



THE ALL-AMERICAN BOYS CHORUS



2012 – 2013
PARENT HANDBOOK

“In Pursuit of Excellence!”

INTRODUCTION

This handbook is designed to be a comprehensive guide for parents regarding all aspects of The All American Boys Chorus's program—from the initial questions posed by our “white shirt” parents through the questions asked by veteran parents when their son graduates and becomes one of our esteemed alumni. The handbook contains practical information, policies and procedures.

We realize that clear, constant and consistent communication is extremely important to the success of any organization, but especially one such as ours where families live in some 26 different cities and in 3 counties.

It is our desire with this handbook to organize, clarify and illuminate; and we sincerely hope that our efforts to achieve that result do not seem too codified or technical.

We ask that you please refer to this handbook should you have any questions about a Chorus procedure or program, but that you always feel free to contact your Part Parent, Part Leader, Parent Representative to the Board, or a Staff Member if you have further questions, concerns or suggestions.

This handbook is not a perfect instrument, and input from parents with regard to content, layout and organization that will help us improve future editions is most welcome.

Respectfully,

THE ALL-AMERICAN BOYS CHORUS

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October 2012

EXECUTIVE DIRECTOR'S MESSAGE

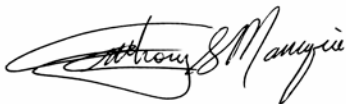
Dear AABC Parents and Choristers,

As we begin the 2012/2013 year we are tremendously excited about our future growth and development and the many adventures that await our boys. In March of this year our Board of Directors and staff members began a strategic planning process to support an exciting and bold 5-year Artistic Vision that is being shaped and focused by artistic director Wesley Martin in consultation with staff and board members. We were also blessed with a gift of funding for a Field Study by the BYU Marriott School of Management. Among the results of the strategic plan and the field study are a campaign to improve our online presence via a new website and better utilization of YouTube and FaceBook. And we identified the recruitment of new choristers as the most important component of our plan to create a sustainable financial model for the AABC.

And so . . . we eagerly welcome our “new” parents and choristers! We promise that you won’t feel “new” for very long. We encourage our new (indeed ALL) parents to attend our Parent Forums—also begun this year—as the best way to become informed. It’s also your surest way to meet and make many friends while helping the Chorus succeed.

Throughout this exciting year, please know, and be assured by the fact, that our board and staff members, teachers, Part Parents and Part Leaders will be working together to create and foster opportunities for each boy in our program to experience success in *his* pursuit of excellence.

Thank you for your dedication, support and loyalty.



Anthony S. Manrique, Executive Director

October 2012

MUSIC DIRECTOR'S MESSAGE

Dear AABC Boys and Families,

Here at the All-American Boys Chorus we strive to teach each one of our boys about excellence in performance, musicianship, character and leadership. Music and singing is an excellent vehicle for this never ending journey, striving for perfection. The eminent American Choral Director, Robert Shaw, put it very succinctly when he said “...the fact that boys can make wonderful music is less significant than the fact that music can make wonderful boys.” I see it in every rehearsal as boys work hard, in a way that only boys can, to come to terms with the repertoire in their hands. But I also see it over a longer time frame. Such as when a boy visibly grows in his success as he puts on his red-shirt for the very first time – when only a few months before he was wearing a white-shirt!

Gustav Mahler, the great composer and conductor put it this way, “What is best in music is not always to be found in the notes.”

Creating a boy-friendly environment that encourages and challenges boys as they move through what is a very critical period in their lives is our mission. We are blessed in having a very fine team of staff, teachers and other supporters who offer an excellent level of instruction and assistance.



Wes Martin, Artistic Director

AABC Lines of Communication

Any staff member will be happy to discuss any aspect of our program with you and refer you to the proper person, or make inquiry and get back to you if he or she cannot answer a specific question or solve a particular concern on the spot.

INQUIRIES AND QUESTIONS

Questions or concerns regarding the operations and/or activities of the Chorus should be referred to the following persons:

- Questions and inquiries regarding concert assignments, attendance, solo auditions, tour selection, music reading classes and handbells should be directed to our Music Director.
- Disciplinary concerns/issues, medical concerns, and rooming requests for out-of-town trips should be directed to our Production Manager.
- Booking inquiries, questions/suggestions about fundraising, or staff related concerns should be directed to our Executive Director.
- Inquiries regarding a particular Chorus event, uniforms, music library, etc. should be made to the respective staff member(s).
- Inquiries or questions about serving on our parent committees should be directed to our Board Parent Representative.

Board of Directors

Bill Sanderson
CHAIRMAN

Anthony S. Manrique
PRESIDENT
AABC Executive Dir.

Shirley Werner
SECRETARY

Diana Hoffman
PARENT REPRESENTATIVE
(949) 293-8646

Rita Pipta
Chairman Emeritus

Lynn Gardner

Wendy Ahlering

Lynn M. Krogh

Thomas Courtney

Steve Shaw

Ed Dunn

Cassady Taylor

Nina Ebner

Operating/Production Staff

Aaron E. Cassaro <i>Production Manager</i> A.Cassaro@taabc.org AABC x16	Uniforms, Album Sales, Media Kits & Promotional Materials, Multi-media Library (<i>slide, print, & digital images</i>), Jog-A-Thon, Camp Operations.
Laureen Santos <i>Bookkeeper</i> AABC x18	Accounting – Receivables and Payables
Anthony S. Manrique <i>Executive Director</i> A.Manrique@taabc.org AABC x11	Concert Bookings, Fee Quotes, Tour Scheduling & Itineraries, Grants, Camp Counselors, Non-music staff, Risk Management, Monthly Calendar
Gary C. March <i>Chorus Transportation</i> G.March@taabc.org AABC x 32	Vehicle Inspections & Maintenance, Scheduling of Drivers
Susan Martin <i>Music Reading Program</i> W.Martin@taabc.org AABC x 12	Director of Music Reading Program.
Wesley Martin <i>Artistic Director</i> W.Martin@taabc.org AABC x12	Concert Repertoire, Rehearsal Scheduling, Music Staff, Camp Music Program, Solo Auditions & Assignments, Handbells, Recruiting
Philip Parke <i>Voice Instructor</i> gufbol@hotmail.com (714) 606-5479	Tuesday Voice Instructions



AABC PARENT FORUMS

The All-American Boys Chorus very much needs, encourages and warmly welcomes parent participation in our parent forums, which take place every four to six weeks on “Big Tuesday” rehearsal evenings.

The forums are an important opportunity for parents to discuss and bring their ideas, questions, recommendations and concerns to the AABC. Moreover, the staff and members of the Board of Directors understand how necessary to the success of the AABC are the talents and resourcefulness of our dedicated parents, so the forums are also the place for the AABC to elicit and ask for help and input from parents on our various annual projects and events, namely:

FALL GALA
HOLIDAY CONCERT
JOG-A-THON
FAMILY PICNIC

SUMMER CONCERT
SATURDAY SNACK SHOP
UNIFORMS
RECRUITING

The parent forums are facilitated by our AABC Parent Representative, Diana Hoffman. AABC staff member Aaron Cassaro is also on hand at these meetings. Agenda items and questions can be emailed to Diana in advance of the meetings if you wish. Check your monthly calendars for the forums, which will be held in the AABC modular trailer from 7:30 to 8:45 pm. Please also note that, as always, AABC staff members are eager to hear from parents directly via phone or email and to meet with you on an individual basis.

RECRUITING CAMPAIGN

The AABC conducts two recruiting campaigns each year: September/October and January/February. However, boys (ages 8, 9 and 10) are welcome to inquire, and may enroll, at ANY time of the year.

The Chorus employs a variety of methods to recruit new members, including mailings to teachers, information booths and outreach performances (*such as the ones at the Festival of Children each September*), booths at charter and homeschool conventions, online flyers on school district websites, printed flyers distributed in schools, recruiting “blitzes” where our boys go door-to-door in neighborhoods close to our headquarters, limited advertising (*due to budget constraints*) in OC Family and similar publications.

A careful study of our recruiting shows that ALL of the Chorus’s efforts, as outlined above, account for 50% of our new members. The remaining 50% of our new members come from PARENT REFERRALS – from YOU. Therefore, we respectfully ask that EACH of our families do their very best to find us ONE new member each year. If each of our families finds us one new member each year, it will guarantee the long-term success of the Chorus artistically and financially. Proven methods are to invite a boy and his mom or dad to attend a Saturday rehearsal, then meet with Wesley afterwards, or to invite a boy and his parents to an AABC concert.

100 AABC HISTORY

The All-American Boys Chorus was founded in 1970 as a church choir with an original ten members. They began by learning and singing barbershop harmony music in locales such as Shakey's Pizza Parlors and nearby mobile home parks. Since then, the Chorus has grown and developed a stature and reputation that places it among the top boys choirs in the United States. To date nearly 1,200 young men have graduated from the ranks of The All-American Boys Chorus, and have moved on to become successful leaders in the fields of academia, religious ministry, medicine, law, business—and music.

The Chorus has completed 40+ years of remarkable growth and significant achievements. The program is acclaimed by educators and artistic leaders for its musical excellence, but it is also lauded for instilling and fostering leadership skills and characteristics. Artistic collaborations with the Pacific Symphony Orchestra, the Los Angeles Philharmonic Orchestra, Opera Pacific and the William Hall Master Chorale have given the Chorus a notable stature. Community outreach performances in schools have also reached more than 60,000 children.

The All-American Boys Chorus owes a debt of gratitude to past and present families, its esteemed alumni, staff members, and thousands of friends and supporters for their deep dedication to the program and for helping the Chorus to continue to exemplify and foster the high values and standards for which it stands.

200 VISION, MISSION, & GOALS

VISION

We make a positive difference in our community, our nation and the world through the power and artistry of our voices and the leadership and example of our choristers and alumni.

MISSION

We provide a world-acclaimed music and performing arts curriculum that educates, motivates and builds character in boys through unparalleled opportunities for performance, leadership, travel and community service.

CORE VALUES

*High Moral Standards and Responsibility
Happy, Motivated Self-Discipline
Leadership by Example
Kindness to One Another
Promote and Enhance Family Life
Love of Country
Seek and Trust Divine Guidance*

STRATEGIC GOALS

- *Become the preeminent program of choral music for boys in the United States of America.*
- *Preserve America's Musical Heritage.*
- *Create collaborations and community outreach that harness the power and teach the joy of music.*
- *Curriculum linking the concentration, the pursuit of excellence and the commitment and leadership necessary to be a world-class performance ensemble to other facets of a boy's life, in particular to his academic studies.*
- *Build self-esteem and self-confidence in each boy, enabling him to realize and achieve his highest potential, by teaching and emphasizing the value of each individual.*
- *Promote camaraderie and convey a sense of pride and tradition to choristers that will result in life-long friendships with fellow choristers and a deep connection with the Chorus.*

300 ORGANIZATION & STRUCTURE

The All-American Boys Chorus is incorporated as a non-profit, tax-exempt corporation under Section 501(c)(3) of the US Internal Revenue code and Section 23701d of the State of California Franchise Tax Code.

Board of Directors: The Chorus has a Board of Directors, comprised of men and women active in the community, each of whom has a deep interest and dedication to ensuring that the Chorus grows and develops into a significant cultural institution for Orange County. Each voting director serves a 3-year term.

In addition, the board appoints "representative directors," who are non-voting and serve 1-year terms. Currently, the Chorus has a Parent Representative.

Executive Director: The Board of Directors selects and appoints the Executive Director of the Chorus. The Executive Director is responsible for all personnel, marketing and administrative functions. The Executive Director also coordinates and directs major fundraising efforts, oversees grant applications and handles negotiations and contracts with outside agents or agencies for marketing, bookings and public relations.

Artistic Director: The Chorus's artistic director is responsible for the artistic development of The All-American Boys Chorus, the maintenance and enhancement of the Chorus's standard of musical excellence, and the inspiration and motivation of the members of the Chorus to achieve those high standards. The Artistic Director also plays a major role in the leadership and execution of Chorus matters related to recruiting, marketing, fundraising, and additional programming (i.e., apart from the regular Chorus program). The Artistic Director actively participates, along with the Executive Director, in determining major tour destinations and is responsible for the artistic planning and staffing of such tours.

