



MEMBERSHIP HANDBOOK

2022-2023



1. ORGANIZATION

1.1 MISSION

The purpose of the Central Kentucky Youth Orchestras is to provide, in cooperation with public and private schools, equitable access to the highest quality musical opportunities and to foster a life-long love of music for dedicated young musicians. CKYO enriches the lives of its student members through a dynamic curriculum focused on the development of musical excellence at all levels of experience, and seeks out strategic partnerships to ensure its responsiveness to the needs of its community.

1.2 PROGRAM OVERVIEW

Since 1947, the Central Kentucky Youth Orchestras (CKYO) has been dedicated to the musical education and growth of its student members and is one of the oldest, independently chartered youth orchestras in the US. Over 300 students gather from 15 counties and 60 area schools to participate in six performing ensembles: 3 symphonic orchestras, an all-string orchestra, and 2 big-band style jazz orchestras. Each season CKYO presents concerts throughout Lexington at Singletary Center for the Arts, Lyric Theatre and Cultural Arts Center, Loudon House, Carnegie Center for Literacy and Learning, and Keeneland Racetrack, among others. CKYO ensembles present dynamic and exciting repertoire, recently sharing the stage with UK Opera Theatre, Lexington Philharmonic, Lafayette High School Chorus, Bluegrass Youth Ballet, and Kentucky Bach Choir. In addition, CKYO operates 3 community-based programs: *Friends in Music*, *CKYO in the Schools*, and *MusicWorks*.

1.3 HISTORY

For Howard Pence, a Lexington area music teacher, the dream began in 1947 with 14 local high school string players. Pence was hoping to provide quality learning and performance opportunities for talented young musicians and, in turn, to bring cultural enrichment to audiences throughout the state and country. With the help of Thornton Scott, Chester Travelstead and eleven other dedicated citizens, Howard Pence realized his dream as his 14 string players grew to 49 players and a full Youth Symphony Orchestra in 1949. By following his dream, Pence created one of the oldest, independently chartered youth orchestras in the United States.

With each passing decade this dream has continued to flourish and grow, as the Youth Music Society of Central Kentucky became the Central Kentucky Youth Orchestras, today consisting of six orchestras and over 350 talented young people. For CKYO, the many young musicians who have been its members and the community who has steadfastly supported it the last 68 years represent a journey of incredible experiences and spectacular achievements.

CKYO Milestones

- 2013 CKYO founds *North Limestone MusicWorks*, the first El Sistema-inspired initiative in KY
- 2008 CKYO adds Jazz Arts Orchestra
- 2008 Spain/Portugal Tour
- 2005 Central Europe Tour
- 2002 Italy Tour, Rome, Lucca, Teatro Verdi, Cortona
- 1999 Performance Tour, 11 days in Paris, Brugge, Dunkerque, and London
- 1996 Performance, Kentucky Music Educators Association Conference, Louisville, KY
- 1993 Performance, Mid-West International Band and Orchestra Clinic, Chicago, Illinois
- 1979 Performance Tour, three weeks throughout the Soviet Union and Romania
- 1972 Performance, Mid East Instrumental Music Conference, Pittsburgh, Pennsylvania
- 1970 Performance, Memorial Arts Center, Atlanta, Georgia
- 1968 Performance, State Department Concert Series, Washington, D.C.
- 1963 Performance, Youth Concerts for Young People, White House Lawn
- 1958 Performance, Silver Anniversary conference, Violin & Cello Teachers' Guild, Carnegie Hall
- 1957 Exhibits and recordings sent to represent U.S. youth at Brussels World Fair
- 1953 Performance, American String Teachers Association conference, Cincinnati, Ohio

1.4 CONTACT INFORMATION

Mailing Address: Central Kentucky Youth Orchestras
161 North Mill Street
Lexington, KY 40507

Summer Office Hours (June 1st thru August 12th): Monday - Thursday, 10:00am–4:00pm, closed on Fridays

Season Office Hours (August 15th thru May 31st): Monday - Thursday, 10:00am – 5:00pm; Friday by appt.

Office Holidays (2022-2023): July 1-15; September 5; October 6-7; November 22-25; December 21-January 2; April 3-7; May 29.

Email: ckyo@ckyo.org or operationsckyo@gmail.com

Phone: 859.254.0796

Website: www.ckyo.org

Facebook: www.facebook.com/CentralKentuckyYouthOrchestras

Instagram & Twitter: @ckyo1947

1.5 STAFF

Marcello Cormio.....Music Director
Amelia Groetsch.....Executive Director
Chase Miller.....MusicWorks Program Director
Shawna Howard.....Friends in Music Program Director
Nancy Campbell.....*Repertory Orchestra String Conductor*
Bravo String Orchestra Conductor
Lois Wiggins.....*Repertory Orchestra Wind Conductor*
Mary Elizabeth Henton.....*Bravo String Orchestra Asst. Conductor*
Raleigh Dailey.....Jazz Arts and Jazz Repertory Orchestras Director
Austin Shoupe.....Percussion Instructor

