

**SINGER & FAMILY  
HANDBOOK  
2015 - 2016**

# ÍC Indianapolis Children's Choir

## 2015-2016 HANDBOOK

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Indianapolis, IN 46208

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Web site [www.icchoir.org](http://www.icchoir.org)

Columbus Office (812) 376-2638 ext 122

My **Choir** is: \_\_\_\_\_

My **Choir Director** is: \_\_\_\_\_

My **Choir Coordinator** is: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

My **Performance Coordinator** is: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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## **FREQUENTLY ASKED QUESTIONS**

<b>Tuition Related Questions</b>	See pages 6-8
<b>How do I get concert tickets?</b>	See page 19
<b>What if my child has to miss a rehearsal?</b>	See pages 13-15
<b>How will ICC communicate with me?</b>	ICC communicates via email and the website. Families will receive updates via a “Weekly Update” which will include information about changes to the calendar, rehearsals, performances, uniforms, fundraisers, and many other topics. An e-newsletter is also distributed throughout the year.
<b>Where is the ICC office?</b>	See the “Butler Map” on page 27
<b>When does the season begin/end?</b>	See “Membership” on page 5. In addition, tours normally take place during early summer months. Some of the advanced choirs <u>may</u> have an occasional summer performance.
<b>Is financial assistance available?</b>	See “Financial Assistance” on page 8
<b>What if the weather is bad?</b>	The ICC will report all cancellations to major television stations. <u>Rehearsals held at Butler are not automatically cancelled when schools are closed.</u> Satellite locations held in schools that are closed will not usually be held. If travel conditions are unsafe where you live, you may call in your absence to your choir coordinator and follow the “Makeup Procedures” found on page 14.
<b>What can I do while my child is at Butler?</b>	There are several waiting areas in Lilly Hall, a Starbucks and bookstore located at the north end of Atherton Union, and study and reading areas at Irwin Library (please see campus map). When there is room, you are encouraged to observe rehearsals as long as you are not disruptive to the teaching process. Please have your cell phones off and avoid bringing young children. Please try to be in place for the entire rehearsal. You may also choose to drop off and pick up your singer (see number 9 on page 16).

## **I. INTRODUCTION**

Welcome to the Indianapolis Children's Choir! The purpose of the handbook is to provide you with basic information about the ICC. Please feel free to contact our office if you don't find the information you need.

The Indianapolis Children's Choir (ICC) is a music performance and education program for children and youth that emphasizes the development of musical skills and understanding. Singing is the major focus of the musical experience, and it is a powerfully personal means of musical expression. We hope this experience will form the foundation of a life-long relationship with music for the singers and their families.

## **II. BACKGROUND**

The Indianapolis Children's Choir was founded by Henry H. Leck in 1986, as a result of a grant awarded by Lilly Endowment, Inc. Since 1987, the choir has enjoyed a collaborative working relationship with Butler University. In 1996, the Indianapolis Children's Choir began a cooperative program with the Columbus Indiana Philharmonic to form the Columbus Indiana Children's Choir. ICC has also developed Regional Choir locations in various communities in and around Central Indiana.

## **III. MISSION & VALUES STATEMENT**

The mission of the Indianapolis Children's Choir is to provide quality music education with the goal of attaining the highest level of artistic excellence in choral music performance.

As a performing and educational arts institution, ICC values:

- Personal and Social Growth - fostering a sense of self-worth, self-esteem, leadership, accomplishment, pride, and teamwork among our singers, parents/guardians, and audience members.
- Diversity and Accessibility - enriching the lives of children from all religious, racial, cultural, and economic backgrounds.
- Creativity and Excellence - striving to lead locally, nationally, and internationally.

## IV. CURRICULUM

The Indianapolis Children's Choir singers study and perform a variety of music from traditional folk songs to contemporary musical literature. The music chosen is commonly from the widest variety of traditions and is performed in an array of settings. The repertoire is selected to educate the ICC members and is not intended to impose or intrude upon anyone's personal beliefs. Therefore, it is essential that all singers are willing to sing all repertoire.

High quality music from all styles and periods form the foundation for musical learning and serve as the basis for the curriculum. We believe that "children should be led to musical masterpieces by means of musical masterpieces" (Zoltan Kodály). Since the best musical experiences for children are inherent in great music, the Indianapolis Children's Choir repertoire includes the music of Mozart, Bach, Handel, Haydn, Schubert, Britten, Kodály, Vaughan Williams, Copland, and Bartok, among others. Folk, popular, gospel, spiritual, and patriotic music are also included. Composers are often commissioned to write special works. More than fifty original works have been written specifically for the ICC, including compositions by James Mulholland, David Ott, Alice Parker, and Caroline Shaw. Concepts about music (melody, rhythm, harmony, timbre, dynamics, form, style, and performance practice) and musical skills (singing, theory, sight reading) are taught throughout the rehearsals using methods of singing, listening, and analysis. Eclectic tastes and styles are also a part of the ICC repertoire. Past concerts have included blue grass, jazz, musicals, opera, and klezmer bands.

The children are taught to use their vocal instruments through exercises, posture, breathing, and tone production. The essence of the musical experience is based on pitch and movement as it is "felt" and heard. The ability to hear music, to conceptualize music, to perceive and respond musically develops naturally from the human voice. Singing skill and musical understanding are essential components of the creative process and fundamental concepts of music education.

## **V. THE PROGRAM**

The ICC is committed to enriching the lives of children from all backgrounds, and we strive to represent the diversity of Central and South Central Indiana's youth. We embrace the twin ideals of musical excellence and social mission, each of which reinforces the other.

The program consists of five divisions: the Early Childhood Division, the Preparatory Division, the Children's Choir Division, the High School Division, and the Columbus Indiana Children's Choir.

### **EARLY CHILDHOOD DIVISION**

#### **First Steps in Music**

The ICC is proud of its programming and instruction of preschool aged youngsters. Based on the important research and experience of one of America's foremost music educators, John Feierabend, First Steps in Music brings the playful songs and rhymes throughout history to the lives of today's families. The great tradition and quality of America's most ambitious and successful children's choral organization and its outstanding teachers bring these songs and rhymes and an engaging classroom experience together, planting the seeds for lifelong sensitivity and imagination. Studio classes are held at Butler University and regional choir locations. First Steps ICC classes are also found in other locations around the region.

For more information, please contact the ICC office at 317.940.9640.

### **PREPARATORY DIVISION**

#### **Preparatory Program**

The ICC's Preparatory Program is a non-assessed experience for first through third grade students. Fourth graders may also be chosen to participate through assessment. These students meet one time per week. Each lesson cleverly and energetically combines the learning of musical skills, group singing, and play-like activities and games that bring together educational experiences and fun in meaningful ways. The program is an outstanding way for youngsters to explore their interest in music and singing—potentially preparing them for opportunities in ICC's other programs. Our hope is that they will bring their developing talent and experience to other learning and group activities in school and beyond.

