



2023 – 2024*

Choir Handbook

Dedicated to excellence, Heartland Youth Choir develops musicianship and builds the character of youth through the rehearsal and performance of quality choral literature.

Heartland Youth Choir
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www.HeartlandYouthChoir.org

**revised January 2024*

The Heartland Youth Choir is a private, non-profit community organization serving the Greater Des Moines area since 2003. The entire contents of this handbook is for Heartland Youth Choir use only.

As a member of Heartland Youth Choir, you have accepted many responsibilities. You have agreed to represent the organization by displaying good behavior and by advancing your musicianship. Caregivers and singers have taken on the responsibility to be informed and be a positive and valuable part of the Heartland Youth Choir. This handbook is an overview of the structure, policies, and expectations that ensure the success of Heartland Youth Choir.

Heartland Youth Choir, founded by Barbara Sletto in 2003, is a civic organization that provides a performance-based program for youth, emphasizing musical literacy and character development. Heartland Youth Choir provides a unique opportunity for all children. Singers from public, private, and home school settings participate in this vocal music experience. Quality literature from all styles and periods forms the foundation for musical learning. Singers are divided into six levels based on age and ability.

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CHORAL ENSEMBLES

CADET

This musical experience is for children ages 4 – 5. Choristers will explore musical elements through singing, listening, moving, and playing.

CANTO

Singers in first - second grades participate in basic vocal development activities, note reading, rhythmic movement, reading activities, and simple choral score study. This ensemble rehearses in Windsor Heights and Ankeny.

Following an assessment with one of Heartland Youth Choir directors, singers may be assigned to one of the following ensembles based on age and musical abilities.

CANTILENA

Children in third grade and above participate in basic note reading and begin work with two-part harmony. This ensemble rehearses in Windsor Heights and Ankeny. Cantilena tours regionally in the spring.

CHANTE

An intermediate ensemble focusing on two- and three-part treble singing. In this ensemble, particular emphasis is on music reading, vocal techniques, and rhythm studies. Rehearsals are held in Windsor Heights. Chante tours in the regionally and domestically in the spring.

CANTEMUS

An advanced treble ensemble designed to develop three- and four-part treble harmony along with advanced music reading skills. Rehearsals are held in Windsor Heights. Cantemus is called upon frequently to perform for fine arts events, conferences, and festivals throughout the United States. Cantemus tours domestically.

CHAMBER

An advanced SATB ensemble focused on advanced music literacy. Rehearsals are held in Windsor Heights. Chamber is called upon frequently to perform for fine arts events, conferences, and festivals throughout the United States. Chamber tours both domestically and internationally.

BOARD

Heartland Youth Choir is governed by a Board of Directors and is incorporated in the State of Iowa as a 501(c)(3) nonprofit organization. The Board of Directors works with the Executive Artistic Director and staff to establish policies and the strategic direction for the organization. The Board consists of business and community leaders devoted to Heartland Youth Choir and its mission.

**Board meetings are open to the public and caregivers are welcome to attend.*

Heartland Youth Choir Board of Directors

Executive Committee

President: Karoline Myers
Vice President: Julie Betts
Secretary: Brandon Record
Treasurer: Ryan Boatman

Directors

Jay Carlson
Spencer Morrison
Kevin Rose
Melissa Sturm-Smith

OFFICE STAFF

Mary Craven Bartemes, Interim Artistic Director

Responsible for the organization's vision, day-to-day operations, over-seeing all choirs, and directing Cantemus, Cantilena, Canto, Cadet, and the early childhood outreach program Musical Explorers.

Kelli Stoermer, Director of Business

Responsibilities include business operations, business communications, and singer services.

In addition, Heartland Youth Choir employs part-time directors and accompanists.

SINGERS

Heartland Youth Choir aspires to build musicians and people of character. As a member of Heartland Youth Choir, you have made a *commitment* to the organization, and that comes with many responsibilities: striving to be respectful, responsible, and show good citizenship. HYC emphasizes seeing singers grow each year as members of the Heartland Youth Choir. Through hard work and dedication, singers will advance through ensembles as they develop their musical skills.

