



# **Choir Handbook**

## **2022.2023**

### **Dolce, Viva, Brava**

**3704 37 Street SW, Calgary, AB T3E 2B9**

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*"It is my sincere wish that participating in the Calgary Girls Choir will be a very positive and exhilarating experience for each Chorister."*

**Ms. Elaine Quilichini - Founder and Artistic Director**

B.Ed., M.Mus. ARCT, LTCL

## **About Us**

Welcome to the Calgary Girls Choir (CGC)! We look forward to greeting new and returning choristers. We are thrilled to have you join us for another year of excellence in choral music!

Embedded in the planning for the 2022-2023 CGC season is live rehearsals and performances, workshops and camps. We continue to offer a world-class choral program, and many of the technologies we invested in during the last two years will be built into our regular programming. The CGC continues to be a source of inspiration, community, creativity and growth.

The CGC is committed to the musical and personal growth of girls and women of all ages through the art of choral music. Our dedication to music education and musical excellence ensures that our Choristers will continue to develop the musicianship, artistry, creativity, and confidence that empowers them to become the leaders of the next generation. A Kodály-based program, the CGC echoes the words of Zoltan Kodály: "Often a single experience will open the young soul to music for a whole lifetime." CGC Choristers continue to be awakened to the joy and beauty of music no matter where they are and whatever challenges they encounter.

The **Calgary Girls Choir Society** is a registered, charitable organization, established to support and encourage the activities of the Calgary Girls Choir (CGC). All Choristers are members of the Society. A parent/guardian represents a Chorister under legal age.

The organization is managed by a volunteer Board of Directors. One (1) general meeting (AGM) is held each year in October, and the Board of Directors meets monthly to conduct the business of the Society and initiate projects that will directly benefit the Choristers. Along with our artistic staff, there are two (2) office staff who administer and coordinate the business side of the organization.

## ***Our Programs***

The Calgary Girls Choir is currently composed of the following groups. Group levels may be added or age groups modified as registration numbers vary.

### Youth Program

- Dolce for Grades 1-4
- Viva for Grades 4-7 (placement meeting required)
- Brava for Grade 7 and up (placement meeting required)

### Adult Choir (placement meeting required)

- Espresso for women 19+



## **Classes and Rehearsals**

All rehearsals are held at Knox Presbyterian Church - 3704 37 Street SW. All classes for the 2022-23 season will be conducted by Ms. Quilichini, with the exception of Monday's Dolce class.

### ***Youth Choir Rehearsal Schedules***

- Dolce: Mondays, 6:15 – 7:30 p.m. (conducted by junior instructor) OR Tuesdays, 5:45 – 7:00 p.m.
- Viva: Wednesdays, 5:30 – 7:30 p.m.
- Brava: Thursdays, 5:30 – 8:30 p.m.

\*\*Times may vary

### ***Rehearsal Guidelines***

The Dolce program is very active. Choristers are asked to wear comfortable clothes and bring 'indoor' running shoes to wear during class (no flip-flops or bare feet). Please ensure Choristers wear shorts, tights or leggings under dresses and skirts as the girls do sit on the floor, play games etc.

Viva and Brava rehearsals include a break mid-way through the rehearsal. Choristers are encouraged to bring a nut-free snack.

All Choristers should bring a sealed, filled water bottle. Snacks and water should **never** be carried in the music bag.

As Knox Presbyterian has other groups using the facility, we encourage Viva and Brava parents to drop off Choristers at the sign-in table and come into the building to pick them up when the rehearsal is finished. **Dolce parents must accompany their Chorister to the rehearsal room for drop off and pick up.**

Given the concentration needed by the instructors, accompanists and Choristers during rehearsals, Ms. Quilichini would appreciate family visits to rehearsals to be by request or invitation only.

Please remove coats and boots prior to the start of rehearsals.

### ***Attendance***

A missed rehearsal can never be made up and Ms. Quilichini expects attendance to be a priority for all Choristers. It is important for us to know who will be absent before the class/rehearsal begins. If a Chorister must miss a rehearsal or workshop, please email the Program and Events Coordinator: [artisticcoordinator@calgarygirlschoir.com](mailto:artisticcoordinator@calgarygirlschoir.com). Please note our office hours are Monday to Friday from 9:00 am - 4:00 pm.

Excused absences are granted for illness, and with prior notice, holidays, important family events and participation in school events/concerts.

### ***Illness***

If your daughter is experiencing signs of any illness, she will not be permitted to attend in-person rehearsals and can instead join online. If she is experiencing allergy symptoms, please notify the office.



### ***Behaviour Expectations***

For the Choir to be a warm and encouraging environment where Choristers can learn, enjoy and build community, the CGC encourages the following behaviours: courtesy, dependability, promptness, cooperation, self-motivation, self-discipline, respect for others, friendliness, and resourcefulness. Additionally, the Chorister must be responsible with Choir property, keeping track of her music, music bag and uniform.