Operations Manager: The Chorus's Operations Manager is responsible for the overall technical staffing and production of Chorus concerts and events as well as the annual music camp, jog-a-thon and tours. The Operations Manager, along with the Executive Director and Artistic Director participates in determining major tour destinations and is responsible for the technical planning and staffing of such tours. The Operations Manager is the principal liaison with the AABC Parent Forums, maintains the choristers files and plays a major role in the leadership and execution of matters related to recruiting, marketing and fundraising.

Staff Members: AABC Staff members serve the Chorus in various important ways, including supervision of the boys, tour selections, concert production (e.g., audio, lighting and staging), as well as administrative duties such as uniforms, ticket sales, marketing and promotion, and event coordination. It is a testament to the Chorus's program that most AABC Staff members are former Chorus members, who have returned to help foster and develop our program, and as such they have a

unique understanding and dedication to the Chorus's ideals and standards.

Part Parents: Each singing Part in the Chorus (*1st Tenors, 2nd Tenors, Baritones and Basses*) has a Part Parent who helps in the organization of the Chorus, and who helps to maintain a good line of communication between parents and staff members. Part Parents are parents whose sons have been in the program for a while and are at the Concert Chorus level. Their experience and knowledge of our program makes them valuable resources to parents who have questions about how our program operates. We highly encourage parents to meet or at least contact their Part Parent.

Contact information for the Part Parents can be found on each monthly calendar.

Part Leaders: Each singing Part in the Chorus has Part Leader(s). These are boys who have demonstrated positive leadership qualities and who "lead by example" in adherence to the Chorus's Code of Conduct. Part Leaders are selected by our staff members and their position is our most significant leadership opportunity.

Part Leaders are a major help to the Chorus in practical and organizational matters. More importantly, the Part Leaders are asked to set a continual example of excellent self-discipline and concentration, high integrity and moral standards, outstanding loyalty and attendance, kindness and willingness to help boys advance and progress through the Chorus's program, and a positive and happy demeanor towards everyone with whom they interact within and outside the Chorus.

Part Leaders assist at rehearsals by assigning seats and maintaining order. They make recommendations on boys they feel should be advanced from the Audition Division into the Training Division and from the Training Division into the Concert Chorus. They are also responsible for checking Training Division members off on the required list of songs.

At concerts, Part Leaders arrange for substitutes, assign places on the risers and help to keep the Chorus organized, concentrated and alert.

For more information on the Part Leader selection process, please refer to section 1001 of this handbook.

Contact information for the Part Leaders can be found on each monthly calendar.

Chorus Members: The members of the Chorus are the true heart of the program. Students develop and increase their participation via four levels of program performance beginning with the **Audition Division** followed by the **Training Division**, which graduates to the **Concert Chorus**, which then can result in the final level called the **Touring Chorus**. Each division serves a specific purpose and is equally important to the success of the Chorus.

400 COSTS

Tuition: The All-American Boys Chorus charges tuition in order to balance the operating budget. The yearly tuition is \$900.00 (\$100.00 over nine months of the year). There are two semesters: January to May (\$500.00) and September to December (\$400.00). If a family has more than 1 boy in the chorus tuition is adjusted as follows. Two brothers in the Chorus concurrently: \$180/month. Three brothers in the Chorus concurrently: @240/month.

A Tuition Assistance Program is in place and further information and an application can be obtained upon request from a staff member. There are additional non-tuition related costs that pertain to items such as uniforms, the annual summer training camp and tours:

Uniforms: All Chorus members are expected to purchase and wear a rehearsal shirt in their respective color (white, blue, and red). Cost for the shirt is approximately \$20. When a boy in the Training Division achieves the 75% level in meeting his advancement requirements, he is fitted for his Concert Chorus uniform. There are several uniform items required for concerts that must be purchased from the Chorus. These items include dress shirts, trousers and an outer jacket and range in price from \$15 to \$45. There is a one-time rental charge of \$85 for his red concert blazer, which entitles a boy to a blazer for the entire time he is in the Concert or Touring Chorus.

Camp: We highly encourage parents of boys in the Training Division and Concert Chorus to have their sons participate in the Chorus's summer training camp. The summer camp programs that the Chorus has conducted since 1976 have been the most successful and the most productive of all our training efforts.

Tuition for the 2013 camp session will be approximately \$540 per boy. A family with two brothers in the Chorus will be asked to pay \$900. A family with three brothers in the Chorus will be asked to pay \$1,140. The camp is financially a "break-even" project for the Chorus. Tuition is kept as low as possible without incurring a financial loss for the Chorus.

Overnight Trips: Our Concert Chorus sometimes takes overnight trips lasting for 1 to 3 nights. On these "overnighters," boys are asked to bring anywhere from \$15-\$50 to help the Chorus defray meal, recreation or educational costs and \$10-\$20 for personal spending money.

Tours: When a boy is chosen for a formal concert tour, his parents are asked to pay a fee that helps defray the costs of the tour. Depending on the nature and extent of the tour, costs may range from \$700 to \$1100 (7 to 10-day Midwest or Southern tour) to \$2500 to \$2700 (20 to 25-day Canadian tour) to \$3,200-\$4,000 (22-day Asia tour). There is also a "recommended" personal spending money amount suggested for each concert tour, which ranges from \$50 to \$200 depending on the length and type of tour.

Occasionally, a major concert or tour will necessitate the wearing of special costume items. Parents may be asked to purchase or rent these costume pieces.

500 PARENT EXPECTATIONS

Parents are the backbone of the Chorus! Their support and enthusiasm and involvement are what make our events and activities successful. You have already made a huge commitment to the Chorus by enrolling your son in our program and supporting him on each step of his advancement through the various divisions and by driving him to his many rehearsals and commitments. We also

need your involvement and interest in the following crucial ways:

501 Communication

Parents receive mailings or emails (almost weekly) from the Chorus. Be sure to read all communications carefully. In addition, there are bulletin boards in the rehearsal hall lobby that contain important memos and sign-up sheets for volunteer opportunities. Plan to check the boards at least once each week.

502 Volunteer Opportunities

As part of our financial business plan, we count on parents to help at our many events and thus save us from having to hire people.

Parents are required to volunteer for FOUR events annually or CHAIR two projects to meet their minimum volunteer obligation. If parents choose not to volunteer they may pay an annual \$160 BUYOUT fee.

There are many opportunities for parents to volunteer at the Chorus's "big" events. These events include the Annual Jog-a-Thon, Fall Gala and the Family Picnic. You might also volunteer to be a cook, shopper, or server in the Saturday Snack Shop. The two big concerts each year, Holiday and Summer, require volunteers to sell tickets and CDs, create raffle baskets, and serve as concert chairpersons.

Part Parents: Veteran parents may be asked to serve as a Part Parent for their son's singing part. The role of the Part Parent is twofold. He or she works to help assimilate new families into the Chorus by answering questions and offering advice and help where needed. Secondly, the Part Parent is the link between families and Staff. Part parents make calls on behalf of the Chorus and help coordinate Chorus projects, including our Saturday Snack Shop and assembling items for raffle baskets. We encourage all parents to feel comfortable discussing concerns with the Part Parents.

The Parent Forum: The AABC encourages, welcomes and **very much needs** parent participation in our parent forums. Please refer to page 4 for additional information.

Back to Chorus Night: Just as your son's school hosts an annual Back to School Night, the Chorus does as well. Normally held in mid-October, this important event is ONE of two times in the year that all parents are asked to be present, without their sons, to hear about the goals of the Chorus for the year and other important projects. It is very much a "State of the Chorus" event and annual report. At least one parent from each family is expected to attend this important meeting.

503 Fundraising

As the Chorus provides a full and professionally staffed comprehensive program for the boys, it is very important that parents assist in the organization and execution of fundraisers, which are vitally important to the Chorus's survival and financial health. There are many ways parents can assist in the fundraising goals of the Chorus.

- **Parent Funding Agreement** – In the 2012/2013 academic year, tuition paid by parents and concert fees earned by the Chorus will cover 40% of our basic operating costs. The remaining 60% of basic operating costs must come from fundraising events, such as the fall gala, Jog-a-Thon, holiday and summer concerts, plus donations, corporate sponsorships and grants. To help us better plan, we have a (required) parent meeting in April or May where we present the Chorus's financial position and costs. We then ask each family to complete and return a Parent Funding Agreement, in which they outline, as best they can, their commitment to the fundraisers (*e.g., how many tickets they think they will purchase, what their goal will be in the Jog-a-Thon, etc.*) and also indicate if they are able to make an additional cash donation. The commitment is NOT binding, and we understand that circumstances may change. Nevertheless, the information contained in the parent funding agreements is very helpful to our staff and board members in budgeting for the upcoming academic year.
- **Ralph's Community Contribution Program-** Any families or friends who have Ralph's Club Cards can add their name to the list in the AABC building. Every time you use your

Ralph's Club Card the Chorus will receive a percentage of your purchase.

- **E-Scrip-** basically involves registering your existing Visa, MasterCard, AMEX and retail store credit cards on E-Scrip's secure website. Once your cards are registered, then any purchases made with those cards at any of dozens of E-Scrip merchants earn a rebate for the Chorus. Rebates range from 1% to 5% depending on the merchant. Visit E-Scrip.com to register your cards and make sure to select *All-American Boys Chorus* as your designated charity.
- **Album Consignments-** In the fall, each Chorus family is asked to find at least one local business, office or boutique that will agree to display the Chorus's recordings on a consignment basis during the Holiday season. The attractive, Point of Purchase, display racks are provided by the Chorus. There is NO risk to the retailer. All they have to do is put the rack in a visible location. They also receive a free recording to play in their in-house sound system.
- **Auto Donations** - Donate a used car to the Chorus and receive a tax break at the same time.
- **Jog-a-thon.** This event is the largest and most important fundraiser the Chorus hosts each year. All Chorus members in the Training Division and Concert and Touring Choruses participate in the Jog-a-thon.

The Jog-a-thon is a spirited time for the Chorus! A boisterous kick-off is held with skits and videos that emphasize teamwork, preparation and motivation. From the January kick-off until the actual Jog-a-thon in March or April, boys are asked to solicit as many sponsors as possible among relatives, friends, businesses, etc. On the day of the event, boys run, walk or jog as many laps as possible in a 1-hour time period.

In addition to individual solicitation of sponsors, each boy also participates with his singing Part on one Saturday afternoon in February in a sponsor "blitz". During the blitz,

boys are grouped into 4-man teams, supervised by a staff member or parent, and they canvass a local neighborhood seeking sponsors and/or donations for the Jog-a-thon.

In order to motivate the boys, a host of cash awards and prizes are offered for achieving various sponsorship goals. In addition, the singing part with the highest average total raised wins a two day trip to a local amusement park. These prizes (and many others) along with the Jog-a-thon final results are announced at the Family Picnic in early June.

- **Fall Gala-** This fun and relaxing event is organized by our Parent Project Committee and is a crucial fundraiser for the Chorus. If each Chorus family participates in one or more of the following ways, we will achieve a wonderful success in this fundraiser.
 1. **Dinner ticket sales-** For 2012 the contribution is \$65 per person, which includes admission, dinner and entertainment.
 2. **Auction items-** Time-shares, vacation getaways, signed sports or celebrity memorabilia, airline miles and tickets to concerts and sporting events. Unique items are also big sellers – such as lunch or dinner with a celebrity, a cruise during the Newport Beach Boat Parade, flight simulator sessions, rides in balloons or gliders, etc. Brochures and letters are available if you wish to approach businesses or companies. Call the AABC office.

The Chorus's Part Parents help coordinate the auction. Please contact your Part Parent if you have ideas, questions, or items to donate.

3. **Program Ads-** The program book is nicely designed. And this year the AABC is offering an ad special. For a nominal extra charge we will run the same ad that appears in the Fall Gala Program in our Holiday Concert Program.

