2022 - 2023 Choir Handbook

Dedicated to excellence, Heartland Youth Choir develops musicianship and builds character of youth through the rehearsal and performance of quality choral literature.

Sandy Miller, Artistic Director
Kelli Stoermer, Director of Business,
Nora Schatzberg, Communications and Advancement Specialist

Heartland Youth Choir
P.O. Box 13436
Des Moines, IA 50310

(515) 221-3922
joinhyc.org
office@joinhyc.org

Main Office Location
Windsor Heights Lutheran Church
1240 66th Street, Windsor Heights
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As a member of Heartland Youth Choir, you have accepted many responsibilities. You have agreed to Represent the organization by displaying good behavior and by advancing your personal musicianship. Caregivers and singers have taken on the responsibility to be informed and be a positive and valuable part of Heartland Youth Choir. This handbook is an overview of the structure, policies and expectations that ensure the success of Heartland Youth Choir.

Heartland Youth Choir, founded by Barbara Sletto in 2003, is a civic organization which provides a performance-based program for youth, emphasizing musical literacy and character development. Heartland Youth Choir provides a unique opportunity for all children. Singers from public, private, and home school settings participate in this vocal music experience. Quality literature from all styles and periods forms the foundation for musical learning. Singers are divided into six levels, based on age and ability.
**THE HEARTLAND YOUTH CHOIRS**

**CADET** This musical experience is for children ages 4 – 5. Little ones will explore musical elements through singing, listening, moving, and playing.

**CANTO** Singers in first - second grades participate in basic vocal development activities, note reading, rhythmic movement, reading activities, and simple choral score study. This ensemble rehearses in Polk County.

**MEDESIMO** Singers in first - second grades participate in basic vocal development activities, note reading, rhythmic movement, reading activities, and simple choral score study. This ensemble rehearses in Madison County.

**Following an assessment with one of Heartland Youth Choir directors, singers may be assigned to one of the following ensembles based on age and musical abilities.**

**CANTILENA** Children in third grade and above participate in basic note reading and begins work with two-part harmony. This ensemble rehearses in Polk County. Cantilena tours in the spring.

**MELODIE** Children in third grade and above participate in basic note reading and begin work with two-part harmony. This ensemble rehearses in Madison County. Melodie has the opportunity to tour with Cantilena in the spring.

**CHANTE** An intermediate ensemble focusing on two- and three-part treble singing. In this ensemble, particular emphasis is on music reading, vocal techniques, and rhythm studies. Rehearsals are held in Polk County. Chante tours in the spring.

**MUSICA** An intermediate ensemble focused on reading multi-part treble harmony. Rehearsals are held in Madison County. Musica has the opportunity to tour with Chante in the spring.

**CANTEMUS** An advanced treble ensemble designed to develop three- and four-part treble harmony along with advanced music reading skills. Rehearsals are held in Polk County. Cantemus is called upon frequently to perform for fine arts events, conferences, and festivals throughout the United States. Cantemus tours in the spring.

**CHAMBER** An advanced SATB ensemble focused on advanced music literacy. Rehearsals are held in Polk County. Chamber is called upon frequently to perform for fine arts events, conferences, and festivals throughout the United States. Chamber tours both domestically and internationally.
BOARD

Heartland Youth Choir is governed by a Board of Directors and is incorporated in the State of Iowa as a 501(c)(3) nonprofit organization. The Board of Directors works with the Artistic Director and staff to establish policies and the strategic direction for the organization. The Board consists of business and community leaders devoted to Heartland Youth Choir and its mission.

*Board meetings are open to the public and parents are welcome to attend.

Heartland Youth Choir Board of Directors

**President:**  Karoline Meyers  
**Vice President:**  Julie Betts  
**Secretary:**  Brandon Record  
**Treasurer:**  Ryan Boatman  
**Past President:**  Travis Sullivan  
**Student Representative:**  Katie Rose  

**Ex-Officio**  
**President:**  Spencer Morrison  
**Vice President:**  Kevin Rose  
**Secretary:**  Neisa Taylor  
**Treasurer:**  Jane Meyer  
**Past President:**  Sandy Miller  
**Student Representative:**  Kelli Stoermer  

Heartland Youth Choir Staff

**Sandy Miller** is Heartland Youth Choir’s Artistic Director. She is responsible for the organization’s vision, day-to-day operations, overseeing all choirs, and directing Chante and Cantemus.

