



# **Northland Youth Choir Handbook**

(Updated August 2018)

**Janice Trumbull, Artistic Director and Conductor**

Northland Youth Choir  
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Fairbanks, AK 99708

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[kittenmomx3@gmail.com](mailto:kittenmomx3@gmail.com)

Choir website address:  
[www.northlandchoir.org](http://www.northlandchoir.org)

## **INTRODUCTION**

Northland Youth Choir is a 501 (c)(3) non-profit corporation located in Fairbanks, Alaska. Northland Youth Choir members, eight to eighteen, are auditioned. The Choir is a music performance and education program for youth, emphasizing the development and understanding of music skills. Our choir has three performance levels: Jubilate, Cantabile and Treble. Placement of singers is dependent upon vocal skills and sight-reading ability as well as attendance, rehearsal participation and homework practices. The mission of this organization is to provide quality music instruction in a choral setting and to strive for excellence in choral performances. The choir offers an opportunity to help develop good character and self-esteem in its members hopefully resulting in life-long benefits to the individual members and society. The choir is open to youth from all cultural, economic, racial and religious backgrounds.

## **GOALS**

- To provide members with an opportunity to grow musically and socially
- To strive for excellence in all performances
- To enrich the perspectives and lives of choir members through the knowledge that they, as citizens of Fairbanks, represent their community
- To introduce singers to various cultural styles and periods of music, resulting in a contribution to the cultural life in Fairbanks
- To allow choir membership for youth of all cultural, economic, racial and religious backgrounds

## **CURRICULUM**

The Northland Youth Choir is founded upon the belief that young people will benefit from learning about the vast selection of available choral repertoire both sacred and secular. The music relates to sacred and secular traditions and is not selected to intrude upon anyone's personal beliefs. It is essential that all singers be willing to sing all repertoire.

Musical concepts of melody, rhythm, harmony, timbre, dynamics, form and style will be taught in rehearsals. The skills of properly using the voice, blending the voice and caring for the voice will be taught. Music theory and sight reading will also be part of the weekly curriculum. Choral singing is the primary focus of the choir, and it is the goal of the director to help each member recognize the creative process of self-expression through singing. Hopefully, this will lead to a life-long appreciation of and involvement in singing for each choir member and family.

## **INSTRUCTIONAL GOALS**

All singers who have been accepted into the choir have demonstrated an ability to match pitch, sing in tune and use a pleasant voice quality within a group. They have also, during the audition process, demonstrated an interest in learning and a maturity level allowing them to follow directions and participate without disruption. They have verbally agreed to complete assignments when given. The development of unison and part-singing skills, along with basic music reading skills, are the focus of the choir. Singers are expected to practice at home (30-60 minutes) daily.

## **ACCEPTANCE**

Acceptance into the choir requires young singers to make a commitment, which honors something larger than themselves. They should feel proud to be a member of our community choir and take that responsibility seriously. The choir season extends through the public school season beginning in August and ending in early June unless concerts are planned, one in the winter and one in the spring. If the choir is asked to perform at community functions throughout the year each request will be considered individually before accepting or rejecting the request. Each singer is expected to remain active and committed to the choir program for the entire term. The benefits and rewards will be sharing time and talent with the other singers, musically and socially.

## **AUDITIONS**

All auditions are held May through August by appointment. Unless all seats are filled, new singers are welcome to audition. Interested parents may contact the Director by phone at 214-354-5467 or by email at [kittenmomx3@gmail.com](mailto:kittenmomx3@gmail.com).

## **FINANCIAL INFORMATION**

The Northland Youth Choir requires each singer to pay a registration fee of \$400 per season (\$200 deposit per child) in addition to the cost of the uniforms. It is best if full tuition is paid upon acceptance into the choir. If full payment cannot be made, a non-refundable deposit is required at the time of acceptance. The deposit will be applied to your tuition total. Families with more than one singer will receive a 20% reduction in tuition for the second child (see #3 under "Tuition Policies").

## PERFORMANCE ATTIRE

New singers to the choir will purchase a casual and a formal performance outfit. A few gently used formal uniforms may be available for purchase at a reduced rate. In formal performances, all girls will wear a long black concert dress selected by the director and boys will wear black tuxedo slacks/tuxedo shirt/cummerbund/bow tie. All singers wear black hose (girls)/socks (boys) and black dress shoes (closed toe/no platform soles/no high heels).

