



2023-2024

Singer Handbook

www.icchoir.org

I. INTRODUCTION

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

The 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 our singers and their families.

In addition to a foundation for music appreciation, the ICC helps children discover their own artistic excellence and potential. Music is a powerful tool for children to gain confidence as they develop their performance and social skills.

II. BACKGROUND

The ICC was founded by Henry H. Leck in 1986, as a result of a grant awarded by Lilly Endowment, Inc. Since 1987, the choir has been located on the Butler University campus and starting in the fall of 2023, the ICC will have its own headquarters at 9111 Allisonville Road. In 1996, the ICC began a cooperative program with the Columbus Indiana Philharmonic to form the Columbus Indiana Children’s Choir (CICC). In 2015, Founder and Conductor Laureate Henry Leck retired, and Joshua Pedde began as the new Artistic Director of the ICC. In 2017 the ICC began artistic and administrative management of the Anderson Area Children’s Choir (AACC). The ICC also developed regional choir locations in various communities in and around central Indiana including Boone County, Carmel, Fishers, Hendricks County, and Johnson County.

Each year, the ICC serves approximately 2,500 young people who are enrolled in the ICC’s outreach programs and weekly, in-depth music education programs. By offering a wide variety of classes, choirs, and locations, the ICC can accommodate the different needs and skill levels of all its members.

III. MISSION, VISION, AND VALUES STATEMENT

The mission of the ICC is to nurture and inspire student achievement through quality music education and the pursuit of artistic excellence in choral music performance.

The ICC envisions a future where excellence in choral singing is valued and supported for all children in the community – bridging cultures, ethnicities, and economic backgrounds.

The ICC Values:

- Personal and Social Growth - fostering leadership, accomplishment, self-worth, teamwork, pride, and appreciation of music among singers, parents/guardians, and audience members.
- Diversity, Accessibility, and Safety - enriching the lives of children from all religious, racial, cultural, and economic backgrounds. Never compromising the safety and security of our singers.
- Creativity and Excellence - striving to lead locally, nationally, and internationally and pursuing excellence in quality music education for singers and teachers.

IV. CURRICULUM

The ICC nurtures and inspires student achievement through the pursuit of artistic excellence in choral music performance. Through this unique approach to transformative music education, the ICC is recognized locally and internationally for its impressive accomplishments.

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. These concepts are introduced at age-appropriate levels as singers grow in their musical journey with the ICC.

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.

Singers in the ICC study and perform a variety of music from around the world spanning centuries. The music is chosen from a wide variety of backgrounds, cultures, and traditions and is performed in an array of settings. The repertoire is selected to educate singers as they encounter, understand, and appreciate cultural differences and work as a part of a team to make a positive difference in the community. The ICC repertoire is not intended to impose or intrude upon anyone's personal beliefs and all singers are required to sing all repertoire.

High quality music from all genres and time periods forms the foundation for musical learning and serve as the basis for the curriculum. Additionally, the ICC utilizes Indiana Academic Standards for Music Education and Appreciation in creating the curriculum for all programs and choirs.

Composers are often commissioned to write special works for the ICC to learn and perform. More than fifty original works have been written specifically for the ICC, including compositions by James Mulholland, David Ott, Alice Parker, Caroline Shaw, and Dan Forrest.

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 Indiana's youth. The program consists of five divisions: the Early Childhood Division, the Children's Choir Division, the High School Division, the Columbus Indiana Children's Choir, and the Anderson Area Children's Choir. The ICC also serves the central Indiana community by offering several outreach programs as a part of the ICC Community Connections: Community Outreach Through Song.

EARLY CHILDHOOD DIVISION

Music At Play

Learning through imagination and music, singers begin their choir journey with the ICC's [Music At Play \(MAP\)](#) program. This program provides fun, engaging activities that promote school readiness, spark creativity, and encourage socialization for young learners. Once singers have experienced MAP, they will be excited to move up to the ICC's kindergarten choir, Foundations.

Foundations Choir

The [Foundations Choir](#) is an excellent introduction to choral music. Singers learn symbols, patterns, and more as they develop skills that are important for learning! Singers' hard work culminates with participation in an ICC Season Concert where they experience the magic of performing on the big stage for a live audience. Foundations Choir lays the foundation for musical concepts that singers will encounter as they move up to the Preparatory Choir in 1st – 3rd grade.

Preparatory Choir

The ICC's [Preparatory Choir](#) is a non-auditioned experience for 1st - 3rd grade students available at several locations throughout central Indiana. Children are introduced to choral techniques in a weekly rehearsal setting where they explore their interest in music and singing. As they learn and grow musically, singers transition into new opportunities in the ICC, like a Beginning Level Choir.

