

Churubusco Show Choirs

Student & Parent Handbook

2023-2024



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List of Contacts

1. Directors/Educators

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- Missy Baughman (Assistant Director) - BaughmanM@sgcs.k12.in.us
- Mark Cheshier (Band Director) - CheshierM@sgcs.k12.in.us

2. Show Choir Board Members

- Claudia Luke (President) - caluke71@gmail.com
- Brice Winget (Vice President) - bwinget81@gmail.com
- Madalyn Sade-Bartl (Treasurer) - ngnetreasurer@gmail.com
- Amanda Ford (Assistant Treasurer) - Coamfo@hotmail.com
- Amy Dreibelbis (Secretary) - dreibelbisa@westnoble.k12.in.us
- Annette Minthorn (Parent Liaison) - mommanets73@gmail.com
- Jenna Ott (Invitational Coordinator) - jennaott913@gmail.com
- Brad Pearl (At-Large) - addic@live.com
- Candy Pease (At-Large) - cpeasems@gmail.com
- Sheila Pittenger (At-Large) - PittCrew2015@gmail.com

3. Manager of Costumes

- Cindy Dawson - ckdawson50@gmail.com

4. Crew Chief

- Brice Winget - bwinget81@gmail.com

5. Invitational

- Jenna Ott - jennaott913@gmail.com
- Annette Minthorn - mommanets73@gmail.com

6. Social Media, Remind App, Website

- Missy Baughman - BaughmanM@sgcs.k12.in.us

7. Remind App

- New Era Link: text @g7k7e to 81010
- New Generation Link: text @ff94c to 81010
- NEO & NGO Link: text @mrmches to 81010

8. Facebook

- New Era 2023-2024
- New Generation 2023-2024

Student Expectations & Requirements

As a member of the Churubusco Show Choirs, it is your responsibility to understand the expectations and policies in this handbook. It should be understood that these policies may be changed at any time.

1. Academics

Churubusco Show Choirs are credited electives. Students will be required to complete assignments, practice logs, choreography tests, ect. and will receive a grade for such assignments. In addition, they are considered an extracurricular activity. All students must be in good standing with grades in other academic classes in order to be eligible to perform, as stated in the Churubusco Jr/Sr High student handbook. **Grade checks will happen throughout the year.**

2. Attendance

Students will actively participate in all rehearsals, concerts, competitions and events. Any absences must be given to the director in advance.

It is the philosophy of Churubusco Show Choirs that students are encouraged to participate in other activities. We work alongside other coaches to make this possible. Communication prior to any conflicts is essential. Sports and other activities calendars must be marked with conflicts and given to the director as soon as possible.

Attendance at all choreography sessions, performances, and competitions is mandatory. Also, New Era members are required to attend New Era Camp, the last week of July. This camp is essential to a successful year as the students will begin to learn music and choreography for the upcoming competition season.

Missing rehearsals or unexcused absences may result in the removal from the group.

3. Rehearsals

Students are expected to be on time to every rehearsal, concert, competition, or event. A rehearsal and performance calendar will be available at the beginning of the school year.

Rehearsal t-shirts will be given out to each performer. They are expected to be worn at rehearsals to help with blocking and cleaning of choreography.

4. Social Media

The show choir community is small and word travels fast from one school to another. The last thing we want from our students is for them to be thought of as bad sports. Under no circumstances should students engage in negative

social media behavior including but not limited to bullying or bad-mouthing other students or groups while posting to social media sites. They should also not be posting comments or images that are not appropriate according to the

Churubusco Jr/Sr High student handbook. All members are expected to conduct themselves in a respectful manner at all times.

5. Competition Costumes, Supplies, and Undergarments

While the costumes belong to the students, all costumes will be kept at the school until the end of the performance season. Students are responsible for making sure they are properly hung up in the costume carts before and after each rehearsal and competition. If a costume is in need of repair, immediately notify the director.

While costumes and shoes are provided as part of the costume fees, other items will still need to be purchased such as appropriate undergarments, socks or fishnet tights, and deodorant. The ladies also need to purchase the following items:

1. CurlFormers
2. A good hairspray such as Aussie Instant Freeze or Got 2b Glued Blasting Freeze
3. Bobby Pins
4. Hair Ties
5. Teasing comb or brush
6. Bra with clear straps
7. False Eyelashes (New Era Only)
8. Makeup - specifics to be handed out at a later date
9. Curling Iron

If you lose or need a second bodysuit, fishnet tights, or brief, they may be purchased at Standing Ovation in Fort Wayne. Tell the sales associate which choir you are a part of and they will get the appropriate undergarment/brief needed.