1.6 2022-2023 BOARD OF DIRECTORS

Candace James, president
Mary Kay Rayens, secretary
Louise Shouse, treasurer

Cindy Bennett
Alethea Bernard
Catherine Clarke Nardolillo
Kirsten Clingerman
Enrique Farfan
Stephanie Farrar
Joe Gibson
August Johannsen
Samantha Johnson
Joyce Nicholson
Patricia Price

Meredith Raybould
Beth Ellen Rosenbaum
Amy Smith
Sharon A. Smith
Robert Stadelman

Advisory Positions

Lester Diaz, *Fayette County Public Schools*
Cody Birdwell, *UK School of Music*
VACANT, *Lexington Philharmonic*

2. PROGRAMS

2.1 ENSEMBLES

SYMPHONY ORCHESTRA (SO) The Symphony Orchestra (SO), CKYO's most advanced ensemble, is composed of over ninety players, primarily high school students with some members traveling over an hour each way to participate. The Symphony Orchestra plays advanced orchestral music in its original form with an emphasis on preparing students for collegiate or semiprofessional orchestras.

Rehearsal Time: Mondays, 7:00pm-9:30pm

Rehearsal Location: Singletary Center for the Arts (405 Rose Street, Lexington, KY 40508)

CONCERT ORCHESTRA (CO) The Concert Orchestra (CO) is composed of over ninety high school and middle school students. The curriculum is designed to hone players' skills as orchestral musicians and to help them to develop habits necessary for playing in an advanced ensemble through a focus on original-notation symphonic music. All string players must be able to tune their own instruments.

Rehearsal Time: Wednesdays, 7:00pm – 9:15pm

Rehearsal Location: Frederick Douglass High School (2000 Winchester Road, Lexington, KY 40509)

REPERTORY ORCHESTRA (Rep) The Repertory Orchestra (Rep) offers young or less experienced string and wind instrumentalists an opportunity to play in a full orchestra, and emphasizes learning, reading, and ensemble skills. Students must have at least two years of playing experience or one year with some private instruction. The Repertory Orchestra is comprised of seventy musicians and is conducted by Nancy Campbell and Lois Wiggins.

Rehearsal Time: Tuesdays, 6:30pm-8:30pm

Rehearsal Location: Frederick Douglass High School (2000 Winchester Road, Lexington, KY 40509)

BRAVO STRING ORCHESTRA (BSO) The Bravo String Orchestra (BSO) offers less experienced string players an opportunity play in a string ensemble with an emphasis placed on basic ensemble techniques, rehearsal and performance etiquette. Students must be able to read music and participate in a 90-minute rehearsal session. Help with tuning will be provided. The BSO is conducted by Nancy Campbell and assisted by Mary Elizabeth Henton.

Rehearsal Time: Thursdays, 6:00pm-7:30pm

Rehearsal Location: SCAPA Bluegrass (400 Lafayette Parkway, Lexington, KY 40503)

JAZZ ENSEMBLES – Jazz Arts Orchestra (JAO) & Jazz Repertory Orchestra (JRO) The Jazz Arts Orchestra (JAO) offers high school students advanced training and performance opportunities with our big band jazz ensemble, comprised of the standard big band instrumentation. The Jazz Repertory Orchestra (JRO) offers an introductory jazz experience for middle and high school students. These ensembles only meet during the spring semester each season and auditions are held at the beginning of December. The ensembles are conducted by UK Professor Raleigh Dailey. Information will be available in the Fall.

Rehearsal Time: Tuesdays, JRO: 5:30pm – 7:00pm; JAO: 7:00pm-9:00pm (**January 2023 – May 2023**)

Rehearsal Location: TBA

2.2 COMMUNITY MUSIC INITIATIVES

Friends in Music



The *Friends in Music* (FIM) program (Shawna Howard, *program director*) was created by CKYO in 1997. Through this program, CKYO members act as mentors to teach free instrumental lessons at Leestown Middle School (LMS) and Bryan Station Middle School (BSMS). FIM activities occur at those schools directly after the school day, one day per week at each school. At present the program only teaches string instruments: violin, viola, cello, and bass. CKYO mentors serve as a vital part of the *Friends in Music* program. CKYO advanced high school members volunteer their time each week in order to offer group, private, and semi-private lessons to students at LMS and BSMS. Mentorship and interpersonal interaction has proved to be vital for the success of the developing musician through educational research. The CKYO high schoolers are able to offer an important mentoring partnership for the orchestra students at these FIM middle schools.

MusicWorks



CKYO *MusicWorks* (Chase Miller, *program director*) is an intensive musical training initiative based on the Venezuelan national youth orchestra program El Sistema. El Sistema is a set of inspiring ideals that has led to an intensive after-school music program that seeks to effect social change through the pursuit of musical excellence. El Sistema focuses on children with the fewest resources and greatest need and is delivered at no cost to participants. *MusicWorks* is a 2.5-hour after-school daily music program for students of Lexington Northside and East End. It is the only El Sistema program between Cincinnati and Atlanta. *MusicWorks* operates on an academic year calendar, following the public school system. *MusicWorks* runs four days a week (M, Tu, Th, F), from 2:30pm-5:00pm, and provides a space in which the students feel safe and welcome.

