



# **ELK ISLAND REGIONAL HONOR CHOIRS ASSOCIATION**

## **CHORISTER HANDBOOK**

**2021/2022**

[www.elkislandchoirs.ca](http://www.elkislandchoirs.ca)

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***PLEASE NOTE:***

***This Handbook is written based upon in person rehearsals  
and events.***

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# Welcome to the Elk Island Regional Honor Choirs Association!

This organization has been in existence since 1984, and currently operates three auditioned choirs for students residing in Strathcona County and surrounding areas.

The choirs exist to enrich the musical experience of gifted amateur singers and are funded in part by membership fees, fundraising, and contributions from both local and provincial arts funding organizations.

This handbook is designed to prepare singers and their parents for the coming year of music-making, and to answer some frequently asked questions.

## **MISSION STATEMENT**

The mission of the Elk Island Regional Honor Choirs Association is to promote excellence in musical education by establishing and maintaining a choir or choirs composed of gifted and interested children selected from students residing in Strathcona County and surrounding areas in the province of Alberta.

## **THE CHOIRS**

All of the choirs are auditioned choirs and consist of some of the finest young singers in this area. There is some overlap between the choirs to accommodate singers of varying maturity and experience level. If you have any questions about your child's transition between choirs, please discuss this with your child's musical director.

### **TINY TREBLES HONOUR CHOIR**

*Singers in Kindergarten – Grade 2*

**MONDAY Rehearsals**

**5:15 pm - 6:15 pm**

**SHERWOOD PARK UNITED CHURCH**

**20 Fir Street, Sherwood Park, AB**

### **JUNIOR HONOUR CHOIR**

*Singers in Grades 3-6*

**MONDAY Rehearsals**

**5:15 pm - 6:15 pm**

**SHERWOOD PARK UNITED CHURCH**

**20 Fir Street, Sherwood Park, AB**

### **SECONDARY HONOUR CHOIR**

*Singers in Grades 7-12*

**MONDAY Rehearsals**

**6:30 pm - 8:00 pm**

**SHERWOOD PARK UNITED CHURCH**

**20 Fir Street, Sherwood Park, AB**

**ELK ISLAND REGIONAL HONOUR CHOIRS 2021-2022 CHOIR YEAR**

<b>EVENT</b>	<b>DATE &amp; TIME</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>EXTRA REQUIREMENTS</b>
<b>CHOIR REGISTRATION &amp; AUDITION DAY</b>	Sunday, September 12, 2021 Time – 1 – 2 pm	Sherwood Park United Church 20 Fir Street, Sherwood Park	New chorister auditions. Returning chorister registrations if on-line registration was not used.	Payment of registration fees.
<b>TINY TREBLES REHEARSALS BEGINS</b>	Monday, September 13, 2021 5:15 – 6:15 pm	Sherwood Park United Church 20 Fir Street, Sherwood Park		
<b>JUNIOR CHOIR REHEARSALS BEGINS</b>	Monday, September 13, 2021 5:15 – 6:15 pm	Sherwood Park United Church 20 Fir Street, Sherwood Park		
<b>SECONDARY CHOIR REHEARSALS BEGINS</b>	Monday, September 13, 2021 6:30 – 8:00 pm	Sherwood Park United Church 20 Fir Street, Sherwood Park		
<b>ANNUAL GENERAL MEETING</b>	Monday, September 27, 2021 6:45 – 7:45 pm	Will be held on-line. Details to register TBA	Attendance is required by at least one parent per family.	
<b>FALL BOTTLE DRIVE</b>	5:15 – 7:00 pm	Sherwood Park United Church 20 Fir Street, Sherwood Park	Bottle truck will be in parking lot for drop off.	
<b>REGISTRATION FEES ARE DUE IN FULL</b>	September 30, 2021			
<b>CHOIR WEAR SIZING &amp; OPTIONAL CLOTHING ORDERS</b>	Monday in October Details TBA	Sherwood Park United Church 20 Fir Street, Sherwood Park	Size samples for choir t-shirts will be used to record sizes required for each chorister. Cost of Choir t-shirt is included in registration fee.	Optional branded clothing will be offered for order.
<b>CHRISTMAS CONCERT</b>  <b>In accordance with AHS guidelines (face masks, hand sanitizing, social distancing)</b>	Monday, December 6, 2021 at 7:00 pm	Sherwood Park United Church 20 Fir Street, Sherwood Park	Doors open at 6:30 pm Chorister drop off TBA	Each chorister can invite 2 attendees. The concert will be live-stream for viewing by all.