For more information, please contact the ICC office at 317.940.9640.

### **CHILDREN'S CHOIR DIVISION**

Fourteen choirs make up the Children's Choir Division of the ICC, seven of which meet on the campus of Butler University, and seven choirs which meet at regional locations outside of the Indianapolis area. Singers in this division are usually entering or currently enrolled in grades four through nine. Occasionally older, trained singers are selected to continue through grade 10, and Cantantes Angeli choir accepts selected singers through grade 12. All choirs emphasize note reading, vocal training, and performance skills.

## **Campus Choirs**

The **Cantantes Angeli**, **Bel Canto**, and **Kantorei** choirs rehearse twice weekly and include those students who have demonstrated a high degree of vocal and sight-singing ability. **Lyric**, **Chamber**, **Octavo**, and **Treble** choirs rehearse once a week and include students who exhibit a strong desire to sing and have demonstrated an intermediate proficiency in vocal technique and sight-reading abilities. **Jubilate** choir rehearses once a week and includes students in grades 3-9 with special needs that could prohibit them from participating in another choir.

## **Regional Choirs**

These choirs meet once per week at locations in Boone County, Hamilton County (Carmel and Fishers), Hendricks County (Avon), Henry County, and Johnson County (Franklin and Greenwood). Beginning level singers are in grades 4 through 7 and have demonstrated the ability to sing in tune and a readiness to develop sight-reading and harmonic skills.

### **COLUMBUS INDIANA CHILDREN'S CHOIR (CICC)**

The Columbus Indiana Children's Choir serves children in grades four through nine, with rehearsals taking place in Columbus, Indiana. Singers are placed by ability in either Concert or Descant choir. Concert choir singers have demonstrated an intermediate or advanced proficiency in vocal technique and sight-reading skills. Descant singers have demonstrated a readiness for developing sight-reading and harmonic skills. Members of CICC come from Bartholomew and six surrounding counties. CICC is a cooperative effort of the Indianapolis Children's Choir and the Columbus Indiana Philharmonic (CIP).

### **HIGH SCHOOL DIVISION**

#### **Bella Voce**

Members of Bella Voce are women in grades 10-12. Rehearsals for this choir are held on Sunday afternoons in an attempt to avoid the many time conflicts that high school students experience. Students are expected to practice the music outside of their organized rehearsal time.

#### **Indianapolis Youth Chorale**

Members of the Indianapolis Youth Chorale are in grades 10-12. Younger male singers whose voices have changed and who have assessed may also be included in IYC. Rehearsals for this choir are held on Sunday afternoons in an attempt to avoid the many time conflicts that high school students experience. Students are expected to practice the music outside of their organized rehearsal time.

### **AFTER SCHOOL PROGRAMS**

The Indianapolis Children's Choir is committed to outreach through partnering with other organizations with after school programs. The Indianapolis Children's Choir has provided preparatory music experience in an after school setting at Shepherd Community Center and the Boner Center. Additionally, ICC provides yearly activities with Charter Schools.

## VI. MEMBERSHIP

The ICC is meant to be a positive learning experience for the singers—one that they will carry with them throughout their lifetime. These young people will be sharing wonderful times together both musically and socially. The ICC members are expected to understand and practice commitment and responsibility. We encourage all youth to take pride in their membership of this unique choir program. **Every member is expected to remain active and committed to the program for the entire season of his/her enrollment, which begins in late August and concludes with a spring concert in May or a final concert at the Choral Festival in June.** Please check the schedule for your choir's ending date.

## VII. ASSESSMENTS

Assessments for the Indianapolis Children's Choir are held May through October for children entering grades four through twelve. Second semester entry assessments take place in December and January. Special assessments may be arranged by contacting the ICC office at 317.940.9640. Participants in the Early Childhood Division and Preparatory program are not required to assess.

## VIII. COMMITMENT TO SCHOOL MUSIC PROGRAMS

The success of ICC has been dependent in large part on the support of music teachers throughout Central Indiana. ICC singers should be leaders in their school music ensembles. It is **mandatory** for every ICC singer to be an active participant in his or her school choir if one is available. The only exceptions are instances in which the student must choose between instrumental and vocal music or irreconcilable schedule conflicts.

## IX. FINANCIAL INFORMATION

For financial questions please contact Paul Schafer at 317.940.8068 or [pfschafe@icchoir.org](mailto:pfschafe@icchoir.org).

### TUITION AND FEES

The Indianapolis Children's Choir requires each member to pay fees *annually* based upon his/her choir assignment. **A non-refundable registration fee of \$60 is required at the time of registration. This registration fee does not apply to the tuition.** The following chart summarizes other fees related to membership in the ICC.

Choir	Tuition		Retreat	Total
First Steps	See note below			
Preparatory	\$375			\$375
Regional Choirs	\$335			\$335
Treble	\$385			\$385
Octavo	\$385			\$385
Chamber	\$385			\$385
Lyric	\$385			\$385
Kantorei	\$498			\$498
Bel Canto	\$498		\$80	\$568
Cantantes Angeli	\$498		\$80	\$568
Bella Voce	\$470		\$80	\$550
IYC	\$470		\$80	\$550
CICC	\$310			\$310

- Early Childhood fees vary by location. All student materials are included in the total tuition fee. Class and semester length is determined in collaboration with sites. For more information on First Steps tuition, please call 317.940.9460.
- **Uniform cost is additional.** Please see the "Dress and Casual Uniforms" section on pages 19-20.
- Singers joining the ICC after January 1, 2016 will be charged a prorated portion of the standard tuition for their assigned choir and the non-refundable registration fee of \$60.00.
- The Indianapolis Youth Chorale, Bella Voce, Cantantes Angeli, and Bel Canto begin each season with a rehearsal retreat at a site usually away from Butler University. We believe this experience is essential to reach the teaching goals set for each child, and it allows members an opportunity to develop relationships within the choir. Every effort is made to minimize the costs related to the retreat. Other choirs may also schedule a retreat at the discretion of their director.
- Tuition fees include a \$10 activity fee per season to assist the ICC Parent Association in providing awards, choir parties, year-end activities, and family events for every singer during the year.

## SIBLING TUITION DISCOUNT

Reduced tuition is available for families with more than one singer enrolled in the ICC. Full tuition is required for the highest choir involved. Each additional singer in the family, regardless of choir, may pay the reduced rate. The reduced annual tuition for siblings is:

- First Steps in Music \$5.00 off tuition
- All ICC choirs, including IYC & Prep \$50.00 off tuition
- CICC \$25.00 off tuition

Note: The reduction applies only to tuition, and it is not available for other choir fees (uniform, retreat, etc.)

## PAYMENT POLICIES AND INFORMATION

**Fees for the season are due in full**, even if a child drops out of the program or is removed at any time during the season.