2.3 ADDITIONAL STUDENT PROGRAMS and ACTIVITIES

BORCHARDT CONCERTO COMPETITION (Open to returning members except previous winners) Each year CKYO sponsors a competition for member musicians. The competition is open to all CKYO students who were members of a CKYO orchestra during the 2021-2022 CKYO season and who have not previously won the Borchardt Concerto Competition, though mostly Symphony Orchestra members participate. Students will receive detailed comments from a panel of judges, and up to three winners will have the opportunity to perform solo with our Symphony Orchestra during a 2022-2023 concert, though typically performances happen at the Teen Arts Concert on February 19, 2023 at 7pm. [Please visit our website for further information](#), including competition guidelines. All pieces MUST be pre-approved by the Music Director prior to auditioning.

FRIENDS IN MUSIC MENTORING

Mentoring is open to any string high school-aged Symphony or Concert Orchestra Members and to select Repertory Orchestra high school students by invitation. The program pairs an experienced high school string player and CKYO member with a middle school musician for music mentoring after-school. The sessions are held on at Bryan Station Middle School and at Leestown Middle School. The hours spent in the program can be applied to community service programs. Please contact Shawna Howard at fimckyo@gmail.com if you are interested in being a FIM mentor this season.

COMMUNITY PERFORMING

There will be some opportunities for community performances in solo and small groups at events this season – please see the Registration form to indicate your interest in learning more as these opportunities arise. The time spent performing at these events can be applied to community service programs.

3. AUDITIONS

3.1 ENSEMBLE AUDITION – Classical Orchestras

Two sets of students will need to apply for and complete a Spring Ensemble Audition: 1) All auditionees who are NEW to CKYO and 2) Returning Concert, Repertory, & Bravo String Orchestra students who wish to move into a more advanced CKYO ensemble. Returning CKYO students in good standing who wish to participate in the same ensemble as the current season will NOT be required to take a Spring Ensemble Audition. Commitment to Return Forms will be provided to all students in April and collected before each ensemble's final performance.

The Spring Ensemble Audition will consist of four elements: 1) Scales, 2) Solo, 3) Orchestral Excerpt(s), and 4) Sight-Reading. Based on the performances in the Spring Ensemble Audition, the audition judges will place each student in an ensemble; however, this placement will have no bearing on seating or part assignments.

3.1a NOTIFICATION OF ENSEMBLE

Following the Spring Ensemble Audition each auditionee-and each returning Symphony Orchestra student-will receive an email from CKYO containing results of the audition, General Information, and a way to confirm a students' participation in their assigned ensemble (Registration Form). Upon receipt of the student's orchestra placement registration, each student will be provided with a link to download their instruments' seating audition excerpts

3.1b FALL SEATING AUDITIONS

The 75th Season will begin with Fall Seating Auditions for all Symphony, Concert, and Repertory students. The Seating Audition will consist of two to three orchestral excerpts, depending on the orchestra and instrument, and will require students to perform sight-reading at the audition. Bravo String Orchestra will NOT perform a fall seating audition and will have a rotating seating chart for the first concert cycle to give students the experience of seating in various seats throughout their section. Additional seating auditions will be held following concerts.

3.2 JAZZ ENSEMBLE AUDITIONS

CKYO Jazz Ensembles (Jazz Repertory and Jazz Arts Orchestras), directed by Raleigh Dailey, meet during the spring semester of each season (January thru May). Auditions will be held in November or December 2022 prior to the January rehearsals beginning. Information about the upcoming Jazz season and audition announcement will be posted to the CKYO Audition Page in October of 2022 for the 75th Season.

4. MEMBERSHIP POLICIES

4.1 PRIVATE LESSON POLICY

All members of CKYO ensembles must be enrolled in weekly private lessons on their instrument. Students must obtain their private teacher's signature each semester as certification of their attending regular lessons.

4.2 SCHOOL PARTICIPATION POLICY

All middle school and high school aged members are **REQUIRED** to participate in their school band and/or orchestra program. If a school does not offer an ensemble for the auditioned instrument, we require that your counselor certify such a situation. Home schooling parents are asked to sign as the student's music teacher, certifying that music is a part of their schooling program.

Students must obtain signatures from their school instrumental music teachers each semester of participation in CKYO as a certification of compliance supporting the school and private instrumental teachers and programs.