The casual uniform consists of a choir t-shirt purchased through the choir, clean and neat, dark blue jeans (or denim skirts) with no tears or holes, white socks, and clean white tennis shoes.

**ALL SINGERS ARE REQUIRED TO PURCHASE THE PERFORMANCE ATTIRE.**

## TUITION POLICIES

1. Tuition is due in full by the first rehearsal of the season. Uniform payments are made in two payments: the first 1/2 payment is due at the time of ordering the uniforms. The second 1/2 payment is due before the uniforms are released to the singer. Payment is accepted by cash, check or money order and should be made out to Northland Youth Choir.
2. Tuition for the entire year is due even if a child resigns from the program at any time during the season. Written requests for a waiver of this policy will be reviewed on a case by case basis. ALL TUITION AND FEES ARE DUE IN FULL NO LATER THAN THE FIRST REHEARSAL OF THE SEASON UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE IN ADVANCE.
3. Reduced tuition rates are available for families with more than one singer enrolled NYC. Full tuition (\$400) will be paid for the first singer while a 20% tuition discount will be given for each additional singer per family (\$320/additional singer).
4. Non-payment of fees may jeopardize a member's place in the choir. PAYMENTS MUST BE CURRENT BY THE DUE DATE.
5. All checks returned to NYC by the member's bank will be charged a \$25 fee per item.
6. All payments submitted to the choir must be submitted using the completed payment envelope provided by the choir. The envelopes must be fully filled out with proper information so that payments are properly credited to the singer.
7. Each singer will submit a \$25 music deposit at the beginning of the choral season. This deposit will cover expenses incurred for damaged or lost music, as well as for music returned late. All music is expected to be returned on the concert day, but will not be considered late within the one week following the concert. Music submitted after the one week window will be considered late and \$20 will be charged to the singer's account. The deposit remainder will be returned in the spring.

Payments made by check or money order should be made payable to Northland Youth Choir and given to the choir assistant using the money envelope, or mailed to the choir at PO Box 82669, Fairbanks, AK 99708

## REHEARSAL SCHEDULE

Rehearsal times vary from year to year, but are always held on Mondays at the First United Methodist Church, 915 Second Avenue, between the hours of 5-9 p.m. Each choir's specific rehearsal hours on Monday are determined annually. The Choir's annual calendar of events will be provided to families at the August parent meeting and posted on the choir web site. Transportation to and from rehearsals is the responsibility of the parents and, because the church is very busy with meetings, we ask that you be prompt when picking up your child.

NOTE: No one is available at rehearsals to answer the building telephones. If your child sings in the choir and you need to reach the choir on the day of rehearsal, please call or text Janice Trumbull at 214-354-4587 and leave a message and phone number where she may reach you.

## HOW TO GET AND GIVE UPDATED CHOIR INFORMATION

Before attending each rehearsal, check your email for any important updated information. If you do not have access to the Internet, please let Janice know immediately. If you do not have access to the Internet, please let Janice know. ***If you do not have Internet access, it is your responsibility to find a parent in the choir who will contact you when notices are sent out.***

## REHEARSAL ATTENDANCE

All rehearsals are mandatory unless specifically noted by the conductor. Because new lessons and concepts are taught at each rehearsal, we encourage and expect each choir member to maintain a perfect attendance record. The only absences which will be excused are for the following reasons: severe illness, death in the family, or participation in a school music program. All absences, even those deemed excused, must be made up, at the discretion of the Choir Director, at a scheduled make-up rehearsal. Any absence for reasons other than those listed above is viewed as an unexcused absence. Singers who have more than two unexcused absences per year risk removal from the program.

In order to be excused from a rehearsal, the Director must be notified no later than two hours prior to the rehearsal. Call or text Janice Trumbull at 214-354-4587.

Failure to notify the Director of an absence will count as an unexcused absence. In the best interest of your child's safety, we ask that parents submit a written excuse for each tardiness or early dismissal. A written excuse should include the child's name, reason for tardiness or early dismissal, and a parent signature. If a singer is tardy by 30 minutes or more to a rehearsal, it is considered an unexcused absence.

In the instance of a planned excused absence, written notice as far in advance as possible is appreciated. A Pre- Arranged Absence Form is available in the back of this handbook, as well as on the choir web site, and may be given to the choir assistant or Director.

*Commitment is not a noun...It is a verb.*

The committed choir member is expected to be consistent, present and punctual for all rehearsals.

