

CENTRAL KENTUCKY  
**Youth Orchestras**

**MEMBERSHIP HANDBOOK**  
**72nd Season: 2019-2020**



## 1. ORGANIZATION

### 1.1 MISSION

The purpose of the Central Kentucky Youth Orchestras is to provide, in cooperation with public and private schools, equitable access to the highest quality musical opportunities and to foster a life-long love of music for dedicated young musicians. CKYO enriches the lives of its student members through a dynamic curriculum focused on the development of musical excellence at all levels of experience, and seeks out strategic partnerships to ensure its responsiveness to the needs of its community.

### 1.2 PROGRAM OVERVIEW

Since 1947, the Central Kentucky Youth Orchestras (CKYO) has been dedicated to the musical education and growth of its student members and is one of the oldest, independently chartered youth orchestras in the US. Over 300 students gather from 15 counties and 60 area schools to participate in six performing ensembles: 3 symphonic orchestras, a preparatory string orchestra, and 2 big-band style jazz orchestras. Each season CKYO presents concerts throughout Lexington at Singletary Center for the Arts, Lyric Theatre and Cultural Arts Center, Loudon House, Carnegie Center for Literacy and Learning, and Keeneland Racetrack, among others. CKYO ensembles present dynamic and exciting repertoire, recently sharing the stage with UK Opera Theatre, Lexington Philharmonic, Lafayette High School Chorus, Bluegrass Youth Ballet, and Kentucky Bach Choir. In addition, CKYO operates 3 community-based programs: *Friends in Music*, *CKYO in the Schools*, and *MusicWorks*.

### 1.3 HISTORY

For Howard Pence, a Lexington area music teacher, the dream began in 1947 with 14 local high school string players. Pence was hoping to provide quality learning and performance opportunities for talented young musicians and, in turn, to bring cultural enrichment to audiences throughout the state and country. With the help of Thornton Scott, Chester Travelstead and eleven other dedicated citizens, Howard Pence realized his dream as his 14 string players grew to 49 players and a full Youth Symphony Orchestra in 1949. By following his dream, Pence created one of the oldest, independently chartered youth orchestras in the United States.

With each passing decade this dream has continued to flourish and grow, as the Youth Music Society of Central Kentucky became the Central Kentucky Youth Orchestras, today consisting of six orchestras and over 350 talented young people. For CKYO, the many young musicians who have been its members and the community who has steadfastly supported it the last 68 years represent a journey of incredible experiences and spectacular achievements.

### CKYO Milestones

- 2013 CKYO founds *North Limestone MusicWorks*, the first El Sistema-inspired initiative in KY
- 2008 CKYO adds Jazz Arts Orchestra
- 2008 Spain/Portugal Tour
- 2005 Central Europe Tour
- 2002 Italy Tour, Rome, Lucca, Teatro Verdi, Cortona
- 1999 Performance Tour, 11 days in Paris, Brugge, Dunkerque, and London
- 1996 Performance, Kentucky Music Educators Association Conference, Louisville, KY
- 1993 Performance, Mid-West International Band and Orchestra Clinic, Chicago, Illinois
- 1979 Performance Tour, three weeks throughout the Soviet Union and Romania
- 1972 Performance, Mid East Instrumental Music Conference, Pittsburgh, Pennsylvania
- 1970 Performance, Memorial Arts Center, Atlanta, Georgia
- 1968 Performance, State Department Concert Series, Washington, D.C.
- 1963 Performance, Youth Concerts for Young People, White House Lawn
- 1958 Performance, Silver Anniversary conference, Violin & Cello Teachers' Guild, Carnegie Hall
- 1957 Exhibits and recordings sent to represent U.S. youth at Brussels World Fair
- 1953 Performance, American String Teachers Association conference, Cincinnati, Ohio

## 1.4 CONTACT INFORMATION

Mailing Address: Central Kentucky Youth Orchestras  
161 North Mill Street  
Lexington, KY 40507

Summer Office Hours (6/1/19 – 8/13/19): Monday thru Friday, 10:00am – 4:00pm

Season Office Hours (8/14/19 – 6/1/19): Monday thru Friday, 9:00am - 5:00pm

Email: [ckyo@ckyo.org](mailto:ckyo@ckyo.org)

Phone: 859.254.0796 Fax: 859.257.9466

Website: [www.ckyo.org](http://www.ckyo.org)

Facebook: [www.facebook.com/CentralKentuckyYouthOrchestras](https://www.facebook.com/CentralKentuckyYouthOrchestras)

## 1.5 STAFF

Marcello Cormio.....Music Director  
Amelia Groetsch.....Executive Director  
Chase Miller.....MusicWorks Program Director  
Shawna Howard.....Friends in Music Program Director  
Nancy Campbell.....*Repertory Orchestra String Conductor*  
*Preparatory String Orchestra Conductor*  
Lois Wiggins.....*Repertory Orchestra Wind Conductor*  
Raleigh Dailey.....Jazz Arts and Jazz Repertory Orchestras Director  
Mary Elizabeth Henton.....Asst. Preparatory String Orchestra Conductor  
Austin Shoupe.....Percussion Instructor