**Megan Barrett** is the director of the Madison County Satellite Programs, Medesimo, Melodie, and Musica.

**Jim Cacciatore** is an Associate Conductor and is responsible for co-directing Chamber.

**Mary Bartemes** is an Associate Conductor. Cadet, Canto, and Cantilena are directed by her.

**Matthew Harper** is an Assistant Conductor and is responsible for co-directing the Chamber Choir.

**Kelli Stoermer** is Heartland Youth Choir’s Director of Business. Her responsibilities include business operations, business communications, and singer services.

**Nora Schatzberg** is Heartland Youth Choir’s Communications and Advancement Specialist. Her responsibilities include development, fundraising, marketing, and long-term advancement of the organization.

In addition, Heartland Youth Choir employs part-time accompanists.

SINGERS

Heartland Youth Choir aspires to build musicians and people of character. As a member of Heartland Youth Choir, you have made a commitment to the organization and that comes with many responsibilities: striving to be respectful, responsible, and show good citizenship. HYC places emphasis on seeing singers grow each year that they are a member of Heartland Youth Choir. Through hard work and dedication, singers will advance through ensembles as they develop their musical skills.

**Enrollment in HYC is a commitment for the ENTIRE season:**
September through April - Cadet, Canto, Cantilena, Melodie, Medesimo, and Musica.  
September through May - Chante, Cantemus, and Chamber.

Each singer is expected to remain active and involved for the whole season. These young people will be sharing some of the most wonderful times of their youth--both musically and socially!
COMMUNICATIONS

HYC strives to provide clear and concise communications to singers. Communications from HYC will be delivered almost exclusively through a multi-platform service called Spond.

SPOND

Spond is a multi-platform service that can be used as an app or on the web. Heartland Youth Choir will be using this platform for communications between parents, students, and staff. An invitation to Spond will be sent to the email address you provided during registration. Please accept your invitation and complete the profile. Singers in Chante, Melodie, Cantemus, and Chamber are required to use Spond to participate in communications. They will receive access after the profile is complete.

CHOIR NOTES

Choir Notes, is a regular newsletter that you will receive via Spond. The newsletter will include information about upcoming events, fundraisers, and announcements as well as contact information for the choir coordinators.

CHOIR COORDINATORS

Each ensemble has volunteer coordinators who are an important link between HYC singers and staff. These volunteers are present at each rehearsal to monitor attendance, answer questions, and ensure that the artistic staff is able to concentrate solely on music.

Choir coordinators have emergency contact information for each singer. This is the person you will hear from if your singer experiences any difficulty during rehearsal. If your singer will be absent or late, please contact the choir coordinator and let them know. Choir coordinator contact information can be found in Spond.

WEBSITE

Visit us on the Web at joinhyc.org. This includes detailed information about upcoming performances, registration, payments, and future events.

SOCIAL MEDIA

Facebook: facebook.com/JoinHYC/
Twitter: @joinhyc
Instagram: Instagram.com/heartlandyouthchoir
YouTube: Heartland Youth Choir

MASTER CALENDAR

A master calendar can be found in Spond. The calendar will sync to your calendar of choice and will include the date, location, event, times, and choirs involved in each performance.

CONTACT INFORMATION

You can contact staff via Spond, office@joinhyc.org, or (515)221-3922.
FINANCIAL POLICIES

ACTIVITY/MUSIC FEE, TUITION, & PAYMENT OPTIONS

Tuition and Fees

<table>
<thead>
<tr>
<th>Choir Name</th>
<th>Activity/ Music Fee</th>
<th>Tuition/Month</th>
<th>Total Tuition</th>
<th>5% Reduced Total Tuition (if paid in full)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamber</td>
<td>$90</td>
<td>$100 X 9 months</td>
<td>$900</td>
<td>$855</td>
</tr>
<tr>
<td>Cantemus</td>
<td>$75</td>
<td>$90 X 9 months</td>
<td>$810</td>
<td>$770</td>
</tr>
<tr>
<td>Chanté/Musica</td>
<td>$60</td>
<td>$75 X 8 months</td>
<td>$600</td>
<td>$570</td>
</tr>
<tr>
<td>Cantilena/Melodie</td>
<td>$55</td>
<td>$60 X 8 months</td>
<td>$480</td>
<td>$456</td>
</tr>
<tr>
<td>Canto/Medesimo</td>
<td>$45</td>
<td>$50 X 8 months</td>
<td>$400</td>
<td>$380</td>
</tr>
<tr>
<td>Cadet</td>
<td>$40</td>
<td>$40 X 8 months</td>
<td>$320</td>
<td>$304</td>
</tr>
</tbody>
</table>