**AN ABSENCE, FOR ANY REASON, FROM A FINAL REHEARSAL BEFORE A PERFORMANCE ON THE CHOIR CALENDAR WILL NORMALLY RESULT IN THE SINGER'S EXCLUSION FROM THE CORRESPONDING CONCERT.**

If a final rehearsal has been missed, singers should not arrive at the concert expecting to perform unless prior arrangements have been made.

**NOTE:** Should an excessive number of absences occur, removal from the program will be considered.

## PROCEDURES

The following practices help us achieve the discipline and quality of education and performance the Director has set forth as goals for Northland Youth Choir. They are enforced for the singers' safety, for ensuring orderly rehearsals and out of respect and courtesy for each other.

1. Please arrive not more than 15 minutes before the rehearsal time, sign in with the choir assistant and report to the rehearsal area. Any member arriving more than 30 minutes late for rehearsals will be counted absent for that rehearsal. A written note is necessary for late admittance to or early dismissal from a rehearsal. Singers do not leave the room after signing in unless there is an emergency or special permission has been granted. Please use the restroom and get drinks before rehearsal begins. Singers may bring a bottle of water to sip when needed. Please make sure it has a lid or cap on it to prevent spills. No food, candy, gum or soft drinks are allowed in the rehearsal area. Please eat a nutritious meal before rehearsals. **ALL CELL PHONES, PAGERS, ALARMS, ETC. MUST BE TURNED OFF DURING REHEARSALS.**
2. Please give attendance notes, payments, permission slips, etc. to the choir assistant.
3. SINGERS MAY NOT ROAM ABOUT THE BUILDING. They need to be in the rehearsal room.
4. At all times show respect for each other, parent volunteers and the building which we are using. Do not behave in a manner which is disruptive to the rehearsal or distracting to students, directors or accompanists, or which prohibits a positive and successful rehearsal.

### **DISRUPTIVE BEHAVIOR WILL RESULT IN THE FOLLOWING:**

**First Offense:** verbal warning.

**Second Offense:** removal from rehearsal. This is counted as an unexcused absence. Following the rehearsal there may be a brief meeting with the Director. The singer will sign a discipline infraction form which will be given to the parents. A copy will remain in the singer's permanent record. Removal from a second rehearsal may result in a meeting with the singer, parents, Director and an NYC staff member.

Removal from a third or subsequent rehearsal will result in a leave of absence from the program, the length to be determined on an individual basis. It may also result in removal from the program.

5. Running, yelling and rowdy behavior are not permitted in the building or on the grounds at any time.

6. Any singer caught with drugs, related paraphernalia or any type of weapon will be immediately removed from the program.
7. Always bring: your bottle of water, music folder and music, sharpened pencils and any forms and homework to submit. Bringing a recording device to rehearsal is highly recommended to help learn the music.
8. If, for any reason, a singer cannot actively participate in a rehearsal, he should bring a written note, all music in its folder and observe quietly and attentively.
9. Members are responsible for taking home any handouts that are distributed at rehearsals. These notices are important sources of information and should be requested by the parents from the singer.
10. Parents and interested members of the community are welcome and encouraged to observe rehearsals as space allows. Please do not bring young children when observing a rehearsal. When picking up your child from rehearsals please do not ask your child to wait outside the building for you. For their safety, they will need to wait inside the building until they are picked up by a parent or family member. Please be prompt when picking up your child at the end of rehearsals.

## **RESIGNATION**

We expect each singer who has made a commitment to sing for the entire season to live up to that commitment. If, however, an extremely unusual circumstance occurs which would prohibit a singer from honoring that commitment, a personal conference between the Choir Director and parents will be required before submitting a letter of resignation. If a student resigns, the parent is still responsible for the entire tuition fee.

## **PERFORMANCES**

Attendance is required at all scheduled mandatory performances. When possible, seasonal concerts will be performed on weekend afternoons or evenings to avoid conflicts with school performances. If, however, such a conflict should arise the priority is given to the school performance. If a school performance conflict occurs, the absence must be reported both in person and in writing four weeks prior to the performance. Choir singers perform on the two seasonal concerts and any other time as designated by the conductor.

## **EXCUSED ABSENCE PERFORMANCES**

Acceptable reasons for an excused absence from a MANDATORY PERFORMANCE:

- Illness
- Death in Family
- School Music Concert

All absences from mandatory performances must be pre-approved by the conductor two weeks prior to the performance. Any exception to the above reasons must be presented BOTH in person and in writing to the Choir Director four weeks prior to the performance.

