



# **Greenville County Youth Orchestra**

2021-2022 Handbook

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## **Welcome to Greenville County Youth Orchestras!**

### ***Our Mission***

Our mission is to impact the lives of young people through music by providing a quality orchestral program that develops and educates young musicians in the art of performance and enhances their personal musicianship. We strive to make our programs available to all qualifying students by offering a robust scholarship program to assist families in need with orchestra fees, summer studies, and private lessons.

### ***What we do.***

GCYO has six (6) honors level ensembles, each geared to a specific stage of development of the young orchestral musician. The program is designed such that a beginning level musician can start in the Prelude ensemble and, with talent, dedication, and practice, end their high school music career in our most advanced ensemble, the Young Artist Orchestra.

Our focus is education. Our conducting staff are gifted educators as well as performing musicians. Sectional rehearsals, led by area strings and wind educators, are an important part of the rehearsal process for all ensembles. Sectionals give our students instrument specific work on their orchestra's repertoire and the skills needed to be successful in the performance. In addition to sectional rehearsals, small group lessons are offered for musicians in our lower level orchestras. These lessons focus on skill development and offer an affordable lesson option for our families.

### ***The GCYO Association***

The GCYO Association is a not-for-profit corporation that partners with the Greenville County Schools (GCS) in providing this after-school orchestra program. GCS provides conductor and coach salaries as well as rehearsal facilities. The Association, with an annual budget over \$100,000, administrates the program and provides funding for administrative staff, all concert expenses including venue rental, programs, music rental and coaching staff. In addition, we budget a minimum of \$10,000.00 each year for scholarship assistance for our students.

## Parent Expectations

Becoming a musician is a journey. Young musicians need a team comprised of family and professionals to get them on the road. You can expect GCYO to do our part as we provide quality instruction and musical opportunities for you musician. *We expect you to support your student as they participate in GCYO in the following ways.*

1. support your musician in meeting the expectations we have set for them
2. **support GCYO financially by paying the participation fee (see fee schedule and explanation below)**
3. support GCYO financially by becoming a sustaining member if you are able (see membership form)
4. **Support GCYO by volunteering your time!**

### 2021-22 Participation Fees:

Participation fees will be billed by semester..

#### *2021 Fall Semester*

- Young Artist Orchestra: \$125
- Philharmonic: \$125
- Sinfonia, Intermezzo, Prelude, Wind Symphony: \$50

#### *2022 Spring Semester*

- Young Artist Orchestra: \$125
- Philharmonic: \$125
- Sinfonia, Intermezzo, Prelude, Wind Symphony: \$50

**Participation Fees are due to the GCYO Association by the first rehearsal of the semester unless you make other arrangements.**

#### **PAYMENT OPTIONS:**

- On line: See Charms Office Instructions below to learn how (there is a 3% service fee).
- Cash or Check made out to GCYO and either brought to rehearsal or mailed to 102 Pine Knoll Drive Greenville, 29609.

#### **Payment Plan: You can afford the fee, just not all at once!**

- Your first payment **MUST** be at least 10% of your total fee.
- After the first payment, you set your payment schedule.
- Final payment must be made by the end of the semester.
- You will receive a statement each month until your balance is paid off.

**Financial Aid Program:** We understand that financial difficulties occur. Financial aid is awarded based on a family's financial need. If you need financial assistance, see guidelines on the following page.

# **GCYO Financial Aid and Scholarships**

## **Raising Musicians: Financial Aid Scholarships**

All students should have the opportunity to excel musically! The GCYO Board of Directors has established a scholarship fund to assist families with the high cost of raising a musician. Financial aid awards are made for private lessons, GCYO tuition fees, and summer music programs. Award is based on financial need, the student's participation in GCYO, and a teacher recommendation.

### ***GCYO Fee Assistance:***

We understand that financial difficulties occur. Financial aid is awarded based on a family's financial need. We expect all families, however, to "buy in" at some at some level. Please be prepared to pay a deposit of 10% of the student fee by the first rehearsal.

Complete our scholarship application found at <https://gcyo.net/request-for-fees> . Application must be completed by September 30 and/or February 1. Please note that financial aid will be awarded by semester this year.

### ***Financial Aid for Private Lessons:***

This scholarship program is designed to ASSIST parents with the high cost of private lessons. Applicants must apply by September 30th and/or January 30th. Funds will be sent to the teacher or institution providing lessons. To apply for financial assistance for private lessons go to <https://gcyo.net/request-lesson-assistance/>

### ***Financial Aid for Summer Studies:***

Summer music camps and programs are an important part of a musicians advanced studies. They are also expensive! Application for summer studies assistance must be submitted by May 15th. These funds may also be used to cover private lessons over the summer. Funds will be sent directly to the camp or teacher.