The placement of a Chorister in the Calgary Girls Choir calls for a degree of dedication, not only of the singer, but of her family as well.

If the Chorister is experiencing serious vocal or behavioural problems, or has repeated unexplained absences, the situation will be discussed with her parents. She may be placed on probation, and should the challenges continue, may be asked to leave the Choir. Membership in the choir and/or participation in performances is dependent on attendance, preparedness and behaviour.

### ***Rehearsal Etiquette***

The Calgary Girls Choir works with extensive repertoire each year, so it is very important that we use our time well. A Chorister must learn to do the following:

- Arrive in time to sign in, collect notices and music
- Bring all music to rehearsal in her Calgary Girls Choir music bag
- Bring two pencils with eraser heads
- Bring a filled water bottle and have it labelled with Chorister name - not in the music bag
- Use the washroom before rehearsal begins
- Turn off her cell phone
- Be in her seat five minutes before rehearsal begins
- Check the board for music to be covered, and have it ready
- Not chew gum or eat snacks during classes/rehearsals
- Tidy the room at the end of rehearsal and put her chair away, leaving it exactly as it was
- Collect all her belongings after rehearsal
- Know in advance where she is to be picked up promptly
- Conduct herself according to Calgary Girls Choir standards at all times before, during and after rehearsal, including in rehearsal space, hallways, washrooms, etc. We are guests, and must behave appropriately.

### ***Google Classroom***

The Calgary Girls Choir has invested in Google Classroom to augment and supplement the work covered in rehearsals. Ms. Quilichini works hard to provide recordings of the repertoire in progress during the year. We will continue to provide Choristers with supplementary aural, written and video materials and assignments to do at home that will help to ensure their individual progress in all areas of the program. Please check Google Classroom frequently to access these important supplementary materials. These materials should be reviewed and practiced to expand skills related to musicianship training and acquisition of the repertoire.



Additional work at home with recordings and scores is required. ***In order to perform with a sense of pride and accomplishment, a Chorister must know her words and music.***

### ***Rehearsal Assistants***

Rehearsal Assistants are present at, and will help supervise, each rehearsal and workshop. They check Choristers in and out and hand out information to families from the Chorister folders. The Rehearsal Assistants also assist the instructor with supervision of students who leave rehearsal to use the washroom or are in need of assistance.

Signing up to be a Rehearsal Assistant is a good way to meet volunteer expectations. All volunteers will be required to provide a valid police check before being able to actively participate. If you do not have a current police check please contact the office for assistance in obtaining one. Please note that Rehearsal Assistants do not have the knowledge to assist with accounting and Fundraising questions. Parents are encouraged to call the office at 403-686-7444 Ext 2 for assistance with these matters.

### ***Check In and Check Out***

The CGC is responsible for the safety and security of all Choristers during rehearsal times only. Our rehearsals are held in a multi-use facility with other programs, and there will be no supervision of minors outside of rehearsal times.

Please drop off and pick up your daughter no earlier than 10 mins before the rehearsal and collect no later than 10 mins after the rehearsal ends. Our Rehearsal Assistants will remain with Choristers until they have been collected; however, Rehearsal Assistants or other Choir staff are authorized to contact the emergency contact you have provided after 10 minutes has passed. It is very important that you keep all of your contact information on your member account up to date.

Please notify the office ahead of time if someone other than the parent's listed on the account will be picking up your daughter from rehearsal.

### ***Cancellation of Class***

You will be notified via email if a rehearsal or workshop must be canceled due to inclement weather or another emergency situation. If unsure, please call the Calgary Girls Choir office at 403-686-7444 Ext 1 during office hours.

### ***Artistic Director Appointments***

Parents should feel free to communicate any concerns relating to their child's Choral experience to Ms. Quilichini.

If you would like to speak privately to Ms. Quilichini, please contact the Choir office for an appointment.

### ***Uniforms and Choir Apparel***

All uniforms are the property of the Calgary Girls Choir and are on loan to each Chorister for the duration of the season (see deposit information on page 21). The uniforms are only to be worn for Choir performances or other Choir-related activities. Parents might be asked to perform minor alterations. Any major alterations need to be approved by the Choir and handled by a professional seamstress/tailor and will be reimbursed by the Choir once a receipt is submitted.



Each Chorister will receive a Choir T-shirt for use in less formal performance settings and for Tour. When your child outgrows the T-shirt, a new one will be provided.

Additional items need to be purchased at the expense of the Chorister depending on the performance and/or tour requirements.

### **Music**

In September, each Chorister receives a music bag with sheet music. Additional sheet music may be distributed throughout the year. Choristers are responsible for their music bag and all music assigned to them.