These choirs meet once per week at the ICC headquarters (Indianapolis) as well as locations including Butler, Boone County (Zionsville), Hamilton County (Carmel and Fishers), Hendricks County (Avon and Brownsburg), and Johnson County (Greenwood).

CHILDREN'S CHOIR DIVISION

Fourteen choirs make up the [Children's Choir Division](#) of the ICC, the majority of which meet and rehearse at the ICC headquarters, and several choirs which meet at regional locations outside of the Indianapolis area. Singers in this division are usually entering or currently enrolled in 4th – 9th grade. Occasionally older, trained singers are selected to continue through grade 10. All choirs emphasize note reading, vocal training, and performance skills.

Beginning Level Choirs

With choir locations across central Indiana, the **Beginning Level Choirs** offer an accessible step towards artistic excellence with the ICC. This choir level introduces part-singing and music theory concepts in weekly rehearsals to help children further develop their singing skills along with new friendships.

Beginning Level Choir participants are included in several ICC Season Concerts, giving singers the exciting opportunity to perform in locations across the city.

These choirs meet once per week at the ICC headquarters (Indianapolis) as well as locations including Butler, Boone County (Zionsville), Hamilton County (Carmel and Fishers), Hendricks County (Avon and Brownsburg), and Johnson County (Greenwood).

Jubilate Choir

The [Jubilate Choir](#) is comprised of singers with varying abilities who meet each week to grow musically. This tuition-free choir focuses on proper singing techniques, music theory, sight-reading, part-singing, and developing social skills which are involved in being a member of a musical ensemble.

The choir has at its core, the same goals as other choirs in the ICC! Singers in Jubilate Choir engage in additional activities like visual and tactile experiences that are catered specifically to the current members of the choir.

Intermediate Choirs

The intermediate-level **Lyric Choirs** (with two locations, one at the ICC headquarters – Indianapolis and one in Brownsburg) are designed for students who have demonstrated a beginning to intermediate proficiency in vocal techniques and sight-reading abilities. Along with advancing these skills, singers have more performance commitments throughout central Indiana and will continue to build upon their friendships and connections in the ICC.

Upon mastering the music and performance abilities at the intermediate choir level, singers can grow into new opportunities with the advanced ICC choir, Indy Voice.

Advanced Choir

As singers grow in their musical journey, more challenging advanced choirs help them reach artistic excellence with the ICC. As singers advance, they learn more complex musical skills, build lasting friendships, and perform at special events in Indianapolis and around the world!

The most advanced-level choir for elementary and middle school singers is **Indy Voice**. This top-tier choir is routinely called upon to perform at important civic and private events to represent the ICC and the Indianapolis community, a task that requires singers to advance their skills in responsibility, professionalism, and commitment to the ICC. Best of all, these opportunities open singers' eyes to new and exciting things right in their own city.

HIGH SCHOOL DIVISION

Master Chorale

The high school division of the ICC is for singers in grades 10-12, or those with changed voices. The [Master Chorale](#) ensemble enriches vocal technique, fosters outstanding performance etiquette, further improves music literacy skills, explores a wide variety of outstanding repertoire, and nurtures lasting friendships. Each Master Chorale season concludes with the performance of a major choral work with a professional orchestra, a unique experience that is typically only available to college-level or higher choral groups!

Singers practice and perform as a full ensemble, and in smaller groups of all treble or all changed voices, which allows for a truly multi-faceted approach to musical excellence. Rehearsals are held on Sundays to best fit into singers' busy high school schedules.

COLUMBUS INDIANA CHILDREN'S CHOIR (CICC)

The [CICC](#) is a cooperative effort between the Columbus Indiana Philharmonic and the ICC. The program offers several opportunities for young singers in the Columbus and Bartholomew County area to come together in friendship and song.

Music At Play

This ideal introduction to music is for ages 4-5 incorporates singing, dancing, movement, instruments, and games into a fun weekly class.

Preparatory Choir

A non-auditioned experience for kindergarten through second-grade students; children are introduced to choral music in the rehearsal setting and take part in singing, learning, and fun.

Descant Choir

This Beginning Level Choir is the next step in the musical journey for singers as they continue developing their skills with part-singing, additional music theory concepts, and more performances.

Concert Choir

This auditioned, ability-based choir takes musical excellence to the next level for singers, who will have several performances per semester and the option to tour domestically and internationally.

ANDERSON AREA CHILDREN'S CHOIR (AACC)

Located in Anderson, Indiana, [AACC](#) helps school-aged children reach their musical potential with expert guidance. As singers move through the program, they encounter different levels of musical teaching while bonding with friends in their community during rehearsals, events, and performances.