## 1.6 2019-2020 BOARD OF DIRECTORS

Cindy Bennett, president  
Candace James, president-elect  
Beth Ellen Rosenbaum, secretary  
Dawn Scanlon, treasurer  
Kirsten Clingerman, past president

Stephanie Farrar  
Cherie Flueck  
Doug Gabbert  
August Johannsen  
Julie Quick  
Patricia Price  
Mary Kay Rayens  
Rona Roberts  
Louise Shouse  
Robert Stadelman

### Permanent Positions

Lester Diaz, *Fayette County Public Schools*  
VACANT, *UK School of Music*  
VACANT, *Lexington Philharmoni*

## 2. PROGRAMS

### 2.1 ENSEMBLES

**SYMPHONY ORCHESTRA (SO)** The Symphony Orchestra (SO), CKYO's most advanced ensemble, is composed of over ninety players, primarily high school students with some members traveling over an hour each way to participate. The Symphony Orchestra plays advanced orchestral music in its original form with an emphasis on preparing students for collegiate or semiprofessional orchestras.

**Rehearsal Time:** Mondays, 7:00pm-9:30pm

**Rehearsal Location:** Singletary Center for the Arts at UK

**CONCERT ORCHESTRA (CO)** The Concert Orchestra (CO) is composed of over ninety high school and middle school students. The curriculum is designed to hone players' skills as orchestral musicians and to help them to develop habits necessary for playing in an advanced ensemble through a focus on original-notation symphonic music. All string players must be able to tune their own instruments.

**Rehearsal Time:** Wednesdays, 6:30pm-8:45pm

**Rehearsal Location:** Singletary Center for the Arts at UK

**REPERTORY ORCHESTRA (Rep)** The Repertory Orchestra (Rep) offers young or less experienced string and wind instrumentalists an opportunity to play in a full orchestra, and emphasizes learning, reading, and ensemble skills. Students must have at least two years of playing experience or one year with some private instruction. The Repertory Orchestra is comprised of seventy musicians and is conducted by Nancy Campbell and Lois Wiggins.

**Rehearsal Time:** Tuesdays, 6:30pm-8:30pm

**Rehearsal Location:** School for the Creative and Performing Arts (400 Lafayette Parkway)

**PREPARATORY STRING ORCHESTRA (PSO)** The Preparatory String Orchestra (PSO) offers young and less experienced string players an opportunity play in a string ensemble with an emphasis placed on basic ensemble techniques, rehearsal and performance etiquette. Students must be able to read music and participate in a 90-minute rehearsal session. Help with tuning will be provided. The PSO is conducted by Nancy Campbell and assisted by Anna Hess.

**Rehearsal Time:** Thursdays, 6:00pm-7:30pm

**Rehearsal Location:** School for the Creative and Performing Arts (400 Lafayette Parkway)

**JAZZ ENSEMBLES – Jazz Arts Orchestra (JAO) & Jazz Repertory Orchestra (JRO)** The Jazz Arts Orchestra (JAO) offers high school students advanced training and performance opportunities with our big band jazz ensemble, comprised of the standard big band instrumentation. The Jazz Repertory Orchestra (JRO) offers an introductory jazz experience for middle and high school students. These ensembles only meet during the spring semester each season and auditions are held at the beginning of December. The ensembles are conducted by UK Professor Raleigh Dailey. Information will be available in the Fall.

**Rehearsal Time:** Tuesdays, JRO: 5:30pm – 7:00pm; JAO: 7:00pm-9:00pm (January 2020-May 2020)

**Rehearsal Location:** Maxwell Street Presbyterian Church

## 2.2 COMMUNITY MUSIC INITIATIVES

### Friends in Music



The *Friends in Music* (FIM) program was created by CKYO in 1997. Through this program, CKYO members act as mentors to teach free instrumental lessons at Leestown Middle School (LMS) and Bryan Station Middle School (BSMS). FIM activities occur at those schools directly after the school day, one day per week at each school. At present the program only teaches string instruments: violin, viola, cello, and bass. CKYO mentors serve as a vital part of the *Friends in Music* program. CKYO Symphony Orchestra Members volunteer their time each week in order to offer group, private, and semi-private lessons to students at LMS and BSMS. Mentorship and interpersonal interaction has proved to be vital for the success of the developing musician through educational research. The CKYO Symphony members are able to offer an important mentoring partnership for the orchestra students at these FIM schools.

### MusicWorks



CKYO *MusicWorks* is an intensive musical training initiative based on the Venezuelan national youth orchestra program El Sistema. El Sistema is a set of inspiring ideals that has led to an intensive after-school music program that seeks to effect social change through the pursuit of musical excellence. El Sistema focuses on children with the fewest resources and greatest need and is delivered

at no cost to participants. *MusicWorks* is a 2.5-hour after-school daily music program for students of Lexington Northside and East End. It is the only El Sistema program between Cincinnati and Atlanta. *MusicWorks* operates on an academic year calendar, following the public school system. *MusicWorks* runs four days a week (M, Tu, Th, F), from 2:30pm-5:00pm, and provides a space in which the students feel safe and welcome.

