

GLEE & JR. GLEE CLUB PROGRAMS

2019-2020 Member and Parent Agreement

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Mission Statement:

The St. Rose of Lima (SRL) Glee Club Program is an award-winning, after-school performing arts group, comprised of a select group of 4th – 8th grade students from the SRL School, bringing theatrical music and dance, modern pop and classical music stylings to the stage, schools, and parishes in the diocese.

The SRL Jr. Glee Club Program is comprised of a select group of 2nd – 3rd grade students who are training to be in the Glee Club Program.

Objective:

The objective of the Glee and Jr. Glee Club Programs is to create groups comprised of talented students who will perform for school, parish and public events, including the Glee Finale Performance. SRL Glee will serve as the choir for school masses supporting 4th grade and up (including any special upper grade masses) and Jr. Glee will help support lower grade school masses (for 3rd grade and below).

The main objectives in forming these groups are:

1. To give students the opportunity to develop and enhance their talents in music, acting, and dance;
2. To instill an awareness and liking towards the arts;
3. To awaken the sense of creativity that builds confidence and provides an opportunity for self-expression;
4. To stimulate growth of character through cooperative effort, self-discipline, responsibility, patience, attention to detail and desire for excellence;
5. To praise and thank the Lord through music and arts.

Program Overview:

Program Description

Students will learn age appropriate, popular and classic pop songs including Broadway and musical theater. There will be focus on pitch, reading common rhythms in pop or musical melodies, performing techniques, singing in harmony, acting, and dancing. Techniques and strategies needed to be a good soloist will also be an emphasis. The number of songs the students learn will vary according to the group and age of the students. In addition, students will learn choreography, which will bring the entire “show” together.

Rehearsals

This program rehearses weekly after school, according to the following schedule:

For the weeks of August 26th – September 9th:

- **2nd – 3rd Grades:** 1st and 2nd Wednesdays of the month from 2:45-3:30pm; no rehearsal on the other Wednesdays of the month
- **4th – 8th Grades:** 3rd and 4th Wednesdays of the month from 2:45-3:30pm and every Thursday of the month from 2:45-3:30pm
- **Half school-day rehearsal:** Glee (all grades) from 12:30-2pm; Jr. Glee – none, unless instructed

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Ongoing schedule (starting the week of September 16th):

- **2nd – 3rd Grades:** 1st, 2nd, and 3rd Wednesdays of the month from 2:45-3:45pm; no rehearsal on the other Wednesdays of the month
- **4th – 8th Grades:** 1st, 2nd, and 3rd Wednesdays of the month from 3:30-4:30pm; 4th and 5th Wednesdays of the month from 2:45-4:30pm; and every Thursday of the month from 2:45-4:30pm
- **Half school-day rehearsal:** Glee (all grades) from 12:30-2pm; Jr. Glee – none, unless instructed

The rehearsal routine is as follows:

- Prayer
- Vocal warm-up
- Song rehearsal
- Ice breaker (and/or short game)
- Continue with rehearsal
- End with a prayer and snack

Note: Additional rehearsal days may be added as performance, Finale Performance, or competition (Glee only) dates approach. Rehearsal times are subject to change. There may be a separate choreography rehearsal day/time TBD.

Glee Team Leaders

An advanced team of leaders will be selected by the Glee Director and will be by invitation only, based on skill level for singing, acting, and dancing; as well as behavioral/leadership qualities demonstrated. The Advanced Team will be responsible for high level competitions and performances.