Music/Activity Fee
An annual, non-refundable music/activity fee is required for each singer. The fee covers the cost of music, awards, t-shirt, snacks, etc. The music/activity fee is due September 1st. If the fee is not received by September 1st, an additional $20.00 late charge will be added to the account. If the fee is still overdue by November 1st, then the activity fee will be doubled. Singers will not be able to take their music home until this fee is paid.
**Music/Activity Fees are not refundable.**

TUITION PAYMENT OPTIONS

**Tuition payments are not refundable.** For extenuating circumstances preventing a singer from completing the year, you may communicate with the Director of Business through Spond, office@joinhyc.org, or (515)221-3922.

Annual Payment
Tuition may be paid in one payment at the start of the season. Payments received by September 1st receive a discount of 5%. Payment options include: check, credit card, or cash. To make an annual payment online via our website, visit joinhyc.org/tuition.

Semester Payment
Tuition can be broken up into two payments. Half of the total tuition is paid at the start of each semester. Payment due dates for this option are: September 1st and January 15th. Payment options for the semester are: check, credit card, cash, or ACH withdrawals. There is a $2.00 fee for each ACH transaction. To make a semester payment online via our website, visit joinhyc.org/tuition.

Monthly Automatic Payments
Tuition payments can be electronically (ACH) debited from your checking/savings account monthly. Debits are made on the 1st business day of each month. Tuition is charged for 8 months (September – April) for Cadet, Canto, Cantilena, Chanté, Musica, Medesimo, and Melodie. Tuition is charged for 9 months (September – May) for Cantemus and Chamber. The monthly payment amount for each ensemble is listed above. To help defray the costs of the ACH option, there is an additional $2 fee per transaction. Please download and complete the DIRECT PAYMENT form from our website, attach a voided check, and return to the HYC Office.

Monthly Online payments
To make a monthly payment online via our website using your credit/debit card visit joinhyc.org/tuition.
RESIGNATIONS/REFUNDS

Enrollment in Heartland Youth Choir is for the full season, fall through spring. If a singer needs to resign, a written notification of resignation needs to be received by the HYC office 30 days in advance. **Non-attendance does not constitute a notice of resignation.** Note: paid tuition is non-refundable. Obligation for future tuition payments beyond the date of the written notice of resignation may be dismissed.

MULTIPLE CHILD DISCOUNTS

Families with multiple children enrolled receive a 25% discount on tuition for the **youngest singer(s)**. The oldest singer will pay full tuition with the discount applying to the younger singer(s). For example, a family with two children in HYC, one in Chamber and one in Cantilena, would have the discount applied to the child in Cantilena. Please contact the HYC office if you are unsure of the correct calculation of the total tuition.

SCHOLARSHIPS

Scholarships are awarded to singers whose circumstances demonstrate financial need. To apply for a scholarship, access a form on the website [joinhyc.org/scholarships](http://joinhyc.org/scholarships) and send your most recent tax return form via email: scholarships@heartlandyouthchoir.org.

Scholarships for tuition cannot be applied toward the Activity/Music Fee, uniform fees, or tour payments. Other options are available, such as 2nd hand uniform store, additional sponsorships, and tour scholarships. *Scholarship Application Deadline: October 15 for full year and February 15 for spring semester.*

ADDITIONAL FEES

**Late Payment Policy**
A $20.00 late fee will be applied to an account with a bill **30 days past due**. This fee will be assessed each time payment is not received. If payments are more than 60 days overdue, singers will be expelled from Heartland Youth Choir. Overdue payments and late fees will still be required. Singers will not be able to register for the next season until all delinquent fees are paid.