In making these requirements, CKYO recognizes that a school or private music teacher may refuse to sign the CKYO form if reasonable efforts have not been met by the student, to work for the betterment of the school or private music program, or to rescind a signature if the student is not living up to the agreement made. **CKYO reserves the right to retract membership privileges if the proper signature requirements have not been obtained in accordance with the CKYO timetable.**

Please note: CKYO makes NO EXCEPTIONS to its school instrumental and private music teacher signature certification requirements. Because the organization serves students from 15 different counties and over 60 schools the policy is broad and is in place to support the public school music programs who work in cooperation with the organization. CKYO recognizes that each school has their own ensemble participation requirements. The teacher signature required by CKYO each semester indicates the student for which the teacher is signing is in compliance with school requirements as that school and/or teacher deems acceptable.

4.3 STUDENT ELIGIBILITY

In continuation of the CKYO membership obligations, WE REQUIRE:

- Payment of CKYO tuition or submission of a CKYO scholarship application in accordance with the CKYO timetable. (Applications are available for need-based scholarships).
- Attendance at ALL rehearsals and performances in accordance with CKYO's attendance policy.
- Comply with items 4.1 Private Lesson Policy and 4.2 School Participation Policy as detailed above.

All members are expected to:

- Have a positive attitude toward learning
- Cooperate with and be considerate to other members
- Display an attitude of respect toward all CKYO Staff and Volunteers
- Regularly practice and prepare CKYO music
- Consistently improve through private lessons
- Maintain proper care of your instrument
- Take proper care of your CKYO music folder and music *see *Music Guidelines on next page*

We Strongly Encourage:

- Elementary school members to participate in their school band or orchestra program, where available
- Participation in a summer music camp or workshop

These terms are not intended to create any contractual obligation on behalf of CKYO, but rather as requirements for participation in the organization, which CKYO can determine in its sole discretion. CKYO reserves their right to amend its policies and guidelines at any time.

CKYO makes NO EXCEPTIONS to its school instrumental and private music teacher signature certification requirements.



4.4 INCLEMENT WEATHER POLICY

In general, CKYO will cancel rehearsals and activities when Fayette County Public Schools cancels school and other activities. If CKYO rehearsals are cancelled, all students and parents will be notified via email. In addition, we will post rehearsal cancellations on the front page of our website and on our Facebook page. CKYO will also post cancellations via WKYT's Sno-Go System.

If rehearsal is not cancelled and inclement weather prevents a student from attending a rehearsal or arriving late, the student must notify the office as if the student were to be absent due to illness.

4.5 PUBLICATION USAGE POLICY

Throughout the season, there may be occasions that are open to the public, where the media will be present, i.e. rehearsals, performances and community outreach programs. It is possible that photographs, videotapes and audio recordings will be made. The Central Kentucky Youth Orchestras will assume permission for your child and information to be in these types of publications unless otherwise notified in writing in accordance with the CKYO timetable.

4.6 CLOSED REHEARSAL POLICY

CKYO rehearsals are closed to the public. Anyone other than CKYO board, staff, and orchestra members must receive permission in advance from the conductor in order to attend.

4.7 CELL PHONE POLICY (NEW!)

Cell phone use has gotten to be an increasing distraction so CKYO is instituting this policy moving forward. Students are allowed to bring cell phones to rehearsals, but must adhere to the following rules for their use:

- **You may NOT use cell phones or allow them to be visible during rehearsals. As soon as rehearsal begins, your cell phone should be in your case – not on your stand, your chair, or easily accessible.**
 - You may use your phone with your tuning app before rehearsal begins, but it should be put away as soon as the full ensemble tunes.
 - If you are asked to put your phone away during a rehearsal, that is your only warning;
 - Every time thereafter a conductor or staff member observes you using your cell phone (including keeping it out on your stand during rehearsal), **you will be asked to bring your phone to the front of the rehearsal room and placed in the cellphone box for the remainder of the rehearsal.**
 - If you are continually being asked to put your phone away at rehearsal or a conductor or staff member notices that you are distracting yourself or other students with your cell phone use, you may be dismissed from CKYO.
- **Cell phones may be used only during the orchestra break**
 - If a conductor is working with another section, your cell phone should NOT be used or taken out. You should be observing the other sections rehearsing and listening to the conductor.

5. STUDENT & FAMILY EXPECTATIONS

5.1 ATTENDANCE POLICY

Membership in the Central Kentucky Youth Orchestras comes with the exciting opportunity to learn and perform amazing works of music with a community of dedicated peers and professional leaders, as well as the responsibility to honor your commitment to yourself, your musical colleagues, and CKYO. Like any group activity, each individual is an important part of each rehearsal experience, and your presence is vital both to your musical progress and to the musical progress of those around you. By accepting your seat in a CKYO ensemble, we expect that you have decided to make CKYO a priority in your musical life. Each student may have a different reason for wanting to be a member of CKYO, but the one thing we all have in common is that we have each **chosen** to be here and collectively honor that choice maintaining high standards and striving for excellence.

Absences

An absence may be excused if the student has completed and submitted a CKYO Absence Request Form no fewer than two (2) weeks in advance of the expected absences. Excused Absences may be granted for academic, musical, medical, or family reasons. Absence Requests can be submitted online at the CKYO website under Members>Attendance. If CKYO is not been notified in advance the absence will be considered unexcused. Absences resulting from student illness (which cannot be predicted two weeks in advance) will be considered excused if the CKYO Office is provided with an explanation the following business day.