General Rules

The following rules apply to all Members:

1. **Attendance:** If a Member will not be attending rehearsal, a note (or email/text notification) from a parent is required. If a Member has three (3) consecutive unexcused absences from rehearsals, they will be excused from the Glee/Jr. Glee Club Program. A Member may be allowed to re-join after speaking with the Glee Director.
2. **Behavior:** Members must show the utmost respect to the Glee Director, teachers, parents, and each other at all times. Any inappropriate behavior will not be tolerated. After two (2) warnings for inappropriate behavior in a rehearsal, Members will receive a conduct slip and will be sent to daycare. Members are only allowed three (3) conduct slips for the school year.
3. **Performances:** Members must attend the three (3) consecutive rehearsals prior to performances in order to participate. For competitions, Members selected to participate in competitions must attend the five (5) consecutive rehearsals prior to the competition in order to perform.
4. **Academic Requirements:** Glee Members must maintain a C+ (or higher) grade average every quarter. If a Member's grades fall below a C+ average, the Member will be excused from the Glee Club Program. A Member may earn their way back by bringing their grade point average up at the next quarter's progress report. Two (2) progress reports must be turned in during the quarter. (*Note:* During the period of ineligibility, students will not be allowed to attend rehearsals.) If grades are not brought up by the next progress report, students will be permanently excused from Glee.
5. **Parent Involvement:** Is a requirement for parents of all Members. (Refer to details on the following pages for more on this requirement.)

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First Quarter Probationary Phase

These important requirements must be met to remain in the Glee/Jr. Glee Club Program.

1. Attendance: Attend all rehearsals during the probationary phase.
2. Behavior: Receive no more than one (1) Conduct Slip from the Glee Director during this phase.
3. Performances: Required to attend all school-related, Glee/Jr. Glee performances during probation.

If any of the above requirements are not met, the Glee Director will meet with the parents to determine next steps.

Requirements for Glee/Jr. Glee Program Members:

Registration and Fees

Registration for the 2018-2019 school year will take place during August 2019. Registration must be paid in order for Glee and Jr. Glee Members to begin participation in rehearsals (starting in August 2019).

Fees for participation in the Glee Club Program for the school year are listed below and include the following:

- Registration for participation during the entire school year (cost is \$95);
- A Glee Dry-Fit shirt (new or replacement shirt cost is \$12; required for casual Glee attire);
- A Glee vest (cost is \$25; required Formal 2 Glee attire); and
- Ten (10) Finale Performance tickets (cost is TBD per family).

Fees for participation in the Jr. Glee Club Program for the school year are listed below and include the following:

- Registration for participation during the entire school year (cost is \$85);
- A Jr. Glee white t-shirt (cost is \$5; required Jr. Glee non-formal attire)
- A Jr. Glee vest (cost is \$25; required Jr. Glee formal attire); and
- Five (5) Finale Performance tickets (cost is TBD per family).

Fees must be paid promptly at the time of registration. If the Finale Performance tickets are not paid for at the time of registration, they must be paid for before tickets are distributed. A deadline will be provided as the date of the Finale Performance approaches.

For Glee/Jr. Glee Members only registering for **half or part** of the school year, registration fees will be adjusted. See the Glee Director for specifics.

Finale Performance Ticket Obligation

Each Glee Member receives ten (10) Finale Performance tickets as part of their Glee participation obligation. These ten (10) tickets will be distributed prior to the Glee Finale Performance event. The cost for these tickets is addressed in the previous section.

Each Jr. Glee Member receives five (5) Finale Performance tickets as part of their Jr. Glee participation obligation. These five (5) tickets will be distributed prior to the Glee Finale Performance event. The cost for these tickets is addressed in the previous section.

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The ticket obligation requirement is **per family**. This means that only one obligation payment is required if a family has more than one Member in Glee/Jr. Glee. If there is one Member in Glee and one Member in Jr. Glee within the same family, the obligation is for the higher requirement (10 Finale Performance tickets). If families are interested in purchasing additional tickets (above the obligated amount), they may do so for the established purchase price.

Required Forms

At the time of registration, and before rehearsal participation is allowed, the following forms must be completed, signed, and returned to the Glee Director for each Glee/Jr. Glee Member:

- **Glee & Jr. Glee Club Programs 2019-2020 Member and Parent Agreement**
- **Student Media Consent & Liability Release**
- **Emergency Medical Treatment**

Forms must be returned no later than August 28, 2019 at the All-Parent Meeting.

In addition, a SRL **Permission Slip** is required for each performance taking place off campus. Due dates and other specifics will be provided at the time of each scheduled performance. Permission Slips need to be submitted to the designated contact person (usually the Parent Committee Chair) by the stated deadline.

