

Philosophy and Rules of *HeatWave*

Revised January 2010

The Rock County 4-H Show Choir, *HeatWave*, exists to provide a positive outlet for the talent of the 4-H teens in this county. It serves several purposes:

- to teach performance skills and develop talent;
- to encourage cooperation and creativity;
- to expand and demonstrate leadership and communication skills;
- to promote Rock County 4-H as musical ambassadors.

HeatWave stresses the importance of learning. *HeatWave* is committed to the ideal of no auditions. This offers youth a sense of cooperation and a chance to "try their wings". While performances are the primary means of demonstrating what has been learned, it is the process of discovery which is to be emphasized. Vocal training, choreography, working together, and cooperating within a diverse group are some of the focal points for this learning experience.

The music selections are chosen with variety in mind, so as to appeal to as wide an audience as possible. It will draw from rock music, the Top 40, Broadway tunes, country-western, jazz, and/or light classical.

HeatWave is open to anyone enrolled in the Rock County 4-H program, 13 years of age and older. Registrations are accepted within certain dates each fall as determined by the Coordinating Team with advice from the *HeatWave* Advisory Board, and notice will be given in the county 4-H newsletter, *Cloverpatch*.

Members will be expected to adhere to the 4-H behavior agreement and will be required to sign a brief statement to this end. The following is excerpted from the County 4-H Behavior Agreement:

Members are expected to:

" attend all planned activities; behave in ways acceptable to other participants; use good judgment in selecting clothing appropriate to occasion and weather; be responsible for own property; respect public and personal property, be financially liable for any damage caused to public or personal property beyond reasonable wear and tear; abide by all quiet hours and curfew times established in writing or by chaperone's spoken word; and behave in accordance with federal, state and municipal laws." Members "shall refrain from: consumption of any alcoholic products; use of prescription medication other than is prescribed by physician. Chaperones must be informed of the need to take any such medication; illegal or unsafe use or possession of non-prescription drugs; use or possession of all tobacco products; participation by his/her willful presence at secretive events where people are using tobacco, alcohol or illegal drugs; use of language found to be objectionable by other delegates, chaperones and/or hosting organization; sexual misconduct; and unauthorized use of personal vehicles during the activity,"

Please refer to the statement you signed when joining 4-H for the remainder of the agreement and for procedures to be followed when dealing with infractions of these rules.

Communications: An open environment of communication exchange and cooperation is needed in order to make *HeatWave* an effective learning experience. The *HeatWave* website will be the primary source of information for members and their parents and will contain updates regarding schedules, events, and other pertinent information so that all will be equally kept up-to-date even if a rehearsal or two is missed. Occasionally **email** and **mailed postcards** will be utilized to distribute time-sensitive information. However, remember that the **website** is your primary information source: www.heatwave4hshowchoir.org/Announcements.htm. This address accesses directly the Member Announcement page and will be updated as frequently as possible. In addition, you may always call Janet (876-6311) with questions.

Members are expected to communicate with the Coordinating Team concerning suggestions, complaints, or other difficulties. This may be done by phone, mail or other correspondence including the rehearsal Suggestion Box, at performances, or by email. Remember, computers are sometimes off-line. Phone calls are usually more reliable in an emergency or for messages needing to be delivered at the last minute.

Janet MUST be notified of any anticipated absences.

**To be excused, members are required to notify Janet of an absence
24 hours prior to rehearsal or performance. For 2010, the person to call is**

**Janet Kassel (876-6311 or 751-9161),
or email heatwave@ticon.net or dhansen5@charter.net.**

For emergencies or on the same day as rehearsal or performance, call Janet (751-9161) or Sue (290-2703).

Members are expected to make all rehearsals and performances. Certain exceptions will be made for illness or other commitments. This is not a perfect world and it is understood that some members will miss an occasional rehearsal or performance. (Excused absences require at least 24-hour notification to a member of the Coordinating Team.)

