likely you will receive a call regarding your child's attendance.

## **IX. Weekly Rehearsal Expectations & Procedures**

Almost all of PCC's rehearsals are held on the campus of First Presbyterian Church in PCC's facilities. The following expectations and procedures help each one run smoothly, safely, and effectively:

### **Attire**

- Singers should come to rehearsals wearing their rehearsal uniform, the details of which can be found on page 23.
- If a singer arrives in the incorrect uniform, the Choir Representatives will assign a loaner shirt which must be returned at the end of rehearsal.

### **Check-In**

- Singers should arrive no earlier than 15 minutes prior to their scheduled rehearsal time.
- Parents dropping off their children should enter the PCC parking lot from the Chase Street entrance to allow for a smooth, one-way traffic flow. (If entering off Gregory Street, please park in the lot and walk your child to the door.)
- Upon arrival, singers should locate their attendance card and place it in their choir's card box to indicate that they are present.
- If payment or paperwork needs to be turned in, singers should place it in the wall-mounted drop box or hand it to their Choir Representative. Do not give anything to the Directors or Choreographers.
- Singers should place belongings, including food and drink, in the hallway. Dispose of any chewing gum. Only water in a reusable bottle (clearly labeled with the singer's name) is permitted in rehearsal.
- Cell phones should be silenced and placed (along with smart watches) in a singer's assigned folder slot.
- Music folders should be removed from a singer's assigned folder slot and carried to their assigned seat.

### **Check-Out**

- Arrive no earlier than 15 minutes prior to the end of your child's scheduled dismissal time.
- Parents picking up their children in car line should enter the PCC parking lot from the Chase Street entrance to allow for a smooth, one-way traffic flow. Do not attempt to approach the PCC building from Gregory Street, as this will significantly hinder the flow of traffic.
- Do not sit idly on Chase Street in observance of normal traffic laws. PCC assumes no responsibility for warnings or fines issued by local law enforcement for non-compliance to traffic laws.
- Singers should place their music folder in their assigned spot unless they intend to take it home to practice.
- Parents who are habitually late to pick up their child will be billed \$1 per minute after the allotted 15-minute grace period.

## **X. Tech Week/Performance Expectations & Procedures**

All of PCC's mainstage performances are held in Pensacola's historic Saenger Theatre. The Saenger is a rented space, and as such it is important that all singers and volunteers familiarize themselves with the following expectations and procedures to ensure that PCC will continue to be welcomed in the Saenger:

### ***Before Arrival***

- Parents should check the event detail sheet (found online) for the required uniform as well as for any items which need to be brought from home. General uniform requirements can be found on Pages 23-24.
- For Tech Week, parents and singers should abide by the suggested pre-rehearsal snack or meal recommendations.
- Pack as little as possible and leave any items prohibited by the Saenger at home (a complete list of these prohibited items can be found online at [www.PensacolaSaenger.com](http://www.PensacolaSaenger.com)).

### ***Check-In***

- Drop off singers at the Backstage Entrance to the Saenger Theatre which is located at the corner of Jefferson and Intendencia Streets.
- **Arrive no earlier than 15 minutes** prior to the scheduled call time. Singers will remain on the loading dock until their assigned call time.
- Present all belongings to the Saenger's security personnel and pass through the metal detector.
- Once inside the Saenger, follow instructions given by PCC Staff, Choir Representatives, or Interns.
- Turn off and stow all electronic devices, including cell phones and smart watches, in your own belongings and do not bring them on stage.

### ***While at the Saenger***

- Heed instruction from and be kind and gracious to PCC staff and volunteers.
- Show respect for the concert venue and refrain from any form of vandalism or disorderly conduct. (Singers will be responsible for any fees or charges resulting from his/her negligence.)
- Stay only in assigned areas and do not enter the dressing rooms without the permission of PCC staff or the Choir Representatives.

### ***Check-Out***

- Ensure your dressing room station is clean and tidy.
- Hang all uniform pieces on their hangers and place them on assigned racks.
- Remain in the dressing room until a Choir Representative or PCC staff member dismisses you. No singer is permitted to leave their dressing room area until the entire room is clean and orderly.
- Parents picking up their child should arrive at the loading dock no earlier than 15 minutes prior to the scheduled dismissal time.

## **X. Tech Week/Performance Expectations & Procedures (continued)**

### ***Check-Out (continued)***

- Parents should not sit idly on Jefferson or Intendencia Streets in observance of local traffic laws. PCC assumes no responsibility for warnings or fines issued by local law enforcement for non-compliance to traffic laws.
- Parents who are habitually late to pick up their child will be billed \$1 per minute after the allotted 15-minute grace period.

## **XI. Tuition & Fees**

Membership fees and monthly tuition are required to participate in PCC's programs. However, these collected funds only represent approximately 40% of PCC's annual operating budget, with the remainder covered by generous community members and grant-making organizations. **Fees and tuition are not refundable.**

### ***Registration Fee***

Each singer is required to pay a one-time registration fee per season by no later than a singer's first rehearsal. Singers who participate in multiple choirs do not have to pay separate registration fees. There is no prorated registration fee for singers who join mid-season.