Sunday Choir Participation

In order to be eligible for selection for major roles in the Glee Finale Performance and other major roles/solos, Glee and Jr. Glee Members are required to actively participate in one of the parish choirs that sing at Sunday masses. Members in 7th and 8th grade are to participate in the **5pm Sunday Choir** and Members in 6th grade and below are to participate in the **8:30am Sunday Children's Choir**. Active participation includes, not only attending choir rehearsals and singing in mass, but cantoring as well.

Rehearsal times for the Sunday choirs are:

- **5pm Sunday Choir:** usually meet Sunday's from 4:15-4:45pm in the SRL Church to practice songs; if formal practice is held, it is usually Tuesday's from 6-7:30pm in the SRL Church; a standing rehearsal time TBD at a later date
- **8:30am Sunday Children's Choir:**
 - For the weeks of August 26th – September 9th: Tuesday's from 3-3:45pm in the SRL Church
 - Ongoing schedule (starting the week of September 16th): Tuesday's from 3-4pm in the SRL Church

Participation requirements for Glee and Jr. Glee Members with the choirs specified above is as follows:

- A total of 20 mass hours and 6 cantors/solos for Glee Members; 10 mass hours and 3 cantors/solos must be completed by the end of December 2019, and the remaining 10 mass hours and 3 cantors/solos are to be completed by the end of March 2020. Mass hours will be tracked using TeamApp. Glee members are responsible for checking in using an iPad or other device to ensure mass hour credits are received.
- A minimum of twice a month (at rehearsals and mass times) for Jr. Glee Members

If the participation requirements outlined above are met, Members will be given priority to audition for major roles for the Finale Performance. Otherwise, Members who did not meet the requirements will be given ensemble roles.

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Attire – Glee Members

Attire for each performance varies depending on the occasion. Members and parents will be notified of the proper performance attire prior to each performance or competition. Members must be dressed in the appropriate performance attire to participate in each performance.

There are three (3) established types of attire, listed below, for the Glee Club Program. Attire items provided by the Glee Club Program are noted in **bold** font. All other items are required to be provided by each Glee Club Member. (Note: Glee Members are responsible for re-purchasing the Dry-Fit shirt and/or Glee vest if lost, misplaced, or outgrown. See the Glee Director if replacement items are needed.)

- Formal 1:
 - Girls -**
 - Uniform skirt (jumper for 4th graders)
 - White, long-sleeved, button-down shirt
 - Red necktie (**provided by Glee**)
 - All black, dress shoes (church shoes) - no tennis shoes
 - White, knee-high socks
 - Hair half up, half down
 - Red hair bow (**provided by Glee**)
 - Boys -**
 - Black slacks
 - White, long-sleeved, button-down shirt
 - Red necktie (**provided by Glee**)
 - Black vest (**provided by Glee**)
 - All black, dress shoes (church shoes) - no tennis shoes
 - Black socks
- Formal 2:
 - Glee Vest (**provided by Glee**)
 - White, short-sleeved, school polo shirt
 - Black jeans/pants
 - Dark socks
 - All black, church dress shoes - no tennis shoes
- Non-Formal:
 - Glee Dry-Fit shirt (**provided by Glee**)
 - Black jeans/pants
 - Dark socks (or no-show socks)
 - Black and white Converse tennis shoes

Glee vests and Dry-Fit shirts may be worn on “Glee-day Thursdays” with uniform shorts or skirts.

Attire – Jr. Glee Members

Attire for each performance varies depending on the occasion. Members and parents will be notified of the proper performance attire prior to each performance or competition. Members must be dressed in the appropriate performance attire to participate in each performance.

There are two (2) established types of attire, listed below, for Jr. Glee Club Program. Items provided by the Jr. Glee Club Program are noted in **bold** font. All other items are required to be provided by each Jr. Glee Club Member. (Note: Jr. Glee Members are responsible for re-purchasing the white t-shirt and/or Jr. Glee vest if lost, misplaced, or outgrown. See the Glee Director if replacement items are needed.)

