



LAKELAND CHORAL SOCIETY

Lakeland Choral Society Membership Handbook (Last updated 7.24.24)

Welcome to membership in the Adult Chorus of the Lakeland Choral Society! Here's some useful information of the expectations and requirements to help guide you throughout the season.

Website: www.lakelandchoralsociety.org

THE AUDITION PROCESS

All members, returning and new, will audition with the Music Director before the season begins on the scheduled dates. Those auditioning will be evaluated on tone quality and the ability to sight read a simple score.

EXPENSES OF LCS MEMBERSHIP

Member Dues: Dues for 2024-2025 season are \$100, (\$75 for Polk County Educators and \$25 for Students) and are due at the first rehearsal on the first Monday after Labor Day. LCS dues are non-refundable, and are also fully tax deductible. Exceptions can be made on a case to case basis due to financial difficulties or unforeseen circumstances such as relocation or illness at the discretion of the Music Director or the Board of Directors.

Concert Attire: Each member is expected to purchase the appropriate concert attire. Unless otherwise directed, the concert attire will be:

Masculine Attire: Black tuxedo jacket, white shirt, black bow tie, black socks and black shoes.
Black tuxedos may be purchased on Amazon for as low as \$68.00

Feminine Attire: Black **floor-length** dress with at minimum short sleeves **OR**
Black **floor-length** skirt or pants with a black blouse with at minimum short sleeves.
Additionally, black socks or hosiery/stockings and black closed-toed & closed-heel shoes.
Black floor-length dresses may be purchased on Amazon for as low as \$35.00.

All Members: Black three-ring binders with optional inside front pockets to hold your music. Black tablets are acceptable, as well.

REHEARSAL AND CONCERT POLICIES

Time Commitment of Membership: Adult Chorus members are expected to perform in all of the season's regularly scheduled concerts. Regular rehearsals are held every Monday night, including some holidays,

from 7:00-8:30 pm. usually at the choir rehearsal room, #M208, behind Branscomb Auditorium at Florida Southern College. On occasion, prior to a performance, an extended rehearsal may run to 9pm. Members are expected to be in their seats at the start of warm-ups (7:00 pm unless otherwise noted) and to stay until the end of rehearsal. Please be attentive to the Director. Mandatory dress rehearsals are held prior to each concert. A calendar is available through the LCS website so that members can plan to attend all rehearsals and concerts.

Scented Product Use: Many of our members have allergies, as such, singers are strongly encouraged to refrain from the use of scented products (cologne, scented lotions, powders, hairsprays, etc.) during both rehearsals and concerts.

Attendance Policy: If members find it necessary to miss a rehearsal, it is expected that they will inform their section leader or a Board member of that absence in advance. The section leaders' names and e-mail addresses will be provided. They can also be found on the LCS website.

Regular members who miss more than 4 rehearsals during a concert season, or who miss the dress rehearsal, may be asked to refrain from performing in the concert. Collegiate students taking the LCS Choir as a course through Polk State may not miss more than 2 rehearsals or they will be dropped from the class.

Dress Rehearsal Policy: All LCS adult chorus dress and orchestral rehearsals are closed to the public. All members must be in attendance to perform *unless they have notified and obtained prior approval to be excused*, from the Director.

Music: LCS retains ownership, either on its own or in conjunction with one our sister organizations, of all music and scores. Collegiate students taking the LCS Choir as a course through Polk State must return music as well. If you wish to purchase your own music, consult with the Librarian to ensure you purchase the correct edition.

Score Markings: *Please mark your music with PENCIL only! No highlighters or pen marks!* Markings must be erased after each concert and the music returned to the bins located at the concert venue.

NON-DISCRIMINATION POLICY

In all its dealings the Chorus will not discriminate based on race, creed, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran status, political service or affiliation, or any other classification protected by federal, state or municipal laws. Members who participate in such discrimination will be from banned the group.

SEXUAL HARASSMENT POLICY

Sexual harassment is any unwelcome sexual advance, request for sexual favor or other unwelcome verbal, non-verbal or physical conduct of a sexual nature. Examples of sexual harassment include but are not limited to:

- suggestive or lewd remarks;
- unwanted hugs, touches, kisses;
- requests for sexual favors;
- retaliation for complaining about sexual harassment;
- offensive nonverbal behavior.

Such inappropriate conduct may occur that does not constitute legally actionable sexual harassment but nonetheless warrants corrective action by the Board of Directors. If you believe you are being harassed, you should tell the harasser in a clear and unambiguous manner that his/her conduct is unwelcome and that you

want it to stop. If you are uncomfortable taking this action or if the conduct does not cease after you ask the offending member to stop, you should notify any member of the Board of Directors, who will work to rectify the issue. If the issue persists, the offending Member will be banned from the group.