Music At Play

This ideal introduction to music is for ages 4-5 incorporates singing, dancing, movement, instruments, and games into a fun weekly class.

Preparatory Choir

A non-auditioned experience for kindergarten through second-grade students; children are introduced to choral music in the rehearsal setting that emphasizes singing, learning, and fun.

Concert Choir

This auditioned, ability-based choir is for singers in elementary and middle school. The Kodály-based training in this group includes music reading and writing, songs, and activities that will enhance the artistry of developing singers. The Concert Choir performs at four major concerts each year as well as other performances within the community.

Youth Chorale

The Anderson Area Youth Chorale is the next step for singers in middle and high school. This auditioned group works on vocal technique, musical literacy, musicianship, and performs high levels of choral literature. Members of the AAYC exhibit excellent preparation, strong work ethic, a high level of commitment to the program.

ICC'S COMMUNITY CONNECTIONS: COMMUNITY OUTREACH THROUGH SONG

ICC's outreach efforts are the direct reflection of our vision to bridge across cultures, ethnicities, and economic backgrounds to bring choral music to all children. Through this commitment to serving the entire central Indiana community, the musical excellence of the ICC is available through many outreach initiatives, including:

Neighborhood Choir Academy (NCA)

This after-school program extends the reach and impact of the ICC by partnering ICC artistic staff with school music departments to deliver carefully designed choral instruction. Because rehearsals take place at the participants' school, this allows the ICC to reach children in their own neighborhoods and reduces transportation as a barrier. NCA students participate in ICC concert performances and are encouraged to join the ICC.

Music At Play in Schools and Communities (MAP)

MAP is an ICC-developed curriculum that introduces preschool children to music in a playful environment, establishing an important foundation for growing a love and appreciation for music. By offering this program through diverse locations like schools, churches, and community agencies, the ICC is able to bring music to many more children at this important developmental age.

Preschool Outreach Program (POP!)

POP! Is a reoccurring, one or two-day event designed specifically for preschool age children as they take their first steps in their musical journey. POP! Events are held throughout the community for a nominal fee.

Young Exceptional Singers (YES!)

Created for singers in grades 1-3, YES! allows children to experience the artistry of the ICC in one fun-filled day that concludes with a performance. Held at locations across central Indiana, these events come at a small fee for singers to increase access to the leadership, choral instruction, and friendship that the ICC offers.

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.

Members of the ICC 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 or session of their enrollment, which begins in late August and concludes with a spring concert in May. Please check your choir’s calendar for your choir’s rehearsals, performances, and ending date.

VII. AUDITIONS

Auditions for the ICC are held April through October for children entering 4th – 12th grade.

Second Semester Auditions

Second semester entry auditions take place in December and January.

Special Auditions

Special assessments may be arranged by contacting the ICC office at 317.940.9640 or visiting the website. Participants in the Early Childhood Division are not required to audition.

VIII. COMMITMENT TO SCHOOL MUSIC PROGRAMS

The success of the ICC has been dependent in large part on the support of music teachers throughout central Indiana therefore, ICC singers should be leaders in their school music ensembles.

It is mandatory for every ICC singer to be an active participant in their 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.

| Choir | Tuition | Non-Refundable Registration Fee | Retreat | Total |
|--|---------|---------------------------------|---------|-------|
| Music At Play (MAP) Pricing is for each 8-week session. | \$140 | \$25 | | \$165 |
| Foundations Choir | \$185 | \$25 | | \$210 |
| Preparatory Choirs | \$545 | \$60 | | \$605 |
| Beginning Level Choirs | \$560 | \$60 | \$10 | \$630 |
| Jubilate Choir | \$0 | \$60 | | \$60 |
| Lyric Choirs | \$630 | \$60 | \$25 | \$700 |
| Indy Voice | \$695 | \$60 | \$25 | \$780 |
| Master Chorale | \$695 | \$60 | \$25 | \$780 |
| AACC | \$350 | \$30 | \$10 | \$390 |
| CICC | \$440 | \$60 | | \$500 |

TUITION AND FEES

The ICC requires each member to pay fees **annually** based upon their choir assignment. **A non-refundable registration fee 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.

- **Uniform cost is additional.** Please see the “Uniforms” section on pages 21-25.
- Singers joining the ICC after January 1 will be charged a prorated portion of the standard tuition for their assigned choir and the non-refundable registration fee.
- Several choirs begin each season with a rehearsal retreat. 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; however, a nominal additional fee is charged (see table above). Other choirs also schedule retreats which are noted above in the tuition and fees table.

- Tuition fees include a \$10 activity fee per season to assist the ICC Parents Association in providing awards, choir parties, year-end activities, and family events for every singer during the year.

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 **Chorus Connection, which will be implemented by fall 2023**.