It is strongly recommended to take these items home on a regular basis (preferably weekly) to be laundered.

6. Hair, Fingernails, Tattoos, and Piercings

Any member of New Era or New Generation who plans to make drastic alterations to their hair must consult the director beforehand. This pertains to but is not limited to length and/or color (beyond natural-looking highlights). Hair must be kept fairly close to natural color for the duration of the competition season.

Any violation of this could result in the student not participating in competitions until the issue is resolved. In addition, visible tattoos must be fully covered while performing and no piercings or jewelry shall be worn other than costume approved items. Fingernails must be kept natural looking during performances; no bright colors or super long lengths.

Parent Expectations and Requirements

As a parent/guardian of a show choir student, it is your responsibility to familiarize yourself with the information found in this handbook and understand that both parents and students are governed by them. It should be understood that the policies described within this handbook are subject to change and efforts will be made to notify you and your student of any changes.

1. Social Media

While we cannot reprimand parents for what they post on social media, please remember you are also representing our group. Please do not post negative comments about other groups or competitions.

2. Volunteering

There will be many opportunities to volunteer throughout the year. Without the support and help from parents/guardians, our group would not be able to do what we do. Some of the ways you will be expected to help are:

- Fundraisers
- Locker decorations
- Stage construction and crew
- Costume care and alterations
- Chaperone for a competition
- Donate water or snacks
- Host a gathering

3. Payments

Payments may be made electronically or by check. If paying by check, please send it in an envelope with the student's name on the outside. All checks are made payable to Churubusco High School and should have the student's name written on the memo line. Payments are to be placed in the safe located in the director's office.

Financial Responsibilities

Each member is responsible for keeping current with show choir fee payments. These fees pay for the competition season costumes, shoes, practice t-shirts, jackets, along with part of the fees for copyrights for music, and choreography. **Once costumes are ordered, it is the parent's/guardian's obligation to pay for the costumes regardless of if the student participates in show choir during competition season.**

Statements will be sent via email monthly. Please make sure a good email address is on file with the treasurer. Questions concerning payments should be directed to the treasurer or assistant treasurer.

All payments will be applied first to any past due balance and then to the current fee balance. Failure to have all balances paid by December 1 will result in your student not performing until those fees are paid in full. Any credits at the end of the year will be applied to the next year. In the event your student will not be performing the following year, a refund will be issued at the end of the current school year.

1. Fees

New Era - \$850

NEO/NGO/Crew - \$150

New Generation - \$450

Invitational Sponsorship - \$100 (See #5 of Financial Responsibilities)

2. Payment Schedule

| | | |
|----------------|---------------------|----------------------------------|
| New Era | Last day of school | \$200 |
| | First day of school | \$200 |
| | September 1 | \$200 |
| | October 1 | \$150 |
| | November 1 | \$100 |
| | December 1 | Balance Due |
| | February 1 | \$100 (Invitational Sponsorship) |
| NEO/NGO/Crew | November 1 | \$150 |
| | December 1 | Balance Due |
| | February 1 | \$100 (Invitational Sponsorship) |
| New Generation | Last day of school | \$100 |
| | First day of school | \$100 |
| | September 1 | \$150 |

| | |
|------------|----------------------------------|
| October 1 | \$50 |
| November 1 | \$50 |
| December 1 | Balance Due |
| February 1 | \$100 (Invitational Sponsorship) |

3. Scholarships

The Samantha Merchant Scholarship Fund was established to assist those members in need of financial assistance. This fund is designed to pay a portion of show choir fees. It is our goal that no student is unable to participate in Churubusco Show Choirs because of financial hardships.

If you are in need of assistance, an application is included in this handbook (see Attachments) or you may go to our website to print an application. (www.churubuscoshowchoirs.weebly.com) Please return the form no later than September 30 to the director. Once received, your confidential application will be reviewed by the director and show choir board members. Notification of scholarship amount granted will be made by October 30 and credited to the student's account..

4. Fundraisers

Each year, certain fundraiser profits go directly into the show choir fee accounts of those students who participated in that fundraiser. Some examples are the carwash, pork burger sales, pre-sale chicken tickets, craft bazaar bake sale and laundry soap sale. By participating in these fundraisers, and others, it is possible to pay for a good portion, if not all, of a student's show choir fees.

Other fundraisers may be held throughout the year to help support the general fund.

5. Invitational Sponsorships

Each student will be required to raise a minimum of \$100 in sponsorships to help offset the cost of our Invitational. Sponsorship forms will be distributed at the November parent meeting.