### ***Tuition***

Monthly tuition payments cover the 9 months of the choir season, which runs September through May.

### ***Sibling Discount***

PCC offers a discount to families who have multiple children participating in PCC's choirs. This discount applies to tuition only. If you believe you qualify, please contact Sara Vaughn, Managing Director, to receive the discount. Savings are calculated based on the number of siblings participating as well as the specific choirs in which they sing.

### ***Uniform Fee***

New for the 2019-2020 season, all singers are required to pay a one-time uniform fee each year. PCC will use these monies to purchase the required uniform pieces on behalf of the singer. Uniform fees will be discounted if the singer can provide proof that he/she already possesses appropriately fitting required pieces.

### ***Activity Fees***

Separate fees are required for special activities, such as cast parties, special meals, and retreat. All activities are encouraged, though not required. The lone exception to this is the overnight retreat for middle school and high school-aged singers.

## **XI. Tuition & Fees (continued)**

### ***Performance-Related Fees***

#### Celebration Ads

Families may opt to purchase a Celebration Ad to be featured in PCC's mainstage concert programs. Information on exact sizes, pricing, and deadlines can be obtained from Mallory Wilson, Director of Development & Community Engagement.

#### Performance Tickets

Tickets are required to attend PCC's mainstage performances at the Saenger. These can be purchased directly from the Saenger Theatre Box Office or online through Ticketmaster.com. Parents have the opportunity to buy tickets directly from the Saenger ahead of the general public. Information on parent pre-sale will be announced closer to each performance.

#### Season Subscriptions

Parents are encouraged to purchase season subscriptions to secure their favorite seats for each concert. Season subscriptions are only available from August through September of each year. For information on subscriptions, please contact Sara Vaughn, Managing Director.

## XI. Tuition & Fees (continued)

### 2019-2020 Required\* Tuition & Fees

based on one participant for an entire season

\*does not account for tuition assistance or optional activity fees

	Registration Fee	Tuition	Uniform Fee	Other	Total
<b>Preparatory</b>	\$185	\$45/month \$405/year	\$70	n/a	<b>\$660</b>
<b>Choristers</b>	\$365	\$60/month \$540/year	\$70	n/a	<b>\$975</b>
<b>Festival</b>	\$365	\$85/month \$765/year	\$70	n/a	<b>\$1,200</b>
<b>Lyric</b>	\$365	\$85/month \$765/year	\$70	n/a	<b>\$1,200</b>
<b>Concert</b>	\$365	\$95/month \$855/year	\$45	\$20 retreat fee	<b>\$1,285</b>
<b>Ensemble</b>	n/a	\$45/month \$405/year	n/a	n/a	<b>\$405</b>
<b>Choraliers</b>	\$365	\$95/month \$855/year	\$90	\$20 retreat fee	<b>\$1,330</b>
<b>Chorale</b>	\$365	\$95/month \$855/year	\$90	\$20 retreat fee	<b>\$1,330</b>
<b>Young Singers</b>	n/a	\$45/month \$405/year	n/a	n/a	<b>\$405</b>
<b>Ambassadors</b>	\$75	n/a	n/a	n/a	<b>\$75</b>

#### **Payment**

Payments are due by the 1<sup>st</sup> day of each month. PCC accepts cash, checks, PayPal, and all major credit cards. Credit card payments made by phone or email will be subject to a \$5 handling fee.

#### **Automatic Withdrawal**

Automatic withdrawal is the preferred method for tuition and registration fees. Both bank accounts and credit cards are eligible for automatic withdrawal. Automatic withdrawals using a credit card will be subject to a \$5.00 handling fee per transaction. Withdrawals from a bank account incur no extra fees.

## **XI. Tuition & Fees (continued)**

### ***Delinquency***

An account that is delinquent for more than 30 days will interrupt a child's ability to participate in PCC programs. It is ultimately the family's responsibility to ensure that payments are made on time and that accounts remain in good standing. For questions regarding your child's account, please contact Sara Vaughn, Managing Director.

## **XII. Tuition Assistance**

The Pensacola Children's Chorus is committed to providing access to its programs for all children who desire to enhance their lives through music and performance. As such, we never turn away a child due to financial need. Instead, we offer a substantial tuition assistance program which helps families offset the cost of participating in our programs.

Tuition assistance is awarded based on a family's determined percentage of need as calculated through an independent program called FAST: Financial Aid for School Tuition. FAST utilizes a family's income and household expenses based on the prior year tax return to determine the exact award.

To apply for tuition assistance, each family should submit a deposit of \$50.00 which will be later applied to a child's account. Access to the online application requires a one-time use code which can be obtained by contacting Sara Vaughn, Managing Director.

To be considered for tuition assistance, applications must be completed by September 15, 2019, or by January 15, 2020 for mid-year auditionees.

**If you have the means to support PCC's tuition assistance program, please consider making a donation** to our Friends of Note Tuition Assistance Fund by contacting Mallory Wilson, Director of Development.

## **XIII. Financial Awards & Scholarships**

The Pensacola Children's Chorus offers several financial awards and collegiate scholarships. Financial awards are granted to returning members of PCC, while collegiate scholarships are awarded to graduating seniors who are enrolled in a higher education program.