600 DISCIPLINE

The Chorus's Code of Conduct is based on the concept of "happy, motivated, self-discipline." This self-discipline requires a commitment to the values and goals expressed in our Vision and Mission. The policies, procedures, and actions that follow are an attempt to address those issues that sometimes occur which can disrupt these values and goals.

601 Code of Conduct

It is the Chorus's aim to inculcate in each boy the ideal that he comport himself properly because he comes to the realization, and then wholeheartedly embraces the concept, that proper behavior and actions truly are right and are best for him, for other members, and for the Chorus.

It is *not* the Chorus's aim to have boys behave and act properly only because they are intimidated by the negative actions that may result from a "failure to follow the rules."

Happy, motivated self-discipline is, and has always been, the Chorus's goal and the strong emphasis on it shall remain undiminished.

Indeed, the Chorus's Rehearsal, Concert and Touring Guidelines provide each member, as he advances through the program, with a set of common guidelines and high moral standards that foster a sense of responsibility to ones' self, to fellow Chorus members, to the Chorus and to those persons and organizations with whom the Chorus comes into contact. The Chorus's **Code of Conduct** further defines the standards, behavior and demeanor that are EXPECTED of ALL Chorus members.

I. INTERPERSONAL CONDUCT

The Chorus's guidelines clearly state, and AABC staff members continually reiterate, that the most important guideline is: **BE KIND TO ONE ANOTHER**. Kindness is paramount to the creation of a happy learning and social environment. Therefore, the following interpersonal conduct is expected from Chorus members:

1. Respect, consideration and courtesy toward each other, towards Staff members, and towards those outside the Chorus in WORD and ACTION at all times.

2. Tolerance, patience and fair play.
3. Regard for the property of others, including Chorus property.
4. **Leadership by Example** evident in all members, but in particular among boys who have longer tenure in the Chorus and in the boys who have been appointed to special positions of responsibility and leadership.

II. PERSONAL CONDUCT

Happy, motivated self-discipline must come from within each boy--because he clearly wishes to belong to the Chorus, enjoys the rehearsals and concerts, and embraces the precepts and guidelines established for the benefit of all members.

The following personal conduct is expected:

1. Honesty in all matters and at all times.
2. Absence of vulgar, crude, demeaning, or foul language or actions.
3. Absence of inappropriate reading or recreation materials.
4. Polite manners and good social habits.
5. Positive attitude exemplified by:
 - a. Proudly wearing the correct Chorus uniform(s) at rehearsals, concerts, or on the bus.
 - b. Ready and willing responses to directives and requests from Part Leaders and/or Staff Members.
 - c. Actions and a bearing that display pride in The All-American Boys Chorus, its policies and procedures.

III. THE CHORUS'S PROFESSIONAL DISCIPLINE

The most essential element in the bringing about of a highly distinguished boys chorus is professional discipline. This discipline must be constantly and continuously attained in each individual, and then, cohesively, in the group.

The pointed and detailed instruction in this necessary discipline and the opportunity to exercise it are the most fundamental contributions of the Chorus in imparting leadership skills to the boys in its program.

Adherence to the following guidelines is not only beneficial to the individual who observes them, but is also beneficial, by way of good example, to

all individuals in the Chorus who are striving to acquire and exercise professional discipline:

1. Eager compliance with the Chorus's chain of authority (Part Leaders, Staff Members and board members).
2. Faithful observance of the Rehearsal, Concert and Touring Guidelines.
3. Attention to the Chorus's grooming, haircut and uniform regulations.
4. Consistent and high level of attendance.
5. Arriving on time to rehearsal, concert "meet times," and to established "meet times" at concert venues and other locations where the Chorus may find itself.
6. Behavior and attitude that advances the *esprit*, reputation, or well-being of the Chorus and/or its members; especially with regard to the Chorus's relationship with the Orange County Fair and the rules and regulations established by the Fair's management and board of directors.

IV. LIVING UP TO THE CODE OF CONDUCT

The vast majority of members of The All-American Boys Chorus, past and present, live up to the Code of Conduct on a continual and admirable basis.

However, the Chorus understands that any organization comprised of fallible human beings may occasionally encounter shortcomings or failings among some members in their adherence to the standards that define the environment and *esprit* of the group, and which protect and enhance the organization's image among its own members and the world-at-large.

Infractions to the Code of Conduct are evaluated and corrective measures taken, on a case-by-case basis by Chorus staff members while keeping the following points foremost in mind:

1. A just resolution or correction of the problem or situation based upon knowledge of actual facts.
2. An attempt to impart a lesson to the boy (or boys) involved and to have him learn from the experience itself, as well as from any disciplinary measures that might be taken.
3. To preserve the superior standards and high moral climate of the Chorus for its members,

and to protect the reputation and public image of the Chorus.

A serious infraction, or a continuous pattern of infractions that are cumulatively and clearly below the standards set by the Code of Conduct, standards, in fact, which are consistently maintained by the great majority of other members, may result in separation from the Chorus.

We respectfully request the enthusiastic cooperation of all Chorus members in preserving, protecting, and increasing the professional discipline, artistic excellence, superb *esprit de corps* and pride which, along with a marvelous tradition of worthy and high moral standards, are the hallmarks of The All American Boys Chorus.

602 General Dress/Grooming Regulations

As per the Code of Conduct (section 601), every boy is expected to come to rehearsals and/or concerts in the proper uniform (please refer to sections 907 and 1703 for uniform guidelines). In addition to those specific uniform guidelines, the following general guidelines are also in effect:

Hair Regulations: Hair must be natural and neat in appearance and must always be combed. Unbecoming fashions such as the following are NOT acceptable:

- "Buzzes", "Step Cuts", "Spiked" Hair, "Shaved" hair
- Any hair that falls over the eyes or extends below the collar.
- Any type of colored, dyed, tinted, or bleached hair
- Any other exaggerated style deemed unacceptable by the AABC Staff
- If the hair cannot be parted or combed it is probably too short!

Necklaces and/or Pendants: Any and all types of jewelry shall not be exposed when in Chorus uniform. Wearing of wrist watches and identification or medical bracelets is permitted.

Offensive or Inappropriate Material: At no time shall any clothing be worn or shall any boy be in possession of articles that contain or symbolize offensive or inappropriate material.

The AABC Staff reserves the right to ask any boy to modify his hair style or remove and replace articles of clothing to bring a boy into compliance with these guidelines.

603 Laptop Computers, iPads, Tablets & Internet Usage

- Computers are to be used in a responsible, ethical and legal manner for educational purposes, and in a manner that respects the rights of others, and abides by local, state, and federal laws.
- Computers/Laptops may be used during concert trips only for educational purposes. When using computers on the bus, computer users must sit at the front of the bus where they are monitored by a staff member.
- Computers/Laptops owned by the All-American Boys Chorus may be used for educational purposes only and only with the permission and supervision of a staff member
- Computers/Laptops may not be brought to camp or on tours except those tours that take place during school sessions.
- All computer/laptop users must submit a signed policy/parental form in order to be granted computer use.

The All-American Boys Chorus is not responsible for lost, stolen, or damaged computer equipment.

The following are considered violations of Computer & Internet use:

- Use of computer for recreational, personal or commercial purposes (e.g. games, DVDs, etc.)
- Use of computer without Staff permission
- Use of computers without signed Policy/Parent form.
- Pornography, Sexual Harassment, Pranks, and Jokes that are demeaning.
- Unsolicited advertising.
- Distribution of viruses.
- Misrepresentation of one's self, forgery of electronic mail messages, posting of anonymous messages.
- Stealing of data, equipment, or intellectual property.
- Vandalizing data or files of another user

- Gain unauthorized access to resources or the files of others, invading the privacy of individuals.
- Downloading software or files without Staff supervision and/or permission.

Chorus members who commit any of the above violations will (per the Code of Conduct) be referred to the Prefect of Discipline or Music Director; a parent conference will be held and the Chorus member may lose computer privileges and/or may be suspended from the Chorus.

604 Cellular Phones

The All-American Boys Chorus recognizes that cell phones are important tools that can be used to communicate.

- It is our general policy that cell phones are to be used in a responsible, ethical and legal manner for communication purposes, and in a manner that respects the rights of others, and abides by local, state and Federal laws.
- Cellular phones, pagers, and any other type of communication device brought to Chorus functions are to be used only at times designated by Chorus staff members.
- Any cell phone, pager, or other communication device brought to a Chorus function and used at non-designated time(s) will be confiscated and returned to the parents at a later time.
- If there is an emergency, parents are asked to contact the AABC at the emergency numbers listed on the monthly calendar.
- Cellular Phones may be used on Tours. Cellular Phones must be marked with the chorister's last name. Cell Phones should be kept in a well-protected container (i.e., bus bag). Cell Phones will be allowed to be used during appropriate times on tour (i.e. during social time on the bus, during recreational times and before "lights out" at night). Please be advised that cell phones used outside southern California may incur roaming or international fees.

The All-American Boys Chorus is not responsible for lost, stolen, or damaged cell phone equipment.

605 Disciplinary Action

Pursuant to the Code of Conduct (section 601 of this handbook) infractions of all regulations and policies will be evaluated and corrective measures taken on a *case-by-case* basis by Chorus staff members.

Infractions will be brought to the attention of the Prefect of Discipline who will then notify the parents and take further action should it be deemed necessary. All infractions are documented and placed in a boys file. A continuous pattern of infractions or any serious violations may result in loss of privileges/responsibilities or even suspension from the Chorus.

It is the Chorus's hope and objective that disciplinary actions serve as an example and teaching tool rather than just as punishment for not following the rules. We are dedicated to fostering good, healthy, and moral young men who will be the "leaders of tomorrow".

700 EMERGENCY & SAFETY PROCEDURES

The All-American Boys Chorus is committed to keeping all of its members, staff members, parents, patrons, and visitors safe both on a regular basis and in the event of an emergency. The following procedures and policies are in effect to ensure that a safe working environment is in place at all times.

701 Youth Protection

The Chorus is a complex organization with several levels of Staff members, parent volunteers, alumni volunteers, and temporary help (e.g., accompanists, voice teachers, etc.). As an organization that serves youth, we have a great responsibility and obligation to our students, staff members, volunteers, and to the Chorus organization itself to ensure that Staff and all persons who work with Chorus members are adequately trained and knowledgeable about the following critical issues.

- All employees, camp counselors, and volunteers must participate in Youth Protection Training (e.g., *Child Abuse Prevention*).
- All Operating Staff members must participate in CPR/1st Aid Training.

- Adult Operating Staff members (*those over 18 years of age*), whether full-time or part-time, and any other full-time Staff members must also receive training on Sexual Harassment Prevention.

- YOUTH PROTECTION TRAINING** consists of mandatory attendance at a youth protection seminar or class given by a qualified instructor or approved organization (e.g., *Boy Scouts of America*) within 30 days of hire. A copy of the card or certificate attesting to each staff member's successful attendance at such a seminar is placed in each staff member's personnel file. Refresher and/or renewal courses are taken as needed to keep the certification current.
- CPR/1st AID TRAINING** consists of mandatory attendance at a class given by a qualified instructor or organization (e.g., *Red Cross, American Heart Association, etc.*) within 30 days of hire. A copy of the card or certificate attesting to each staff member's successful completion of such a class is placed in each Staff member's personnel file. Refresher and/or renewal courses are taken as needed to keep the certification current.
- SEXUAL HARASSMENT PREVENTION TRAINING** consists of mandatory attendance by all adult Staff members at a seminar or class given by a qualified instructor or approved organization within 90 days of hire.

In addition the following checks are required:

Operating Staff – FBI Fingerprint Check, Consumer Investigative Background Check, and Drug Testing at time of hire. Bus and truck drivers are also enrolled in an ongoing random drug testing program.

Camp Counselors (over 18 years of age)—FBI Fingerprint Check and Youth Protection Seminar conducted by the Boy Scouts of America. Counselors under 18 years of age are required to attend the Youth Protection Seminar conducted by the Boy Scouts of America.

Voice Coaches and Music Reading Instructors—FBI Fingerprint Check and Youth Protection Seminar conducted by the Boy Scouts of America.