Enrollment in HYC is a commitment for the ENTIRE season:

All choirs run from September through the middle of May.

Each singer is expected to remain active and involved for the whole season. These young people will be sharing some of the most wonderful times of their youth--both musically and socially!

COMMUNICATIONS

HYC strives to communicate clearly and concisely to singers and their caregivers. Communications from HYC will be delivered utilizing a weekly newsletter and REMIND, a text-based application.

CHOIR NOTES

Choir Notes is a regular newsletter you will receive each Friday afternoon during the season. The newsletter will include information about upcoming events, fundraisers, announcements, and contact information for the choir coordinators.

REMIND

REMIND is a well-known, text-based application used for immediate, one-way, communication between a teacher and student. This application does NOT require families to download an app on their phone. All parents/guardians of HYC students and some students (Cantemus and Chamber students only) will be required to sign up for this application utilizing instructions that will be provided to all families by HYC in Choir Notes and at all mandatory parent/guardian meetings held at the beginning of each season. This texting tool will only be used for last-minute communications and/or cancellations of activities.

CENTRAL CALENDAR

A central calendar for your singer can be found on your child's Choir Specific Webpage under the "Members" heading on the HYC website. This calendar includes all rehearsals, concerts, and any other events that may come up throughout the year. The calendar will sync to your calendar of choice and include event name, date, location, and time.

CHOIR COORDINATORS

Each ensemble has volunteer coordinators who are an important link between HYC singers and staff. These volunteers are present at each rehearsal to monitor attendance, answer questions, and ensure that the artistic staff can concentrate solely on music. Choir coordinators have emergency contact information for each singer. You will hear from this person if your singer experiences any difficulty during rehearsal. Choir coordinator contact information can be found in Choir Notes.

FIND HYC ONLINE!

- Facebook: [facebook.com/JoinHYC/](https://www.facebook.com/JoinHYC/) Twitter: @joinhyc
- Instagram: [Instagram.com/heartlandyouthchoir](https://www.instagram.com/heartlandyouthchoir) YouTube: Heartland Youth Choir
- Website: Visit us on the Web at www.HeartlandYouthChoir.org. This includes detailed information about upcoming performances, registration, payments, and future events.

CONTACT INFORMATION

Please contact the choir office by [emailing Office@HeartlandYouthChoir.org](mailto:Office@HeartlandYouthChoir.org), or 515-221-3922 throughout the year with questions as they arise. Conductors' contact information may be found on Choir Notes.

FINANCIAL POLICIES

SIBLING DISCOUNT

If two or more children from the same family enroll, an additional 15% discount is awarded to each sibling in the lower-level choir(s).

FLEXIBLE PAYMENT OPTIONS

Heartland Youth Choir offers three types of payment plans:

- A pay-in-full option, with payment for the year due by September 1;
- A semester payment plan consisting of 2 payments, one by September 1 for the fall semester and the second by January 15 for the spring semester; or
- A monthly payment plan which consists of 8 monthly payments, due the first of the month starting in September and concluding in April.

Payment options include check, credit card, cash, or ACH (automatic) withdrawal. See below for more information.

After September 30?

Ask us about whether there is still time for your singer to join and for details about prorated tuition rates.

MONTHLY PAYMENT

Ask us about setting up ACH (automatic withdrawals) for free! Automatic withdrawals are the easiest way to set up a hassle-free, monthly payment experience.

CREDIT CARD PAYMENT

Make a credit card payment using our online application found by [clicking here](#).

ANNUAL PAYMENT

Tuition can be paid in full with cash, check, or on the website. If paying in full, the payment is due by September 1st.

SEMESTER PAYMENT

Tuition can be broken up into two payments. Half of the total tuition is paid at the start of each semester. Payment due dates for this option are: September 1st and January 15th. Payment options for the semester are: check, credit card, cash, or ACH withdrawal.

MONTHLY AUTOMATIC PAYMENTS (ACH)

Tuition payments can be electronically debited from your checking/savings account monthly. Debits are made on the 1st business day of each month. Tuition is charged for 8 months (September-April). The monthly payment amount for each ensemble is available on our website or by [clicking here](#). Please download and complete the DIRECT PAYMENT form from our website, attach a voided check, and return to the HYC Office.