<b>ELK ISLAND REGIONAL HONOUR CHOIRS 2021-2022 CHOIR YEAR</b>				
<b>EVENT</b>	<b>DATE &amp; TIME</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>EXTRA REQUIREMENTS</b>
<b>FIRST DAY OF REHEARSALS IN 2022</b>	Monday, January 10, 2022	Sherwood Park United Church 20 Fir Street, Sherwood Park		
<b>NEW YEAR BOTTLE DRIVE</b>	January 2022 Details TBA		Bottle truck will be in parking lot for drop off.	
<b>CAMP NAKAMUN SECONDARY CHOIR RETREAT</b>	Tuesday & Wednesday Feb. 22/23, 2022 (overnight)	Camp Nakamun Busby, Alberta	Retreat at the camp for music workshops and recreational activities.	Elk Island Choirs covers half of the cost. <b>Approximate remaining cost per chorister is \$120.00.</b>
<b>CAMP NAKAMUN JUNIOR CHOIR RETREAT</b>	Wednesday February 23, 2022 8:00 am – 6:30 pm	Camp Nakamun Busby, Alberta	Music workshops and recreational activities at the camp.	Elk Island Choirs covers half of the cost. <b>Approximate remaining cost per chorister is \$50.00</b>
<b>EASTER BOTTLE DRIVE</b>	April 2022 Details TBA	Sherwood Park United Church 20 Fir Street, Sherwood Park	Bottle truck will be in parking lot for drop off.	
<b>CHOIR PHOTOS DAY</b>	Spring 2021 (During regular rehearsal times)		Choristers should wear their choir t-shirts.	
<b>JUNIOR CHOIR SCHOOL TOUR &amp; BIRCH BAY RANCH</b>	Friday April 29, 2022 (Details TBA)	The three elementary schools will be announced at a later date.	Junior Choir will tour & perform at 3 schools in the morning & enjoy recreational activities at Birch Bay Ranch in the afternoon.	Costs are included in registration fees.
<b>SPECIAL PRE-CONCERT REHEARSAL</b>	Monday, May 9, 2022 (During regular rehearsal times)	Sherwood Park United Church 20 Fir Street, Sherwood Park		
<b>GRAND YEAR-END CONCERT</b>	Tuesday, May 10, 2022 7:00 pm	Festival Place 100 Festival Way Sherwood Park	Doors open at 6:30 pm Chorister drop off TBA	50-50 tickets will be sold online and prior to the concert.



## Important Dates

### Rehearsals

*Rehearsals are at Sherwood Park United Church, 20 Fir Street*

#### **2021**

#### **Sunday, September 12, Auditions & Registration Day (Sherwood Park United Church)**

September 13 / 20 / 27

October 4 / 18 / 25

November 1 / 15 / 22 / 29

December 6

#### **2022**

January 10 / 17 / 24 / 31

February 7 / 14 / 28

March 7 / 14 / 21

April 4 / 11 / 25

May 2 / 9

### **Annual General Meeting – Online format**

Attendance is REQUIRED by at least one parent per family.