### ***Financial Awards***

PCC offers seven financial awards valued at \$500 each to selected returning members. Recipients are judged based on a successful application and interview process. Some applications require only a written application and résumé, while others require an additional performance video.

Finalists are required to participate in an in-person interview with members of the Awards & Scholarships Committee of PCC's Board of Directors, the group tasked with administering PCC's scholarship programs.

### **XIII. Financial Awards & Scholarships (continued)**

#### ***Financial Awards (continued)***

Recipients are featured in PCC's mainstage programs throughout the year. Monies are awarded as a credit to a singer's monthly tuition. Award recipients are expected to participate for the entire season. Should a singer have to drop out of PCC's programs, he/she forfeits the remainder of their financial award.

Financial award applications are administered in March of each season to determine the winners for the following year.

#### ***Collegiate Scholarships***

PCC awards up to four collegiate scholarships valued at \$1,500 each to graduating seniors who are enrolled in an accredited higher education institution. Monies are submitted directly to the institution in which the singer is enrolled.

Collegiate scholarship applications are administered in March of each season, and winners are announced at the high school banquet in April.

### **XIV. Touring**

Touring with PCC provides a unique experience to strengthen friendships and explore our world through music. Members of Festival, Lyric, Concert, Ensemble, Choraliars, Chorale, and Young Singers have opportunities to tour each year. In many instances, tours are built around high profile invitations extended to PCC to perform at festivals and conferences across the United States and internationally. While not all tours are required, they are strongly encouraged.

Special fundraisers for tour are administered throughout the year, though the most lucrative ones take place during the fall months. Monies raised can only be used toward tour in the present season, and monies do not carry over from year-to-year.

#### ***Festival & Lyric Summer Tour***

*Dates:* May 22-25, 2020  
*Destination:* Walt Disney World/Orlando, FL  
*Price:* \$525

Per tradition, Festival and Lyric choirs will travel to Orlando, Florida, over Memorial Day weekend to enjoy time at Walt Disney World. This fun-filled trip involves a longstanding performance opportunity at First United Methodist Church in downtown Orlando which has welcomed PCC on this weekend for over 10 years.

## **XIV. Touring (continued)**

### **Concert & Ensemble\* Summer Tour**

*Dates:* July 17-21, 2020

*Destination:* Handbell Musicians of America National Conference/Orlando, FL

*Price:* \$695

Concert & Ensemble have been invited to perform at the National Conference for the Handbell Musicians of America (HMA). Singers will collaborate with HMA's Distinctly Teen Handbell Honor Choir, and together the groups will perform newly commissioned works for PCC and Distinctly Teen which combine choir and handbells. A trip to Orlando is hardly complete without a visit to the theme parks, so we will also spend some time in Walt Disney World.

\*This tour is required for members of Ensemble.

### **Ensemble\* Mid-Year Tour**

*Dates:* March 11-12, 2020

*Destination:* American Choral Directors Association Southern Conference/Mobile, AL

*Price:* \$95

This trip marks an exciting opportunity afforded to only the most select choirs from across the United States, an invitation to sing at the Southern Region Conference of the American Choral Directors Association (ACDA), the premiere professional network of choral directors from across the United States. The conference will be held in Mobile, AL, and members of Ensemble will collaborate with singers from three other children's choirs from across the South. This is not an overnight trip, and singers will be shuttled back and forth between Pensacola and Mobile on both days.

\*This tour is required for members of Ensemble.

### **Choraliers\* Mid-Year Tour**

*Dates:* October 24-27, 2020

*Destination:* Florida American Choral Directors Association Conference/Orlando, FL

*Price:* \$295

This trip marks yet another exciting invitation from the American Choral Directors Association to join with illustrious choirs from across the State of Florida to sing at the Florida ACDA annual conference. This event will take place in downtown Orlando and will be accompanied with a jaunt to Universal Studios.

\*This tour is required for members of Choraliers.

### **Choraliers, Chorale & Young Singers Summer Tour**

*Dates:* June 10-14, 2020

*Destination:* Chicago, IL

*Price:* TBD (likely \$750-850)

Our high school choirs will travel to Chicago to collaborate with a local children's choir and experience all of the hustle and bustle that the Windy City has to offer. Local attractions include Navy Pier, Shedd Aquarium, the Magnificent Mile, and even a Broadway touring show. More information on this trip is forthcoming.

## XV. Uniforms

Nearly all PCC events (including rehearsals) require certain uniforms. Not only do uniforms create a strong degree of professionalism, they support the mentality that we are all in this together. In addition to assigned costume pieces for PCC's mainstage concerts, there are three uniforms for the Pensacola Children's Chorus:

1. **Rehearsal**, for use in weekly rehearsals and choreography rehearsals
2. **Informal**, for use at certain rehearsals and community performances
3. **Formal**, for use at certain community performances and mainstage concerts

Specific requirements are outlined below and separated by choir. All singers are required to pay a specific uniform fee which PCC will use to purchase certain uniform pieces on behalf of each singer. Other pieces are required to be brought from home. Information on uniform fees can be found on page 17.