Payment is either **due in full** at the time of registration or can be split into monthly payments via **direct debit**.

## PAYMENT OPTIONS

### **Payment Program**

The payment program allows you to pay tuition costs through monthly payments via ACH direct debit from your bank account.

Payments are drawn on the 10<sup>th</sup> of each month. The required minimum monthly payment for each choir is as follows:

Indianapolis Youth Chorale & Bella Voce	\$65.00
Cantantes Angeli, Bel Canto, & Kantorei	\$65.00
Lyric, Chamber, Octavo, & Treble	\$55.00
CICC	\$55.00
Regional Choirs	\$50.00
Preparatory	\$50.00

\*Note: Your final payment may need to be adjusted accordingly due to an unpaid balance, or other unpaid fees.

Any ACH debits returned by the bank to ICC will be subject to a \$30.00 fee per item.

## FINANCIAL ASSISTANCE

A limited amount of need-based financial assistance is available to qualified families. If you would like to be considered for financial assistance, you must complete a Financial Assistance Form found on the ICC website under "Singers and Families." Forms are reviewed and assistance awarded at the discretion of a committee appointed by the ICC Board of Directors. Qualification is determined based upon financial need or special circumstances as documented in your application. Incomplete applications will not be considered.

If your personal financial circumstances change and alter your ability to pay on a timely basis, please contact the Finance Office (317.940.8068) at the ICC to discuss your situation.

## TOUR ACCOUNTS

Opportunities are available for advanced singers to participate in tours to various locations both foreign and domestic. ICC maintains a separate "tour" account for intermediate and advanced singers. If a child chooses to participate in ICC sponsored fundraising opportunities, a percentage of the profits from his/her individual sales are designated by the ICC Board of Directors to be held in escrow in the singer's personal tour account.

- **The credits held in escrow are available to help pay for any future tour expenses which the singer might incur. They are not available to pay any other ICC fees, such as tuition, uniform, etc.** The escrowed funds are owned by the ICC and are not eligible for cash withdrawal by the singer.
- Direct deposits made by a family toward a singer or chaperone's tour costs as well as charges for the tour are also accounted for in the singer's tour account.
- Statements showing activity in the tour account can be provided by request if your child is chosen to participate in an ICC tour. You may also request a statement for your singer's touring account at any time, and parents are encouraged on occasion to review the account activity and accuracy of the information shown.
- Any balance remaining in the tour account at the time of graduation or withdrawal/removal from the ICC reverts to the ICC general tour fund. This fund is used to provide financial assistance and pay general touring costs not covered by touring fees charged to participants. Upon request, any balance remaining in a graduating singer's tour fund can be transferred into an active sibling's tour fund.

## FUNDRAISING OPPORTUNITIES

There are many ways to earn money for a singer's tour and tuition accounts. Several opportunities are listed here but others may be developed throughout the year.

All Year: Marsh and Scrip Gift-Cards  
Fall: Season Program Book Advertisements  
September: Tuition Fundraiser  
October: DiscoverIndy Book  
February: Popcorn & Trash Bags

Each year the ICC produces a program book, which is distributed at concerts throughout the performance season. This book contains information about the ICC, photographs of ICC activities, a list of contributors, advertisements sold by choir members, and other interesting items. A portion of the proceeds for each advertisement sold is applied toward the tour fund of the singer responsible for the ad. All choirs are eligible to participate in program ad sales. Advertising contracts and previous years' programs are available in the ICC office.

Additional information is distributed in the fall.

## **X. REHEARSAL SCHEDULE**

Note: Transportation to and from rehearsals is the individual responsibility of the parents, as are carpools, etc. Rosters are issued at the first choir rehearsals to facilitate transportation arrangements. Should any rehearsal changes be necessary, singers will be given adequate notice.

### **EARLY CHILDHOOD DIVISION**

First Steps in Music                      Times and locations are available for each semester by contacting the ICC office at 940-9640.

Campus Preparatory Classes:  
Butler University, Lilly Hall, Room 133

Level One	Wednesday	5:00 – 6:00 pm
Level Two	Monday	6:00 – 7:00 pm

### **PREPARATORY DIVISION**

Carmel Location, Carmel Lutheran Church  
4850 East Main Street, Carmel  
Tuesday      4:45 – 5:45 pm

Greenwood Location, Center Grove Church  
2340 S State Road 135, Greenwood  
Tuesday      5:00 – 6:00 pm

Zionsville, Zionsville West Middle School  
5565 S 700 E, Whitestown  
Thursday      6:00 – 7:00 pm

Fishers, Fall Creek Intermediate  
12011 Olio Road, Fishers  
Monday      6:00 – 7:00 pm

Franklin, Franklin College Johnson Center  
Branigin Blvd & Grizzly Dr, Franklin  
Tuesday      6:30 – 7:45 pm

Avon, Avon Middle School South  
7199 E US Highway 36, Avon  
Tuesday      6:00 – 7:00 pm

**CHILDREN'S CHOIR DIVISION**

**Regional Choirs**

**Boone County Children's Choir**

Thursday 6:00 – 7:15 pm  
Zionsville West Middle School  
5565 S 700 E, Whitestown

**Carmel Children's Choir**

Tuesday 6:00 – 7:15 pm  
Carmel Lutheran Church  
4850 E Main Street, Carmel

**Fishers Children's Choir**

Wednesday 6:00 – 7:15 pm  
Fall Creek Intermediate  
12011 Olio Road, Fishers

**Franklin Children's Choir**

Tuesday 6:30 – 7:45 pm  
Franklin College Johnson Center 101  
Branigin Blvd & Grizzly Dr, Franklin

**Hendricks County Children's Choir**

Tuesday 6:00 – 7:15 pm  
Our Shepherd Lutheran Church  
9201 E County Road 100 N, Avon

**Johnson County Children's Choir**

Monday 6:00 – 7:15 pm  
Center Grove Church  
2340 S State Road 135, Greenwood

## Campus Choirs

Jubilate	Wednesday	6:15 – 7:00 pm Lilly Hall, Room 133
Treble	Tuesday	6:00 – 7:15 pm Lilly Hall, Room 124
Octavo	Wednesday	6:00 – 7:15 pm Lilly Hall, Room 124
Chamber	Thursday	5:30 – 6:45 pm Lilly Hall, Room 124
Lyric	Tuesday	5:30 – 6:45 pm Lilly Hall, Room 120
Kantorei	Tuesday	7:00 – 8:15 pm Lilly Hall, Room 120
	Thursday	7:00 – 8:15 pm Lilly Hall, Room 124
Bel Canto	Monday	5:30 – 7:00 pm Lilly Hall, Room 124
	Wednesday	5:30 – 6:45 pm Lilly Hall, Room 120
Cantantes Angeli	Monday	7:15 – 8:30 pm Lilly Hall, Room 120
	Wednesday	7:00 – 8:30 pm Lilly Hall, Room 120

## HIGH SCHOOL DIVISION

Bella Voce	Sunday	2:00 – 4:30 pm Lilly Hall, Room 124
Indianapolis Youth Chorale	Sunday	1:45 – 4:15 pm Lilly Hall, Room 120

## COLUMBUS INDIANA CHILDREN'S CHOIR

Concert	Monday	6:00 – 7:15 p.m. Northside Middle School 1400 27 <sup>th</sup> Street, Columbus
Descant	Tuesday	6:00 – 7:15 p.m. Northside Middle School 1400 27 <sup>th</sup> Street, Columbus

## XI. REHEARSAL ATTENDANCE

**Membership in the Indianapolis Children's Choir is a commitment to faithful, consistent, and punctual attendance.** It is expected that rehearsals take a very high priority in each child's life. Each child is holding a valuable place in his/her choir. All rehearsals are mandatory unless otherwise indicated on the choir calendar.