## 2.3 ADDITIONAL STUDENT PROGRAMS and ACTIVITIES

### **BORCHARDT CONCERTO COMPETITION** (Open to returning members except previous year winners)

Each year CKYO sponsors a competition for member musicians. The competition, this year on September 22<sup>nd</sup> 2019, is open to all CKYO students who were members of a CKYO ensemble last season and who have not previously won the competition, though mostly Symphony Orchestra members participate. Students will receive detailed comments from a panel of distinguished judges, and up to three winners will have the opportunity to perform with our Symphony Orchestra during the concert season. Please visit our website for further information, including competition guidelines. All pieces MUST be pre-approved by the Music Director prior to auditioning.

### **FRIENDS IN MUSIC MENTORING**

Mentoring is open to any string Symphony Orchestra Member and open by invitation to select string Concert Orchestra Members. The program pairs an experienced CKYO member with a middle school musician for music mentoring after-school. The sessions are held on Tuesdays at Bryan Station Middle School or on Wednesdays at Leestown Middle School. The start time for both locations is 4:15 p.m. The hours spent in the program can be applied to community service programs. Please contact Shawna Howard at [fimckyo@gmail.com](mailto:fimckyo@gmail.com) if you are interested in being a FIM mentor this season.

### **3. AUDITIONS**

#### **3.1 ENSEMBLE AUDITION**

Two sets of students will need to apply for and complete a Spring Ensemble Audition: 1) All auditionees who are NEW to CKYO and 2) Returning Concert, Repertory, & Preparatory String Orchestra students who wish to move into a more advanced CKYO ensemble. Returning CKYO students in good standing who wish to participate in the same ensemble as the current season will NOT be required to take a Spring Ensemble Audition. Commitment to Return Forms will be provided to all students in April and collected before each ensemble's final performance.

The Spring Ensemble Audition will consist of four elements: 1) Scales, 2) Solo, 3) Orchestral Excerpt(s), and 4) Sight-Reading. Based on the performances in the Spring Ensemble Audition, the audition judges will place each student in an ensemble; however, this placement will have no bearing on seating or part assignments.

#### **3.2 NOTIFICATION OF ENSEMBLE AND DEPOSIT**

Following the Spring Ensemble Audition each auditionee-and each returning Symphony Orchestra student-will receive a mailing from CKYO containing an Ensemble Placement Letter, Registration and Deposit Information, August Seating Audition Excerpts and additional season information.

This mailing will be sent the first week of June 2018. These audition results will not be posted on the CKYO website. The 72nd Season Registration and Tuition Form must then be returned by July 15, 2019 to reserve your place in the ensemble for the upcoming season.

#### **3.3 FALL SEATING AUDITIONS**

The 72nd Season will then begin with Fall Seating Auditions for all CKYO students. The August Seating Audition will consist of two to three orchestral excerpts, depending on the orchestra and instrument. Students received the appropriate orchestral excerpts for the audition in their 72nd Season Registration Packet.

Fall Seating Auditions will be held on the corresponding rehearsal nights for each orchestra beginning on Monday, August 19<sup>th</sup>. Information about each orchestra's seating audition date is listed below. **The scheduled audition times will be emailed on Friday, August 9, 2019 to all students who have returned their registration and deposit by the deadline.**

##### **SO Fall Seating Auditions**

Monday, August 19<sup>th</sup> - 6:00pm-10:00pm  
Singletary Center for the Arts and UK Fine Arts Building

##### **CO Fall Seating Auditions**

Wednesday, August 21<sup>st</sup> - 6:00pm-9:30pm  
Singletary Center for the Arts and UK Fine Arts Building

##### **Rep Fall Seating Auditions**

Tuesday, August 20<sup>th</sup> - 6:00pm-9:00pm  
SCAPA – School for the Creative and Performing Arts

##### **PSO Fall Seating Auditions**

Thursday, August 23<sup>rd</sup> 6:00pm-9:00pm  
SCAPA – School for the Creative and Performing Arts

## 4. MEMBERSHIP POLICIES

### 4.1 PRIVATE LESSON POLICY

All members of CKYO ensembles must be enrolled in weekly private lessons on their instrument. Students must obtain their private teacher's signature each semester as certification of their attending regular lessons.

### 4.2 SCHOOL PARTICIPATION POLICY

All middle school and high school aged members are **REQUIRED** to participate in their school band and/or orchestra program. If a school does not offer an ensemble for the auditioned instrument, we require that your counselor sign certifying such a situation. Home schooling parents are asked to sign as the student's music teacher, certifying that music is a part of their schooling program.

Students must obtain signatures from their school instrumental music teachers each semester of participation in CKYO as a certification of compliance supporting the school and private instrumental teachers and programs.