PAYMENT OPTIONS

Payment Program

The payment program allows you to pay tuition costs through monthly payments via online payments or by check.

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

| | |
|------------------------|---------|
| Master Chorale | \$80.00 |
| Indy Voice | \$80.00 |
| Lyric | \$70.00 |
| Beginning Level Choirs | \$65.00 |
| Preparatory Choirs | \$60.00 |
| CICC | \$60.00 |
| AACC | \$40.00 |

*Note: Your final payment may need to be adjusted accordingly due to an unpaid balance, or other unpaid fees. Joining later in the season may result in an altered monthly payment amount.

Any checks 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 financial aid committee. 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 singers to participate in tours to various locations both foreign and domestic. The ICC maintains a separate “tour” account for participating singers. If a child chooses to participate in ICC sponsored fundraising opportunities, a percentage of the profits from their 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.
- You may request a statement for your singer’s touring account at any time by contacting the Finance Office (317.940.8068), 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 and/or 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 available throughout the year.

- **All Year:** Scrip Gift-Cards
- **Fall:** Season Program Book Advertisements
- **September:** Tuition Fundraiser
- **January:** Candy Bars
- **March:** Popcorn

Each year the ICC produces a program book (digitally), 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 families, 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

Music At Play Times and locations are available for each class at:
<https://icchoir.org/map/>

Foundations Choir Times and locations are available for each class at:
<https://icchoir.org/foundations-choir-2/>

Preparatory Choirs:

- **Avon**, Avon United Methodist Church, 6850 East. US Highway 36, Avon, Thursdays, 5:00 – 6:00 pm
- **Boone County**: Zionsville Presbyterian Church, 4775 W. 116th Street, Zionsville, Wednesdays, 5:00 – 6:00 pm
- **Butler University**: Lilly Hall, 4600 Sunset Ave., Indianapolis, Mondays, 5:30 – 6:30 pm
- **Brownsburg**: Brownsburg West Middle School, 1555 South Odell Street, Brownsburg, Mondays, 5:15 – 6:15 pm
- **Carmel**, Cornerstone Lutheran Church – Carmel, 4850 East Main Street, Carmel, Mondays, 4:45 – 5:45 pm

- **Fishers**, Cornerstone Lutheran Church – Fishers, 13450 E. 116th Street, Fishers, Tuesdays, 5:00 – 6:00 pm
- **ICC Performing Arts Center**: 9111 Allisonville Road, Indianapolis, Thursdays, 5:30 – 6:30 pm
- **Johnson County**: Community Church of Greenwood, 1477 W. Main Street, Greenwood, Tuesdays, 5:00 – 6:00 pm

CHILDREN'S CHOIR DIVISION

Beginning Level Choirs (BLC):

- **Avon**, Avon United Methodist Church, 6850 East. US Highway 36, Avon, Thursdays, 6:00 – 7:15 pm
- **Boone County**: Zionsville Presbyterian Church, 4775 W. 116th Street, Zionsville, Wednesdays, 6:15 – 7:30 pm
- **Butler University**: Lilly Hall, 4600 Sunset Ave., Indianapolis, Mondays, 6:45 – 8:00 pm
- **Brownsburg**: Brownsburg West Middle School, 1555 South Odell Street, Brownsburg, Mondays, 5:15 – 6:30 pm
- **Carmel**, Cornerstone Lutheran Church – Carmel, 4850 East Main Street, Carmel, Mondays, 6:00 – 7:15 pm
- **Fishers**, Cornerstone Lutheran Church – Fishers, 13450 E. 116th Street, Fishers, Tuesdays, 5:00 – 6:15 pm
- **ICC Performing Arts Center**: 9111 Allisonville Road, Indianapolis, Thursdays, 6:30 – 7:45 pm
- **Johnson County**: Community Church of Greenwood, 1477 W. Main Street, Greenwood, Tuesdays, 6:00 – 7:15 pm

Jubilate Choir: ICC Performing Arts Center, 9111 Allisonville Road, Indianapolis, Thursdays, 6:30 – 7:15 pm

Intermediate Choirs:

- **Lyric Choir – ICC Performing Arts Center**: 9111 Allisonville Road, Mondays, 6:15 – 7:45 pm
- **Lyric Choir – ICC Performing Arts Center**: 9111 Allisonville Road, Wednesdays, 6:15 – 7:45 pm
- **Lyric Choir – Hendricks County (Brownsburg)**: Brownsburg Middle School West, 1555 South Odell Street, Brownsburg, Mondays, 6:30 – 8:00 pm

Advanced Choir:

- **Indy Voice**: ICC Performing Arts Center, 9111 Allisonville Road, Mondays, 6:00 – 8:30 pm
- **Indy Voice**: ICC Performing Arts Center, 9111 Allisonville Road, Wednesdays, 6:00 – 8:30 pm

HIGH SCHOOL DIVISION

Master Chorale: 9111 Allisonville Road, Sundays, 1:30 – 4:00 pm

COLUMBUS INDIANA CHILDREN'S CHOIR

| | |
|--------------------------|---|
| Music At Play | Times and locations are available for each class at: https://icchoir.org/cicc-early-childhood-program/ |
| Preparatory Choir | Helen Haddad Hall / Columbus Indiana Philharmonic 315 Franklin St., Columbus Mondays, 5:00 – 5:45 pm |
| Descant Choir | Helen Haddad Hall / Columbus Indiana Philharmonic 315 Franklin St., Columbus Mondays, 5:30 – 6:45 pm |
| Concert Choir | Helen Haddad Hall / Columbus Indiana Philharmonic 315 Franklin St., Columbus Mondays, 6:00 – 7:30 pm |

ANDERSON AREA CHILDREN'S CHOIR

| | |
|--------------------------|---|
| Music At Play | Times and locations are available for each class at: https://icchoir.org/aacc-aayc/ |
| Preparatory Choir | Anderson First United Methodist Church 1215 Jackson St., Anderson Tuesdays, 6:15 – 7:15 pm |
| Concert Choir | Anderson First United Methodist Church 1215 Jackson St., Anderson Tuesdays, 5:00 – 6:15 pm |
| Youth Chorale | Anderson First United Methodist Church 1215 Jackson St., Anderson Tuesdays, 5:30 – 7:45 pm |

XI. REHEARSAL ATTENDANCE

Membership in the ICC 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 holds a valuable place in their 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, email, 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 17). 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 in an unexcused absence (see section on Unexcused Absences on page 16).** 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, on your singer's choir page of the website, 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 their 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.

FALL & SPRING BREAK GUIDELINES

The ICC normally does not take a fall/spring break but understands that many of our singers do. With the large number of schools represented by our members, it is necessary that you pre-arrange any absences during your fall/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 fall/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.

RELIGIOUS HOLIDAYS

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

School Performances

Children that are required to participate in a mandatory school performance and turn in a signed pre-excused absent form 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 MAKE-UP

Any absences exceeding the allotted number, excused or unexcused, must be made up by attending the listed choir make-up rehearsal. (See chart below for allotted number of excused absences and make-up 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.
- Check the calendar for the choir that you are planning on attending to make-up a rehearsal.
- When attending the rehearsal, fill out the “Rehearsal Makeup Form” with the make-up 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 make-up choir in **substitution** for your regular rehearsal:

- Let your regular Choir Coordinator know you will be absent and that you will be attending a make-up choir. For example, if you plan to attend an Indy Voice 2 rehearsal instead of your regular Indy Voice 1 rehearsal, be sure to notify your Choir Coordinator that you will not attend your regular rehearsal. This will prevent you from receiving an unexcused absence.
- Attend the appropriate make-up choir rehearsal and fill out the “[Rehearsal Make-up Form](#)” with the make-up choir’s Choir Coordinator.

REHEARSALS

| Choir | Excused Absences Per Semester | Excused Absences per Year | Makeup Choir |
|------------------------|-------------------------------|---------------------------|--|
| Beginning Level Choirs | 3 | 6 | Any other Beginning Level Choir of your choosing |
| Lyric | 3 | 6 | Any other Lyric Choir of your choosing |
| Indy Voice | 3 | 6 | Another Indy Voice rehearsal |
| Master Chorale | 3 | 6 | Scheduled with Director |
| CICC Concert | 3 | 6 | CICC Descant |
| CICC Descant | 3 | 6 | CICC Concert |
| AACC Concert | 3 | 6 | N/A |
| AACC Youth Chorale | 3 | 6 | N/A |

RESIGNATION

Each singer is expected to fulfill their 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 the singer's family 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 ICC 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 no 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 singer arriving more than 30 minutes late to two separate rehearsals will receive one unexcused 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. Try to eat a nutritious meal before you arrive for rehearsal.
7. Families and interested members of the community are always welcome and are encouraged to observe rehearsals as space allows. A parent or guardian should always accompany minor siblings.
8. 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.
9. Running, yelling, and rowdy behavior are not permitted in the building or on the grounds at any time.
10. 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. Repeated offenses may result in confiscation of phone, and/or a parent conference.

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.

Public Displays of Affection

Public displays of affection are not appropriate during any ICC activity including rehearsals, retreats, performances, etc. This sort of action/behavior is not in accordance with the professionalism of the ICC. A “five second” hug is permissible, if it is not disruptive to the rehearsal, performance, etc.