The sheet music is on loan from the Choir's music library, and does not belong to the Chorister. Please treat the music as though it was a library book.

Calgary Girls Choir music is not to be given to other Choirs or music instructors without Ms. Quilichini's permission. Music in the music bags is the property of the Calgary Girls Choir, and this repertoire is a special collection that reflects the artistic director's taste and hard work. Care of the music bag and sheet music:

- Organize the sheet music in the appropriate folders in the bag.
- Mark the music neatly and lightly in pencil so that notations can be easily erased.
- Please do not draw, doodle, shade in the cover design or write messages to each other on the sheet music.
- **DO NOT** carry beverages and snacks in the music bag.
- Use the Calgary Girls Choir music bag strictly for Choir purposes only.

Music is distributed and collected several times during the Choir year at the rehearsal check in desk so it is imperative that music is brought to each rehearsal.

If you miss sheet music distributed at a rehearsal, please collect it from the Rehearsal Assistant at your next rehearsal.

**Please note that it is illegal to photocopy music as the majority is protected by copyright. However, the publisher or composer/arranger may authorize the Choir to do so upon request.**

*\*\*Choristers will be billed for lost or severely damaged music at a MINIMUM cost of \$5.00 per title. It is very costly and time-consuming to replace music. Ms. Quilichini reminds Choristers to take care of their music - it is very precious\*\**

Your music and music bag must be returned at the end of the Choir season on the designated return day. If there is a conflict, please arrange to have another person bring your music bag and sort the music at the return location.

### **Music and Uniforms Deposit**

All music and uniforms are the property of the Calgary Girls Choir and are on loan to each Chorister for the duration of the season. Each Choir level is required to submit a deposit to secure these items. Deposits can be submitted to the CGC either by cheque or credit card. Cheques will be held on file and returned at the end of the season once all music and uniforms have been returned undamaged.



Cheques can be left undated if you wish to keep them on file for future years, otherwise dated: June 30, 2023. Payable to the **Calgary Girls Choir**.

Dolce: \$200

Viva and Brava: \$250

Music and uniform deposit cheques will be returned once all debts are paid and music and uniform are returned to the CGC, complete and undamaged.

## **Performance Expectations**

Performances and other activities are noted on the annual calendar, and can be accessed through the Events page of your Calgary Girls Choir member account. Choristers are expected to attend all performances scheduled as part of the regular programming from the season. Please mark your calendars and plan other activities so as to avoid any conflicts.

### ***Performance possibilities:***

- Remembrance Day performance, Nov 11
- Festive concert, Dec 11
- Spring recitals, March TBD
- Choralfest: Viva and Brava, March TBD
- Celebrate concert, May 6 or 7, TBD

### ***Before the Performance***

- Please ensure that you follow the performance guidelines as indicated for each Choir level.
- Please arrive at the time requested for your group.
- Remember that all Calgary Girls Choir rehearsals and holding rooms are nut free areas.

### ***During the Performance***

- Photography and videography of performances by parents is prohibited, unless indicated otherwise by a Calgary Girls Choir representative.
- Most performances are recorded by our in-house approved videographer and are available through the Choir office or Gumroad.com.

### ***After the Performance***

Parents, your patience is appreciated during Chorister drop off and pick up at concert performances. The pick-up location is typically the same as the drop-off location. Always check with the parent chaperone on site.

Choristers must remain with their group until dismissed.

We expect all Choristers to participate and stay for the entire duration of the concert. If an absence is unavoidable or a Chorister needs to leave at a special time, please notify the Calgary Girls Choir office as soon as possible.

### ***Additional Performance Opportunities***

Each year the Choir may be involved with additional performance opportunities.



Generally speaking, the entire choir is involved with extra choir performances. In certain circumstances, select Choristers are asked to participate in these performances as the need arises.

Placement is at the discretion of the Artistic Director. Soloists and smaller ensembles will be selected according to the Chorister's ability, experience and the needs of the specific performance.

It is important that everyone understands that these selections are made with the best interest of the Choir, Chorister, music and specific type of performance in mind.

The Artistic Director's decisions are final.