Monday, September 27, 2021

### **Concerts (in accordance to AHS guidelines)**

Christmas Concert                      Monday, Dec 6, 2021                      Sherwood Park United  
Church

Grand Year-End Concert    Tuesday, May 10, 2022                      Festival Place

### **Camp Nakamun Workshop**

Tuesday, Feb 22 & Wednesday, Feb 23, 2022 (Secondary Choir - overnight)

Wednesday, Feb 23, 2022 (Junior Choir - day trip)

### **Junior Choir School Tours**

Friday, April 29, 2022

### **Bottle Drive Fundraisers**

Monday, September 27, 2021

Monday, January 2022 (exact date TBA)

Monday, April 2022 (exact date TBA)

## **REGISTRATION AND FEES**



**Registration day is on SUNDAY, Sept. 12, 2021 (Time – 1 – 2pm)  
Sherwood Park United Church, 20 Fir Street, Sherwood Park**

Choristers who have not pre-registered in the spring are required to register on this day. If you are unable to attend this day, completed registration forms & payment can be mailed to:

PO Box 57131 RPO Eastgate, Sherwood Park, AB, T8A 5L7

Or email the forms to [elkilandchoirs@gmail.com](mailto:elkilandchoirs@gmail.com) and e-transfer the registration fee prior to September 13, 2021.

### **Fee Information and Payment Policy**

Registration fees are established by the Volunteer Executive and are reviewed annually. Registration fees represent less than half the full cost of a singer's participation in the choir. Additional funding is provided through operating grants and occasional special funding (concert ticket sales, casino, silent auction, raffle tickets, sponsorships, 50/50 tickets, bake sale, etc.)

Full payment must accompany the singer's registration form. The full registration fee will be required no later than September 30, 2021. Any fees received after September 30 will be subject to a \$25 late penalty fee. **Payment options include cash, cheque or e-transfer. Please make cheques payable to EIRHCA.** To qualify for the **early registration** discount of 5%, forms and fees must be received by June 18, 2021.

### **Instructions for E-transfers**

E-transfers should be sent to: [elkilandchoirs@gmail.com](mailto:elkilandchoirs@gmail.com)

Security question: What is this for? Security answer: **choirs**

**IMPORTANT:** Be sure to include your chorister's name in the information section so our bookkeeper knows whose account to apply the funds to.

In the event of unforeseen circumstances, please contact the Choir Manager. Failure to contact the Choir Manager on or before September 30<sup>th</sup> may result in the temporary suspension or expulsion of the Choir member from the Choir.

A \$25.00 NSF charge will apply to any dishonored cheques. The EIRHCA reserves the right to insist upon full fee payment in the event any cheque is returned.

### **TINY TREBLES CHOIR \$350.00 (paid deposit will be applied & balance due Sept 30)**

- Included in the annual fee is a Tiny Trebles Choir T-shirt and Choir photo

### **JUNIOR CHOIR \$395.00 (paid deposit will be applied & balance due Sept 30)**

- Included in the annual fee is a Junior Choir T-shirt, Choir photo, and 1 school tour day field trip and activity.
- Costs for any other day trips and choir retreat are not included in annual fees.

### **SECONDARY CHOIR \$420.00 (paid deposit will be applied & balance due Sept 30)**

#### **Music Deposit \$ 50.00 (postdated cheque dated June 1, 2022)**

- Included in the annual fee is a Secondary Choir T-shirt, Choir photo & Community Concert participation
- Costs for touring, field trips and/or retreats are not included in annual fees.

\*You will be informed of any trip costs once they have been confirmed. Referrals and sponsorships can be used to offset costs for Choristers. See "Fundraisers" section of this Handbook.

## **COMMUNICATION**



The Directors, Manager and a Volunteer Executive operate the Choirs. Please direct all questions and concerns that arise during the year to the following:

### **Choir Directors**

Leesila Dawkins – [leesila99@gmail.com](mailto:leesila99@gmail.com)

Leesila Dawkins – [leesila99@gmail.com](mailto:leesila99@gmail.com)

Angela McKeown- [amckeown@ualberta.ca](mailto:amckeown@ualberta.ca)

The Choir Directors will also be available to you in person at the end of each choir rehearsal.