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, their family, 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, which fosters an environment that is free from bullying, 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. ICC has a zero-tolerance policy for bullying. Singers exhibiting these behaviors may be subject to dismissal from the program.

XII. PERFORMANCES

All performances are mandatory unless otherwise noted on the calendar 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. They are 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, email, 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)
Family is out-of-town during performance

Count as 3 rehearsal absences

Unexcused absence

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 from each singer. Information concerning specific concerts will be on the singer's choir calendar on the website.

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.
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 on the singer's choir page. 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, they 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 they may not return.
8. Remember that singers represent the ICC at all times.

NOTE: Final dress rehearsals and pre-performance rehearsals are always closed to the public, 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 or software for digital programs, moving costs, and additional expenses for musicians.

In the fall, each family will receive information about the Concert Season. Tickets for three or more ICC concerts will be available online at a reduced price as a part of a season ticket package. Season ticket holders have preferred seating at season concerts. Individual concert tickets can be purchased online at <https://icchoir.org/tickets/>, through the ICC office, or at the door prior to a concert (while supplies last).

XIV. UNIFORM REQUIREMENTS

The following topics apply to informal and formal performances. Please note that this information is also available on each singer's choir webpage by clicking on Uniform Details.

Personal Hygiene

- Good personal hygiene is a must for all singers.
- Singers should be odorless. (Wear deodorant, but please do not use perfumes, scented lotions, or scented body/hair sprays.)
- Makeup for performances is optional and lipstick should be subtle shades.

Jewelry and Accessories

- Bracelets and watches should be removed from wrists.
- Necklaces are not permitted unless directly issued from the ICC office for specific uniforms.
- Stud earrings are permitted at performances for singers in the Children’s Choir Division. (No more than 2 per ear.)
- Singers may have one ring per hand.
- No colored nail polish is permitted and will be removed prior to performing. Clear polish or French manicures are acceptable.

Hair

- Hair should be groomed away from the face and may be fastened with natural (matching hair color) barrettes or hair ties (no bows, ribbons, colored barrettes).
- Hair should be a natural color for performances, if hair is colored or dyed it should be a natural hair color (i.e., brown, blond, natural black, natural red). If the singer chooses to dye hair an unnatural color, it should not be visible for any ICC performances.

INFORMAL (CASUAL) UNIFORMS

All ICC Performing Choirs

Singers are often requested to wear their informal uniforms for some performances or the final rehearsal before the performance. A polo shirt or t-shirt will be distributed once online registration has been completed and is billed to your tuition account.

The bottom portion of the informal uniform varies from one ensemble to another. Please see the chart below for your choir:

Foundations Choir and Preparatory Choirs

Blue t-shirts, worn tucked in
Nice blue jeans (no rips or other adornments)
Tennis shoes of neutral color (no neon, red, etc.)

Beginning Level Choirs and Jubilate Choir

Blue polo shirts with top button unbuttoned, worn tucked in
Black uniform pants from Old Navy
Black shoes and socks

Lyric

Blue polo shirts with top button unbuttoned, worn tucked in
Black uniform pants from Old Navy with black shoes and Socks
-or-
Black uniform skirt from Schoolbelles with suntan hose (optional)
Black flat shoes

Indy Voice

Black IV t-shirt that must hang neatly if left untucked
Nice blue jeans (no rips or other adornments)
Tennis shoes of neutral color (no neon, red, etc.)

Master Chorale

Black MC t-shirt that must hang neatly if left untucked
Nice blue jeans (no rips or other adornments)
Tennis shoes of neutral color (no neon, red, etc.)

FORMAL UNIFORMS

Singers in Intermediate and Advanced Level Choirs also have formal uniforms. Beginning Level Choirs, Jubilate Choir, Preparatory Choirs, and Foundations Choirs do not have a separate formal uniform. All singers are responsible for purchasing their own uniforms.

Lyric

Singers in Lyric Choir should purchase their red logo sweater vest and tie in the ICC offices. Other uniform parts (shirts, pants) should be purchased from ICC's uniform supplier, Old Navy.

Formal uniform for these choirs consists of the following:

White oxford shirt Old Navy

[Girls Shirt](#)

[Boys Shirt](#)

Red sweater vest, tie ICC office

Black uniform pants Old Navy

[Girls Pants](#)

[Boys Pants](#)

Girls black flat shoes or boys black dress shoes

Indy Voice and Master Chorale

Indy Voice and Master Chorale have formal uniforms that are purchased through the ICC office. These singers will be measured at the beginning of the season for these uniforms. Uniform requirement details can be found on the Singers and Families page for each choir.