MONTHLY ONLINE PAYMENTS

To make a monthly payment online via our website using your credit/debit card visit [Tuition](#).

SCHOLARSHIPS

Full and partial scholarships are available. We encourage any family with need to apply. Heartland Youth Choir is committed to providing an outstanding choral experience to all Central Iowa children, and no one is denied HYC membership due to inability to pay tuition.

Scholarships are awarded to singers whose circumstances demonstrate financial need. To apply for a scholarship, access a form on the website joinhyc.org/scholarships and send your most recent tax return form via [email: scholarships@heartlandyouthchoir.org](mailto:scholarships@heartlandyouthchoir.org). Other options are available, such as 2nd hand uniforms (availability varies), additional sponsorships, and tour scholarships. *Scholarship Application Deadline: October 15 for full year and February 15 for spring semester.

LATE FEE POLICY

A \$20.00 late fee will be applied to an account with a bill 30 days past due. This fee will be assessed each time payment is not received. If payments are more than 60 days overdue, singers will be expelled from Heartland Youth Choir. Overdue payments and late fees will still be required. Singers will not be able to register for the next season until all delinquent fees are paid.

RESIGNATIONS/REFUNDS

Enrollment in Heartland Youth Choir is for the full season, fall through spring. If a singer needs to resign, a written notification of resignation needs to be received by the HYC office 30 days in advance. Non-attendance does not constitute a notice of resignation. Note: paid tuition is non-refundable. Obligation for future tuition payments beyond the date of the written notice of resignation may be dismissed.

COMMITMENTS AND EXPECTATIONS

As a Heartland Youth Choir Singer, you have accepted many responsibilities. You have agreed to represent Heartland Youth Choir by displaying good character and by setting a positive example for fellow singers, our community, performance audiences, and venues. You have taken on the responsibility to care for yourself in such a way that will allow you to continue to be a positive and valuable part of our team. As a musician, you must adhere to our attendance policy and make every effort to be at every rehearsal, retreat, performance, and event. The following expectations and rules will be set in motion to ensure our success as a choir.

Heartland Youth Choir Directors:

- Develop high quality musical education with researched based techniques and skills.
- Come prepared to rehearsals and ready to teach singers, being positive, encouraging, and prepared.
- Create a welcoming community of people that build character through rehearsals and performances.
- Long term goals developed:
 - Music literacy
 - Appreciation for quality choral literature
 - Leadership skills
 - Building community
 - Perseverance, goal setting, and hard work

Participants:

- Singers are expected to be in their seats at the beginning of rehearsal with their choir folder, pencil, and water bottle.
- Singers are expected to be focused throughout the duration of rehearsal.
- Singers are expected to show respect for their director, accompanist, choir coordinators, and all choir members.
- Singers are expected to put forth 100% effort throughout the duration of every rehearsal or event.
- Singers should have their phone turned off and out of sight during performances and rehearsals.
- Singers are expected to follow all performance expectations defined later in the handbook.
- Heartland Youth Choir singers are expected to conduct themselves in a positive manner in regard to texting and all forms of social media. Your actions and choices can and will be held against you. Once something is sent, it is no longer yours. Be careful, respectful, and thoughtful with your cyberspace actions.

Caregivers:

- Caregivers will maintain open and positive communication as needed with directors, choir coordinators, and office staff.
- Caregivers accept full responsibility for providing accurate and timely transportation arrangements for their child and will notify the choir coordinators of any alternate arrangements made.
- Caregivers will encourage students to be on time, with all supplies for rehearsals and performances.
- Caregivers will ensure their students are dressed in the correct uniform, following all expectations for appearance in performance.
- Caregivers will be knowledgeable about events, uniforms expectations, and times of performances by reading communications from Heartland Youth Choir.
- Caregiver understands there is no tolerance of inappropriate conduct and negative representation, either in person, in writing, or modern technology (i.e. Cell phones, social networking sites, email etc.).
- Caregiver understands that performances by Heartland Youth Choir may be added throughout the year. Every attempt must be made to be at all performances. HYC choirs are a team, and one person gone leaves a big hole in the sound.
- Caregiver understands their child's director may restrict their participation based on any violation of the above expectations and rules.