TINY TREBLES CHOIR

JUNIOR CHOIR

SECONDARY CHOIR

### **Choir Accompanists**

Grace Huang- [gmhaung@gmail.com](mailto:gmhaung@gmail.com)

Grace Huang- [gmhaung@gmail.com](mailto:gmhaung@gmail.com)

Josie Coutain-Segall – [josie.coutain-segall@outlook.com](mailto:josie.coutain-segall@outlook.com)

TINY TREBLES CHOIR

JUNIOR CHOIR

SECONDARY CHOIR

### **Choir Manager**

Hannah White – [manager.elkislandchoirs@gmail.com](mailto:manager.elkislandchoirs@gmail.com)

Phone# 780-902-6793

### **Bookkeeper**

Pamela White- [pmwhite2009@hotmail.com](mailto:pmwhite2009@hotmail.com)

### **Elk Island Choirs Website: [www.elkislandchoirs.ca](http://www.elkislandchoirs.ca)**

Please check our website. All important dates and general information can be found on our website.

### **Elk Island Choirs Social Media pages:**

<https://www.facebook.com/elkislandchoirs>

<https://twitter.com/EIRHCA>

<https://www.instagram.com/elkislandchoirs/>

Be sure to "like" & "follow" our Facebook, Instagram, Twitter pages as they are a great source of updated choir information.



**Email:** [elkislandchoirs@gmail.com](mailto:elkislandchoirs@gmail.com)

Be sure to check your emails regularly for news from your Choir Director or the Choir Manager. Important dates and information will be sent to the email address you provide on your registration form.



**Mail:**

The mailing address for the choir is:

**PO Box 57131 RPO Eastgate, Sherwood Park, AB, T8A 5L7**

## **The Wittenberg Scholarship**

The Wittenberg family set up The Wittenberg Scholarship in honour of their daughter, Stephanie, who was killed in a tragic car accident. Stephanie was a member of the Elk Island Choirs who loved music and singing. In her memory, the scholarship is used to fully or partially offset the cost of registration for families who may have difficulty paying. Thank you to the family for sharing Stephanie's love for music through this annual scholarship in her name. Please contact the Choir Manager for more scholarship information. Applications for funding are reviewed by the Board. **The cut-off date is September 30 of each year.** A Board member will contact you directly with the decision.

## **Cancellation/Refund Policy**



All choir membership refunds are pro-rated over a period of 9 months (September – May). Reimbursement of remaining fees will take effect the 1<sup>st</sup> day of the following month after cancellation notification was given (please refer to below scenarios). All refunds are subject to a \$50 processing fee. **There will be no refunds beyond October 31.** (Note: Extenuating circumstances will be considered by the Board on a case by case basis)

**Example:** "Kelly" withdraws from choir on Oct 12 and "Jennifer" withdraws on Oct 31. They are each considered to have been in the choir September and October and receive 7/9's of their registration fees back. (i.e. A secondary choir registration of \$420 would receive a refund of \$327 minus the \$50 processing fee for a total refund of \$277).

## **Attendance Policy**

- ❖ **It is very important that choir members attend regularly, since a choral rehearsal teaches not only the music, but blends the sounds of the singers over time.** Singers or parents are expected to notify their director in advance for any planned absences from rehearsals or performances. In the event of an unplanned absence (illness or emergency) singers or parents must notify their director as soon as possible
- ❖ **If any member misses more than two rehearsals without proper notification, their membership will be reviewed.** We realize that singers are talented and often very busy people. Arrangements can be discussed with the Directors to accommodate sports or other arts activities that might otherwise prevent someone from being part of the choir or from attending regular rehearsals.

## **Behavior Policy**

- ❖ Disruptive or rude behavior will not be tolerated.
- ❖ **FIRST offence-** a verbal warning will be given.
- ❖ **SECOND offence-** the parents will be notified.
- ❖ **THIRD offence-** membership will be reviewed, with the chance of the choir member being suspended or expelled from the choir.