Rehearsal and performance absences must be disclosed as much in advance as possible as a courtesy to the other members.

Members will be expected to attend an appropriate number of rehearsals, with the requirement that all absences be cleared through the Coordinating Team. It will be the responsibility of each member to learn the music and choreography that was covered at the missed rehearsal, prior to the next rehearsal. In other words, kids will be expected to "keep up".

If a member is failing to attend rehearsals consistently and is falling behind, he or she may be asked to relinquish all special duties, solos, parts, and other responsibilities, since the lack of attendance is disruptive to the rest of the group and to overall performance of the other members. It is hoped that the member will take the responsibility for determining if he or she is falling behind and take appropriate steps necessary to remedy the situation. If unable to remedy the situation, it may include removal from performances.

If a member has more than three **unexcused** absences he or she will be asked to go before the Advisory Board. A probationary period may be determined and imposed.

If a member fails to adhere to the above requirements, including disregard for the 4-H behavior agreement, that member may be asked to resign as a means of last resort.

***HeatWave* is an activity of the Rock County 4-H program
and is ultimately accountable to the Rock County 4-H Leaders Council.
Concerns should be first addressed through the Coordinating Team
or Advisory Board of *HeatWave*.**

**If satisfaction is not obtained, the matter will be taken to the 4-H Youth Agent
and ultimately to the Leaders Council Disciplinary Board.**

**The regularly scheduled rehearsals will be on Saturdays unless otherwise announced.
See schedule below.**

Parents are welcome at ALL rehearsals. Always.

Rehearsals: PLEASE MARK YOUR CALENDARS NOW!

Note that we are starting at 9 AM this year instead of 10 AM.

Members should arrive by 8:45 to help with set up and to prepare themselves for rehearsal.

Members are expected to stay after 4:00 for clean up.

Dates are subject to last-minute changes. You will be notified by phone, email, postcard, and/or website announcement if changes occur. Please note that rehearsal will not be held at least one Saturday per month.

January 16	9 AM to 6 PM
January 30	9 AM to 4 PM
February 6, 13, 20	9 AM to 4 PM
March 6, 13, 20	9 AM to 4 PM
April 10, 17	9 AM to 4 PM
May 1, 8	9 AM to 4 PM

If a day presents extreme hardship to most of the group, rehearsal may be cancelled.

Unless otherwise notified, all rehearsals will be held at

Mount Calvary Lutheran Church, 2940 Mineral Point Ave., Janesville

Schedule changes may be made with respect to the needs of Mt. Calvary Church and the need of the group as a whole. Changes cannot be made to accommodate only one or two members.

Performances usually begin in April and conclude in September.

- Performance includes set-up and take-down.
- Performance plans include the Rock County 4-H Fair, State Fair, and Richland County Fair, and several other venues.
- Members will be notified by postcard, email, and/or website as soon as locations and dates are set.
- Requests for performances **MUST** be directed to Janet Kassel.
- Performance requests need to be forwarded soon as the calendar fills up early.

Fund-raising efforts tentatively include:

- Sale of cookie dough
- Other fund-raisers as needed.

Director

There shall be one person designated as **Director**. This person may also be either or both the **Musical Director and the Choreographer** and is expected to work closely with the other director(s) and committee chairs. **The Director has the final creative decision-making power if consensus cannot be reached.** It is expected that every possible effort will be made to reach consensus.

The Director is responsible for envisioning a theme for the show and overseeing the following: selection of music; costume design and props; choreography; training of voices; teaching of musical scores; selection of solo parts for dance and song, planning performances, and, in general, making sure that the daily business of the group is being done. The Director will work closely with the Musical Director, Choreographer, and Staging and Sound Technician in the event that these are separate positions.

The Coordinating Team

The Coordinating Team includes the Director and selected adults who will work closely with the Director to fulfill responsibilities as required and requested by the Director.