CARE OF MUSIC

Singers are issued a folder with music, theory sheets, assignment sheets, and a pencil. Folders and materials are needed at all rehearsals and retreats, unless otherwise notified. Singers are responsible for their folder and may be charged a replacement fee of \$30.00 if a new one must be issued. If a singer forgets their folder and needs to borrow one during rehearsal, a \$0.50 fee will be assessed each time a rental is used.

REHEARSAL POLICY

A productive singer should be attentive, have a good attitude, and be ready to learn. Each singer is responsible for their own learning and need to participate in all activities during rehearsals.

Each singer's responsible for checking in with the Choir Coordinator upon arrival to record attendance. HYC members should be in their seats and ready to sing at the scheduled rehearsal times. Some additional learning and study may be required outside of rehearsals. Assignments are given during rehearsals and will be completed by the following rehearsal. This is not just an activity; it is a commitment

OPEN & CLOSED REHEARSALS

We are proud of the education we are providing your singer and invite you to observe our teaching and rehearsal methods during any rehearsal. All weekly rehearsals are open for caregivers to sit in if desired. We ask you to please be respectful by observing rehearsals quietly. If caregivers bring young siblings with them, it is their responsibility to leave the room when/if the sibling becomes at all disruptive.

Dress rehearsals are always closed to the audience, including families, as are many weekly rehearsals. Only choir coordinators 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.

DISCIPLINE POLICY

A choir member who is talking out of turn or displaying any other inappropriate behavior, disrupts the whole learning process for the entire choir. Singers and caregivers agree to comply with the Heartland Youth Choir Rules and Expectations to continue their participation in the choir. All singers will come to rehearsals ready to work, be focused, and ready to learn.

- Singers who impede the teaching and learning process will receive a verbal warning during rehearsal, with direction of how to resolve the behavior in a productive way. They will discuss the issue with their director immediately following rehearsal, this is considered a 1st warning.
- If the behavior continues there will be a meeting with the director, student, and caregivers to come up with a plan to allow the student back into rehearsals. (This is the 2nd warning.)
- If there is a 3rd incident, singers will be removed from the program with no refund for the remainder of the semester/year.
- **Violent or destructive behavior is grounds for immediate dismissal from Heartland Youth Choir with no refund**

Heartland Youth Choir singers are expected to conduct themselves in a positive manner in regards to texting and all forms of social media. Your actions and choices can and will be held against you. Once something is sent, it is no longer yours. Be careful, respectful, and thoughtful with your cyberspace actions.

ATTENDANCE POLICY

Singers are expected to attend all rehearsals, retreats, and performances. Each singer is a valuable part of the ensemble and is vital to the success of rehearsals and performances. On occasion, a singer may be absent because of illness or a religious, school, or family conflict

Singers must be present for 80% of all rehearsals/retreats to maintain a good standing in the ensemble. If a singer cannot meet this requirement, a meeting with the singer, their caregiver, and the conductor will be held to determine a course of action. At the conductor's discretion a singer will be tested on their materials to determine their readiness for the upcoming performance. If a singer is not sufficiently prepared, they will be suspended from the performance. **It is your responsibility to find what you missed at the rehearsal and learn any new material on your own time.**

Once a singer has missed their allotted rehearsals (see below) they will be required to meet with the director to make sure the singer knows their music well enough to continue. Removal from the choir may be considered. Excessive absences may result in the singer being asked to leave for the remainder of the semester. There are no refunds or deductions for missed rehearsals.

Singers must not exceed the following absences per semester: (units refer to equivalence of 1 weekly rehearsal)

Chamber – 8 Units per semester

Cantilena – 4 Units per semester

Cantemus – 6 Units per semester

Canto – 4 Units per semester

Chanté – 5 Units per semester

Cadet – 4 Units per semester

Retreat absences are calculated on the basis of rehearsal time (i.e. missing one rehearsal unit equals one absence).

