

RSCM-2013 Carolina Course for Girls and Adults
July 8-14, 2013

Dear Staff Member:

Included in this packet are the forms required for **ALL** staff to fill out and send in for the RSCM-2013 Carolina Course for Girls & Adults to be held July 8-14, 2013.

Please fill out all forms and send them to the course registrar:

Marilyn Neely
1765 W Pennsylvania Ave
Southern Pines NC 28387

registrar@carolinarscm.org

The Self Declaration needs to be filled out each year; however the reference forms are valid for three (3) years. So if we already have them on file for you from 2012 or 2011 you do not need to complete them for 2013.

The two reference forms need to be given to the appropriate people with an envelope addressed to the registrar at the above address.

If you have any questions, please do not hesitate to contact me.

We look forward to having you with us this summer for a week of music and fun!

Marilyn Neely
Registrar

RSCM-2013 Carolina Course for Girls and Adults
July 8-14, 2013

Staff Registration

Name: _____
Last First Middle What you wish to be called

Address: _____

Phone: _____ / _____ / _____
Home cell Email address

Emergency Contact: _____
Name Phone Numbers

Special dietary needs or medical concerns: _____

Which part are you able to sing? Alto _____ Tenor _____ Bass _____ (Adult women sing Alto)

T-Shirt Size: _____

Church Name and Address: _____

Choir Director: _____ Phone: _____ Email: _____

To the Course Manager: I certify that the proposed staff member listed above is in good standing in our choir, that s/he works appropriately with children and youth, and that s/he has the recommendation of his/her choir director **and/or** minister.

Choir Director *Date* *Minister* *Date*

Staff members must complete the Staff Self Declaration form and have two reference forms on file. Reference forms received in 2011 or 2012 will be valid for 2013. Room and board, T-shirt, and music are provided.

Mail to: **Marilyn Neely, Registrar**
1765 W Pennsylvania Avenue
Southern Pines NC 28387



Self-Declaration Form for Adult Participants & Staff
attending RSCM – America Courses/Events for
Young People under 18

1. Title & Full Name: _____

2. Address: _____

_____ Zip Code: _____

Tel. No. (Home): _____ (Work): _____

3. Date of birth: ____ / ____ / ____

4. How long have you lived at the above address?

If less than 12 months please give the following information:

Previous Address: _____

How long there: _____

5. Where are you currently employed? _____

How long _____

6. REFERENCES

Please provide the names and addresses of two people, one clergy and one lay, who have known you for at least two years and who will provide a personal reference. (Do not use the Course Manager or a family member). Included are two reference forms **for which you provide a stamped envelope addressed to the Course Manager**. Please give those to your references and ask them to send them to the Course Manager.

A _____

B _____

Zip Code _____

Zip Code _____

Tel.# _____

Tel. # _____

7. RSCM EVENTS / ACTIVITIES

Please list your prior RSCM course experience

1) Dates:

2) Dates:

3) Dates:

8. Have you taken the Safe Church/Sexual Ethics Training provided by your diocese or denomination?

Yes ____ No ____

Where? _____

Please enclose a copy of your certificate of attendance.

9. Have you ever had a background check? (age 18 years and older)

If so, when and where _____

10. Do we have your permission to run a background check?

Yes ____ No ____

CONFIDENTIAL

11. DECLARATION

We, who administer courses in the training of youth and adults through the Royal School of Church Music in America, are committed to the safety of all involved. In addition to providing musical and spiritual instruction of the highest available caliber, we intend to safeguard the physical, mental, spiritual, and emotional stability of participants and staff while under our supervision. You are therefore requested to provide the following information.

Have you ever been convicted of a criminal offense?

☐Yes ☐No

Have you ever been found by a civil court to have caused significant harm to a child or young person under the age of 18, or has any civil court made any finding against you that any child or young person under the age of 18 was at risk of significant harm?

☐Yes ☐No

Declaration Statement:

I declare that all the information I have provided is true and complete to the best of my knowledge.

Signed: _____

Name (please print): _____

Date: _____

Please return this form to the Course/Event Manager.



Adult Participant & Staff Reference Form for Summer Courses

Dear Sir or Madam:

_____ is registering to attend one of the Summer Courses sponsored by the Royal School of Church Music in America. These summer courses provide a place where people can share in the joy of community, the thrill of musical growth, and the peace of renewal. We who administer these courses are committed to the safety of all involved. In addition to providing musical and spiritual instruction of the highest available caliber, we intend to safeguard the physical, mental, spiritual, and emotional stability of participants and staff while under our supervision.

To that end, we ask you to provide the following information regarding this person. Kindly send it in the enclosed envelope directly to the Course Manager. Please know that all information will be kept securely and in strict confidence. We are grateful to you for your assistance to us in this matter.

Sincerely,

RSCM America Board of Directors

How do you know this person?

How long have you known this person?

In what capacity have you seen this person interacting with children or youth?

Would you trust this person to interact with children and youth?

Is there anything you know about this individual that would make it inappropriate for him/her to be present with children and youth?

Do you have any knowledge that this person has been convicted of a criminal offense?

☐ Yes ☐ No

To your knowledge has this person ever been found by a civil court to have caused significant harm to a child or young person under the age of 18, or has any civil court made any finding against him/her that any child or young person under the age of 18 was at risk of significant harm?

☐ Yes ☐ No

Signed: _____

Name (please print): _____

Date: _____



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☐ Yes ☐ No

Signed: _____

Name (please print): _____

Date: _____

**RSCM-2013 Carolina Course for Girls and Adults
July 8-14, 2013**

**Photo and Recording Release
ADULT PARTICIPANT**

I grant to the Episcopal Diocese of North Carolina, RSCM America, RSCM International and the RSCM Carolina Course for Girls and Adults - 2013 the right to take, copyright, and publish photographs, audio, or video footage of me in print and/or electronically. This release is also to include the websites and/or Facebook pages of said entities.

I agree that The Episcopal Diocese of North Carolina, RSCM America, RSCM International and RSCM – Carolina Course for Girls and Adults may use such photographs and recordings as publicity, or advertising to further their ministries and musical activities, and I waive any right to compensation, royalties, or ownership.

Adult Participant's name_____

Signature

Date

***Please mail this form to: Marilyn Neely, Registrar
1765 W. Pennsylvania Avenue, Southern Pines, NC 28387***

Participant's Name _____

*Please plan so you arrive at Saint Mary's School
Before 5 pm on Monday, July 8, 2013.*

Travel - Arrival to and Departure from Course:

I will be arriving and departing by: Car _____ Plane:* _____ Other: _____

*Arrival: Airline _____ Flight # _____

Date: _____ Time: _____

Participants will be met at baggage claim at the **Raleigh-Durham International Airport (RDU)**

*Departure: Airline _____ Flight # _____

Date: _____ Time: _____

*Please arrange airline departures for no earlier than 7:15 pm on Sunday
from the Raleigh-Durham International Airport (RDU).*

Roommate Request:

List your roommate choices below and we will attempt to assign roommates accordingly.

Roommate Choice 1: _____

Roommate Choice 2: _____

*Please mail this form to: Marilyn Neely, Registrar
1765 W. Pennsylvania Avenue, Southern Pines, NC 28387*