To apply for financial assistance for a summer program go to <https://gcyo.net/summer-studies-assistance/>

## **Scholarship Auditions**

The GCYO Association offers two merit-based scholarship opportunities for our musicians. Both scholarships are determined by live audition and will take place in the spring of each year. To be eligible to audition you must be in good standing with the orchestra you are currently in, have adhered to the attendance policy of GCYO, and have submitted your application by the publicized date. Auditioning students may not request an audition date other than that publicized, nor can they submit a video or audio audition. For details and application check go to [www.gcyo.net/students-and-parents/](http://www.gcyo.net/students-and-parents/)

### ***Summer Studies Scholarships:***

Summer Studies Scholarships are to be used for summer music programs or private lessons. This is open to all members of GCYO that are in good standing and are returning next year. There will be 2 – 4 scholarships awarded for each orchestra, amount to be determined by GCYO Board.

### ***Senior Scholarship:***

Graduating seniors who will be pursuing a music degree in college may apply for the Senior Scholarship. There will be one scholarship awarded, amount to be determined by GCYO Board.

# CONCERT/REHEARSAL ATTENDANCE POLICIES

## CONCERTS

Performances are a part of the education you receive in GCYO. We expect our musicians to make every effort to attend the performances that their ensemble is involved in.

### **Winter Orchestras Concert with Prelude, Intermezzo, Sinfonia, Wind Symphony**

Wade Hampton High School, Tuesday, January 11, 7:00 pm  
Dress rehearsal, Monday, January 10, schedule TBD

### **Winter Philharmonic and YAO Concert**

Peace Center Gunter Theatre, Saturday January 29, 7:30 pm  
Dress rehearsal Friday, January 28 at Gunter Theatre, Monday night times  
Dress rehearsal 2, Saturday, January 29 at Gunter times TBD

### **Spring Orchestras Concert with Prelude, Intermezzo, Sinfonia and Wind Symphony**

Peace Center Gunter Theatre, Tuesday, April 26, 7:00 pm  
Dress rehearsals on Monday and Tuesday afternoon, times TBD

### **Spring Philharmonic and YAO Concert**

Peace Center Gunter Theatre, Saturday, May 7, 7:30 pm  
Dress rehearsal, Friday, May 6, regular rehearsal times  
Dress rehearsal, Saturday, May 7 in AM, times TBD

## REHEARSAL PREPARATION

Rehearsal is not the time to practice your orchestra music. Rehearsal time will be used to work on style, intonation, expression, technique, tone, color, balance & blend, ensemble, unity of purpose, and other aspects of orchestral performance. As an orchestra member, you are expected to do the following:

- Practice EACH WEEK to incorporate what was rehearsed at the most recent rehearsal and develop your technique according to weekly instructions.
- Practice regularly with a metronome.
- There will be a part check/audition for each concert cycle. At the discretion of the staff, the part checks may or may not be used for seating.
- *Philharmonic and YAO musicians*: Obtain recordings of the works being rehearsed, listen to them, following and becoming familiar with individual parts in context of the work.
- *Philharmonic and YAO musicians*: Read your conductors weekly rehearsal notes and listen to rehearsal recordings

## REHEARSAL ATTENDANCE POLICY

You will be given a schedule of rehearsals and their locations for the year. In addition, you can always find the schedule on our website [www.geyo.net/students-and-parents](http://www.geyo.net/students-and-parents) under the calendar tab.

- 1) You (the orchestra member) are expected to attend ALL rehearsals in a given season. But:
- 2) You are allowed a total of five (5) excused absences for the year, and no more than three (3) excused absences per semester.
- 3) Acceptable reasons for missing a rehearsal:
  - i) You must perform in a scheduled school concert
  - ii) You must participate in an event that is a fixed part of your religious calendar
  - iii) You are seriously ill (fever over 100)
  - iv) You have any COVID-19 Symptoms or have been quarantined for any reason
  - v) Death of a family member
- 4) If missing rehearsals becomes an issue between you and GCYO, it will show that you lack the necessary commitment to be a good member and a conference will be held with the director, coaches, parent and student to determine the consequences.
- 5) Having too much homework is not considered a valid excuse for missing a rehearsal. In committing to the orchestra, you agree to plan with regard to academic responsibilities. When you are absent, it is impossible to make up the work, and your absence impacts the entire ensemble.
- 6) You are not permitted to miss any dress rehearsals or concerts. These final rehearsals are geared toward pulling the elements of the orchestra together for the performance, and you are needed to accomplish this. You will be asked to sit backstage and not play in the concert if you have missed the dress rehearsal.