All Choristers are required to follow the instructions listed below for concerts and performances with the Calgary Girls Choir. Thank you for helping us achieve a unified, polished and professional look and for teaching our girls the importance and value of being at our best for performances

## **Performance Requirements**

### **DOLCE:**

#### **Uniform**

- Dress provided on loan from CGC
- Plain black flat Mary Jane-style shoes with strap
- Black leggings, plain, mid-calf length (not ankle length, no zippers, buttons or lace trim)
- Black or skin tone sockettes that don't show above the shoe (as much as possible)

#### **Hair**

- High ponytail secured with hair elastic that matches hair colour
- All fly away hairs firmly pulled back and secured; hairspray is required
- Bangs can be left down providing they look tidy
- Short hair needs to be pulled away from face and secured with barrettes or headband providing the colour matches hair colour

### **VIVA:**

#### **Uniform**

- Dress provided on loan from CGC
- Plain black flat shoes (no straps, no heels)
- Black leggings, plain, mid-calf length (not ankle length, no zippers, buttons or lace trim)
- Dress needs to be tacked up to four inches above the knee
- If your daughter requires a bra, please ensure it is black and that no straps are visible. Avoid t-back straps

#### **Hair**



- Hair should be styled using 1 or 2 braids. All hair must be lifted off the neck. There are plenty of YouTube clips if you are unfamiliar with how to braid. Regular, French or Dutch styles are allowed.
- All fly away hairs firmly pulled back and secured. Hairspray is required.
- Bangs can be left down providing they look tidy
- Short hair needs to be pulled away from face and secured with barrettes or headband providing the colour matches hair colour

## **BRAVA:**

### **Uniform**

- Dress provided on loan from CGC
- Plain black flat shoes (no straps, no heels)
- Black leggings, plain, mid-calf length (not ankle length, no zippers, buttons or lace trim)
- Black plain camisole

### **Hair**

- Hair should be styled half-up, half-down.
- Ensure that the hair elastic is the same colour as the hair.
- All fly away hairs firmly pulled back and secured. No loose strands or straggly pieces. Hair should be completely off of the face. Hairspray is required.
- Bangs can be left down providing they look tidy
- Short hair needs to be pulled away from face and secured with barrettes or headband providing the colour matches hair colour

## **Makeup for all levels**

We wish to have each Chorister's facial features emphasized through make up. A general guide is to apply 10% darker than regular wear. Once you apply the make-up, take 10 steps backwards from your daughter. You should be able to see colour without it looking too flamboyant.

### **Mascara**

- Please apply a generous amount of mascara to the top lashes only - 2 or 3 coats. Black preferred.

### **Blush - neutral/natural colour**

- Applied from the cheekbone up to the hairline with a blush brush
- Soft blending to make the look "rosy"

### **Lipstick - one shade darker than natural lip colour**

- Neutral/natural colour
- Applied within the line of the lip, medium coverage
- Blotted to avoid bleed



### **Camp**

Each fall, Brava and Viva Choristers are expected to attend Choir Camp. Camp for Brava is usually in September and camp for Viva is usually in October. Please see the Choir calendar on our website for this season's exact Camp dates.

Attendance at these Camps is mandatory, as the learning of a significant portion of the repertoire for the year begins at this time. Especially important for newly promoted Choristers, the approximate 12 hours of focused rehearsal allows them to be immersed in the repertoire of the new level.

Fun is a scheduled priority at Camp. It balances the hard work, and provides time for the building of great friendships.

This season, we are looking at both day use only options as well as overnight, full weekend scenarios. Camp fees will be extra, and will cover the facility use and food. All camp choir instruction and programming is covered in tuition costs. The additional cost will be invoiced to your member account.

A full weekend at Choir Camp costs approximately \$275-\$300 per Chorister or around \$100 for a single day camp.

### **Touring**

Touring opportunities are being evaluated for the 2022-23 season. The CGC believes touring is a vital and formative part of the Calgary Girls Choir experience and an essential part of membership in the Choir.

The opportunities and connections provided through touring empower our Choristers and foster a growing sense of self-confidence, pride in accomplishment, as well as empathy for and understanding of others.

CGC believes that touring is a crucial part of the process that develops our children and youth into exceptional citizens of their city, province, country and the world. Fostering meaningful connections with others through the sharing of music and culture brings our Choristers a unique understanding.

**School tours** (subject to school policies in the upcoming season) - Viva participates in 1 or 2 school tours every year. They share their music with other children in our local schools and gain valuable performing experience. They experience the joy of accomplishment and positive recognition of their work as well as the bonding that results from traveling together on a bus and performing in front of audiences of their peers.

**Viva tours** are usually 3-5 days and may involve locations within Alberta, Western Canada or to the more accessible parts of the United States. Past Viva Tours have included Edmonton, Saskatoon, Red Deer, Lethbridge, Medicine Hat, Cardston, Biggar, Swift Current, Regina, Victoria, Vancouver, Whistler, Yellowknife and San Francisco.

**Brava tours** are usually longer and include a major international tour every 2-3 years. In the years between major overseas tours it is our intent that Brava will tour within Alberta, Canada and the US as deemed appropriate. In the past, our most senior Choristers have toured to Austria, Hungary, Czech Republic and Slovakia, San Diego, San Francisco, Los Angeles, Chicago and Portland, Wales and England, Italy, Newfoundland, Edmonton, Saskatoon and Vancouver.



It is our intent to foster collaborative musical connections throughout Canada, the Americas, Europe and the world.