### **Rehearsal Uniform**

Preparatory, Choristers, Festival & Lyric

	<b>Girls</b>	<b>Boys</b>
<b>Top</b>	Blue PCC t-shirt	Blue PCC t-shirt
<b>Bottom</b>	Khaki skort/shorts	Khaki shorts
<b>Socks</b>	White ankle-length socks*	White ankle-length socks*
<b>Shoes</b>	White Ked-like shoes*	White Ked-like shoes*

### **Concert & Ensemble**

	<b>Girls</b>	<b>Boys</b>
<b>Top</b>	Blue PCC t-shirt	Blue PCC t-shirt
<b>Bottom</b>	Black athletic leggings*	Black chino-style shorts*
<b>Socks</b>	White ankle-length socks*	White ankle-length socks*
<b>Shoes</b>	White Ked-like shoes*	White Ked-like shoes*

Choraliers, Chorale & Young Singers

	<b>Girls</b>	<b>Boys</b>
<b>Top</b>	Black PCC t-shirt	Black PCC t-shirt
<b>Bottom</b>	Black athletic leggings*	Black joggers
<b>Socks</b>	n/a	n/a
<b>Shoes</b>	Black jazz shoes	Black jazz shoes

\*Starred items indicate items that are required to be brought from home. For more specific details, please contact Heidi Siren, Costume Designer & Wardrobe Manager.

### **Informal Uniform**

All Choirs

	<b>Girls</b>	<b>Boys</b>
<b>Top</b>	Blue PCC polo	Blue PCC polo
<b>Bottom</b>	Varies by event**	Varies by event**
<b>Socks</b>	n/a	Plain black dress socks*
<b>Shoes</b>	Plain black flats* or Black character shoes (HS)	Plain black dress shoes* or Black ballroom shoes (HS)

\*Starred items indicate items that are required to be brought from home. For more specific details, please contact Heidi Siren, Costume Designer & Wardrobe Manager.

\*\*Specific requirements are event-specific and will be communicated through the Performance Detail Sheet. Such information can be found online at [www.PensacolaChildrensChorus.com](http://www.PensacolaChildrensChorus.com).

## XV. Uniforms (continued)

## Formal Uniform

### Preparatory, Choristers, Festival & Lyric

	Girls	Boys
<b>Top</b>	White blouse Stole**	White Oxford shirt Black sweater vest
<b>Bottom</b>	Black jumper	Black dress slacks Solid black belt*
<b>Socks</b>	White microfiber tights*	Solid black dress socks*
<b>Shoes</b>	Plain black flats*	Solid black dress shoes*
<b>Accessories</b>	Hairbow**	Black tie

### Concert & Ensemble

	Girls	Boys
<b>Top</b>	White blouse Vest**	White Oxford shirt Vest**
<b>Bottom</b>	Black skirt	Black dress slacks Solid black belt*
<b>Socks</b>	Skin-tone tights*	Solid black dress socks*
<b>Shoes</b>	Plain black flats*	Solid black dress shoes*
<b>Accessories</b>	Black crosstie	Black tie

### Choraliers, Chorale & Young Singers

	Girls	Boys
<b>Top</b>	Black Dress**	White tuxedo shirt** White v-neck undershirt with sleeves* Tuxedo jacket**
<b>Bottom</b>	n/a	Tuxedo pants**
<b>Socks</b>	Skin-tone body tight with clear straps*	Solid black dress socks*
<b>Shoes</b>	Black character shoes	Black ballroom shoes
<b>Accessories</b>	Pearl necklace**	Black bowtie and cummerbund**

\*Starred items indicate items that are required to be brought from home. For more specific details, please contact Heidi Siren, Costume Designer & Wardrobe Manager.

\*\*These items are provided by PCC at performances.

Additional some additional items are required for use at *Christmas on the Coast* and *Showtime*:

	Preparatory, Choristers, Festival & Lyric	Concert & Ensemble	Choraliers, Chorale & Young Singers
<b>Girls</b>	Plain white camisole	Plain white camisole Plain black camisole	Nude character shoes*** Strapless convertible bra Black volleyball shorts/bike shorts***
<b>Boys</b>	Plain white t-shirt	Plain white t-shirt	Plain white v-neck t-shirt

\*\*\*Provided by PCC as part of the Uniform Fee.

Singers who have outgrown certain uniform pieces can donate them to PCC, who in turn will use them for mid-season sizing emergencies or for last-minute loaners during performances. For the 2019-2020 season, PCC will no longer resell used uniform items or coordinate swaps between families.

## **XVI. Performance Appearance**

A performance truly begins the moment a singer walks on stage, not just when they start singing. Therefore, PCC upholds strict appearance standards which coincide with the professional image of the organization. Specific appearance requirements will be listed on a Performance Detail Sheet which can be found online at [www.PensacolaChildrensChorus.com](http://www.PensacolaChildrensChorus.com).

The following guidelines are required for PCC's mainstage productions and serve as the standard for performance appearance at all events:

### ***Hair***

Hair must be of a natural color. It should be clean, combed, and pulled away from the face with bobby pins/barrettes that should match the hair color (not white). Bangs should be tended so that they do not cover the eyes.