YOUTH PROTECTION STRATEGIES & USE OF PRIVATE VEHICLES TO TRANSPORT MINORS

The Chorus has adopted the following policies to provide security for its students and staff members.

Definitions –

Adult: Any person who is 18 years of age or older. This includes AABC Staff and Board Members, Temporary Employees, Alumni, Volunteers and Independent Contractors who are over the age of 18 years.

Minor Child: Any person under the age of 18 years. This includes AABC students, as well as AABC Staff Members, Temporary Employees, Volunteers, Alumni and Independent Contractors who are under the age of 18 years.

Our General Policy on Youth Protection is one of “Two-deep Leadership”:

1. It is against Chorus policy to have a staff member be alone with minors at any time in any non-public place including the headquarters building, the bus, waiting rooms, restrooms, shower rooms, and personal vehicles.
Exceptions:
 - Emergencies and cases of sudden illness where there is only one adult Staff member available. However, all measures must be taken to include a second adult Staff member (or a parent) as soon as possible.
 - In the case of the 30-minute Saturday morning music reading classes, the teacher may be alone with a group of students but a “roving” Staff member will monitor the classes on a random basis.
2. Chorus members and siblings are not allowed in the offices or common rooms of the Chorus office building. Exceptions are for Part Leader meetings when more than one adult Staff member is present, when the Chorus member or sibling is with his/her parents, or during song check-off periods when more than one adult is present.
3. At least two adults, plus the bus driver, will be on the Chorus bus at all times when Chorus members are present. When the bus is stopped and the driver is not occupied with driving

duties, the bus driver may be one of the two adults.

4. At least two adult Staff members, one of which may be the bus driver, will remain at the Chorus building until parents have picked up all of the boys following a concert, rehearsal, voice instruction or Chorus function.
5. If a boy has no ride home and repeated efforts have failed to locate his parents, then he must be taken to the home of another Chorus family (preferably a Part Parent) by two adult Staff members, but not to the home of a Staff member.
6. During *lights out* or any sleep period on the bus, Staff members must sit with other Staff members.
7. Room checks in hotels and at camp will always include two adult Staff members or two minor Staff members. Exception being an adult Staff member and a minor Staff member who are family members.
8. When the Chorus is in dormitory-type accommodations (*e.g., one or more large rooms containing the entire Chorus and Staff*) adult staff members must be located together in groups of three or more, preferably near exits, so that they may assist Chorus members in an emergency.

Respect of Privacy:

1. At camp and on tours staff members must respect the privacy of minors in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require and always following the policy of two-deep leadership. Staff members must protect their own privacy in similar situations. Shower times are scheduled separately for boys and staff members and signs are posted on restroom doors when staff members are showering.
2. Staff members may not visit boys or minors rooms in hotels or at camp.
3. Boys or minors may not visit staff members' rooms in hotels or at camp.

Separate Accommodations:

1. The Chorus does not room staff members with boys in hotels unless they are family members. In cases of illness, a boy may be moved into a room with two adult staff members.

2. The Chorus does not room adult staff members with staff members who are under 18 years of age, unless they are family members.

Private Vehicles:

1. A minor child, or children, will not be transported in an adult staff member's private vehicle unless there are two adults present AND the Chorus has prior written permission, a *Hold Harmless* agreement signed by the parents of the child(ren) AND there is on file proof of insurance for the adult staff member's private vehicle. Exceptions are: 1) Staff members transporting family members, or 2) an emergency whereby a parent cannot pick-up a child due to an unforeseen circumstance (*e.g., car breakdown, illness, etc.*), in which case there must still be two adults present when transporting the child and VERBAL permission secured from a parent for each specific instance.
2. Staff members who are under 18 years of age may not transport Chorus members to and from Chorus activities in a private vehicle unless they are family members.

Youth Protection Awareness Video: Copies of the Boy Scouts of America video "It Happened to Me" are available for viewing by any AABC family. The video deals with the issues of child abuse and is a very informative and educational experience. Parents can sign out a copy at the AABC store and take it home and watch it with your sons and discuss the issues it raises.

702 Emergency Procedures

All Staff Members and Part Leaders attend an American Red Cross certification and/or recertification class in Standard First Aid and CPR each year. Because of this, they are trained to help and will do so without hesitation. In the event of an emergency, please inform the staff and ask for assistance as needed.

Fire and earthquake evacuation procedures for the Headquarters Building are practiced on a regular basis and Staff Members are trained in general emergency procedures.

703 Transportation Safety

Required by the State of California, the Chorus bus must undergo a detailed maintenance check at a licensed facility every forty-five days. The Chorus equipment truck must also undergo a detailed maintenance check every ninety days. Both vehicles must pass a California Highway Patrol inspection administered on an annual basis. Bus and Truck drivers are assigned random drug and alcohol checks.

800 ORANGE COUNTY FAIRGROUNDS

The All-American Boys Chorus has been happily headquartered at the Orange County Fairgrounds since 1974. Our rehearsal space is leased by the Chorus on a year-round basis—excepting the summer months, when we vacate the rehearsal hall to make room for the annual Orange County Fair. This requirement is not a problem for us because we suspend rehearsals in the summer to allow for family vacations, time to have our music camp and go on our summer tours. Even during Fair-time, however, we still retain the use of our administrative offices.

Although our headquarters is certainly not a "marble palace," it is perfect for a boys choir. The rehearsal space is excellent, and acres of space surround us, which allows for a full, and fun, recreation program on Saturday mornings. The grounds are completely fenced and there is 24-hour security. We enjoy a wonderful relationship with the Fair's Board of Directors and Administration.

801 Cooperation and Safety

As beneficiaries of a modest rent and many in-kind donations from the Fair of meeting and classroom space, we ask our boys and parents to always make an extra effort to fully and happily cooperate with Fairgrounds personnel.

It is the Fairgrounds' policy that each vehicle entering the Fairgrounds must stop for either the Public Safety Officer or the Parking Attendant. The officer or attendant may have some important information for you, or he or she may just say "hi!"

The California Vehicle Code applies to all vehicles on the Fairgrounds. Please observe all posted speed limits and stop signs. The speed limit

on the Fairgrounds is 10 MPH. The Orange County Sheriff's Department does patrol the grounds enforcing the vehicle code.

We respectfully request your cooperation in observing these policies and also when interacting with the Public Safety and Parking Departments. The Fairgrounds is a public place and many people utilize the grounds in addition to our families and alumni.

We are eager that the AABC set the example in working positively with the Parking and Public Safety Departments and the Fair administration to ensure that everyone (children and adults) is safe and secure on the grounds.

900 REHEARSALS

The Chorus's rehearsal and voice lesson schedule truly is "where the excellence of its program is born and cultivated."

901 Attendance

Attendance is extremely important. If a boy must miss a rehearsal, he must call (714) 708-1670 and leave a message for the Artistic Director at extension 12. It is important to clearly state the boy's name and his singing Part. If a boy does not call to report an absence, the absence will be considered unexcused.

Attendance at rehearsals is carefully reviewed and taken into consideration prior to each tour and leadership position selection.

902 Monday/Wednesday Night Rehearsal

The entire Chorus (all divisions) is expected to attend their specific "Part" weeknight rehearsal on either Monday or Wednesday nights. The typical schedule is as follows; however, please check the monthly calendar month as sometimes changes must be made:

MONDAY:	Second Tenors	6:55-8:00pm
	Basses	8:05-9:10pm
WEDNESDAY:	First Tenors	6:55-8:00pm
	Baritones	8:05-9:10pm

903 Voice Lessons

Every other week, the Chorus offers professional voice instructions to all boys in the

Training Division and Concert and Touring Choruses. **These voice lessons are an integral component of the Chorus's curriculum and as such are vital to the development of each boy's personal vocal "sound," and the overall timbre and sound of the Chorus. They also provide each boy with vocal techniques and skills that they can carry with them into their high school and college choirs and indeed that will serve them in any serious or professional singing endeavor as adults.** Be sure to check the monthly calendar as certain divisions are assigned to attend specific voice lessons.

In addition to the group voice lessons provided by the AABC, we encourage boys to seek professional vocal training with private teachers, although this is by no means required. Consistent practice of the training and techniques involved in singing is integral to the formation of a beautiful voice.

904 Repertoire Rehearsals

These rehearsals are held exclusively for the benefit of Training Division members. They are conducted on Thursday evenings - one week First Tenors and Baritones, and the next week Second Tenors and Basses.

Only Training Division (blue shirts) members and those Concert Chorus members who are assigned to assist are expected to attend these rehearsals. The focus of the Thursday night rehearsals is to assist the members of the Training Division to learn the songs required for advancement into the Concert Chorus. If a "blue shirt" has a song or songs he wishes to work on at a Repertoire Rehearsal, he should try to alert the Repertoire Rehearsal conductor prior to that rehearsal.

905 Grand Rehearsals

Unless otherwise noted, the entire Chorus is expected to attend Grand Rehearsal on Saturday mornings from 9:25 am-12:45 pm. **This integral morning rehearsal is the only time in the entire week that the whole Chorus sings as a group.** The morning consists of each boy participating in a sectional rehearsal, a music reading class, a check-

off period (or other task, i.e., uniform fitting), and a free period for athletics and recreation.

The Chorus provides a variety of recreational opportunities on Saturday mornings which are fully supervised by the staff. Boys are encouraged to play games with others and make new friends, rather than sit by themselves and play video games (i.e. DS, PSP, etc.) The Chorus is a team and both working and *playing* as a team are important to the cohesiveness of the team.

906 Special Rehearsals

From time to time a special rehearsal may be scheduled for various activities; among them are Handbell rehearsals, Recording Group rehearsals, etc. Should a Special rehearsal be scheduled, those expected to attend are notified.

907 Uniforms

Pursuant to the Code of Conduct, we ask that all boys wear the appropriate Chorus t-shirt (red, white, or blue) to all rehearsals and Chorus functions.

The following guidelines should be followed regarding all clothing:

- No excessively “baggy” or loose clothing
- No offensive or inappropriate language or graphics.
- If a boy chooses to wear a shirt underneath his Chorus rehearsal shirt. That shirt should be *plain white* with no wording or images and **MUST** be “tucked in.”

In addition, all general dress and grooming regulations apply as stated in section 602 of this handbook.

A uniform look at rehearsals is conducive to a sense of camaraderie and makes a positive impression on the many visitors that come to rehearsals and AABC functions. Wearing of the Chorus uniform should also reflect the pride a boy feels at being a part of the Chorus.

908 Parking

On weeknights, parents should enter the Fairgrounds through Gate 8 off of Arlington Drive and park in the designated lot.

On Saturdays, parents are asked to please enter the Fairgrounds through Gate 8 and park in the designated area or lot.

These parking regulations are at the direct request of the OC Fairgrounds Parking Staff. Your full cooperation with these parking regulations will help us to ensure and maintain our positive partnership with the Orange County Fair.

909 AABC Store & Snack Shop

The Chorus operates a small store during weeknight and Saturday rehearsals that sells AABC merchandise (recordings, videos, etc.) as well as candy, drinks, and snacks. In addition, on Saturday mornings, a “snack shop” run by parent volunteers is open and small breakfast or lunch type meals are sold at a nominal cost of approximately \$3.00.

910 General Rehearsal Guidelines

- No gum, candy, food, or drinks in the rehearsal hall. Water bottles are permitted.
- No unnecessary talking.
- Boys must remain in their seats unless they receive permission from the conductor or a Part Leader to rise.
- Music should not be rolled, crumpled or thrown.
- No horseplay or running in the rehearsal hall.

Rehearsals can be a fun time, but the fun must happen through the music. Boys must take rehearsals seriously because that is where the excellence is “born and fostered.”

1000 SUMMER CAMP

The AABC’s summer camps are the most successful and the most productive of our training efforts. Moreover, in our alumni surveys the overriding “favorite” activity cited by alumni is their participation in the summer music camps.

1001 Eligibility

All boys in the Chorus are eligible to attend our summer music camp, and we highly encourage parents to have their sons do so. Participation in the summer music camp is optional, except for boys

who are selected to participate in that summer's concert tour.