Grooming for Formal Concerts:

Hair

- Hair should be pulled back and away from the face. It may be styled completely up, completely off of the neck, or pulled back from temples, (no ponytails).
- Singers may use natural (matching hair color) barrettes, (no bows or ribbons). Singers at this level may add sparkling barrettes or hairpins.
- Hair should be styled and not simply pulled back in a ponytail.
- Singers with facial hair should be clean-shaven for concerts. If a student has an established beard, the beard must be cleanly trimmed.

Make-up & Nails for Formal Uniform

- Singers may wear make-up that accents their complexions at formal performances.
- Black, blue, green, or other dark and unnatural lip shades are not permitted.
- Clear nail polish, French tips, or no nail polish are acceptable.

Skirts

- Skirts need to be hemmed to fall at the top of the shoe.
- Skirts should be long enough to cover the ankles but not so long as to cause tripping when walking.

Belted tops (Master Chorale)

Belts will be tied in a uniform fashion as shown by directors or Performance Coordinators

Shoes worn with a uniform skirt

- Singers may wear black dress shoes of varying styles, such as black flats or character shoes with sheer black hose.
- Shoes should not exceed a 2.5-inch heel.
- Stiletto heels are not permitted.
- Boots and black sneakers are not permitted.

Tuxedos

- Trousers **must** be hemmed properly. The hem must reach the back of the shoe and touch the front of the shoes.
- Jackets should be buttoned for performances.

Shoes worn with tuxedo

- A black dress shoe is required. Make sure they are polished before a performance.
- Tennis shoes and boots are not permitted.
- An ankle length sock is required.

CICC Uniforms

Preparatory Choir Uniform

Please visit your singer's choir [webpage](#) for detailed uniform information.

CICC Descant Choir

Please visit your singer's choir [webpage](#) for detailed uniform information.

CICC Concert Choir

Please visit your singer's choir [webpage](#) for detailed uniform information.

AACC Uniforms

| | |
|----------------------------------|--|
| Preparatory Choir Uniform | Please visit your singer's choir webpage for detailed uniform information. |
| AACC Concert Choir | Please visit your singer's choir webpage for detailed uniform information. |
| AACC Youth Chorale | Please visit your singer's choir webpage for detailed uniform information. |

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 Master Chorale, Indy Voice, 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. 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 needs repair, please do so properly with clear tape or bring it to the attention of your director.

XVI. TOUR INFORMATION

Master Chorale, Indy Voice, and Lyric Choirs typically have annual tour opportunities.

CICC tour opportunities vary, and the 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 11.

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.

Upon selection of the 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.

Chaperoning a Tour

Parents/guardians interested in chaperoning must complete an application through the ICC office. Chaperone fees are similar or a bit higher than singer fees, depending upon several travel fee factors.

Tour Dismissal

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 approval.

Communicating on Tour

Our tour experience has shown that calling home on a tour can be very upsetting to a singer 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.

XVII. GRADUATION POLICY

The ICC Parents Association (ICCPA) and the ICC Alumni Association (ICCAA) plans and sponsors an annual graduation reception which is held at the end of the season to recognize singers who qualify for graduation.

Graduates of the Children's Choir Division are recognized at a major ICC Concert Season performance and at a reception called 9th Grade Recognition. 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 9th grade and completing the season in good standing **without excessive absences**. (CICC graduates 8th graders with the same criteria.)
- A singer whose voice has changed (per an assessment with Mr. Pedde) **and** who has auditioned into Master Chorale.

Graduates of the High School division (Master Chorale and Anderson Area Youth Chorale) are recognized at the final high school concert and are honored at a reception following the concert.

Graduation is granted for singers who are completing 12th grade **without excessive absences**. Make-up rehearsals are offered throughout the year. Please take advantage of these opportunities to remain in good standing. Once 12th graders have graduated from high school they can join the ICC Alumni Association and participate in activities hosted by this group.

XVIII. DEVELOPMENT

The ICC depends on charitable contributions to nurture and inspire student achievement through quality music education and the pursuit of artistic excellence in choral music performance.

Less than half of the ICC budget comes from tuition, the generosity of foundations, businesses, and individuals ensures that the ICC experience is accessible to all families.

ICC family and friends can help by [making tax-deductible donations](#), securing matching gifts from employers, connecting us with potential corporate funders, and supporting ICC fundraising events.

If you have questions or would like to help, please **call the ICC Director of Development & Marketing at 317-940-8072**.

XIX. VOLUNTEERS

As a nonprofit organization, the ICC depends on volunteers. Volunteer opportunities are numerous and diverse, from office assistance to special projects such as Choir Coordinator, Performance Coordinator, and Chaperones.

