



Educating, inspiring, and enriching young musicians and our community
through music since 1968

2020-21 HANDBOOK

The SBYSO was founded in partnership with the Ernestine M. Raclin School of the Arts, Indiana University South Bend, and the South Bend Community School Corporation.

Table of Contents

SECTION 1: GENERAL INFORMATION	page 4
Contact Information	
SBYSO Board of Directors	
Mission Statement	
Nondiscrimination Policy	
SBYSO Website	
SBYSO Members/Families (Private) Online Calendar	
Communication Between the Executive Director and SBYSO Families	
SECTION 2: SBYSO PROGRAM OFFERINGS	page 7
Orchestra Descriptions	
Symphony Orchestra	
Concert Orchestra	
Concerto Competition	
Chamber Music Program	
Master Class Series	
Chicago Symphony Trip	
SECTION 3: REHEARSAL PROTOCOL & POLICIES	page 9
Attendance Policy	
Student Attendance Expectations	
Seating Audition policy	
Sectional Policy	
Behavior Policy	
Rehearsal Cancellation Policy	
Rehearsal Facility Rules	
Student Drop-off and Pick-up	
Closed Rehearsal Policy	
Rehearsal Parent Policy	
IUSB Honors Program / SBYSO Interns Partnership	
SECTION 4: CONCERT INFORMATION	page 15
Concert Dates / Locations	
Contact Information for Performance Venues	
Concert Dress Code	
Ticket Information	
Complimentary Ticket Policy	
Photography and Concert Recording Instructions	
SECTION 5: TUITION	page 18
Annual Tuition Rate	
Family Discount Policy	
Payment Plans	
Financial Aid / Work Study Scholarships	

SECTION 6: ANNUAL SCHOLARSHIP PROGRAM

page 20

Robert W. Demaree College Scholarship
Georgina Joshi Summer Music Camp Scholarships

SECTION 7: OTHER SBYSO POLICIES

page 21

Waiver of Liability
School Music Participation Policy
Audition Policy
Photo Release Policy
Behavior Policy
Folder Policy (New for 2019-20)
Cell Phone Policy

SECTION 8: FUNDRAISER ACTIVITIES / COMMUNITY OUTREACH

page 25

Gala Concert & Reception at the University of Notre Dame (May 2020)
Ad Sales, Corporate Matches, & Concert Sponsorships
Apparel Sale
Barnes & Noble Book Fair
Amazon Smile

Morris Inn (University of Notre Dame)
Morris Performing Arts Center (downtown South Bend)

Welcome to the SBYSO

On behalf of the Board of Directors and staff of the SBYSO, it's my pleasure to welcome you to our 2019-20 season. We have been inspiring, educating, and enriching young musicians and our community through music since 1968. As we begin another new season, please take time to read through this handbook to get a sense of who we are and how we work.

This handbook sets out appropriate policies, procedures and practices and explains the way we do things. It is not intended that the handbook itself is to be regarded as having contractual effect, unless stated otherwise. Nevertheless, we expect that it will give you a good sense of who we are and what we have planned for this season. Changes and updates will be necessary as we go through the season; any such updates will be communicated through email whenever necessary. If you have any questions, please feel free to contact me at sbyso@sbyso.org or (574) 302-5900.

Warmly,

Diane Persin Economakis; Executive Director, SBYSO

SECTION 1: GENERAL INFORMATION

Contact Information

Diane Persin Economakis
Executive Director
Chamber Ensemble Program Co-Coordinator

sbyso@sbyso.org (preferred)
574-302-5900 (cell)

Dr. Robert Boardman
Music Director / Symphony Orchestra Conductor
robertwboardman@gmail.com
_____(720) 937-6555 (cell)

Emilie Grondin
Concert Orchestra Conductor
Chamber Ensemble Program Co-Coordinator
egrondin@comcast.net (do not email on Saturday mornings)
574-229-6070 (cell - call or text)

SBYSO Board of Directors

Lyle Hardman, President
Dani Edson, Vice-President
Beth Gudeman, Treasurer

Jacqueline Choi
Dr. Marvin V. Curtis
Doug Elder
Sara Ermeti
Anne Griffith

Dr. Neovi Karakatsanis
Dr. Beth Kern
Lars Schlereth
Francie Schmuhl
Dr. Ilene Sheffer

Mission Statement

The South Bend Youth Symphony Orchestras, Inc. fosters the artistic development of talented, motivated young musicians by providing rewarding and challenging orchestral experiences which:

- Develop an appreciation of diverse orchestral styles through the study and performance of the finest symphonic music

- Expand instrumental and performance skills under the guidance of professional musicians and educators
- Cultivate creative ability, self-expression, teamwork, and the discipline for excellence
- Enlist the collaboration of community arts supporters and utilize every resource in support of the orchestras
- Complement the music programs of area schools by providing unique experiences to participating members

Nondiscrimination Policy

It is the policy of South Bend Youth Symphony Orchestras, Inc. that no person shall, on the grounds of race, sex, handicap, national origin, religion, marital status, sexual orientation, or political belief be discriminated against as a participant or volunteer in the South Bend Youth Symphony Orchestras or any of its programs or activities.