1002 Structure & Curriculum

Each camper (both Blue shirts and Red shirts) attends camp for five days.

Each day of camp includes a semi-private voice lesson with a vocal coach, two individual Part rehearsals, a music reading class (6 to 12 boys per class) taught by an accredited music teacher, and a grand rehearsal. Training Division members have one period per day for song check-off.

The camp also includes instruction on the chorallography for the Sousa March Medley. Boys who have completed the four levels of music reading are eligible for the chimes or handbell classes at the summer camp, which are taught by accredited and much acclaimed instructors.

Housing: Boys and staff are housed in dormitory facilities. There are two boys per room -- with either bunk beds or twin beds in each room. Boys may submit "dorm requests" in which they list the dorm they prefer as well as the names of up to 3 friends whom they request be housed in the same dorm. We do our best to honor the requests; however, this is not always possible.

Meals: Meals are prepared by the same professionals that provide the meals for the students during the regular academic year.

We emphasize that the camp provides the equivalent of 5 months of vocal instruction in 5 days, plus priceless rehearsal time and training, along with formal classes in music reading. All of this marvelous education is encapsulated amidst afternoon swim periods in an Olympic size pool, a supervised morning athletic program, model-building, and after-dinner movies -- in a lovely mountainous setting. The camp truly is one of the finest activities the Chorus undertakes.

1003 Location & Dates

Letters of Invitation to the camp are mailed to each Training Division and Concert Chorus family in late February or early March. A permission form and \$180 deposit is due by the first week of April.

Thereafter, we suggest payments every two to three weeks; with the full tuition being due one week prior to a boy's departure for camp.

For the 2013 summer, our camp will be held at the magnificent campus of the Webb Schools in Claremont, California. The facilities are outstanding; the food service is excellent; and the program we will offer the boys will be the most educational, the most interesting, and the most fun of all our camps.

The projected dates for our 2013 music training camp are: **June 21 to 26, 2013**

1004 Cost

Tuition for the 2013 camp session is approximately \$540 per boy. A family with two brothers in the Chorus is asked to pay \$900. A family with three brothers in the Chorus is asked to pay \$1,140. The camp is financially a break-even project for the Chorus. Tuition is kept as low as possible without incurring a financial loss for the Chorus.

In a given year there may be a limited number of camp scholarships (a few full scholarships and some partial scholarships). Please contact either the Artistic Director or Executive Director if you have a financial need with regard to the camp.

I. AUDITION DIVISION

The first division is known as the Audition Division. Boys gain entrance to this division by successfully completing an initial ear test. They then attend rehearsals and voice instructions for 6 to 8 weeks of training. A veteran Concert Chorus member ("red shirt") is assigned to sponsor and help each member of the Audition Division ("white shirt"). At the conclusion of the 6 to 8 week period, a boy must successfully complete an audition test in order to qualify for advancement into the Training Division. Audition Division members **DO NOT** sing in concerts.

1100 Requirements for Advancement

Each auditionee must meet the following requirements for advancement beyond the Audition Division:

1. Successfully complete all three assessment tasks.
2. Show a strong musical ear
3. Be able to demonstrate the proper vocal and breathing techniques.
4. Be able to sing his own part along with another member of his own part
5. Be able to concentrate and work attentively with the Directors, Instructors, Staff, and Part Leaders during rehearsals.
6. Demonstrate a spirit of learning, playing, and working with other boys.

1101 Audition Division Tasks

Throughout the 6 to 8 week period that a boy is a member of the Audition Division he must successfully complete three separate tasks, from memory, in order to qualify for advancement into the Training Division.

TASK 1

After attending four rehearsals (i.e., two weeks worth of rehearsals) a boy is eligible to attempt his first task. Task 1 consists of a boy singing a scale, ascending and descending, using solfa. He will do this twice, once with a Red Shirt assistant then on his own.

TASK 2

Upon successfully completing Tasks 1 and attending a further four rehearsals (i.e., two more weeks worth of rehearsals) a boy is then eligible to attempt his second task. Task 2 consists of a boy singing the song *MY COUNTRY TIS OF THEE*. He will sing this song twice; the first time with a Red Shirt assistant, the second time on his own. Each time he will sing the words from memory.

TASK 3

Upon successfully completing Task 2 and attending a further four rehearsals (i.e., two more weeks worth of rehearsals) a boy is then eligible to attempt his third and final task. Task 3 consists of a boy singing his respective part for his test song (depending on the time of year either *EDELWEISS* or *WHITE CHRISTMAS*). He will sing this test song twice; the first time with a Red Shirt assistant, the second time on his own. Each time he will sing the words from memory.

There are two possible courses of action after a candidate takes the examination:

1. A candidate completes the three tasks with little or no difficulty and shows an aptitude for mastering the required techniques. If he also demonstrates the potential to develop an ability to concentrate and work attentively with the staff, and shows the necessary attitude and discipline at rehearsals and voice instructions, he is advanced into the Training Division.
2. a) A candidate experiences quite a bit of difficulty singing the proper vocal part, or cannot sing the proper vocal part at all. This difficulty would indicate that a boy does not have a strong “musical ear,” which is absolutely crucial to his being able to continue with the Chorus.

b) A candidate has not demonstrated, to the satisfaction of the Artistic Director, an aptitude for mastering the necessary vocal technique, or the potential to develop an ability to concentrate and work attentively with the staff, or has exhibited a less than satisfactory attitude towards the Chorus, or has shown marked immaturity and/or lack of self-discipline at rehearsals.

In either of the above cases (a or b), a boy is asked to withdraw from the Chorus, because he is not able to be advanced into the Training Division or the Concert and Touring Choruses.

1200 Uniforms

Members of the Audition Division are asked to wear their *white* rehearsal shirt when attending any Chorus rehearsal or function. The white rehearsal shirt can be purchased from the AABC store any time after a boy's admission into the program.

The following guidelines should be followed regarding all clothing:

- No excessively “baggy” or loose clothing
- No offensive or inappropriate language or graphics.
- If a boy chooses to wear a shirt underneath his Chorus rehearsal shirt, that shirt should be *plain white* with no wording or images.

- Undershirts must be “tucked in.”

In addition, all general dress and grooming regulations apply as stated in section 602 of this handbook.

II. TRAINING DIVISION

The second division of the Chorus is known as the Training Division. These boys are identified by their blue rehearsal shirts. Boys stay at this level until they successfully meet the vocal and disciplinary requirements for advancement to the Concert Chorus—including the memorization and check off of our “core” repertoire. Boys progress at their own pace, so their tenure in the Training Division can vary depending on a boy’s motivation and his ability to memorize songs. Training Division members *DO NOT* sing in concerts.

1300 Requirements for Advancement

Each member of the Training Division must meet the following requirements for advancement into the Concert Chorus:

1. The ability to sing the core repertoire of songs in the proper part and with the correct vocal technique (see page 29 for the list of required songs).
2. Faithful attendance at rehearsals and voice instructions. As a minimum requirement, each boy must attend at least two advanced level (Concert Chorus) Part voice instructions and two advanced level grand voice instructions.
3. Attendance at one live performance of the Chorus as an observer. (Details concerning this requirement will arrive by mail when a boy reaches 75% of songs completed.)
4. The ability to concentrate and work attentively with the director, conductor, staff members, voice instructors, and Part leaders.
5. Continuous improvement and development of an accurate musical ear (pitch), tonal quality, breathing technique, voice placement, and musical interpretation.
6. A display of interest and enthusiasm in singing and in the Chorus.
7. A spirit of cooperation, self-discipline, and willingness to be a team member.

8. The ability to interact socially with fellow members of the Chorus.
9. The receiving of proper signatures on the “Certificate of Advancement To Concert Chorus.”

Each boy must realize that it is most likely and very understandable that some boys take a longer time than others to complete the above-listed requirements. The normal period of time for a boy to be in the Training Division is six to nine months (*allowing for interruptions such as summer vacation, cessation of rehearsals during the holiday concert season, and intermittent cancellation of rehearsals and voice instructions due to concert engagements*).

1400 Percent Stages

The Training Division is divided into stages, each of which consists of boys who have gained approval on a specified percentage of required songs. A boy passes through these stages as he prepares to be advanced into the Concert Chorus. The stages are as follows:

25% of the required songs
50% of the required songs
75% of the required songs
100% of the required songs

When a boy reaches 50%, he begins attending the advanced voice instructions with the Concert Chorus members. These voice instructions are extremely important and attendance at these is a requirement for advancement. He also receives an ADVANCEMENT CERTIFICATE that must be signed by the Executive Director, Artistic Director, Production Manager and Part Leader(s). The certificate can be signed as soon as a boy receives it. A boy does not need to wait until he finishes checking off the entire list of required songs before asking for signatures.

When a boy reaches 75%, he must make an appointment to be fitted for his Concert Chorus uniforms and is also scheduled to attend a live performance of the Chorus as an observer to see the workings of concert prep, rehearsal, and singing. He rides in the bus with the Concert Chorus to and from the concert. During the concert, he is also asked to make comments about what he observed.

Observers should wear navy or black slacks with a collared oxford shirt, preferably white, and a black belt and black shoes.

Several times throughout the year, an Advancement Ceremony will be held for those boys who have attained the 100% level of song check-off. A small ceremony is held at the completion of that day's rehearsal, and the boy is given his red shirt and Concert Chorus uniforms, and is welcomed into the Concert Chorus.

Each boy is informed by mail as he reaches each stage. In addition a bulletin board is maintained in the rehearsal hall that shows the song check-off percentage of each Training Division member.

1500 MUSIC LIBRARY & SONG CHECK-OFF

Music Library

The All-American Boys Chorus maintains a music library containing copies of all the music the Chorus sings. In addition to the sheet music, there are several training CD's that help boys learn the music for their respective Part as well as help boys prepare for solo auditions.

Training Division Binders

Upon reaching the Training Division a boy is issued two binders containing all the printed music that he must learn and check-off in order to fulfill the requirements to become a member of the Concert Chorus. These binders also contain CD recordings of all of the sheet music to help the boys learn their respective part.

Please *DO NOT* roll the sheet music

**COPYING OF CHORUS ARRANGEMENTS
IS STRICTLY PROHIBITED
-- including CD's and Sheet Music--**

Song Check-Off

Each boy is required to have the required list of songs approved before he can be admitted into the Concert Chorus. Approval is official only after a witness has signed his name next to the proper song title on the ***Required Songs Approval Sheet***.

A boy must inform a Part Leader, or designated Concert Chorus member, when he is ready to have a song approved. If the song is being reviewed at a rehearsal, he should ask one of his Part Leaders, or a designated Concert Chorus member to listen to him when the piece is next sung. There are also scheduled periods (*usually on Saturday mornings*) intended specifically for the approving of required songs.

During these periods, a boy is limited to singing only three songs at a time - in order to permit as many boys as possible to have songs approved. At any scheduled song approval period, once every boy who wishes to has attempted three songs, and if there is time remaining, the Part Leader will listen to any boy who has additional songs.

- A witness may hear only one boy (or possibly two boys) at a time and must hear the boy(s) sing the entire song from beginning to end without stopping.
- The boy must sing the song without the aid of sheet music or printed words.
- The boy does not have to sing the song by himself. He may sing it with the rest of his part or with the entire Chorus when the song is being reviewed in a rehearsal. He may also sing the song with a Concert Chorus member (*not another Training Division member*) or by himself during specially scheduled periods. The witness who is listening to the boy may not sing along.
- The boy must sing the piece with the type of accompaniment that is used in concerts. Songs that are performed with recorded orchestra must be sung with "the tracks" or they may be sung with official Chorus recordings such as those featured on "*On The Sunny Side Of The Street*", "*By Request!*", and "*On Tour!*" Pieces that the Chorus performs a capella may be sung with piano accompaniment. Boys may NOT use their own specially recorded accompaniment tapes to pass songs.
- To receive a signature, the boy must demonstrate that he has sufficient knowledge of the words and music to enable him to sing his part with confidence in a concert situation.