All ICC families are required to volunteer two hours of time over the course of the entire season (August to June). Alternately, families can opt-out of volunteering by paying a fee of \$25. This fee will be charged upon registration or included in your monthly payments.

A criminal background check is required for anyone working directly with ICC singers.

XX. ICC PARENTS 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

Erin Mayer – President

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. 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, helps with used uniform sales, logo wear sales, and scholarships. The ICCPA is responsible for graduation and recognition events.

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

AACC Parents Association: This group provides social interaction opportunities for the singers and families as well as helps with the AACC fundraisers.

AACC Friends Group: A group of community members who support the AACC through community connections, outreach, and marketing efforts.

XXI. BOARD OF DIRECTORS

The ICC Board of Directors exists to oversee the business of the organization. These members include:

Jim Obermaier, President
Amber Denney, Vice President
Pat Trowers-Johnson, Secretary
Julie Hipsky, Treasurer
William Batt, Assistant Treasurer Ex-Officio
Robert Fechtman, Immediate Past President

Jeff Mortier
Erin Mayer
Christiann Cauley
Joe Cookston
Brad Arthur

Patrick Broccolo
Todd Curry
Becky Marsh
Joshua Pedde
Patricia Shuhilo

Timothy J. White
Eric Harton
Debbie Johnson

XXII. STAFF

The ICC Staff supports the day-to-day operations of the ICC, CICC, and AACC. The staff is led by a leadership team consisting of:

- Joshua Pedde, *Artistic Director*
- Janet Bishop, *Director of Finance & Operations*
- Misty Wick Johnston, *Director of Development & Marketing*

ICC ADMINISTRATIVE & OPERATIONS STAFF

- Janet Bishop, *Director of Finance & Operations*
- Paul Schafer, *Financial Assistant / Information Management*
- Natalie Dempsey, *Librarian and Artistic Administrator*
- Camden Zetty, *Production Coordinator*

ICC DEVELOPMENT & MARKETING STAFF

- Misty Wick Johnston, *Director of Development & Marketing*
- Dave Riggs, *Director of Community Engagement*
- Emma Robinson, *Development & Marketing Coordinator*

ICC ARTISTIC STAFF

- Joshua Pedde, *Artistic Director*
- Amy Hughley, *Associate Artistic Director*
- Lauren Southard, *Director of Outreach & Choir Programs*
- Katherine Giger, *Artistic/Stage Manager*
- Leeann Starkey, *Composer in Residence*
- Penny Dimmick, *Director, Preparatory Choir*
- Emily Arndt, *Director, Preparatory Choirs & Beginning Level Choirs*
- Clare Bain, *Director, Music at Play*
- Priscilla Shaw, *Director, Music at Play Outreach Programs*
- Henry Leck, *Founder and Conductor Laureate*
- Ruth Dwyer, *Director of Education Emerita*

AACC Staff

- Joshua Pedde, *Artistic Director*
- Amy Hughley, *Director of Youth Chorale*
- Lauren Southard, *Director of Concert and Preparatory Choirs*
- Lisa Wihebrink, *Anderson Area Children's Choir Administrator*
- Susan Finger, *Conductor Emerita*

Boone County Children's Choir Staff

- Clare Bain, *Director, Music At Play*
- Andy Himelick, *Director, Boone County Preparatory Choir and Beginning Level Choir*

Carmel Children's Choir Staff

- Tiffany Swopes, *Director, Music at Play*
- Lauren Southard, *Director, Carmel Preparatory Choir and Beginning Level Choir*

CICC STAFF

- Joshua Pedde, *Artistic Director*
- Melissa Garcia, *Director, Concert and Descant Choirs*
- Jill Friedersdorf, *Director, Preparatory Choir*
- Kaila Lifferth, *Director, Music At Play*
- Deborah Eikenbary, *CICC Administrator / Columbus Indiana Philharmonic Representative*

Fishers Children's Choir Staff

- Ben Batman, *Director, Music at Play and Fishers Preparatory Choir*
- Ed Hennes, *Director, Beginning Level Choir*

Hendricks County Children's Choir (Avon and Brownsburg) Staff

- Leeann Starkey, *Director, Beginning Level Choir and Lyric Choir – Brownsburg*
- Ben Batman, *Director, Brownsburg Preparatory Choir*
- Abbie Hunter, *Director, Preparatory Choir and Beginning Level Choir – Avon*

Johnson County Children's Choir Staff

- Emily Arndt, *Director, Preparatory Choir and Beginning Level Choir*

Accompanists

- Vonda Bowen
- Caleb Crawford
- David Duncan
- Stacey Edwards
- Patrick Fata
- Jill Friedersdorf
- Jennifer Gates
- Jenny Handshoe
- Sarah May

IE 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

IE 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