

## GENERAL INFORMATION YOU SHOULD KNOW

**REMIND 101** – All choir students and parents are **REQUIRED** to sign up for Remind 101. It will be an important way for Ms. Michael to provide you with up to the minute choir information. You will receive a “remind” notice via text when an email has been sent or quick reminders about deadlines, social activities, changes to events/meetings, etc. |See the enclosed explanation. **IF YOU ARE A RETURNING CHOIR MEMBER/PARENT, YOU MUST RE-SIGN UP FOR REMIND THIS YEAR.**

**REQUEST TO MISS PERFORMANCE** - 30% of the grade for all choir ensembles is based on attendance (see enclosed Grading Policy) at choral concerts as indicated on the Choral Calendar. Attendance is mandatory. Since you will have these dates prior to the start of the school year, only extraordinary excuses will be acceptable. **Excuses such as work or appointments are not acceptable** since dates are given well enough in advance to avoid conflicts. A Request to Miss Rehearsal form (see attached) must be completed, signed by both parent and student, and turned in **two weeks prior to concert**. Blank forms are available in the Choir Office from Ms. Michael/Ms. Langley.

**REQUEST TO MISS REHEARSAL** - 40% of the grade for all choir ensembles is based on class participation which **includes rehearsals** (see enclosed Grading Policy). From time to time, Ms. Michael will call a special rehearsal prior to a concert. **Attendance is mandatory**. If you must miss rehearsal for an unavoidable conflict, a Request to Miss Rehearsal form (see attached) must be completed, signed by both parent and student, and turned in to Ms. Michael prior to the rehearsal. **Excuses such as work or appointments are not acceptable** since dates are given well enough in advance to avoid conflicts. Blank forms are available in the Choir Office from Ms. Michael/Ms. Langley. **This policy is also in effect for the showchoirs as well as Dickens Carolers, Commercial Break and Heart & Soul and Pulse.**

**CHOIR FEE(S)** - Each choir student must pay an annual fee to cover the use of the concert costume (including maintenance and alterations), the purchase of the choir t-shirt worn on the Middle School Tour and other community performances and the choir folder. In addition, the new choir member fee will include shoes and earrings for the ladies and tux shirt for the men. **The new member fee is \$85 and the returning member fee is \$50.** Student Account may be used to pay this fee or checks should be made payable to CAPS **(due the first week of school).**

**CHOIR COSTUMES** - All choirs have a specified costume which they are expected to wear for all performances. Each student will have a fitting within the first few weeks of school. Girls wear long black concert dress (owned by Choir Dept.), 2” black heels and rhinestone earrings (owned by student but purchased by the Choral Dept. and included in Choir fee). Boys wear black tux, vest and tie (owned by Choir Dept.) and white tux shirt (owned by student but purchased by Choir Dept.). Black shoes and socks must be worn but are not provided.

**SHOWCHOIR** will wear designated costumes which they will purchase and own at the end of the school year unless otherwise designated. **Payment is separate from Choir Fee** and a payment schedule will be sent home.

**DICKENS CAROLERS** will wear costumes owned by choral dept. They will be responsible for their own shoes. There will be a charge for the Carolers sweatshirt.

**A CAPPELLA GROUPS** - Costumes to be determined. Cost to be determined.

**STUDENT ACCOUNT** - Each choir student has an individual Student Account. Money earned through fundraisers is added to this account. Funds from the account may be used for voice lessons, choir fees, summer camps or any Fine Arts related activity (must be approved by Director). Student must fill out a Student Account Payment Request form (see attached) and submit it to Ms. Langley. Blank forms are available in the choir office and on the website (in your packet in Sample Forms packet). Student may check balance in his/her Student Account via the website or, if you have questions regarding your student account or payments email [jhhscaps@gmail.com](mailto:jhhscaps@gmail.com).

**PAYMENTS** - Payment of choir fees, concert tickets, show choir costume fees, etc. may be made by the following. **(1)** You may pay by check made payable to CAPS. Please make **separate check** for **each fee** being paid (ie do not include costume fee with concert tickets). **(2)** You may pay in cash. If possible, please send exact amount as it is difficult and time-consuming to have to make change. **Payment of check or cash should be placed in an envelope with the student name and choir on the outside of the envelope as well as what the payment covers.** **(3)** Student may also use his/her Student Account for payment by completing the above mentioned form.

**PRIVATE TEACHERS** - We have private voice teachers on staff. Students may take private lessons during one half of their choir period once a week. Lessons are 25 minutes at a cost of \$25 per lesson paid to the individual teachers. Payment may be made by check to the individual teacher, cash or through the Student Account. The teachers will make a presentation during the first week of school at which time students can sign up for lessons. Students are urged to take private lessons if at all possible. **Chamber Singers are required to take private lessons.** See website for contract and biographies.