SPECIAL/ADDITIONAL REHEARSALS

Special rehearsals may be called to prepare for upcoming commitments. Any singer absent from a “final” or “dress” rehearsal must speak to their conductor about the absence in advance. The conductor makes the final decision whether the student will be allowed to perform in the event.

REPORTING AN ABSENCE

*To ensure the message gets to the appropriate person, please submit all absences through the “report an absence” portal on your singer’s choir page on the HYC website. **Please do not call or email the office.** Absence from a performance must be discussed with the conductor prior to the performance.*

PERFORMANCE OVERALL EXPECTATIONS AND APPEARANCE

The following expectations are in place to ensure a successful performance. Violations of the expectations may result in not being allowed to perform. Singers are expected to be on time and ready for all performances and events. Being on time and ready means the following:

- Singer is dressed in the correct uniform. This includes belt, socks, and shoes.
- Singer’s uniform must be clean and wrinkle free.
- Uniforms requiring jeans must be plain, non-ripped blue jeans. These uniforms are not meant to be trendy”. Uniforms are meant for the choir to look uniform and neat.
- Leggings of any kind with any uniform are not acceptable.
- Singer’s hair is off of your face and forehead, and pulled back with black colored headband, clips or hair ties.
- All jewelry is removed from all parts of your body except for stud earrings.
- No fingernail polish is allowed at performances.
- Singer’s phone should be turned off and out of sight during performances.
- Singer is focused throughout the duration of a performance or event.
- Singer is putting forth 100% effort throughout the duration of performance or event.

Singer is expected to stay with the choir before and after performances until checked out by a caregiver.

PICK-UP AND DROP-OFF POLICIES

Please be on time when bringing your singer to and picking your singer up from rehearsals. Plan to arrive at rehearsal about 10 minutes early so there is time to check in and be ready to sing PRIOR to the rehearsal start time. Singers in Cadet, Canto, Cantilena should be walked to and from rehearsal halls and warm-up rooms at concert venues. Occasionally, we change this plan at different venues, but any changes will be communicated.

Transportation to and from rehearsals is the individual responsibility of the caregivers, as are carpools, etc. HYC does publish a choir roster to assist families in setting up carpools. This roster is to be used for HYC purposes only.

Choir members are not supervised outside of rehearsal times. Members should not arrive more than 15 minutes prior to a call time and should be picked up promptly at the stated pick-up time.

Singers in all choirs except Chamber Choir are not permitted to wait outside or in parking lots for their ride.

WEATHER CANCELLATIONS

It is very unusual for Heartland Youth Choir to cancel rehearsals due to inclement weather. That said, please review HYC closing procedures:

If you feel the roads are unsafe for travel, please know that your opinion is the one that counts. HYC staff members don't want anyone getting hurt on the way to a rehearsal. An absence due to slippery or unsafe road conditions will never be counted against your singer. *Please follow standard absence procedures, however, and report your singer's absence through your child's individual choir page on the HYC website.* If HYC staff members feel that a rehearsal should be canceled, we will do the following to get the word out:

- Post a notice of cancellation on the home page of the HYC website at www.HeartlandYouthChoir.org.
- Post a notice of cancellation on the HYC Facebook page at www.facebook.com/JoinHYC.
- Notification will be delivered through *REMIND*.

TOURS

Touring is an integral part of the HYC experience. It offers singers a special opportunity to perform throughout the nation and the world while engaging in educational programming and cultural experiences. Touring is an important auxiliary to HYC's basic music education program, both financially and logistically. It is included as an outstanding way to provide singers with powerful and memorable musical, cultural and interpersonal experiences. It is an opportunity which heightens each musician's understanding of themselves, of music and of one's relationship to others. It allows singers a chance to perform for a wide variety of audiences in a wide variety of venues. It provides cultural experiences and growth opportunities which cannot be achieved at home.

HYC touring experiences include a balance of activities which focus on concerts, demonstrations, workshops, and musical exchanges with other youth choruses as well as sight-seeing activities and relaxation time.

Travel and performance venues identified as rewarding touring opportunities will lead to travel plans organized by the Artistic Staff. Throughout membership with HYC, singers will be offered a diverse program of local, regional, national (in the continental USA), and international tours. International tours will be well-spaced to allow for advanced financial planning by families.