Arriving late to rehearsal will count as a one-half absence. Returning late from a rehearsal break or leaving early from rehearsal also counts as a one-half absence. If a student is dismissed from a rehearsal for disorderly conduct, the student will be recorded as absent for that rehearsal.

If a student has more than 2.5 absences for a concert cycle, or if he or she has 1 or more unexcused absences, he or she may be asked to meet with his/her conductor for a rehearsal check-in. The check-in will be scheduled at the convenience of the conductor and he or she may choose to hear any music from the current concert cycle.

Dress Rehearsals and Performances

- An absence at a dress rehearsal may result in a student being asked not to perform in the concert. An unexcused absence at a dress rehearsal may result in being dismissed from CKYO.
- An unexcused absence at a concert may result in being dismissed from CKYO.

Rehearsal Punctuality

It is imperative that students arrive EARLY to rehearsals. Rehearsals cannot start effectively until all members are in their seats and ready to rehearse. Being "on-time" is when a student is:

- a. In the rehearsal building no less than 10 minutes prior to the beginning of a rehearsal.
- b. In a seat warming up no less than 5 minutes prior to the beginning of rehearsal.
- c. Ready to tune no less than 1 minute prior to rehearsal.

Students should use the time before rehearsal and during break for using the restroom, finding a water fountain, enjoying time with friends, or warming up. Once a rehearsal session begins no student should need to leave the room unless there is an emergency.

Rehearsal Checklist

To be ready for rehearsal you have the following items:

- Instrument, including any needed accessories (ie. mutes, reeds, bows, etc...)
- Music & Music Folder
- Sharpened Pencil
- Folding Music Stand, when requested in the Weekly

The following items are **not** to be out and used during rehearsal:

- Cell phones
- Homework
- Other Reading Material

Pick-Up Policy

Students must be picked up **no later than 15 minutes after the end of the rehearsal**. CKYO may charge a \$10 fine for every 5 minutes thereafter that a staff member waits with a student for a ride. We ask you to please be considerate of our staff members' time.

5.2 CKYO WEEKLY

Every Friday at approximately 4:00pm the email addresses provided to the CKYO Office on your Registration Form will receive the **CKYO Weekly** email that contains rehearsal schedules, information about sectionals, any changes to the rehearsal location, links to online resources relating to the repertoire we are performing, and other important information. Please make reading the Weekly for both artistic and logistical information a part of your preparation for the upcoming week of CKYO rehearsals, concerts, or other activities. If you are not receiving the Weekly email, please first check your SPAM folders then if you are still not receiving the email contact the office to make sure you are on the distribution list.

5.3 MUSIC POLICY

Each member is responsible for returning his/her music folder at the end of the season. For Symphony and Concert Orchestra, there is a \$30 replacement charge for music folders if not returned in accordance to the CKYO timetable. This rule applies even if a student is no longer participating. These folders are reused season after season and are permanent property of CKYO.

5.4 CONCERT ATTIRE

Formal concert attire helps set a professional atmosphere at each CKYO performance. Members should take pride in keeping outfits in good condition and making sure they fit properly throughout the season. Only CKYO members who are dressed accordingly will be allowed to perform on concert days.

Symphony (SO), Concert (CO) and Repertory (Rep) Orchestras Concert Attire

Option 1:

- Long Black Formal Dress (See Dress Order Form)
- Black Dress Shoes (NO flip-flops)

Option 2:

- Black Tuxedo
- Black Bow Tie & Cummerbund
- White Dress Shirt
- Black Dress Shoes and Black Socks.

Bravo String Orchestra (BSO) Concert Attire

Option 1:

- White CKYO Blouse (See Blouse Order Form)
- Black Skirt that falls below the knees or Black Dress Pants – NO leggings
- Black Dress Shoes (NO flip-flops)
- Black pantyhose or tights

Option 2:

- Black Dress Pants
- White Long-Sleeved Dress Shirt
- Solid Black Long Tie
- Black Dress Shoes & Black Socks

DRESSES & BLOUSES:

- All dresses and blouses MUST be ordered through CKYO (unless your student has a dress or blouse used for school band or orchestra that is the same as what CKYO orders through Formal Fashions. Payment is due at time of order.
- SO/CO/Rep will choose dresses from four styles and eight different necklines.
- All dresses are black, ankle/floor length, with $\frac{3}{4}$ length sleeves.
- BSO will choose blouses from ten different necklines.
- All blouses are white and have $\frac{3}{4}$ length sleeves.
- There will be used dresses and blouses available for sale at the August Seating Auditions (first come, first served) and some are listed now on the CKYO Marketplace (<https://www.ckyo.org/ckyo-marketplace>)

- If you would like to sell a used dress or blouse, please contact the office.