Girls with long hair should have it pulled back to "half-up, half-down." Long-haired girls are also expected to have their hair curled. Girls with short hair should ensure that it is well-groomed and tidy.

Boys with facial hair must keep it trimmed, neat, and tidy. Spotty growth is not permitted.

### ***Jewelry***

No personal jewelry is allowed at any performance. This includes necklaces, bracelets, silicone bands, watches, rings, ankle bracelets, piercings, or wrist-worn smart devices. The only permissible accessories are those assigned to a singer by the Costume Designer and Wardrobe Manager.

### ***Nail Polish***

Only clear nail polish is allowed. No other colors are permissible.

### ***Make-Up***

Theatrical lights tend to wash out facial features, making it difficult to identify a child when they are performing on stage. Stage make-up helps alleviate this problem, and therefore make-up is required for all girls and strongly recommended for all boys at both *Christmas on the Coast* and *Showtime*. Only lipstick for girls is required for *One World, Many Voices*, but reasonable stage make-up is also recommended.

Ben Nye Basic Theatrical Make-Up Kits provide the essentials. These can be purchased online through your preferred retailer or in person at local vendors such as Mainstage Theatrical Supply or Pirouettes. These cost approximately \$20.00/each. They do not include lipstick or mascara.

The following make-up standards are required for both *Christmas on the Coast* and *Showtime*:

## **XVI. Performance Appearance (continued)**

### ***Make-Up (continued)***

#### Girls

Foundation & Powder:	Match skin-tone
Blush:	2-3 shades darker than natural blush color, according to skin-tone
Eye Shadow:	Taupe/brown, 2-3 shades darker than skin-tone
Eye Liner:	Black or brown
Mascara:	Black or brown
Lipstick:	Opaque true red, blue-red, or cool-red (NOT orange-red) (e.g., Rimmel Provocalips "Kiss Me You Fool," Covergirl Outlast "Red Siren," Lipsense "Blue-Red")

#### Boys

We recommend that boys wear stage make-up to help bring out their facial features on stage. Theatrical lighting tends to wash out facial features, making it hard to identify a child from the audience. Therefore, make-up for boys is strongly recommended, though not required.

Foundation & Powder:	Match skin-tone
Blush:	2-3 shades darker than natural blush color, according to skin-tone

## **XVII. Parent Communication**

PCC employs a variety of communication methods to keep you informed. If you are not regularly receiving e-mails or have recently changed your e-mail, please contact Bekki Youngblood, Program Manager, to ensure that your e-mail record is up-to-date. We have the ability to track whether an e-mail has been opened; however, we are unable to verify if an e-mail address is valid or active.

Multiple systems for communication will be used regularly:

### ***SchoolCast***

This e-mail and text message communication system will be the primary way which you will receive information regarding PCC activities. These will include rehearsal reminders, sign-up links, and important notices regarding calendar changes or additions.

### ***MailChimp***

This e-mail marketing system will be used to create visually pleasing newsletters and special community announcements. Many e-mail systems flag these communications as junk mail, so please ensure that the @PensacolaChildrensChorus.com domain is on your safe senders list.

### ***Parents of PCC Facebook Group***

This closed Facebook group serves as a network and forum for all PCC parents from every choir. It's a great way to ask questions, share photos, and engage with PCC on social media. You can join by visiting [www.Facebook.com/ParentsofPensacolaChildrensChorus](http://www.Facebook.com/ParentsofPensacolaChildrensChorus).

## **XVII. Parent Communication (continued)**

### ***PCC's Social Media Accounts***

PCC maintains a strong presence on Facebook and Instagram. Posts will promote PCC events and celebrate the accomplishments of our PCC family. Be sure to “like us” on both Facebook and Instagram and share our posts with your online network. Both accounts can be found on the respective social media sites by searching @PensacolaChildrensChorus.

### ***www.PensacolaSings.org***

PCC's shiny new website serves as a hub of information for parents and community members. For pertinent membership-related information, please click on “Member Home” in the top right hand corner to be directed to the appropriate resources.

## **XVIII. Community Service**

Many PCC singers, especially those in high school, require community service hours. PCC proudly provides numerous opportunities for community service. Examples include:

### ***Internships***

High school singers have the opportunity to apply to be an intern for Preparatory, Choristers, Festival, Lyric, Concert, and Ensemble. Interns are expected to attend each rehearsal for their assigned choir in order to serve as vocal and movement models. A short application process is required, and interns are ultimately selected because of a demonstrated commitment to PCC's programs as well as for their outstanding leadership and character. Interns are welcome to join their interning choirs on choir tour. PCC will cover the cost of the intern's trip as long as the intern also signs up to attend their own choir's summer tour.

### ***Ambassador Choir***

Singers selected for the Ambassador Choir qualify for many community service hours. These are project-specific, and singers will be notified whether their participation in a specific event qualifies for community service hours.

### ***Community Performances***

Some community performances also count as community service. Specific examples include singing for military groups (e.g. Order of Daedalians), at assisted living facilities (e.g. Azalea Trace), at sporting events (e.g. Blue Wahoos, Turkey Trot), and at religious services (e.g. First Presbyterian Church). PCC's mainstage concerts and collaborations with other artistic organizations do not qualify for community service hours. Generally, rehearsals (aside from internship rehearsals) do not count as community service hours.