SBYSO Updated Website

- **Our website** is www.sbyso.org—but includes many new features. It includes a public site and also a private Member page, which will include a calendar, links to student forms, and additional information about our programs. Our updated handbook will also be available starting this weekend. **Students who anticipate having to miss a rehearsal must complete the [Absence Request Form](#) as soon as possible.** Thank you in advance for your support. Here's how to access these forms:
 - Most important links you may want to access can be found by clicking on the Member Info dropdown menu and selecting options from there. Additional pages will be shown and explained at the parent meeting.

SBYSO Online Calendar

We encourage you to visit the website regularly. This year, in addition to a printed calendar, we have an online calendar. The printed calendar is meant to be a draft, and we anticipate that some events will change during the season. Calendar changes will always be communicated at rehearsal and by email, but such changes will be revised on the calendar as soon as possible to keep the online calendar accurate. **If there is ever a discrepancy between the online and printed calendars, please defer to the online calendar. Feel free to email Diane at sbyso@sbyso.org at any time with calendar questions; thanks.**

Should you ever have questions about the SBYSO schedule, please email Diane at sbyso@sbyso.org.

Communication between Executive Director and SBYSO families

Communication will be primarily through email or by completing online forms.

Email communication will take place in the following ways:

- Messages to SBYSO listservs (Concert Orchestra listserv, Symphony Orchestra listserv, or combined Concert/Symphony Orchestra listserv)
- Monthly electronic newsletters
- Completion of online Google Forms (rarely will hard copy forms be distributed)

It is essential that the Executive Director have whatever email addresses you use and will check most often. It is the responsibility of SBYSO families to ensure that correct email addresses to clearly communicate email addresses early in the season and to check in with the Members Only section of the SBYSO website to find appropriate online forms in order to submit them on time. **Please contact Diane Economakis ASAP (sbyso@sbyso.org) or (574) 302-5900 if electronic communication will present any difficulty for you.**

SECTION 2: SBYSO PROGRAM OFFERINGS

Orchestra Descriptions

CONCERT ORCHESTRA (Rehearses Saturdays, 9:00am-12:00pm)

Emilie Grondin, conductor

The Concert Orchestra is an intermediate-level orchestra – a group of 50-60 young musicians interested in an exciting large ensemble experience. This orchestra performs original compositions and transcriptions of classical literature. Intermediate/advanced

technique, music-reading skills, consistent intonation, and tone development are stressed. Students rehearse on Saturday mornings during the school year. Professional musicians coach weekly sectionals on specific instruments and in like-instrument groups.

SYMPHONY ORCHESTRA (Rehearses Sundays, 2:30-5:30pm)

Dr. Robert Boardman, Music Director

The Symphony Orchestra is the most advanced orchestra. This orchestra of about 70-90 members performs original classical and contemporary works. Emphasis is placed on advanced technique, music-reading and performance skills, solid intonation, inspired musicianship and utmost professionalism. The Symphony Orchestra also serves as a preparatory ensemble for college conservatory and school of music ensembles by demanding the highest level of artistic discipline and achievement. Students rehearse on Sunday afternoons from 2:30-5:30pm throughout the school year. Local professional musicians regularly coach sectional groups before full rehearsals.

Chamber Music Program

The SBYSO is proud to be offering a Chamber Music Ensemble program, open to all SBYSO students. This program will include eight (8) coaching sessions with local professional musicians, in addition to rehearsals. Students will be placed into chamber groups based in part on an audition that will take place in early October; more info TBA.

Each group will perform at the Chamber Music Ensemble concert in the spring (date TBA). Ensembles may also be asked to play at concerts in the South Bend community, such as at St. Joseph County Public Library branches, at Barnes and Noble fundraiser, possibly in the lobby of the Morris Performing Arts Center or DeBartolo Performing Arts Center prior to concerts, etc. We hope that students in these groups will be proud to serve as ambassadors of the SBYSO for these and other similar events whenever possible.