## **EXPECTATIONS**

### **Singers:**

As a choir member I understand that:

- I am an ambassador for Elk Island Regional Honor Choirs and am expected to show pride in the choir.
- I will accept my placement in the choir and make every effort to participate in all rehearsals and performances.
- I will notify the Director in advance for any planned absences from rehearsals or performances. In the event of an unplanned absence (illness or emergency), I will notify the director as soon as possible.
- I will show respect for my fellow choir members, the Director, Accompanist, Manager, and Supervisors.
- I will exercise self-disciplined behavior at all times during rehearsals and performances.
- I will adhere to the choir attendance policy and always give my best effort.
- **I will make my parents aware of all Choir newsletters and/or other printed information received at rehearsal or from the website ([www.elkislandchoirs.ca](http://www.elkislandchoirs.ca))**
- Failure to comply with the above expectations could jeopardize my participation in the choir.

### **Parents:**

As a parent of a choir member I understand that:

- ❖ I am responsible to ensure that my child has transportation to and from all rehearsals, performances and festivals, paying due attention to drop-off and pick-up times.
- ❖ I am responsible for notifying the Director in advance for any planned absences for my child. In the event of an unplanned absence (illness or emergency), I will notify the director as soon as possible.
- ❖ **I am to attend the Annual General Meeting on Monday, September 27, 2021.**
- ❖ **I am to check the website ([www.elkislandchoirs.ca](http://www.elkislandchoirs.ca)) on a regular basis for updated choir information and read all choir emails and newsletters received by my child.**
- ❖ I will ensure that my child understands the commitment she/he is making and the importance of self-disciplined behavior at all times during rehearsals and performances.
- ❖ I recognize that this Choir Association is run by volunteers and that the success of the same is based upon the participation and cooperation of all members. I will consider being available to volunteer to help ensure my child has the best choral experience possible.
- ❖ I undertake to pay the Choir membership fees established by the Elk Island Regional Honor Choirs Association in accordance with the payment policy.

### **Elk Island Regional Honor Choirs Association:**

As the EIRHC Association:

- ✓ We will provide training and instruction in both the theoretical and practical principles of music, with particular emphasis on choral music and its performance. To this end, we will provide highly qualified Directors and Accompanists.
- ✓ We will work to operate a viable and efficient volunteer organization in support of the artistic and educational goals of the choirs.
- ✓ We will update our website; provide newsletters and/or other electronic or printed announcements to ensure adequate communication between the Association and Choir families.
- ✓ We will manage the Choir's financial affairs prudently and diligently. Such management to include; fundraising, applying for government funding grants, as available, and the timely collection of fees.

## **DRESS CODE**

Choristers are required to follow a dress code for all performances. The Directors will inform choristers and parents of specifics prior to each concert. Please read over the following carefully.

### **CASUAL**



The Choir Association will provide a choir t-shirt to all registered choristers. The choir t-shirt, together with jeans, comprises the casual dress code for all choirs at functions such as school tours and the Imagine Concert.

### **FORMAL**



Certain choir performances during the season will require formal attire. Some items will be provided by the Association and some are to be provided by the chorister. For example, choristers may be asked to wear their own, all-black, dress attire.

If you are unsure, please check with your child's Choir Director for further instruction.

### **Touring & Day Trips**

The choir association has included touring in their roster of activities. Each choir tours at a level that is appropriate to their age group. Additional fundraising opportunities may be provided, particularly for out-of-province tours.



**Secondary Choir** - every second year is a touring year. In 2019, the choir travelled to Vancouver BC. The Secondary Choir did not travel in 2021 due to the travel restrictions in place. The Secondary Choir might schedule a tour in the 2022 – 2023 season should travel restrictions be removed.

**The Junior Choir** – is schedule for 1 school tour day trips in May 2022. School tours are an excellent way to help to showcase our singers and attract new members from within the school system.

## **FUNDRAISERS**

Registration fees do not cover all costs of the EIRHCA, therefore the association must rely on **grants** and **special funding** that is applied for throughout the choir year.