COMMUNICATION AND NOTICE

The LCS Office and the Membership Committee communicate to the Adult Chorus members through announcement at our regularly scheduled rehearsals, through regular e-mails, *Remind* texts and the organization's website (www.lakelandchoralsociety.org). Please be sure that we have your most current e-mail address and that you check your e-mail regularly for any last minute changes or updates. The website is updated regularly, and often contains useful information. Please check the website regularly to keep up to date with the latest formation. *Remind* is also a useful means of communication.

VOLUNTEER COMMITMENT

LCS is a non-profit organization with a strong history of reliance upon volunteers. In addition to singing with LCS, your participation is relied upon to assist with ticket sales, general operations, mailings, concert production, publicity and marketing, etc. Dues and ticket sales do not cover the costs of concert productions and organizational activities. Members are strongly encouraged to actively solicit donations, sponsorships and advertising; purchase or sell concert tickets to family and friends; and volunteering. There are many fundraising opportunities throughout the season, and we ask that each member participate in at least one fundraising activity.

We know your time is valuable, and we trust that you will consider LCS worth the gift of your time and energies as well as your voice. Chorus members will be placed on an LCS Adult Chorus committee based upon your responses in our volunteer registration form. Members may serve on multiple committees and change committees at any time by consulting with the President.

Membership Committee: The membership committee will work to increase and improve LCS membership. Tasks may include recruiting members, planning social events for members, planning outreach and special opportunities, and creating a roster of members, etc. Section leaders are also a part of the Membership Committee. Section leader duties include the following:

- Be a member of the membership committee, meeting once quarterly as outlined in Article VII, Section 4, Number 1 of the Lakeland Choral Society bylaws.
- Ensure every member of the section feels welcome, guide singers where needed and create a way to communicate with them outside of rehearsal.
- Verify attendance and and/or tardiness for their section, following up with those who are absent so they can be prepared when they return.
- Once the music director sets a seating arrangement, verify seating arrangement at each rehearsal, making sure every member has a seat where they should be.
- Lead the section and the choir through performance and behavior at rehearsals and concerts.
- Attend all scheduled rehearsals and performances during the season, giving priority to LCS activities over other engagements.
- In event of absence, the section leader will temporarily delegate responsibilities to another trusted member of the choir.
- Advise the music director about the status and needs of the section, and opportunities to enhance the musical experience of the choir and audience.
- Make certain the section is well informed regarding the logistics of all Lakeland Choral Society events. Communicate between the membership committee and section to answer questions members have.

Publicity Committee: The Publicity Committee will be focused on the implementation and distribution of marketing materials for LCS. Examples of tasks that the committee may be asked to complete include distributing press releases to the media, contacting organizations with information about LCS's free or reduced ticket prices, finding new media outlets for LCS to pursue, follow-up with media outlets, working on the LCS website, creating podcasts, updating blogs, etc. The Publicity Committee may also assist in the creation of these materials if necessary or desired. The Publicity Committee must be aware of any requirements deemed necessary by groups with which the Choral Society affiliates. ie. the GiveWell Foundation, LSO, etc.

Scholarship Committee: The Scholarship Committee will be responsible for implementing and managing our Scholarship Program. This will include communicating with applicants and past scholarship recipients, creating forms and documents to support the award of such scholarships, and creating marketing materials to promote the scholarship program.

Finance Committee: The Finance Committee will be primarily responsible for holding any fundraisers throughout the season, and for setting and maintaining an annual budget to fund all LCS programs. This will include finding new fundraising opportunities, soliciting grants, planning and executing fundraisers, completing direct mail solicitations, etc. They will also be responsible for overseeing any grants received.

Engagement Committee: The Engagement Committee helps to keep Lakeland Choral Society members engaged throughout the season and between seasons. The Committee plans social events for choral society members, advises the Board of opportunities to keep members engaged, and recognizes members through member benefit programs (birthdays, singer of the month, etc.). Responsibilities of the Engagement Committee may include, but are not limited to, the following:

- Promoting a welcoming atmosphere within the choir rehearsal setting, by greeting and engaging both new and old members.
- Helping to promote a welcoming atmosphere in all choir activities.
- Planning and hosting of events during winter and summer breaks (off-season).
- Creating opportunities to enhance choir spirit, such as choir t-shirts or other spirit wear.
- Obtaining approval for potential engagement events from the Board.
- Planning and facilitating other events as requested by the Board.
- Producing an internal newsletter for members.
- Presenting copies of all communications and planning information to the Board during monthly meetings or as requested.
- The Chair of the Engagement Committee will act as liaison between the membership and the Board.

LCS BOARD OF DIRECTORS

The Board of Directors governs and guides the Lakeland Choral Society in all activities. If you are interested in attending a meeting or becoming a member of the board, feel free to contact any of the board members listed below.