**NOTE: ANY UNEXCUSED ABSENCE FROM A MANDATORY PERFORMANCE MAY CONSTITUTE A REASON FOR REMOVAL FROM THE PROGRAM.**

## **PERFORMANCE PROCEDURES**

Performances, as do rehearsals, require the very best in conduct, appearance and musicianship.

1. It is best if singers eat a nutritious meal and get plenty of rest before a concert. Be sure the singer has used the restroom prior to the concert.
2. Any medication given to a singer less than 3 hours before a performance must be reported to the choir assistant and conductor.
3. Tardiness at a performance may exclude a singer from participation at that performance.
4. All performers must arrive attired in proper concert dress, one hour before the performance begins and immediately check-in with the choir assistant. Failure to

wear proper concert dress will result in non- participation of that performance. This includes the correct color of shoes, socks for boys, hose and slippers for girls.

5. Singers should conduct themselves at all times in a calm, polite and professional manner. They must give their undivided attention to the Director or person in charge at all times.
6. All singers must know and memorize the music, and each must have a confident command of the concert repertoire. Failure to demonstrate this at the final rehearsal may result in release from the corresponding concert commitment.
7. During a performance if a singer feels faint, he or she should quietly sit down on the riser and rest for the remainder of the song. Then, if feeling better, the child may get up and sing again, or if not feeling better, must quietly leave the stage. Chaperones will be watching and will help the child once offstage. Once a singer leaves the performance stage s/he may not return unless given permission by the Director.
8. Remember that at all times the singers represent the Northland Youth Choir.  
**Note: Final dress rehearsals and pre-performance rehearsals are always closed to the audience, including families. Only designated chaperones will be allowed in the rehearsal area prior to a performance. This allows the singers to concentrate on the music, the Director and the final instructions being given by those in charge.**

## **CONCERT DRESS**

Just as the Choir's sound is important so, too, is the ensemble's appearance. It is important that all singers maintain good personal hygiene, are well-groomed and in concert apparel for all performances. Shirts are to be tucked in. Clean teeth and clean combed hair are always expected of each singer, especially for performances. Hair should be groomed AWAY from the face and may be fastened with NATURAL (matching hair color) barrettes (no bows, ribbons, colored barrettes). No unusual colored hair dye, no skin dyes, obvious make-up or cosmetics are permitted. Clear nail polish is allowed. Jewelry, earrings (only stud earrings will be allowed), accessories, watches, etc. are not permitted. Due to certain allergic reactions, NO SCENTED LOTIONS, PERFUMES OR HAIR SPRAYS are allowed. **CHOIR PINS are considered part of the uniform and will be worn for all performances unless the Director states otherwise.**

**A singer who fails to dress or groom properly for an event will NOT be allowed to participate.**

## **CHOIR PINS**

After completing one full performance season each singer receives their choir pin and gold bar. For each year completed, singers will receive an additional gold bar showing the year. Choir pins are worn on uniforms when performing. First year choir pins and gold bars are included in the cost of tuition. If a pin is lost or damaged another will be provided for the cost of the pin and gold bars.

## **FORMAL UNIFORMS**

All pants, shirts, and dresses will be purchased from the company of the Director's choosing. Measurements for formal uniforms will be taken at least six weeks before the first performance to ensure arrival before the concert.

### **GIRLS**

Long black concert dress

Black dress shoes (closed toe / no platform soles / no high heels - not more than a 1" heel) and black tights

### **BOYS**

Black Tuxedo Slacks/ Black Tuxedo shirt/Cummerbund/bow tie/black socks, black dress shoes

*Choir pins, if they have one, are worn for all performances.*

## **CASUAL CHOIR ATTIRE**

On certain occasions the Choirs will perform in casual choir uniforms. The casual uniform consists of a choir t-shirt purchased through the choir, clean and neat, dark blue jeans (or denim skirts) with no tears or holes, white socks, and clean white tennis shoes.

Please keep both outfits and shoes clean and neat for all performances.

