

Spokane All-City Jazz Ensembles



2015-2016 Handbook

PO Box 31541
Spokane WA 99223

(509) 242-3141

Website: www.spokaneallcityjazz.org
Administrator: admin@spokaneallcityjazz.org

WELCOME!

Welcome to the Spokane All-City Jazz Ensembles (SAJE). SAJE provides a unique and challenging educational experience to student interested in taking their jazz musicianship to the next level and having a really good time in the process. This includes the study and development of ensemble skills, listening skills, jazz soloing and improvisation techniques, and leadership qualities.

This handbook contains information about our program including responsibilities of students involved, dates and times to put on your calendar, and an overview of each special event so you can know what to expect throughout the year.

If you ever have any questions or concerns, please bring them to your group instructor or directly to the Administrator or Director of the program. The Board of Directors is responsible for establishing policies for the operation of the program and is available to discuss any questions as well. We value your input and strive to make the SAJE experience positive and rewarding for all.

MISSION STATEMENT

To encourage, promote, and develop young jazz musicians by teaching improvisation and listening techniques to enhance their understanding of the language of jazz. We are a non-profit organization created to provide opportunities for middle school and high school jazz students in small group settings.

Through ensembles, classes, private instruction, guest artists, master classes, and performances, students in the All-City Jazz Program have many opportunities to grow and learn.

STUDENT EXPECTATIONS

- ***Regular attendance and focused participation in the weekly lessons is the most important aspect of the SAJE experience.***
- Be at lessons on time, ready to start playing when the lesson hour begins, with instrument and everything else needed for full participation in the lesson
- Notify instructors through the Administrator in the event of tardiness or absence due to illness or emergency. *Absences will be excused for school band activities and performances.*
- Be willing to work with the instructor, have a positive attitude, and be respectful and supportive of fellow jazzers
- Practice at home, focusing on techniques laid out by the instructor in lessons
- No food, gum or drinks except water during rehearsals or performances

ATTENDANCE

REHEARSALS

Attendance at **all** regularly scheduled rehearsals is required to maintain membership in good standing. Each SAJE group is dependent upon the interaction between all members and upon the development, growth and progress of each individual student. Excessive absence of any student is seriously detrimental to the group's development and performance.

Rehearsals start promptly at the listed time. Plan to arrive a few minutes early to settle your belongings.

In case of tardiness or absence due to illness or emergency, instructors must be notified through the SAJE Administrator **prior** to rehearsal in time to adjust plans and programs when necessary. Any recurring conflicts in schedule need to be addressed with the instructor as soon as they develop.

If a student misses more than one (1) rehearsal prior to any concert, it will be up to the discretion of the instructor whether they will be prepared to perform in the upcoming concert. Exceptions to this rule are the first rehearsal of the year, if the student has not yet signed up, or if one of the missed lessons is due to a school band event.

EVENTS

In order to support the entire program and students in each of the other groups, every effort should be made on the part of the student to attend all three special events in December, March, and May from beginning to end, if possible. The exception is the High School May concert, in which students are asked to arrive 20 minutes prior to their own performance and are allowed to leave once they have cleared the stage.

CONCERT ATTIRE

There will be three performance opportunities throughout the year, in December, March, and May. For the December concert, we ask the students to dress in semi-formal attire:

Gentlemen: nice slacks (no jeans), button-down shirt with a tie, dress shoes (no athletic shoes)

Ladies: at least knee-length skirts/dresses or nice pants, comparable shirt/shoe requirements

For the March and May events, these are more casual and we ask the students to wear their black SAJE performance shirts and jeans or other pants with no holes.

COMMUNICATIONS

Communications between SAJE and families may be by phone, email, or written. Throughout the year, if we need to communicate with you, it will be either through the parent liaison of your student's lesson group or directly through the Administrator. We will also occasionally send home flyers with students regarding upcoming SAJE events.

NEWSLETTER

Once a quarter, SAJE sends out a newsletter about the program with articles pertaining to the year's events and other interesting information about our program. These are distributed to all current members, alumni, band directors, and community members interested in our program.

VOLUNTEERS

As with any non-profit organization, SAJE is always in need of volunteers. A large number of people are needed to act as chaperones, ticket sellers, and more for each concert and for communication within groups throughout the year. In addition, volunteer help is in constant need for fundraising. Please contact the Administrator if you have any suggestions for sources of additional revenue.

Volunteers for concerts will be notified of their schedules before the concert. Please be sure to let SAJE know promptly if you cannot keep your volunteer assignment so that someone else may be scheduled in your place.

SPONSOR SAJE

Each year, the goal for this organization is to provide a quality jazz education and a positive experience for students and families at the most affordable price possible. The tuition you pay goes toward paying our instructors, all of whom are respected jazz musicians and educators in the area, and toward operational fees such as office administration and rental of lesson space.