Students who do not collect the required \$100 will have their accounts charged the difference. Likewise, if a student collects more than the required \$100, their accounts will be credited 10% of the difference. Example: Mary gets \$250 in sponsorships. She will receive \$15 in her student account. ($\$250 - \$100 \text{ required} = \$150 \times 10\% = \$15.$)

6. New Era National Competition Trip

Every 4 years, New Era participates in a National competition. In years past, the choir has traveled to Orlando, Florida for 5 days. This trip is an added

fee and usually ranges from \$1,200 to \$1,500. You may build credit in your student's account to help offset this cost at any time prior to the competition year.

New Era Craft Bazaar

Each year New Era hosts a craft bazaar the first Saturday in December. All New Era members are required to help set-up on Friday after school and be at the school from approximately 6:00 am until 4:00 pm on Saturday. They are responsible for helping vendors throughout the day.

New Era and New Generation will perform in the afternoon. More information about these performances will be given by the director the week before the Bazaar.

1. Bake Sale

New Era families are encouraged to participate in this fundraiser. All profits made from the sale will go directly into student accounts. New Era students will be assigned a number prior to the sale. This number must be clearly marked on all bake sale items so that the proper accounts are credited.

Parent volunteers are needed to work the bake sale. A sign-up will be sent out a week or two prior to the sale. The shifts are usually 3 hours long starting at 6:00 am with set-up

2. Kitchen

Breakfast and lunch is served in the cafeteria. Volunteers are needed Friday night to help set-up and prep food and then on Saturday to prepare, serve, and clean-up.

Competition Season

This is the time of year we have worked so hard for! Typically, competitions are all-day Saturday events for New Era and all evening Friday events for New Generation. However, New Generation may occasionally compete on a Saturday.

1. Etiquette at a Competition

Students and spectators should not speak or act in any way that will negatively reflect on our show choirs or school. All students are expected to

watch the other shows and get to know other group participants throughout the day.

2. Competition Day Dress Code

Each member will receive a jacket to be worn at all competitions along with an appropriate shirt, jeans, and closed toe shoes. All attire expectations are decided by the directors and will be followed by all members with no exceptions.

3. Alternate Transportation

Students are expected to ride the bus to and from competitions. If, for any reason, a student will not ride the bus home, an alternate transportation form must be completed and signed by a parent/guardian. This form is to be submitted to the director a minimum of 48 hours prior to the competition. If this form is not submitted by such time, the student will ride the bus back to the school with the rest of the group. (See Attachments)

4. Itinerary

An itinerary for each competition will be emailed to parents detailing travel and performance times. Typically, these are available the Tuesday before the competition. It is important that students are at the school by the arrival time listed. The buses **will not** wait on a student. A Remind message will be sent to update parents on return times, as these are estimated times on the itinerary. (Please see the contact page for information on how to sign up for Remind if you have not already done so.) A sample itinerary can be found in the attachments.

5. Packing List

Things to bring to a competition:

- Positive attitude - it's a long day
- Good sportsmanship
- All appropriate undergarments and socks
- Deodorant
- All hair and make-up items
- Money for meals/snacks - typically \$30 for an all day competition will work depending on how much your student eats. Students are responsible for their own money. Our items are kept in a locked/secure room while we warm-up and perform.
- Phone charger
- Small pillow/blanket for bus ride

What not to bring:

- Stuffed animals
- Lots of money. Remember, your student is responsible for their own money.
- Light sabers
- Bouncy balls
- The director may add to this list at any time!

6. Chaperones

Before competition season begins, an email will be sent with a link to sign up for chaperoning competitions. The duties of a chaperone are to:

- Maintain order on the bus
- Take attendance to make sure everyone is on the bus before leaving
- Remain with the show choir at all times, unless they are dismissed from the home room or competing
- Maintain order in and around the home room
- Make sure the homeroom is completely cleaned up before leaving at the end of the competition
- Be in the homeroom when any students are present
- Help as needed with hair, makeup, finding socks, and costume pieces
- Keeping the students on schedule
- One chaperone will be asked to help with the Outstanding Performer Award, if applicable. You will sit with a judge and tell them the name of a performer when asked. You will be provided with a folder that will have the name and a photo of each performer.