**Returned Check Fee**
A $35.00 fee will be applied for any check returned due to insufficient funds. HYC will require cash or money order payments for any account with two insufficient funds checks.
REHEARSAL & ATTENDANCE POLICIES

Rehearsal Schedules

**Windsor Heights Choirs**
Windsor Heights Lutheran Church
1240 66th St, Windsor Heights

- **Mondays at Windsor Heights Lutheran Church**
  - Cantemus: 6:00-8:00

- **Tuesdays at Windsor Heights Lutheran Church**
  - Chante: 6:15-7:45

- **Thursdays at Windsor Heights Lutheran Church**
  - Cadet: 5:15-5:45
  - Canto: 6:00-6:45
  - Cantilena: 7:00-8:00

- **Sundays at Windsor Heights Lutheran Church**
  - Chamber: 2:00-5:00
  - Treble Voices: 2:00-4:30
  - Bass Voices: 2:30-5:00

**Ankeny Choirs**
Resurrection Lutheran Church
914 NW Ash Dr, Ankeny

- **Tuesdays at Resurrection Lutheran Church**
  - Canto: 5:15-6:00
  - Cantilena: 6:15-7:15

- **Thursdays at Resurrection Lutheran Church**
  - Chante: 5:30-7:00

**Madison County Choirs**
Madison County Music Co.
123 W Jefferson, Winterset

- **Mondays at Madison County Music Co.**
  - Medesimo: 3:45-4:30
  - Musica: 5:00-6:30

- **Thursdays at Madison County Music Co.**
  - Melodie: 4:30-5:45
MUSIC
Singers are issued a folder with music, theory sheets, assignment sheets, and a pencil. Folders and materials are needed at all rehearsals and retreats, unless otherwise notified. Singers are responsible for their folder and may be charged a replacement fee of $30.00 if a new one must be issued. If a singer forgets their folder and needs to borrow one during rehearsal, a $0.50 fee will be assessed each time a rental is used.

REHEARSAL POLICY
A productive singer should be attentive, have a good attitude, and be ready to learn. Each singer is responsible for their own learning and needs to participate in all activities during rehearsals.

It is each singer’s responsibility to check in with the Choir Coordinator upon arrival to record attendance. HYC members should be in their seats and ready to sing at the scheduled rehearsal times. Some additional learning and study may be required outside of rehearsals. Assignments are given during rehearsals and are to be completed by the following rehearsal. This is not just an activity; it is a commitment.

DISCIPLINE POLICY
A choir member who is talking out of turn or displaying any other inappropriate behavior, disrupts the whole learning process for the entire choir. Singers and caregivers will sign a contract to comply with the Heartland Youth Choir Rules and Expectations. All singers will come to rehearsals ready to work, be focused, and ready to learn. Singers who impede the teaching and learning process will be removed from rehearsal with a warning.

- If the behavior continues there will be a meeting with the director, student, and caregivers to come up with a plan to allow the student back into rehearsals. (This is the 2nd warning.)
- If there is a 3rd incident, singers will be removed from the program with no refund for the remainder of the semester/year.
- **Violent or destructive behavior is grounds for immediate dismissal from Heartland Youth Choir with no refund.**

Heartland Youth Choir singers are expected to conduct themselves in a positive manner in regards to texting and all forms of social media. Your actions and choices can and will be held against you. Once something is sent, it is no longer yours. Be careful, respectful, and thoughtful with your cyberspace actions.

SPECIAL/ADDITIONAL REHEARSALS
Special rehearsals may be called to prepare for upcoming commitments. Any singer absent from a “final” or “dress” rehearsal must speak to their conductor about the absence in advance. The conductor makes the final decision whether the student will be allowed to perform in the event.

RETREATS/SUPER SATURDAY
Each semester, members of Chamber, Cantemus, Chanté, Cantilena, Musica, and Melodie hold a retreat or “Super Saturday”. These events are crucial to the success and development of the ensembles, both musically and socially. All singers are expected to attend. A significant amount of rehearsing happens during these retreats/Super Saturdays. Any singer not attending will be assessed one absence for each rehearsal unit missed. Retreats may count as 2 or 3 rehearsals depending on length.