Adults not designated as Tour Staff or Chaperones do not travel with the Choir without prior arrangement.

It is the policy of the Calgary Girls Choir Society that Choristers must travel with the Tour group on the transportation provided. In general, Choristers are not allowed to drive themselves or travel with their families to Tour venues in their own vehicles.

The Director and Tour Coordinator will discuss any extraordinary circumstances with the individual Chorister. In such cases, the Chorister or her parent/guardian must sign an alternate travel release form.

**Calgary Girls Choir Fee Structure - 2022.2023**

The CGC annual/seasonal tuition fee covers the full Choir program: weekly and extra rehearsals as scheduled, an all-day Winter Workshop in January, at least two performances per season plus additional performance opportunities as they arise, and a Choir T-shirt. Events outside Calgary, such as camp and tours, have separate fees to cover their direct costs. *The annual/seasonal fee may be reduced by participating in Bingo Events and Fundraising.*

**Tuition Payments:** Tuition payment can be made in one or two installments. The first installment is due by **September 1, 2022**. The second installment, due **January 3, 2023**, gives families time to earn both Bingo and Fundraising credits that will offset their tuition costs.

Please note that all tuition must be paid by the deadline stated above in order to continue rehearsals with the CGC. If you are experiencing difficulty making payments by the due dates then please contact the Choir office to discuss your options. Failure to do so could result in account suspension.

The fee structure and details of each fee component are described below. The fee schedule reflects our move back towards live programming and events. A Transition Year Discount has been applied to the 2022-23 tuition to recognize that we continue to face uncertainty with respect to COVID-19 and potential future restrictions. If you have any questions, please contact the Accounting and Administrative Coordinator: [office@calgarygirlschoir.com](mailto:office@calgarygirlschoir.com).

<b>Fees and Discounts</b>	<b>Dolce</b>	<b>Viva</b>	<b>Brava</b>	<b>Explanation</b>
2019-2020 Tuition	\$1,570	\$2,610	\$2,945	Standard Tuition
2020-2021 Covid Year Special Tuition	\$1,170	\$1,810	\$2,145	Covid Discounted Tuition



2021-2022 Transition Year Tuition	\$1,370	\$2,210	\$2,545	Transition Year Discounted Tuition
<b>2022-2023 Transition Year Tuition</b>	<b>\$1,270</b> <b>\$1,470*</b>	<b>\$2,410</b>	<b>\$2,745</b>	The revised tuition for the transition year, paid up front by Sept. 1, 2021, or in two installments Sept. 1, 2022 and Jan. 3, 2023. If a customized payment plan is needed please contact the office. <b>Please be advised the Calgary Girls Choir intends to return to Standard Tuition in the 2022-23 year, providing there are no longer COVID-19 restrictions.</b> *Dolce tuition is \$1,270 for Monday classes and \$1,470 for Tuesday classes, due to additional holidays that fall on Mondays.
Optional Bingo Credits				
1 x Full Shift	\$150	\$150	\$150	Bingos are optional and operate on a <u>first come first served basis</u> . Each full Bingo shift is worth \$150 credit, each half shift is worth \$75 credit. Credits are applied to the Chorister's account as they are earned. <b>**There is no limit on the amount of bingos you are able to work.</b>
1 x Half Shift	\$75	\$75	\$75	
Optional Fundraising (deposit cheque or credit card hold required)	\$200	\$250	\$250	If you opt in to our Fundraising Program, tuition will be reduced upfront by the amounts shown. Any funds raised above this amount will be credited to the Chorister's account subject to a 25/75 split (CGC/Chorister Account) and can be saved for future camps, tours or next season's tuition. <b>**There is no limit on the amount of funds you are able to raise.</b>
<b>Example of Savings</b> (for participation in Bingo & Fundraising)				
<b>Transition Year Tuition</b>	\$1470	\$2410	\$2745	This is an example of potential credits that can be earned to offset Tuition for the season if you choose to work the Bingo shifts and participate in Fundraising. <b>**Bingo credits are posted to your account as you earn them.</b>
<b>Full Bingo Shifts</b>	-\$300 (2 full shifts)	-\$600 (4 full shifts)	-\$600 (4 full shifts)	
	-\$200	-\$250	-\$250	



	<u>\$970</u>	<u>\$1,560</u>	<u>\$1,895</u>	
<b>Fundraising Credits</b>	\$500	\$850	\$850	
<b>Potential Payable Tuition</b>				
<b>Total Savings</b>				

## **Fundraising Strategy**

The Fundraising program is designed to raise funds for the organization and to provide an opportunity for parents to reduce their Choir fees upfront. We offer several Fundraising campaigns during the year. Families can choose to participate in any or all campaigns, or they can choose not participate in any of the Fundraising initiatives.