Advisory Board

This committee will be made up of adults and youth members and will consist of at least three parents of *HeatWave* members and three youth members of *HeatWave*. Advisors may also hold committee chair positions or Director and Coordinating Team positions.

- ❑ **The Advisory Board is expected to advise the Coordinating Team.**
- ❑ **Decisions shall be reached by consensus.** If consensus cannot be reached after a reasonable amount of discussion, the Director will have the final say.
- ❑ This Board is to be a liaison between the choreographer / musical director, show choir committee members and the 4-H Leaders Council Executive Board.
- ❑ This Board will be expected to give reports from time to time to the 4-H Executive Council.
- ❑ Only one representative per family. For example, if a youth member is on Advisory Board, the member's parent is ineligible for Advisory Board.

Committees/Volunteer Opportunities

HeatWave depends on family participation.

Each family is expected to serve *HeatWave* in some capacity to the fullest extent that they are able.

All ideas and activities must be cleared through the Coordinating Team.

Parents and members will be actively recruited to assist in the maintenance and direction of show choir activities and to provide for an easy transition from year to year. The goal is to educate and empower thus making continuity and consistency possible and attainable with no one person in a position to do all and know all with others doing little and learning less.

The following list represents areas in which parents may assist *HeatWave*. The list is by no means complete. If you have suggestions, please let the Coordinating Team and Advisory Board hear from you.

fundraising

costumes/props

scrapbook

publicity

snacks and refreshments

set-up, take-down

cleaning of rehearsal space

"room-parent" (one or more parents to attend rehearsal to help supervise youth and maintain order as well as help clean and organize church at the end of rehearsals)

secretary to oversee thank-you notes and other correspondence as needed

phone calls when needed

acquisition of photos and video recordings of performances.

Costumes and Props Committee

The costume committee is responsible for overseeing the construction and/or acquisition of costumes and props. Chairperson is **not** expected to make all costumes. This committee will propose what items will be purchased by and remain the property of *HeatWave*. This committee will propose what costumes will be constructed based on suggestions from the Coordinating Team and *HeatWave* members.

This committee is not expected to construct all costumes but may do so if it wishes. **This committee may decide to hire someone to construct all costumes with Advisory Board approval.** In the event that members are asked to make (or have made) their own costumes, the committee will be available to assist in a limited way with construction by giving advice or helping to locate sewing assistance.

Costumes are the property and responsibility of the member and, therefore, under the care of the member, unless otherwise determined by the committee. Currently, girls' tunics are the property of *HeatWave*. Volunteer parents take girls' tunics home and launder as needed. Girls are responsible for the care of the remainder of their costume.

Certain props and accessories to costumes are purchased with *HeatWave* funds and become the property of *HeatWave* and stay with *HeatWave* for use in following years. **This committee will be responsible for keeping track of all costumes and accessories owned by *HeatWave*.**

It is expected that someone on the committee will be responsible for having repair materials and notions on hand for performances in order to make on-the-spot repairs.

Recommendations will be made as needed by this committee as to patterns and fabric and notions.

Costumes must be ready by the first dress rehearsal. This date varies from year to year. The Coordinating Team will apprise the committee of the performance dates.

- ✓ **Members SHALL keep costumes in good condition and have them clean and pressed and for all performances.** No wrinkled or soiled costumes will be allowed on stage.
- ✓ **Members SHALL keep costumes on hangers in a costume bag. Member names must be on bags. Names must be on all costume pieces.** Members must keep extra socks, T-shirts, make-up, deodorant, etc., in bag.
- ✓ **Members SHALL wear a *HeatWave* T-shirt to and from all performances.**
- ✓ **In addition to the "official" costume, members must ALWAYS BRING approved jeans, white sneakers, an embroidered *HeatWave* polo shirt, and a current *HeatWave* t-shirt in case it might need to be worn for a performance.**