7. Set Builders and Crew

The set for each choir will be designed by the director. Once the director has decided on the set designs, parents will be asked to volunteer to help build those sets. After the sets are completed, each choir will have a crew of parent/guardian volunteers and students who will be responsible for:

- Loading and unloading the sets and equipment in the trailer, along with student helpers
- Setting up and tearing down the set on stage at competitions
- Help with lights and other visual effects
- Be the muscle when needed

8. Overnight Competitions and Hotel Stays

When overnight travel is necessary to attend a competition, the students may leave for the competition directly from school. If students have to miss class because of leaving before the end of the school day, they are expected to speak with their teachers and make up the work missed according to the school's student handbook.

Hotel arrangements will be made by the director. **Hotel room payments will be an added cost to the yearly fees.**

Students will select their roommates in advance of an overnight trip and must be approved by the director. They will be assigned a specific room once they arrive at the hotel and will not be allowed to switch rooms. Free time is provided, if possible, once they arrive at the hotel so students can socialize with each other.

While staying at a hotel:

- Curfew is strictly adhered to and will be determined by the director and communicated to the students and chaperones
- Student are allowed to relax and hangout in their rooms but if member of the opposite sex are in the room, the door to the room must remain open at all times
- Gathering in common areas of the hotel before curfew is allowed
- Chaperones will take attendance in each room at curfew. All students assigned to a room must be present and visible to the chaperone
- Students are expected to be courteous to other guests of the hotel and not behave in a manner that would be disruptive to them
- All bags will be inspected before students are allowed to load the bus for any overnight trip. Their bags may be required to be at school 24 hours before departure for inspection.

Invitational

Our show choir Invitational, held the first weekend in March, is our biggest fundraiser of the year. This fundraiser pays for the majority of our operating expenses each year. It is an all hands on deck event! Everyone is needed to help make it a success. All students are **required** to be at the Invitational from the time set-up begins Friday and till the clean-up is done on Sunday. Each student is required to have 2 adults work a minimum of two shifts on Invitational day. In early February, a sign-up form will be emailed so that you can choose where you would like to volunteer. Each shift is usually 3 hours long. You may choose to sign-up for more than 2 shifts and work in as many different positions

as you would like. If you need a position where you can sit, they will be marked on the sign-up form as well. Sign-up early if you have a certain position you would like to work in. Some positions fill up fast.

It is important to attend the parent meetings held in January and February. These meetings will go over, in detail, all the information you will need for this event.

We have a team of volunteers who are in charge of certain areas of the Invitational. They are responsible for making sure each aspect of the Invitational runs smoothly. There are always positions available if you would like to volunteer and be in charge of one of the following areas:

- Invitational Coordinators - Jenna Ott & Annette Minthorn
- Stage Construction -
- Stage Crew - Brice Winget
- Bank - Madalyn Sade-Bartl & Amanda Ford
- Kitchen - Amy Dreibelbis
- Equipment Room - Zach Mapes
- Office - Erin McEowin
- Ticket Sales - Tammy Royer & Claudia Luke
- Solo Competition - Sarah Pearl
- Homeroom Prep - Liz Phillips & Erin McEowin
- Tally Room - Sarah Pearl & Travis McEowin
- Concessions -
- Key Master - Chris Brisco
- Hospitality Room - Heather Lortie & Jen Konger
- Door Guard -
- Traffic Control - RT Refeld
- First Aid - Sheila Pittenger
- Sponsorships - Madalyn Sade-Bartl

1. Before the Invitational

The Invitational has a lot of upfront costs involved. To help cover these costs, each student will be responsible for collecting sponsorships equaling at least \$100. Please refer to the financial responsibilities section for more details on this.

Another way that we offset our costs is to ask for donations of items for the kitchen. Sometime in January, sign-up will be emailed that you can donate items.

2. Friday Night Set-up

a. Homerooms

Set-up for the Invitational will be Friday after school with students decorating homerooms. Students will be assigned a choir to host by the director. It is their responsibility to make the choir feel welcome, escort them to the solo competition, warm-up room, and to the stage when it is their scheduled time to perform.

Students will be responsible for creating and supplying the materials needed to decorate their homerooms. Do not bring anything to decorate that you are not willing to lose. No latex balloons may be used in decorating. Students will need to talk with the classroom teacher ahead of time to see what they would like to be covered with paper to help keep people out of certain areas. The homeroom coordinator will take pictures of each classroom before the beginning of set-up so that if anything is moved around the room they will know where it belongs during clean-up.

Once the choir has left at the end of the Invitational, it is the students responsibility to clean the homeroom and make sure everything is put back in its place, trash is emptied, and the floors are swept.

b. Kitchen

Kitchen prep will begin at 4:00 pm. Things like washing and bagging vegetables, assembling salads, and yogurt parfaits will be done. The kitchen will need at least 15 volunteers to help with this prep.

c. Stage and Gym Areas

Before anything in these areas can happen, the gym floors will be swept and tarps will be taped down to protect the floor's finish. This takes many hands since we are doing all 3 gyms. Once that is finished the setting up of the stage in the main gym will begin.