In making these requirements, CKYO recognizes that a school or private music teacher may refuse to sign the CKYO form if reasonable efforts have not been met by the student, to work for the betterment of the school or private music program, or to rescind a signature if the student is not living up to the agreement made. **CKYO reserves the right to retract membership privileges if the proper signature requirements have not been obtained in accordance with the CKYO timetable.**

**Please note: CKYO makes NO EXCEPTIONS to its school instrumental and private music teacher signature certification requirements.** Because the organization serves students from 15 different counties and over 60 schools the policy is broad and is in place to support the public school music programs who work in cooperation with the organization. CKYO recognizes that each school has their own ensemble participation requirements. The teacher signature required by CKYO each semester indicates the student for which the teacher is signing is in compliance with school requirements as that school and/or teacher deems acceptable.

### 4.3 STUDENT ELIGIBILITY

In continuation of the CKYO membership obligations, WE REQUIRE:

- Payment of CKYO tuition or submission of a CKYO scholarship application in accordance with the CKYO timetable. (Applications are available for need-based scholarships).
- Attendance at ALL rehearsals and performances in accordance with CKYO's attendance policy.
- Comply with items 4.1 Private Lesson Policy and 4.2 School Participation Policy as detailed above.

All members are expected to:

- Have a positive attitude toward learning
- Cooperate with and be considerate to other members
- Display an attitude of respect toward all CKYO Staff and Volunteers
- Regularly practice and prepare CKYO music
- Consistently improve through private lessons
- Maintain proper care of your instrument
- Take proper care of your CKYO music folder and music \*see *Music Guidelines on next page*

We Strongly Encourage:

- Elementary school members to participate in their school band or orchestra program, where available
- Participation in a summer music camp or workshop

These terms are not intended to create any contractual obligation on behalf of CKYO, but rather as requirements for participation in the organization, which CKYO can determine in its sole discretion. CKYO reserves their right to amend its policies and guidelines at any time.

**CKYO makes NO EXCEPTIONS to its school instrumental and private music teacher signature certification requirements.**



#### 4.4 INCLEMENT WEATHER POLICY

In general, CKYO will cancel rehearsals and activities when Fayette County Public Schools cancels school and other activities. If CKYO rehearsals are cancelled, all students and parents will be notified via email. In addition, we will post rehearsal cancellations on the front page of our website and on our Facebook page. CKYO will also post cancellations via WKYT's Sno-Go System.

If rehearsal is not cancelled and inclement weather prevents a student from attending a rehearsal or arriving late, the student must notify the office as if the student were to be absent due to illness.

#### 4.5 PUBLICATION USAGE POLICY

Throughout the season, there may be occasions that are open to the public, where the media will be present, i.e. rehearsals, performances and community outreach programs. It is possible that photographs, videotapes and audio recordings will be made. The Central Kentucky Youth Orchestras will assume permission for your child and information to be in these types of publications unless otherwise notified in writing in accordance with the CKYO timetable.

#### 4.6 CLOSED REHEARSAL POLICY

CKYO rehearsals are closed to the public. Anyone other than CKYO board, staff, and orchestra members must receive permission in advance from the conductor in order to attend.

### 5. STUDENT & FAMILY EXPECTATIONS

#### 5.1 ATTENDANCE POLICY

Membership in the Central Kentucky Youth Orchestras comes with the exciting opportunity to learn and perform amazing works of music with a community of dedicated peers and professional leaders, as well as the responsibility to honor your commitment to yourself, your musical colleagues, and the institution of CKYO. Like any group activity, each individual is an important part of each rehearsal experience, and your presence is vital both to your musical progress and to the musical progress of those around you. By accepting your seat in a CKYO ensemble, we expect that you have decided to make CKYO a priority in your musical life. Each student may have a different reason for wanting to be a member of CKYO, but the one thing we all have in common is that we have each **chosen** to be here and we will collectively honor that choice maintaining high standards and striving for excellence.

#### Absences

An absence may be excused if the student has completed and submitted a CKYO Absence Request Form no fewer than two (2) weeks in advance of the expected absences. Excused Absences may be granted for academic, musical, medical, or family reasons. Absence Requests can be submitted online at the CKYO website under Members>Attendance. If CKYO is not been notified in advance the absence will be considered unexcused. Absences resulting from student illness (which cannot be predicted two weeks in advance) will be considered excused if the CKYO Office is provided with an explanation the following business day.

Arriving late to rehearsal will count as a one-half absence. Returning late from a rehearsal break or leaving early from rehearsal also counts as a one-half absence. If a student is dismissed from a rehearsal for disorderly conduct, the student will be recorded as absent for that rehearsal.

**If a student has more than 2.5 absences for a concert cycle, or if he or she has 1 or more unexcused absences, he or she may be asked to meet with his/her conductor for a rehearsal check-in.** The check-in will be scheduled at the convenience of the conductor and he or she may choose to hear any music from the current concert cycle.

## Dress Rehearsals and Performances

- An absence at a dress rehearsal may result in a student being asked not to perform in the concert. An unexcused absence at a dress rehearsal may result in being dismissed from CKYO.
- An unexcused absence at a concert may result in being dismissed from CKYO.