TOUR PROGRAM

- **Cadet & Canto:** Due to their age and experience level, these two ensembles do not tour.

Cantilena	Number of days	Transportation	Meals	Lodging	Chaperones
Local, Regional	1-3	Charter or school bus	All meals included	Hotel	Parent chaperons and HYC faculty accompany children on this tour. 1:4 Adult to student ratio

Chante Cantemus	Number of days	Transportation	Meals	Lodging	Chaperones
Local, Regional, and Domestic	3-5	Charter or school bus	All meals included	Hotel	Parent chaperons and HYC faculty accompany children on this tour. 1:6 Adult to student ratio

Chamber	Number of days	Transportation	Meals	Lodging	Chaperones
Local, Regional, and International	4 – 7 days	Charter Bus, Airplane, Cruise Boat	All meals included	Hotel	Parent chaperons and HYC faculty accompany children on this tour. 1:10 Adult to student ratio

FUNDRAISING

Heartland Youth Choir tuition covers less than 60% of the cost to run our program. As a result, we look to other income streams which allow us to provide our music education programming. HYC is grateful to the many foundations, corporations, and individuals that provide much-needed dollars to cover our programming expenses.

Fundraisers are another vital part of our income stream. Each year, HYC offers a wide variety of fundraising opportunities—some to help offset the cost of tuition and others to reduce the cost of choir tours. All fundraising is optional. However, HYC families are highly encouraged to participate to assist in making choral music education and touring experiences accessible to all children.

TOUR FINANCIAL INFORMATION

Heartland Youth Choir requires that all travelers be up-to-date on all fees including tuition, uniform, music, and any other miscellaneous fees prior to applying for a tour. Tours are self-funded, with scholarship opportunities available. We envision a day when all tours will be accessible to all HYC members. But today, for financial reasons, we can extend tour opportunities only to those who can fund their own participation**. However, tour fundraising helps to reduce the cost of touring for all children.

It is the policy of Heartland Youth Choir to collect the full tour amount from singers in advance of the tour. To facilitate this, the estimated tour cost for each singer is budgeted and monthly payments are scheduled. Singers choosing to participate in the tour are responsible for fulfilling these monthly payments. Late fees will apply. A singer will no longer be eligible to tour if any fees remain unpaid. Tour *deposits* are non-refundable and cancellations may incur a cancellation fee.

****The Alan Nagel Tour Scholarship fund** is available for financial assistance for tours. Please contact the office for more details. If applicable, scholarship funds will be applied to the final tour bill in advance of the due date. All prior tour billings are due and payable on the monthly schedule.

TOUR REHEARSALS

Extra rehearsals may be required for tours and attendance is mandatory. *No additional tuition costs are required for tour rehearsals.*

UNIFORMS

PURCHASING UNIFORMS

Uniforms purchased through HYC may be paid with cash, check, or credit card.

USED UNIFORMS

The cost of buying uniforms can really add up, so the Uniform Exchange is a great way to save money. Secondhand items are collected throughout the year. These items are donated to HYC or priced for re-sale (usually about 1/2 of retail value.) All used uniforms in good condition will be available for singers to purchase in lieu of ordering new pieces.

SIZE

Uniform pieces must be appropriately sized and fit comfortably. Uniform coordinators will work with each choir to determine an appropriate fit. Please inspect uniforms periodically and replace pieces that have been outgrown or damaged. Also remember to check the shoe fit.

TAILORING

Pant length: hemmed to 1" from the floor at the back of the heels with a break over the instep.

Dress length:

Chamber: dresses *must* be professionally hemmed to the top of the heel at the back of the shoe. Please have your tailor leave several inches of hem should you need to lengthen the dress.

Chante & Cantemus – dresses must be hemmed to 1 1/2 inches from the floor.