Master Class Series

The SBYSO Master Class Series debuted as part of our 2014-15 season. A master class is like a short private lesson, but with an audience present. It aims to educate both the students who perform and also the audience members in attendance. **Anticipated master classes for 2020-21 season will be announced at start of season.** SBYSO master classes are **free and open to the public**, including non-SBYSO members. Additional information, including dates/times of these classes and sign-up information, will be communicated at a later date.

Concerto Competition (Symphony Orchestra only)

This event is open to Symphony Orchestra students who have not won the competition previously. Each student should prepare one movement of a concerto or other work. The piece must have an orchestral accompaniment and be pre-approved by the Conductor. **Competition date TBA (likely November). Applications are available on the SBYSO website (www.sbyso.org) and are usually due by end of October.** The competition date will be announced at rehearsal and by email. Winner will perform at the conductor's discretion. It is the discretion of the Music Director to choose one winner, more than one winner, or no winners. Application is available online in the Members section.

Chicago Symphony Orchestra trip

The establishment of the Georgina Joshi Endowment Fund for the SBYSO in 2015 allowed for SBYSO to take a biannual trip to hear the Chicago Symphony Orchestra play in Symphony Hall. 2019-20 season was a trip year; however, the trip was cancelled due to coronavirus. We hope to plan a trip for 2020-21 instead. More information about trip day, cost, and other logistical information will be sent by email and announced at rehearsal. The endowment fund support covers a portion of trip cost, but each student who plans to attend the trip will also have to pay a portion of cost. Trip will include bus transportation between IUSB and Symphony Hall / Chicago, lunch, and concert tickets. Please email sbyso@sbyso.org with any questions.

SECTION 3: REHEARSAL PROTOCOL AND POLICIES

Attendance Policy

Regular, weekly attendance is essential, and required, both for the success of the ensemble, and so that students realize their maximum artistic potential. All absences, late arrivals, or early departures must be reported to the conductor at least two weeks in advance. Please use the online *Requested Absence Form* links here:

- [Concert Orchestra Requested Absence Form](#)
- [Symphony Orchestra Requested Absence Form](#)

Students are allowed two absences per concert series. However, this policy is not carte blanche for students to "burn" two absences each concert cycle. As such, we ask that students, in consultation with their parents, embrace an ethos of committing to attend all rehearsals, unless there is a legitimate and unavoidable reason to request an absence. Emergencies or unavoidable circumstances will be taken into consideration. Excessive absences may result in a student being asked not to play the remaining rehearsals or perform on the concert. The conductor will contact the student and parents when these situations occur. Any student who seeks a third absence must receive prior permission from the music director.

Dress rehearsals may not be missed at all, unless in the case of extreme circumstances. Principal players may not miss a dress rehearsal. Students need to inform the Conductor as soon as possible if there is a conflict with a dress rehearsal.

Students who cannot perform in a concert must notify the conductor before the start of that concert series must still participate in rehearsals for that concert. Students who notify the conductor mid-concert cycle that they will not be playing the concert may face more serious consequences, including possible dismissal from the program.

Student Attendance Expectations

1. Arrive at least 10-15 minutes before rehearsal or sectional begins.
2. Check in with the attendance monitor.
3. Be in your seat, tuned and warmed up when the conductor is ready to begin rehearsal.
4. Record your rehearsal and concert schedule on the family calendar so these dates are reserved.

If a student must be absent (i.e. due to illness), please contact your Conductor as soon as possible.

Please note: *Year long participation is expected of all students unless arranged prior to the start of the season with your conductor. Please see page 2 for contact information.*

Seating Audition Policy

Concert Orchestra

Mrs. Grondin will communicate seating audition policy to Concert Orchestra students.

Symphony Orchestra

Any seating auditions during the 2019-20 season will be announced by the music director. Seatings will be appointed by the conductor (in consultation with sectional coaches) according to what arrangement of musicians are deemed best for the quality of ensemble, the particular challenges for a given musical work, and to achieve the highest level of artistic outcome. Seatings are not a “best to worst” formula. On the contrary, the criteria for assigning seatings is based on multiple factors:

- Overall quality of playing
- Level of preparedness on assigned excerpts
- Leadership qualities
- Years of experience/years of membership in SBYSO

At no time is a member guaranteed a specific seating positions in the orchestra for the year, or an entire concert. With respect to principal positions, they are positions of responsibility, not honor, and as such, an individual must demonstrate requisite exemplary playing, leadership, and poise. Efforts will be made, when practical, to “share the wealth” by having multiple members of a given section rotate between playing principal and non-principal parts on different works on the same concert, or between concerts. These decisions will be made on the basis of seating audition excerpts as well as a member’s in-rehearsal contributions, and in consult with sectional coach feedback.