ATTENDANCE POLICY
Singers are expected to attend all rehearsals, retreats, and performances. Each singer is a valuable part of the ensemble and is vital to the success of rehearsals and performances. On occasion, a singer may be absent because of illness or a religious, school, or family conflict.
Singers must be present for 80% of all rehearsals/retreats to maintain a good standing in the ensemble. If a singer cannot meet this requirement, a meeting with the singer, their caregiver, and the conductor will be held to determine a course of action. At the conductor’s discretion a singer will be tested on their materials to determine their readiness for the upcoming performance. If a singer is not sufficiently prepared, they will be suspended from the performance. It is your responsibility to find what you missed at the rehearsal and learn any new material on your own time.

Once a singer has missed their allotted rehearsals (see below) they will be required to meet with the director to make sure the singer knows their music well enough to continue. Removal from the choir may be considered. Excessive absences may result in the singer being asked to leave for the remainder of the semester. There are no refunds or deductions for missed rehearsals.

**Singers must not exceed the following absences per semester:**

- Chamber – 8 Units per semester
- Cantemus – 6 Units per semester
- Chanté/Musica – 5 Units per semester
- Cantilena/Medesimo – 4 Units per semester
- Canto/Melodie – 4 Units per semester
- Cadet – 4 Units per semester

Retreat absences are calculated on the basis of rehearsal time (i.e. missing one rehearsal unit equals one absence).

**REPORTING AN ABSENCE**

To ensure the message gets to the appropriate person, please contact the Choir Coordinators through Spond. Please do not call or email the office. Absence from a performance must be cleared with the conductor prior to the performance.

**WEATHER CANCELLATIONS**

Notification for weather cancellations will be delivered through Spond. Cancellations will also be listed on the Facebook page.
PERFORMANCES

Polk County ensembles perform at three major HYC productions during the year. This year’s schedule is:

- **Sunday, October 23rd**  
  AutumnSongs  
  West Des Moines Christian Church

- **Sunday, December 11th**  
  WinterSongs  
  Sheslow Auditorium, Drake

- **Sunday, May 14th**  
  WorldSongs  
  Sheslow Auditorium, Drake

Madison County ensembles perform at three major HYC productions during the year. This year’s schedule is:

- **Sunday, October 30th**  
  AutumnSongs  
  Location TBD

- **Saturday, December 10th**  
  WinterSongs  
  Location TBD

- **Sunday, May 14th**  
  WorldSongs  
  Sheslow Auditorium, Drake

In addition to HYC-produced events, ensembles are often invited to perform at a variety of community activities. Participation in special events is expected for every singer. Absences must be cleared with the conductor.

Concert engagements are planned to include a variety of experiences within the season. Performance-readiness by the individual is a requirement of any performance. No one is guaranteed a place on stage without meeting the conditions for performance.

SPECIAL EVENTS

Heartland Youth Choir offers several special events that allow singers to enhance and further their music education.

**SummerSongs!, SummerTunes!, and Sing it Out!**

**SummerSongs!** This week-long camp provides students the opportunity to participate in choral rehearsal, movement/dance sessions, musicianship classes, drama rehearsals, excursions to area attractions, and social activities. SummerSongs! is open to students who have completed grades 4-8 (with unchanged voices).

**SummerTunes!** A camp for singers in grades K – 3. Children enjoy five mornings of singing and summer fun. Morning rehearsals include musicianship training, folk games, and movement activities.

**Sing it Out!** This camp is hosted at the Madison County Satellite. Singers enjoy three days of singing and summer fun! Singers participate in choir rehearsals, musicianship training, musical theater, and movement activities.

**OPUS Preparation Clinic**

OPUS Preparation Clinic is designed to fine tune the chosen material for the OPUS All-State Honor Choir auditions. Participants in grades 5-9 receive guidance, advice, and coaching for their audition.