TUXEDO RENTAL:

- Tuxedos may be rented through Geno's Formal Affair (380 Southland Drive, Lexington, KY 40503; www.GFATux.com; 859-276-1461). You may contact Geno's beginning in late September 2021.
- Mention "Central Kentucky Youth Orchestras" when you go there to be measured.
- Average cost – \$100 for the entire season (October - May); includes 2 cleanings.
- May wear this tuxedo for other non-CKYO events (concerts, proms, etc)!

5.5 STUDENT BEHAVIOR

Participation in the Central Kentucky Youth Orchestras is a privilege. As such we would like to remind you of certain standards and attitudes that we require for CKYO eligibility from each and every student member. Our policies and guidelines have been set to ensure a quality CKYO orchestral experience and to enhance your personal musical progress.

Student Behavior During CKYO Functions:

- Smoking, as well as alcohol or drug use, is not permitted at any time during CKYO functions.
- Students are expected to refrain from inappropriate public displays of affection as defined by accepted social and legal standards at any time during CKYO activities.
- Participants may not leave the activity site(s) at any time during stated activity or events.
- **Cell phones should not be out during rehearsal. Please place all cell phones on silent and put them away so they are not visible to you or any other student or conductor during rehearsal.**
- The CKYO Board of Directors will enforce this policy with guidance from the Music Director.
- CKYO declines liability for any violation of the above.

5.6 INSTRUMENT RENTALS

CKYO has string basses and a number of specialized woodwind instruments for rent. The basses are generally of a higher quality than can be rented from local music stores. The wind instruments are for special applications and they will be issued to students on an as-needed basis when these situations occur.

Rental costs are \$25 per semester for wind instruments (unless assigned by CKYO) and \$50 per semester for basses (Fall, Spring, Summer or \$150 annually). At the conclusion of the year, the instruments will be returned to the music director for inspection. In the event an instrument shows unusual wear or damage, the renter agrees to pay for such repairs. Returns after the due date will incur a late fee of \$25 per week. Musical instrument renters will be billed a few weeks into the semester.

6. TUITION

Students/Families will receive individualized/personalized tuition payment emails each semester with a link to pay by credit, debit or ACH online. Families may also mail a check to the CKYO Office for the total tuition amount each semester. In addition, if a payment plan needs to be arranged, please contact the CKYO office to break up payments for the semester by month or in more manageable amounts.

6.1 AMOUNTS & PAY SCHEDULE

Tuition By Orchestra (Per Semester, due in September and January)

Symphony Orchestra (SO)	\$265 per semester, plus fundraising
Concert Orchestra (CO)	\$250 per semester, plus fundraising
Repertory Orchestra (Rep)	\$235 per semester, plus fundraising
Bravo String Orchestra (BSO)	\$220 per semester, plus fundraising
Jazz Arts Orchestra (JAO)	\$235 spring semester only, plus fundraising
Jazz Repertory Orchestra (JRO)	\$220 spring semester only, plus fundraising

Fundraising:

- \$75 per semester Cash Opt-Out or Each student is required to assist CKYO in Fundraising each semester. Students may participate in Flower Sales each semester or sell Program Ads to fulfill the Fundraising Quota. Students who have not sold Program Ads or participated in the Flower Fundraiser will be invoiced for \$75 following each fundraiser conclusion.

Payment Deadlines

- 2022 Fall Semester – September 15, 2022
- 2023 Spring Semester Tuition Due - January 31, 2023

DISCOUNTS and LATE FEES

- **Multi-Orchestra/Sibling Discount*:** For every additional child's registration for CKYO, you may deduct 10% (i.e. 2 children in CKYO = deduct 10% from 2nd registration; 3 children in CKYO = deduct 10% each from 2nd & 3rd, etc.) *This also applies to students who participate in more than 1 orchestra on different instruments or both a classical and jazz orchestra in the spring semester (e.g. Student plays violin in Concert Orchestra and oboe in Symphony Orchestra, deduct 10% from one orchestra tuition each semester) You may take the 10% from the high tuition amount.
- **Late Fee:** Fall Semester: Tuition received AFTER September 15, 2022 will incur an additional fee of \$25. Spring Semester: Tuition received AFTER January 31, 2023 will incur an additional fee of \$25.

6.2 SCHOLARSHIP

CKYO welcomes all students who qualify musically to become members during the entrance audition. Any CKYO student who needs financial aid in order to participate may apply for a full or partial tuition scholarship.

Tuition Scholarship Applications are available on the CKYO website at www.ckyo.org/scholarships and must be completed online for the full season by September 10, 2021. Please complete the application in its entirety; information will be kept confidential. After review by the CKYO Board of Director's Finance Committee, applicants will be notified of receipt prior to the CKYO Tuition deadline. **Please DO NOT pay tuition until you have heard from the Scholarship Committee.** CKYO is not able to provide refunds.