- Each boy's ***Required Songs Approval Sheet*** is on file at the Chorus Headquarters building. A boy may ask to see his sheet at any time. **Boys and parents are encouraged to check it frequently.**

Music Library and Check-Off Hours

MONDAY: 6:45pm – 9:30pm

WEDNESDAY: 6:45pm – 9:30pm

THURSDAY: 6:45pm – 9:30pm

SATURDAY: 9:15am – 1:15pm

There is no check-off or music library on Fridays or Sundays.

1600 UNIFORMS

Members of the Training Division are asked to wear their *blue* rehearsal shirt when attending any Chorus rehearsal or function. The blue rehearsal shirt can be purchased from the AABC store any time after a boy's successful advancement into the Training Division.

The following guidelines should be followed regarding all clothing:

- No excessively "baggy" or loose clothing
- No offensive or inappropriate language or graphics.
- If a boy chooses to wear a shirt underneath his Chorus rehearsal shirt, that shirt should be *plain white* with no wording or images.
- Undershirts must be "tucked in."

In addition, all general dress and grooming regulations apply as stated in section 602 of this handbook.

III. CONCERT CHORUS

The third division of the Chorus is known as the Concert Chorus. Boys in this division have achieved the requirements for advancement and they wear a red rehearsal shirt. Concert Chorus members are expected to attend and sing in assigned concerts. There are several opportunities for advancement within the Concert Chorus which are explained in section 1900 of this handbook. Concert Chorus members *DO* sing in selected concerts throughout the year.

1700 CONCERTS

One of the ultimate achievements for a boy is to advance to the Concert Chorus status at which time he begins to represent himself and the Chorus to the community in professional concert performances.

1701 Assignments

When a boy has advanced into the Concert Chorus he is assigned to a Chorus or Team which is his concert assignment for all concerts in that respective season. Concert assignments appear on the monthly calendar.

Choruses (typically X or O) attend every other concert during the normal concert season. Chorus ALL boys attend all concerts. The exception is for SPECIAL ROSTER concerts which typically list the boys on the back of the monthly calendar. Holiday concert assignments are more complicated and more information regarding holiday assignments is sent out prior to the holiday season.

1702 Attendance & Substitutions

Each member of Concert Chorus is called on to take personal responsibility for his own schedule, and to throw himself enthusiastically into each opportunity to exercise his own leadership and discipline within the context of our leadership system.

The following guidelines should be taken into account with respect to attendance and substitutions:

1. Attendance at concerts is extremely important. Each boy is crucial to the success of each concert. Many times when the Chorus is hired, we are asked to provide a certain number of boys. We have achieved our success and maintained a marvelous reputation only because of the superb dedication and loyalty of our parents and boys in helping us keep our promises and meet our obligations.
2. Attendance at all assigned concerts is *expected* unless a valid excuse (i.e. Illness, family emergency, vacation, etc.) is given. With the obvious exception of illness or emergency, please contact your respective Part Leader(s) ***at least 10 days prior*** to the absence.

3. Please allow the Part Leaders to arrange for substitutes. Arranging your own substitutes causes unnecessary confusion.

The Part Leader will do his best to acquire a substitute. The more advance notice he has, the greater the chance he will be able to make appropriate arrangements. If a Part Leader asks for your son to act as a substitute, **we ask that you please do your best to have him attend the concert. He will not be asked to substitute unless he is very much needed.** Part Leader telephone numbers are listed on the monthly calendar.

4. Those Concert Chorus members who are assigned solo or handbell parts must, in addition to the above, also alert the Artistic Director well in advance of an absence from a concert so that a suitable substitute (i.e. handbell or soloist partner) can be found.

Attendance records for concerts are carefully reviewed prior to solo, tour, and leadership position selections.

1703 Uniforms

1. Boys should wear the concert dress uniform listed on the calendar for each given concert.
2. Concert dress uniforms must be clean and of proper length/size. Please avoid wearing any uniform part that is too small or too short.
3. General dress/grooming requirements as stated in section 602 of this handbook apply for all concerts.
4. Non-concert dress uniform items are NOT ALLOWED, with the exception of the following:
 - Chorus T-shirt may be worn in place of or over the dress shirt.
 - Chorus red outer jacket may be worn.
 - Recreation clothes and shoes may be permitted if so stated on calendar.
 - Non-Chorus sweatshirts, sweaters, jackets, etcetera are NOT ALLOWED – even on the bus.

In addition, the following guidelines should be followed regarding all clothing:

- No excessively “baggy” or loose clothing

- No offensive or inappropriate language or graphics.
- If a boy chooses to wear a shirt underneath his Chorus rehearsal shirt, that shirt should be *plain white* with no wording or images.
- Undershirts must be “tucked in.”

1704 Meet Places

The Chorus headquarters building at the Orange County Fairgrounds in Costa Mesa is the normal pick-up and drop-off point. In the event that a concert is scheduled at a venue that is closer to your home than the AABC building, a boy may opt to meet direct. The direct meet time is labeled on the monthly calendar for each specific concert (with the label **MT. DIR.:**)

There are also two additional pick-up and drop-off points depending upon the concert location:

EL TORO Pick-Up: When we have concerts in the San Diego area, there is a stop made in El Toro at the northeast corner of the Laguna Hills Mall parking lot in front of Sears next to Avenue de Carlota. Take the El Toro exit off the Interstate 5 southbound turn left at the light and the mall will be on the right hand side.

EL TORO Drop-Off: The Drop-off point after concerts will be at Arby's Restaurant on Bridger Road across from McDonald's. This is on the NORTHBOUND side of the I-405 Freeway.

ORANGE Pick-Up & Drop-Off: When we have concerts in the Palm Springs/Riverside area, there is a stop made at the Mall of Orange at the corner of Lincoln Avenue and Tustin Street just off the Newport (55) Freeway. The boys meet **BEHIND** Wal-Mart off of Canal Street at the rear of the mall.

MT PARK: In the event that the Orange County Fairgrounds is inaccessible due to a large show or event on the grounds, the meet place for concerts will be the parking lot of **Tewinkle Park**. Tewinkle Park is located directly across Arlington from the Orange County Fairgrounds just north of Gate 5.

For all meet places, boys are expected to arrive wearing the concert uniform assigned for that performance.

1705 AABC Bus

The All-American Boys Chorus owns and operates its own tour/charter bus which is utilized to transport the boys to and from concerts. The following are some guidelines boys must follow when riding on the bus:

- No gum, food or drink of any kind.
- No IPODS, CD players, or radios.
- Respect the property of others (e.g., If it's not yours, don't touch it.).
- Do not open the windows of the bus.
- When someone addresses you over the PA System, STOP whatever you are doing and LISTEN.
- No loud or excessive talking.
- No singing on the bus (please preserve your voice).
- Remain seated at all times unless instructed to stand.
- The restroom on the bus should be for emergencies only. Whenever possible, please use the restroom before you board.

1706 After Concert Calls

Following every concert, the Prefect of Discipline or Artistic Director informs the boys of the estimated arrival time for the various drop-off locations and has the boys call their parents using their cell phones. Any boy who does not have a cell phone will be able to use the AABC phone. It is very important that boys memorize more than one phone number (ie home, mom's cell, dad's cell, etc...).

1707 Solos

As part of its concert presentations, The All-American Boys Chorus includes songs that call for solo performers. The solo performances consist of one boy, or as many as five boys, performing alone or in conjunction with the main Chorus. Solo performances strengthen the Chorus's overall presentation through the addition of variety and by means of altering the pacing and flow of concerts.

The Chorus is **not** a vehicle for promoting individual careers for outstanding soloists, and its program is not intended as a training ground for boys who wish to become solo performers.

Auditions: Soloists are chosen on the basis of an audition. All Concert Chorus members are eligible and are encouraged to audition for the all solo selections. Audition dates and times are stated on the monthly calendars or by way of a memo sent to families' homes.

The Solos Audition Committees are usually comprised of the Artistic Director; Executive Director; AABC Audio Technician; and one or two other AABC Staff Members. *The final selection of soloists is a decision based on the consensus of **all** members of the Audition Committee.*

Special Solos: There are some solo parts that the Artistic Director assigns directly to one or two boys. These solos are usually performed on a one-time or limited basis and do not merit the time and trouble of a general audition, or they are of such difficulty, either in vocal range or technical skill, that only a few boys can perform them.

Please remember that it is imperative to present on stage only the very finest caliber performers (vocally and visually) that can be found among the Chorus's membership for each particular solo selection because the Chorus is paid professional fees for our performances.

1708 Chamber Choirs

In an effort to provide clarity, and to assist our families and boys in understanding an important aspect of our program, we have prepared this Policy about our Chamber Choirs.

Introduction: The All-American Boys Chorus periodically selects ensembles for special projects (*e.g. recordings, collaborations with other music organizations, our own summer and Holiday concerts*). These ensembles are called Chamber Choirs, Recording Groups and Opera Choruses, but the basic premise is that they are a smaller ensemble, assembled for a specific project and for a limited time, and the participants are drawn from our Concert/Touring Chorus roster.

Purpose: FLEXIBILITY. Over the course of the last 40+ years the AABC has been engaged to collaborate for various events and performances (*e.g. Opera Pacific, Pacific Symphony Orchestra*) and has been invited to collaborate with other

performers (e.g. *Josh Groban, Jerry Lewis Telethon, OC Women's Chorus, Destiny's Child*). It is good for the Chorus to be able to accept these engagements as they are superb opportunities to present the boys, and the Chorus's name, to different or influential audiences. Moreover, there are usually fees paid to the Chorus for these projects.

VARIETY. Chamber Choirs are also occasionally assembled for our annual summer and Holiday Concerts – to add variety by performing music that is different genres; and, at times, to perform “downstage” while the main chorus is executing a costume change or we are implementing scenery changes.

Selection: Quite often special projects and opportunities require a smaller ensemble (*ranging in size from 16-30 singers*), and/or the learning of repertoire in a limited timeframe that we will not use again. Ensemble size is frequently dictated by staging and costume limitation, such as with operas or the layout of a recording studio. In one specific instance, an opera company provided us with the sizes of the costumes they had rented and asked us to select boys that would fit into those sizes!

Selections for a Chamber Choir are made by the Artistic Director. On occasion, when factors other than purely musical come into play, the Executive Director and/or Operating staff may also be involved in the process.

A balance between the First Tenor, Second Tenor, Baritone and Bass sections is not necessarily required, since the Chamber Choir usually will learn repertoire from scratch or use different voicing's (e.g., *3-part or 5-part*).

Criteria for Selection:

VOCAL ABILITY and MUSICIANSHIP.

Chamber Choir is an opportunity for boys to be engaged, challenged and rewarded. Because of limited rehearsal time, an intense schedule and challenging repertoire, the vocal ability and musical skills to master the music and ‘keep-up’ with the rest of the ensemble is key.

CHARACTER, ATTITUDE and MATURITY.

Humility and graciousness are qualities that will serve members of the Chamber Choir well. An actively engaged and positive attitude and strong, consistent self-discipline will position a boy so that he can both reap from, and contribute to, Chamber Choir rehearsals and performances.

Members of the Chamber Choir are expected to maintain a high level of cooperation with all staff members and with our Part Leaders.

The maturity and stamina to maintain focus and a high level of concentration throughout 2-hour rehearsals, recording sessions or late evening opera practices are also key factors. Moreover, we must be confident that Chamber Choir members will respond well and quickly to the direction of stage managers, recording produces and engineers, and other/guest conductors.

ATTENDANCE. Chamber Choir is an extra commitment, not a replacement. All members of the Chamber Choir are expected to maintain a high level of attendance at all their other assigned rehearsals.

Conclusion: The ability to field Chamber Choirs on a periodic, or as needed, basis strengthens the AABC program. The positive publicity, the accolades received, and the fees all accrue to benefit all of the boys in our ranks-opening new doors in terms of performance opportunities and community support. The additional musical experiences and the honing of discipline skills gained by Chamber Choir participants also serve as excellent examples and spread to all of our choristers.

We hope this Policy on Chamber Choirs serves to assist parents and boys in understanding the purpose and benefits of these ensembles.

We welcome the opportunity to answer questions, receive suggestions or address concerns.