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- Formal:
 - **Girls -**
 - Uniform jumper
 - White, short-sleeved, school polo shirt
 - Jr. Glee vest (**provided by Glee**)
 - All black, dress shoes (church shoes) - no tennis shoes
 - White, knee-high socks
 - White hair bow (**provided by Glee**)
 - **Boys -**
 - Navy uniform slacks
 - White, short-sleeved, school polo shirt
 - Jr. Glee vest (**provided by Glee**)
 - All black, dress shoes (church shoes) - no tennis shoes
 - Dark socks
- Non-formal:
 - White t-shirt with Jr. Glee logo (**provided by Glee**)
 - Black jeans/pants
 - Dark socks (or no-show socks)
 - Black and white Converse tennis shoes

Jr. Glee vests and white t-shirts may be worn on “Glee-day Thursdays” with uniform shorts or jumpers.

Level Categories – Glee Members only

Members will be categorized based on their skill level in the areas of Vocals, Dance, and Acting. For all areas, level 1 is the highest level a Member can attain. All Members will be categorized by their level of expertise and will be tested regularly, on-the-spot, after learning the material. These are the skill level categories in the three areas that will be assessed:

- Vocals:
 - Level 1: Advanced (solo or duet)
 - Level 2: Intermediate (trio or small group)
 - Level 3: Ensemble
- Dance:
 - Level 1: Advanced (lead or partner)
 - Level 2: Intermediate (small group)
 - Level 3: Ensemble
- Acting:
 - Level 1: Advanced (lead role)
 - Level 2: Intermediate (partner)
 - Level 3: Ensemble

There will be no auditions for major roles or solos and Members should not ask to be selected. The Glee Director will select Members for parts based on the level they hold at the time the role or solo is selected. Additional testing or audition may be required for selecting major roles for the Finale Performance and is at the discretion at the Glee Director.

Parent Involvement Requirement:

Parent involvement is almost as important as the Glee/Jr. Glee Club Member’s participation, commitment, and dedication. Glee and Jr. Glee are **year-long** programs and, because of that, parents can burn out too. That’s why we need multiple parent volunteers willing to take the lead on our various fundraisers and activities. One parent cannot do it all! Glee parent involvement is required for:

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- Using TeamApp: Downloading and using Glee's official app, called **TeamApp**. (**TeamApp** is available in the App store for Apple and Android devices.) All communication to parents will be sent through TeamApp, so it's a must for Glee parents to stay informed about events, performances, schedule changes, and much more!
- Communicating: Regularly communicating with the Glee Director and/or Parent Committee Chair regarding issues or concerns with your child (such as absences from rehearsals/performances), ideas you may have, Glee events or fundraisers, etc. Parents can email the Glee account at any time or reach out in another way.
- Fundraising: Participating in fundraising events by contributing your time and talents. See the following pages for more information on fundraising.
- Meetings: Attending mandatory parent meetings every quarter of the school year. Meeting dates will be posted in TeamApp (see below for more information) and communicated to parents via email.
- Permission Slips: Ensuring permission slips for performances are thoroughly completed and submitted to the designated contact person (usually the Parent Committee Chair) by the stated deadline.
- Rehearsals: Parent assistance during rehearsals is **crucial** to maintain structure and a productive rehearsal. Parents are required to assist once a quarter, at minimum; two parents are needed at each rehearsal.
- Snacks: Donating snacks and drinks for rehearsals.
- Chaperoning: Chaperoning performances and competitions.
- Transportation: Providing transportation to/from school-day performances and performances scheduled after school and on weekends. When providing transportation, parent drivers will abide by all rules of the road and take responsibility for all parking and moving violations received.

All Glee/Jr. Glee parent volunteers must be Live Scanned and must complete the online Safe Environment Training and the Code of Ethical Standards acknowledgment, which are Diocesan requirements. These requirements must be completed before chaperoning, transporting, or volunteer service hours may be earned through the Glee/Jr. Glee program.