## Rehearsal Punctuality

It is imperative that students arrive EARLY to rehearsals. Rehearsals cannot start effectively until all members are in their seats and ready to rehearse. Being "on-time" is when a student is:

- In the rehearsal building no less than 10 minutes prior to the beginning of a rehearsal.
- In a seat warming up no less than 5 minutes prior to the beginning of rehearsal.
- Ready to tune no less than 1 minute prior to rehearsal.

Students should use the time before rehearsal and during break for using the restroom, finding a water fountain, enjoying time with friends, or warming up. Once a rehearsal session begins no student should need to leave the room unless there is an emergency.

## Rehearsal Checklist

To be ready for rehearsal you have the following items with you at your chair or music stand:

- Instrument, including any needed accessories (ie. mutes, reeds, bows, etc...)
- Music & Music Folder
- Sharpened Pencil
- Folding Music Stand, when requested in the Weekly

The following items are **not** to be out and used during rehearsal:

- Cell phones
- Homework
- Other Reading Material

## Pick-Up Policy

Students must be picked up **no later than 15 minutes after the end of the rehearsal**. CKYO may charge a \$10 fine for every 5 minutes thereafter that a staff member waits with a student for a ride. We ask you to please be considerate of our staff members' time.

## 5.2 CKYO WEEKLY

Every Friday at approximately 3:00pm the email addresses provided to the CKYO Office on your Registration Form will receive the **CKYO Weekly** email that contains rehearsal schedules, information about sectionals, any changes to the rehearsal location, links to online resources relating to the repertoire we are performing, and other important information. Please make reading the Weekly for both artistic and logistical information a part of your preparation for the upcoming week of CKYO rehearsals, concerts, or other activities. If you are not receiving the Weekly email, please first check your SPAM folders then if you are still not receiving the email contact the office to make sure you are on the distribution list.

## 5.3 MUSIC POLICY

Each member is responsible for returning his/her music folder at the end of the season. There is a \$25 replacement charge for music folders if not returned in accordance to the CKYO timetable. This rule applies even if a student is no longer participating.

## 5.4 CONCERT ATTIRE

Formal concert attire helps set a professional atmosphere at each CKYO performance. Members should take pride in keeping outfits in good condition and making sure they fit properly throughout the season. Only CKYO members who are dressed accordingly will be allowed to perform on concert days.

### **Symphony (SO), Concert (CO) and Repertory (Rep) Orchestras Concert Attire**

#### Option 1:

- Long Black Formal Dress (See Dress Order Form)
- Black Dress Shoes (NO flip-flops)

#### Option 2:

- Black Tuxedo
- Black Bow Tie & Cummerbund
- White Dress Shirt
- Black Dress Shoes and Black Socks.

## Preparatory String Orchestra Concert Attire

### Option 1:

- White CKYO Blouse (See Blouse Order Form)
- Black Skirt that falls below the knees or Black Dress Pants – NO leggings
- Black Dress Shoes (NO flip-flops)
- Black pantyhose or tights

### Option 2:

- Black Dress Pants
- White Long-Sleeved Dress Shirt
- Solid Black Long Tie
- Black Dress Shoes & Black Socks

### DRESSES & BLOUSES:

- All dresses and blouses MUST be ordered through CKYO (unless your student has a dress or blouse used for school band or orchestra that is the same as what CKYO orders through Formal Fashions. Payment is due with tuition and order forms must be received by Friday, August 31, 2018 in order to get the orders in time for the Fall Concert.
- SO/CO/Rep will choose dresses from four styles and eight different necklines.
- All dresses are black, ankle/floor length, with  $\frac{3}{4}$  length sleeves.
- PSO will choose blouses from ten different necklines.
- All blouses are white and have  $\frac{3}{4}$  length sleeves.
- There will be used dresses and blouses available for sale at the August Seating Auditions (first come, first served) and some are listed now on the CKYO Marketplace (<https://www.ckyo.org/ckyo-marketplace>)
- If you would like to sell a used dress or blouse, please contact the office.

### TUXEDO RENTAL:

- Tuxedos may be rented through Geno's Formal Affair (380 Southland Drive, Lexington, KY 40503; [www.GFATux.com](http://www.GFATux.com); 859-276-1461). You may contact Geno's beginning September 1, 2018.
- Mention "Central Kentucky Youth Orchestras" when you go there to be measured.
- Average cost – \$90-\$100 for the entire season (September - May); includes 2 cleanings.

## 5.5 STUDENT BEHAVIOR

Participation in the Central Kentucky Youth Orchestras is a privilege and honor. As such we would like to remind you of certain standards and attitudes that we require for CKYO eligibility from each and every student member. Our policies and guidelines have been set to ensure a quality CKYO orchestral experience and to enhance your personal musical progress.

Student Behavior During CKYO Functions:

- Smoking, as well as alcohol or drug use, is not permitted at any time during CKYO functions.
- Students are expected to refrain from inappropriate public displays of affection as defined by accepted social and legal standards at any time during CKYO activities.
- Participants may not leave the activity site(s) at any time during stated activity or events.
- **Cell phones should not be out during rehearsal. Please place all cell phones on silent and put them away so they are not visible to you or any other student or conductor during rehearsal.**
- The CKYO Board of Directors will enforce this policy with guidance from the Music Director.
- CKYO declines liability for any violation of the above.