Officers, Director and Additional Board Members

<u>President</u>	Shing Palagano	shing.woodall@outlook.com
<u>Vice President</u>	Daphne Tarango	daphnetarango@gmail.com
<u>Secretary</u>	Angela Guira	angelaguira@gmail.com
<u>Treasurer</u>	Ann Batts	jarck1@verizon.net
<u>Historian</u>	Mary Flekke	mflekke@tampabay.rr.com
<u>Music Director</u>	Michelle Manzi	jmmanzi@msn.com

Jennifer Autrey
Heather Barlow
Mick Burns
Cynthia Hall
David Hallock
Jordan Mistretta
James Neal III
Katie Webb
John Wineland
Tom Wright

itsjustjen73@yahoo.com
heatherhoo05@gmail.com
mickburns85@gmail.com
bluecountrybabie@yahoo.com
hallockde@gmail.com
jojomist74332@gmail.com
sirjamesnealiii@yahoo.com
ktcarey@me.com
john.d.wineland@gmail.com
tom.andrew.wr@gmail.com



Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Levels:

_____ \$1000 Director’s Circle – Colored logo in the programs, logo online and on the sponsorship board. Six home concert tickets per season (twelve for the year).

_____ \$500 Patron Level – Sponsorship listing in the programs, logo online and on the sponsorship board. Four home concert tickets per season (eight for the year).

_____ \$250 Associate Level – Sponsorship listing in the programs, logo online and on the sponsorship board. Four home concert tickets per season (eight for the year).

_____ \$100 Friend Level – Sponsorship listing in the programs and on the sponsorship board. Two home concert tickets per season (four for the year).

Orchestral Sponsorship:

_____ \$250 Orchestral Sponsorship – For certain concerts, the Choral Society hires orchestral accompanists, and an instrumental sponsorship helps offset the cost. Sponsorship includes sponsorship listing in the programs, logo online and on the sponsorship board. Four home concert tickets per season.

Method of Donation:

_____ Check # _____

_____ Please have someone contact me to make a donation

Please make checks payable to “Lakeland Choral Society” and mail the form and to:
Lakeland Choral Society, 1956 Farrington Drive, Lakeland, FL 33809

Questions? Please contact the Lakeland Choral Society at lakelandchoralsociety1@gmail.com

MEMBER ACKNOWLEDGEMENT AND CONSENT FORM

Fill this form out completely and remit to the President or Secretary.

I, (printed name) _____, Member of Lakeland Choral Society Inc., by initialing and signing this document in the spaces indicated, hereby declare that:

_____ **(init.)** 1. I have received a copy of the Lakeland Choral Society Member Handbook, reviewed its contents and agree to abide by all terms and conditions contained therein;

_____ **(init.)** 2. I hereby give permission to Lakeland Choral Society Inc. to use my name and photographic likeness in all forms and media for advertising, trade, and any other lawful purposes. I understand that the term “photographic” as used herein encompasses still photographs, sound recordings and video footage. I understand my photographic likeness may be copied and distributed by means of various media, including video presentations, television, news bulletins, mail-outs, billboards or signs, brochures, placement on Lakeland Choral Society Inc. websites, or newspapers. I understand that, although Lakeland Choral Society Inc. will endeavor to use my photographic likeness in accordance with standards of good judgment, the organization cannot warranty or guarantee that any further dissemination of my photographic likeness will be subject to organization supervision or control. Accordingly, I release Lakeland Choral Society Inc. from any and all liability related to dissemination of my photographic likeness; and

_____ **(init.)** 3. I acknowledge that Lakeland Choral Society Inc. may from time to time provide me official notice in written form sent to my physical address or via electronic communication, as well as orally as authorized by its Bylaws. I hereby consent as a Member of Lakeland Choral Society Inc. to receive notice of annual meetings, special meetings, and all other official notices otherwise required by Florida Statute or by the Bylaws of Lakeland Choral Society Inc. via electronic communication, including but not limited to e-mail, facsimile, and the internet. I hereby agree to monitor the website www.lkldchoralsociety.org for news and updates regarding membership notices, and acknowledge that my failure to do so does not constitute negligence on the part of Lakeland Choral Society Inc. or of its Board of Directors, Employees, Agents or Assigns. I understand that I can revoke this consent at any time by sending such revocation, in writing, which shall include my full name and preferred contact information for receiving required Notice to the attention of the Secretary of Lakeland Choral Society, Inc. to:

Lakeland Choral Society Inc., 1956 Farrington Drive, Lakeland, FL 33809

I have read this document and understand its contents.

Signature of Lakeland Choral Society, Inc. Member

Date

If individual is under 18:

I, _____, am the parent/legal guardian of the individual named above, and I have read this Member Acknowledgment and Consent Form and approve of its terms.

Signature of Parent/ Legal Guardian

Date

Print Name of Parent/ Legal Guardian