For each rehearsal:

- ✓ Arrive no later than 10 minutes before the start of any rehearsal. (In the music world, being on time is LATE. Being early is ON TIME!)
- ✓ Bring your instrument, in good repair and ready to play.
- ✓ Bring YOUR music.
- ✓ Bring a pencil.

### Rehearsal Locations and Times:

Prelude:	5:00 – 6:15 Fine Arts Center
Intermezzo:	5:00 – 6:30 Wade Hampton High School – room TBD
Sinfonia:	4:45 – 6:30 Wade Hampton High School – room TBD
Wind Symphony	5:00 – 6:30 Wade Hampton High School – room TBD
Philharmonic:	4:45 – 6:30 Fine Arts Center
Young Artist Orchestra:	7:00 – 9:30 Fine Arts Center

### **WHAT DO I DO IF I HAVE TO MISS REHEARSAL?**

**FILL OUT THE ONLINE ABSENCE REQUEST FORM <https://gcyo.net/students-and-parents/> as soon as possible!**

### **WHAT DO I DO IF I AM SICK, OR HAVE SOME OTHER LAST MINUTE REASON FOR MISSING REHEARSAL?**

**FILL OUT THE ONLINE ABSENCE REQUEST FORM <https://gcyo.net/students-and-parents/> as soon as possible AND contact Mrs. Black at [arleen.black@gcyo.net](mailto:arleen.black@gcyo.net) to let her know as soon as possible.**

### **WHAT DO I DO IF I AM GOING TO BE LATER OR HAVE TO LEAVE EARLY?**

**FILL OUT THE ONLINE ABSENCE REQUEST FORM <https://gcyo.net/students-and-parents/> as soon as possible AND contact Mrs. Black at [arleen.black@gcyo.net](mailto:arleen.black@gcyo.net) to let her know as soon as possible.**

**DO NOT email Mrs. Caprell or your conductor about an absence, late arrival, or early departure. Mrs. Black will contact the appropriate conductor and let them know the situation.**

**Please note that if you do not submit a request in advance, or contact Mrs. Black regarding a last-minute absence, we will call home to check on you!**

## **Covid-19 Procedures and Policies**

While we are expecting a return to normal rehearsal procedures (no masks or social distancing required) please note the following:

- We must follow pandemic procedures set by the school district. If at any time during the year they decide that restrictions must be put in place, we will have to do so as well.
- Masks are not mandatory, however, we encourage the use of masks for students and staff who are NOT vaccinated.



# Contact Information and How We Stay in Touch!

**Got questions?** The first place to go is [WWW.GCYO.NET](http://WWW.GCYO.NET).

If you haven't visited our site, please do so as soon as you can. Go there **FIRST** when you have a question. You can access our calendar, financial aid and scholarship information, the link to Charms, and any updated COVID-19 info you need.

## **READ OUR MAILS AND TEXT MESSAGES.**

Our primary method of getting information to you is through emails sent from our CHARMS account, or, in the case of our newsletters, mailchimp. **PLEASE** read all emails coming to you from anyone at GCYO! We also use a text messaging program called REMIND to send out reminders and last minute schedule updates.

## **Still have a question?**

If it's orchestra specific, such as "I lost my music", please contact your student's conductor.

- Prelude Mrs. Janice Hutton, [jhutton@greenville.k12.sc.us](mailto:jhutton@greenville.k12.sc.us)
- Intermezzo Mrs. Lisa Hastings, [lisa.hastings@gcyo.net](mailto:lisa.hastings@gcyo.net)
- Sinfonia Ms Susan Wines, [swines@greenville.k12.sc.us](mailto:swines@greenville.k12.sc.us)
- Philharmonic and Young Artist Orchestra, Dr. Gary Robinson, [gary.robinson@gcyo.net](mailto:gary.robinson@gcyo.net)

For billing, charms, financial aid, etc please contact either

- Administrative Assistant, Arleen Black at [arleen.black@gcyo.net](mailto:arleen.black@gcyo.net)
- Executive Director Holly Caprell at [holly.caprell@gcyo.net](mailto:holly.caprell@gcyo.net).

**Please include your student's name as well as the orchestra they are in when emailing or texting.**

**CHARMS is where we keep all student information. Please help us by keeping this information current!**

**It is imperative that we have current contact information for you and your student!**

Having current parent contact information is especially important in the case of an emergency at rehearsal. We DO NOT have access to the school district records so we must rely on your providing us with accurate and current info.