Members of the orchestra are encouraged to adopt a non-competitive attitude with respect to seating auditions. The real competition is with the music, and with yourself, and the focus is on learning, growing, and contributing to the best possible musical result. With respect to string seatings, generally, more experienced players will be seated toward the front, and down the outside stands of the sections.

Sectional Policy

A sectional is a rehearsal in which instrument groups are separated into different rooms and students have the opportunity to work with a professional coach who plays their particular instrument. Sectionals are an excellent opportunity for coaches to delve into specific technical issues that cannot always be discussed in a full orchestra rehearsal.

Students should come to sectionals promptly, having practiced their part in advance, and with any questions that they may have for the coach. When they arrive, students should grab a metal folding stand from the buckets outside the rehearsal room door and take it to their sectional room. After the sectional, they must return the stand back to the bucket. The sectional room is to be returned to its original set-up. Students should also be sure to bring a pencil to the sectional.

Behavior Policy (Please note: This policy applies to both rehearsals & concerts)

Orchestra members are expected to conduct themselves in a manner that demonstrates respect for all adults and fellow students involved in the youth orchestra program. Students, as well as conductors, have a responsibility for creating and maintaining an environment that supports musical excellence and learning. In order for conductors to provide students with an effective musical experience, students must conduct themselves in an orderly and cooperative manner.

Failure on the part of any student to behave in an appropriate manner may result in dismissal from the organization. Please remember the following guidelines, and refer to the Handbook if you have any questions:

1. Failure to follow rules & guidelines as listed in SBYSO Handbook
2. Failure to follow instructions of conductors, coaches, parent volunteers, or IUSB staff
3. Repeated acts of disruption during rehearsals or break time
4. Excessive absences
5. Repeated failure to comply with concert dress policy

Rehearsal Cancellation Policy

If the SBYSO decides to cancel rehearsal or a concert due to inclement weather or any other complication, the Executive Director will notify students and families using the following methods:

1. Email listserv of the affected ensemble (Symphony Orchestra or Concert Orchestra).
2. Post announcement to SBYSO website (www.sbyso.org)
3. Post announcement to SBYSO Facebook page.

4. Send in announcement to WNDU Weather Closings page.

For Concert Orchestra, the decision to cancel rehearsal will be made by 7 am Saturday.

For Symphony Orchestra, the decision will be made by 10:00am Sunday.

Please note that if the weather in your area causes you to feel that travel is unsafe, your child can be excused from that rehearsal without using one of his/her absences. **Please call or text your conductor as soon as possible with any questions concerning weather or cancellations.**

Rehearsal Facility Rules

Rehearsals take place in Room 1103 in the new Education and Arts Building at IUSB. ***Students may not leave the building without specific permission.*** If it is necessary for a student to leave the facility, the Conductor must be notified in advance.

Chairs and stands are available for rehearsals. It is the responsibility of each student to assist with set-up & break down of rehearsal areas – including sectional rooms. Student responsibility includes remaining in the rehearsal area until the room is back in its original condition. All percussion equipment must be put back in the percussion storage room.

There are vending machines in the building. Please keep refreshments in the lobby ONLY. Do not take refreshments into rehearsal rooms. Failure to deposit trash into trash receptacles will result in the loss of privileges and use of vending machines. ***SBYSO will not reimburse for money lost in the machines.***

Good conduct must be maintained while on stage for rehearsals (and performances). The stage can be a dangerous place: running, playing, hiding, or handling of any equipment on stage that is not part of the rehearsal or performance will not be tolerated.

Student Drop-off and Pick-up

Transportation to and from rehearsals is the responsibility of the student and his/her family. **Please arrange for the timely arrival of students and for prompt pick up after rehearsals. The SBYSO staff is not responsible for your children after rehearsals are dismissed.**

Please park all vehicles in the South Parking Lot on Hildreth Street. IUSB does not ticket on weekends, and so you can park in the permit lots. However, should you receive a parking ticket while at IUSB for SBYSO activities, please email the Executive Director

at sbyso@sbyso.org promptly with the ticket number and date and this ticket will be taken care of by the SBYSO. For possible car-pooling opportunities, contact the Executive Director.