What it does not cover is the cost of any of the other events throughout the year, where we bring in other great jazz musicians and clinicians, as well as have a nice performance opportunity for the students. There are fundraisers throughout the year and SAJE Board members pursue support from local businesses to offset these costs.

If you or your business is willing to sponsor a performance event or part of the event, we would be happy to provide you with advertisement in programs, space for a banner at the event, or any other promotional service suggested by the donor with approval of the SAJE Board of Directors. Spokane All-City Jazz Ensembles is a 501 (c)(3) charitable organization; as such, direct contributions to SAJE of money or the cost of food or other tangible items contributed for any event are tax deductible.

GENERAL INFORMATION

SIGN-UP FORMS

Registration Form

This is a necessary form providing SAJE with pertinent information regarding communication, group placement, etc. Please notify the Administrator of changes to this information.

Liability Release/ Consent Form

Included with the registration form, the consent gives permission for the chorus to use a student's picture or voice for publication or advertisement. The liability release is a parent authorization releasing the Spokane All-City Jazz Ensembles from liability that may be incurred.

Tuition Agreement Form

This form is a statement of the parent's commitment to SAJE to fulfill the financial obligations to the organization. Families are allowed various options, including paying monthly, paying a full-year tuition with a discount, or paying a discounted rate for multiple students in the program.

**THE ABOVE FORMS MUST BE FILLED OUT COMPLETELY FOR
THE STUDENT TO PARTICIPATE IN ANY SAJE ACTIVITY!**

CURRENT TUITION RATES

Tuition and fees for each student during the 2015-2016 season (six months, roughly from November through April) are as follows:

SAJE Shirt:	\$15 <i>(a new T-shirt does not need to be purchased each year)</i>
Monthly Tuition:	\$50
Multi-student discount:	\$45
Full-Year Tuition (10% discount):	\$270
Multi-student discount:	\$243

Tuition is due before the first lesson of the month to SAJE:

SAJE
PO Box 31541
Spokane WA 99223

It is important to include your child's full name with payment.

Families choosing annual payment will be billed once, during October. This option is due before the first lesson in November.

Those choosing monthly payment will be billed at the end of each month, for the following month.

PLEASE NOTE:

- SAJE reserves the right to suspend a student from rehearsal and/or performance if tuition payments and fees are not current.
- Withdrawal from SAJE does not eliminate any fees owed at that time. It is required to notify the Administrator (Kimberly), in addition to the lesson instructor, of any withdrawal, so that billing can be adjusted.

SCHOLARSHIPS

There are a limited number of scholarships available from SAJE. Scholarships require an application process and will be given according to financial need.

2015-2016 CONCERT SEASON

Holiday Concert, Auction, and Dessert Raffle

Date: Friday, December 4th, 2016

Location: First Presbyterian Church (318 S Cedar, Spokane)

Time: 6:30pm - 8:30pm ****Student and Parent Volunteer call Time 6:10pm***

Additional Information: This will be one of our big fundraisers of the year. Please consider donating an auction item or dessert for the raffle, or volunteer your time. We need parent volunteers at the door, set up/ clean up, and to help with the auction and dessert raffle. Examples of donation items:

- A theme basket: a Movie Night basket filled with movie coupons, popcorn and candy; a Cookie Basket with mix and cookie cutters; a Pet Basket with homemade doggie treats and a few squeaky toys, etc.
- Your donation of tickets for a local music event,
- Donation of services: music lesson, sewing lessons, weekend use of your ski condo,
- Gift card to a local business or restaurant

Guest Artist Workshop

Date: Saturday, March 5, 2016

Location: Holy Names Music Center (3910 W Custer Dr, Spokane)

Time: 10:00am – 3:00pm

Additional Information: Students will be playing music, listening to music, in workshops and masterclasses throughout this event. Volunteers are needed to help with set up, check in students as they arrive, chaperone the students throughout the day, help with snacks around 3:30pm, and help tear down at the end of the day.

End-of-the-Year Concert

Date: Saturday, May 9th, 2016

Location: River Park Square Food Court

Time: 1:00pm – 4:00pm

Additional Information: All middle school and high school groups will be performing. For this concert, each group will be playing a 20-minute set throughout the three-hour period. This gives them an experience of playing a “gig” for members of the community at the mall.

2015-2016 ADMINISTRATIVE AND MUSIC STAFF

Director Brian McCann
509-280-5313 themccann3@comcast.net

Instructors Brian McCann
Ron Kieper
Chris Parkin

Administrator Kimberly McCann
509-242-3141 admin@spokaneallcityjazz.org

2015-2016 BOARD OF DIRECTORS

President Robin Amend

Secretary Lorna Vu

Board Members Mark Tietjen
Anne Vogel