1800 TOURS & OVERNIGHT TRIPS

On average the Chorus undertakes concert tours two times a year. These concert tours are amazing and often once-in-a lifetime opportunities for the Chorus to bring its music to other parts of our

nation and the world and for the boys to have unique and unparalleled experiences. There are also several times throughout the year that the Chorus takes short overnight or weekend trips to fulfill concert engagements. These overnights are fun and exciting experiences, but they may also require strong stamina from the boys who participate.

The concert tours and overnight trips provide marvelous educational and recreational benefits to the boys who participate, but are also primarily a training and preparing process. This is especially the case with our summer tours.

1801 Tour Selection

For each tour, a group of Concert Chorus members is selected by the Chorus's Operating Staff. *Members of the Board of Directors who are not staff members have no role in selecting the Touring Chorus.*

Individual ballots are prepared by each staff member in private. A staff conference is held at which a total tour number is decided upon (*e.g., 32, 34, 36 boys etc.*) based upon the requirements and limitations of that tour (*e.g., budget, duration, type of concert venues, number of staff members participating, etc.*). The ballots are tallied and the boys with the most votes are placed on the Touring Chorus roster

The primary objective to be fulfilled in the overall composition of a Touring Chorus is that of a **BALANCED ENSEMBLE** with regard to voice, age and experience. Selections are made based on the following criteria, which we have found to be highly significant to the success of a tour for each participant and for the Chorus: *Character and Attitude, Vocal Ability, Attendance, Showmanship, Maturity, and Participation in previous tours.* The following is required of boys wishing to participate on a concert tour:

- Participation in at least one Chorus training camp as a member of the Concert Chorus. Participation in the summer camp immediately preceding a summer tour is also required.
- Participation in at least one Holiday season as a member of the Concert Chorus. Boys selected for our summer tours are also asked to remain in

the Chorus through the Holiday season that follows that tour.

Seniority is not a criterion. A boy who has participated in a tour is not guaranteed participation in future tours; nor is a boy guaranteed participation in a tour because he has been a Concert Chorus member for a certain period of time.

Please keep in mind that there are more eligible tour candidates each year than there are spaces on tour. Some years are more difficult than others with regard to the number of eligible boys. Each staff member has participated as a singer in several concert tours, and most have participated in several additional tours as staff members. They know what it takes to have an excellent Touring Chorus and a successful tour. Each staff member clearly appreciates the impact -- the joy, the excitement, and the disappointment -- that his decisions impart.

1802 Requirements & Meetings

Prior to 1983, the Chorus followed a policy that allowed the tours to be the final AABC activity for boys. This policy was highly detrimental, because upon the Chorus' return home, half or more of the boys participating in the tour would graduate, leaving a void that could not be adequately filled prior to the holiday season.

It is now our policy to have boys consider the end of the holiday season and the end of the school year as the preferred times to graduate. In particular, the summer camp and tour are a beginning, not a conclusion.

Prior to every major tour, a Parent/Participant meeting is held at which attendance of the boy and at least one parent is required. Important and crucial information will be discussed at this meeting that pertains to both the parents and the boys participating. As every tour is different in both its structure and destination, participation in a previous tour and attendance at that meeting *does not* excuse a parent or boy from attending the following year's meeting.

1803 Uniforms

Because we are traveling the country (and sometimes other countries as well) representing the Chorus and our nation, it is imperative that every

boy who participates in a tour looks clean and presentable. Prior to every major concert tour, a uniform fitting/inspection is held so that we can make sure every boy has a sufficient amount of clean looking Chorus uniforms. A packing list is given to every tour family so that they know what uniform items to bring and how many of each to pack.

For the short overnight trips, each family receives a packing list in the mail that will detail what uniform/clothing is expected. Typically boys are expected to bring one of their concert dress uniforms and a pair of recreation clothes (including shorts or pants, athletic shoes, and Red Chorus Shirt).

1804 Overnight Trips Selection

Selections for overnight trips are usually made by the Artistic Director and/or Prefect of Discipline. The list usually appears on the back of the monthly calendar.

Selection for overnight trips is largely based on the number of spaces (i.e. hotel rooms provided by venue), age, experience, and vocal ability. Selections are made based on the needs of each Part, as well as solo and/or handbell considerations.

1805 Lodgings

Whenever the Chorus travels, there are typically three different lodging situations: hotels, school gymnasiums, and private homes.

Hotels/Motels: Typically when the Chorus stays in a hotel/motel it is because the organization that hires the Chorus is providing the lodgings. The boys are usually arranged so that there are 4 boys in every room with an older boy (usually a Part Leader) designated as the room leader. Boys may bring a sleeping bag if they do not wish to share a bed.

School Gymnasiums: On our summer tours we typically ask the boys to bring their sleeping bags and we sleep on the floor in school gymnasiums. From both an organizational and financial standpoint, this is much more economical than staying in a hotel. With the school or community gymnasium, the entire group is in one location and

together. If time allows, it also gives the boys a chance for athletic games and recreation.

Private Homes: On many of our special tours we are welcomed into people's homes. Private homestays are arranged for the boys. This arrangement is very similar to hotels in that the boys are put into groups of at least 2 (sometimes 3 or 4) and each group is assigned to a home. Private homestays are a wonderful opportunity for the boys to experience the culture and people of the places we are visiting. Many former Chorus members have commented that homestays were the best parts of their tours and some of them, to this day, still keep in touch with the families that hosted them.

1900 LEADERSHIP OPPORTUNITIES

Once a boy has successfully progressed through the three level of the program, there are several opportunities for advancement and leadership. These are positions of responsibility and therefore must be earned.

1901 Part Leaders

As previously mentioned, each of the four singing parts has one or more Part Leaders. The jobs of the Part Leaders require trust, dedication, and maturity.

Part Leaders are selected via an application process. At the time of a vacancy, applications are be sent to boys who meet the following minimum criteria:

1. Must have participated in at least one extended Tour. (*Overnight trips and mini-tours are not counted as a tour for this prerequisite.*)
2. Must have attended at least one summer camp as a red shirt.
3. Must have sung through a holiday season as a red shirt.

Each application is reviewed and discussed by the staff and the Part Leader(s) are then selected.

1902 Song Check-off Personnel

Song Check-off Personnel are responsible for evaluating the Training Division members in the "check-off" of the required songs. The number of

Song Check-off Personnel in a given Part is usually determined by the size of the Part.

Song Check-off Personnel are selected by the Staff and Part Leaders based on observation in rehearsals and concerts. Song Check-off Personnel must have a firm knowledge of the Chorus's core repertoire and must have a flexible schedule that allows them to sometimes come early to or stay after some rehearsals to check-off Training Division boys.

1903 Librarians

In order to help make rehearsals flow more smoothly and also keep our music library organized the Music Director will appoint members of the Concert Chorus to be Librarians (usually two per singing Part). The Librarians see to the distribution of the music prior to each rehearsal, keep track of the music that is damaged or needs replacing, and also are responsible for maintaining the orderliness of the music library.

1904 Audition Division Sponsors

Audition Division sponsors are responsible for actively assisting Audition Division members in their audition process. Most importantly the sponsor should help his white shirt learn the test song and be fully prepared for the audition test. In addition they are asked to encourage their auditionee to become familiar with and participate in the activities of the Chorus and to get to know the other members of the Chorus as well.

Audition Division sponsors are selected by the Artistic Director. Boys who are interested in such a position must meet the following requirements:

- Must be a member of the Concert Chorus.
- Must have attended at least one summer camp as a Concert Chorus member.
- Must attend an orientation class.

A decision is made prior to the respective Audition Class's first rehearsal and the Concert Chorus sponsors are then notified.

IV. ALUMNI SOCIETY

The All-American Boys Chorus Alumni Society is open to members of the Chorus who have graduated from the Chorus in good standing. All

alumni are highly encouraged and most welcome to participate in the Alumni Society.

Upon graduation from the Chorus, a boy is sent an information form asking him to become an official member of the society. Boys who return the form are placed on both the Chorus's and the Alumni Society's mailing list and his name is added to the directory published annually by the Society.

Boys normally graduate from the Chorus at the conclusion of the holiday season (*December*) or at the end of the summer camp (*late June*) or at the summer concert (*July*). New graduates are invited to return to the Chorus headquarters building on a Saturday morning (*usually in January for December graduates, and in early September for summer graduates*) to be recognized and receive an Alumni Society shirt. This simple ceremony continues our tradition of "shirts" and emphasizes to our new alumni that they really never leave the Chorus, they just move on to a new "division."

A formal graduation dinner is held each September to award diplomas to all boys who graduated from the Chorus in the prior academic year (*September through July*). Graduates are hosted by the Chorus. Parents/siblings, grandparents and friends are invited to attend, but they are asked to pay for the cost of their dinner.

MISSION: The mission of the Chorus's alumni society is to maintain friendships and promote camaraderie among the alumni of The All-American Boys Chorus, and to provide support and assistance to the program operated by the Chorus.

STRATEGIC GOALS

- To have Alumni Society members be role models and examples for the members of The All-American Boys Chorus
- To organize and produce events and publications that serve to keep Alumni Society members informed, interested and associated with fellow Chorus alumni and with the program and objectives of the current Chorus

BOARD OF DIRECTORS: The Alumni Society is guided by a board of directors, the President of which usually sits on the Chorus's Board of Directors. As the Alumni Society has not yet

formalized a set of bylaws, alumni society board members are currently recruited by the Chorus's Executive Director. It is one of the Society's goals to eventually develop its own internal system of bylaws and governing policies, including the selection and appointment of Alumni Society Board members.

Requirements for Advancement Into the Concert Chorus

The ability to sing the following songs in the proper part and with the correct vocal technique:

Song Title	Level of Difficulty
"AMERICA THE BEAUTIFUL "	1
"BEACH BOYS MEDLEY"	2
"BEER BARREL POLKA "	2
"BE OUR GUEST"	1
"CALIFORNIA DREAMING"	2
"CIRCLE OF LIFE"	2
"DIXIELAND MEDLEY "	3
"DUKE ELLINGTON MEDLEY"	2
"EDELWEISS"	1
"FROG KISSIN'"	1
"GHOSTRIDERS IN THE SKY"	2
"GOD BLESS AMERICA"	1
"GOD BLESS THE USA "	2
"I'LL BE THERE"	2
"IN THE SUMMERTIME"	2
"JAMBALAYA "	1
"LIDA ROSE"	2
"THE LION SLEEPS TONIGHT"	1
"MARCH MEDLEY"	3
"ORANGE BLOSSOM SPECIAL "	1
"PROUD MARY"	2
"RAGS" MEDLEY	3
"ROUTE 66"	2
"SALUTE TO THE ARMED FORCES	3
"SATURDAY IN THE PARK"	2
"SPIRITUALS" MEDLEY	2
"THE STAR-SPANGLED BANNER"	1
"THIS IS MY COUNTRY"	1
"WESTSIDE STORY"	3
"WHAT A WONDERFUL WORLD"	1
"YOU'LL NEVER WALK ALONE"	2

Sacred Music

"AVE MARIA "	2
"GOD OF OUR FATHERS"	1
"HOW GREAT THOU ART"	2
"LAUDATE DOMINUM"	2
"THE LORD'S PRAYER"	2
"LOVELY APPEAR "	1
"PANIS ANGELICUS"	1

Number Key:

1 = Easy

2 = Medium

GLOSSARY OF TERMS

“Ready”: A command given by the staff or Part Leaders to prepare the boys for going “up” and on silence.

“Sit Back”: A command given by the staff or Part Leaders which allows the boys to “sit back” and talk.

“Up”: A command given by the staff or Part Leaders which asks the boys to immediately maintain proper posture and go on silence to await instructions or activities.

AABC: The official abbreviation for The All-American Boys Chorus

Blue Shirts: A term used to describe the members of the Training Division

Bring Lunch/Money: A monthly calendar term which requires that the boys bring a sack lunch and or money with them to the given concert.

Cassock & Surplice: A costume/uniform item worn during the Holiday season that consists of a red robe (cassock) with a white covering (surplice). These are provided by the Chorus.

