**2021-2022 Member Handbook**

**Youth Symphony Orchestras**

**Of East Central Indiana**

**ysoeci.com**

Mailing address:

P.O. Box 1463

Muncie, IN 47308

Facebook: Youth Symphony Orchestras of East Central Indiana

Twitter: twitter.com/youthsymphorch

Instagram: ysoeci

Snapchat: ysoeci [https://www.snapchat.com/add/ysoeci](https://www.snapchat.com/add/ysoeci%22%20%5Ct%20%22_blank)

**Contact Information**

Tiffany Janney Arnold

Executive Director & Suzuki Instructor

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Matt Spieker

Artistic Director & YSO Director

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Elisabeth Ohly-Davis

Intermezzo & Overture Director

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**Tuition**

Tuition is $150 per year, due Monday, August 30, 2021, or $80 per semester, due at the first rehearsal of the semester. Payment may be made in cash, by check (payable to YSOECI), via Paypal (to donations@ysoeci.com), or through our website payment portal. Payments should be given to the Executive Director, Tiffany Arnold. Tuition is not refundable**. A $15 late fee may be charged if tuition has not been paid by September 30 for the fall semester or February 8 for the spring semester.** If you are paying by PayPal, we ask you to add a few dollars to help cover fees.

**Weekly Rehearsals and Classes**

Attendance will be taken at all rehearsals and classes. When possible, **absence** **notification should be given (to Executive Director Tiffany Arnold) at least 24 hours in advance**. Even if less than 24 hours, an email or text notification is helpful in planning a productive use of rehearsal or class time for those who will be teaching and learning.

In case of severe weather, regular rehearsals will be cancelled if Burris School is closed for the day.

**Students are asked to arrive 5-10 minutes before rehearsal in order to be prepared to begin class on time.**

Students should have instruments out of cases, if possible, by the beginning of class. This facilitates tuning and allows for longer instruction time.

Parents (or their approved delegates) are required to attend Suzuki classes.

Members are expected to behave in a manner that reflects positively on the YSOECI. This means:

* Smoking, use of other controlled substances, and alcohol use are not permitted while the member is engaging in YSOECI activities.
* Keep voices low when dismissed for break and after rehearsal.
* Food, drinks, and gum should be restricted to permitted areas, not consumed during rehearsal.
* During rehearsal, cell phone usage (calls and texting) should be restricted to emergency situations only. Phones should not be visible during rehearsal except in rare circumstances, in which case the Executive Director and Director should be notified.
* **Members should bring a pencil with eraser** so that the conductor’s directions may be noted in their music.

Students are expected to practice their YSOECI music outside of rehearsal and come to rehearsal as prepared as possible each week.

**Practicing**

Students should practice regularly at home, even if only for a short period of time each day. Regular daily practice is essential to instrument study, and a significant amount of progress will be seen with only a small investment of time.

For more practicing tips and suggestions, please see your instructor.

**How to Care for Rental Instruments**

Instruments should be handled with care and should be treated as the valuable objects they are. Extremes of heat and cold should be avoided when at all possible, and in particular, instruments should not be left in a car unattended. Not only is the possibility of theft very real, but temperatures outside a range of 60-80 degrees will, at the least, cause the instrument to go out of tune. As temperatures get dramatically lower or higher, there is an increased risk of cracking and seam openings, both requiring expensive professional repair.

Students should teach other family members to respect their instruments. Bows, for example, should be used only for instrument playing, and never as toys. Avoid touching the horsehair of the bow, and always remember to loosen the horsehair when finished playing.

Rosin dust should be gently cleaned off the strings and fingerboard, as well as underneath the strings, when a student is finished playing. A polishing cloth is provided along with rental instruments for this purpose.

Be especially careful not to drop or bump your instrument. Dropping a violin will very likely cause damage requiring expensive, professional repair, and sometimes even causes a violin to be ruined beyond repair. For those renting from YSOECI, instruments have replacement values as follows:

 Violin $200 or higher

 Viola $250 or higher

 Cello $1,000 or higher

 Bass $1,300 or higher

The $25 security deposit will be applied to any loss or damage to the instrument, but in the event that more extensive damage occurs, those renting from YSOECI may be responsible up to the full replacement value.

**Concert Attire**

Concert attire is black bottoms and white tops. Bottoms should be dress pants or skirts. Skirts should be knee length or longer. White blouse, collared, and button-up shirts are acceptable. No tank tops, shorts, or casual shoes. Black dress shoes are appropriate, and black socks or hose should be worn with slacks. If a parent or student has a concern about concert attire, please see the Executive Director or your orchestra director.

**Parents Committee**

All parents are encouraged to contact the Executive Director if interested in serving on the Parents Committee or in volunteering in any other capacity.

**Student Sponsorships**

Student sponsors are financial supporters of the YSOECI. These student sponsors can be comprised of friends, family, co-workers, or anyone who wants to make a tax-deductible contribution in the name of the student who procured the sponsorship.

All members of the YSOECI are invited to secure a sponsorship or a Silent Auction donation or purchase of at least $50 per student. Once the sponsorship has been procured, please give it to the Executive Director, mail it to the YSOECI address, or have the donor mail it directly along with a student sponsorship form. Once a sponsorship has been received, the donor will be sent a letter recognizing their donation to the YSOECI. The donor's name will also be printed in the concert program for the duration of the season.

**Corporate Sponsorships**

Many corporations in Muncie and the surrounding area provide financial support to non-profit and arts organizations. If you work for a corporation or business that would support the YSOECI with a financial or in-kind donation, please contact the Executive Director to discuss your thoughts.

In many cases, an internal request from an employee will be received with greater enthusiasm and support than a cold call from the YSOECI. Corporations are interested in supporting those activities that are important to their employees. Parents and students are our greatest advocates.

**Program Advertising**

YSOECI offers advertising spots in concert programs throughout the season. This is another one of the many opportunities for your own company or one that you frequent to show support for the arts and the non-profit community and advertise their products/services.

**Those who submit a tax-deductible contribution to YSOECI may be eligible for matching funds from their employer. Check to see if your company offers a matching program to make your contributions go further.**

**Amazon Smile**

Shop at AmazonSmile, and Amazon will make a donation to YSOECI:

<http://smile.amazon.com/ch/35-1664816>

**Financial Assistance**

A limited amount of money is available each year to assist students who might otherwise be unable to participate in the YSOECI. If you would like to apply, please contact the Executive Director.

**Summer Scholarships**

Traditionally, the YSOECI has offered summer scholarships to its members. Scholarship applications will be evaluated on the following criteria, among others: attendance, leadership, longevity, sponsorship participation, discipline, and professionalism.

**YSOECI Board of Directors**

Jen Holst, President

Annie Nichols, Vice President

Scott Riggs, Treasurer

Louetta Dishman, Secretary

Tiffany Arnold, Executive Director

Matt Spieker, Artistic Director

Mya Ajanku

Lisa Carter

Cindee Cox

Doug Droste

David Gilliam

Jacqueline Hanoman

Valerie Helms-Mejia

**Student Handbook Agreement Form**

I have read and agree to abide by the rules and expectations outlined in the YSOECI Student Handbook.

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Attendance Policy Agreement**

I agree to follow the attendance policy as outlined above.

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_