### ***Summer Programs***

High school aged singers are expected to volunteer at PCC's summer programs, especially the Summer Festival. These singers serve as counselors, and all time spent at these events in this capacity qualifies as community service hours.

## **XVIII. Community Service (continued)**

### ***Office & Production Assistance***

There always seems to be the opportunity for assistance in the PCC office. Past tasks have involved organizing the choral library, cleaning and organizing supply cabinets, stuffing mailers, or collating paperwork or music for various activities. These are sporadic in nature, but help is always needed. If you are interested in this type of work, please contact Bekki Youngblood, Program Manager.

In order for PCC's staff to sign off on community service hours, singers are expected to maintain an accurate log throughout the year. Singers may establish a community service log and keep it on file in the PCC office. PCC staff will only sign off on hours that are logged regularly throughout the year, not all at once near the due date. It is the responsibility of the singer to maintain a record of their community service, not the PCC staff.



**CODE OF CONDUCT**  
2019–2020 Season



FROM THE DESK OF  
**THE ARTISTIC & EXECUTIVE DIRECTOR**



A central tenet of the mission of the Pensacola Children's Chorus is to foster the personal and social growth of our singers. We take this directive very seriously, and through our musical activities we strive to instill valuable lessons in responsibility, teamwork, accountability, confidence, and empathy.

One important tool in this work is our **Code of Conduct**, which can be found on the following pages in our membership handbook. While it may seem extensive, I hope you are able to see the foundations upon which it is built: kindness, compassion, and personal awareness—all valuable traits which will help our singers succeed both now and in the future.

A singer who joins the Pensacola Children's Chorus also elects to abide by this Code of Conduct both during PCC activities and at all times. This Code of Conduct is not bound by physical walls—it is a way of life. It equally applies to our staff, parents, family members, and volunteers. If we are to truly be a PCC family, then we must learn to value one another and treat each other with the utmost respect and kindness.

Unfortunately, there are times when this Code of Conduct has to be leveraged in order to correct poor behavior or bad decisions. While it is always my hope that we never need to have such interactions, please know that we are prepared to strongly enforce this Code of Conduct. Any deviation from the following standards is always addressed privately in a case-by-case basis, usually as a dialogue between singer, parent, and staff.

An important function of this Code of Conduct is to ensure the safety, happiness, and well-being of each and every one of our singers. We can only be our best when we work together, which means that we must educate our singers of the value and need to support one another. Adults must also model this behavior so that singers bear witness to kindness and empathy everywhere they look. I believe that it truly takes a village to raise and teach children in this digital age. With this Code of Conduct, I assure you that we are all in it together.

Thank you for your support. Together, you will help us achieve our mission of enabling this generation to reach their full potential by equipping them with the qualities and behaviors which will help them realize future success.

Alex Gartner (Mr. Gartner)  
Artistic & Executive Director

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## **I. Eligibility**

This Code of Conduct applies to all persons who participate in any of PCC's activities, enter a PCC facility, or attend a PCC-sponsored or affiliated event. It applies to singers, parents, family members, volunteers, staff, and board members alike. These behavioral standards apply not only during PCC-sponsored activities, but in all aspects of daily life and work.

## **II. Safe Space & Inclusive Place**

PCC's Safe Space and Inclusive Place is the social foundation of all PCC activities. This policy is paramount, and violations of this policy are handled severely and swiftly.

### ***Safe Space***

The Pensacola Children's Chorus intentionally strives to maintain a respectful environment that should serve as a safe space for its singers, staff, and volunteers. Any adult who severely violates this policy may be removed from the premises immediately or prohibited from participating in future PCC programs. Any singer who severely violates this policy will receive disciplinary action, including loss of privilege, suspension, or possible termination of membership.

"Respectful Environment" is defined as a space where an individual feels safe, welcomed, and respected. No individual, regardless of demeanor or demonstrated, should be made to feel that they are viewed as lesser than those around them.

"Safe Space" also refers to the personal safety of oneself and the safety of others.

### ***Inclusive Place***

The Pensacola Children's Chorus intentionally strives to welcome and include individuals of all types of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, age, height, weight, physical ability and mental ability. Any parent or volunteer who through their conduct severely violates this policy through the alienation or discrimination of any aforementioned party may be removed from the premises immediately and prohibited from participating in future PCC activities. Any singer in severe violation of this policy will receive disciplinary action, including loss of privilege, suspension or possible termination of membership.

The Pensacola Children's Chorus intentionally celebrates not only what makes us unique, but what also makes us one. This is primarily accomplished through the stories and messages we portay in our music and performances. Great care is taken to ensure that the lyrics sung by our singers are appropriate for youth and would not require any child to sing words which they feel are offensive, upsetting, or misaligned with their identity.

### **III. Social Media**

Social media can be a fun and rewarding way to engage with family, friends, and co-workers. However, the use of social media also presents certain risks and carries with it certain responsibilities. PCC recognizes that social media is also an important form of community engagement and an effective way to promote PCC activities. Therefore, PCC encourages its singers and families to engage with PCC on social media. At the same time, PCC maintains a standard social media policy to ensure that its singers, families, affiliates, and brand are represented in a responsible, positive, and appropriate way.