### ABSENCES FROM REHEARSAL

Each choir will be assigned a Choir Coordinator at the beginning of the season. You will be notified of the choir coordinator's name and phone number as soon as it is available. The Choir Coordinator attends each rehearsal and performance, takes attendance, maintains absence information, maintains attendance records for the director, and makes absence calls to singers that have not arranged their absence. **Please make sure to post this information in a prominent place in your home for handy reference.**

A choir member may have the stated number of excused absences for each semester (see chart on page 15). Any absence beyond the allotted number will require a make-up rehearsal. **In order to be excused, the Choir Coordinator must be notified prior to the rehearsal. Failure to notify the Choir Coordinator of an absence will result an unexcused absence (see section on Unexcused Absences on page 14).** In the case of a planned absence, notice as far in advance as possible is appreciated. A "Pre-Arranged Absence Form" is available in the back of this handbook or from your Choir Coordinator.

Parents must submit a request for each TARDINESS or EARLY DISMISSAL. A written excuse should include the child's name, name of his/her choir, reason for tardiness or dismissal, and a parent signature. If a singer is tardy 30 minutes or more to two separate rehearsals, the singer must attend one make-up rehearsal.

**The final dress rehearsal before a concert is very important.** Please make sure to pre-arrange any absence at least two weeks in advance for missing any of these rehearsals. Without prior arrangements for absence, it is possible that a singer will not be allowed to perform. Sound checks, staging, and other final details are handled at these rehearsals, and it is important that the directors know how many members to expect.

### SPRING BREAK GUIDELINES

ICC normally does not take a spring break but understands that many of our singers do. With the large number of schools involved, it is necessary that you pre-arrange any absences during your spring break (1 week of break allowed) with your Choir Coordinator. If you do not pre-arrange your absence(s), it **will** count as unexcused. If you plan to be in town and attend rehearsal during your spring break, it will count as a make-up. Always watch the monthly calendar updates for rehearsal schedule changes in March or April. Some choirs may have combined rehearsals during the weeks that have the largest number of schools on break. No provision is made at this time for fall breaks.

## RELIGIOUS HOLIDAYS

Any singer absent because of a major religious holiday shall not have the absence counted against him/her. These absences should be pre-arranged at least two weeks in advance.

## School Performances

Children that are required for a mandatory school performance and turn in a signed pre-excused absent form, first signed by the school and then by the choir director are not charged with an absence (similar to religious holidays). These absences must be arranged two weeks in advance.

## UNEXCUSED ABSENCES FROM REHEARSAL

If no contact has been made with the Choir Coordinator prior to an absence, it is unexcused. **All unexcused absences must be made up.** If a singer is unable to demonstrate commitment to ICC through good attendance and punctuality, the singer may be moved to another choir for the remainder of the semester. Should an excessive number of excused or unexcused absences occur, removal from the program will be considered. Unexcused absences not made up will be considered when choir placements are made the following year. All unexcused absences must be made up in order to graduate.

## REHEARSAL MAKEUP

Any absences exceeding the allotted number, ***excused or unexcused***, must be made up by attending the listed choir makeup rehearsal. (See chart for allotted number of excused absences and makeup choir assignment). **ALL UNEXCUSED ABSENCES MUST ALWAYS BE MADE UP.**

When making up a rehearsal:

- Consult the chart below to see which choir you can attend to make up your absence.
- When attending the rehearsal, fill out the "Rehearsal Makeup Form" with the makeup choir's Choir Coordinator.
- You can make up an absence in advance. For example, if you know you will miss a rehearsal in October and have time in your schedule to make up the rehearsal in September; you can attend an extra rehearsal in September, just fill out the rehearsal make up form and let the choir coordinator know you are making up a rehearsal in advance. Don't forget, however, to fill out a pre-arranged absence form for the October absence.

When attending a makeup choir in **substitution** for your regular rehearsal:

- Let your regular Choir Coordinator know you will be absent and that you will be attending a makeup choir. *For example*, you plan to attend a Bel Canto rehearsal instead of your regular Cantantes Angeli rehearsal, be sure to notify your choir coordinator that you will not be in attendance at your regular rehearsal. This will prevent you from receiving an unexcused absence.
- Attend the appropriate makeup choir rehearsal and fill out the "Rehearsal Makeup Form" with the makeup choir's Choir Coordinator.

## REHEARSALS

Choir	Excused Absences Per Semester	Excused Absences per Year	Makeup Choir
Regional Choir	3	6	Any other Regional Choir of your choosing
Treble	3	6	Octavo or any Regional Choir of your choosing
Octavo	3	6	Treble or any Regional Choir of your choosing
Chamber	3	6	Kantorei or Lyric
Lyric	3	6	Kantorei or Chamber
Kantorei	5	10	Lyric or Chamber
Bel Canto	5	10	Cantantes Angeli
Cantantes Angeli	5	10	Bel Canto
Bella Voce	3	6	Scheduled with Director
Youth Chorale	3	6	Scheduled with Director
CICC Concert	3	6	CICC Descant
CICC Descant	3	6	CICC Concert

For information on performance absences see page 17.

### RESIGNATION

Each singer is expected to fulfill his/her commitment to participate in the ICC for the entire season. If, however, an extremely unusual circumstance occurs which would prohibit a singer from honoring that commitment, a personal conference between the director and parents will be required before submitting a letter of resignation. **If a student resigns, the parent or legal guardian is still responsible for the entire tuition fee.**

### REHEARSAL ETIQUETTE PROCEDURES

The following procedures help us achieve the discipline and professionalism for which the Indianapolis Children's Choir is known. These procedures are enforced for the singers' safety, to ensure orderly rehearsals, and out of respect and courtesy for each other.