**Meet the Composer Festival**

This is a two-day festival in Des Moines that brings young Iowa singers and a professional composer together for learning and fun. Day one is devoted to high school (and older) choirs. Day two features treble singers in grades 4 – 8. An internationally known choral composer serves as the in-residence clinician and conductor for the event.
EXPECTATIONS AND APPEARANCE

The following expectations are in place to ensure a successful performance. Violations of the expectations may result in not being allowed to perform. Singers are expected to be on time and ready for all performances and events. Being on time and ready means the following:

- Singer is dressed in the correct uniform. This includes belt, socks, and shoes.
- Singer’s uniform must be clean and wrinkle free.
- Uniforms requiring jeans must be plain, non-ripped blue jeans. These uniforms are not meant to be trendy”. Uniforms are meant for the choir to look uniform and neat.
- Leggings of any kind with any uniform are not acceptable.
- Singer’s hair is off of your face and forehead, and pulled back with tortoise colored headband, clips or ponytail.
- All jewelry is removed from all parts of your body except for stud earrings.
- No fingernail polish is allowed at performances.
- Singer’s phone should be turned off and out of sight during performances.
- Singer is focused throughout the duration of a performance or event.
- Singer is putting forth 100% effort throughout the duration of performance or event.
- Singer is expected to stay with the choir before and after performances until checked out by a caregiver.

Public display of affection (PDA) is prohibited.

TOURS

TOUR FUNDING

All touring participants are responsible for the cost of the tour. The cost of touring varies. Chamber, Cantemus, and Chante/Musica will be presented with their touring opportunity and all associated costs early in the season. A payment schedule for those singers wishing to participate will be presented at the same time. Cantilena/Melodie will receive tour information and costs at the beginning of 2\textsuperscript{nd} semester.

TOUR BILLING, REFUNDS & SCHOLARSHIPS

It is the policy of Heartland Youth Choir to collect the full tour amount from singers in advance of the tour. To facilitate this, the estimated tour cost for each singer is budgeted and monthly payments are scheduled. Singers choosing to participate in the tour are responsible for fulfilling these monthly payments. Late fees will apply. A singer will no longer be eligible to tour if any fees remain unpaid.

Tour deposits are non-refundable and cancellations may incur a cancellation fee.

Scholarship assistance for tours, if applicable, will be applied to the final tour bill in advance of the due date. All prior tour billings are due and payable on the monthly schedule. Late fees may apply.

TOUR REHEARSALS

Extra rehearsals may be required for tours and attendance is mandatory. No additional tuition costs are required for tour rehearsals.
VOLUNTEERS

Caregivers have always been, and will continue to be, a crucial part of Heartland Youth Choir’s success. Volunteers can sign up for many different opportunities at the Kick-Off event. Caregivers are asked to offer assistance to at least ONE Heartland Youth Choir performance/project each season.

Heartland Youth Choir appreciates your time, skills, and hard work keeping Heartland Youth Choir a high-quality arts education organization. We are truly grateful for your support.

UNIFORMS

Purchasing Uniforms
Uniforms purchased through HYC may be paid with cash, check, or credit card.

Used Uniforms
The cost of buying uniforms can really add up, so the Uniform Exchange is a great way to save money. Second hand items are collected throughout the year. These items are donated to HYC or priced for re-sale (usually about ½ of retail value.) All used uniforms in good condition will be available for singers to purchase in lieu of ordering new pieces.

Please refer to the following tables for singer uniform requirements:

*Cadet Choir does not have uniform requirements.

Canto/Cantilena/Medesimo/Melodie:

<table>
<thead>
<tr>
<th>Casual</th>
<th>Formal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirt:</strong> HYC Maroon Shirt</td>
<td><strong>Shirt:</strong> White, long-sleeve, interlock Polo with logo.</td>
</tr>
<tr>
<td><strong>Pants:</strong> Properly fitting blue jeans without holes or fraying.</td>
<td><strong>Pants:</strong> Black, plain front uniform pants.</td>
</tr>
<tr>
<td><strong>Shoes:</strong> Nice looking tennis shoes.</td>
<td><strong>Shoes/Accessories:</strong></td>
</tr>
<tr>
<td></td>
<td>Black socks</td>
</tr>
<tr>
<td></td>
<td>black belt</td>
</tr>
<tr>
<td></td>
<td>black shoes 0.5” heel or less, polishable leather, no buckles</td>
</tr>
</tbody>
</table>

HYC will provide one maroon shirt.
All other items need to be purchased by singer.