CANTO & CANTILENA

Details regarding the Casual and Formal uniforms of Canto and Cantilena Choirs are listed below. Please be sure to purchase all uniform items as soon as possible as some orders may not be able to be filled for a matter of 2-3 weeks. **All singers will need their full Formal Uniform by the first performance, AutumnSongs on Sunday, October 22, 2023.**

Casual	Formal
<p>Shirt: HYC Maroon Shirt Pants: Properly fitting blue jeans without holes or fraying. Shoes: Nice looking tennis shoes.</p>	<p>Shirt: Garnet, short-sleeve, interlock Polo with HYC logo. Pants: Black, plain front uniform pants. Shoes/Accessories: Black socks Black shoes (1/2 in. heel or less, polishable leather, no buckles)</p>
<p>HYC will provide one maroon shirt. All other items need to be ordered/purchased by families.</p>	<p>Ordering information for polo shirt: 1. Please visit: www.landsend.com/uniforms</p>
	<p>2. Click on the button "Shop by School" 3. Under the heading "Find My School," click "Enter School Number." 4. Enter School number 900092362 and click "Find School" 5. Follow additional prompt as directed</p>

CHANTE & CANTEMUS

Casual	Semi-Formal	Formal
<p>Shirt: HYC Maroon Shirt Pants: Properly fit blue jeans without holes or fraying with a black belt. Shoes: Nice looking tennis shoes</p>	<p>Shirt: HYC Maroon Shirt Pants: Black, plain front uniform pants. Absolutely no leggings. Shoes/Accessories: Black socks black belt black shoes 0.5" heel or less, polishable leather, no buckles.</p>	<p>Uniform Option 1 <i>After being fitted, students purchase their uniforms on their own.</i> Dress: Sierra Ladies' (stageaccents.com) Shoes: Elite Dance Outfitters 9962 Swanson Blvd, Clive, IA <i>Tell Elite that your child is singing with Chante/Cantemus Choir at Heartland Youth Choir and they will get the right shoes for you.</i></p> <p>Uniform Option 2 <i>All uniform items are provided by singer.</i> Shirt: Cousins' Concert Attire Boys Black Dress Shirt <i>Adult sizes are also available on this link.</i> Pants: Black Pants provided by singer.</p> <p>Click here for: Burgundy Neck Tie for Younger Ages Click here for: Burgundy Neck Tie for Older Ages</p>
<p>Maroon Shirt: Heartland Youth Choir will provide each singer with one maroon shirt. Uniform 1 Shoes: Elite Dance Outfitters 9962 Swanson Blvd, Clive. Dress: Specific dress information will be provided. <i>Tell Elite that they are singing with Chante/Cantemus Choir at HYC and they will get the right shoes for you.</i></p>		

CHAMBER

Casual	Semi-Formal	Formal
<p>Shirt: HYC Maroon Shirt</p> <p>Pants: Properly fitting blue jeans without holes or fraying with a black belt.</p> <p>Shoes: Nice looking tennis shoes.</p>	<p>Uniform 1:</p> <p>Black modest dress, skirt, or gauchos with turquoise accents.</p> <p>Black shoes</p> <p>Uniform 2:</p> <p>Black pants, black shoes, and black t-shirt.</p>	<p>Uniform 1:</p> <p>Dress and Jacket ordered by the guardian. (Links below.)</p> <p>Shoes: Purchased from Elite Outfitters. (Information below)</p> <p>Uniform 2:</p> <p>Tux ordered at Skeffingtons by singer. Includes: Tuxedo pants, jacket, and white shirt. Black studs, cummerbund and wing tip collar</p>

Maroon Shirt: Heartland Youth Choir will provide every singer with one maroon shirt.
Elite Dance Outfitters: 9962 Swanson Blvd, Clive.
Tell Elite that they are singing with Chamber Choir at HYC and they will get the right shoes for you.
Dress & Jacket: [Georgette Dress \(stageaccents.com\)](http://stageaccents.com), [Amadeus Jacket \(stageaccents.com\)](http://stageaccents.com)
Skeffingtons: 2600 University Ave. West Des Moines
Tell Skeffingtons that you are ordering a tuxedo for HYC and they will get you sized for the correct t

VOLUNTEER ACTIVITIES

Heartland Youth Choir depends on the dedication and energy of volunteers, and opportunities for involvement exist in a variety of areas. The HYC office coordinates all volunteer activities. We enthusiastically welcome all interested caregivers, alumni, and members of the community to share in the singers' experience, to make friends and to help keep HYC growing. All caregivers are encouraged to become involved. Below are some volunteer opportunities:

- **Riser Hauler** – Do you have a large truck or enclosed trailer that could be used to haul choral risers to and from performance venues? If so, we need you!
- **Office Helper** – Assist with office work on a consistent basis or be on call for special projects throughout the year; perhaps 2-4 hours per week or bi-weekly. Parents will work with bulk mailings, copying, collating, answering phones, making calls, etc. Timing is very flexible.
- **Choir Coordinator** – Help at weekly rehearsals taking attendance, supervising singers, dismissing singers to caregivers, distributing and collecting music, collecting forms for the office, etc. Please make a commitment for the entire choral season. (This volunteer position fulfills ALL a family's volunteer hours for the entire year.)
- **Music Folders and Music Library Helper** - Help distribute, fill, and collect music folders. Need help several times a year: late August/early September, mid-December, early January, and late May/June. Mark and shelve choral music on special library days or, once trained, work as your schedule permits.
- **Marketing Table Helper** – Market HYC at various events throughout the season. Offer brochures; talk with families that are interested in HYC. Set-up, man workstations, clean up.
- **Concert Poster and Brochure Distribution** - Spread the word in your community about HYC membership and concerts and events. Help is needed to hang posters/flyers and distribute brochures to schools covering suburbs in a 4-county area.
- **Concert Assistance** - Help greet and seat the audience and staff the box office and clean-up at our self-produced concerts.
- **Fundraiser Committee Member** - Help plan/coordinate fundraising as scheduled.
- **Food** - Provide refreshments, setup and cleanup at visiting choir dinners and other events.
- **Chaperones** - Volunteers are requested on each event's permission slip.
- **Photographer**– Take photographs at HYC events and rehearsals as assigned and share photos with the HYC office. Use your own equipment or borrow ours.

SINGER SERVICE HOURS

Cantemus and Chamber singers, do you need to gather service hours for the National Honor Society, church or school? Contact the HYC office to be put on a list for the many opportunities that arise at HYC during the choral season, holiday breaks from school, or the summer!

TICKET SALES

Our self-produced concerts are an integral part of our curriculum, giving singers the opportunity to present the culmination of their work to an appreciative audience of family, friends, and community members. Because these concerts are an important part of what we do, we encourage you to purchase tickets to all concerts and support HYC by selling tickets to your family and friends. Doing so (1) shows the community "what we do", (2) directly benefits the children by providing an enthusiastic, large audience, and (3) provides a revenue source that helps to keep tuition rates lower. Ticket sales will be made available through BrownPaperTickets.com

QUESTIONS

The HYC office staff maintains regular office hours and is happy to assist parents and singers, answer questions, and serve as the focal point for all HYC activities. You may also arrange to talk to the directors or members of the board. Experienced parent volunteers are also available and glad to talk to you.

QUESTIONS RELATED TO THE REHEARSALS OR THE MUSIC PROGRAM

Individual questions and concerns with regard to rehearsals, concerts, evaluations, Choir assignment, etc., should be discussed with your child's ensemble director. Questions, concerns, suggestions about the music program in general may also be discussed with the Artistic Director. Appointments with the Artistic Director are made by calling the HYC Office.

QUESTIONS ABOUT CHOIR LOGISTICS, ORGANIZATION, OR PARENT VOLUNTEER ACTIVITIES

Concerns and questions related to notices, permission slips, concert dress, performance logistics, bus and travel arrangements, etc. should be directed to the administrative staff at the HYC office. Located at 1240 66th Street, Windsor Heights, Iowa, the office is the "home base" for business, information and all activities. (Please review the HYC website, www.heartlandyouthchoir.org before you call.)

QUESTIONS RELATED TO LEGAL, FINANCIAL, AND POLICY ISSUES

The Board of Directors is made up of business people, members of the community and parents who meet regularly to deal with the legal governance, fiscal management, fundraising strategies, long-range planning, personnel and business underpinnings of the Choir. Board members are happy to discuss questions with parents. Please call the HYC office for contact information