3. Day of Invitational

When you arrive at the invitational, please park at the Churubusco Park and take the trail to the school. This leaves our parking lots for guests attending the Invitational. Once at the school, head to the office to sign in and receive your volunteer badge. If you are working different positions throughout the day, please sign in before each shift. This allows us to always know where you are in

the building in case of an emergency.

Please be aware that there are many places within the school that cellphones may not work. Each of the areas will have a radio for communication.

Have fun! While the Invitational is a lot of work, it is also a great time to get to know other show choir families.

4. Sunday Clean-Up

While as much clean-up as possible will happen before leaving the night of the Invitational, volunteers will be needed on Sunday to help finish. Things like taking down the stage, pulling up and folding tarps, and sweeping the floors will still need to be done. Generally, we will meet at 1:00 pm and be finished within a couple of hours.

Try-Outs

Try-outs for the following school year will be held the week prior to Spring Break with the list of members posted on that Friday. Each person wishing to be in the group must attend a choreography session to learn the try-out dance. They will also be required to sing a solo. A sign-up sheet will be posted outside the choir room prior to the beginning of the week of try-outs. Everyone must try-out, even if they are currently a member of the group.

Spectravaganza (Spec)

This is our year end show. It usually takes place the second weekend in May, but at times will vary so that it does not overlap with Prom. Both choirs will perform their competition shows for the last time along with many other small acts each night. Friday night will highlight the middle school choir and their year end awards will be given. Saturday night will highlight the high school choir and Seniors will be recognized. Ticket sales from this event will fund the Samantha Merchant Scholarship Fund.

New Era and NEO Banquet

Usually held in the Scout Building at the Churubusco Park, this is the awards dinner for New Era and NEO . Detailed information will be given in May.

If you have any questions, please contact the Parent Liaison.

Show Choir Year At A Glance

August

- New Gen Carwash & Pork Burger Fundraiser
- Art Festival Pork Burger Fundraiser
- Concession Opportunities Begin
- Choreography Begins

September

- Costume Measurements Taken
- New Era Monday Night Rehearsals Begin
- Parent Meeting - 2nd Tuesday
- Chicken Sale Fundraiser - Last Saturday of the Month

October

- Night Out with New Era
- Fall Concert
- Halloweenfest Pork Burger Fundraiser

November

- Parent Meeting - 2nd Tuesday

December

- Craft Bazaar & New Era Bake Sale - First Saturday of the Month
- Christmas Concert

January

- New Gen Thursday After School Rehearsals Begin
- New Era Monday & Thursday Evening Rehearsals Begin
- Parent Meeting - 2nd Tuesday
- Dress Rehearsal
- Picture Day
- Parent Preview
- Competition Season Begins

February

- Parent Meeting - 2nd Tuesday

March

- Churubusco Show Choir Invitational Weekend
- ISSMA State Show Choir Finals - New Era
- Try-outs for next season

April

- Laundry Soap Fundraiser

May

- Spring Concert
- Spec with New Gen Awards
- New Era & NEO Banquet
- Parent Meeting - 2nd Tuesday

June

- Turtle Days Pizza Fundraiser
- Allen Co. Fair Ticket Booth Fundraiser

Samantha Merchant Scholarship Application

The Churubusco Show Choirs are committed to ensuring that students are able to participate in the Show Choir program at Churubusco Junior Senior High School regardless of their financial situation. Families may apply for the Samantha Merchant Scholarship, which will pay a percentage of fees based on individual need and the number of applicants.

Scholarship Process:

1. Complete the Scholarship Application below.
2. Return the Application to the Choir Director in a sealed envelope marked, "Attn: Scholarship" to ensure confidentiality by September 30.
3. Once received, your confidential application will be reviewed by the Director and the Show Choir Board Members. Additional materials may be requested to fully understand the need or personal situations.
4. Parents/Guardians will be notified by October 30 if you have been selected as a scholarship recipient and the scholarship amount will be applied to the student's account.

Name of Student: _____

Name of Parent(s)/Guardian(s): _____

Amount of Scholarship Requested: \$ _____

Briefly Share Reason for Needing Assistance:

For Returning Members, Please List All Fundraising Activities Your Student or Family Participated in Last Year:

Parent/Guardian Signature

Date