Closed Rehearsal Policy

It is the policy of the Ernestine M. Raclin School of the Arts at Indiana University South Bend that all rehearsals in the Campus Auditorium are closed to the public. This is for the safety of the performers and the university. Only those designated by the SBYSO as rehearsal parents for a particular rehearsal will be permitted in the Campus Auditorium during scheduled rehearsal times.

Cell Phone Use

Members may only use their cell phones before & after rehearsals, and during breaks. Using cellphones during rehearsal is disrespectful to fellow colleagues, and to the rehearsal process. If a member is caught on their cell phone, and/or is being disruptive to other members by texting or messaging, they will be warned by the conductor to stop. If the behavior continues, the parent(s) will be contacted. If further disturbances occur, the member may be asked to leave the ensemble.

Rehearsal Parent Policy

Indiana University requires that any activities for youth/students that take place on IU facilities need to have at least one chaperone present. Typically our IUSB honor student interns (2-3 per ensemble) serve this role; however, on the rare occasion that no intern is available for a rehearsal, we ask parents to serve in this role. Available parents may sign up online to serve as [Concert Orchestra Rehearsal Parent](#) or [Symphony Orchestra Rehearsal Parent](#).

Indiana University requires that we look up names of parent volunteers in the National Sex Offender Registry prior to the rehearsal. Thank you for your understanding.

We ask that rehearsal parents please do the following:

- Arrive to rehearsal about 15 minutes early; greet the conductor.
- Rehearsals take place in IUSB Education & Arts (E & A) Room 1103 unless otherwise indicated.
- Sit in E & A Building lobby during rehearsal. You can bring book, computer, etc.
- You may be asked to call students who are absent from rehearsal.
- Help students as needed during orchestra break.
- Any other requests from Conductor / Music Director.

IUSB Honors Program / SBYSO Student Intern Program

SBYSO has partnered with the IUSB Honors Program to engage student interns to assist our Executive Director, Music Director, and Associate Conductor throughout the season. These students will be present when Concert Orchestra or Symphony Orchestra rehearses (in E & A lobby once rehearsal gets underway) and will assist SBYSO staff as needed. All interns were referred to SBYSO by the Honors Program Director and/or another academic department director, and have passed a background check. Any questions or concerns regarding our student interns can be shared with Diane Economakis at sbyso@sbyso.org or 574-302-5900.

Interns for 2019-20 will be:

Concert Orchestra (Saturdays)*

- Eva Monhaut; emonhaut@iu.edu
 - English major
- Robert Compton; rocomp@iu.edu
 - Music major
- Joshua Basham; jombash@iu.edu
 - Music major

Symphony Orchestra (Sundays)*

- James Tachman; tachmanj@iu.edu
 - German & Education majors
- Madlean Koehler; madkoehl@iu.edu

*Interns may occasionally switch schedules to accommodate academic or personal events. It's possible that a "Sunday intern" may occasionally be at Saturday rehearsal, or vice versa.

SECTION 4: CONCERT INFORMATION

Concert Dates / Locations (TBA / subject to change for 2020-21)

Sunday, November 22, 2020; Sauder Concert Hall, Goshen College*

February 2021 (anticipated; date TBA)

May 2021 (anticipated; date TBA)

*Gala Concert; post-concert donor reception; more info forthcoming

Concert Dress Code

Concert Orchestra:

- Female students: White long sleeve blouse, solid black calf- to full-length skirt (***no slit skirts***) or black dress slacks, black dress shoes (***no open back shoes***). No colored accessories.
- Male students: White long-sleeve dress shirt, long black tie, black dress slacks, black socks, black dress shoes.

Symphony Orchestra:

- Female students: Solid black calf- to full-length skirts (***no slit skirts***) or black slacks and black blouses with long sleeves; black dress shoes (***no open back shoes***). No colored accessories.
- Male students: White long-sleeve dress shirt, black pants, black sport/tux coat, black bow tie, black socks, black dress shoes.

Information for Concert Performance Venues

Ernestine M. Raclin School of the Arts, IUSB

Tickets for events at Raclin School of the Arts can be purchased through Raclin's online box office: <https://am.ticketmaster.com/southbend/#/>. Each SBYSO student is entitled to one complimentary ticket for this concert. When purchasing tickets, please purchase one *fewer* online than you will actually need for the concert, then pick up your comp ticket at the box office on concert day. Campus Auditorium has *open seating* (no assigned seats.)

Ernestine M. Raclin School of the Arts Box Office is located in Northside Hall across from the east entrance to the Campus Auditorium. Phone number is (574) 520-4203.