Credits earned by each family (net of product costs) are tracked and recorded on their membership accounts as they are earned. The minimum fundraising amount per level is shown below and can be used to reduce tuition fees upfront. Fundraising amounts above the levels shown below can be used to offset any other Choir fees.

To take advantage of upfront tuition reduction by participating in fundraising, the following is the minimum fundraising target for each registered Chorister:

- Dolce: \$200
- Viva: \$250
- Brava: \$250

The Calgary Girls Choir has carefully considered its chosen fundraisers. Our strategy is to:

1. *Offer a variety of products/opportunities for participation*, with adequate notice being given for families who wish to plan ahead as to how they will reach their Fundraising target, and allow them to exceed their target to raise extra funds.
2. *Maximize the value received for a given campaign*, while balancing how often we run them. We understand that it is difficult for families to be constantly selling Fundraising products. Fundraisers are also executed by volunteers. For these reasons, we assess each proposed fundraiser to ensure it is set up to give the most “bang for buck” in both sales and volunteer hours.
3. *Maximize participation by assessing the ease of selling the product*. We consider both the end cost and convenience to the purchaser, ensuring that purchased products are actually a savings to the purchaser (Teamfund) or provide a convenience (Skip the Depot).



### ***Fundraising Program Details***

- There will be several fundraisers coordinated on behalf of parents to help them reduce their tuition and other program costs.
- Fundraising is optional and can be opted into at the time of registration.
- A post-dated cheque or credit card hold for the minimum fundraising amount is required with registration unless the opt-out option was chosen.
- Any fundraising shortfall will be billed to families in early April.
- Families should plan to meet their fundraising requirements based on the campaign schedule shown below.
- Families are encouraged to use these campaigns to earn additional credits after the minimum suggested has been reached. Any extra Fundraising profits earned through CGC campaigns are allocated 75% to family credits and 25% to Choir operations.
- Fundraising credits above the minimum amounts shown above will be applied to Chorister member accounts as they are earned and can be used towards any outstanding account balances, any CGC camps or tours or to the following year's tuition, but they may not be used retroactively to generate refunds of prior years fees.
- Fundraising credits can only be used to offset Choir fees and cannot be cashed out or refunded (except to siblings in the Choir), even upon withdrawal from the Choir.

### ***2022.2023 Planned Fundraising Campaigns***

- Co-op gift cards (9% credit on sales) – approximately 3 times per year
- Team Fund food products (range of 20-24% credit on sales) – 2 times (Spring and Fall)
- Growing Smiles flowers, plants and succulents (20-24% credit on sales) - once in Spring
- Indigo gift cards (15% credit on purchases of gift cards) – open all year
- Skip the Depot bottle collection - (dependent on consumption) open all year
- Fundscrip gift cards (% differs by vendor) - open all year
- Tru Earth eco products (20% credit on sales) - open all year
- See <https://calgarygirlschoir.com/fundraising/> for more details

### ***2022.2023 Ad-Hoc Fundraising Campaigns***

- Extra fundraisers are embarked upon when the Choir is planning on touring. These provide opportunities for families to reduce Tour costs.
- When appropriate, the CGC has a raffle campaign (such as WestJet, 50/50's, and Wine Raffles) throughout the year to assist with Choir events and opportunities.

## **Bingo**

The CGC participates in Bingo gaming to raise funds for the organization. Members that choose to work shifts at the Bingo hall will receive a monetary deduction from their Chorister account fees. For the 2022.23 season, a \$150 deduction will be offered for each full shift Bingo worked, and a \$75 deduction will be offered for each half shift Bingo worked. This deduction is applied once the Bingo has been worked. A full shift Bingo is typically 9 hrs in duration and a half shift is 5 hrs.



Bingos are not mandatory and are offered to families on a first come first served basis as a means to reduce their seasonal/annual tuition fees. These are not considered volunteer hours, but instead provide our members with a monetary credit in exchange for their participation. There is no limit to the amount of Bingos a family can work. Sign up for Bingo events occurs through the CGC member site.

Choir members may invite relatives and friends to work Bingos on their behalf. Participants must be at least 18 years old. The work is simple, usually selling Bingo cards or counting money.

Credits for Bingo will be added to your Chorister member account once an event has been completed. **Gaming Credits cannot be redeemed for cash.**

**Use of Bingo credits:** Bingo credits may be applied to any Choir fees in the same way as Fundraising credits, but do not hold any cash value and cannot be cashed due to AGLC rules. This includes tuition payments (consider paying in installments in order to apply current year’s bingo credits earned), camp fees, and tours, but cannot be used for 3rd party expenses, such as concert tickets.