To access CHARMS:

- Go to the GCYO web-site [www.gcyo.net/students-and-parents/](http://www.gcyo.net/students-and-parents/)
- Click on “Charms login”
- If you don’t know or remember your student login:  
Click on enter.  
Enter student first and last name, phone number or email address.  
Follow instructions to create a password.
- If you know your student login:  
Enter your student **PASSWORD**. Once you have first entered this ID number, you may create your own, unique password by clicking on the “lock and key” (*Change Password*) button.
- If you are having problems logging in, please contact our administrative assistant, Arleen Black at [arleen.black@gcyo.net](mailto:arleen.black@gcyo.net)
- **Do the following:**
  - **Update Personal Information** – Click the *Update Info* button.  
Make changes to student and parents’ information. We need student and parent physical and email addresses as well as phone numbers (cell phone and land lines if you have them). We also need current school assignment.
  - **Pay your fees on line!** *Click on the Finances* button to view your account balance. You may pay your student fee securely through PayPal. **YOU DO NOT HAVE TO HAVE A PAYPAL ACCOUNT!**
- **REMEMBER YOUR PASSWORD** or write it down! Any changes that need to be made to your contact information during the year should be made by you, INCLUDING EMAIL ADDRESSES.

## Sign up for important updates from GCYO.

Get information for Greenville County Youth Orchestras right on your phone—not on handouts. Use the following class codes:

Prelude: gcyoprel

Sinfonia: gcyosinfon

YAO: gcyoyao

Intermezzo: gcyointer

Philharmonic: gcyophil

Wind Ensemble: gcyowind

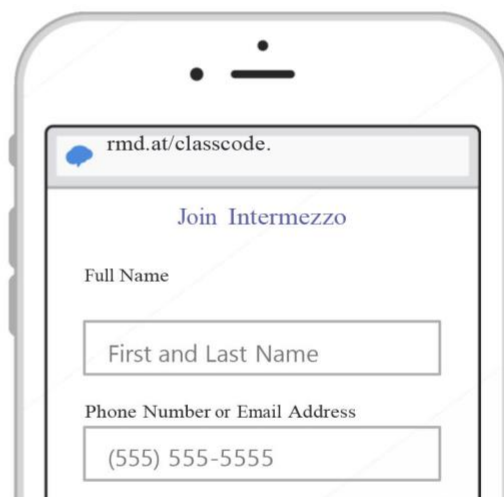
Pick a way to receive messages for your students' orchestra using

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/classcode](http://rmd.at/classcode)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message @classcode to the number 81010.

If you're having trouble with 81010, try texting @classcode to (864) 306-4243.

*\* Standard text message rates apply.*



Don't have a mobile phone? Go to [rmd.at/classcode](http://rmd.at/classcode) on a desktop computer to sign up for email notifications.

## Required Forms

**Please complete these last few pages and return.** You can email the forms to [arleen.black@gcyo.net](mailto:arleen.black@gcyo.net), print and mail them to GCYO, 102 Pine Knoll Drive, Greenville SC 29609 or send them with your student to rehearsal. **(Please do not print and return the entire handbook!)**

**I have read, understand, and accept the  
PARENT EXPECTATIONS and CONCERT FEES**

\_\_\_\_\_

**Parent**

\_\_\_\_\_

**Date**

**Student's name** \_\_\_\_\_

**I have read, understand, and accept the  
ATTENDANCE, PREPARATION, and ABSENCE REQUEST policies**

\_\_\_\_\_

**Orchestra member**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Parent**

\_\_\_\_\_

**Date**

**Greenville County Youth Orchestras  
Release of student Information and Photo's**

All GCYO concerts are recorded for YouTube and digital distribution. These are released to area radio and TV stations for publicity purposes and, with the exception of soloists, do not reference specific students' names. In addition, there may be times during the year when our publicity chairman desires to release a photograph and/or information about your student. This would most often be in the context of a news release about the GCYO and might include your students name, grade, school and a photo. There might also be occasions to do a "story" on students in the orchestra who have achieved some important distinction such as winning a scholarship or solo audition. At no time will we release contact information for your student without expressly requesting your permission to do so.

**Permission TO Release Information**

The undersigned is a parent or legal guardian of \_\_\_\_\_, who is a member of the

Greenville County Youth Orchestras. The undersigned authorizes the GCYO and any representative to photograph, film, record, reproduce, or otherwise use the student's appearance or performance created during any activity of the GCYO as long as it is used only for advertisements for or publicity about the Greenville County Youth Orchestra.

It is understood that the Greenville County Youth Orchestra will be sole owners of any film, audio or videotape, photograph or reproductions of student's appearance, performances and activities.

It is also understood that GCYO or its' representatives may not use any film, audio or videotape, photograph or reproductions of student's appearance, performances and activities for commercial purposes.

By execution of the release, the undersigned waives any right to inspect and/or approve any activity or use authorized by the Greenville County Youth Orchestras.

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Parent signature	Student signature if over 18	Date
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**Request NOT to Release Student Information or Photo**

I choose not to have information or photos of my child, \_\_\_\_\_ released by  
GCYO. I understand that by my completing this request, my child's name will not be released for any reason.