Fundraising is another way for the association to acquire the necessary funds to keep things running. It is necessary for choristers and their families to participate in these fundraising opportunities so the Association will continue to have the funds to provide outstanding musical education for all choristers.

Fundraising opportunities this year will include:

- **Raffle Tickets**
- **Bottle Drives**
- **50/50 Tickets**
- **Sponsorship/Advertising**- Choristers will obtain a 25% chorister credit for any advertising they bring in for the concert programs. This credit can be used towards registration fees, Camp Nakamun or towards any other tours.
- **Referral Credits** - \$25.00 for referral of any new chorister who auditions and joins

Please watch for more information about these fundraisers as the choir year unfolds.

## FREQUENTLY ASKED QUESTIONS (FAQ)

### Where do I find information or forms I may need?

All information and forms are posted on our website: [www.elkislandchoirs.ca](http://www.elkislandchoirs.ca) or you can contact the Choir Manager, Hannah White at 780-902-6793 or email [manager.elkislandchoirs@gmail.com](mailto:manager.elkislandchoirs@gmail.com).

Be sure to follow our Facebook page for up to date information.



### Can anybody sing in the choirs?

All three levels of choir are auditioned. Your child must audition for the Director before being allowed to sing with Elk Island Regional Honor Choirs Association.

### Why do I need to give a postdated cheque dated June 1<sup>st</sup> for a music deposit fee for SECONDARY choir?

We pay a steep fee for all music, and any music we lose must be replaced. Over the past several years there has been an increase of non-returned music, causing us to impose the music deposit fee. Failure to return all of your music will result in your cheque being cashed.

\*\*This applies to secondary choir only\*\*

### How is the Choir Association funded?

We are funded through operating grants from various government agencies, concert ticket revenue, fundraising revenue, chorister registration fees, as well as casino funds (every three years).

### What is a chorister credits account?

A portion of the money raised by your chorister from certain fundraisers such as Sponsorship (advertising in the concert programs) will go into a special account just for them. Also, if your chorister refers another person to the choir, and that person auditions and joins the choir, \$25.00 will be added to your chorister's account. This money may be used to help pay for registration fees, touring, or other choir activities. Any unused money from these accounts will go to the Wittenberg Scholarship Fund if your child is not returning. If your child is returning these funds will be held in his/her account for the following choir year. If at any time you would like to know what the balance is in your chorister's fundraising account, please contact the bookkeeper.

### Will my child go on a major tour during the choir year?



Every level and every year is different but the general rule is that the Secondary Choir tours every other year. The Junior Choir will do various day tours or camps with no overnight trips. All tours are left to the discretion of the Directors and are optional for the choristers. Choir fees do not include tours. The Secondary Choir travelled to Vancouver, BC from April 11-14, 2019.

## FREQUENTLY ASKED QUESTIONS continued...



### **Who gets to volunteer? What are the Volunteer opportunities?**

This Association depends on volunteers to make it a success. We hope that you will consider volunteering on a regular or as-needed basis, depending on your interests and availability. Please take the time to fill in the back portion of the registration form. All members are invited to volunteer.

### **Where will the Choir Concerts be located and how do I get there?**

#### **1. Christmas Concert – Sherwood Park United Church**

7:00 pm  
20 Fir Street  
Sherwood Park



#### **2. Grand Year-End Concert – Festival Place**

100 Festival Way  
Sherwood Park **780-464-2852**

*Please note that Festival Way is a one-way street and the only access is from Sherwood Drive (at the corner of the Sherwood Park Mall).*

### **Why are some concerts in Edmonton rather than Sherwood Park?**

Acoustically Sherwood Park does not really have a venue for choral singing. Venues that work best are old style churches with wooden pews. Places like Festival Place and Sherwood Park Alliance are beautiful facilities but they are better suited for heavily micro phoned performances and do not lend themselves for optimal performance spaces for our choristers.