1. Arrive not more than 15 minutes before the designated rehearsal time. Please use the restroom and get drinks **before** you sign in. Then go directly to the Choir Coordinator or assistant at the attendance table to sign in before reporting to the rehearsal room. After signing in, go directly to the rehearsal room. Late-arrivals must always sign-in immediately upon arrival. Any child arriving more than 30 minutes late to two separate rehearsals will receive one excused absence. A written note is necessary for early dismissal from a rehearsal. Singers do not leave the room after rehearsal begins unless there is an emergency or special permission has been granted.
2. Always bring your ICC bag, water bottle, name tag, music, personal folder, word sheets, and three sharpened pencils to rehearsal.
3. Give attendance notes, payments, permission slips, etc. to the choir coordinator or assistant at the attendance table.

4. A rehearsal make-up form must be filled out and given to the choir coordinator or assistant for proper make-up credit.
5. **Do not roam about the building at any time.** Students should only be in assigned halls, rehearsal rooms or the ICC office area.
6. Do not bring food or drink except water into the rehearsal area. However, directors encourage singers to bring bottled water to rehearsals. Try to eat a nutritious meal before you arrive at the rehearsal facility.
7. If, for any reason, a child cannot actively participate in a rehearsal, the singer should bring a written note and observe quietly and attentively.
8. Parents and interested members of the community are always welcome and are encouraged to observe rehearsals as space allows. A parent should always accompany minor siblings.
9. When dropping off or picking up singers, parents are urged to be aware of traffic and parking patterns in areas adjacent to Lilly Hall. Please do not park or idle your vehicle in crosswalks. Do not ask your child to walk to another area of the campus to meet you. Butler University has asked parents NOT to park in the Clowes Circle and requests parents to drop off and pick up singers from the Clarendon Drive main entrance. Follow Butler parking procedures.
10. At all times show respect for each other, parent volunteers, directors, staff, and the facilities. Pay attention to the director at all times. Do not behave in a manner which is disruptive to the rehearsal or distracting to fellow singers, directors, or accompanists, or which prohibits a positive and successful rehearsal.
11. Running, yelling, and rowdy behavior are not permitted in the building or on the grounds at any time.
12. Non-participating siblings must be supervised by parents/guardians at all times. ICC is not liable for any accident, injury, or altercation that may occur.

#### **DISRUPTIVE BEHAVIOR**

##### Cell Phones:

Cell phones are permitted in rehearsal, but they must be shut off. Absolutely no texting is allowed during rehearsal. On first offense; phone will be taken and parents will need to pick it up in the office. Second offense; a parent, student and teacher conference will be held. Third offense; possible removal from the program.

##### Music:

Music must be brought to every rehearsal. If a singer does not have his or her music in their folder, it will be counted as a half absence.

Other disruptive behavior will result in the following consequences:

First offense – verbal warning during a rehearsal or performance.

Second offense – a verbal warning, specifying that it is your second warning and removal from rehearsal/performance is imminent.

Third offense – removal from rehearsal/performance. The rehearsal/performance is counted as an unexcused absence. Following the rehearsal, there will be a brief meeting with the director, and the singer may receive a discipline infraction form that must be signed by the parent and returned. This will remain in the singer's permanent record.

Removal from a second rehearsal/performance will result in a meeting with the singer, parents, director, and an ICC staff member.

Removal from a third or subsequent rehearsal will result in a leave of absence from the program, the length to be determined on an individual basis. It may also result in removal from the program.

Any singer caught with alcohol, cigarettes, drugs, drug paraphernalia, or any type of weapon (including pocketknives) will be immediately suspended from the program.

Every singer is entitled to attend ICC free from harassment, threats or fear. Singers harassing, threatening or making it difficult for others to attend ICC will be subject to consequences through their choir director and the ICC staff.

## **XII. PERFORMANCES**

**All performances are mandatory unless otherwise noted on the detail sheet and attendance is required.**

If a school performance conflict occurs, the absence must be reported to the Choir Coordinator and Director **in person and in writing at least two weeks prior to the performance.** (In the event of a previously unscheduled ICC booking, the director will notify the choir when the written excuse is required.) School performances that conflict with a mandatory ICC performance will not count as an absence against the singer if the singer completes a pre-arranged absence form and has it signed by both the school director and the ICC director.

Each choir will be assigned a Performance Coordinator. The Performance Coordinator attends all performances of your choir. He/She is responsible for scheduling and assigning chaperones, providing support for the director at the performance locations, and monitoring the singers' activities. You will be notified of the Performance Coordinator's name and phone number as soon as it is available. Please keep this information with your Choir Coordinator's information for quick reference.

### **EXCUSED ABSENCES FROM PERFORMANCES**

Acceptable reasons for an excused absence from a mandatory performance:

#### **Count as 1 excused absence**

Illness  
Death in the Family  
School Music Performance (if not pre-arranged)

#### **Count as 3 rehearsal absences**

Unexcused absence

Family is out-of-town during performance

Acceptable reasons for an excused absence from a mandatory performance during school hours:

Count as 1 excused absence

Illness  
Death in the Family  
School System Will Not Excuse Student  
Family is out-of-town during performance

Count as 3 rehearsal absences

Unexcused absence

All absences from performances must be pre-approved by the director at least two weeks prior to the performance. Any exception to the above reasons must be presented BOTH in person and in writing to the director two weeks prior to the performance. An absence from a performance counts in the total absences allowed per semester and year and must be made up.

**NOTE: Any unexcused absence from a mandatory performance may constitute the placement of the singer in another choir or removal from the program.**

### **XIII. PERFORMANCE PROCEDURES**

Performances require the very best conduct, appearance, and musicianship. Information concerning specific concerts will be distributed on performance detail sheets. It may also be found on our Web site at [www.icchoir.org](http://www.icchoir.org).

1. Singers should always eat a nutritious meal and get plenty of rest before a performance. Be sure the singer has used the restroom prior to arrival at the performance site.
2. Singers should arrive ten minutes before the performance call time and immediately check in with the choir coordinator or assistant. Singers may not arrive more than 15 minutes prior to call time.
3. Tardiness to a performance may exclude a singer from participation at that performance.
4. All performers must arrive wearing the proper ICC uniform attire as noted in the performance detail sheet. Failure to wear the proper uniform will result in non-participation in the performance. Singers should remain in their complete uniform until they have left the performance site.
5. Singers should conduct themselves at all times in a calm, polite, and professional manner. They must give their undivided attention to the ICC staff and appointed chaperones at all times.
6. All singers must know the music. Each musician must have a confident command of the performance repertoire. Failure to demonstrate this at the final rehearsal may result in release from the corresponding concert commitment.
7. If a singer feels ill during a performance, he/she should quietly sit down on the riser and rest for the remainder of the song. Then, if feeling better, the singer may get up and sing again, or if not, quietly leave the stage. Chaperones are always watching and will help if necessary. Once a singer leaves the stage he/she may not return.
8. Remember that singers represent the Indianapolis Children's Choir at all times.