Check-Off: The act of a Training Division member testing his knowledge of a particular “core” repertoire song.

Chorus ALL: Members of the Concert Chorus are assigned to chorus O, X or ALL. Boys assigned to chorus ALL (Part Leaders and some older/veteran boys) are required to attend “ALL” performances (unless an event is listed as a “Special Roster”).

Concert Ranks: A term given to the formation the boys perform in during concerts.

Dinner on AABC: A monthly calendar term used when the boys meal will be provided by the Chorus or the organization that is sponsoring the concert.

Gate 8: The gate to the OC Fairgrounds, located off of Arlington Drive that parents and visitors should use on Weekdays.

Holiday Concert: One of two theatrical concerts produced by the AABC in mid to late December which features the entire Concert Chorus.

Home-stays: Private home lodgings arranged for us on many of our tours.

Jog-A-Thon: The Chorus’s major fundraising event held April 13, 2013.

MT CM: A monthly calendar term which states the meet time at the Headquarters Building in Costa Mesa.

MT DIR: A monthly calendar term which states the meet time at the actual concert venue.

MT ET: A monthly calendar term which states the meet time in El Toro.

MT ORM: A monthly calendar term which states the meet time at the Orange Mall.

MT PARK: A monthly calendar term which states the meet time at the park directly across Arlington Street from the OC Fairgrounds that is sometimes used as a meet and drop-off place when the fairgrounds is inaccessible.

O, X, A, B, C, or D: Monthly calendar terms indicating chorus assignments for a particular concert.

OC Fair Booth: The AABC booth that the Chorus runs during the Orange County Fair.

Overnighter: A short out-of-town trip (usually 1-3 days) that the chorus must take in order to fulfill a concert engagement

OXFORD: The white, long-sleeved, button-down shirt worn by members of the Concert Chorus in concert along with the Red Blazer

Parade Ranks: A term given to the formation of boys whenever they enter a location or building.

Part Leaders: Older boys who have been given a position of leadership within their respective Part.

Part Parents: Parents who have volunteered to be a contact person and organizer for their respective Part

Parts: A simple term used to discuss the four different singing parts (First Tenors, Second Tenors, Baritones, Basses).

PICK-UP: A monthly calendar term delineating the pick-up time at a certain location.

Picnic: The annual family picnic held in early June at which the prizes and results of the Jog-A-Thon are announced.

Project Committee: The committee of parents responsible for organizing the Chorus’s main events.

Red Shirts: A term used to describe the members of the Concert Chorus.

REH: A monthly calendar term which states the time a rehearsal for a given concert or event.

Rehearsal Hall: The large room in which we hold our rehearsals. Located in the RANCH BUILDING on the Orange County Fairgrounds, Costa Mesa.

Repertoire Rehearsal: Rehearsals specially scheduled for the Training Division members to help them with their advancement through the core repertoire.

Summer Concert: The second of two theatrical concerts produced by the AABC featuring the Concert Chorus.

Store: The area in the Headquarters Building where AABC recordings, merchandise, and snacks, drinks, etc. are on sale to boys, parents, and visitors.

The Building: A simple term used to describe the structure that houses the AABC Rehearsal hall and Offices.

White Shirts: A term used to describe the members of the Audition Division.


Youth Protection: The Chorus’s official policy on and constant attention to the topics of Safety, Youth Protection and Sexual Harassment.

AABC Headquarters
(714) 708-1670

Sample Monthly Calendar

THE ALL-AMERICAN BOYS CHORUS

AABC Fax
(714) 557-5447

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<div>Weekly Monday Night Rehearsals (section 902)</div>		<div>Weekly Wednesday Night Rehearsals (section 902)</div>		<div> PART LEADER MEETING 6:00 – 8:00 pm</div>	<div>GRAND REHEARSAL ENTIRE CHORUS 9:25 am – 12:40 pm (D) Check-Off: ALL PARTS CHECK OFF DEADLINE: 1:30pm</div> <div>HANDBELL ENSEMBLE REHEARSAL 1:15 – 2:45 pm</div>
	<div>REHEARSALS Second Tenors: 6:55 – 8:00 pm Basses: 8:05 – 9:10 pm</div>	<div>VOICE INSTRUCTIONS AUDITION DIVISION AND TRAINING DIVISION <u>UNDER</u> 50% ALL PARTS: 6:45 – 7:30 pm CONCERT CHORUS AND TRAINING DIVISION <u>OVER</u> 50% ALL PARTS: 7:35 – 9:10 pm</div>	<div>REHEARSALS First Tenors: 6:55 – 8:00 pm Baritones: 8:05 – 9:10 pm</div>	<div>REPETOIRE REHEARSALS TRAINING DIVISION ONLY Second Tenors: 6:55 – 8:00 pm Basses: 8:05 – 9:10 pm</div>	<div>Special Rehearsal (section 906)</div> <div>MT CM: 10:00 am MT ET: 10:45 am SING: 1:30 & 3:15 pm Chorus O&B/ TNECK LUNCH ON AABC</div>	<div>GRAND REHEARSAL ENTIRE CHORUS 9:25 am – 12:40 pm (B) Check-Off: ALL PARTS</div>
		<div>Part Voice Instructions -- individual parts -- (section 903)</div>			<div>Grand Rehearsal (section 905)</div>	<div>GRAND REHEARSAL ENTIRE CHORUS 9:25 am – 12:40 pm (A) Check-Off: ALL PARTS Project Committee Meeting: 10:15 – 11:15 am Red Shirt Advancement Ceremony 12:45</div> <div>HANDBELL ENSEMBLE REHEARSAL 1:15 – 2:45 pm</div>
<div>**** CONCERT **** Saddleback Hospital, Laguna Hills MT CM: 5:00 pm MT DIR: 6:00 pm SING: 7:00 pm Chorus X&A / OXFORD BRING SACK DINNER</div>	<div>REHEARSALS Second Tenors: 6:55 – 8:00 pm Basses: 8:05 – 9:10 pm</div>	<div>Concert (section 1700)</div>	<div>REHEARSALS First Tenors: 6:55 – 8:00 pm Baritones: 8:05 – 9:10 pm</div>	<div>REPETOIRE REHEARSALS TRAINING DIVISION ONLY Second Tenors: 6:55 – 8:00 pm Basses: 8:05 – 9:10 pm</div>		<div>GRAND REHEARSAL ENTIRE CHORUS 9:25 am – 12:40 pm (B) Check-Off: ALL PARTS</div> <div>HANDBELL ENSEMBLE REHEARSAL 1:15 – 2:45 pm</div>
		<div>Grand Voice Instructions -- all four parts -- (section 903)</div>	<div>VOICE INSTRUCTIONS AUDITION DIVISION AND TRAINING DIVISION <u>UNDER</u> 50% ALL PARTS: 6:45 – 7:30 pm CONCERT CHORUS AND TRAINING DIVISION <u>OVER</u> 50% ALL PARTS: 7:35 – 9:10 pm</div>	<div>REHEARSALS First Tenors: 6:55 – 8:00 pm Baritones: 8:05 – 9:10 pm</div>	<div>REPETOIRE REHEARSALS TRAINING DIVISION ONLY First Tenors: 6:55 – 8:00 pm Baritones: 8:05 – 9:10 pm</div>	<div>All Training Division members are expected to attend these Repertoire Rehearsals (section 904)</div>

LEGEND

MT CM	=	Meet time in Costa Mesa	O,X,A,B,C,D	=	Indicates the Chorus assigned
MT ET	=	Meet time in El Toro	OXFORD	=	White Dress Shirt
MT ORM	=	Meet time at the Orange Mall	REH	=	Rehearsal Time
MT DIR	=	Meet time at the Concert Venue			



2012/2013 ANNUAL EVENTS CALENDAR

EVENT	STAFF/BOARD CONTACT
2012 HOLIDAY SEASON ALBUM CONSIGNMENT PROJECT <i>October 13 to December 31, 2012.</i>	Aaron Cassaro
2012 FALL GALA – “WHAT A WONDERFUL WORLD!” <i>Saturday, November 3, 2012 // 4:45 to 9:00 PM</i> <i>Radisson Hotel, Newport Beach, CA</i>	Barbara Bell Shannon Cutler Diana Hoffman Heather Reekstin
2012 AABC SNACK SHOP THANKSGIVING FEAST 2012 HOLIDAY SEASON RED SHIRT ADVANCEMENT CEREMONY <i>Saturday, November 17, 2012</i>	AABC Part Parents Aaron Cassaro
2012 BLAZER PIN CEREMONY <i>Tuesday, November 27, 2012 (at conclusion of rehearsal)</i>	Tony Manrique Wesley Martin Aaron Cassaro
2012 HOLIDAY CONCERT – “CHRISTMAS TIME IS HERE!” <i>Sunday, December 16, 2012, 4:00 PM</i> <i>SOKA Performing Arts Center, Aliso Viejo</i>	Wesley Martin (artistic) Aaron Cassaro (tickets)
DINNER & CONCERT, BALBOA BAY CLUB, NEWPORT BEACH, CA <i>Tuesday, December 18, 2012 - Dinner at 6:00 PM. Concert at 7:15 PM.</i>	Open to all Concert Chorus families.
2013 JOG-A-THON KICK-OFF <i>Saturday, January 12, 2013</i>	AABC Staff
2013 JOG-A-THON PARENTS MEETINGS – BASS & 2nd T PARENTS <i>Monday, January 14 – Parents of Bases & 2nd Tenors – 8:00 to 8:40 pm</i>	Aaron Cassaro
2013 JOG-A-THON PARENTS MEETINGS – BARITONES & 1st T PARENTS <i>Wednesday, January 16 – Parents of Baritones 1st Tenors – 8:00 to 8:40 pm</i>	Aaron Cassaro
JANUARY AND FEBRUARY 2013 -- WINTER RECRUITING CAMPAIGN GOAL IS TO HAVE 120 BOYS IN THE CHORUS BY MARCH 1, 2013 <i>Call Wesley Martin at (714) 708-1670 x12 to sign-up for an audition</i>	Wesley Martin
MARCH 23, 2013 -- AABC PRESENTS ... “VOCAL POINT” <i>Saturday, March 23, 2013</i> <i>Venue TBD</i>	Tony Manrique Aaron Cassaro (tickets)
2013 JOG-A-THON <i>Saturday, April 13, 2013, 1:00 - 4:00 PM</i> <i>Davis School Track, Costa Mesa, CA</i>	Aaron Cassaro
2013 INSTRUMENTAL RECITAL <i>Sunday, June 2, 2013</i> <i>AABC Headquarters Building</i>	Tony Manrique
2013 FAMILY PICNIC <i>Saturday, June 1 OR 8, 2013, 1:00 - 5:00 PM</i> <i>TeWinkle Park, Costa Mesa</i>	Aaron Cassaro
2013 SUMMER CONCERT <i>July 13 or 20, 2013 (TBD)</i> <i>Location: (TBD)</i>	Wesley Martin (artistic) Aaron Cassaro (tickets)
2013 AABC SUMMER MUSIC CAMP <i>June 21 to 26, 2013</i> <i>Approximate Fee: \$540</i>	AABC Staff
2013 SUMMER CONCERT TOUR <i>Australia, New Zealand</i> <i>Approximate Dates: July 26 or 27 to August 25 or 26, 2013</i> <i>Approximate Fee: \$2,800</i>	AABC Staff



2012 – 2013 PARENT HANDBOOK

We, the undersigned parents of _____,
SON'S NAME
have read, understand and agree to comply with the philosophy, guidelines, and policies of the All-American Boys Chorus Parent Handbook. We understand the expectations of both our son and of us, the parents, as well. We also do hereby acknowledge that we have reviewed this handbook and the guidelines and policies contained within it with our son.

We also acknowledge that we have received copies of the Boy Scouts of America

Youth Protection Videos: _____ "It Happened to Me" _____ "A Time to Tell"

FULL SIGNATURE OF FATHER OR LEGAL GUARDIAN

DATE

FULL SIGNATURE OF MOTHER OR LEGAL GUARDIAN

DATE