**If you cannot attend one of your Bingos it is your responsibility to find a replacement for that Bingo. Please inform the office at your earliest convenience if you are having difficulty. A ‘no show’ at an event will put the Choir in bad standing and can result in a fine from the Bingo hall. Any fines received will be added to your Chorister account.**

Bingos take place year-round at two venues:

- Bingo Barn, 1107 33 St. NE #10 (Non-Smoking Venue)
- Grey Eagle Bingo, 3777 Grey Eagle Dr. Tsuu T’ina Nation (Smoking Venue)

\*\*Grey Eagle does permit smoking in the Bingo hall; Bingo Barn does not.

**Bingo Shift Details** The online calendar shows all shifts available for that day.

**At the Grey Eagle (GE) Bingo Hall** (Smoking Venue) the shifts are as follows:

GE Afternoon Shift	10:15am to 4:00 pm	(half credit)
GE Evening Shift	4:15 pm to 9:30 pm	(half credit)
GE Late Evening Shift	9:00 pm to 12:30 am	(half credit)

**At the Calgary (BB) Bingo Barn** (Non-Smoking Venue) the shifts are as follows:

BB Morning Shift	8:30 am to 11:15 am	(half credit)
BB Afternoon Shift	10:30 am to 3:30 pm	(half credit)
BB Evening Shift	4:30 pm to 9:30 pm	(half credit)
BB Late Evening Shift	9:00 pm to 1:30 am	(half credit)

**\*\*\*\*PLEASE NOTE: Gaming Credits cannot be redeemed for cash\*\*\*\***



## **Casino**

Charity Casinos are allocated to the Choir approximately once every 18 months. Casino proceeds are gaming funds and strictly regulated by the AGLC. Casino volunteers are needed for each event, and Choir families will be asked to help. No gaming credits are earned for Casino shifts; however the hours worked can be credited to volunteer hours and participation is a great way to get to know other Choir families.

## **Additional Costs**

### ***Meals and Special Activities***

Throughout the season there are opportunities for Choristers to create community and engage in special group activities. Parents can expect (at minimum) 1 group meal per level. Approximate cost is \$25 (subject to change). Every effort will be made to keep the cost for other activities (swimming, bowling, etc.) to a minimum. It is at the parent's discretion whether their Chorister participates in these additional activities or not.

### ***Choir Concerts***

Tickets to all self produced Calgary Girls Choir concerts will be an additional cost. Ticket prices typically range from \$15 to \$60 depending on venue and seating location. Parents who choose to chaperone and supervise their daughter's Choir group at concerts will be provided with a complimentary ticket.

### ***Choir Recordings***

All major CGC concerts are recorded. The digital recording of the performance will be made available. Purchase of the recording is optional.

### ***Performance Items***

There are a few additional items that each family is required to purchase for their Chorister. Such items include: undergarments, leggings, appropriate shoes and required make up.

### ***Tours (Viva and Brava)***

Please refer to Pages 9-10, which details the scope and history of touring.

## **Volunteer Hours**

Delivery of this program would be impossible without volunteers and we are very grateful for your help. There is a role for everyone, either with the Choristers or supporting the Choir in other ways. We encourage you to call the office or talk to a Board member about ways you can help. All volunteer opportunities will also be posted online at [signup.com](http://signup.com).

For each Chorister enrolled in the program we ask for a minimum of 12 volunteer hours, annually from an appropriate adult. These hours are direct assistance with program delivery, and do not include time spent at Bingo events or on Fundraising sales. Casino shifts count towards volunteer hours. We track volunteer hours, but there is no financial obligation tied to this commitment as we hope we can all continue to work together to deliver CGC's exceptional program. Examples of volunteer opportunities include but are not limited to rehearsal assistant, concert or camp chaperone, concert usher,



photography, videography, web design, graphic design, music library assistance, fundraiser campaign support (processing orders, helping distribute orders, for example), casino (NOT bingo) shifts, being a member of the board of directors or any committee of the board or alumnae, being a member of a tour committee.

## **Financial Assistance**

The Calgary Girls Choir Society aspires to be fully inclusive, providing financial support (when able) to girls demonstrating financial need who wish to participate in the Choir program. Assistance may be available for up to 50% of a Chorister's program fees.

The amount of assistance granted is based upon the total number of requests received, the funds available and the Chorister's financial need. Priority is given based on seniority in the Choir.

All Calgary Girls Choir families, including those receiving Financial Assistance, are encouraged to participate in Bingo events and general Fundraising programs. Camps, Tours, merchandise and other items are the responsibility of the Chorister's family.

If you would like to apply for Financial Assistance, please click [here](#) to complete the Financial Assistance Application (this package is also available via your member account). Application deadlines are August 15th prior to the start of the Season. Decisions will be made before the Season begins in September.

Please have your completed application form, along with a copy of your most recent Government of Canada Notice of Assessment for total household income, submitted before the commencement of the season in September. If a circumstance arises that affects your ability to meet your Choir financial obligations, please contact the office to discuss your options.