Box Office Hours

- Monday through Friday – 11:00am to 6:00pm
- Saturday of concert weekend at IUSB – TBA (usually during part of rehearsal)
- Sunday of concert weekend at IUSB – 2:30pm to 5:00pm

You may purchase tickets for SBYSO concerts at IUSB during business hours or call and reserve your tickets with a Visa, MasterCard, or Discover credit card. Your tickets will be held for you at “Will Call” in the Box Office. You may pick them up at your convenience.

Ticket Prices

All students are FREE (age 18 or younger)!

Adult tickets are \$5 each (NOTE: There is no longer a distinction between tickets bought in advance or at the door; however, we **STRONGLY RECOMMEND** buying tickets in advance so that our concert may begin on time.)

Complimentary Ticket Policy

Each SBYSO student will receive one (1) complimentary ticket per IUSB or Adams concert. The student entitled to the ticket or a parent must sign for it at the Box Office. Complimentary tickets will need to be signed for when the tickets are picked up.

Sauder Concert Hall, Goshen (November 2020)

Anticipated ticket prices are \$12 for adults, \$7 for students; exact prices will be announced at start of 2020-21 season. Further logistical information regarding concert and ticket sales will be communicated at a later date. Check email for these details.

Complimentary Ticket Policy

TBA - If comp tickets are available for this concert, we will let you know details.

DeBartolo Performing Arts Center (DPAC) Box Office

The DeBartolo Performing Arts Center (DPAC) is located on the University of Notre Dame campus near the intersection of Angela Dr. and Notre Dame Avenue. The phone number is (574) 631-2800.

DPAC Contact Info:

performingarts.nd.edu / (574) 631-2800

Box Office Hours

- Monday through Friday: 12:00pm-6:00pm
- One hour prior to any DPAC event.

Complimentary Ticket Policy

Complimentary tickets will *not* be available for students/families for DeBartolo Performing Arts Center concerts, as seats are *assigned*, and we aim to make the gala concert our major fundraiser for the season. Thank you in advance for your understanding.

Photography and Concert Recording Instructions

Audio and video recording equipment, cameras, cellular phones or other electronic devices may not be used at any performance in any auditorium of Indiana University South Bend. Pagers and cellular phones brought into the performance hall should be turned off. For the South Bend Youth Symphony Orchestras performances, IUSB will allow a brief period at the end of each ensemble's performance for audience members to take pictures. Notification will be given before concerts to address any rules that pertain to specific concerts at non-IUSB sites.

SECTION 5: TUITION

Annual Tuition Rate

Tuition is \$350 per year and is non-refundable. Non-payment of tuition is cause for

dismissal – pending other arrangements, such as payment plans or scholarships. No student may begin a new season until payment in full is received for the previous year's tuition. **Tuition invoices will be sent by email** and may be paid by credit card (online) or check payable to SBYSO.

In addition, students who audition for SBYSO for the first time will pay a \$20 audition fee, which is additional to tuition. This fee should be paid no later than the audition day.

Family Discount Policy

There is a reduced rate (25% discount) for families with more than one child in the orchestras.

Payment Plans

You may pay the tuition in two (2) installments if needed. The first payment must be paid by the first rehearsal (or by second rehearsal for members joining in August auditions). **If at least 50% of tuition has not been paid by September, a \$20 late fee will be assessed each month; if tuition is not paid off by first January rehearsal, student may be dismissed from SBYSO.** Thank you for your understanding.

Financial Aid / Work Study Scholarships

Scholarships are available for students who have an economic need for assistance with tuition. Those who wish to apply for financial aid must complete the [Work Study/Financial Aid Application](#) by either 1 week after start of season (for those who began season) or by 1 week after their first rehearsal (for those who join after start of season).

Those who receive work study financial aid may be asked to attend a meeting prior to the season in order to find more about their responsibilities.

SECTION 6: ANNUAL SCHOLARSHIP PROGRAM

Robert W. Demaree College Scholarship

This \$1000 scholarship rewards one (1) graduating senior for outstanding participation in SBYSO based on length of service, conductor recommendation, attitude, attendance, and leadership. It is named after Robert Demaree, Ph. D. – former dean of the Ernestine M. Raclin School of the Arts, IU South Bend – a founder of the program. A board committee and conductors will make the final selection of the scholarship recipient. The cash award will be presented at the Spring Concert in May. Those interested in applying must complete the online Robert Demaree College Scholarship Application, available on the website beginning in Spring 2020.