Ordering information:
**Shirt:** www.landsend.com/uniforms
Preferred school # 9000-9236-2

Chante/Cantemus/Musica:

<table>
<thead>
<tr>
<th>Casual</th>
<th>Semi-Formal</th>
<th>Formal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirt:</strong> HYC Maroon Shirt</td>
<td><strong>Shirt:</strong> HYC Maroon Shirt</td>
<td><strong>Uniform 1:</strong></td>
</tr>
<tr>
<td><strong>Pants:</strong> Properly fitting blue jeans without holes or fraying.</td>
<td><strong>Pants:</strong> Black, plain front uniform pants. Absolutely no leggings.</td>
<td><strong>Dress:</strong> ordered by HYC.</td>
</tr>
<tr>
<td><strong>Shoes/Accessories:</strong></td>
<td></td>
<td><strong>Shoes:</strong> purchased by parents at Elite Dance Outfitters.</td>
</tr>
<tr>
<td>Black socks</td>
<td></td>
<td><strong>Uniform 2:</strong></td>
</tr>
<tr>
<td>black belt</td>
<td></td>
<td><strong>Shirt:</strong> Black Chaps Long Sleeved Dress Shirt provided by singer.</td>
</tr>
<tr>
<td>black shoes 0.5” heel or less, polishable leather, no buckles</td>
<td></td>
<td><strong>Pants:</strong> Black Pants provided by singer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Burgundy Tie</strong> (See below) provided by singer.</td>
</tr>
</tbody>
</table>

**Maroon Shirt:** Heartland Youth Choir will provide each singer with one maroon shirt.

**Uniform 1 Shoes:** Elite Dance Outfitters 9962 Swanson Blvd, Clive.
Tell Elite that they are singing with Chante/Cantemus Choir at HYC and they will get the right shoes for you.

**Uniform 2 Shirt:** Amazon.com: Chaps Boys' Long Sleeve Dress Shirt: Clothing

**Uniform 2 Tie:** burgundy tie For younger ages - Burgundy tie for older ages
**Chamber:**

<table>
<thead>
<tr>
<th>Casual</th>
<th>Semi-Formal</th>
<th>Formal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirt:</strong> HYC Maroon Shirt</td>
<td><strong>Uniform 1:</strong> Black modest dress, skirt, or gauchos with turquoise accents. Black shoes</td>
<td><strong>Uniform 1:</strong> Dress and Jacket ordered by HYC and billed to the caretaker. Shoes: Purchased from Elite Outfitters. (Information below)</td>
</tr>
<tr>
<td><strong>Pants:</strong> Properly fitting blue jeans without holes or fraying.</td>
<td><strong>Uniform 2:</strong> Black pants, black shoes, and black t-shirt.</td>
<td><strong>Uniform 2:</strong> Tux ordered at Skeffingtons by singer. Includes: Tuxedo pants, jacket, and white shirt. Black studs, cummerbund and wingtip collar.</td>
</tr>
<tr>
<td><strong>Shoes:</strong> Nice looking tennis shoes.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Maroon Shirt:** Heartland Youth Choir will provide every singer with one maroon shirt.

**Elite Dance Outfitters:** 9962 Swanson Blvd, Clive.
Tell Elite that they are singing with Chamber Choir at HYC and they will get the right shoes for you.

**Skeffingtons:** 2600 University Ave. West Des Moines
Tell Skeffingtons that you are ordering a tuxedo for HYC and they will get you sized for the correct tuxedo.

**Size**
Uniform pieces must be appropriately sized and fit comfortably. Uniform coordinators will work with each choir to determine appropriate fit. Please inspect uniforms periodically and replace pieces that have been outgrown or damaged. **Also remember to check shoe fit.**

**Tailoring**
**Pant length:** hemmed to 1” from the floor at the back of the heels with a break over the instep.
**Dress length:**
- **Chamber** - dresses **must** be professionally hemmed to the top of the heel at the back of the shoe. Please have your tailor leaves several inches of hem should you need to lengthen the dress.
- **Chante & Cantemus** – dresses must be hemmed to 1½ inches from the floor.

**Hair, Makeup & Accessories**
During performances, long hair **must** be worn in a ponytail or held back from the face with a headband or barrettes. Hair accessories must be simple and non-ornamental. Tortoise Shell is the only acceptable color for hair accessories.