6.3 FUNDRAISING

Tuition covers only a portion of CKYO's operating budget. Part of each student's semester tuition requirement comes in the form of fundraising. We ask each student to help contribute to the organization's fundraising efforts in the following ways:

Program Ads

Contact your favorite businesses and ask them to support CKYO by placing their advertisement in our programs. There are three different ad sizes to choose from and the ad will be included in every program for the season. Deadline for submissions is October 1, 2022. This fundraiser is offered only in the fall and one ad will fulfill a student's fundraising requirement for the whole year.

Flower Sales

CKYO offers a holiday flower sale to fulfill your fundraising requirement for a semester or for the full season. For our fall sale, we offer beautiful, high quality poinsettias in various colors. In the spring, a variety of hanging flower baskets will be offered. The sale runs for about a month beginning in October and offers greenery and poinsettias from Pemberton's Greenhouses. Pick-up will take place the week after Thanksgiving. To fulfill the one semester of the fundraising requirement with the holiday sale, each student must sell at least thirteen (13) poinsettias – if a student sells twenty four (24) or more, their annual fundraising requirement is covered.

Cash Opt-Out

If you would like to decline to participate in fundraising activities, you may donate \$75 (tax deductible) per semester per child. Students who haven't completed fundraising for the semester per the options above will be invoiced for the \$75 opt-out fee at the conclusion of each semester.

Other Ways to Contribute to CKYO's Fundraising Efforts

CKYO participates in two community fundraisers as well. Please consider designating CKYO as the charitable recipient of your purchases at Kroger and Amazon. Instructions for registering are below.

<p>Kroger Community Rewards</p> <p>How to Register:</p> <ol style="list-style-type: none"> 1) Visit www.kroger.com. Find the "Community Rewards" page under the "Community" tab. 2) Click the "Enroll" button and select CKYO by entering our NPO number – EX805 – into the search bar. 3) Make your regular purchases with your Kroger Plus Card! You must re-register each year during the month of August. <p>CKYO NPO# EX805</p>	<p>Amazon Smile</p> <p>How to Register:</p> <ol style="list-style-type: none"> 1) Visit smile.amazon.com 2) Enter "Central Kentucky Youth Orchestras" into the search bar, and then click to select CKYO. 3) Shop as you normally would on Amazon.com! The Amazon Smile Foundation will donate 0.5% of eligible purchases to CKYO each quarter. 4) Remember to always begin your amazon shopping at smile.amazon.com in order for your purchases to qualify for CKYO.
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7. PARENT ASSOCIATION and VOLUNTEERING

7.1 MISSION STATEMENT

The purpose of the CKYO Parent Association is to lead fundraising efforts, advocate on behalf of CKYO programs, and foster a community of fellowship and cooperation among students, families, and alumni.

7.2 VOLUNTEERING

As with every non-profit organization, the volunteers are the backbone and the moving force of the group. At CKYO, we ask volunteers to help out in a variety of ways.

Rehearsal Monitors

The responsibilities of the rehearsal monitor during the rehearsal will be to supervise the students 15 minutes before the rehearsal starts, during the break, and after the rehearsal, making sure the students are safe, behaving in accordance with CKYO policies, and are traveling to their appropriate destinations in a timely manner. The monitors will also be available to help in case of an emergency.

- If you are willing to volunteer as a monitor, please select the "Rehearsal Monitor" volunteer option on the registration form and follow the volunteer procedures on the next page.
- A schedule will be developed and published based on responses. Volunteering to be a rehearsal monitor, does NOT require you to be there every rehearsal. Rehearsal Monitors may be aske

In addition to being a rehearsal monitor, CKYO also has the following optional volunteer opportunities. We would really love your help! Please read the following job descriptions and choose the ones that might fit your interests and schedule.

Concert Day Monitors

This position is similar to the Rehearsal Monitor. Supervision of the students and directing student flow is needed during the warm-up rehearsal before a concert.

Reception Attendants

After every concert, we serve a small reception for our students, family, and friends. Reception Assistants are needed to help set up, serve, and clean up.

Merchandise Attendants

At every concert and some opening season activities, there will be CKYO branded merchandise available for purchase. We ask for parent volunteers to help run and organize the sale table.

Reception Donation

If you are more of a "behind the scenes" person and would prefer to donate in another way, we do accept donations of concert reception supplies in the form of CKYO punch supplies, cookies, cups and paper products.

7.3 VOLUNTEER POLICY

Application to Volunteer

An adult who wishes to volunteer at a CKYO or for a CKYO-sponsored activity where he/she will have: (1) contact with students on a regularly scheduled or continuing basis; or (2) supervisory responsibility for children at a school site or on a school sponsored trip, shall complete a written application form available from the CKYO Office.

Required to submit to a Criminal Records Check: Rehearsal Monitor/Concert Day Monitor
Bus Monitor / Trip Chaperone
Board Member

Not required to submit to a Criminal Records Check: Concert Reception Assistant
Office Assistant

Processing

CKYO will accept a Criminal Records Check that has already been conducted by a Public School System or employer, granted that the check has been run within the previous four (4) years. These checks are held by the Human Resources department of an employer and are available to current and former employees upon request.