Kenneth Geoffroy / Rocco Germano / Georgina Joshi Summer Music Camp Scholarships

With generous support from the Georgina Joshi Endowment Fund for the SBYSO, the SBYSO has established the Georgina Joshi Summer Music Camp Scholarship Program, which includes six (6) \$500 scholarships awarded to outstanding students for study at a summer music camp. Two of these scholarships are named after SBYSO founders; four scholarships per year are named for Georgina Joshi, a distinguished musician and former concertmaster of the SBYSO. Those interested in applying must complete the online Kenneth Geoffroy / Rocco Germano / Georgina Joshi Summer Music Camp Scholarship Application, available on the website beginning in Spring 2020.

A board committee and conductors will select students based on their commitment to the program, leadership qualities, attendance record and desire to study music. It is the responsibility of the student to gather information concerning camps.

SECTION 7: OTHER IMPORTANT SBYSO POLICIES

Waiver of Liability

Indiana University and the South Bend Youth Symphony Orchestras, Inc.

1. I, individually, and on behalf of my minor child and our respective heirs, successors, assigns and personal representatives, hereby release, acquit and forever discharge The Trustees of Indiana University and The Directors of the South Bend Youth Symphony Orchestras, Inc., their employees, agents, servants, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death), mental anguish or emotional distress to my child and/or property, including but not limited to any claims, demands, actions, causes of action, damages, costs, expenses (including hospital, medical and instrument expenses) and attorneys fees, which arise out of, occur during, or result from my child's participation in the Program including travel to and from the Program sites.
2. I, individually, and on behalf of my minor child and our respective heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless The Trustees of Indiana University and The Directors of the South Bend Youth Symphony Orchestras, Inc., their employees, agents, servants, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss or damage that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, judgments, costs or expenses, including attorneys fees, which arise out of, occur during, or result from my child's participation in the Program including travel to and from the Program sites.
3. I agree that this Waiver, Release and Indemnification Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect.
4. I hereby consent to any publicity, including the use of my child's name and likeness, and waive any right to inspect and/or approve any photography, film videotape, recordings or advertising copy which may be used in connection with my child's participation in the Program.
5. In signing this Waiver, Release and Indemnification Agreement, I hereby acknowledge and represent that I have read this entire document, that I understand its terms and provisions, that by signing it I am giving up substantial legal rights and those of my minor child, that it is a binding agreement, and that I have signed it knowingly and voluntarily.

School Music Participation Policy

Members of SBYSO Concert Orchestra and Symphony Orchestra are expected to be leaders and exemplary musicians in their school music programs, and as such are

required to participate in them. The optimal foundation for students' musical growth includes instruction from school music teachers, a private teacher, and the youth orchestra program.

In a situation where a student cannot participate, the following steps are required:

1. Students will, in good faith, attempt to amend their class schedule to participate in their school music program and to resolve any conflicts with the school music director.
2. If a scheduling conflict still exists after Step 1 has been followed, the student shall obtain a written [Letter of Exemption](#), specifically stating the reason(s) why the student cannot participate in the school's music program. This letter will be required to have the following signatures:
 - a. student
 - b. student's parent(s)
 - c. school's ensemble (band or orchestra) director
 - d. school's guidance counselor
3. The Letter of Exemption must be provided to the Executive Director of the SBYSO as early as possible prior to the first rehearsal in September. Letters should be mailed to:

Diane Economakis
Executive Director, SBYSO
% IUSB Raclin School of the Arts
1700 Mishawaka Ave.
P.O. Box 7111
South Bend, IN 46634

Audition Policy

Students are evaluated on the basis of auditions and placed in the orchestra that best suits their abilities and the instrumentation needs of each ensemble. Conductors will determine initial seating placement and may change the seating during the season at their discretion. Conductors will also use their discretion to fill any seating vacancies during the year.

Current members may elect to remain in their current orchestra at the end of the year; a deposit will be due in the spring to hold the spot for the next season. Concert Orchestra members may also elect to audition for the Symphony Orchestra; their deposit will then

either hold his/her place in the Concert Orchestra or be applied to the Symphony Orchestra tuition.

Auditions will take place in mid May and late August. Further auditions for selected openings in the orchestras may occur, at the conductors' discretion, throughout the year.

Current Concert Orchestra students who would like to audition for Symphony Orchestra must complete the online Returning Student Application Form, available online in the Members Only section of the website. Those auditioning for Symphony Orchestra will need to prepare orchestral excerpts in addition to scales and solo repertoire. Although new students auditioning for SBYSO for the first time must pay a \$20 audition fee, current Concert Orchestra students applying for Symphony Orchestra will not have to pay an audition fee.