NO JEWELRY, please. Anything that shines is distracting; only small studs are allowed. Only clear nail polish is acceptable. Makeup, if worn at all, should be very natural looking.
Commitments and Expectations

As a Heartland Youth Choir Singer, you have accepted many responsibilities. You have agreed to represent Heartland Youth Choir by displaying good character and by setting a positive example for fellow singers, our community, performance audiences, and venues. You have taken on the responsibility to care for yourself in such a way that will allow you to continue to be a positive and valuable part of our team. As a musician, you must adhere to our attendance policy and make every effort to be at every rehearsal, retreat, performance, and event. The following expectations and rules will be set in motion to ensure our success as a choir.

Heartland Youth Choir Directors:
- Develop high quality musical education with researched based techniques and skills.
- Come prepared to rehearsals and ready to teach singers, being positive, encouraging, and prepared.
- Create a welcoming community of people that build character through rehearsals and performances.
- Long term goals developed:
  - Music literacy
  - Appreciation for quality choral literature
  - Leadership skills
  - Building community
  - Perseverance, goal setting, and hard work

Participants:
- Singers are expected to be in their seats at the beginning of rehearsal with their choir folder, pencil, and water bottle.
- Singers are expected to be focused throughout the duration of rehearsal.
- Singers are expected to show respect for their director, accompanist, choir coordinators, and all choir members.
- Singers are expected to put forth 100% effort throughout the duration of every rehearsal or event.
- Singer dressed in the correct uniform, including belt, socks, and shoes.
- Singer’s hair is off face and forehead, and pulled back with tortoise colored headband, clips, or ponytail.
- All jewelry is removed from all parts of body except for stud earrings.
- No fingernail polish is allowed at performances.
- Singers should have their phone turned off and out of sight during performances.
- Heartland Youth Choir singers are expected to conduct themselves in a positive manner in regard to texting and all forms of social media. Your actions and choices can and will be held against you. Once something is sent, it is no longer yours. Be careful, respectful, and thoughtful with your cyberspace actions.

Caregivers:
- Caregivers will maintain open and positive communication as needed with directors, choir coordinators, and office staff.
- Caregivers accept full responsibility for providing accurate and timely transportation arrangements for their child and will notify the choir coordinators of any alternate arrangements made.
- Caregivers will encourage students to be on time, with all supplies for rehearsals and dressed in the correct uniform for rehearsals and performances.
- Caregivers will be knowledgeable about events, uniforms, and times of performances by reading communications from Heartland Youth Choir.
- Caregiver understands there is no tolerance of inappropriate conduct and negative representation, either in person, in writing, or modern technology (i.e. Cell phones, social networking sites, email etc.).
- Caregiver understands that performances by Heartland Youth Choir may be added throughout the year. Every attempt must be made to be at all performances. HYC choirs are a team, and one person gone leaves a big hole in the sound.
- Caregiver understands their child’s director may restrict their participation based on any violation of the above expectations and rules.
Heartland Youth Choir Student and Caregiver Contracts

Singer Contract:
I have carefully read the rules, regulations, and expectations for being a member of Heartland Youth Choir. I understand the importance of complying with the rules to maintain my status with the choir throughout the season. If for some reason I am not in compliance with these rules, regulations, and expectations, I understand that there will be a consequence for my lack of responsibility.

I also understand that not following the rules throughout the season may jeopardize my ability to perform and continue to be a member of the choir. I know that ultimately, I could be removed from the choir if my actions warrant such a firm consequence. I realize that following these rules, regulations, and expectations is my choice and I choose to be held responsible for my actions as I represent Heartland Youth Choir. I not only understand the rules, regulations, and expectations, but I pledge to accept any consequences that occur if I fail to follow them as they are written.

_______________________________________________ _________________________
(Singer Signature)                              (Date)

Caregiver Contract:
My child and I have carefully read the rules, regulations, and expectations for being a member of the Heartland Youth Choir. I understand the importance of my child complying with the written rules, regulations, and expectations and I sign this contract knowing that their ability to perform or be a member of the choir could be jeopardized by their actions during the season.

I understand that the directors will contact me if there is a serious infraction that could cause my child to be removed from the choir. My child, fully knowing the responsibilities that are expected of them and have chosen to be a member of the Heartland Youth Choir. I understand the rules and I sign this contract knowing that it is my responsibility to help my child comply with the written expectations.

______________________________________________________ _________________________
(Caregiver Signature)                             (Date)