**cap+s** - Choral Association of Parents & Students (cap+s) is our parent booster group. All families are asked to become members to show support of the choral program. See enclosed form for fees. The group meets on the second Tuesday of every month (see Fine Arts Calendar) at 7:00 PM in the Faculty Lounge. All parents are urged to attend all meetings and become involved. It's a great place to get information first hand as Ms. Michael/Ms. Langley attend each meeting. The need for parent volunteers doesn't end in Junior High. The work of this group benefits each student and has a major impact on the opportunities we are able to provide for our students. For further information, contact cap+s president Michael Brown 847-337-7956 or via email at [michael11022@sbcglobal.net](mailto:michael11022@sbcglobal.net).

**WEB SITE** - The choir has an extensive website which will include all choir information including forms, newsletter, notes from directors, schedules, calendars, notices, etc. The web site address is **[www.herseychoir.com](http://www.herseychoir.com)** and will be linked from the John Hersey web page as well.

**FUNDRAISERS** - We provide several fundraisers during the year which give opportunities to students to earn funds for their Student Accounts. In most cases, Students earn 30-50% of the profit for their account. Each month, we have a Gift Card Fundraiser (formerly Manna - see below for explanation). In September we will hold a Mattress Sale and in November we have a Cookie Dough Sale with an early December delivery. We also hold a great Fall and Spring flower sales.

Cap+s has two main fundraisers that benefit the Student Accounts we well as the choral program as a whole. The first is our **Fall Gala/Fashion Show on October 29** at which our choral students, parents and staff model fashions from local stores as well as provide vocal entertainment. We also hold a silent auction and raffle that afternoon. It is a wonderful family event you won't want to miss.

The second event is the **25th Annual Chicagoland Showcase March 2 & 3**, a show choir competition to which middle and high school show choirs from all over the country come to compete. Last year we had a high school from Minnesota, Ohio, Indiana and Wisconsin bring two groups. In previous years, we have had schools from as far away as California, Mississippi and Alabama attend. It truly is a nationally recognized competition and an amazing day where every parent and student is expected to volunteer.

New this year, we will have an Adults Only **Casino Night on Saturday, September 23**. Proceeds will benefit the cap+s scholarship fund which assists students in need as well as summer camp scholarships.

There are many opportunities connected with the above fundraisers for students to raise funds for their Student Accounts.

**WHAT IS THE GIFT CARD FUNDRAISER PROGRAM?** The CAPS GIFT CARD FUNDRAISER program (formerly known as Manna) is a great opportunity to raise money to support CAPS efforts while you also earn dollars for your student's account. The GIFT CARD FUNDRAISER program was designed to benefit organizations at no extra cost to the participating families. This program is offered during the school year and can be a great opportunity for your student to earn money to their student account on a monthly basis.

**See enclosed packet or the website for a more detailed explanation of the benefit of this program.** Additional information, special vendor information and restrictions can be viewed on the website [www.ShopWithScrip.com](http://www.ShopWithScrip.com) or by contacting our Gift Card Chairpersons, Katie & Paul Zak at [CAPSmanna@gmail.com](mailto:CAPSmanna@gmail.com).

**HOW DOES MY STUDENT BENEFIT FROM THE FUNDS RAISED BY CAPS?** Examples of the use of the funds CAPS has raised include the purchase of a grand piano for the choir room, pianos for the private voice studios, scholarships for summer camps, CD burner, sound system to use when choirs perform in the community, purchase of new choral costumes as needed, choral risers, transportation for choirs going to festivals, additional accompanist fees, clinician fees, professional musicians to accompany the choir, newsletter/announcement mailings, concert expenses, student awards, students scholarships for summer camps and financial need etc. CAP+S makes every effort through our fundraising to enhance the choir experience for your son or daughter.

**FINANCIAL NEED:** No student who has financial need will be prohibited from participating in choir or show choir. CAP+S has financial aid scholarship opportunities available. The criteria is outlined in the letter/application form. The criteria must be met in order for payment to be made. This scholarship is held in strict confidence. The application form is available from Ms. Michael/Ms. Langley. Application must be made prior to the beginning of the payment cycle.

**SERVICE POINTS/LETTERS:** We encourage students to participate fully in the choir program. We value and recognize their contribution by awarding service letters and additional bars/stars. We offer many events and opportunities for students to earn choral service points. Attached is a copy of the form which we keep on file for each student during their four years in the choir program. Points earned each year are brought forward and apply to the required number needed to earn the service letter or additional bars/stars. Please encourage your students to be active members of the choir program in all aspects.

**QUESTIONS?** Call the choir office (847) 718-4942 or e-mail:

Ms. Michael    [sara.michael@d214.org](mailto:sara.michael@d214.org)  
Ms. Langley    [joann.langley@d214.org](mailto:joann.langley@d214.org)