If a new check is needed, CKYO staff shall transmit the information contained on the form to the Kentucky Administrative Office of the Courts (AOC) for the required check (see <http://courts.ky.gov/aoc/AOCFastCheck.htm> for more information).

1. After receipt of the processed records check from AOC, Personnel Committee of the CKYO Board of Directors shall review the information provided based upon the following criteria:

Applicants with the following convictions shall not be authorized to volunteer:

1. All sex-related offense convictions
2. All offense convictions against minors
3. All felony offense convictions against persons or property
4. All alcohol violation convictions within two (2) years from date of check, and not more than two (2) such offense convictions in total.
5. All drug-related offense convictions
6. All deadly weapon-related offense convictions

Additionally, applicants with a pattern of irresponsible behavior, regardless of his or her criminal record report, may be reviewed by the Personnel Committee of the CKYO Board of Directors to determine volunteer status.

2. The volunteer applicant shall be notified of his/her volunteer status by Personnel Committee of the CKYO Board of Directors.

3. In addition, notification of volunteer status for each applicant shall be made available to all ensemble conductors.

4. An applicant who has questions regarding the status determination may contact the CKYO Office.

APPLICABILITY

AOC Criminal Records Checks will be kept on file and considered valid for four (4) years. After that point, volunteers will be asked to submit to an additional check.

APPEAL

An applicant who has been denied volunteer status may submit a written appeal of the decision to the Personnel Committee of the CKYO Board of Directors who shall respond in a timely manner.

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8. WEEKLY CKYO SCHEDULE and LOCATIONS

Symphony Orchestra (SO)

Rehearsal Time: Mondays, 7:00pm – 9:30pm

Location: Singletary Center for the Arts (405 Rose Street, Lexington, KY 40508)

Concert Orchestra (CO)

Rehearsal Time: Wednesdays, 7:00pm – 9:15pm

Location: Frederick Douglass High School (2000 Winchester Road, Lexington, KY 40509)

Repertory Orchestra (Rep)

Rehearsal Time: Tuesdays, 6:30pm– 8:30pm

Location: Frederick Douglass High School (2000 Winchester Road, Lexington, KY 40509)

Bravo String Orchestra (BSO)

Rehearsal Time: Thursdays, 6:00pm-7:30pm

Location: SCAPA Bluegrass (400 Lafayette Parkway, Lexington, KY 40503)

Jazz Repertory Orchestra (JRO)

Rehearsal Time: Tuesdays, 5:30pm – 7:00pm (January thru May only)

Location: TBA

Jazz Arts Orchestra (JAO)

Rehearsal Time: Tuesdays, 7:00-9:00pm (January thru May only)

Location: TBA

Other Common CKYO Locations

Leestown Middle School (*FIM*)

2010 Leestown Road, Lexington

Bryan Station Middle School (*FIM*)

1865 Wickland Drive, Lexington

Arlington Christian Church (*MusicWorks*)

1206 N Limestone, Lexington

Central Music Academy

At Robert H. Williams Cultural Center

644 Georgetown Street, Lexington

St. Luke United Methodist Church

2351 Alumni Drive, Lexington

9. 75th SEASON: 2022-2023 Concert and Event Schedule

Sunday, September 11, 2022 (2-6pm, assigned times)

Borchardt Concerto Competition

Sunday, November 6, 2022 (5pm)

75th Season Opening Concert (Bravo String, Repertory, Concert, Symphony Orchestras)

Sunday, February 19, 2023 (Concerts at 3pm, 5:00pm, and 7:00pm)

Teen Arts Festival (Bravo String, Repertory, Concert, Symphony, Jazz, Percussion Ensembles)

Sunday, May 7, 2023 (5pm)

Spring Concert (Bravo String, Repertory, Concert Orchestras)

Tuesday, May 10, 2023 (7:30pm)

Jazz Live! At the Lyric Theatre (Jazz Arts and Jazz Repertory)

Sunday, May 21, 2023 (5pm)

75th Season Finale Concert (Symphony, Friends in Music, 2023 Senior Celebration, Alumni)

TICKETS

Ticket sales for CKYO concerts held at the Singletary Center for the Arts are managed by Singletary Center for the Arts Ticket Office for your convenience. Purchases can be made over the phone, via fax, mail, online, or in person. The SCFA Ticket Office accepts the following forms of payment: Visa, MasterCard, Cash, Check, UK Plus Account, and Gift Certificates. If ordering online, you are able to use Visa, Mastercard, Discover, and American Express. **Processing Fees and Sales tax will apply.**

SCFA Ticket Office Hours
Monday - Friday: 10am to 5pm

Contacting the SCFA Ticket Office:
Phone: 859.257.4929
Fax: 859.323.9991
www.scfatickets.com

CONCERT RECORDINGS

Every CKYO concert is professionally audio recorded (video recording may also be available this season). Following each concert and at the end of the season, CKYO members and their families will receive links to the audio files from each concert. Families are welcome to download the concert tracks and share them free of charge with family. We ask that you do not share the links via social media.