#### ***Online Interactions***

Any singer, family member, staff member, or volunteer through his/her affiliation with the Pensacola Children's Chorus shares responsibility for portraying the name, likeness, image, and reputation of PCC in a professional and tasteful manner. This responsibility applies to all online content including, but not limited to, posts related to the activities, facilities, property, singers, staff, volunteers, family members, affiliates, images, logos, and brands of the Pensacola Children's Chorus. PCC reserves the right to request that any social media posting be removed if in its determination PCC deems that the post is derogatory, slanderous, misrepresentative, or inconsistent with the policies, brand, and image of the Pensacola Children's Chorus. Failure to adhere to this policy will result in disciplinary action and/or the reporting to local authorities.

#### ***Respect & Responsibility***

In addition to the aforementioned policy, all affiliates of the Pensacola Children's Chorus agree to:

1. Respect the privacy of fellow singers, parents, chaperones, volunteers, and staff while posting online, especially if they do not wish for their name, image, or likeness shared on the internet;
2. Refrain from using social media to share images or information which portrays another individual in a negative manner or violates his/her privacy;
3. Refrain from circulating or engaging with offensive, derogatory, slanderous, or misrepresentative content regarding another individual or the organization, and;
4. Report any violation of the aforementioned policies to a PCC staff member.

### **IV. Use of Personal Property**

Individuals have the right to bring approved personal property to PCC-related activities. Individual property is subject to search by a PCC staff member and/or an appropriate agent if reasonable suspicion exists that a prohibited or illegally possessed item is contained therein.

Electronic devices are also subject to search. A staff member and/or appropriate agent shall have the authority to take a singer's cell phone and search its contents when a reasonable suspicion exists that a student is using his/her cell phone and/or social media in violation of the Code of Conduct. Singers must provide passwords necessary to access cell phone memory. Parent authorization is not required to conduct a search, though parents will be informed if a search has been completed.

## V. Singer Behavioral Expectations

In addition to the aforementioned policies, all PCC singers agree to these additional behavioral expectations:

1. Maintain a high level of self-control and personal responsibility;
2. Show respect for the PCC staff, volunteers, and their fellow singers;
3. Be supportive of their peers, as it is vital that everyone works together as a team and feels confident that their individual involvement contributes to the success of the entire organization;
4. Respect their personal property, the property of PCC, and the property of their fellow students, parent volunteers, and staff, and;
5. Refrain from using, possessing, or distributing any illegal substance (i.e. vape pens, alcohol, drugs, tobacco, and all other forms of contraband) at **any time**, including time spent outside of PCC activities.

## VI. Parent/Guardian Expectations

A singer does not participate in PCC's programs as a singular unit—his/her participation requires the coordination of the entire family. Therefore, all parents/guardians agree to the following policies to ensure that each child who participates can fully experience and enjoy all that PCC has to offer:

1. Collect and **read** any electronic or paper communications regarding PCC activities;
2. Notify the PCC office of any change in address, phone number, or e-mail;
3. Be self-sufficient and attempt to answer questions regarding PCC programs from information in emails or on the website (staff are always happy to assist, but please be respectful of their time);
4. Check the online calendar to keep up-to-date with the latest rehearsal, performance, and other event information;
5. Deliver singers safely to rehearsal no sooner than 15 minutes prior to the start time (unless special arrangements have been made);
6. Pick up singers promptly after rehearsals and performances;
7. Respect PCC's closed-rehearsal policy, which exists so that PCC can maintain a professional, artistic, and productive learning environment (this applies to all regular rehearsals, dress rehearsals, and pre-performance rehearsals);
8. Report all absences, tardies, and transportation issues to attendance line, Choir Representative, and/or Artistic Director;
9. Notify the Choir Representative if someone other than the singer's regular ride is picking them up from rehearsal (proper identification may be required);
10. Volunteer according to your time and talents to insure the success of all PCC singers in rehearsal and performance, and;
11. Agree to release PCC, its staff, parents, and volunteers of any liability for injury or illness of your child while they are participating in a PCC activity through the signing of a release form.

## VII. Volunteer Expectations

PCC cannot be successful without the assistance of a strong team of volunteers. It is expected that one individual per family volunteer at least TWICE during each season based on individual skills and availability.

Volunteers are viewed as an extension of the leadership of the PCC. While fulfilling volunteer responsibilities, parents/guardians acknowledge that their work is for the benefit of all PCC members, not simply his/her child. While parents/guardians will be likely be volunteering in close proximity to their child, frequent doting or favoritism toward one or a group of children will result in reassignment or dismissal.

Volunteers derive their leadership and direction from the PCC staff. Choir representatives and crew area heads will coordinate specific volunteer areas. Questions or conflicts should be reported to a PCC staff member. In times of conflict, the decision of the Artistic Director is final.

PCC reserves the right to dismiss any volunteer, parent or otherwise, from involvement in PCC activities at any time and for any reason.