Photo Release Policy

The South Bend Youth Symphony Orchestras, inc. has permission to publish or release for the purposes of promoting the orchestra any biographical information, sound recordings, or video material taken during rehearsals, performances, or travels, in which my child may appear.

Behavior Policy / Code of Conduct

Orchestra members are expected to conduct themselves in a manner that demonstrates respect for all adults and fellow students involved in the youth orchestra program. Students have a responsibility for creating and maintaining an environment that supports musical excellence and learning. In order for conductors to provide students with an effective musical experience, students must conduct themselves in an orderly and cooperative manner. Failure on the part of any student to behave in an appropriate manner may result in dismissal from the organization. Please remember the following guidelines, and refer to the Handbook (to be emailed prior to the first rehearsal) if you have any questions. An SBYSO student will be considered in violation of the SBYSO Behavior Policy based on any of the following: 1) Failure to follow rules and guidelines as listed in the SBYSO Handbook (to be emailed prior to the first rehearsal); 2) Failure to follow instructions of conductors, coaches, parent volunteers, or IUSB staff; 3) Repeated acts of disruption during rehearsals or break time; 4) Excessive absences; 5) Repeated failure to comply with concert dress policy

Folder Policy (new for 2019-20)

Each student will be given a black music folder at their first rehearsal. Each folder has a unique number; student's name and folder number will be recorded at first rehearsal.

Each SBYSO student is responsible for his/her own folder for the duration of the season; students will turn in their folder following the May concert. Any student who misplaces their folder, or damages their folder such that it cannot be used for a future season, will be assessed a \$50 Folder Replacement Fee. Thank you in advance for your understanding.

SECTION 8: FUNDRAISING / COMMUNITY OUTREACH

The SBYSO is a 501(c)(3) nonprofit organization and relies primarily on grant money for our income. Going forward, we will also be funded in part by the Georgina Joshi Endowment Fund. Thus, we are committed to fundraise responsibly and to avoid time-intensive fundraisers like car washes and Port-a-Pit chicken sales. We want our families' precious volunteer time to be used efficiently and to maximum effect. We also want to give back to our community whenever

possible through specific community outreach efforts.

Thank you in advance for your time and energy in helping to make these following fundraising and community outreach efforts successful:

FUNDRAISING:

Gala Concert & Dinner at University of Notre Dame

Our gala concert and reception will be our main fundraiser for the season. Both the Concert Orchestra and Symphony Orchestra will perform in the concert. We will have a **pre-concert gala reception**, to honor alumni and concert / season sponsors. More info forthcoming.

This concert is our major fundraiser for the season. Because of this, we will have different ticket prices for this concert than for our November and February concerts. Ticket prices will be announced later in the season. More details about this important SBYSO event will be forthcoming.

Ad Sales, Corporate Matches, & Concert Sponsorships

SBYSO sells ads in each of our three concert programs during the season. Ads prices are quite reasonable, ranging from \$60 (quarter page ad for one concert) to \$500 (full-page ad for all 3 concerts.) Concert sponsorships also range in price from \$750 to \$2000; sponsorship benefits are explained in our fund brochure and website but include ad space, concert acknowledgment, logo on concert poster, etc. Ad dimensions and further info about ad space and sponsorships is available on our website.

Additionally, SBYSO welcomes donations to our annual fund, particularly those accompanied by a corporate match. SBYSO spends over \$900 per student each season, but only charges \$350 in tuition. Please consider making a donation to support SBYSO's mission. Individual, corporate, and foundation gifts are welcome. Please contact Diane (sbyso@sbyso.org) for more info. Thank you!

Amazon Smile

Amazon will donate 0.5% of any eligible Amazon Smile purchase to the SBYSO. Visit the [Amazon Smile website](#) for more information.

COMMUNITY OUTREACH:

Morris Inn Lobby (Notre Dame)

Due to renovations taking place in the Morris Inn lobby, it is unlikely that we will have our traditional holiday music at the Morris Inn this year. If anything changes, Diane will be in touch.

Morris Performing Arts Center (Downtown South Bend)

SBYSO chamber groups will also have the opportunity to perform informally in the upper balcony of the Morris Performing Arts Center prior to the South Bend Symphony concert this season (date TBA). This is a great opportunity for our chamber groups to serve as ambassadors of the SBYSO! More details forthcoming.