Treasurer

- **The Advisory Board will select one person to act as treasurer** and to be in charge of the collection of all money raised by the fund-raising committee and any other sources that may be developed.
- Any money required to reimburse other *HeatWave* committees for purchases such as props, publicity materials, sound equipment, videotapes, printing and postage, etc. will be channeled through *HeatWave*.
- The treasurer will keep records of the money on hand in *HeatWave* account.
- All bills accrued by *HeatWave* and its committees will be sent to the *HeatWave* treasurer.
- Records of all financial activity will be kept in a ledger or log in extended spreadsheet form.
- All money collected from members for purchases, from fund-raising and other sources such as donations, will be given to the Treasurer, (see budgetary procedure in these rules). The treasurer will be accountable to the *HeatWave* leadership as well as the 4-H Executive Council and may be required to attend certain Executive Council meetings.

Members' Expenses

Members will be expected to provide (pay for) their own costumes, as well as shoes. Some costume parts MAY become the property of *HeatWave*. We will discuss the possibility of a fundraising event to help defray some of the costume costs. We also require the purchase of 1 *HeatWave* t-shirt at a cost of about \$13.00.

- Costume fee will be *approximately* \$95.00 or less.
- Boys will use last year's costume, with a couple of changes.
- Shoes cost around \$30.00 to \$65.00.
- One t-shirt per member at a cost of about \$13.00.
- One embroidered *HeatWave* polo shirt at an approximate cost of no more than \$35.
- We expect members to provide approved jeans and white deck shoes or sneakers for some outside or rainy venues. These need not be fancy or new. They must look nice, be clean, and fit properly.
- State Fair fees vary year to year but are close to \$80.00.
- Other miscellaneous fees may arise, but members will be informed in advance of these situations.

NOTE: Individual clubs have, in the past, sponsored members to offset some of their expenses.

**IF ANY OF THESE EXPENSES PRESENTS A HARDSHIP, TALK TO THE COORDINATING TEAM.
 Alternate payment arrangements will be considered. Some payments may be waived.
 MONEY SHOULD NEVER BE THE REASON SOMEONE FEELS THE NEED TO QUIT HEATWAVE!!!**

No matter what the financial contribution, all members are expected to be committed to *HeatWave* as a whole by participating in fundraising and other required duties throughout the season, such as set up/take down and clean up.

HeatWave 2010 Budget

Money on hand in the *HeatWave* checking account as of October 31, 2009... **\$1160.00**

Projected expenses:	“Barebones”	Average	Ideal
MUSIC sheet music and performance CDs, member folders, CDs	\$ 1000.00	\$ 1200.00	\$ 1500.00
COSTUMES AND PROPS fabric, hats, scarves sets, backdrops, accessories, set and costume replacement and repairs, storage containers	\$ 600.00	\$ 800.00	\$ 1000.00
CHURCH OFFERING for rehearsal space	\$ 250.00	\$ 350.00	\$ 500.00
SOUND EQUIPMENT mics, repairs, speakers, AC line regulator, insurance for equipment, etc.	\$ 800.00	\$ 1200.00	\$ 2000.00
MISCELLANEOUS programs, flyers, maintenance on trailer, business and daily operating supplies, band shell-tent, postage, printing and shipping, etc.	\$ 600.00	\$ 800.00	\$ 1000.00
PRODUCTION COSTS: batteries, posters, advertising, trailer expenses, transportation costs eg: bus rental, fuel for travel etc. Insurance: liability as well as coverage for equipment etc.	\$ 1000.00	\$ 1500.00	\$ 2000.00
TOTAL:	\$ 4250.00	\$ 5850.00	\$ 8000.00

Budgetary Procedures

- Expenditures are to be directed to and disbursed by *HeatWave* Treasurer.
- Revenue (donations, fund raisers, etc) to be submitted to the *HeatWave* treasurer.
- Checks must be made out to *HeatWave*.
- The *HeatWave* treasurer will maintain a spreadsheet detailing income and expenses. It will be submitted to the Rock County 4-H Leaders Council Executive Board for review on a regular basis or as requested by the Council.