Parent Committee – Roles and Other Lead Positions:

Parent Committee participation is another vital component to the success of the Glee and Jr. Glee Club Programs. All volunteer service to the Glee and Jr. Glee Club Programs can earn parents SRL service hours, which are a family obligation of enrollment at SRL. The following are established Parent Committee roles and lead positions needed each school year. (Additional roles or lead positions may develop at any time.)

Parent Committee Roles

- Parent Committee Chair – **Vicki Macedo**
28 hours minimum = 14 SRL Service Hours earned (approximately)

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- Responsibilities – Attending all parent meetings and assisting the Glee Director with event planning; communicating with parents on upcoming performances and events by sending emails; managing permission slips with students and parents; updating Member rosters; tracking fees paid and receipt of required documents; working collaboratively with other Parent Committee Members and leads; leading rehearsals during the absence of the Glee Director; other responsibilities (as needed). (This can be shared between two parent volunteers if needed.)
- **Choreographer – Lori Olegario**
28 hours minimum = 14 SRL Service Hours earned (approximately)
 - Responsibilities – Assisting the Glee Director with choreography needed for Glee performances, Finale Performance, and competitions (Glee only); providing step-by-step instruction to Glee/Jr. Glee Members during rehearsals on choreographed moves; leading rehearsals during the absence of the Glee Director.
- **Historian – Scott LaFalce**
14 hours minimum = 7 SRL Service Hours earned (approximately)
 - Responsibilities – Taking pictures and/or videos of Glee/Jr. Glee performances, including competitions (Glee only); collecting and organizing pictures and/or videos from parents after each performance; making pictures and videos collected available for use on the SRL Glee website, for the Finale slideshow, and other needs identified throughout the school year.
- **Treasurer – Alexandra Hurtado**
14 hours minimum = 7 SRL Service Hours earned (approximately)
 - Responsibilities – Keeping proper financial records (Excel Spreadsheet) to track income and expenses; working collaboratively with fundraising leads, Parent Committee Chair, and the Glee Director.
- **Rehearsal Coordinator - TBD**
10 hours minimum = 5 SRL Service Hours earned (approximately)
 - Responsibilities – Assisting the Glee Director with monitoring the behavior of Glee and Jr. Glee Members during rehearsals and/or creating a parent schedule for help with this; ensuring there are snacks for rehearsals; communicating to the Parent Committee Chair if snack donations are needed.
- **Social Media Coordinators – Daniela Lara / Scott La Falce / Vicki Macedo**
10 hours minimum = 5 SRL Service Hours earned (approximately)
 - Responsibilities – Managing Glee’s Facebook and Instagram accounts; posting pictures and/or videos to promote upcoming performances and/or events.
- **Fundraiser Coordinator – Alexandra Hurtado**
10 hours minimum = 5 SRL Service Hours earned (approximately)
 - Responsibilities – Assisting the Parent Committee and Glee Director with organizing and planning the fundraisers planned for the school year; helping fundraising leads with details of each specific fundraiser; serving as a liaison between fundraising leads, the Parent Committee and Glee Director; working collaboratively with fundraising leads, Parent Committee Chair, and the Glee Director with communication being a key role.

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Other Lead Positions

- **Social Media / Facebook Campaign (Fundraiser Lead) – Vicki Macedo**
8 hours minimum = 4 SRL Service Hours earned (approximately)
 - Responsibilities – Organizing all aspects of the fundraiser, including (but not limited to): assisting the Glee Director with any pre-campaign activities; posting/sharing the campaign on the Glee social media accounts (including Facebook and Instagram); notifying Glee/Jr. Glee parents of the fundraiser via email, app, and social media communication; tracking donations received; and other necessary tasks.

- **Halloween Carnival Booths (Fundraiser Lead) – Marlith Austin**
10 hours minimum = 5 SRL Service Hours earned (approximately)
 - Responsibilities – Organizing all aspects needed for event, including (but not limited to): gathering/creating booth props; notifying Glee/Jr. Glee parents of the booths via email communication; setting up booths on the day of the event; securing volunteers to work the booths (Glee/Jr. Glee parents).