**NOTE: Final dress rehearsals and pre-performance rehearsals are always closed to the audience, including families. Only designated chaperones will be allowed in the rehearsal area prior to a performance. This allows the singers to concentrate on the music, the director, and any necessary final instructions.**

### TICKETS

The ICC is a professional arts organization and charges admission for its season concerts. The majority of the ticket sales and revenue help offset the costs involved with a large performance. These costs include hall/space rental for concerts and dress rehearsals, equipment rental, program printing, moving costs, and additional expenses for musicians.

In the fall each family will receive a season ticket brochure. Tickets for three or more ICC concerts will be available through this brochure or online at a reduced price. Season ticket holders have preferred seating at season concerts. Individual concert tickets can be purchased online, [www.icchoir.org](http://www.icchoir.org) (click on Tickets & Tour Payments), through the ICC office, or at the door (while supplies last).

## **XIV. DRESS AND CASUAL UNIFORM REQUIREMENTS**

Just as the ensemble's sound is important, so is the ensemble's appearance. A well-groomed, neatly uniformed ensemble is essential for a truly professional and artistic experience. Good personal hygiene is a must for all singers. Shirts must be tucked into pants. Clean teeth and clean, combed hair groomed away from the face, are always expected of each singer. Hair should be groomed away from the face and may be fastened with natural (matching hair color) barrettes (no bows, ribbons, colored barrettes). No unusual colored hair dye, obvious make-up, or cosmetics are permitted. Excessive jewelry is not permitted. No colored nail polish is permitted and will be removed prior to performing. Clear polish or French manicures are acceptable. One ring per hand and only stud earrings will be allowed (no more than two per ear). Any other accessories, such as watches, etc. are not permitted.

Any singer who fails to dress or groom properly for an event will NOT be allowed to participate.

### CASUAL UNIFORMS

#### All ICC Performing Choirs

Singers are often requested to wear their informal uniforms for some performances and the final rehearsal before the performance. A polo shirt will be distributed once online registration has been completed. This polo shirt is a required piece of the ICC uniform. Please be sure your singer has the required clothing items in his/her wardrobe. Please refer to the ICC website for a complete list of informal uniform requirements or obtain a list from your choir coordinator. Regulation black pants must be purchased from Schoolbelles.

CICC singers purchase their polo shirts directly from the CICC Parent Support team.

**DRESS UNIFORMS**  
ALL CAMPUS CHOIRS

All singers are responsible for purchasing their own uniforms from the ICC approved uniform companies:

<b>Schoolbelles</b> Glendale Town Center 2625 E 62 <sup>nd</sup> St Indpls, IN 46220 317.255.5275	<b>The Performers Wearhouse</b> <i>(shoes for BV, CA, BC, &amp; Kantorei)</i> 7777 E Washington St Indpls, IN 46219 317.358.8533	<b>Artex</b> <i>(CICC Only)</i> 1424 N Royal Ave Evansville, IN 47715 888.475.1006
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There are specific uniform needs for each individual choir. Please refer to the ICC website for a complete list of dress requirements and instructions on how individual parts are ordered.

Note: Octavo, Treble, and the regional choirs use only an informal uniform. Indianapolis Youth Chorale, Bella Voce, Cantantes Angeli, and Bel Canto have formal uniforms that are NOT purchased through ICC uniform suppliers. These singers will be measured in the early fall for these uniforms.

**DRESS AND CASUAL UNIFORM REQUIREMENTS FOR CA AND BC**

**DRESS UNIFORM**

Just as the ensemble's sound is important, so is the ensemble's appearance. A well-groomed, neatly uniformed ensemble is essential for a truly professional and artistic experience. Singers are to arrive at call time in full compliance with our uniform requirements, i.e. nail polish has already been removed, hair is per uniform standard, and shirts are tucked in per the policy. Good personal hygiene is a must for all singers. Clean teeth and clean, combed hair groomed away from the face, are always expected of each singer. Hair should be groomed away from the face and may be fastened with natural (matching hair color) barrettes (no bows, ribbons, colored barrettes). Girls are allowed to wear a sparkle pin, barrette or hair clip in their hair. Girl's hair should be "fixed" as if one were going to a party. Suggestions for the look are: 1.) All hair pinned up and back. 2.) Hair drawn back from the temples or 3.) hair up in a bun (not just a pony tail) We know this is not possible with girls who have short hair, however it is very important that hair be out of the face for stage expression. Hair should not drape over the shoulders. If your hair is down and longer than your shoulders, please keep your hair behind your shoulders in order for your facial expressions to be more fully seen by the audience. Boy's hair should be back away from their face so we can see the full face of the singer. No unusual colored hair dye, obvious make-up, or cosmetics are permitted. We want the ensembles to look youthful and healthy. We encourage girls to wear a light amount of blush and natural colored lipstick.

The length of the girl's formal uniform pant should be properly hemmed to come to the top of their shoes which can be accomplished by rolling the pants up or down. Girl's shoes should be polished character shoes from an ICC designated supplier. Boys wear the tuxedo and black mandarin shirt, which is purchased through ICC.

Excessive jewelry is not permitted. No colored nail polish is permitted and will be removed prior to performing. Clear polish or French manicures are acceptable. One ring per hand and only stud earrings will be allowed (no more than two per ear). Any other accessories, such as watches, etc. are not permitted. Any singer who fails to dress or groom properly for an event may, at the discretion of the director, be asked not to participate.

### **INFORMAL UNIFORM**

Singers are often requested to wear their informal uniforms for some performances and the final rehearsal before the performance. A polo shirt will be distributed once online registration has been completed. This polo shirt is a required piece of the ICC uniform. Please be sure your singer has the required clothing items in his/her wardrobe. Please refer to the ICC website for a complete list of informal uniform requirements or obtain a list from your choir coordinator. Regulation black pants must be purchased from Schoolbelles. These pants should be a length that comes to the top of the shoe. Girls should wear the same shoes as with the formal uniform. Boys, wear polished black dress shoes.

### **USED UNIFORMS**

Used uniform parts may be purchased for approximately half the cost of new from the ICC Parent Association when available. A Used Uniform Sale will also be held in late summer to assist families. Parents may contact the ICCPA via email at [mitchel5@comcast.net](mailto:mitchel5@comcast.net) or 317.395.6095 to find what is available.

CICC used uniforms may be purchased from the CICC Parent Support team. For more information, please call 812.376.2612.

## **XV. MUSIC**

The ICC Music Library is one of ICC's greatest assets. Great care should be taken to keep the music in good condition. Individual folders are issued to singers in IYC, Cantantes Angeli, Bel Canto, Kantorei and CICC Concert choir.

If folders and music are issued, it is the singer's responsibility to take good care of them and keep from losing them. All folders and music are the property of the ICC and must be turned in at the end of the season. Choirs on tours may turn music in after their tour. If music or folders are lost, irreparably damaged, or not returned, an additional fee will be charged to cover replacement costs. The fee will be \$2 per piece of music, \$10-\$20 for books, or \$50 for a folder and music. Broken folders may be replaced by contacting the ICC office. **When turning in folders at the end of the year, please make sure the singer's name is still in the folder to receive proper credit.** You should also take care to remove all personal items from your folder at the end of the season.