The Financial Assistance committee will meet and review all requests. A notice will be sent to you from the President of the Board informing you of the committee's decision.

The decisions of the Board are final. All requests are treated confidentially.

## **Withdrawal Policy**

Participants who withdraw from the program **before the first rehearsal of their respective enrollment** of the current season will receive a full refund of any fees paid. Withdrawals **after the first rehearsal of their respective enrollment and before January 3, 2023** will be prorated and subject to a \$50 administration fee. **All withdrawals after the January 3, 2023 deadline will NOT receive any refund.**

Refund cheques will be available once all debts are paid and music and uniform are returned to the CGC, complete and undamaged. Bingo and Fundraising credits will NOT be cashed out, but returned to the Choir, or may be transferred to siblings in the Choir. (This is in accordance with CGC policies and AGLC regulations).



## **Media Usage Policy**

The Calgary Girls Choir is a performing organization. In order to attract grants, build audiences and recruit Choristers, the Choir must use pictures and videos of performances and other Choir events to promote the organization.

Photographs and video recordings of The Calgary Girls Choir performances, special events and rehearsals occur throughout the season. Items may be displayed on the website, other official channels, and can be used for media purposes including promotional presentations and marketing campaigns.

If you have any concerns or wish to review the media waiver agreed to at the time of registration, you can view the document [here](#). Alternatively you can contact the Choir office to discuss your concerns.

## **Donate to the Calgary Girls Choir**

The Calgary Girls Choir takes pride in increasing the skill and knowledge of its Choristers while instilling in them a passion for music. The Choir is dedicated to assisting girls as they develop into young women. Skills gained through the Calgary Girls Choir reach far beyond musical expertise - expression of self-confidence, sense of self-worth and scholastic achievement are demonstrable outgrowths of their Choir experience.

Since its creation in 1995, the Choir has experienced tremendous growth and earned a stellar reputation in the choral community. Both nationally and internationally, it is acclaimed for its inspiring performances

### ***Reasons to Donate to the Calgary Girls Choir***

- Approximately 45% of the choir's operating costs are covered by chorister tuition.
- You are providing an opportunity for young women and girls to excel and be a part of a like-minded community sharing a passion for creating beautiful music
- You are supporting a world-class standard that allows young women and girls to achieve above and beyond the norm.
- You are supporting the only all-girls' Choir for young women in Calgary.
- Your donation allows the Calgary Girls Choir to continue to perform amazing live performances in concert and in the community.
- You will receive a Donation Receipt for your full donation of \$25 or more
- The Calgary Girls Choir is a not-for-profit, charitable organization dependent on donations from corporations and individuals and on government grants to deliver its inspiring music. Registration fees cover *less than half* of the cost of running the organization.

**To donate, please consult the Choir's website [www.calgarygirlschoir.com](http://www.calgarygirlschoir.com) or contact the office by phone 403-686-7444 or e-mail [office@calgarygirlschoir.com](mailto:office@calgarygirlschoir.com)**

**THANK YOU in advance for your generosity!**

## **COVID-19 Waiver**

I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I/my daughter may be exposed to or infected by COVID-19 through participation in all Choir events, including but not



limited to rehearsals and performances, held by the Calgary Girls Choir. I understand that the risk of becoming exposed or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to Calgary Girls Choir directors, employees, volunteers and program participants or their families.

I further acknowledge that Calgary Girls Choir cannot guarantee that I/my daughter will not become infected with COVID-19. I understand that the risk of becoming exposed to and/or infected by COVID-19 may result from the actions, omissions, or negligence of my myself/daughter and others, including, but not limited to, staff, volunteers, and other Choristers.



## APPENDIX 1

### Online Choir Meeting and Learning Etiquette

We expect all girls to come to online meetings prepared to have them function as much like regular rehearsal as possible. We want the experience to be enriching and inspiring. Please spend some time with your daughter going through the meeting etiquette items listed below prior to online meetings:

- Have a quiet, well lit space (as much as possible).
- Have a place where you can sit and also stand up for rehearsal.
- Be on time so you don't miss the warm up.
- If you want to share art, or photos etc. have them ready and with you.
- Bring your music bag and pencil and a bottle of water to every rehearsal.
- If possible print out any music or study pages that have been sent to you during the week.
- Spend time between rehearsals listening to the study files and any new music being learned.
- Avoid having any distractions nearby...pets, food, phones or game devices so you the focus is on the rehearsal.
- Have your camera on (if possible) so we can all see you and avoid entering and exiting the meeting unnecessarily.
- Avoid having background pictures or creating unnecessary movement that is distracting for others.
- If you want to speak, physically raise your hand or use the "raise hand" feature that is available at the bottom centre of your screen.

Thank you so much for helping us improve the learning environment for all involved.