- **See's Candies (Fundraiser Lead) – Amy La Falce**
8 hours minimum = 4 SRL Service Hours earned (approximately)
 - Responsibilities – Organizing all aspects needed for the event, including (but not limited to): creating flyers; notifying Glee/Jr. Glee parents of the event via email communication; arranging for flyers to be stuffed in the school's Monday white envelope; handing out sales information to each Glee Member; data entering all sales into See's spreadsheet, ensuring accuracy; submitting the order to the Parent Committee Chair, who will verify and submit to the See's Candies sales rep; arranging for payment between the school and See's; coordinating pick-up of the merchandise; verifying the order with See's; dispersing and distributing the candy by deadline.

- **Bake Sale (Fundraiser Lead) – Argee & Edwin Cespedes**
10 hours minimum = 5 SRL Service Hours earned (approximately)
 - Responsibilities – Organizing all aspects of the event, including (but not limited to): securing the event date (Sunday); notifying Glee/Jr. Glee parents of the event via email communication; coordinating baked good (and other) donations from Glee/Jr. Glee families; setting up outside the SRL church (tables, canopies) on the morning of the sale; securing volunteers to work the bake sale after Sunday morning masses (Glee/Jr. Glee parents).

- **Glee Finale Subcommittee (Numerous Volunteers Needed) –**
8 hours minimum = 4 SRL Service Hours earned (approximately)
 - Responsibilities – Subcommittee Members are needed in various areas to ensure the Glee Finale Performance is a success. Subcommittee Members are needed in the following areas:
 - Costumes
 - Marketing/Communication
 - Stage Managers
 - Green Rooms (boys & girls)
 - Audio & Sound Engineers
 - Food/Concessions
 - Graphic Design - spirit ads, student profiles, Gleebill
 - Stage Decoration/Props
 - Lighting Engineer
 - Tickets
 - Merchandise Table
 - Raffle
 - Wing Man (microphones)
 - Curtain
 - Stage Hands
 - Security
 - Set-Up
 - Clean-Up
 - Lobby Picture Display

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Annual Schedule of Performances:

Below is a tentative schedule of annual performances for the Glee Club Program.

August 2019	Feast of St. Rose of Lima (8/24) First School Mass (8/27)
September 2019	Grandparents Day (9/20)
October 2019	Halloween Carnival (10/25)
November 2019	Pasta Expo (11/1) Pop for Christ (11/2) Mother/Son Event Veteran's Breakfast Songs of the Holiday Season (KUSI taping)
December 2019	Caroling (Eastlake) SRL Advent/Christmas Play (12/20) SRL Christmas Eve mass (12/24)
January 2020	Catholic Schools Week (last week)
March 2020	SRL Open House (3/4) Father/Daughter Event (TBD)
April 2020	SRL Easter Sunday mass (4/12)
May 2020	Finale Performance (5/2 – two shows) May Crowning (5/6) Glee Awards Night
June 2020	Last school mass (6/9)

The schedule can change at any time due to circumstances beyond the control of the Glee Director. Scheduling of events, and changes to the schedule, will be communicated at the earliest possible time to Glee Members and parents. Additional performances may be added to the schedule throughout the school year.

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Acknowledgement of Glee/Jr. Glee Program Requirements and Obligations:

After thoroughly reading the *Glee & Jr. Glee Club Programs 2019-2020 Member and Parent Agreement*, the Member and Parent must sign, date, and return this acknowledgement to the Glee Director no later than August 28, 2019.

Glee/Jr. Glee Member

I have read, and agree to, the SRL Glee/Jr. Glee Club Program rules, requirements, and obligations.

Glee/Jr. Glee Member Printed Name

Glee/Jr. Glee Member Signature

Date

Glee/Jr. Glee Parent

I have read and acknowledge the SRL Glee/Jr. Glee Club Program rules, requirements, and obligations that my child must adhere to. I have also read, and agree to, the Parent Involvement requirements and obligations.

Glee/Jr. Glee Parent Printed Name

Glee/Jr. Glee Parent Signature

Date