### **HANDLING AND CARE OF MUSIC**

1. Music must be brought to all rehearsals unless you are notified otherwise.
2. Never fold or roll music.
3. Never write on music without the permission of the director. Any markings should be done in pencil. A sharpened pencil should be brought to each rehearsal. *Do not deface any piece of music.* Blank pages or portions of the music are NOT for

drawing pictures, writing personal notes, etc. Photocopied music is done with permission of the composer or publisher and should be treated the same as a printed octavo.

4. If for any reason a piece of music is in need of repair, please do so properly with clear tape or bring it to the attention of your director.

## XVI. TOUR INFORMATION

Cantantes Angeli, Bel Canto, and Kantorei choirs usually have annual tour opportunities. IYC, BV, Lyric, Chamber, and CICC tour opportunities vary. Tours are optional. All tour costs are in addition to the tuition. Each singer maintains an individual touring account. For more information regarding touring accounts, see "Touring Accounts" on page 8.

Each director whose choir is involved in a given tour will follow a selection process for that tour. Selection is based on some or all of the following criteria: preparation of music, attendance, rehearsal discipline, experience, and age. A vocal assessment for tour may be required. Parents interested in chaperoning must complete an application through the ICC office. Chaperone fees are similar or a bit higher than singer fees. Upon selection of the (traveling) tour choir for the current season, choirs may have revised rehearsal schedules toward the end of the season or close to the time of the tour.

Standard ICC rules of conduct apply on tour. However, given our increased visibility and the extended period of the tour, the singers will be expected to maintain an even higher level of discipline. In the most severe discipline cases, the director may send the singer home before the completion of the tour at the cost of the family. No singer may leave the tour group, even with his or her parent, without prior written approval.

Our tour experience has shown that calling home on a tour can be very upsetting to a child who is away. Therefore, it is our policy that children will not be allowed to call home. Likewise, we recommend that parents refrain from phoning tour accommodations. In the event of an emergency, contact phone numbers for staff members will be provided. In most instances, singers are not allowed to carry cell phones on tours.

## XVII. GRADUATION POLICY

The ICC Parent Association (ICCPA) plans and sponsors an annual graduation banquet, which is held at the end of the season to recognize singers who qualify for graduation. A singer must indicate on the spring survey his/her request to graduate.

Graduates of the ICC are recognized at a major ICC season concert and at a banquet. CICC graduates are recognized at the CICC Choral Festival and are honored with a family reception. These graduates include the following:

- A singer who is completing 9<sup>th</sup> grade and completing the season in good standing **without excessive absences**. (CICC graduates 8<sup>th</sup> graders with the same criteria.)
- A male singer whose voice has changed (per an assessment with Mr. Leck) **and** who has assessed into IYC.

Graduates of IYC and Bella Voce are recognized at the final concert and are honored at a banquet. 12<sup>th</sup> graders participating in Cantantes Angeli will graduate with ICC graduates. Graduation is granted for singers who are completing 12<sup>th</sup> grade **without excessive absences**. Makeup rehearsals are offered throughout the year. Please take advantage of these opportunities to remain in good standing.

## **XVIII. DEVELOPMENT**

The ICC continues to be grateful for the support we receive from parents, families, alumni, and friends. Tuition covers approximately 50% of the expenses incurred by the Indianapolis Children's Choir. Charitable contributions are tax-deductible and are deeply appreciated. If you have donated to the ICC this year, thank you.

ICC is also forming strong partnerships with corporations and foundations in Central Indiana in order to enhance the musical experiences for our participants. If you know of a potential funding source, or if you would like to help us, please contact the Development Office at 317.940.8071.

## **XIX. VOLUNTEERS**

As a not-for-profit organization, the Indianapolis Children's Choir depends on volunteers. Volunteer opportunities are numerous and diverse, from office assistance to special projects. The staff and the ICCPA, which welcomes all interested parents to help keep the choir going and growing, coordinate all volunteer efforts. Any interested individuals should contact the ICC office at 317.940.9640. A criminal background check is required for anyone working directly with ICC singers.

## **XX. INDIANAPOLIS CHILDREN'S CHOIR PARENT ASSOCIATION (ICCPA)**

The ICCPA provides an opportunity for parents to work as a body in promoting the choir through volunteer and fundraising activities. Meeting dates are announced and all parents are encouraged to become involved in the organization's activities.

### **ICCPA OFFICERS AND BOARD**

Linda Chinsky – President  
Cassandra Porter – Vice-President  
Anna Renner – Secretary  
Molly Harrison – Treasurer  
Michelle Jarvis  
Cheryl Loggins  
Margie Luchtman  
Barbara Messick  
Rachel Mitchel  
Kitty Olson  
Glenna Sparks  
Janet Bishop – Staff Representative

The ICCPA officers choose at-large members each fall. Applications for these positions are available through the ICC office or any ICCPA officer.

The ICCPA provides social interaction opportunities for the singers and parents. Dates are printed on the monthly calendar. During previous seasons ICCPA has hosted choir pizza parties, lock-ins, and ice skating parties. The ICCPA also provides the ICC recognition for each singer and helps with uniform scholarships. The ICCPA is responsible for graduation banquets.

**CICC Parent Support Team:** This group of volunteers changes on an annual basis. The CICC – PST provides social activities for the singers in the Columbus area. The CICC – PST is responsible for the graduation reception, used uniforms and CICC logo sales.

## XXI. BOARD OF DIRECTORS

The Indianapolis Children's Choir Board of Directors exists to oversee the business of the corporation.

Jeff Mortier, President  
Michael Sells, Vice President  
Maria Fletcher, Secretary  
William Batt, Associate Treasurer

Brad Arthur	Henry Leck	Eric Moy	Linda Wallace
Linda Chinsky	Bobbi Lovenheim	Eiry Roberts	Sharon Worden
Joe Gonzalez	Jo Ann Lynch	Judy Roudebush	
Linda House	Charles Meyer	Don Steffy	
Toni Kanzler	Haley Moore	Timothy J. White	

## XXII. STAFF

Henry Leck, *Founder & Artistic Director*  
Don Steffy, *Executive Director*

### ICC ADMINISTRATIVE STAFF

Janet Bishop, *Managing Director*  
Dave Riggs, *Director of Development*  
Tracey Greider, *Executive Assistant to Artistic Director*  
Brian Oakley, *Production Manager*  
Stephen McCoy, *Director of Alumni Relations and Webmaster*  
Emily Hunter, *Development Officer - Grants and Donor Relations*  
Paul Schafer, *Financial Assistant / Information Management*  
Sean Kissane, *Marketing and Communications Coordinator*  
Dianne Beardsley, *Fundraising Coordinator*