## UNIFORM COSTS

**Please note: Prices are subject to change.**

Formal Uniforms:

Girls Black Dresses: approximately \$70

Boys (shirt, pants, cummerbund, bow tie): approximately \$60

Casual Uniforms:

T-shirts: \$10 each

**In addition, choir members will need to provide the following uniform pieces:**

Girls: black hose, black slip, and black dress shoes (closed toe/1" or less heel)

Boys: black socks and black dress shoes

All: neat, clean blue jeans (no holes/sequins/designs), white tennis shoes, white socks

## MUSIC

When folders and music are issued it is the singer's responsibility to take good care of them and not to lose them. All music must be turned in at the final semester concert. Singers have one week after the concert to turn in music without accessing a \$10 late fee. All pencil markings must be erased before handing in the music. If music or folders are lost, irreparably damaged or not returned, an additional fee will be charged to cover replacement costs. Please remember that music is to be carefully used, not abused.

### **Handling and care of music:**

1. Music must be brought to all rehearsals unless you are notified otherwise.
2. Never fold or roll music as this makes it difficult to use in the future.
3. All markings should be done lightly, IN PENCIL, and only at the instruction of the conductor. Because each singer is assigned a music number it is not necessary to

write your name on the music. Two sharpened pencils should be brought for note taking to each rehearsal.

4. If for any reason a piece of music is in need of repair, please do so properly with clear tape.

## **VOLUNTEERS**

As a non-profit organization, the Northland Youth Choir depends on volunteers. Volunteer opportunities vary from administrative assistance to special projects such as choral festivals and fund raising.

All parents are busy people, and we know that many hands make for lighter work. All parents are asked to donate time to various committees and duties from time to time. Different duties require different amounts of time.

- coordinate volunteers
- check in singers at rehearsals and performances
- help with weekly set up and take down of chairs for rehearsals
- help with equipment transportation and use for performances
- take measurements for singers' performance outfits
- monitor singers before & during performances and during intermissions
- occasionally develop and organize fund raising activities
- help coordinate choir activities such as socials and awards ceremonies
- set up home stays for visiting choirs (rarely necessary)
- photograph events (we really need someone to help us with current photos throughout the year)

## **CHOIR ADDRESS AND STAFF**

The mailing address for Northland Youth Choir is:

PO Box 82699, Fairbanks, AK 99708

Phone: 214-354-4587 or 907-459-5651

Email: [kittenmomx3@gmail.com](mailto:kittenmomx3@gmail.com)

**Choir Website Address:** [www.northlandchoir.org](http://www.northlandchoir.org)

**Artistic and Education Director**, Janice Trumbull, oversees all aspects of the organization and conducts choir rehearsals and performances.

**Administrative Assistant, Christine Flory**, oversees the administrative processes of the choir and assists the director.

## **NORTHLAND YOUTH CHOIR BOARD OF DIRECTORS**

### **Board Members Emerita:**

Marvilla Davis, Silver Chord

### **Active Board Members:**

Allison Baldock, Mary Ann Fathauer, Virginia Farmier, Campbell Longworth, Janice Trumbull, Foster Wallace

## **ABOUT OUR ARTISTIC DIRECTOR AND CONDUCTOR, JANICE TRUMBULL**

A product of the Fairbanks school system, Janice Trumbull is a graduate of West Valley High School. While in high school she was selected for the Alaska All-State Honor Choir three times, was selected to represent Alaska in the All-Northwest Honor Choir, and was invited to participate with America's Youth in Concert for their summer European Tour. She graduated from the University of Alaska Fairbanks earning a Bachelor's Degree in Elementary Education. She earned her Master's Degree in Education from Cambridge College in Massachusetts. Retired from teaching a 4th-5th-6th grade multi-age class at Joy Elementary School, she has taught 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades, as well as general music. Miss Trumbull studied piano with Delores Heine and James Johnson. She is a voice student of Marvilla Davis and Jaunelle Celaire. She has been in a number of FLOT shows, including leading roles in *The Sound of Music* and *The Secret Garden*. She sang for years with the University Chorus and is a frequent soloist in the annual Sing-It-Yourself Messiah. Miss Trumbull sings and plays the piano at University Park Bible Church, and sang for 15 years with the Alaska Chamber Chorale. She has sung in China with the Washington Chorale, and toured Europe with the McGilvray Alaska Festival Singers. Now on to new adventures, Janice operates her own school, Northern Lights Academy, a small private school for students in grades K-8. After 16 years behind the piano with NYC, Janice has stepped into the positions of Artistic Director and Conductor. She conducts groups for NYC, Raven Landing and University Park Bible Church.

## Pre-Arranged Absence Form

Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Reason for Absence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Choir Assistant Signature

\_\_\_\_\_  
Director's Signature

## Pre-Arranged Absence Form

Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Date of Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Choir Assistant Signature

\_\_\_\_\_  
Director's Signature