## 5.6 INSTRUMENT RENTALS

CKYO has string basses and a number of specialized woodwind instruments for rent. The basses are generally of a higher quality than can be rented from local music stores. The wind instruments are for special applications and they will be issued to students on an as-needed basis when these situations occur.

Rental costs are \$25 per semester for wind instruments and \$50 per semester for basses (Fall, Spring, Summer or \$150 annually). At the conclusion of the year, the instruments will be returned to the music director for inspection.

In the event an instrument shows unusual wear or damage, the renter agrees to pay for such repairs. Returns after the due date will incur a late fee of \$25 per week. Musical instrument renters will be billed a few weeks into the semester.

## 6. TUITION

### **6.1 AMOUNTS & PAY SCHEDULE**

#### Tuition By Orchestra (Per Semester)

Symphony Orchestra (SO)	\$245 per semester, plus fundraising
Concert Orchestra (CO)	\$230 per semester, plus fundraising
Repertory Orchestra (Rep)	\$215 per semester, plus fundraising
Preparatory String Orchestra (PSO)	\$200 per semester, plus fundraising
Jazz Arts Orchestra (JAO)	\$215 spring semester only, plus fundraising
Jazz Repertory Orchestra (JRO)	\$200 spring semester only, plus fundraising

#### Fundraising:

- \$60 per semester Cash Opt-Out or

Each student is required to assist CKYO in Fundraising each semester. Students may participate in Flower Sales each semester or sell Program Ads to fulfill the Fundraising Quota. Students who have not sold Program Ads or participated in the Flower Fundraiser will be invoiced for \$60 following the fundraiser.

#### Payment Deadlines

- 2019 Fall Semester Tuition Balance Due - July 15, 2019
- Concerto Competition Entry Fee (\$35) and Form due on September 9, 2019.
- 2020 Spring Semester Tuition Due - January 18, 2020 (SO, CO, Rep, PSO)
- Spring Semester Tuition for Jazz Ensembles Due - January 31, 2020 (JRO and JAO)

#### DISCOUNTS and LATE FEES

- **Multi-Orchestra/Sibling Discount\*:** For every additional child's registration for CKYO, you may deduct \$25 (i.e. 2 children in CKYO = deduct \$25 from 2nd registration; 3 children in CKYO = deduct \$25 each from 2nd & 3rd, etc.) \*This also applies to students who participate in more than 1 orchestra on different instruments or both a classical and jazz orchestra in the spring semester (e.g. Student plays violin in Concert Orchestra and oboe in Symphony Orchestra, deduct \$25 from one orchestra tuition each semester).
- **Late Fee:** Fall Semester: Forms and Tuition received AFTER July 15, 2019 will incur a fee of \$25. Spring Semester: Forms and Tuition received AFTER January 18, 2020 (and after January 31, 2020 for Jazz Ensembles) will incur a fee of \$25.

### **6.2 SCHOLARSHIP**

CKYO welcomes all students who qualify musically to become members during the entrance audition. Any CKYO student who needs financial aid in order to participate may apply for a full or partial tuition scholarship.

Tuition Scholarship Applications are available on the CKYO website at [www.ckyo.org/scholarships](http://www.ckyo.org/scholarships) and must be turned in by **July 15, 2019** for the full season or by **December 1, 2019** for the Spring Semester consideration only. Please complete the application in its entirety; information will be kept confidential. After review by the CKYO Board of Director's Finance Committee, applicants will be notified of receipt prior to the CKYO Tuition deadline. **Please DO NOT pay tuition until you have heard from the Scholarship Committee.** CKYO is not able to provide refunds.

## 6.3 FUNDRAISING

Tuition covers only a portion of CKYO's operating budget. Part of each student's semester tuition requirement comes in the form of fundraising. We ask each student to help contribute to the organization's fundraising efforts in the following ways:

### Program Ads

Contact your favorite businesses and ask them to support CKYO by placing their advertisement in our programs. There are three different ad sizes to choose from and the ad will be included in every program for the season. Deadline for submissions is October 1, 2018. This fundraiser is offered only in the fall and one ad will fulfill a student's fundraising requirement for the whole year.

### Flower Sales

CKYO offers flower sales in both the fall and spring semesters. For our fall sale, we offer beautiful, high quality poinsettias in various colors. In the spring, a variety of hanging flower baskets will be offered. To fulfill the fall fundraising requirement each student must sell at least eleven (12) poinsettias – if students sell twenty (20) or more, their annual fundraising requirement is covered. For the spring flowers, total sales should be \$140 in order to fulfill the spring fundraising requirement.

### Cash Opt-Out

If you would like to decline to participate in fundraising activities, you may donate \$60 (tax deductible) per semester per child. If your donation is \$120 or more in the fall, your fundraising commitment will be fulfilled for the year. Please include this donation with your tuition payment. Students who haven't completed fundraising for the semester will be invoiced for the \$55 opt-out fee at the conclusion of each semester.