### ICC ARTISTIC STAFF

Joshua Pedde, *Assistant Artistic Director*  
Ruth E. Dwyer, *Associate Director / Director of Education, Early Childhood*

Lauren Southard, *Director of Outreach & Early Childhood Programs, Jubilate, Hamilton County Preparatory Program – Carmel Location (Level 1), Johnson County Preparatory Program – Greenwood location, and Wednesday Butler Campus Preparatory Program*  
Amy Hughley, *Regional Program Coordinator, Bella Voce*  
Katherine Giger, *Innovations Program Coordinator*

Jim Bales, *Henry County Children's Choir*  
Dawn Barnhouse, *Early Childhood*  
Michelle Boehm, *Boone County Children's Choir*  
Michelle Brinkman, *Hamilton County Preparatory Program – Fishers location and Hendricks County Preparatory Program – Avon Location, Early Childhood*  
Matthew Coverstone, *Hendricks County Children's Choir*  
Penny Dimmick, *Monday Butler Campus Preparatory Program*  
Mary Evers, *Indianapolis Youth Chorale*  
Teresa Fowler, *Hendricks County Children's Choir*  
Melissa Garcia, *Franklin Children's Choir, Johnson County Preparatory Program – Franklin Location*  
Joanna Golando, *Early Childhood*  
Sarah Hassler, *Octavo Choir, Treble Choir*  
Judy Hubbard, *Henry County Children's Choir*  
Andy Himelick, *Boone County Preparatory Program – Zionsville Location, Early Childhood*  
Cindy Johnson, *Fishers Children's Choir*  
Monika Spangler, *Fishers Children's Choir*

#### **CICC STAFF**

Ruth E. Dwyer, *Artistic Director*  
Camilla Gehring, *Associate Director / Descant Choir*  
Deborah Eikenbary, *CICC Coordinator / Columbus Indiana Philharmonic Representative*

# Pre-Arranged Absence Form

Today's Date: \_\_\_/\_\_\_/\_\_\_

Singer's Name: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Singer's Choir: \_\_\_\_\_

Date of Absence: \_\_\_/\_\_\_/\_\_\_ (Only 1 date per form)

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Choir Coordinator's signature

\_\_\_\_\_  
Directors Signature

Excused

Not Excused

**If absence is because of a school concert conflict, please have your school director sign below:**

\_\_\_\_\_  
School Choral Director's Signature

\_\_\_\_\_  
Date

Today's Date: \_\_\_/\_\_\_/\_\_\_

Singer's Name: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Singer's Choir: \_\_\_\_\_

Date of Absence: \_\_\_/\_\_\_/\_\_\_ (Only 1 date per form)

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Choir Coordinator's signature

\_\_\_\_\_  
Directors Signature

Excused

Not Excused

**If absence is because of a school concert conflict, please have your school director sign below:**

\_\_\_\_\_  
School Choral Director's Signature

\_\_\_\_\_  
Date

**ÍE** Indianapolis Children's Choir **Pre-Arranged Absence Form**

---

Today's Date: \_\_\_/\_\_\_/\_\_\_

Singer's Name: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Singer's Choir: \_\_\_\_\_

Date of Absence: \_\_\_/\_\_\_/\_\_\_ (Only 1 date per form)

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Choir Coordinator's signature

\_\_\_\_\_  
Directors Signature

Excused

Not Excused

**If absence is because of a school concert conflict, please have your school director sign below:**

\_\_\_\_\_  
School Choral Director's Signature

\_\_\_\_\_  
Date

**ÍE** Indianapolis Children's Choir **Pre-Arranged Absence Form**

---

Today's Date: \_\_\_/\_\_\_/\_\_\_

Singer's Name: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Singer's Choir: \_\_\_\_\_

Date of Absence: \_\_\_/\_\_\_/\_\_\_ (Only 1 date per form)

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Choir Coordinator's signature

\_\_\_\_\_  
Directors Signature

Excused

Not Excused

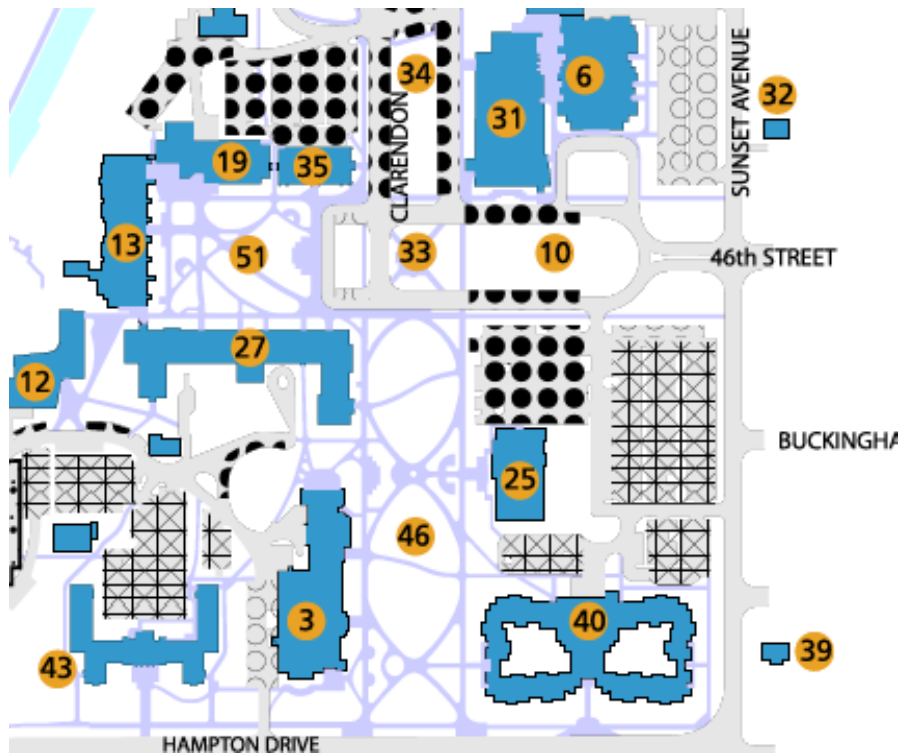
**If absence is because of a school concert conflict, please have your school director sign below:**

\_\_\_\_\_  
School Choral Director's Signature

\_\_\_\_\_  
Date

ICC offices are located in the lower level of Lilly Hall, building 31 on the map. Enter the glass entry and take either the stairs or the elevator to the lower level. The Offices are right next to the elevator.

ICC rehearsal rooms are located on the first floor of Lilly Hall. Enter the glass entry and turn left just past the elevator. The rehearsal rooms are located directly ahead and to the right.



- Lilly Hall – 31
- Clowes Hall – 6
- Atherton Union – 3  
(Location of Reilly Rm)