### **Volunteer Policies**

Volunteers agree to follow the following policies:

1. Report to volunteer assignment promptly and communicate unforeseen circumstances to the Volunteer Coordinator in a timely manner;
2. Wear a PCC-provided nametag at all times;
3. Refrain from bringing other children who do not participate in PCC activities to volunteer assignments, as this is not allowed, and;
4. Avoid wearing perfume or fragrance to any volunteer assignment.

### **Volunteer Code-of-Conduct**

PCC views its volunteers as an extension of its leadership. Therefore, volunteers agree to:

1. Work amicably alongside other parents and students in order to maintain a suitable climate for enhanced learning and growth;
2. Accommodate the needs of students with disabilities without question, reaction, or hesitation;
3. Cater any and all disciplinary action toward eliciting a positive response and improved behavior and promptly notifying any use of disciplinary action to a PCC staff member;
4. Refrain from shouting, yelling, or speaking to a student in an angry or emotional tone, as this behavior is absolutely unacceptable and will result in dismissal;
5. Strictly refrain from slapping, punching, hitting, pushing, or using any other form of physical or corporal punishment as a means to discipline a child including one's own (failure to comply will result in immediate dismissal and the notification of proper authorities);
6. Monitor and possibly correct student behavior to ensure that all students are being treated with kindness, fairness, and respect;
7. Avoid gossip and never speak negatively about a specific singer to another volunteer, parent, or student, and;
8. Immediately notify a PCC staff member of any suspicious behavior displayed by a student, parent, or volunteer which may be in violation of this Code of Conduct.

## **VIII. Enforcement**

Enforcement of the Code of Conduct falls under the purview of the PCC staff under the leadership of the Artistic & Executive Director, as empowered by the Board of Directors and dictated in the organization's by-laws. In all matters relating to the Code of Conduct, the determination of the Artistic & Executive Director shall be final, and will equally serve as the official ruling of the Pensacola Children's Chorus.

## **IX. Violations**

Violation of any of the behavioral standards or policies outlined in this document will be addressed on a case-by-case basis. Consequences and/or disciplinary action will match the severity of the violation. Anyone who wishes to challenge any consequence and/or disciplinary action must submit a written request to the Artistic & Executive Director. Changes in determination are not guaranteed.

Any person who observes a PCC staff member in violation of the Code of Conduct should notify the Artistic & Executive Director in writing. Alternatively, notification can be sent to the Chairperson of the Personnel Committee of the Board of Directors by e-mailing [board@pensacolachildrenschorus.com](mailto:board@pensacolachildrenschorus.com).

## **X. Retaliation**

PCC prohibits taking negative action against any individual for reporting a possible violation of this policy or for cooperating in an investigation. Any individual who retaliates against another for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action.

## **XI. Background Checks**

PCC reserves the right to require any volunteer to submit themselves to an FBI/BCI background check at any time and for any reason. Volunteers who refuse to cooperate will be immediately dismissed and prohibited from participating in any PCC volunteer activities until a check is completed.

## **XII. Acknowledgment**

All individuals—singers, parents, volunteers, or otherwise—must acknowledge that they have received, reviewed, and accept this Code of Conduct with their signature. Individuals who disagree or do not accept these policies may not participate in any activities of the Pensacola Children's Chorus.

# PCC Leadership Directory

## PROGRAM STAFF

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**Victor Andzulis**

**Michael Dennis**

**Dominic Krippes**

**Lindsay Riddle**

**Katie Powell**

**John Purcell**

**Hanan Tarabay**

**Bethany Witter Wood**

Principal Accompanist

Associate Accompanist

Choreographer

Technical Director

Choreographer

Assistant Director

Security Services

Assistant Director

Associate Accompanist

# PCC Leadership Directory

## BOARD OF DIRECTORS

board@pensacolachildrenschorus.com

### **Betty Berling**

Community Volunteer

### **Glen Miley**

Managing Partner  
*Biome Consulting Group*

### **Linda Brent**

CEO & Senior Managing Associate  
*The Asta Group*

### **Preston Murphy**

CEO & Team Leader  
*Keller Williams Realty Gulf Coast*

### **Cris Dosev, MAJ, USMCR**

Community Volunteer

### **José Troché, M.D**

Physician  
*Gulf Coast Veterans Health Care System*

### **Missy Eccles**

Branch Manager  
*Centennial Bank*

### **Jerry Unruh, VADM, USN (Ret.)**

Community Volunteer.

### **Nicklaus Heath, D.D.S.**

Partner  
*Gibson, Renfroe, Zieman & Heath Family Dentistry*

### **Brantlee Vinson**

Community Volunteer

### **Gaye LaCasce**

Director of Development  
*Pensacola State College*

## EXECUTIVE BOARD

<b>Jerry Unruh, VADM, USN (Ret.)</b>	President
<b>Betty Berling</b>	Vice President
<b>Missy Eccles</b>	Treasurer
<b>Linda Brent</b>	Immediate Past President
<b>Brantlee Vinson</b>	Secretary

## ARTISTIC ADVISORY BOARD

<b>Janet Galván, DMA</b>	Ithaca College
<b>Robyn Reeves Lana</b>	Cincinnati Youth Choir
<b>Michael Spresser</b>	Music Publication Specialist

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