### Other Ways to Contribute to CKYO's Fundraising Efforts

CKYO participates in two community fundraisers as well. Please consider designating CKYO as the charitable recipient of your purchases at Kroger and Amazon. Instructions for registering are below.

#### **Kroger Community Rewards**

How to Register:

- 1) Visit [www.kroger.com](http://www.kroger.com). Find the "Community Rewards" page under the "Community" tab.
- 2) Click the "Enroll" button and select CKYO by entering our NPO number – **EX805** – into the search bar.
- 3) Make your regular purchases with your Kroger Plus Card! You must re-register each year during the month of August.

**CKYO NPO# EX805**

#### **Amazon Smile**

How to Register:

- 1) Visit [smile.amazon.com](http://smile.amazon.com)
- 2) Enter "Central Kentucky Youth Orchestras" into the search bar, and then click to select CKYO.
- 3) Shop as you normally would on Amazon.com! The Amazon Smile Foundation will donate 0.5% of eligible purchases to CKYO each quarter.
- 4) Remember to always begin your amazon shopping at [smile.amazon.com](http://smile.amazon.com) in order for your purchases to qualify for CKYO.

## **7. PARENT ASSOCIATION and VOLUNTEERING**

### **7.1 MISSION STATEMENT**

The purpose of the CKYO Parent Association is to lead fundraising efforts, advocate on behalf of CKYO programs, and foster a community of fellowship and cooperation among students, families, and alumni.

### **7.2 VOLUNTEERING**

As with every non-profit organization, the volunteers are the backbone and the moving force of the group. At CKYO, we ask volunteers to help out in a variety of ways.

#### Rehearsal Monitors

The responsibilities of the rehearsal monitor during the rehearsal will be to supervise the students 15 minutes before the rehearsal starts, during the break, and after the rehearsal, making sure the students are safe, behaving in accordance with CKYO policies, and are traveling to their appropriate destinations in a timely manner. The monitors will also be available to help in case of an emergency.

- If you are willing to volunteer as a monitor, please select the "Rehearsal Monitor" volunteer option on the registration form and follow the volunteer procedures on the next page.
- A schedule will be developed and published based on responses. Volunteering to be a rehearsal monitor, does NOT require you to be there every rehearsal. Rehearsal Monitors may be aske

In addition to being a rehearsal monitor, CKYO also has the following optional volunteer opportunities. We would really love your help! Please read the following job descriptions and choose the ones that might fit your interests and schedule.

#### Concert Day Monitors

This position is similar to the Rehearsal Monitor. Supervision of the students and directing student flow is needed during the warm-up rehearsal before a concert.

#### Reception Attendants

After every concert, we serve a small reception for our students, family, and friends. Reception Assistants are needed to help set up, serve, and clean up.

#### Merchandise Attendants

At every concert and some opening season activities, there will be CKYO branded merchandise available for purchase. We ask for parent volunteers to help run and organize the sale table.

#### Reception Donation

If you are more of a "behind the scenes" person and would prefer to donate in another way, we do accept donations of concert reception supplies in the form of CKYO punch supplies, cookies, cups and paper products.

### **7.3 VOLUNTEER POLICY**

#### Application to Volunteer

An adult who wishes to volunteer at a CKYO or for a CKYO-sponsored activity where he/she will have: (1) contact with students on a regularly scheduled or continuing basis; or (2) supervisory responsibility for children at a school site or on a school sponsored trip, shall complete a written application form available from the CKYO Office.

Required to submit to a Criminal Records Check:

Rehearsal Monitor/Concert Day Monitor  
Bus Monitor / Trip Chaperone  
Board Member



Not required to submit to a Criminal Records Check: Concert Reception Assistant  
Office Assistant

### Processing

CKYO will accept a Criminal Records Check that has already been conducted by a Public School System or employer, granted that the check has been run within the previous four (4) years. These checks are held by the Human Resources department of an employer and are available to current and former employees upon request.

If a new check is needed, CKYO staff shall transmit the information contained on the form to the Kentucky Administrative Office of the Courts (AOC) for the required check (see <http://courts.ky.gov/aoc/AOCFastCheck.htm> for more information).

1. After receipt of the processed records check from AOC, Personnel Committee of the CKYO Board of Directors shall review the information provided based upon the following criteria:

Applicants with the following convictions shall not be authorized to volunteer:

1. All sex-related offense convictions
2. All offense convictions against minors
3. All felony offense convictions against persons or property
4. All alcohol violation convictions within two (2) years from date of check, and not more than two (2) such offense convictions in total.
5. All drug-related offense convictions
6. All deadly weapon-related offense convictions

Additionally, applicants with a pattern of irresponsible behavior, regardless of his or her criminal record report, may be reviewed by the Personnel Committee of the CKYO Board of Directors to determine volunteer status.

2. The volunteer applicant shall be notified of his/her volunteer status by Personnel Committee of the CKYO Board of Directors.

3. In addition, notification of volunteer status for each applicant shall be made available to all ensemble conductors.

4. An applicant who has questions regarding the status determination may contact the CKYO Office.

### APPLICABILITY

AOC Criminal Records Checks will be kept on file and considered valid for four (4) years. After that point, volunteers will be asked to submit to an additional check.

### APPEAL

An applicant who has been denied volunteer status may submit a written appeal of the decision to the Personnel Committee of the CKYO Board of Directors who shall respond in a timely manner.

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## 8. WEEKLY CKYO SCHEDULE and LOCATIONS

### Symphony Orchestra (SO)

Rehearsal Time: Mondays, 7:00pm – 9:30pm

Location: Singletary Center for the Arts (Corner of Rose Street and Avenue of Champions, UK campus)

### Concert Orchestra (CO)

Rehearsal Time: Wednesdays, 6:30pm – 8:45pm

Location: Singletary Center for the Arts (Corner of Rose Street and Avenue of Champions, UK campus)

### Repertory Orchestra (Rep)

Rehearsal Time: Tuesdays, 6:30pm– 8:30pm

Location: School for Creative and Performing Arts (400 Lafayette Parkway, Lexington)

### Preparatory String Orchestra (PSO)

Rehearsal Time: Thursdays, 6:00pm-7:30pm

Location: School for Creative and Performing Arts (400 Lafayette Parkway, Lexington)

### Jazz Repertory Orchestra (JRO)

Rehearsal Time: Tuesdays, 5:30pm – 7:00pm (spring semester only)

Location: Maxwell Street Presbyterian Church (180 East Maxwell Street, Lexington)

### Jazz Arts Orchestra (JAO)

Rehearsal Time: Tuesdays, 7:00-9:00pm (spring semester only)

Location: Maxwell Street Presbyterian Church (180 East Maxwell Street, Lexington)

### **Other Common CKYO Locations**

Leestown Middle School (*FIM*)

2010 Leestown Road, Lexington

Bryan Station Middle School (*FIM*)

1865 Wickland Drive, Lexington

Arlington Christian Church (*MusicWorks*)

1206 N Limestone, Lexington

Central Music Academy

At Robert H. Williams Cultural Center

644 Georgetown Street, Lexington

Frederick Douglass High School

2000 Winchester Road, Lexington

Lafayette High School

401 Reed Lane, Lexington

## **9. 72nd SEASON: 2019-2020 SCHEDULE OF EVENTS and CONCERT INFORMATION**

### **72nd Season Borchardt Concerto Competition: Sunday, September 22, 2019**

Singletary Center for the Arts, UK Campus (2:00pm-6:00pm, audition times assigned)

Applications & Music Director approval due 9/9/19.

Full rules & guidelines available at [www.ckyo.org/concerto-competition](http://www.ckyo.org/concerto-competition) (Competition open to current CKYO members who were members in 2018-2019 season and did not win in 2018-2019 or who have previously won the Borchardt Concerto Competition (New rule announced in 2018, beginning 2019.

### **72nd Season Opening Concert: Sunday, November 10, 2019 – 5:00pm**

Singletary Center for the Arts, UK Campus

featuring the Symphony, Concert, Repertory, & Preparatory String Orchestras

### **Teen Arts Festival Concerts: Sunday, February 16, 2020 – Concert times listed below**

3:00pm Concert - PSO and CO Concert

5:00pm Concert – Jazz Arts and Jazz Repertory

7:00pm Concert – Rep and SO Concert with Concerto Competition Winners

Singletary Center for the Arts, UK Campus

### **Spring Concert: Sunday, May 3, 2020 – 5:00pm**

Singletary Center for the Arts, UK Campus

featuring the Concert, Repertory, & Preparatory String Orchestras

### **72nd Season Finale Concert: Sunday, May 10, 2020 – 7:00pm**

Singletary Center for the Arts, UK Campus

featuring the Symphony Orchestra, Senior Orchestra, & members of Friends in Music

### **CKYO Jazz Live! At the Lyric: Tuesday, May 12 – 7:30pm**

Lyric Theatre and Cultural Arts Center

featuring the Jazz Arts and Jazz Repertory Orchestras

### **TICKETS**

Ticket sales for CKYO concerts held at the Singletary Center for the Arts are managed by Singletary Center for the Arts Ticket Office for your convenience. Purchases can be made over the phone, via fax, mail, online, or in person. The SCFA Ticket Office accepts the following forms of payment: Visa, MasterCard, Cash, Check, UK Plus Account, and Gift Certificates. If ordering online, you are able to use Visa, Mastercard, Discover, and American Express. **Processing Fees and Sales tax will apply.**

SCFA Ticket Office Hours

Monday - Friday: 10am to 5pm

Contacting the SCFA Ticket Office:

Phone: 859.257.4929

Fax: 859.323.9991

[www.scfatickets.com](http://www.scfatickets.com)

### **CONCERT RECORDINGS**

Every CKYO concert is professionally recorded. Following each concert and at the end of the season, CKYO members and their families will receive links to the audio files from each concert. Families are welcome to download the concert tracks and share them free of charge with family. We ask that you do not share the links via social media.